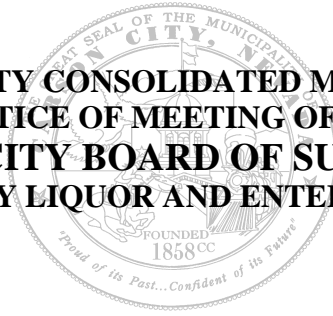


**CARSON CITY CONSOLIDATED MUNICIPALITY
NOTICE OF MEETING OF THE
CARSON CITY BOARD OF SUPERVISORS
AND CARSON CITY LIQUOR AND ENTERTAINMENT BOARD**



Day: Thursday
Date: February 16, 2012
Time: Beginning at 8:30 a.m.
Location: Community Center, Sierra Room
851 East William Street
Carson City, Nevada

Agenda

1. **Call to Order – Board of Supervisors**
2. **Roll Call**
3. **Invocation - Al Tilstra, Seventh Day Adventist Church**
4. **Pledge of Allegiance**
5. **Public Comments and Discussion:**

The public is invited at this time to comment on and discuss any topic that is relevant to, or within the authority of, the Carson City Board of Supervisors, the Carson City Liquor and Entertainment Board, the Carson City Redevelopment Authority and the Carson City Board of Health (Boards). In order for members of the public to participate in the Boards' consideration of an agenda item, the Boards strongly encourage members of the public to comment on an agenda item during the item itself. No action may be taken on a matter raised under public comment unless the item has been specifically included on the agenda as an item upon which action may be taken. The Mayor, or the Mayor Pro-Tem, retains discretion to only provide for public comment under this general item and not call for or allow individual-item public comment at the time of any Boards' consideration of any item on the agenda involving: 1) an off-site tour by the Board; or 2) any person's or entity's due process appeal or hearing rights provided by statute or the Carson City Municipal Code.

6. **For Possible Action: Approval of Minutes - January 19, 2012**
7. **For Possible Action: Adoption of Agenda**
8. **Consent Agenda**

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All matters listed under the consent agenda are considered routine and may be acted upon by the Board of Supervisors with one action and without an extensive hearing. Any member of the Board or any citizen may request that an item be taken from the consent agenda, discussed and acted upon separately during this meeting. The Mayor, or the Mayor Pro-Tem, retains discretion in deciding whether or not an item will be pulled off the consent agenda.
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8-1. Assessor

For Possible Action: To approve the correction and increase of the taxes for the 2008/09, 2009/10, 2010/11 and 2011/12 tax years for parcel number 007-431-11 (1024 Baily Ct.) per NRS 361.157 and NRS 361.155 (5) in the amount of \$12,027.35. (*Kimberly Adams*)

Staff Summary: The property located at 1024 Baily Ct. APN 007-431-11 was granted an exemption in 1998 because the property was owned by the First United Methodist Church and being used for the Pastor of the church as a parsonage. In August of 2007, the property was no longer being used for the Pastor and the church decided to rent the home out and collect rent. It was not until November of 2011 that our office was notified that the property was being rented out. Per NRS 361.157 (1) "when any real estate or portion of real estate which for any reason is exempt from taxation is leased, loaned or otherwise made available to and used by a natural person...for profit or as a residence, or both...is subject to taxation." NRS 361.155 (5) further states that "if an exemption is granted or renewed in error because of an incorrect claim or failure of an organization to give the notice required by subsection 4, the assessor shall assess the taxable portion of the property retroactively pursuant to NRS 361.769 and a penalty of 10 percent of the tax due for the current year and any prior years may be added." In light of the fact that the owner of the property did notify us, provided a ledger of rents received since 2007 and it does not appear that they purposely avoided paying taxes, it is the opinion of the Assessor's office and the District Attorney's office that the 10% penalty be waived. Additionally, based on the rent amounts provided, the property did not qualify for the lower 3% tax cap in any of the requested years. The Assessor's office is asking for the correction and increase of the 2008/09 through 2011/12. This correction will result in a increase in the amount of \$2,755.30 for the 2008/09, an increase of \$2,970.22 for the 2009/10 fiscal year, an increase of \$3,169.22 for the 2010/11 fiscal year and an increase in the amount of \$3,132.61 for the 2011/12 fiscal year.

8-2. Finance

- A) For Possible Action: To accept the report on the condition of each fund in the treasury through February 7, 2012 per NRS 251.030. (*Nick Providenti*)

Staff Summary: NRS 251.030 requires the Finance Director (for the purpose of the statute acting as the County Auditor) to report to the Board of County Commissioners (or in our case the Board of Supervisors), at each regular meeting thereof, the condition of each fund in the treasury.

- B) For Possible Action: To accept the Carson City Cost Allocation Plan for the fiscal year ended June 30, 2011. (*Nick Providenti*)

Staff Summary: City staff is requesting that the Board accept the Cost Allocation Plan prepared by Mahoney and Associates using financial information for the fiscal year ended June 30, 2011 for use in preparing the FY 2013 Carson City Budget. As per last year, the city will use the OMB Circular A-87 Cost plan and will remove any costs associated with the City Manager's Office from the allocation for amounts charged to the Quality of Life Special Revenue Fund. The City will use the Full Cost Allocation plan for amounts charged to all other Enterprise and Special Revenue Funds.

8-3. Purchasing and Contracts

For Possible Action: To accept the quarterly summary report of all active grants made to Carson City as well as a listing of all pending grants. *(Kim Belt)*

Staff Summary: A quarterly summary of all active grants made to Carson City as well as a listing of all pending grants will be given to the Board of Supervisors.

8-4. City Manager

For Possible Action: To ratify the approval of bills and other requests for payments by the City Manager for the period of January 11, 2012 thru February 7, 2012. *(Larry Werner)*

Staff Summary: All bills or other requests for payment verified per CCMC 2.29.010 shall be presented by the controller, together with the register book of demands and warrants to the city manager who shall audit the same, and if found authorized, correct and legal, shall signify by his signature, as agent for the board, upon the register book of demands and warrants those demands which are approved or disapproved by him. Upon approval, the warrants, as prepared aforesaid, shall issue. The City Manager shall then cause the register book of bills and other requests for payment and warrants to be presented at least once a month to the board of supervisors, who shall by motion entered into its minutes, ratify the action taken on the bills or other requests for payment.

(End of Consent Agenda)

9. Recess as Board of Supervisors

Liquor and Entertainment Board

10. Call to Order & Roll Call – Liquor and Entertainment Board

11. For Possible Action: Approval of Minutes - January 19, 2012

12. Public Works - Business License

For Possible Action: To approve Amy Cooper as the liquor manager for Smith’s Food and Drug Store (Liquor License #12-4042) located at 599 E. William St., Carson City. *(Jennifer Pruitt)*

Staff Summary: All liquor license requests are to be reviewed by the Liquor Board per CCMC 4.13. Amy Cooper is applying to be listed as the liquor manager on the liquor license replacing the previous liquor manager.

13. For Possible Action: To Adjourn as the Liquor and Entertainment Board

14. Reconvene as the Board of Supervisors

Ordinances, Resolutions, and Other Items

15. Any item(s) pulled from the Consent Agenda will be heard at this time.

16. City Manager

- A) Presentation of the Carson City Quarterly Business Review for the period ending December 31, 2011. *(Linda Ritter)*

Staff Summary: This item represents the quarterly business review related to the City-wide performance scorecard. A scorecard is a tool that focuses our attention on those things most important, aligns our activities throughout the organization, measures our progress and monitors projects that improve our performance. In the report the objective represents what we want to achieve as a City. The performance measures give us a progress report on meeting those objectives by comparing actual data with established targets. These targets represent our expected and/or desired performance. If targets are not being met, staff focuses on those areas and determines what, if anything, can be done to reverse the situation.

- B) For Possible Action: To support the existing Tier 1 Distribution of the Consolidated Tax (Ctax) and possible action to authorize the Mayor to sign a letter in support of the existing Tier 1 Distribution of the Consolidated Tax as presented by the Nevada Association of Counties to the Interim Legislative Subcommittee on Ctax hearing Chairwoman Kirkpatrick. *(Larry Werner)*

Staff Summary: The recent legislature created an interim committee to discuss the Ctax distribution at the urging of several cities. The main issue has been the Tier 2 distribution in a couple of counties. Carson City has no issue with the current Tier 1 or Tier 2 distribution. NACO made a presentation to the interim committee on February 1, 2012 stating that all the counties were in agreement with the Tier 1 distribution. Chairwoman Kirkpatrick asked that all counties weigh in on the issue stating whether they had any issues and were they supportive of the NACO presentation.

17. Public Works - Planning and Zoning

Presentation of the Historic Resources Commission Annual Report for 2011. (HRC-11-139) *(Mike Drews/Jennifer Pruitt)*

Staff Summary: This item is a review of the HRC Annual report prepared by the Planning Division.

18. Public Works

For Possible Action: To introduce, on first reading, an ordinance amending the Carson City Municipal Code Title 10 Vehicles and Traffic, Chapter 10.24 Stopping, Standing and Parking. *(Jeff Sharp)*

Staff Summary: The proposed revisions are necessary to provide relief and/or reduced infraction for persons who possess a valid handicapped parking placard but failed to display it while parked (CCMC 10.24.145.10), to establish a bail requirement for disputing an infraction (CCMC 10.24.380.1b), and other housekeeping measures.

19. Finance

- A) For Possible Action: To introduce, on first reading, an ordinance of the Board of Supervisors of Carson City, Nevada designated by the short title "2012 Water Bond Ordinance"; providing for the issuance of its registered, negotiable, General Obligation (Limited Tax) Water Improvement and Refunding Bonds (additionally secured by pledged revenues), Series 2012A; providing the form, terms and conditions of the bonds and covenants relating to the payment of such bonds; providing for the levy and collection of annual general (ad valorem) taxes for the payment of such bonds; additionally securing their payment by

a pledge of revenues derived from the water system of the city; ratifying action previously taken toward the issuance of such bonds; and providing other matters relating thereto. (*Nick Providenti*)

Staff Summary: The City Charter provides that the City may borrow money to acquire, improve, equip, operate and maintain a water project and for such purpose may issue bonds or other securities, and the Board has determined and declared that the Project is a municipal purpose within the meaning of said Charter provisions.

- B) For Possible Action: To introduce, on first reading, an ordinance designated by the short title "2012 Sewer Bond Ordinance"; providing for the issuance by Carson City, Nevada of its negotiable, General Obligation (Limited Tax) Sewer Improvement and Refunding Bonds (additionally secured by pledged revenues), Series 2012B; providing the form, terms and conditions of the bonds, the use of their proceeds and providing for the sale thereof; providing for the levy and collection of annual general (ad valorem) taxes for the payment of the bonds; additionally securing their payment by a pledge of revenues derived from the sewer system of the city; ratifying action previously taken toward the issuance of the bonds; and providing other matters relating thereto. (*Nick Providenti*)

Staff Summary: The City Charter provides that the City may borrow money to acquire, improve, equip, operate and maintain a sewer project and for such purpose may issue bonds or other securities, and the Board has determined and declared that the Project is a municipal purpose within the meaning of said Charter provisions.

20. Board of Supervisors

Non-Action Items:

Status review of projects

– Capital Projects Status Report

Internal communications and administrative matters

Correspondence to the Board of Supervisors

Status reports and comments from the members of the Board

Staff comments and status report

21. **Public Comment:** The public is invited at this time to comment on any matter that is not specifically included on the agenda as an action item. No action may be taken on a matter raised under this item of the agenda.

22. For Possible Action: To Adjourn

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Agenda Management Notice - Items on the agenda may be taken out of order; the public body may combine two or more agenda items for consideration; and the public body may remove an item from the agenda or delay discussion relating to an item on the agenda at any time.
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Copies of information related to the above items can be viewed at the reference desk at the Carson City Public Library.
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Titles of agenda items are intended to identify specific matters. If you desire detailed information concerning any subject matter itemized within this agenda, you are encouraged to call the responsible agency or the City Manager's Office. You are encouraged to attend this meeting and participate by commenting on any agenda item.
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Notice to persons with disabilities: Members of the public who are disabled and require special assistance or accommodations at the meeting are requested to notify the City Manager's Office in writing at 201 North Carson Street, Carson City, NV, 89701, or by calling (775)887-2100 at least 24 hours in advance.

This meeting can be viewed on Channel 226. For specific dates and times - www.bactv.org.

This agenda and backup information are available on the City's website at www.carson.org/agendas

This notice has been posted at the following locations:

Community Center 851 East William Street
Public Safety Complex 885 East Musser Street
City Hall 201 North Carson Street
Carson City Library 900 North Roop Street
Business Resource & Innovation Center (BRIC) 108 East Proctor Street

Date: February 9, 2012