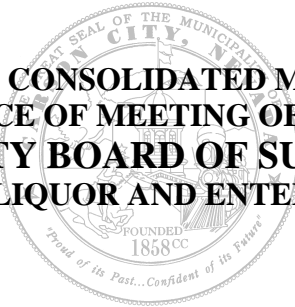


**CARSON CITY CONSOLIDATED MUNICIPALITY
NOTICE OF MEETING OF THE
CARSON CITY BOARD OF SUPERVISORS
AND CARSON CITY LIQUOR AND ENTERTAINMENT BOARD**



Day: Thursday
Date: June 2, 2011
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 - Bill McCord, First United Methodist, Retired**
4. **Pledge of Allegiance**
5. **Action on Approval of Minutes - May 5, 2011**
6. **Adoption of Agenda**
7. **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.

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. Sheriff

- A) Action to approve the Nevada Department of Public Safety, Office of Traffic Safety Grant #21-K8-18-10 in the amount of \$5,300. (*Ken Furlong*)

Staff Summary: This grant will facilitate the purchase of PBT devices used in the detection of drivers under the influence and the enforcement of applicable laws.

- B) Action to approve the FY2011 Cooperative Law Enforcement Annual Operating Plan and Financial Plan for Patrol Services between the United States Forest Service, Lake Tahoe Management Unit and the Carson City Sheriff's Office in the amount of \$10,500 – Agreement number 11-LE-11051360-232. (*Ken Furlong*)

Staff Summary: This is a continuation of previous Operating Plans and provides for the reimbursement of costs relative to law enforcement activities while performing work for the United States Forest Service. Patrol areas include Lake Tahoe National Forest beaches, forests and parking areas including but not limited to Chimney Beach and Secret Harbor/Secret Cove.

8-2. Public Works

Action to adopt a resolution approving and authorizing the Mayor to sign Amendment #1 to an Interlocal Agreement by and between Carson City and the State of Nevada, Division of State Lands and Carson City for Induced Water Infiltration System, Roadway and Monitoring Wells in Vicee Canyon. (*Andy Burnham*)

Staff Summary: Adoption of the Resolution approving this amendment will increase annual lease payment for 2.23 acres of State owned property in Vicee Canyon from \$1,115.00 to \$2,485.00. There has not been an increase since the initial contract approval date of April 16, 2004.

8-3. Finance

- A) Action to accept the report on the condition of each fund in the treasury through May 24, 2011 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) Action to confirm the engagement of Swendseid & Stern as bond counsel to Carson City, Nevada in connection with the \$3,000,000 Carson City, Nevada General Obligation (Limited Tax) Water Bonds (Additionally Secured by Pledged Revenues) Series 2011 and the \$2,500,000 Carson City, Nevada General Obligation (Limited Tax) Sewer Bonds (Additionally Secured by Pledged Revenues) Series 2011. (*Nick Providenti*)

Staff Summary: The agreement between the City and the firm of Swendseid and Stern sets forth the role proposed to be served and the responsibilities proposed to be assumed as bond counsel.

8-4. Purchasing and Contracts

- A) Action to approve Amendment No. 6 for Contract No. 0405-076 the renewal of the contract through June 30, 2012, for Ambulance Billing Services with Advanced Data Processing, Inc. (*Kim Belt*)

Staff Summary: Amendment No. 6 will extend the contract through June 30, 2012.

- B) Action to determine that Contract No. 1011-230 is a contract for professional services and therefore not suitable for public bidding pursuant to NRS 332.115 and to approve Contract No. 1011-230, a request

for professional services to be provided by Ritter Consulting Associates, Inc. through June 1, 2012, for a not to exceed cost of \$57,290.00 to be funded from the Professional Services Account in the CMO Fund as provided in FY 2010/2011 and FY 2011/2012. *(Kim Belt)*

Staff Summary: Consultant will provide contract strategic planning and performance management consulting services.

- C) Action to approve Contract No. 1011-234 Pursuant to NRS 332.115(1)(b) and NRS 625.530 with Resource Concepts, Incorporated to provide Professional Services for Carson City Water Rights Assistance through June 1, 2013 for a not to exceed amount of \$90,000.00 to be funded from the Water Account – Professional Services as provided in FY 2010/2011, FY 2011/2012 and FY 2012/2013. *(Kim Belt)*

Staff Summary: This contract is to provide Professional Services which include: 1) monitoring with the Nevada Division of Water Resources filing deadlines, requirements, and due dates, including responding to all notices, and other requirements of the State; 2) coordination with City staff in the water utility area regarding changes, Proofs of Beneficial use, Proofs of Completion, and other requirements necessary to keep water rights in good standing; and 3) responding to specific water related requests as required. This would include hearings for reinstatement, technical support related to legal actions or administrative hearings, and other services as requested by Carson City.

- D) Action to determine that Contract No. 1112-040 is a contract for professional services and therefore not suitable for public bidding pursuant to NRS 332.115 and to approve Contract No. 1112-040, a request for professional services to be provided by Physician Select Management, LLC through June 30, 2012, for an amount not to exceed the cost of \$140,000.00 to be funded from the Inmate Medical Care and Medical Care Accounts in the Public Assistance Fund as provided in FY 2011/2012. *(Kim Belt)*

Staff Summary: Vendor will provide qualified physicians, nurse practitioners or physician's assistants who are licensed in the State of Nevada to provide medical services for all persons in the custody of the Carson City Sheriff and the Carson City Regional Juvenile Detention Center. A contact person will be available from 8:00 am to 8:00 pm everyday of the year, including City recognized holidays.

- E) Action to determine that Contract No. 1112-041 is a contract for professional services and therefore not suitable for public bidding pursuant to NRS 332.115 and to approve Contract No. 1112 -041 a request for professional services to be provided by Physician Select Management, LLC for an amount not to exceed the cost of \$155,000.00 to be funded from the Nursing Grant/Title X and Professional Services/Clinic Service Accounts as provided in FY 2011/2012. *(Kim Belt)*

Staff Summary: Physician Select Management, LLC will provide clinical services, by appointment, as well as walk-in availability a minimum of four (4) clinical workdays, totaling a minimum of thirty-two (32) hours per week, or as mutually agreed upon by both parties.

8-5. City Manager

Review of the quarterly summary for all active grants made to Carson City as well as a listing of all pending grants. *(Larry Werner)*

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.

(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. Action on Approval of Minutes - May 5, 2011

12. Public Works - Business License

Action to approve Jesus Navarrete as the liquor manager for Los Caporales Supermarket (Liquor License #11-28622) located at 1621 Hwy 50 East, Carson City. (*Jennifer Pruitt*)

Staff Summary: All liquor license requests are to be reviewed by the Liquor Board per CCMC 4.13. Jesus Navarrete is applying to be listed as the liquor manager on the liquor license. Staff is recommending approval.

13. 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) Review of the Carson City Operations Scorecard. (*Linda Ritter*)

Staff Summary: This item represents the monthly business review related to the City-wide performance scorecard. In this month's report staff will review various measures included in the City Operations Scorecard. An updated Finance Scorecard for FY 2010/2011 for the General Fund as well as various other funds will be presented. Monthly updates on economic indicators and capital are also included in the report. This review includes data up to April 30, 2011.

B) Presentation on the Comprehensive Regional Water Management Plan being conducted by the Carson Water Subconservancy District. (*Edwin James*)

Staff Summary: Edwin James, General Manager for the Carson Water Subconservancy District will discuss the Comprehensive Regional Water Management Plan including changes in stream flow patterns on the Carson River, the water conservation pilot projects and additional work planned for next year.

17. Public Works

Action to adopt a resolution approving and authorizing the Mayor to sign an Interlocal Agreement by and between Carson City and Douglas County which provides for Douglas County to provide Geographic Information System (GIS) Services to Carson City. (*Andy Burnham*)

Staff Summary: This agreement provides for Douglas County personnel to provide to Carson City, Geographic Information System (GIS) services and sets forth the method of payment for the service.

18. Finance

Action to adopt the Carson City Fund Balance Policy. (*Nick Providenti*)

Staff Summary: In February 2009, the Governmental Accounting Standards Board (GASB) issued GASB Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions*. This statement requires the City to adopt a fund balance policy that describes how to classify and report amounts in the appropriate fund balance components and the order of use of fund balance in all governmental funds.

19. Public Works - Planning and Zoning

- A) Action to adopt a resolution approving an amended interlocal agreement between the Western Nevada HOME Consortium (WNHC), Carson City, and other member entities for FY 2012-2014. (*Lee Plemel*)

Staff Summary: The interlocal agreement for the WNHC has been amended for FY 2012-2014 to assign Carson City as the lead agency and with other members to include the Counties of Churchill, Douglas, Humboldt, Lander, Mineral, Pershing, and Storey; and the Cities of Fernley, Fallon, Lovelock and Winnemucca.

- B) Action to introduce, on first reading, an ordinance amending Carson City Municipal Code Title 18, Zoning, Chapter 18.06, Historic District, Section 18.06.025, Qualifications of Membership, to change the current HRC qualifications for membership, and other matters properly related thereto. (ZCA-11-019) (*Lee Plemel*)

Staff Summary: The Historic Resources Commission is comprised of seven members, but the seventh seat has not been filled for the last two years. This proposal is to change the membership requirement to state that at least one member, but not more than two, serve from each of the five currently established qualifications for membership categories.

20. Human Resources

Action to approve the employee health insurance plan with St. Mary's HealthFirst, the employee dental and life insurance plans with The Standard and the employee vision plan with VSP and to approve the extension of the health insurance plan with St. Mary's HealthFirst through June 30, 2017. (*Melanie Bruketta*)

Staff Summary: This action is to approve the benefit plans for health, dental, life and vision for active city employees and retirees. There are no rate increases or changes to the dental and life plans. There is not a rate increase for the vision plan, and VSP made a small increase to the allowances given for some eye examinations and frames. There is a 3% increase to the group health plan for the HMO plan design and a 0% increase to the group health plan for the POS plan design.

St. Mary's has agreed to extend the renewal through June 30, 2017 with rate increase caps based upon the City's loss ratio. The City's loss ratio has been 90% over the past several years. If the loss ratio continued to be 90%, the maximum increase in the premium would be 12%, unless the loss ratio was greater than 94.99%, then the premium increase would be subject to negotiation. For any loss ratio greater than 95%, the parties agree to negotiate in good faith to determine a mutually agreeable increase. If the parties cannot reach an agreement, the contract may be terminated, unless St. Mary's unilaterally agrees to an increase of 12% or less.

21. Board of Supervisors

Non-Action Items:

Status review of projects
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

– LUNCH BREAK –

– RETURN – APPROXIMATE TIME – 1:30 P.M.

22. City Manager

- A) Action to approve the amended Carson City Strategic Plan. (*Linda Ritter*)

Staff Summary: A strategy map lays out the various perspectives and objectives that guide City efforts and activities in the future. The perspectives represent the various factors contributing to the quality of life in Carson City. The objectives are statements of what must occur in order to support the various quality of life perspectives. Performance measures are included as (1) a way to gauge success in meeting objectives or (2) a way of identifying factors that may impact our ability to meet our objectives. A good compliment of performance measures can provide strategic information that can be used to drive future courses of action. On May 19, 2011, the Board of Supervisors approved an amended strategy map that included perspectives and objectives. Staff is now seeking approval of the complete strategic plan, which adds performance measures to what was previously approved.

- B) Action to approve 2011/2012 initiatives to support the Carson City Strategic Plan. (*Linda Ritter*)

Staff Summary: Initiatives are projects or activities that support the various objectives included in the Carson City Strategic Plan. Previously, they were referred to as Board Goals. At the April 22, 2011 strategic planning workshop, several ideas for new initiatives were discussed. Staff has further researched those ideas and prepared possible initiatives for implementation during Fiscal Year 2011/2012. A full report of the proposed initiatives, including information on current related activities and performance measures are in the agenda packet for review. Scheduled completion dates and notes regarding any financial impacts are also included for each initiative.

- C) Action to approve the annual Strategic Planning Process for Carson City. (*Linda Ritter*)

Staff Summary: While a strategic plan may address long periods of time, 5 to 10 years, an annual process should be adopted whereby objectives can be reviewed, progress towards those objectives can be evaluated and new initiatives to support objectives can be developed. Staff is proposing a Strategic Planning Process that would include all of these components.

23. Human Resources

Review of the City Manager's performance for the period December 31, 2009 to June 2, 2011, and discussion and possible administrative action relating to the employment of Lawrence A. Werner as City Manager for Carson City and action to establish the goals and objectives through December, 2011. (*Melanie Bruketta*)

Staff Summary: Pursuant to the City Manager's contract, the Board of Supervisors is responsible for reviewing and evaluating the performance of the City Manager and establishing the goals and objectives which are used to evaluate his performance.

24. Action to Adjourn

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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.
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This meeting can be viewed on Channel 226. For specific dates and times - www.bactv.org.
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This agenda and backup information are available on the City's website at www.carson.org
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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: May 26, 2011