



**CARSON CITY CONSOLIDATED MUNICIPALITY
NOTICE OF MEETING OF THE
CARSON CITY BOARD OF SUPERVISORS**

Day: Thursday
Date: October 20, 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 - Norm Milz, Shepherd of the Sierra Lutheran**
- 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 a public comment 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 - September 15, 2011**
- 7. For Possible Action: Adoption of Agenda**
- 8. Special Presentation**

Presentation of a proclamation for "Colonial Heritage Month," October 2011. (*Jan Lockhard, President General of the National Society Colonial Dames XVII Century and Ann Potts, President of the Judith Jefferson Farrar Chapter*)

- 9. 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......

9-1. Purchasing and Contracts

For Possible Action: To determine that Contract No. 1112-110 is a sole source purchase for equipment which by reason of the training of the personnel or of an inventory of replacement parts maintained by the local government is compatible with existing equipment, and therefore not suitable for public bidding pursuant to NRS 332.115 and to approve Contract No. 1112-110 a request to purchase domestic water meters from Badger Meter, Inc. for a not to exceed cost of \$160,000.00 to be funded from Water Fund Account - Water Meters and Services as provided in FY 2011/2012. (P.O. No. 2012-032) *(Kim Belt)*

Staff Summary: Due to compatibility issues with the Badger Meter, Inc. Orion Automatic meter reading system (AMR) utilized by the Water Utility Division of the Carson City Public Works Department, the new purchase order for residential and commercial water meters must be a “Sole Source” purchase for Badger meters and the Orion AMR System.

9-2. Finance

For Possible Action: To accept the report on the condition of each fund in the treasury through October 11, 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.

9-3. Public Works - Planning

For Possible Action: To approve a Quit Claim Deed and Reversionary Interest Agreement between Carson City and the Sierra Nevada Community Land Trust for the conveyance of a property at 1104 Palo Verde Drive to construct a single family affordable home pursuant to the provisions of NRS 244.287. *(Lee Plemel)*

Staff Summary: The agreement would allow the construction of one single-family home at 1104 Palo Verde Drive to be maintained as affordable housing for 50 years.

9-4. City Manager

A) For Possible Action: To accept the quarterly summary report 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.

B) For Possible Action: To ratify the approval of bills and other requests for payments by the City Manager for the period of September 7, 2011 thru October 11, 2011. *(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.

- C) For Possible Action: To approve the proposal from Active Strategy, Inc. to provide an enterprise-wide Active Strategy Enterprise (ASE) license, Active DI, and the associated training, in the amount of \$84,900.00 (plus travel and expenses as needed) from the City Manager's Professional Services account. *(Larry Werner)*

Staff Summary: Carson City presently utilizes Active Strategy Enterprise software for our performance management system on a limited-user basis of 25 licenses. We recommend upgrading the capabilities by purchasing unlimited, enterprise-wide log-on rights. In addition to the unlimited license, we also propose to purchase the rights to the Active DI System, which will greatly speed up the process of importing and managing performance data. Total costs of the enterprise license plus annual maintenance over a five year period is \$12,500 more than what would be spent under the current license. The enterprise license provides for unlimited users at an annual cost of \$15,600. The current license is limited to 25 users at an annual cost of \$24,100.

- D) For Possible Action: To ratify the City Manager's signature on a letter sent to Jeffrey Fontaine, Executive Director of the Nevada Association of Counties (NACO), in support of the Historic Virginia & Truckee Railway Reconstruction Project for the US Department of Transportation Tiger III Discretionary Grant. *(Larry Werner)*

Staff Summary: A letter of support was sent from the City Manager to Jeffrey Fontaine, Executive Director of the Nevada Association of Counties (NACO), for the US Department of Transportation Tiger III Discretionary Grant Program. Support was given to the Historic Virginia & Truckee Railway Reconstruction Project Eastgate Station 1 Improvements.

9-5. Public Works

For Possible Action: To adopt a resolution approving and authorizing the Mayor to sign an Interlocal Agreement by and between Carson City, Storey County, Lyon County, and Douglas County which provides Mutual Aid Assistance for Public Works functions. *(Andy Burnham)*

Staff Summary: This agreement provides for Carson City, Storey County, Lyon County, and Douglas County to provide mutual aid to each other in times of an emergency and to provide non-emergency assistance for Public Works services and sets forth the method of payment for the service.

(End of Consent Agenda)

Ordinances, Resolutions, and Other Items

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

11. Human Resources

For Possible Action: Presentation by Chuck Shields, President, Talent Plus, Inc., regarding the Voices 360° survey, action by the Board of Supervisors to select the skills/competencies from the Lominger Placement Map that will be used in the evaluation and action by the Board of Supervisors to establish categories of raters for participation in the evaluation. (*Melanie Bruketta*)

Staff Summary: On September 1, 2011, the Board of Supervisors directed the Human Resources Director to obtain the services for a 360° evaluation of the City Manager in January, 2012. Chuck Shields, President of Talent Plus, Inc., was selected to perform the service. Mr. Shields will conduct a Voices 360° evaluation. He will discuss the evaluation with the Board at this meeting and obtain the skills/competencies to be used in the evaluation, and the list of categories of raters (i.e., peers, direct reports, supervisors, customers) that the Supervisors deem essential to the evaluation process.

12. Public Works

For Possible Action: To adopt, on second reading, Bill No. 119 an ordinance amending Title 12, Water, Sewerage and Drainage, Chapter 12.12, Solid Waste Management, Section 12.12.047, Landfill Rates and Fees, by lowering the fee for out-of-county Class III, additionally, the minimum fee for this category is lowered to \$20.00 from the existing \$30.00, effective October 21, 2011, and other matters properly related thereto. (*Andy Burnham*)

Staff Summary: Staff recommends that the Board of Supervisors consider a decrease in the tonnage rate for out-of-county Class III (inert) waste. The fee for this category had an unanticipated effect on the customers that haul this type of material from out-of-county. A decrease to the proposed \$36.50 per ton versus the existing \$58.00 per ton will regain this customer base. Correspondingly, the minimum fee for this category is proposed to be lowered to \$20.00 from the existing \$30.00.

13. Purchasing and Contracts

- A) For Possible Action: To determine that Herback General Engineering's Bid Submittal is not responsive and therefore Staff recommends the rejection of their bid and bid protest. (*Kim Belt*)

Staff Summary: Carson City received sealed bids for all labor, materials, tools and equipment necessary for the Carson River Park Phase 2A – 5013 Carson River Road. Staff recommends award to Horizon Construction, Inc., as the lowest responsive and responsible bidder pursuant to NRS Chapter 338. Apparent Low Bidder, Herback General Engineering's Bid was found not responsive due to errors in the Bid Submittal.

- B) For Possible Action: To determine that Horizon Construction, Inc. is the lowest responsive and responsible bidder pursuant to NRS Chapter 338 and to award Contract No. 1112-105 Carson River Park Phase 2A – 5013 Carson River Road to Horizon Construction, Inc. for a bid amount of \$166,039.99 plus a contingency amount not to exceed \$11,546.01 to be funded from the Carson River Park Grant Fund and RCT Accounts as provided in FY 2011/2012. (*Kim Belt*)

Staff Summary: Carson City received sealed bids for all labor, materials, tools and equipment necessary for the Carson River Park Phase 2A – 5013 Carson River Road. Work includes, but is not limited to, additional parking for 10 cars, a group picnic shelter, new sidewalks, crosswalk and parking lot striping, siding and painting existing well house, landscaping, revegetation, and irrigation to an existing park.

- C) For Possible Action: To approve Contract No. 1112-120 pursuant to NRS 332.115(1)(b) and NRS 625.530 with Valentiner Crane Architects to provide Professional Services for Carson City Multi-Purpose Athletic Complex Planning, Architectural and Engineering through December 31, 2013 for a not to exceed amount of \$326,800.00 to be funded from the Q18 Capital Park Improvements/New Gym as provided in FY 2010/2011, FY 2011/2012 and FY 2012/2013. *(Kim Belt)*

Staff Summary: The Parks and Recreation Department is interested in hiring Valentiner Crane Architects to provide architectural and engineering design services for the Multi-purpose Athletic Complex (MAC) project. This firm is a recognized expert specializing in athletic and recreational buildings, is familiar with the project site, including the City's recreational programming requirements for the MAC, and has developed a successful track record of design performance with City staff on associated MAC related projects.

14. Parks and Recreation

- A) For Possible Action: To approve an Amended Option Agreement between the Boys & Girls Club of Western Nevada and the City of Carson City for the purchase of Boys & Girls Club property along Russell Way for the purpose of building an Indoor Recreation Center (Multi-Purpose Athletic Center). *(Roger Moellendorf)*

Staff Summary: The Parks and Recreation Department is recommending amending the current Option Agreement between the Boys & Girls Club of Western Nevada so that it more closely reflects the changes to the Indoor Recreation Center project to that of a Multi-Purpose Athletic Center (MAC).

- B) For Possible Action: To direct staff to utilize a Facility Rental Agreement with the Boys & Girls Club of Western Nevada for the proposed Multi-Purpose Athletic Center. *(Roger Moellendorf)*

Staff Summary: The Parks and Recreation Department is proposing to abandon the idea of using a Joint Use Agreement for providing the Boys & Girls Club of Western Nevada with use of the proposed Multi-Purpose Athletic Center (MAC) and instead is recommending the use of a Facility Rental Agreement for this purpose.

15. Parks and Recreation - Open Space

For Possible Action: To accept the recommendation of the Open Space Advisory Committee to submit a grant application for the Southern Nevada Public Land Management Act - Parks, Trails and Natural Areas for the development of a trail connector between Empire Ranch Trail and Riverview Park. *(Juan Guzman)*

Staff Summary: This action will authorize staff to submit a Southern Nevada Public Land Management Act - Parks, Trails and Natural Areas grant asking for \$250,000 for the design and construction of a connector trail from the Empire Ranch Trail across Kings Canyon Creek (also known as Eagle Valley Creek) into the Hells Bells Ranch Open Space property. The proposed trail will be approximately 220' in length with a 60' bridge across Eagle Valley Creek and a second bridge or culvert across an irrigation ditch. The engineering design for this project has been gifted by Lumos and Associates.

16. Board of Supervisors

Non-Action Items:

Status review of projects

– Public Works Waterline Project

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

EVENING SESSION – 5:00 P.M.

17. City Manager

- A) For Possible Action: To appoint two members to the Planning Commission for terms that will expire in June 2015. *(Larry Werner)*

Staff Summary: CCMC 18.02.010 and NRS 278.030 provide for a Planning Commission to be composed of not more than seven members who shall be appointed by the Board of Supervisors. There are two vacancies due to the expiration of terms. There are three new applicants and two reappointment requests. The applicants are Jerry Cinani, Paul Esswein, and Brian Hutchins. The reappointment requests are from Craig Mullet and George Wendell.

- B) For Possible Action: To appoint one member to the Carson City Airport Authority to the “Pilot” position for a term that expires October 2015. *(Larry Werner)*

Staff Summary: There is one vacancy on the Carson City Airport Authority for the “Pilot” position due to a member's term expiring. There are two applicants for the position: Raymond Pasch and Guy Williams.

- 18. 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.

19. 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: October 13, 2011