CARSON CITY CONSOLIDATED MUNICIPALITY NOTICE OF MEETING OF THE CARSON CITY BOARD OF SUPERVISORS AND CARSON CITY BOARD OF HEALTH

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Day: Thursday

Date: March 15, 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 -** Ken Haskins, First Christian 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 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 -** February 16, 2012
- 7. For Possible Action: Adoption of Agenda

8. Consent Agenda

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.

8-1. Finance

For Possible Action: To accept the report on the condition of each fund in the treasury through March 6, 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.

8-2. Purchasing and Contracts

A) For Possible Action: To accept Public Works recommendation to approve Amendment No. 1 to Contract No. 1011-065 with BHC Consultants, LLC. titled "Professional Services for Environmental Permit Assistance" to renew Contract No. 1011-065 for a second year and extending the contract an additional six (6) months, changing the contract term from June 30, 2011 to December 31, 2012. (*Kim Belt*)

Staff Summary: On July 15, 2010, the Carson City Board of Supervisors approved the above listed contract in the amount of \$187,500.00 with an option to renew for a second year. This request is to exercise the option of renewing the contract and extending the contract an additional six (6) months. This contract is an on-call services contract to facilitate compliance with all the City environmental permits for water, wastewater, stormwater, and the landfill. No additional funding is being requested.

B) For Possible Action: To approve Contract No. 1112-148 pursuant to NRS 354.624 with Kafoury Armstrong & Co. to provide auditing services and to designate Kafoury, Armstrong & Co. as the auditing firm for FY 2011/2012 for a not to exceed amount of \$96,910.00 and a contingency amount of \$25,000.00 (if needed for auditing additional major federal grant programs) to be funded from the below listed funding sources as provided in FY 2011/2012 with the option to renew for an additional two (2) years. (*Kim Belt*)

Staff Summary: Carson City received sealed Statement of Qualifications (SOQ) to perform the City's Audit function on February 3, 2012 at 11:00 a.m. The SOQ was e-mailed to Certified Public Accountants that performed Municipal Audits, published in the Nevada Appeal and posted on Carson City's website on January 13, 2012. The SOQ's were opened at approximately 11:10 a.m. on February 3, at 201 North Carson Street, Carson City, Nevada 89701, and sent for review by the Finance Review and Selection Committee. At the February 14, 2012, Audit Committee meeting the Committee approved the Finance Review and Selection Committees recommendation for contract award to Kafoury, Armstrong & Co. Certified Public Accountants for the Carson City External Audit Function.

C) For Possible Action: To approve an increase in the contingency in the amount of \$86,287.47, to accept the Work as completed, to accept the Contract Summary as presented, and to approve the Release of Final Payment in the amount of \$187,206.17 for Contract No. 1011-157 titled Wastewater Reclamation Plant North Lift Pump Station Improvements to Q & D Construction, Inc. (*Kim Belt*)

Staff Summary: Project consisted of construction of a 5th Street Influent Structure, a new North Lift screening structure with associated mechanical screen, washer compactor, manual screen bypass, packaged odor scrubber equipment, excavation, paving, connecting piping, electrical and instrumentation. Also included were the construction of approximately 270 linear feet of 24-inch forcemain with buried meter vault and construction of approximately 340 linear feet of 8-inch collection line and associated manhole. Furthermore, remaining funding from the Nevada Clean Water State Revolving Fund (CWSRF)

permitted the project to be modified to include the construction of an 830 foot wall for flood protection along the westerly side of the Wastewater Reclamation Plant.

8-3. Carson City Airport Authority

For Possible Action: To approve an Airport replacement lease to consolidate original lease and 10 addendums into one updated lease document for the lease between El Aero Services and the Carson City Airport Authority for Parcels 20 and 21 on the maps recorded as Document No. 404188 (formerly Miser Portahangar lease). (Steve Tackes)

Staff Summary: At a regular meeting of the Carson City Airport Authority on February 15, 2012, publicly noticed for that purpose, the Authority approved a replacement lease to the series of documents executed from 1981 (original lease) through 2010 via 10 addendums. All significant terms remain the same but are reflected in one document.

8-4. Parks and Recreation - Open Space

For Possible Action: To accept the annual Monitoring Report for the Horsecreek Ranch Conservation Easement as recommended by the Open Space Advisory Committee. (Ann Bollinger)

Staff Summary: Conservation easements, including Horsecreek Ranch, require monitoring for compliance of the uses and practices identified in the easement. Staff conducted the monitoring visit in the fall of 2011 and received concurrence of the report from the landowner. The property owner was found to be in compliance.

8-5. City Manager

A) For Possible Action: To appoint Ronni Hannaman to the Carson City Redevelopment Authority Citizens Committee as a "Business Operator" or "Property Owner" from Redevelopment Area 2 for a two year term ending January 2014. (*Larry Werner*)

Staff Summary: Carson City Resolution No. 2011-RA-R-2 and 2011-R-41 re-establishes the Carson City Redevelopment Authority Citizens Committee to include the following seven members: 1) A member of the Redevelopment Authority appointed by the Redevelopment Authority, who may or may not be the Redevelopment Authority Chair; 2) Two members who must be business operators or property owners from Redevelopment Area 1; 3) Two members who must be business operators or property owners from Redevelopment Area 2; and, 4) Two citizens-at-large appointed by the Redevelopment Authority who may or may not have property or business interests within the Redevelopment District and who may be widely skilled in professional categories such as architecture, urban planning, engineering, construction management, general contracting, historic preservation, residential or commercial development, real estate transactions, brokerage and property management, retail, entertainment and cinema, tourism, economic development, business ownership, startup and management, transit, cultural facilities, housing, economics and finance, education, technology, marketing, or law.

There is one opening for a "Business Operator" or "Property Owner" from Redevelopment Area 2 due to an expired term. Ronni Hannaman has applied for appointment. There are no additional applicants.

- B) For Possible Action: To appoint Robert Stansbury to the Carson City Cultural Commission for a three year term that expires in January 2015. (*Larry Werner*)
 - Staff Summary: Per CCMC 2.41.040, "The Carson City Cultural Commission shall consist of seven (7) members appointed by the Board of Supervisors." There is one vacancy due to an expired term. Robert Stansbury has applied for appointment. There are no additional applicants.
- C) For Possible Action: To ratify the approval of bills and other requests for payments by the City Manager for the period of February 8, 2012 thru March 5, 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)

Ordinances, Resolutions, and Other Items

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

10. City Manager

- A) Presentation of Continuity in Government (COG) by Wes Henderson, Deputy Director of Nevada Association of Counties (NACO).
 - Staff Summary: Wes Henderson of NACO will make a presentation on Continuity of Government the ability of a governing body to continue to function during and after an emergency.
- B) For Possible Action: To introduce on first reading an ordinance amending Title 7 Animals by amending Chapter 7.13 Licensing and Regulation and by adding Chapter 7.02 Beekeeping and other matters properly related thereto. (*Larry Werner*)
 - Staff Summary: The existing regulations contained in the Carson City Municipal Code are outdated and do not reflect the current process and procedures for beekeeping within an urban setting. The modifications and additions would provide an opportunity for more citizens to keep bees in a healthy and safe environment.

11. Health and Human Services

Presentation of a proclamation for National Public Health Week, April 2 - 8, 2012. (Dustin Boothe)

12. Recess as Board of Supervisors

Board of Health

- 13. Call to Order & Roll Call Board of Health
- **14. For Possible Action: Approval of Minutes -** December 1, 2011
- 15. Health & Human Services
- A) For Possible Action: Report, discussion and possible direction to staff regarding the Director's report on Carson City Health and Human Services (CCHHS) activities. (Dustin Boothe)
 - Staff Summary: Provide an update on CCHHS. This is an opportunity to inform the Board of Health of current activities, programs and services within CCHHS.
- B) Presentation of Carson City Health & Human Services newest division: Chronic Disease Prevention & Health Promotion and its programs. (*Cindy Hannah and Valerie Cauhape*)
 - Staff Summary: Cindy Hannah, Chronic Disease Prevention & Health Promotion Manager and Valerie Cauhape, Public Health Program Specialist, will present updates and outreach, on tobacco, teen abstinence and obesity activities.
- C) For Possible Action: To schedule future Board of Health meetings for 2012. (Dustin Boothe)
 - Staff Summary: Staff would like the Board of Health to continue to meet on a quarterly basis, and consider scheduled meeting dates for the 2012 calendar year.
- 16. For Possible Action: To Adjourn as the Board of Health
- 17. Reconvene as the Board of Supervisors
- **18.** Fire

For Possible Action: To adopt a resolution approving and authorizing the mayor to sign a Cooperative Agreement for Transfer of Operational and Fiscal Control of NRS 473 Fire District from the Nevada Division of Forestry to Carson City. (*Stacey Giomi*)

Staff Summary: The Division of Forestry operates a separate and distinct fire district serving the wildland fire needs of the western most portion of Carson City. This district resides wholly within the political jurisdiction of Carson City. This agreement will transfer operational and fiscal control of the district to Carson City to allow the Fire Department to assume the duties of that district and the wildland fire program.

- 19. Parks and Recreation Open Space
- A) For Possible Action: To accept the recommendation of the Open Space Advisory Committee to approve the Open Space Division Work Program Outline calling for the administration of the Open Space portions of the Quality of Life fund for acquisition, restoration of natural resources, development, and management of open space and related properties for calendar year 2012. (*Juan Guzman*)

Staff Summary: Based on the provisions of Carson City Municipal Code 13.06, and in anticipation of the budget process, the attached reports contain information regarding land management, capital improvements, planning activities, and land transactions. The work program outline will be used to develop the budget and present the Board with an opportunity to provide direction as to program activities.

B) For Possible Action: To approve the Open Space Advisory Committee annual activity report for 2011. (*Juan Guzman*)

Staff Summary: Section 13.06.090 of the Carson City Municipal Code requires that the Open Space Advisory Committee provide an annual report of their activities to the Board of Supervisors. The report contains information on the activities of the Open Space Program organized into four major categories including land management, activities with volunteers, land preservation, and financial considerations.

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

- LUNCH BREAK -

- RETURN - APPROXIMATE TIME - 2:00 P.M.

21. City Manager

A) For Possible Action: To prioritize the Community Development Block Grant (CDBG) funding for FY2012-13, and to open a 30-day public comment period from March 16 to April 14, 2012, for review of the Carson City draft CDBG 2012-13 Annual Action Plan to implement the Department of Housing and Urban Development (HUD) CDBG Program. (*Lee Plemel*)

Staff Summary: The CDBG funding available to Carson City for fiscal year 2012-13 is estimated to be \$354,973. There will be approximately \$52,245 (15% maximum) for public services activities, \$266,732 for public facilities and improvements, which includes \$36,000 of unobligated administrative funds from prior years, and \$70,994 (20% maximum) for planning and administration. A community-based Application Review Workgroup conducted a public meeting with the CDBG applicants on January 24, 2012 and ranked the applications for recommendation to the Board of Supervisors.

B) For Possible Action: To review the Community Support Services Grant applications and possible action to allocate Carson City Community Support Services funds for Fiscal Year 2012-2013. (*Larry Werner & Lee Plemel*)

Staff Summary: Carson City greatly benefits from the valuable assistance of various non-profit community organizations. The Board of Supervisors will decide on the allocation of funds.

EVENING SESSION – 5:30 P.M.

22. **City Manager**

For Possible Action: To determine the number of members of the Charter Review Committee from the candidates nominated and action to appoint members to the Charter Review Committee. (Larry Werner)

Staff Summary: Current members are Chris MacKenzie (Supervisor Walt), Bruce Robertson (Mayor Crowell), and Stephen Lincoln (Supervisor Aldean). Nominations are Christine Fregulia (Supervisor Abowd), Larry Messina (Supervisor McKenna), Linda Barnett (Senator Settelmeyer), Rob Joiner (Senator Kieckhefer), Ron Allen (Assemblyman Grady) and Donna DePauw (Assemblyman Livermore).

23. **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.

24. For Possible Action: To Adjourn

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.

Copies of information related to the above items can be viewed at the reference desk at the Carson City Public

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 agendized item.

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 <u>www.carson.org/agendas</u>

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: March 8, 2012