



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

Day: Thursday
Date: May 17, 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 - Sue Musselman, Capital Christian Center**
- 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 - April 19, 2012**
- 7. For Possible Action: Adoption of Agenda**
- 8. Special Presentation**

Presentation of a proclamation for "National Public Works Week," May 20 - 26, 2012. (*Andy Burnham and Kim Belt, Vice Chair, Northern Nevada APWA*)

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.
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9-1. Finance

For Possible Action: To accept the report on the condition of each fund in the treasury through May 8, 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.

9-2. Purchasing and Contracts

A) For Possible Action: To approve the award of Contract No. 1112-142 Ambulance Billing Services to Wittman Enterprises, LLC, as the lowest responsive and responsible bidder pursuant to NRS Chapter 332 to provide ambulance billing services at a rate of 4.75% of collections through June 30, 2014 with the option to renew for five (5) additional one (1) year periods subject to negotiation. *(Kim Belt)*

Staff Summary: The Carson City Fire Department desires to minimize its direct involvement with ambulance billing, while maintaining the highest level of customer service and maximizing collections.

B) For Possible Action: To determine that Contract No. 1112-189 is a contract for professional services and therefore not suitable for public bidding pursuant to NRS 332.115 and to approve Contract No. 1112-189 a request for professional services to be provided by Northern Nevada Development Authority for an amount not to exceed the cost of \$57,760.00 to be funded from the Grant Account for Agriculture study as approved by the Board of Supervisors on April 19, 2012, and as provided in FY 2011/2012. *(Kim Belt)*

Staff Summary: This contract will support the joint study with the Northern Nevada Development Authority (NNDA) of the agricultural industry in the State of Nevada. The contract between the City of Carson City and the State of Nevada through the Governor's Office on Economic Development (GOED) for \$70,000.00 will be the funding vehicle for Contract No. 1112-189. NNDA will provide the following professional services: research and analysis of the Carson City agriculture industry to identify expansion, retention, and recruitment and business attraction opportunities. The positive net impact to the City will be \$12,240.00.

9-3. Parks and Recreation - Open Space

For Possible Action: To authorize staff to execute a programmatic agreement between the Sierra Front Field Office of the Carson City Bureau of Land Management and the Nevada State Preservation Office regarding the conveyance to Carson City of the 5,482 of public lands as mandated by the Omnibus Public Lands Management Act of 2009 and 489 acres of private property. *(Juan Guzman / Roger Moellendorf / Mike Drews)*

Staff Summary: The Omnibus Public Lands Management Act of 2009 and the use of the Southern Nevada Public Land Management Act - Parks Trails and Natural Areas grant for the Bently acquisition in the Carson River Canyon require compliance with the Historic Preservation Act and the transfer from the federal government to Carson City of the partial jurisdiction in order to comply with laws regulating the stewardship of cultural resources. This three party agreement provides for procedures to comply with these requirements.

9-4. City Manager

For Possible Action: To ratify the approval of bills and other requests for payments by the City Manager for the period of April 10, 2012 thru May 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)

Ordinances, Resolutions, and Other Items

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

11. Public Works - Building

For Possible Action: To adopt on second reading, Bill No. 150, an ordinance amending the Carson City Municipal Code Title 15, Buildings and Construction, Chapter 15.05, Building Code, Section 15.05.020, Adoption and administration of Building and Construction Codes, by adding Sections 109.3.5 Roof Nail Inspection, 109.3.7 Insulation Inspection, 109.3.8 Lath and Gypsum Board Inspection, and 109.3.10 Energy Efficiency Inspections; repealing a portion of Section 106.3, Examination of documents, to exclude certain items from the plan review process; repealing the adoption of the 2006 International Energy Conservation Code and adopting the 2009 International Energy Conservation Code and the 2011 Northern Nevada Amendments; and other matters properly related thereto. (*Kevin Gattis*)

Staff Summary: The proposed language would reestablish certain inspections and plan review items that were repealed in December of 2009 due to reduced staffing. The staffing issues still exist, however, with the State of Nevada mandating the adoption and enforcement of the 2009 International Energy Conservation Code it is necessary to reestablish the inspections and plan review that were discontinued in 2009.

12. Parks and Recreation - Open Space

For Possible Action: To accept the Elmer H. Anderson, Project of the Year award from the Nevada Parks and Recreation Society for the Carson City Community Vitality Act, which resulted in the 6,000 acre Carson River Nature Park. (*Roger Moellendorf / Juan Guzman*)

Staff Summary: It is with a great sense of accomplishment that staff informs the Board that the Nevada Parks and Recreation Society has presented the Carson City Parks and Recreation Department with an Elmer H. Anderson Parks Excellence Award for 2012 and the distinction of Project of the Year for the Carson City Federal Lands Bill, which has resulted in our Carson River Natural Area Park.

13. Public Works - Planning and Zoning

Presentation by the Nevada Rural Housing Authority (NRHA) and discussion only regarding the activities of the NRHA in Carson City. (*Lee Plemel*)

Staff Summary: The NRHA is a housing organization created in 1973 that assists rural communities in 15 of the 17 counties in Nevada with home ownership, rental assistance, weatherization, and affordable housing needs. They are based in Carson City and work with public and private partners, including state and federal housing agencies and local community service groups, to administer their programs. Their mission is to enhance the quality of life in rural communities by providing the resources for greater independence. The presentation will include an update on efforts to develop a housing project on Brown Street.

14. Finance

- A) For Possible Action: Presentation, discussion and acceptance of the Enterprise Risk Assessment for Carson City prepared by Moss-Adams. (*Michael Bertrand*)

Staff Summary: Moss-Adams has been contracted by the Carson City Audit Committee and the Board of Supervisors to provide Internal Audit Services to Carson City. Their first task was to prepare an Enterprise Risk Assessment for Carson City. Representatives from Moss-Adams will be presenting the Assessment.

- B) For Possible Action: Discussion and possible action to consider the Audit Committee's recommendations for internal audits to include the Public Defender Cost and Utilization Study and the Community Facility Cost Recovery Analysis. (*Michael Bertrand*)

Staff Summary: Based on the presentation of the Enterprise Risk Assessment for Carson City, and discussion by the Audit Committee at their May 8 meeting, Moss-Adams came up with four preliminary recommendations for Performance Audits. The Audit Committee is recommending that Moss-Adams perform items 1 and 3 on the list of recommendations for Performance Audits. These include the Public Defender Cost and Utilization Study and Community Facility Cost Recovery Analysis.

- C) Public hearing on the intent of Carson City, Nevada, to issue medium-term obligation in an amount of up to \$1,100,000 to finance the cost of ambulances, wheelchair vans, and improvements and equipment for the City landfill; and providing the effective date hereof. (*Nick Providenti*)

Staff Summary: The City has determined that the bonds should be issued for the purpose of financing the cost of ambulances, wheelchair vans, and improvements and equipment for the City landfill. All persons interested are hereby advised that the Board will hold a public hearing on the proposal for public comment.

- D) For Possible Action: To adopt a resolution authorizing a medium-term obligation in an amount of up to \$1,100,000 to finance the cost of ambulances, wheelchair vans, and improvements and equipment for the City landfill; and providing the effective date hereof. (*Nick Providenti*)

Staff Summary: The Board of Supervisors of Carson City, Nevada proposes to enter into a medium term obligation evidenced by notes or bonds in an amount up to \$1,100,000, pursuant to NRS Chapter 350, in order to finance the cost of ambulances, wheelchair vans, and improvements and equipment for the City landfill; the financing to bear interest at a rate or rates which do not exceed by more than 3% the "Index of Twenty Bonds" most recently published in The Bond Buyer before the City enters into the medium term obligation and to mature within 6 years of the date of issuance thereof, in order to pay the cost of the Project.

15. City Manager

For Possible Action: Discussion and possible action on elements to the FY 2012-2013 Budget including, possible action by the Board of Supervisors to donate a portion of their pay to the City or other non-profit organization; presentation on the mechanics of establishing the City's operating tax rate, including the general formulas and formula for make-up revenues; and a discussion on options to fund merit salary increases. (*Larry Werner*)

Staff Summary: It has become apparent that there are questions and issues surrounding the previous presentations made by staff and the public regarding the upcoming budget.

16. 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. –

17. City Manager

- A) For Possible Action: Discussion and possible action to direct the City Manager to bring an action item to the Board for the placement of a ballot question to finance the design, development, construct and acquisition of a new Knowledge and Discovery Center (library) and public plaza on property to be donated to the City by the Mae B. and Hop Adams Trust and to increase sales tax by 1/4% for funding the new Knowledge and Discovery Center and public plaza. (*Larry Werner*)

Staff Summary: At the May 3, 2012, the Carson City Library Board of Trustees requested that the Board of Supervisors consider placing the question of building a new knowledge and discovery center and public plaza on the November 2012 ballot. Throughout the discussions on the Knowledge and Discovery Center and public plaza ("Project"), the intent was to use private financing and donations to construct the Project with the City entering into a long term purchase installment for the ultimate acquisition. Because of other influences, including the circulation of a petition asking that the Board not construct the project

without an affirmative vote of the people, it has been difficult to secure donations and to identify a source of private funding that isn't expensive to finance.

Nevada Revised Statutes Chapter 377A provides, among other things, the ability of a governing body to submit a question to the people to allow the imposition of a 1/4% sales tax for a library. It is staff's recommendation that because the petition is being circulated in the community, because private funding is not 100% assured, and that a sales tax would be regional (more than just the residents of a community pay the sales tax) that the sales tax would be the most appropriate way to proceed. It is also staff's opinion that a positive vote on the issue would be assurance that the community supported the concept of the Knowledge and Discovery Center project and that there would be a dedicated funding stream for the Project.

- B) Presentation of the Carson City Quarterly Business Review for the period ending March 31, 2012. (*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.

- C) Update and status report on 2011/2012 Initiatives. (*Linda Ritter*)

Staff Summary: Staff will provide a progress report on initiatives adopted by the Board of Supervisors during last year's Strategic Planning process. These initiatives support the various perspectives and objectives included in the Carson City Strategic Plan.

- D) For Possible Action: To approve the revised Carson City Performance Scorecard. (*Linda Ritter*)

Staff Summary: At a Strategic Planning Workshop held February 23, 2012, the Board of Supervisors was presented a proposed revised performance scorecard for Carson City. This scorecard lists the Boards objectives for the organization and links performance data to each objective. These performance measures serve as indicators of our progress in meeting our objectives, or they serve as indicators of factors that may affect our progress. Targets for most measures have been developed. Each month, current measure data is compared to targets in order to determine where attention should be focused.

- E) For Possible Action: To approve the 2012/2013 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. At the February 23, 2012 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 2012/2013. A full report of the proposed initiatives, including information on current related activities and performance measures are in the agenda packet for review.

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.
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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/agendas*
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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 10, 2012