



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

Day: Thursday
Date: July 5, 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 - Louie Locke, Fountainhead Foursquare 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 - June 7, 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. Clerk-Recorder

For Possible Action: To appoint the members, as recommended by the Clerk, to write the arguments and rebuttals for and against the ballot question CC 1, the additional sales tax of up to 1/4 of 1 percent to finance the design, construction, and maintenance of a library and public plaza park in the downtown on lands donated by the Hop and Mae Adams Foundation. *(Alan Glover)*

Staff Summary: NRS 295.121 requires the Board of Supervisors to appoint three members to each committee, upon the recommendation from the Clerk.

8-2. Finance

- A) For Possible Action: To accept the report on the condition of each fund in the treasury through June 26, 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 adopt a resolution to levy the Carson City Fiscal Year 2012-13 Ad Valorem Tax Rate as certified by the Nevada Tax Commission. *(Nick Providenti)*

Staff Summary: By law, the Board of Supervisors sets the Carson City Tax Rate once per year after the Nevada Tax Commission certifies the tax rates. This resolution sets the tax rate as approved in the Board of Supervisors and Redevelopment Authority budget hearings as well as setting the local rate for other governing bodies.

8-3. Purchasing and Contracts

- A) For Possible Action: To adopt a resolution authorizing the Board of Supervisors to determine that the Ninety Three (93) pieces of miscellaneous surplus property have reached the end of their useful lives and will be donated to another governmental entity or to a requesting non-profit organization created for religious, charitable or educational purpose as set forth in Nevada Revised Statute (NRS) 372.3261 (File 1112-211). *(Kim Belt)*

Staff Summary: This property is no longer useful to any city department/division and has been transferred to Surplus Property for disposal.

- B) For Possible Action: To determine that Contract No. 1213-049 is a contract for professional services and therefore not suitable for public bidding pursuant to NRS 332.115 and to approve Contract No. 1213-049, a request for professional services to be provided by Physician Select Management, LLC through June 30, 2013, 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 2012/2013. *(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.

- C) For Possible Action: To determine that Reyman Brothers Construction, Inc. is the lowest responsive and responsible bidder pursuant to NRS Chapter 338 and to award Contract No. 1112-194 Carson City Community Center ADA II Improvements to Reyman Brothers Construction, Inc. for a bid amount of \$107,028.00 plus a contingency amount not to exceed \$10,700.00 to be funded from the Capital Project/CC Community Center Grant Account in the Grant Fund as provided in FY 2012/2013. *(Kim Belt)*

Staff Summary: Carson City received sealed bids for all labor, materials, tools and equipment necessary for the Carson City Community Center ADA II Improvements. The Project includes, but is not limited to the addition of an ADA ramp, ADA lift, and ADA restroom improvements.

- D) For Possible Action: To determine that Contract No. 1112-209 is a contract for professional services and therefore not suitable for public bidding pursuant to NRS 332.115 and to approve Contract No. 1112-209, a request for professional services to be provided by Lisa Treinen through June 30, 2013, for an amount not to exceed the cost of \$62,400.00 to be funded from the Administrative Office of the Courts Grant for the Mental Health Court Program. *(Kim Belt)*

Staff Summary: Consultant/User will provide and perform professional clinical treatment services at the Carson City Courthouse located at 885 E. Musser Street Carson City, Nevada 89701, as directed by the Mental Health Court Judge. These services shall include clinical treatment and rehabilitative services for individuals participating in the Carson City Mental Health Court.

- E) For Possible Action: To determine that Contract No. 1213-062 is a contract for professional services and therefore not suitable for public bidding pursuant to NRS 332.115 and to approve Contract No. 1213-062, a request for professional services to be provided by Ritter Consulting Associates, Inc. through May 31, 2013, for a not to exceed cost of \$49,725.00 to be funded from the Professional Services Account in the CMO Fund as provided in FY 2011/2012 and FY 2012/2013. *(Kim Belt)*

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

8-4. Public Works

For Possible Action: To recommend that the Nevada State Engineer approve Water Application 81933 for change approval of the point of diversion and place of use within Carson City and to allow water to be delivered across county lines. *(Thomas Guinn)*

Staff Summary: This Application proposes to move the water from Carson City Well No. 16b to Carson City Well No. 55. Carson City's application to move water within Eagle Valley includes the Dayton portion of the Lyon County Utilities Service area in the place of use.

8-5. Health and Human Services

For Possible Action: To approve CCHHS applying for a grant through the Robert Wood Johnson Foundation for exploring, implementing and/or improving Cross-Jurisdictional Sharing (CJS) arrangements between two or more public health agencies. *(Marena Works)*

Staff Summary: CCHHS has played a major role in exploring and implementing arrangements to collaborate on public health services in other jurisdictions. Should we be successful in acquiring this grant, we would be able to apply the funds toward a staff member who can spearhead the documentation of a detailed model and plan that attends to the issues of budget, personnel, facilities, governance and

oversight as we look toward expanding our neighboring relationships in the areas such as environmental health.

8-6. City Manager

- A) For Possible Action: To re-appoint Douglas Martin, John Valley, and Gilbert Yanuck to the Advisory Board to Manage Wildlife, each for a 3-year term that will expire in July 2015. (*Larry Werner*)

Staff Summary: NRS 501.260 and 501.265 provide for a three or five member board appointed by the Board of Supervisors. There are three openings on the Wildlife Advisory Board due to the expiration of a member's term. Three re-appointment requests were received from Douglas Martin, John Valley, and Gilbert Yanuck. No other applications were received. The Advisory Board has interviewed the applicants and recommends re-appointment of Douglas Martin, John Valley, and Gilbert Yanuck, each for a 3-year term that will expire in July 2015.

- B) For Possible Action: To adopt a resolution authorizing expenditures of funds to non-profit organizations for FY 2012-13. (*Larry Werner*)

Staff Summary: NRS 244.1505 requires any grants the board of county commissioners make to private, non-profit organizations must be done so by resolution.

(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. Sheriff

For Possible Action: To approve the FY13 Enforcing Underage Drinking Laws grant in the amount of \$15,000.00. (*Sheriff Furlong*)

Staff Summary: The Office of Juvenile Justice and Delinquency Prevention awards grant funds to state and local units of government, and non-profit agencies for a wide variety of programs which are designed to reduce alcohol use among juveniles.

12. Public Comment

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. Sheriff

- A) For Possible Action: To accept the Office of Criminal Justice Assistance Grant, Regional Gang Initiative in the amount of \$200,000. (*Sheriff Furlong*)

Staff Summary: This grant application will continue the efforts of the Regional Gang Initiative. The program was initially funded in FY10 by the American Recovery and Reinvestment Act. The funding source has transferred and is now awarded by the Nevada Department of Public Safety, Office of Criminal Justice Assistance. The award will partially fund one deputy sheriff in each county, as well as one data entry staff person for the Carson City Sheriff's Office. Grant period is 07/01/12-06/30/13.

- B) For Possible Action: To accept the Office of Criminal Justice Assistance Grant, TRI-Net Narcotics Task Force, in the amount of \$102,000.00. (*Sheriff Furlong*)

Staff Summary: The Office of Criminal Justice Assistance administers grant funds to state and local units of government for a wide variety of programs to improve the criminal justice system. This grant provides partial funding for two positions assigned to the Tri-Net Narcotics Task Force. Grant period is 07/01/12-06/30/13.

17. City Manager

For Possible Action: Presentation by the Brewery Arts Center and possible action to approve an agreement between Carson City and Brewery Arts Center to provide public, education and governmental access programming and services from July 1, 2012 through June 30, 2015 with a fiscal impact of \$140,000 annually to be paid from the General fund. (Contract File 1213-061) (*Kim Belt*)

Staff Summary: John Shelton and Darla Bayer from the Brewery Arts Center will provide a brief presentation on the operations and activities regarding the cable access channels.

The current agreement with Brewery Arts Center (BAC) expires on June 30, 2012. This agreement provides for continued operation of our community access television stations.

18. Finance

For Possible Action: To introduce on first reading, an ordinance amending the Carson City Municipal Code, Title 2, Administration and Personnel, Chapter 2.14, Carson City Audit Committee, amending Section 2.14.040, Responsibilities of the Carson City Audit Committee, by adding additional review and recommendation responsibilities regarding the adequacy of city department and office performance measures for the purposes of internal audits, setting forth auditing standards, and requiring the committee to oversee the internal auditor's creation and implementation of fraud, waste and abuse identification processes and reporting, and other matters properly related thereto. (*Bill Prowse, Audit Committee Vice Chair*)

Staff Summary: The original ordinance, as amended, listed a number of responsibilities of the Carson City audit committee but did not require the internal auditor to perform his duties in conformance with professional standards, such as are required for external financial auditors, the legal profession, engineers, building inspectors and other professions. Such standards are required of internal audit organizations worldwide. These standards help ensure any persons performing internal audit work for Carson City meets basic levels of independence, qualifications, experience, ability and that conclusions and recommendations are adequately reported. Further, the existing ordinance does not include provisions

that the internal auditor review the adequacy of the city departments' or offices' performance measures. Finally, the City does not have established processes to identify potential fraud, waste and abuse (FWB) of city resources and property nor to respond to such situations if identified. The amended ordinance directs the internal auditor to create and implement processes to identify potential FWB of city resources and property and establish a findings protocol regarding any such issues identified by the internal auditor.

19. Parks and Recreation

For Possible Action: To approve the Shade Tree Council's 2012/2013 Goals. (*Roger Moellendorf and Kyle Horvath, Chair of the Shade Tree Council*)

Staff Summary: During their April 24, 2012, meeting the Carson City Shade Tree Council approved their 2012/2013 Goals. They want to present their goals to the Board of Supervisors for discussion and approval.

20. Fire

- A) For Possible Action: To authorize Carson City to submit an application for a U.S. Department of Homeland Security Assistance to Firefighters Grant in a not to exceed amount of \$990,000. (*Stacey Giomi*)

Staff Summary: The Board of Supervisors is required to authorize the submittal of applications for grants in excess of \$25,000, pursuant to policy. The Assistance to Firefighters Grant provides financial assistance to help fire departments purchase approved equipment and apparatus. The goal is to assist local fire departments in obtaining this critical equipment so they may respond to emergencies whenever they occur.

- B) For Possible Action: To accept a Bureau of Land Management grant and authorize the city to sign the Grant and Cooperative Agreement for a Wildland Fire Management grant in the amount of \$30,000.00. (*Stacey Giomi*)

Staff Summary: The Board of Supervisors is required to accept grants in excess of \$25,000, pursuant to policy. This grant was submitted by the Fire Department through the Bureau of Land Management. The grant will provide funding for the department's "You Call – We Haul" wildland fuel reduction program and for wildland property assessments.

- C) For Possible Action: To approve a change in the budgeted position in the Fire Department FY 2013 budget to include adding a Fire Prevention Captain position. (*Stacey Giomi*)

Staff Summary: In order to provide oversight in the Fire Prevention Bureau, the Fire Chief would like to add a new position, Fire Prevention Captain, whose duties will include filling a lead role in the division. This position will take the place of the recent Fire Inspector 2 position that opened due to a retirement.

This matter is being considered pursuant to the public hearing process set forth in NRS 288.153.

- D) Public Hearing on the report of the City Manager regarding the fiscal impact of, and recommended approval of, the "Amended Collective Bargaining Agreement" between Carson City and the Carson City Firefighter's Association, Local #2251 of the International Association of Firefighters, July 1, 2010 to June 30, 2017. (*Larry Werner and Stacey Giomi*)

Staff Summary: This agenda item will be considered immediately prior to, but combined with, the Board's action agenda item to approve the corresponding collective bargaining agreement, and both items will be heard simultaneously. The proposed amendment will add the Fire Prevention Captain position to Article 2 of the Collective Bargaining Agreement. This position will provide management oversight of the Fire Prevention Bureau. Staff believes the contract satisfies the interests of the City and the Union. This matter is being considered in accordance with the public hearing process set forth in NRS 288.153.

- E) For Possible Action: To approve the "Amended Collective Bargaining Agreement" between Carson City and the Carson City Firefighter's Association, Local #2251 of the International Association of Firefighters, July 1, 2010 to June 30, 2017. (*Stacey Giomi*)

Staff Summary: This agenda item will be considered immediately after, but combined with, the corresponding collective bargaining agreement public hearing agenda item, and both items will be heard simultaneously. The proposed amendment will add the Fire Prevention Captain position to Article 2 of the Collective Bargaining Agreement. This position will provide management oversight of the Fire Prevention Bureau. Staff believes the contract satisfies the interests of the City and the Union. This matter is being considered in accordance with the public hearing process set forth in NRS 288.153.

21. Recess as Board of Supervisors

Redevelopment Authority

22. Call to Order & Roll Call – Redevelopment Authority

23. City Manager

For Possible Action: Discussion and possible action to recommend to the Board of Supervisors and approve and authorize the Chair of the Redevelopment Agency Board to execute Amendment #1 to the December 22, 2008 Commitment Agreement For Continuing Business Operations with Michael Hohl Motor Company and various Michael Hohl corporate entities and to authorize the payment of a \$2.4 million Redevelopment Loan from the Redevelopment Revolving Fund pursuant to 2005-RAR-2. In exchange for a reduced interest rate, the Michael Hohl Honda, Michael Hohl Subaru and Michael Hohl Chevrolet dealership businesses agree to extend their commitment to do business in Carson City to 30 years pursuant to a duly executed Consolidated Promissory Note secured by the recording of a Deed of Trust on the Chevrolet property and recording of Amendment#1 as Notice of Additional Security on the Honda and Subaru properties. (*Larry Werner*)

Staff Summary: Two of the three anticipated secured loans under the original Agreement dated December 22, 2008 have been previously made (\$1.2 million - Honda; and \$1.2 million - Subaru), and Michael Hohl Motor Company has qualified for the third \$2.4 million incentive loan as a remodel of his current General Motors facility (Chevrolet) pursuant to paragraph I.B.3. (page 3) of the Agreement. The parties desire to consolidate the prior loans into one consolidated promissory note adding the additional \$2.4 million referenced above to the total principal amount owed and expand the current continuing business operations covenant out 30 years (to December 31, 2042), all of which is to be secured by deeds of trust on various properties, at a reduced interest rate (from 5% to 3%), for an increased period of amortization in exchange for a corresponding increased time commitment for continuing to maintain auto sales operations in Carson City. A Michael Hohl corporate entity intends to pledge new security for the new loan by providing a \$2.4 million deed of trust on his General Motors facility (Chevrolet) – APN 009-153-19.

- 24. **Public Comment**
- 25. **For Possible Action: To Adjourn as the Redevelopment Authority**
- 26. **Reconvene as the Board of Supervisors**
- 27. **City Manager**

A) For Possible Action: Discussion and possible action to adopt a Resolution to approve and authorize the Mayor to execute Amendment #1 to the December 22, 2008 Commitment Agreement For Continuing Business Operations with Michael Hohl Motor Company and various Michael Hohl corporate entities and to authorize the payment of a \$2.4 million Redevelopment Loan from the Redevelopment Revolving Fund pursuant to 2005-RAR-2. In exchange for a reduced interest rate, the Michael Hohl Honda, Michael Hohl Subaru and Michael Hohl Chevrolet dealership businesses agree to extend their commitment to do business in Carson City to 30 years pursuant to a duly executed Consolidated Promissory Note secured by the recording of a Deed of Trust on the Chevrolet property and recording of Amendment#1 as Notice of Additional Security on the Honda and Subaru properties. *(Larry Werner)*

PURSUANT TO NRS 279.628, THIS RESOLUTION MUST BE ADOPTED BY A TWO-THIRDS VOTE OF THE BOARD OF SUPERVISORS.

Staff Summary: Two of the three anticipated secured loans under the original Agreement dated December 22, 2008 have been previously made (\$1.2 million - Honda; and \$1.2 million - Subaru), and Michael Hohl Motor Company has qualified for the third \$2.4 million incentive loan as a remodel of his current General Motors facility (Chevrolet) pursuant to paragraph I.B.3. (page 3) of the Agreement. The parties desire to consolidate the prior loans into one consolidated promissory note adding the additional \$2.4 million referenced above to the total principal amount owed and expand the current continuing business operations covenant out 30 years (to December 31, 2042), all of which is to be secured by deeds of trust on various properties, at a reduced interest rate (from 5% to 3%), for an increased period of amortization in exchange for a corresponding increased time commitment for continuing to maintain auto sales operations in Carson City. A Michael Hohl corporate entity intends to pledge new security for the new loan by providing a \$2.4 million deed of trust on his General Motors facility (Chevrolet) – APN 009-153-19.

B) For Possible Action: To adopt a resolution approving and authorizing the Mayor to sign an Interlocal Agreement between Carson City, Churchill County, Douglas County, Lyon County, Storey County, the First Judicial District, the Third Judicial District, and the Ninth Judicial District for the operation of the Western Nevada Regional Youth Center (WNRYS), which will be operated as an arm of the First, Third, and Ninth Judicial Districts. *(Larry Werner)*

Staff Summary: The primary purpose of this agreement is to provide for the operation of the WNRYS.

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.

28. 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

29. **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.

Following the adjournment of the meeting, the Carson City Board of Supervisors will meet to receive information from an attorney employed or retained by the City regarding potential and/or existing litigation involving matters over which the public body has supervision, control, jurisdiction or advisory power and to deliberate toward decisions on the matters.

30. 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 Library.

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.

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.

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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: June 28, 2012