



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

Day: Thursday
Date: March 21, 2013
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 - February 7, 2013**
- 7. For Possible Action: Adoption of Agenda**
- 8. Special Presentations**

Presentation of Length of Service Awards for City Employees. (*Melanie Bruketta*)

Staff Summary: Once a month the Mayor and Board of Supervisors present length of service certificates to employees for 5, 10, 15, 20, 25, and 30 years of City service.

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. Assessor

- A) For Possible Action: To approve the correction, decrease of the taxes for the 2011/12 and 2012/13 tax years for parcel number 001-121-13 (904 Ivy St.) per NRS 361.765 in the amount of \$248.87. *(Kimberly Adams)*

Staff Summary: Due to a factual error, the property located at 904 Ivy St (APN: 001-121-13) was taxed for non-existing improvements for both the 2011/12 and 2012/13 fiscal tax years. The Assessor’s office is requesting that the 2011/12 and 2012/13 fiscal year taxes be corrected and refunded in the amount of \$248.87 (\$114.94, 2011/12 and \$133.93, 2012/13) per NRS 361.765.

- B) For Possible Action: To approve the correction, decrease of the taxes for the 2011/12 tax year for parcel number 008-795-35 (4217 Knoblock Rd.) per NRS 361.765 in the amount of \$250.91. *(Kimberly Adams)*

Staff Summary: The owner of the property located at 4217 Knoblock Rd. (APN: 008-795-35) requested a walk thru of their property. During the inspection, it was discovered that an addition was in fact not yet completed. The Assessor’s office is requesting that the 2012/13 fiscal year taxes be corrected and refunded in the amount of \$251.91 per NRS 361.765.

9-2. Finance

- A) For Possible Action: To accept the report on the condition of each fund in the treasury and the statements of receipts and expenditures through February 26, 2013 per NRS 251.030 and NRS 354.290. *(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. NRS 354.290 requires the County Auditor to report to the Board of Supervisors a statement of revenues and expenditures based on the accounts and funds as were used in the budget. A more detailed accounting is available on the City’s website – www.carson.org.

- B) For Possible Action: To confirm the engagement of Sherman and Howard as bond counsel to Carson City, Nevada in connection with the \$17,500,000, Carson City, Nevada General Obligation (Limited Tax) Refunding Bond, Series 2013A, \$2,800,000, Carson City, Nevada General Obligation (Limited Tax) Refunding Bond, Series 2013B, and \$5,525,000, Carson City, Nevada General Obligation (Limited Tax) Refunding Bond, Series 2013C and servicing as Special Counsel in connection with the official statement of the above bond transactions.

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

9-3. Purchasing and Contracts

- A) For Possible Action: To approve Contract No. 1213-150, Joinder Contract with Bank of America through the Clark County School District, Nevada RFP # 12063-RMH for Government Banking Services for a not to exceed amount of \$6,000.00 from the Treasurers Professional Services/Banking Services account as provided for in FY 2012/2013. (File No. 1213-150) (*Kim Belt*)

Staff Summary: The Carson City Treasurer's office is interested in continuing the Government Banking Services of Bank of America for seven (7) years.

- B) For Possible Action: To accept Public Works recommendation to approve Amendment No. 1 to Contract No. 1112-183 with HDR Engineering, Inc. titled "Carson City Freeway Relocation Project" to increase the contract term from December 31, 2012 to December 31, 2013. (*Kim Belt*)

Staff Summary: On May 3, 2012, the Carson City Board of Supervisors approved the above listed contract in the amount of \$116,680.00. This request is to amend the contract term due to the delayed timeframe of the NDOT freeway project. This contract is to provide Professional Inspection Services for the Carson City Freeway Relocation Project.

9-4. Parks and Recreation

For Possible Action: To approve the Parks and Recreation Commission's Mission Statement and Bylaws. (*Roger Moellendorf*)

Staff Summary: In accordance with "Carson City, Nevada Boards, Committees, and Commissions Policies and Procedures," the Carson City Parks and Recreation Commission is submitting their bylaws and mission statement for approval by the Board of Supervisors.

9-5. Health and Human Services

For Possible Action: To approve CCHHS applying for a grant through the Nevada Silver State Health Insurance Exchange for the purpose of hiring Enrollment Assistors. (*Marena Works*)

Staff Summary: The Silver State Health Insurance Exchange was created in response to the requirements of the Patient Protection and Affordable Care Act (ACA). A health insurance exchange is an online market place in which individuals can shop for health insurance. The opportunity for CCHHS to hire an enrollment assister will allow us to assist individuals in program eligibility, methods of insurance purchase and understanding health insurance terms. At this time CCHHS is looking at applying for approximately \$60,000-\$75,000 in funds.

9-6. City Manager

For Possible Action: To ratify the approval of bills and other requests for payments by the City Manager for the period of February 12, 2013 thru March 11, 2013. (*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. Purchasing and Contracts

For Possible Action: To approve Task No. 2 for Contract No. 1112-148 with Kafoury Armstrong & Co. to provide auditing services for FY 2012/2013 and to designate Kafoury, Armstrong & Co. as the auditing firm for FY 2012/2013. *(Kim Belt)*

Staff Summary: Carson City is required to designate an auditor on an annual basis per NRS 354.624.

12. Finance

For Possible Action: To introduce, on first reading, an ordinance authorizing an Installment Purchase Agreement, Deed of Trust and Security Agreement for the purpose of acquiring, improving, and equipping a building project; authorizing the execution of the agreement and other documents related to the agreement; granting a security interest in such building project; and providing the effective date hereof. *(Nick Providenti)*

Staff Summary: The City has determined that the Installment Purchase Agreement should be entered into in the maximum principal amount of \$1,250,000 in order to finance all or a portion of the cost of acquiring, improving, and equipping a building project (commonly known as the City's BRIC facility on 108 E. Proctor Street).

13. City Manager

For Possible Action: To authorize the City Manager to add the position of Deputy City Manager to the FY 2012/2013 City Manager's budget within the range of Unclassified UNC 46. *(Larry Werner)*

Staff Summary: As described in the Explanation for Recommended Board Action there is a need for the Deputy City Manager position to be restored. The main drivers for this request are to maintain and perpetuate the performance management system that the City began implementing in 2007; to implement the initiatives that the Board has established (town hall meetings, community outreach, etc.) that we have not been able to address through reduced staffing; grant coordination; and general upper management support.

14. Supervisor Shirk

For Possible Action: Discussion and possible action regarding the annual budget process including conducting budget hearings whereby departments would present their detailed budgets.

Summary: When it comes to budget specifics, instead of being able to have a discussion with Department Managers, one prior Board opted out, preferring to have a discussion at the policy level only with City staff. Board members can ask for special close door discussion - one with City staffers only.

My opinion - without having Department Managers present there is no challenge to reveal budget details and demand clarity. I believe change is needed in how we negotiate a balanced budget. A prior Board sequestered public input and eliminated their inclusion in the budget review process with Department Managers. This is wrong and needs to be reversed by this Board to permit openness and transparency. Budget reform requires tackling the accepted, yet, expensive and inefficient ways we conduct business. If we truly want to improve and overhaul our budget, then the Board must start by reforming the way they conduct budget hearings. The outcome of these hearings will have a direct impact on taxes spent, the quality of life experienced and the financial health of families, therefore, their presence should be encouraged.

15. Board of Supervisors

Non-Action Items:

Legislative matters - no Board action will be taken - the Mayor may give limited staff direction regarding staff work and/or future agenda item(s).

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

16. Recess as the Board of Supervisors

****TIME APPROXIMATE – 10:00 A.M.****

Board of Health

17. Call to Order & Roll Call – Board of Health

18. For Possible Action: Approval of Minutes - December 20, 2012

19. Health and Human Services

- A) For Possible Action: Comprehensive Board of Health orientation with possible action to give direction to the Health Director. (*Marena Works*)

Staff Summary: The Health Director has an obligation to train and provide ongoing educational development of the Board of Health on the core functions of public health, their roles and responsibilities, advocacy, policy and applicable state and local laws. All Boards of Health are obligated to either enact or recommend policies that are in the interest of the public's health. A comprehensive orientation allows for an opportunity for the Board to be informed of their roles and responsibilities.

- B) For Possible Action: Presentation with possible action to accept the Carson City Health and Human Services agency strategic plan. (*Marena Works*)

Staff Summary: A local health department must have an agency strategic plan in order to seek Public Health Accreditation. The Public Health Accreditation Board (PHAB) standard 5.3.1A states: “A functional and useful strategic plan requires that it be understood by staff and implemented by the health department. The development of such a plan requires a planning process that considers opinions and knowledge from across the health department, assesses the larger environment in which the health department operates, uses its organizational strengths and addresses its weaknesses, links to the health improvement plan that has been adopted by the community, and links to the health department’s quality improvement plan” and 5.3.2A adds: “A strategic plan defines and determines the health department’s roles, priorities, and direction over three to five years. A strategic plan sets forth what the department plans to achieve as an organization, how it will achieve it, and how it will know if it has achieved it. The strategic plan provides a guide for making decisions and allocating resources to pursue its strategies and priorities.” The adoption of the agency strategic plan completes the three pre-requisites required to apply for accreditation.

- C) For Possible Action: Report, discussion and possible direction to staff regarding the Director’s report on Carson City Health and Human Services (CCHHS) activities. (*Marena Works*)

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.

- D) For Possible Action: Report, discussion and possible direction to staff regarding the Health Officer’s report concerning activities the Health Officer is engaged in both inside and outside of CCHHS. (*Marena Works*)

Staff Summary: Provide an update on the Health Officers engagement in the department and community. This is an opportunity to formally inform the Board of Health of the Health Officers role and the projects she personally works on.

- E) For Possible Action: Report from Romaine Gilliland with possible action to give direction to Carson City Health and Human Services regarding the Affordable Care Act and Medicaid and an update of the proposed State Division of Public and Behavioral Health organization. (*Marena Works*)

Staff Summary: In the 2013 legislative session, the Nevada Department of Health and Human Services will be requesting a bill to integrate the division of mental health with the division of health. At the same time new requirements in health care with regards to the Affordable Care Act (ACA) are beginning to come into play. Romaine Gilliland has been hired to assist CCHHS to monitor pertinent legislation, changes at the Nevada State Health Department and ACA impacts.

- F) For Possible Action: Presentation with possible action to accept the Carson City Health and Human Services (CCHHS) first Annual Report 2012. (*Marena Works*)

Staff Summary: This is the first Annual Report from CCHHS. The intent is to have a report for the community that is easy to read and gives the residents a quick overview of their local health department, its mission and services.

- G) For Possible Action: Report and possible acceptance of donations for Animal Services received since the last Board of Health meeting. (*Marena Works*)

Staff Summary: Donations are made on a regular basis to support various functions at animal services. This report will specify what monetary donations were made and what stipulations, if any, the donations carry.

20. Public Comment

21. For Possible Action: To Adjourn as the Board of Health

– LUNCH BREAK –

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

22. Reconvene as the Board of Supervisors

23. City Manager

- A) For Possible Action: Presentation and discussion regarding the Capital Program for General Government funds and possible action to place discussion and/or action items on future Board of Supervisor agenda(s). *(Andy Burnham)*

Staff Summary: Staff will present an overview of the General Government Capital Requests for the five year fiscal period FY 14 through FY 18. Included will be staff recommended priorities for possible future expenditures depending on available future funding.

- B) For Possible Action: Presentation and discussion regarding the Capital Program for the Fleet Fund and possible action to place discussion and/or action items on future Board of Supervisor agenda(s). *(Andy Burnham)*

Staff Summary: Staff will present an overview of the Fleet Fund Capital Requests for the five year fiscal period FY 14 through FY 18. Included will be staff recommended priorities for possible future expenditures depending on available future funding.

- C) For Possible Action: Presentation and possible action to approve Supplemental Budget Requests and to set the priority of the Supplemental Budget Requests for possible inclusion into the FY 2014 General Fund budget. *(Larry Werner)*

Staff Summary: Staff will present Supplemental Budget Requests prepared by various departments for additional funding for their respective budgets. The Board is being asked to review and determine which supplemental requests should be considered and to determine a priority by which the request would be added to the FY14 General Fund budget provided there is excess revenues available.

- 24. 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.

25. 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 in the City Manager's Office.
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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: March 14, 2013