



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

Day: Thursday
Date: June 20, 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** - 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 - April 4, 2013**
7. **For Possible Action: Adoption of Agenda**
8. **Special Presentations**
 - A) Presentation of a proclamation in appreciation of John Simms, Chief Juvenile Probation Officer, for his 29 years of hard work and dedication to Carson City.

- B) Presentation of a proclamation recognizing Hank the Tank as Carson City's Greeter.
- C) 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. District Attorney

- A) For Possible Action: To approve, pursuant to Section 3.070(3) of the City Charter, Amendment #1 to the independent contractor agreement between the District Attorney and the law firm of Armstrong Teasdale, LLP., for Special Deputy District Attorney services to represent the Public Works Department in contract matters primarily involving a cost-overrun claim by Peek Construction Company dba E. Camino Construction in the North-South Water Transmission Main Project-Phase I. (*Randal Munn and Andrew Burnham*)

Staff Summary: On May 2, 2013 the Board approved the Contingent Settlement Agreement to dispose of the lawsuit in Peek Construction Company v. Carson City, Case No. 11-OC-00325-1B, in the First Judicial District Court in and for Carson City, in the amount of \$550,000. Ongoing work by Armstrong Teasdale on behalf of the City in this matter resulted in hourly work in excess of the existing approved contract balance. Approval would retroactively cover these inadvertently incurred expenses and provide additional contract spending authority to complete the settlement.

- B) For Possible Action: To approve the correction of the FY 2013/14 budget for the Office of the District Attorney to retain and restore one senior deputy district attorney position that was under filled in FY 2012/13. (*Randal Munn*)

Staff Summary: This correction will restore one senior deputy district attorney position to the District Attorney budget, with a salary range of \$73,303.24-\$102,623.62. This position was under filled in FY 2012/13 with authorization to retain the senior level position as an authorized position for future budget years.

9-2. Assessor

For Possible Action: To accept the Report: Annual report of the Carson City Assessor per NRS 250.085. (*Dave Dawley*)

Staff Summary: The Nevada Legislature created a fund in the 2003 legislative session for the acquisition and improvement of technology in the office of the County Assessor (NRS 250.085). This fund is similar to the Recorder's fund already established. It may be used to enhance technology within the Assessor's Office or at the Assessor's discretion, may be shared with other departments to help enhance their ability to share information between the departments.

9-3. Purchasing and Contracts

- A) For Possible Action: To accept the Carson City Audit Committees recommendation to approve Amendment No. 2 to Contract No. 1112-133 with MOSS-ADAMS, LLP (Certified Public Accountants), titled "Internal Auditing Services" to increase the contract term from June 30, 2013 to September 30, 2013. *(Kim Belt)*

Staff Summary: On January 19, 2012, the Carson City Board of Supervisors approved the above listed contract in the amount of \$110,000.00, and on December 20, 2012, the Carson City Board of Supervisors approved Amendment 1 an increase to the contract term and approval to utilize the budget remainder from FY 2012/2013. Moss Adam's contract is to provide internal audit services to Carson City is set to expire on June 30, 2013. The Audit Committee is recommending amending the contract through September 30, 2013, in order for contractor to complete current projects and enable the Audit Committee to evaluate the work.

- B) For Possible Action: To determine that Truckee Meadows Construction, Inc. is the lowest responsive and responsible bidder pursuant to NRS Chapter 338 and to award Contract No. 1213-184 Carson City Senior Center Floor Replacement Project to Truckee Meadows Construction, Inc. for a bid amount of \$140,867.30 (Base Bid + Bid Alternates) plus a contingency amount not to exceed \$9,132.70 to be funded from the Buildings/Sr. Center Dining Room Account Fund as provided in FY 2013/2014. *(Kim Belt)*

Staff Summary: Carson City received sealed bids for all labor, materials, tools and equipment necessary for the Carson City Senior Center Floor Replacement Project. The project consists of: removal, salvage and re-installation of counters and cabinets; removal of 483 l.f. rubber base molding; removal of approx. 7,349 s.f. vinyl composition flooring, underlayment and plywood sub-floor; provide and install approx.. 7,349 s.f. new plywood sub-floor; provide and install new 3/8" plywood underlayment; provide and install SIKA Comfortfloor continuous urethane fluid-applied flooring system and integral base molding; remove 67.83 l.f. existing thresholds; re-install 57.5 l.f. thresholds; provide and install 24 l.f. new thresholds and install Visqueen vapor barrier on sub-grade in crawl space under all new floor areas. Project includes all common phases of construction customarily associated with this type of project.

- C) For Possible Action: To approve Contract 1213-172 for Carson City Community Center LED Sign Project in the amount of \$100,716.00 to Custom Sign and Crane to be funded from the Capital Outlay/CC Reader Board Account for FY 2013/2014. *(Kim Belt)*

Staff Summary: This contract is to purchase a programmable digital sign to replace the traditional sign that is in front of the City's Community Center. The City requested proposals for a turn-key digital signage solution with installation included. The firm Custom Sign and Crane was selected via RFP #1213-172 – Request for Proposals for Carson City Community Center LED Sign Project.

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 May 7, 2013 thru June 10, 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.

9-5. Fire

For Possible Action: To adopt changes to the 9-1-1 Surcharge Master Plan. (*Stacey Giomi*)

Staff Summary: The Board of Supervisors created a five-member advisory committee called the "9-1-1 Surcharge Advisory Committee" to develop a plan to enhance or improve the telephone system for reporting an emergency in Carson City and to oversee any money allocated for that purpose. A five-year master plan was developed, which incorporated the committee's plan for the accomplishment of the goals established in that master plan. This master plan is reviewed and updated on an annual basis, and the advisory committee has recommended changes to the plan based on this year's annual review.

9-6. Finance

For Possible Action: To accept the report on the condition of each fund in the treasury and the statements of receipts and expenditures through June 11, 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.

(End of Consent Agenda)

10. Recess as Board of Supervisors

Liquor and Entertainment Board

11. Call to Order & Roll Call – Liquor and Entertainment Board

12. For Possible Action: Approval of Minutes - March 21, 2013

13. Public Works - Business License

For Possible Action: To approve changing the Galaxy Fandango 10 liquor license (Liquor License #13-25892) located at 4000 S. Curry St., Carson City, from dining room with beer and wine to dining room with hard liquor. (*Lena Reseck*)

Staff Summary: All liquor license requests are to be reviewed by the Liquor Board per CCMC 4.13. Galaxy Fandango 10 currently has a dining room with beer and wine license. Rafe Cohen will remain the liquor manager. Staff is recommending approval.

14. Public Comment

15. For Possible Action: To Adjourn as the Liquor and Entertainment Board

16. Reconvene as the Board of Supervisors

Ordinances, Resolutions, and Other Items

17. City Manager

Presentation and possible discussion on 2013 Legislative matters.

Staff Summary: Mary Walker, Government Affairs Consultant will update the Board on legislative issues. The Board may suggest specific issues be placed on a future agenda for action.

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

19. Purchasing and Contracts

- A) For Possible Action: To reject all the bids received in response to NOTICE TO CONTRACTS advertisement 1213-180 Titled “Wastewater Reclamation Plant Digester Rehabilitation Project - Phase I” and authorize staff to Re-Bid the project. *(Kim Belt)*

Staff Summary: Carson City received sealed bids for all labor, materials, tools and equipment necessary for the Wastewater Reclamation Plant Digester Rehabilitation Project – Phase I. During the Bid Tab Review an error in the Bid Document regarding Bid Item listing was discovered and staff has determined that it would be in the public interest, to reject all bids and re-bid the project.

- B) For Possible Action: To approve Contract 1213-120 for Carson City Temporary Staffing Services in the amount of \$1,000,000.00 to Spherion Staffing to be funded from the Various City Department Hourly Accounts for FY 2013/2014. *(Kim Belt)*

Staff Summary: This contract is to provide cost effective temporary staffing services. Carson City utilizes temporary staffing to fill short-term staffing needs for either short-term or mid-term assignments. The firm Spherion Staffing was selected via RFP #1213-120 – Request for Proposals for Carson City Temporary Staffing Services. The contract will be issued for one (1) year with the option to renew for a second year.

20. Finance

- A) For Possible Action: To enter into an excess liability insurance policy with New York Marine Insurance Company for excess workers compensation liability insurance services for a total premium of \$83,549. *(Nick Providenti)*

Staff Summary: Staff is recommending that Carson City switch our workers compensation excess liability insurance services to New York Marine Insurance Company for FY 13-14 based on the quotes received from all carriers for this insurance. The total premiums for FY 12-13 were \$81,971 so the total increase would be approximately 2%.

- B) For Possible Action: To establish a Vocational Rehab Division in the Worker's Compensation Internal Service Fund. (*Nick Providenti*)

Staff Summary: Staff is requesting the Board allow us to establish a Vocational Rehab Division in the Worker's Compensation Internal Service Fund to allow departments to transfer workers that have become injured at work and will never be granted a "release to duty" certificate from a physician. Establishing this division will allow the City to manage injured employee's progress in providing formal training or education for the injured employee in another vocation as provided for in NRS 616C.530.

- C) For Possible Action: To enter into insurance agreements with Public Entity Property Insurance Program (PEPIP) for property insurance (including automobile physical damage) at a total premium of \$345,470, Travelers Insurance Company for excess liability coverage at a total premium of \$361,622, Great American for government crime insurance at a total premium of \$9,745, and with Illinois Union for Landfill Pollution Legal Liability insurance at a total premium of \$12,518 for a grand total of \$729,355 for FY 13-14. (*Nick Providenti*)

Staff Summary: We are planning on renewing Excess Liability, Crime Insurance and Pollution Liability with the same insurance companies as last year. All of the insurance companies are A rated by AM Best Services and have a financial rating of at least \$1,250,000,000. We are proposing changing the property coverage from Affiliated FM Insurance Company to the Public Entity Property Insurance Program (PEPIP). The total dollar amount of the increase is \$54,256 which is less than the \$100,000 increase we budgeted for FY 2013/14.

21. Public Works - Planning

- A) For Possible Action: To introduce, on first reading, an ordinance amending the Carson City Municipal Code Title 18, Zoning, Chapter 18.03, Definitions, Section 18.03.010, Words and Terms Defined, amending the definition of "kennel" to increase the number of dogs defined as constituting a kennel from 4 to 10; amending Chapter 18.04, Use Districts, Section 18.04.040, Single Family Five Acre, to add the term "kennel" for code consistency; and amending Section 18.04.130, Retail Commercial, to add the term "kennel" for code consistency, and other matters properly related thereto. (ZCA-13-034) (*Lee Plemel*)

Staff Summary: The Board of Supervisors recently approved revisions to Title 7 related to permitting the keeping of more than three dogs. The Title 7 provisions require a person to get a permit from the Animal Services Division for the keeping of more than three dogs. With the proposed change to the definition of "kennel," 10 or more dogs could not be kept on a property except as permitted in certain zoning districts per CCMC Chapter 18.04. The proposed revisions are intended to make the provisions of Title 18 related to animal keeping consistent with the provisions of Title 7 and NRS.

PUBLIC HEARING:

- B) For Possible Action: To conduct a public hearing and take public comment regarding a proposed amendment to Carson City's CDBG (Community Development Block Grant) 2013-2014 Annual Action Plan. (*Lee Plemel*)

Staff Summary: On May 29, 2013 HUD announced a funding level of \$378,067 for Carson City's CDBG program, which is \$51,637 more than the amount estimated in the 2013 Annual Action Plan submitted on May 10, 2013. Federal regulation 24 CFR 91.505 and Carson City's Citizen Participation Plan require a substantial amendment to the Annual Action Plan since there is a budget amendment of more than \$50,000. A 30-day public comment period regarding the proposed amendment is open from June 18, 2013 to July 18, 2013. Comments may also be submitted in writing to Planning Division.

22. Supervisor Shirk

- A) For Possible Action: City Manager shall give direction to City Staff and all City Department Managers that: “if they communicate with any member of the Board of Supervisors and discuss any City issue, or other such related material, that the City Manager, City Staff and all City Department Managers shall then forward to ALL Supervisors this inquiry and their response.”
- B) For Possible Action: To give direction to City Staff and all City Department Managers that “if they communicate with citizens making inquiries, complaints, or any other such related subject matter that all Board of Supervisors shall be CC all such correspondence.”
- C) For Possible Action: From the Carson City, Nevada - Boards, Committees and Commissions Policies and Procedures. Request the removal of the following statement from page 6 of 16 – Background Check: the Board of Supervisors may require a pre-appointment background check for any position if deemed warranted. The cost of the background check will be borne by the City.
- D) For Possible Action: Action to approve the removal from the Policy and Procedures for Boards, Committees, and Commissions the following statement from page 8 of 16 – listed under the subtitle: REMOVAL OF MEMBERS – Except as otherwise limited by applicable law or ordinance, the Board of Supervisors’ may, by the majority vote, remove any of the appointed members of a City board, commission, or committee for cause based on the Board of Supervisor’s reasonable discretion. Members removed by the Board shall be so notified. If the member was appointed by and represents another organization of government jurisdiction, the agency shall be notified of the Board’s desire that the member be lawfully removed.

23. City Manager

For Possible Action: Review of the criteria, goals and objectives by the Board of Supervisors and City Manager Larry Werner based upon their continuing relevance and changing priorities of the Board for possible additions or deletions or modifications which might constitute adverse administrative action relevant to the City Manager. (*Melanie Bruketta*)

Staff Summary: Pursuant to the City Manager’s contract, the Board of Supervisors and the City Manager must review the criteria, goals, and objectives established by the Board in January for possible additions, deletions or modifications in June of the same year. Under the City Manager’s contract his performance is reviewed annually in January. Deliberations regarding character, competence and performance relevant to existing, and any proposed new criteria, goals or objectives, are possible.

24. 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

– LUNCH BREAK –

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

25. Public Works

For Possible Action: To adopt the rate alternative for water and sewer utilities which either includes a 5 or 10 year transition for inclusion of depreciation funding, to adopt the revised rate design to provide equity between classes with a 5-year phase in approach, increasing water and sewer connection charges, and increasing water rates from 4% to as high as 6.5% and sewer rates from 13% to as high as 15% for five years and instruct staff to bring forward rate ordinances within 60 days. (*Andrew Burnham*)

Staff Summary: A Water and Sewer Rate Study was done with the objective to evaluate potential changes in customer class cost allocations and design alternative rate structures to meet utility pricing goals assuming a revenue-neutral long range financial forecast for each utility. Connection charges were updated to reflect current and planned system investment. In addition to a revenue neutral baseline analysis, scenarios were developed to project revenue requirements to meet O&M, capital, and fiscal policy needs including funding depreciation in the future. The rate consultant presented the results of the study on April 18, 2013. The Board will now be asked to adopt the study and provide direction for implementation.

26. Recess as Board of Supervisors

Board of Health

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

28. For Possible Action: Approval of Minutes - March 21, 2013

29. Health and Human Services

- A) 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. (*Susan Pintar*)

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.

- B) For Possible Action: Report, discussion and possible direction to staff regarding the Director's report on Carson City Health and Human Services (CCHHS) activities. (*Romaine Gilliland*)

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.

- C) Presentation and discussion only on the Safe Routes to Schools and Bike Month activities by Western Regional Safe Routes to Schools Coordinator Cortney. (*Cortney Bloomer*)

Staff Summary: This is an opportunity to inform the Board of Health of the goals and objectives for the Safe Routes to School (SRTS) program. Staff will also outline current (SRTS) projects and activities.

Safe Routes to Schools is a national program that combines education and encouragement with other strategies to create a safe environment for children to walk, bike, or use other active transportation methods, like scooters or skateboards to get to and from school. Safe Routes to Schools aims to bring the many benefits of walking or riding to school to Carson City and surrounding communities.

- D) Presentation and discussion only on the Board of Health web page on www.gethealthycarsoncity.org.
(*Dustin Boothe*)

Staff Summary: This is an opportunity to inform the Board of Health of the information that we have posted on the Health Departments website.

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

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. General Donation Account (used for supplies, medical and items for animals); \$20,830.00 which includes \$20,000 by the George Reading Trust), New Hope Account (restricted to medical care); \$510.00.

- F) For Possible Action: Discussion and possible direction to staff regarding the letter of support from the Board of Health for public health accreditation. (*Romaine Gilliland*)

Staff Summary: Discussion regarding the letter of support from the Board of Health for public health accreditation (PHAB).

- G) For Possible Action: Report with possible action to give direction to Carson City Health and Human Services regarding the Affordable Care Act (ACA) and Medicaid and an update on the approved consolidation of the State's Divisions of Health and Mental Health into the new State Division of Public and Behavioral Health. (*Romaine Gilliland*)

Staff Summary: Provide an update on CCHHS. This is an opportunity to inform the Board of Health regarding the State's planned integration of public and behavioral health service delivery. At the same time, new requirements in health care with regards to the ACA are beginning to come into play, including an anticipated increased Medicaid population and planned health care payment source for the majority of the population.

30. Public Comment

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

– EVENING SESSION – APPROXIMATE TIME – 7:00 P.M. –

32. Reconvene as the Board of Supervisors

33. City Manager

For Possible Action: To appoint two members to the Carson City Planning Commission, each for a term that expires in June 2017. (*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 member's terms expiring. Applications were received from Robert McQueary, Robert Merrill, Gene Munnings, and John (Walt) Owens. Reappointment requests were received from Malkiat Dhami and Bill Vance. No other applications were received.

34. 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.

35. 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. 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: June 13, 2013