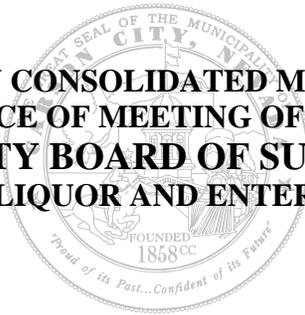


**CARSON CITY CONSOLIDATED MUNICIPALITY  
NOTICE OF MEETING OF THE  
CARSON CITY BOARD OF SUPERVISORS  
AND CARSON CITY LIQUOR AND ENTERTAINMENT BOARD**



**Day:** Thursday  
**Date:** July 18, 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** - Micheal Hurlbert, First Christian Church
4. **Pledge of Allegiance**

5. **Public Comments and Discussion:**

The public is invited at this time to comment on and discuss any topic that is relevant to, or within the authority of, the Carson City Board of Supervisors, the Carson City Liquor and Entertainment Board, the Carson City Redevelopment Authority and the Carson City Board of Health (Boards). In order for members of the public to participate in the Boards' consideration of an agenda item, the Boards strongly encourage members of the public to comment on an agenda item during the item itself. No action may be taken on a matter raised under public comment unless the item has been specifically included on the agenda as an item upon which action may be taken. The Mayor, or the Mayor Pro-Tem, retains discretion to only provide for public comment under a public comment item and not call for or allow individual-item public comment at the time of any Boards' consideration of any item on the agenda involving: 1) an off-site tour by the Board; or 2) any person's or entity's due process appeal or hearing rights provided by statute or the Carson City Municipal Code.

6. **For Possible Action: Adoption of Agenda**

7. **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.

**8. Consent Agenda**

.....  
*All matters listed under the consent agenda are considered routine and may be acted upon by the Board of Supervisors with one action and without an extensive hearing. Any member of the Board or any citizen may request that an item be taken from the consent agenda, discussed and acted upon separately during this meeting. The Mayor, or the Mayor Pro-Tem, retains discretion in deciding whether or not an item will be pulled off the consent agenda.*  
.....

**8-1. Juvenile Probation**

- A) For Possible Action: To approve the Carson City Juvenile Probation Department receiving \$6,642.00 in state funds from the State Juvenile Justice Programs Office for The Forward Thinking Interactive Journaling Series. *(Ben Bianchi)*

Staff Summary: Through the use of supportive journaling and targeted activities, the Forward Thinking Program will provide high risk youth with an opportunity to identify and target risk/needs areas.

- B) For Possible Action: To approve the Carson City Juvenile Probation Department receiving \$51,208.00 in state funds from the State Juvenile Justice Programs Office for Specialized Foster Care Room and Board Medicaid Funding. *(Ben Bianchi)*

Staff Summary: At times it is necessary to place an at risk youth into a residential treatment center to assist with drug and alcohol addiction problems as well as mental health issues.

**8-2. 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 July 9, 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](http://www.carson.org).

**8-3. Purchasing and Contracts**

- A) For Possible Action: To accept the Carson City Audit Committees recommendation to approve Amendment No. 3 to Contract No. 1112-133 with MOSS-ADAMS, LLP (Certified Public Accountants), titled "Internal Auditing Services" to increase the contract term from September 30, 2013 to June 30, 2014 and perform the City's Internal Audit function for a not to exceed cost of \$110,000.00 to be funded from the Internal Audit Budget account as provided in FY 2013/2014. *(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; 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; and on June 20, 2013 the Carson City Board of Supervisors approved Amendment 2, an increase to the contract term. The Audit Committee is recommending amending the contract

through June 30, 2014, in order for contractor to perform FY 13-14 Audit Plan Components which consist of: FWA Program Coordination, Fleet Utilization Study, Performance Metrics Development, Utility Billing Study, Wastewater Capital Program Study, and Affordable Care Act Risk Assessment.

- B) For Possible Action: To approve the revision of Contract 1213-172 for Carson City Community Center LED Sign Project in the amount of \$97,216.00 to Custom Sign and Crane, which is a decrease to the original approved contract by an amount of \$3,500.00. This contract is to be funded from the Capital Outlay/CC Reader Board Accounts for FY 2013/2014. *(Kim Belt)*

Staff Summary: On June 20, 2013, the Carson City Board of Supervisors approved the above listed contract in the amount of \$100,716.00. This revision is at the request of Public Works which was necessitated by the contractor's license limit being \$100,000.00.

#### **8-4. Public Works - Landfill**

For Possible Action: To authorize the Mayor to sign an Interlocal Agreement between Carson City and the State of Nevada through the Nevada Department of Transportation (NDOT) whereby Carson City will remove material from Bureau of Land Management (BLM) property which NDOT does not need. *(Andy Burnham)*

Staff Summary: The Carson City Landfill uses earthen material to cover solid waste on a regular basis, in order to meet its operating permit. The Landfill's supply of cover material is running low. Adjacent to the landfill, the Bureau of Land Management (BLM) owns property that supplies earthen material to NDOT, who owns the mineral rights to the material. NDOT has approximately 200,000 yds<sup>3</sup> of material that they do not need and is willing to allow Carson City to retrieve this material for free to use at the Carson City Landfill for cover.

#### **8-5. Health and Human Services**

- A) For Possible Action: To approve funding a full-time Public Health Planner/MRC Coordinator position control #777. *(Romaine Gilliland)*

Staff Summary: This position was originally funded as a full-time position until the assigned staff person was transferred to another department. To partially fill the gap, these duties were temporarily assigned to a part-time student also acting as the MRC coordinator. Today's level of activity and the expanded grant deliverables require the time of a full-time position. The position assists with planning, developing and implementing preparedness activities with healthcare systems, including hospitals in the four Western Nevada counties to share assets, personnel and information.

- B) For Possible Action: To direct staff to apply for a Forensic Assessment Services Triage Team grant from the Nevada State Public and Behavioral Health Division in an amount not to exceed \$ 30,000 for the one year period beginning July 2013. Grant funds are to be used to continue building community based mental health treatment and other items related there to. *(Romaine Gilliland)*

Staff Summary: The grant provides for funding in an amount not to exceed \$30,000 for a one year period beginning July 2013, to fund a health professional working within the jail system to build a community based FASTT program for the Carson City inmate population.

**8-6. City Manager**

- A) For Possible Action: To ratify the approval of bills and other requests for payments by the City Manager for the period of June 11, 2013 thru July 8, 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.

- B) For Possible Action: To adopt a resolution authorizing expenditures of funds to non-profit organizations for FY 2013-14. (*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. Any item(s) pulled from the Consent Agenda will be heard at this time.**

- 10. Recess as Board of Supervisors**

**Liquor and Entertainment Board**

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

- 12. Community Development - Business License**

For Possible Action: To approve Dennis O’Keefe as the liquor manager for Golden Gate Gas (Liquor License #14-29718) located at 2651 Hwy 50 East, Carson City. (*Lena Reseck*)

Staff Summary: All liquor license requests are to be reviewed by the Liquor Board per CCMC 4.13. Dennis O’Keefe is the managing member of the business and will also be the liquor manager. He is applying for a packaged liquor license. Staff is recommending approval.

- 13. Public Comment**

- 14. For Possible Action: To Adjourn as the Liquor and Entertainment Board**

- 15. Reconvene as the Board of Supervisors**

**Ordinances, Resolutions, and Other Items**

## 16. Sheriff

- A) For Possible Action: To accept the FY14 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.

- B) For Possible Action: To accept the Office of Criminal Justice Assistance Grant 13-JAG-04, Regional Gang Initiative in the amount of \$180,000. (*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 Carson City, Lyon County and Douglas County. Each county is responsible for any matching funds necessary to participate in the program. Grant period is 07/01/13-06/30/14.

- C) For Possible Action: To accept the Office of Criminal Justice Assistance Grant 13-JAG-05, D.A.R.E. Keeping It Real in the amount of \$10,000. (*Sheriff Furlong*)

Staff Summary: The purpose of this grant is to provide statewide training for DARE Officers in the form of one two week national certification training in the new Keepin' It Real DARE Curriculum and one state conference to help officers throughout the state maintain certification. Carson City Sheriff's Office has been recognized statewide for law enforcement substance abuse prevention efforts including programs such as DARE Plus and Keepin' It Real and are partnering with the Nevada DARE Officer's Association by serving as the fiscal agent for this grant. Grant period is 07/01/13-06/30/14.

- D) For Possible Action: To accept the Office of Criminal Justice Assistance Grant 13-JAG-06, TRI-Net Narcotics Task Force, in the amount of \$91,000. (*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 07/01/13-06/30/14.

## 17. Health and Human Services

Discussion Only: An update on Cross-Jurisdictional Sharing Services, the related Robert Wood Johnson planning grant, and the proposed plans to consolidate Douglas County Environmental Health Services through Carson City Health and Human Services (CCHHS). (*Romaine Gilliland*)

Staff Summary: On June 27, 2013, the Nevada State Legislative Interim Finance Committee, approved a request to exempt Carson City and Douglas County from the State Health Division assessment for the cost of environmental health services provided in Carson City and Douglas County, pursuant to NRS 439.4905. Carson City will begin providing the environmental health inspections for Douglas County beginning January 1, 2014, following a six month transition period.

## 18. Public Works - Landfill

For Possible Action: To adopt on second reading, Bill Number 116, an ordinance amending the Carson City Municipal Code Title 12 – Water, Sewerage and Drainage, Chapter 12.12 – Solid Waste Management, Section 12.12.047 – Landfill rates and fees, by: Reducing rates for Class III (Inert) Out-of-County Fees (1,000 lbs or greater) Category; Changing Inert to Construction & Demolition (C&D); and other matters properly related thereto. (*Andrew Burnham*)

Staff Summary: The proposed ordinance amendment will reduce the Construction & Demolition (Inert/C&D) rate for Out-of-County customers who subscribe for 1,000 tons or more of waste disposal annually.

## 19. Purchasing and Contracts

- A) For Possible Action: To approve Contract 1213-120 for Carson City Temporary Staffing Services in the amount of \$1,000,000.00 to Marathon 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. Ten (10) firms submitted proposals for the Request for Proposals and after review by the selection committee four (4) firms were selected for oral interviews. Based on proposal submittal and interview, the firm Marathon 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.

- B) For Possible Action: To determine that Geney/Gassiot, Inc. is the lowest responsive and responsible bidder pursuant to NRS Chapter 338 and to award Contract No. 1213-180 Wastewater Reclamation Plant Digester Rehabilitation Project- Phase I Rebid to Geney/Gassiot, Inc. for a bid amount of \$1,010,332.00 plus a contingency amount not to exceed \$101,033.20 to be funded from the Sewer Capital Projects/Digester No. 1 Dome 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 Wastewater Reclamation Plant Digester Rehabilitation Project – Phase I Rebid. The project consists of digester cleaning and preparation including the removal of the digester contents, screening and mechanical dewatering, hauling and disposal, odor control and wash-down; demolition of existing piping and appurtenances on top of the digester; demolition of the digester dome; possible repair of the interior digester walls; construction of a new digester dome; installation of new piping and appurtenances at the top of the digester; and repair the concrete masonry unit wall.

## 20. Parks and Recreation - Open Space

For Possible Action: To approve the recommendation of the Open Space Advisory Committee to purchase APN 3-151-25, 9-014-05, plus an area between those two parcels, containing 22.35 acres, located at the southwest quarter of the intersection of Ormsby Boulevard and Kings Canyon Road and owned by the Potter Family Trust, and to authorize the Mayor and staff to execute documents to complete the transaction. (*Juan Guzman*)

Staff Summary: The 22.35 acres are located west of Terrace Street and south of King Canyon road. The Potter Family Trust has agreed to sell the lands for open space for \$225,000 which is the appraised value.

The property is in a priority area for acquisitions based on the Open Space Master Plan. This transaction will bring into public ownership cultural resources such as the Pioneer Cemetery, scenic views at the base of C-Hill, and a trail that is used for passive recreation.

## **21. Finance**

- A) For Possible Action: Presentation, discussion, acceptance and possible direction to staff regarding implementation of the Fraud Waste and Abuse (FWA) Program and the Fleet Management Efficiency Study. (*Michael Bertrand, Audit Committee Chair*)

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. At the March 7, 2013 Carson City Board of Supervisors meeting, the Board approved the FWA Program Development and the Fleet Management Efficiency Study. A draft of the FWA Program policies and procedures was presented and accepted by the Carson City Audit Committee on July 2, 2013. A draft of the Fleet Management Efficiency Study was presented and accepted by the Carson City Audit Committee on June 18, 2013. Representatives from Moss Adams will be presenting the report.

- B) For Possible Action: Discussion and possible action to consider the Audit Committee's recommendations for internal audits to include basic internal audit services, Fraud, Waste and Abuse Program coordination, Fleet Utilization Study and Performance Metrics Development. (*Michael Bertrand, Audit Committee Chair*)

Staff Summary: Based on the presentation by Moss Adams and discussion by the Audit Committee at their July 2 meeting, the Audit Committee is recommending that Moss Adams perform items 1 through 4 on the FY 13-14 Audit Plan. These include basic internal audit services, Fraud, Waste and Abuse Program coordination, Fleet Utilization Study and Performance Metrics Development.

## **22. Community Development - Planning**

- A) For Possible Action: To approve an Abandonment of Public Right-of-Way application from Lumos and Associates (property owner: C & A Investments) to abandon an alleyway on property located between 913 N. Nevada St. and 910 N. Curry St., APN's 001-187-01 and -06, and authorize the mayor to sign the Order of Abandonment. (AB-13-038) (*Lee Plemel*)

Staff Summary: Pursuant to NRS 278.480 and CCMC Title 17, this is a request to formalize the legality of the ownership of this alleyway of 10 feet wide by 99.3 feet long, running north and south between Nevada Street and Curry Street, by applying to abandon this area to the adjacent property owners. The alleyway appears on the Assessor's Parcel Maps as having been abandoned in the past, but there are no records on file in support of this ever occurring.

- B) For Possible Action: To approve a proposed amendment to Carson City's CDBG (Community Development Block Grant) 2013-2014 Annual Action Plan. (*Lee Plemel*)

Staff Summary: On May 10, 2013 Carson City submitted its Annual Action Plan to HUD with an estimated amount of funding of \$326,430. On May 29, 2013 HUD announced a funding level of \$378,067 for Carson City's CDBG program, which is an increase of \$51,637. The proposed amendment generally distributes the additional money equally between the approved public facilities projects, the public services project, and administration.

- C) For Possible Action: To approve and authorize the mayor to sign a Community Development Block Grant (CDBG) program agreement between Carson City and the Community Counseling Center for funding in the amount of \$56,710 for the Evidence-Based Best Practices for Substance Abuse Treatment for Youth and Adults Program to be paid to the Community Counseling Center from approved Housing and Urban Development (HUD) CDBG funding. (*Lee Plemel*)

Staff Summary: The Board of Supervisors approved the CDBG funding for the Community Counseling Center's Evidence-Based Best Practices for Substance Abuse Treatment for Youth and Adults Program on April 18, 2013. This agreement sets forth the provisions to meet HUD requirements in the use of the funds. This program will help to meet the strategies outlined in the CDBG Annual Action Plan for supporting social, community and health services.

- D) For Possible Action: To approve and authorize the mayor to sign a Community Development Block Grant (CDBG) program agreement between Carson City and F.I.S.H. for funding in the amount of \$32,000 for the F.I.S.H. Facility Improvement Project to be paid to F.I.S.H. from approved Housing and Urban Development (HUD) CDBG funding. (*Lee Plemel*)

Staff Summary: The Board of Supervisors approved the CDBG funding for the F.I.S.H. Facility Improvement Project on April 18, 2013. This agreement sets forth the provisions to meet HUD requirements in the use of the funds. The improvements to the F.I.S.H. facility will help to meet the strategies outlined in the CDBG Annual Action Plan for supporting social, community and health services.

- E) For Possible Action: To adopt Bill No. 115, on second 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.

## **23. Board of Supervisors**

- A) For Possible Action: To appoint a member of the Board of Supervisors to the Nevada Association of Counties (NACO) Board of Directors to fill an unexpired term ending December 31, 2013.

Staff Summary: Supervisor Shirk resigned his appointment to the NACO Board of Directors effective May 15, 2013.

- B) 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 – 3:00 P.M. –

**24. City Manager**

- A) For Possible Action: To appoint one member to the Carson City Convention & Visitors Bureau as a representative of the Hotel/Motel Industry for a two year term that expires in July 2015. *(Larry Werner)*

Staff Summary: NRS 244A.599 provides for the Board of Supervisors to appoint five representatives to the fair and recreation board, known as the Convention & Visitors Bureau. The categories for representatives are as follows: two members to represent the hotel and motel operators in the city; one member to represent the other commercial interests in the city; one member who is a member of the Board of Supervisors; one member to represent the city at large. There is one position open due to the expiration of the current member's term. An application was received from Linda Barnett and a reappointment request was received from Jaswinder Dhami.

- B) For Possible Action: To appoint three members to the Library Board of Trustees, two for 4-year terms that will expire in June 2017 and one to fill an unexpired term ending June 2015. *(Larry Werner)*

Staff Summary: NRS 379.020 provides for the Board of Supervisors to appoint five competent persons who are residents of the county to serve as county library trustees. There are two vacancies for 4-year terms due to members' terms expiring and one unexpired term due to a member's resignation. Applications were received from Adrienne Murphy, Deonne Contine, Christopher Wahle, Dianne Solinger, Pamela Graber, and Phyllis Patton.

- 25. 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.

**26. 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.*  
.....

*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](http://www.bactv.org).*  
.....

*To request a copy of the supporting materials for this meeting contact  
Janet Busse at [jbusse@carson.org](mailto:jbusse@carson.org) or call (775) 887-2100.*  
.....

*This agenda and backup information are available on the City's website at [www.carson.org/agendas](http://www.carson.org/agendas) and*

*at the City Manager's Office - City Hall, 201 N. Carson Street, Ste 2, (775) 887-2100.*

---

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: July 11, 2013**