



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

Day: Thursday
Date: August 1, 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 - Chuck Durante, St. Teresa Avila Catholic 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 Presentation

Presentation of a proclamation for National Night Out Crime, Drug and Violence Prevention Awareness Month, August 2013. *(Ken Furlong & Lisa Davis)*

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.

8-1. Assessor

For Possible Action: To approve the promotion of an Appraiser I to an Appraiser II within the Assessor's Office. *(Dave Dawley)*

Staff Summary: This person has obtained all of the required certifications and meets all of the required standards for the next level position. This Appraiser is currently a Y-rated employee as he transferred to the Assessor's Office from the Building Department. This will have no impact on the Assessor's Office budget.

8-2. Finance

- A) For Possible Action: To approve the application to remove uncollectible accounts receivable from the records of the Landfill division of the General Fund in the amount of \$45,333.32 out of estimated billings through June 30, 2013 of approximately \$3,265,000. *(Nick Providenti)*

Staff Summary: NRS 354.256 requires that the County Auditor apply to the Board for permission to remove uncollectible accounts receivable from the records of the County.

- B) 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 23, 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.

- C) For Possible Action: To approve the application to remove the uncollectible accounts receivable specified in the application from the records of the Ambulance Fund for a total amount of \$782,997.42 in uncollectible accounts receivable. *(Nick Providenti)*

Staff Summary: NRS 354.256 requires that the Controller apply to the Board for permission to remove uncollectible accounts receivable from the records of the County.

8-3. Purchasing and Contracts

- A) For Possible Action: To determine that Contract No. 1314-071 is a contract for professional services and therefore not suitable for public bidding pursuant to NRS 332.115 and to approve Contract No. 1314-071, a request for professional services to be provided by Joseph E. McEllistrem, Ph.D., through June 30, 2016, for an amount not to exceed the cost of \$71,500.00 per fiscal year to be funded from the Sheriff's Office Professional Services Account as provided in FY 2013/2014, FY 2014/2015 and FY2015/2016. *(Kim Belt)*

Staff Summary: Contractor will provide Mental Health Consultation services for the Carson City Jail. Some of services to be provided are: mental assessments of jail population, mental health treatment and counseling and treatment recommendations to staff and inmate.

- B) 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. 1213-193 Carson City Foreman Roberts Carriage House to Reyman Brothers Construction, Inc. for a bid amount of \$179,368.00 (Base Bid and Warm Shell Additive Alternate) plus a contingency amount not to exceed \$13,000.00 to be funded from the Roberts/Carriage House Project Account Funds 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 Foreman Roberts Carriage House project. Project consists of ADA site improvements, construction of the Carriage House cold shell, and an additive alternate to upgrade the Carriage House to a warm shell.

- C) For Possible Action: To accept the quarterly summary report of all active grants made to Carson City as well as a listing of all pending grants. (*Kim Belt*)

Staff Summary: A quarterly summary of all active grants made to Carson City as well as a listing of all pending grants will be given to the Board of Supervisors.

8-4. Parks and Recreation - Cultural Commission

For Possible Action: To approve the Cultural Commission's Mission Statement and Meeting Bylaws. (*Vern Krahn*)

Staff Summary: The Cultural Commission is required by CCMC 2.41.160(6) to adopt meeting bylaws, and these bylaws are required to be approved by the Board of Supervisors. As a result, the Cultural Commission at their June 18, 2013, meeting adopted a mission statement and meeting bylaws. On behalf of the Commission, the Parks and Recreation Department is submitting their approved mission statement and meeting bylaws for Board of Supervisors approval.

8-5. Public Works

For Possible Action: To approve and authorize the Mayor to sign an Easement Amendment by and between the State of Nevada, acting through the Division of State Lands, on behalf of the Department of Corrections (grantor), and Carson City (grantee), whereby the annual rental fee will increase by \$20.00 to the new rate of \$270.00 per year for an existing reclaimed water easement. (*Jeff Sharp*)

Staff Summary: The City entered into an easement agreement with the State in 1999 along the route of a future reclaimed water line to serve the south end of Edmonds Sports Complex. The easement is located across Prison Farm property south of Snyder Avenue. There is not currently a pipeline in the location of the easement, but having that easement in place would prove highly valuable to the City in the event of a future expansion to the south end of the sports complex. The original agreement specified an annual fee of \$250.00, but reserved the right to renegotiate the rate every five years. This is the first time that the rate has been reviewed by the State, and is proposed to increase to \$270.00 annually, based on the 5-year Consumer Price Index (CPI) average. It is the opinion of staff that the City should accept the modest fee increase and keep this easement in place.

8-6. Health and Human Services

For Possible Action: To direct staff to apply for an Aging and Disability Resource Center (ADRC) grant from the Nevada State Aging and Disability Services Division (ADSD) in the amount of \$140,000 for a twenty one month period beginning October 1, 2013. (*Cindy Hannah*)

Staff Summary: The ADRC grant provides for funding to be used to provide information, assistance, advocacy and access to long-term supports and services to seniors, age 60 and older, people with disabilities, and caregivers for Carson and Douglas Counties. The program for Carson and Douglas counties was previously managed by the Ron Wood Family Resource Center. Today, Carson and Douglas Counties are the only jurisdictions not providing ADRC services. The ADRC grant will allow for expanded case management capability for Carson City Health and Human Services case management collaborative interaction with the Senior Center and Douglas County Human Services.

8-7. Juvenile Probation

For Possible Action: To reclassify the Juvenile Probation Officer 1 (pay grade CPS 35) and the Juvenile Probation Officer 2 (pay grade CPS 40) positions into the Juvenile Probation Officer position (pay grade CPS 40). (*Ben Bianchi*)

Staff Summary: Candidates for the Juvenile Probation Officer position will begin the lower end of the range and will not require a promotion after completing probation but will continue on in this range with merits thus alleviating a 10% promotion increase.

(End of Consent Agenda)

Ordinances, Resolutions, and Other Items

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

10. District Attorney

For Possible Action: To approve the Carson City Department of Alternative Sentencing Screening Panel's (Screening Panel) recommendation of Tad N. Fletcher as Carson City's next DAS Chief. (*Joe Ward*)

Staff Summary: On July 16, 2013 the Screening Panel decided to conduct interviews of 6 applicants for the Department of Alternative Sentencing (DAS) Chief position. One of the applicants dropped out. On July 24, 2013 the Screening Panel conducted 5 interviews and unanimously voted in favor of making Tad N. Fletcher its next DAS Chief. The Carson City Board of Supervisors (BOS) is required to vote on this Screening Panel recommendation. *See CCMC 2.38.040(1).*

11. Sheriff

For Possible Action: To approve the application and accept the BJA FY 2013 Edward Byrne Memorial Justice Assistance Grant – application number 2013-H5723-NV-DJ (direct award) in the amount of \$12,953.00 (*Ken Furlong*)

Staff Summary: Over the past several years, the Carson City Sheriff's Office has made prevention a priority by continuing its Cops and Kids Community Prevention Program. This grant will focus on prevention, community awareness/outreach, intervention and referral. The plan includes continuation of

services currently in operation that update curricula and continue growth opportunities. The Carson City Sheriff's Office has implemented many services that conform to community policing strategies, utilizing a combination of nationally recognized and local initiatives to build and maintain positive relationships between law enforcement and citizens of all ages, building strong partnerships and consistent community collaboration. This grant will provide funding for numerous events and programs, including Elementary DARE and DARE Plus classes, Red Ribbon Campaign, Cops & Kids Spaghetti Dinner, Cops & Kids Open House and National Night Out.

12. Finance

PUBLIC HEARING:

- A) For Possible Action: Action on a motion finding that the proposed ordinance amending Carson City Municipal Code Title 4 Licenses and Business Regulations, Chapter 4.04 Business Licenses, Section 4.04.107 Public Utilities by increasing business license fees on electric services by .5% effective September 1, 2013 does impose a direct and significant economic burden on a business or directly restrict formation, operations or expansion of a business, that a business impact statement has been prepared, accepted and is on file with the Board of Supervisors and that the requirements of the act have been met. *(Nick Providenti)*

Staff Summary: This ordinance proposes an increase in business license (franchise) fees of .5% on electric utility bills. Depending upon the business, the change may present an economic burden on the business. NRS 237.080 requires that the City prepare a Business Impact Statement when an increase in a fee is contemplated. The revenue generated from this increase will be used to fund the costs needed in the Carson City General Fund to maintain services at their current levels. Staff was given direction by the Board to pursue this increase in fees at their February 14, 2013 Board meeting.

- B) For Possible Action: To introduce on first reading, an ordinance amending Carson City Municipal Code Title 4 Licenses and Business Regulations, Chapter 4.04 Business Licenses, Section 4.04.107 Public Utilities by increasing business license fees on electric services by .5% effective September 1, 2013. *(Nick Providenti)*

Staff Summary: The revenue generated from this increase will be used to fund the costs needed in the Carson City General Fund to maintain services at their current levels. Staff was given direction by the Board to pursue this increase in fees at their February 14, 2013 Board meeting.

13. Fire

- A) For Possible Action: To introduce, on first reading, an ordinance amending the Carson City Municipal Code Title 14, Chapter 14.01 General Provisions, by amending Section 14.01.035 Traffic Laws Apply to non Emergency Vehicles, to change the section name to alternative materials and methods, and by deleting the provisions previously contained therein and adding the provisions previously contained in 14.01.040, and other matters properly related thereto. *(Stacey Giomi)*

Staff Summary: This language was added to municipal code many years ago when it was common for firefighters to respond to emergencies from their residences. The provision was never removed from the code in subsequent revisions. There is no longer any need for this language as it is covered in NRS and is not a practice commonly performed any longer.

- B) For Possible Action: To introduce, on first reading, an ordinance amending the Carson City Municipal Code Title 14, Chapter 14.02, International Fire Code, by amending Section 14.02.005 by changing the

section name to Codes Adopted and by amending Section 14.02.010 Title, by changing the section name to International Fire Code Amendments and to include the provisions previously contained in; 14.02.020 Referenced Codes and Standards, 14.02.025 Appointment, 14.02.035 Fire Hydrants and Valves, 14.02.045 Required Construction Permits, 14.02.048 Owner/Occupant Responsibility, 14.02.055 Violation Penalties, and 14.02.060 Failure to comply and by amending 14.02.015 by changing the section name to International Wildland-Urban Interface Code Amendments and by adding the mandate that the provisions of the 2012 International Wildland-Urban Interface Code be modified as indicated in the 2012 Northern Nevada Fire Amendments and be known as the Wildland-Urban Interface Code and by adding a definition of the fire code official and other matters properly related thereto. (*Stacey Giomi*)

Staff Summary: The proposed language would modify the text of the Carson City Municipal Code by adopting the latest version (2012) of the International Fire Code and the International Wildland-Urban Interface Code together with the Northern Nevada Amendments to form the basis for the city's fire code.

- C) For Possible Action: To introduce, on first reading, an ordinance amending the Carson City Municipal Code Title 14, Chapter 14.04, Wildland Interface Sections 14.04.005 through 14.04.035 by deleting the provisions contained therein. (*Stacey Giomi*)

Staff Summary: The proposed language is recommended for deletion as the provisions previously contain within this section of CCMC are being proposed for inclusion in Chapter 14.02.

14. City Manager

For Possible Action: To adopt a resolution establishing the Carson City Ethics Ordinance Review Committee to review the Carson City Municipal Code Chapter 2.34, Code of Ethics, and make recommendations to the Board for potential modifications to the ordinance. (*Larry Werner*)

Staff Summary: The 2012 Carson City Charter Committee at their June 5, 2012 meeting brought forth, discussed, and recommended that the Board appoint a committee to review Carson City Municipal Code Chapter 2.34, Code of Ethics, and make recommendations to the Board for modifications to the existing ordinance. The Carson City Board of Supervisors at their August 16, 2012 meeting passed a motion to adopt the recommendation from the Charter Review Committee to appoint a committee to review Carson City Municipal Code Chapter 2.34, Code of Ethics, and make recommendations to the Board for modifications to the existing ordinance.

15. Board of Supervisors

Non-Action Items:

Status review of projects

Internal communications and administrative matters

Correspondence to the Board of Supervisors

– Monthly Report on the Activities of the TRPA Governing Board (Submitted by Shelly Aldean)

Status reports and comments from the members of the Board

Staff comments and status report

- 16. 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.

17. 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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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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To request a copy of the supporting materials for this meeting contact

Janet Busse at jbusse@carson.org or call (775) 887-2100.
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This agenda and backup information are available on the City's website at www.carson.org/agendas and at the City Manager's Office - City Hall, 201 N. Carson Street, Ste 2, (775) 887-2100.
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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: July 25, 2013