



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

Day: Thursday
Date: September 19, 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 - Ken Haskins, 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: Approval of Minutes - May 16, 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, 30 and 35 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. Human Resources

For Possible Action: To adopt Amendment One to the contract between the State of Nevada, acting by and through its Nevada Public Employees Deferred Compensation Program and Carson City, a Consolidated Municipality and political subdivision of the State of Nevada, on behalf of the Carson City Employees, to participate in the deferred compensation program and other matters properly related thereto. *(Melanie Bruketta)*

Staff Summary: This action is to approve Amendment One to the Interlocal Agreement adopted the Board of Supervisors on May 20, 2010. The Amendment allows the interlocal agreement to be extended to December 31, 2014 and identifies that Massachusetts Mutual Life Insurance Company acquired the Hartford's Retirement Plans Group.

9-2. 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 September 10, 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.

9-3. Purchasing and Contracts

For Possible Action: To determine that Purchase Order #7575 is a purchase request for personal safety equipment that will be used by a response agency therefore not suitable for public bidding pursuant to NRS 332.115 and to approve Purchase Order #7575 a request for three (3) Stryker Power Load Ambulance Gurney Loading Systems to be provided by Stryker Sales Corporation for a not to exceed cost of \$67,101.00 to be funded from the Machinery and Equipment/Gurney Loading Systems in the Workers' Compensation Fund as provided in FY 2013/2014. (File No. 1314-092) *(Kim Belt)*

Staff Summary: This Purchase Order is for the purchase of three (3) Stryker Power Load ambulance gurney loading systems. The Power load system lifts and lowers the gurney into and out of the ambulance, reducing spinal loads and the risk of cumulative trauma injuries.

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 August 6, 2013 thru September 9, 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

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

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

11. City Manager

Presentation and update by Nevada Rural Housing Authority (NRHA) regarding the Home at Last and NRHA programs.

Staff Summary: NRHA Executive Director Gary Longaker will provide the Board with an update.

12. Parks and Recreation

For Possible Action: To approve the Parks and Recreation Commission's unanimous recommendation to transfer \$17,434 of Residential Construction Tax (RCT) funds from Governors Field and \$22,930 of Quality of Life (Question 18) funds from the Rifle and Pistol Range to the BMX Track Lighting Project, or direct staff to return the \$122,721 Land and Water Conservation Fund (LWCF) grant. (*Roger Moellendorf*)

Staff Summary: The Carson City Parks and Recreation Department has been working with the Carson BMX organization for many years to install lighting at the BMX track located at the Edmonds Sports Complex. Throughout this process, funding has been a major challenge. Unfortunately, time is running out for this project. The City needs to secure the remaining project funds by the end of this year (December 31, 2013) or our department will lose the \$122,721 Land and Water Conservation Fund (LWCF) grant.

13. Public Works

- A) For Possible Action: To adopt Bill No. 122, on second reading, an ordinance amending the Carson City Municipal Code Title 12 - Water, Sewerage and Drainage, Chapter 12.01 - Water Connection Charges and Use Rates, by amending section 12.01.010 Definitions to redefine “Commercial” service to include churches and remove triplexes, to add new definitions for “Industrial / Manufacturing” service, “Large Commercial” service, “Single Family Residential” service, “Multifamily Residential” service and remove the definition of “Residential” service; Section 12.010.020 Schedule of rates to remove the Residential Monthly Service Charge, Residential Monthly Commodity Charge, Commercial Monthly Service Charge, Commercial Monthly Commodity Charge and add effective October 1, 2013 and July 1 of each year thereafter a five (5) year phased in Monthly Base Charge and a Monthly Commodity Charge for Single Family Residential, Multifamily Residential, Commercial, Industrial/Manufacturing, Large Commercial and remove a provision to conduct an annual review with recommendations for rate adjustments; Section 12.01.030 Schedule of Water Connection Charges, Lateral and Meter Box Sets, and Meter Set Fees to remove a provision that expired in 2011 to review the effects of the amendment; Section 12.01.040 Payment of connection charge to remove a provision that expired in 1988 whereby ½ of the connection charge is to be fully paid prior to the issuance of any building permit; Section 12.01.090 Protests to rates and charges and meter tests to remove a provision related to an outdated extension of a 5 year audit of water usage to determine connection charges; and other matters properly related thereto. (*Andrew Burnham*)

Staff Summary: The revenues generated from the proposed ordinance are necessary to fully fund operating and maintenance expenses, debt service, five (5) year capital improvement plan, capital reserve targets and system reinvestment in the Water Utility Fund for the next five (5) years.

- B) For Possible Action: To adopt Bill No. 123, on second reading, an ordinance amending the Carson City Municipal Code Title 12 - Water, Sewerage and Drainage, Chapter 12.03 - Sewer Connection Charges and Use Rates and Chapter 12.04 Senior Citizens Assistance, by amending Section 12.03.010 Definitions to define Commercial Service and commercial strength categorizations, Single Family Residential Service, Multifamily Residential Service, Total Suspended Solids, redefine residential service, remove provisions that relate to the User Charge System, Capitalization System, and Winter Sewer Average; Section 12.03.020 Schedule of Rates to remove the Class, Fixed Capitalization Charges, Variable Capitalization Charges, User Charges, Maximum Water Charges and add effective October 1, 2013 and July 1 of each year thereafter a five (5) year phased in Flat Rates for Single Family Residential and Multifamily Residential and metered rates for Low-Strength Commercial and High-Strength Commercial; Section 12.030.25 Calculation and review of rates to remove provisions related to Winter Sewer Average, Capitalization Charges and User Charges; Section 12.03.030 Schedule of Sewer Connection and Hook-up charges to remove a provision that reviews the amendment of this section on or before 2011; Section 12.03.060 Protests to Rate and Charges to add a provision allowing a customer to dispute their current strength category and remove a provision related to an extension of a five year audit of water usage; Section 12.04.030 Discount to remove reference to Variable Capitalization Charges and replace with Sewer Monthly User Charges; and other matters properly related thereto. (*Andrew Burnham*)

Staff Summary: The revenues generated from the proposed ordinance are necessary to fully fund operating and maintenance expenses, debt service, five (5) year capital improvement plan, capital reserve targets and system reinvestment in the Sewer Utility Fund for the next five years.

- C) For Possible Action: To adopt Bill No. 124, on second reading, an ordinance amending the Carson City Municipal Code Title 12 - Water, Sewerage and Drainage, Chapter 12.17 - Storm Water Service Charges,

Section 12.17.040 - Service Charge Rates, by increasing all rate categories by \$1.00 monthly effective October 1, 2013; and other matters properly related thereto. (*Andrew Burnham*)

Staff Summary: The proposed ordinance amendment will increase storm water rates for all accounts by \$1.00 per month to support the Capital Improvement Program of the Storm Water Utility for Carson City.

- D) Presentation and discussion on the reclaimed water supply, distribution practices and obligations. (*David Bruketta*)

Staff Summary: The Carson City Wastewater Reclamation Facility (WRF) implemented reclaimed watering restrictions on August 5, 2013, due to a lack of reclaimed water supply. This has had a significant impact on how much reclaimed water is available to each re-user.

14. District Attorney

For Possible Action: To approve and authorize payment of \$41,500.00 upon Jeraldine Archuleta's execution of a written settlement, waiver of claims, and hold harmless to the extent of this payment against any others claiming ownership damages, on terms satisfactory to the Carson City District Attorney's Office in full settlement of all existing and any potential future claims and causes of action and damages against Carson City, and its current or former employees individually, alleged or could have been alleged by Jeraldine Archuleta's threatened litigation with respect to the City's alleged taking of her dog Rollie without due process of law, alleged negligence and alleged intentional infliction of emotional distress. (*Randal Munn*)

Staff Summary: In May of 2013 the Board of Supervisors adopted Ordinance 2013-15, which was a substantial re-write of Carson City Municipal Code Title 7- Animal code. The new code section 7.13.070(6) provides "Any animal impounded as a result of the owner's...possible abandonment shall be kept under protective custody. Animal Services will board such animal for ten (10) days at the owner's expense. At the time of impound, written notice shall be posted upon the property from which the animal was taken or served upon the owner. If such animal is not reclaimed within ten (10) days of the date and time of impound, Animal Services shall have legal ownership of such animal." The new code section 7.13.050(8) provides "Animal Services may, upon acquiring ownership of any animal, humanely destroy said animal or adopt such animal." Rollie was brought to Animal Services by a citizen on July 25, 2013. On July 26 and July 27 Jeraldine Archuleta attempted to claim her property but alleged she could not pay at that time the fees due. The new code section 7.13.040(2) provides "Under documented hardship, fees required by this chapter may be waived by approval of the Animal Services Manager or Director." On July 30 at 12:45pm an Animal Services Officer served an animal abandonment citation upon Jeraldine Archuleta. On July 30 at 4:54pm Rollie was euthanized.

15. 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. –

16. Sheriff

For Possible Action: To accept the FY 13 Justice and Mental Health Collaboration Program: Planning & Implementation Grant, award number 2013-MO-BX-0007, in the amount of \$248,921. (*Ken Furlong & Kathy Bartosz*)

Staff Summary: The goal of this Carson City Justice and Mental Health Collaboration Program: F.A.S.T.T. (*Forensic Assessment Services Triage Team*) is to reduce recidivism among individuals encountered by law enforcement either on the street or in the jail with presenting mental illness and/or addiction, through early identification, diversion, and wrap around services. The existing FASTT has developed an effective system of problem identification and treatment. Funding from this grant will enhance the capabilities of local services in the community as part of a comprehensive aftercare plan including: A full-time Therapeutic Assistant through Community Counseling Center, a half-time Life Coach through Ron Wood Family Resource Center, housing support through Carson City Health and Human Services, and community providers education, project coordination, data collection and evaluation services through Partnership Carson City. The Carson City Sheriff's Office will serve as fiscal agent of the grant.

17. Recess as Board of Supervisors

Board of Health

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

19. Health & 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. (*Nicki Aaker & Mary Jane Ostrander*)

Staff Summary: Provide an update on CCHHS. This is an opportunity to inform the Board of Health current activities, programs and services within CCHHS.

- C) For Possible Action: Report and possible acceptance of donations for Animal Services received since the last Board of Health Meeting (6/1/2013 – 8/31/2013). (*Nicki Aaker*)

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.

- D) Presentation and discussion only on Carson City Health and Human Services' (CCHHS) Point of Dispensing Exercise. (*Angela Barosso*)

Staff Summary: This is an opportunity to inform the Board of Health about the purpose and objectives of a Point of Dispensing (POD) exercise. CCHHS uses the POD exercise to practice Carson City's emergency preparedness in the event of a public health emergency, which may require the necessity to administer medications or vaccines to a large amount of people. CCHHS uses this opportunity to vaccinate the Carson City community against the flu using free vaccine from the Centers for Disease Control and Prevention, which is scheduled for October 5, 2013. The Public Health Preparedness team will be introduced.

20. Public Comment

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

22. Reconvene as the Board of Supervisors

23. City Manager

For Possible Action: To appoint three members to the Airport Authority, one to fill the "Fixed Base Operator" position, one to fill the "Citizen at Large" position and one to fill the "Manufacturer" position. These appointments are for four year terms ending October 2017. (*Larry Werner*)

Staff Summary: There are three vacancies on the Airport Authority, one for the "Fixed Base Operator" position, one for the "Citizen at Large" position, and one for the "Manufacturer" position to be filled due to members' terms expiring. Applicants are John Martin, Michael Golden and Phill Stotts for "Fixed Base Operator," Maurice White for "Citizen at Large," and Lee Griffin for "Manufacturer."

- 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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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.

*To request a copy of the supporting materials for this meeting contact
Janet Busse at 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 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: September 12, 2013