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

**Day:** Thursday

Date: November 21, 2013
Time: Beginning at 8:30 a.m.

**Location:** Community Center, Sierra Room

851 East William Street Carson City, Nevada

# **Agenda**

- 1. Call to Order Board of Supervisors
- 2. Roll Call
- **3. Invocation -** Louie Locke, Fountainhead Foursquare 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 -** August 1, 2013
- 7. For Possible Action: Adoption of Agenda
- 8. Special Presentations
- A) Presentation of a Certificate of Recognition to Tamar Warren for her honesty for turning in \$1400 in cash she found to the Sheriff's Office where it was reclaimed by the very grateful owner.

- B) 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.
- C) Recognition of Marena Works who recently received an award from the University of Nevada, Reno (UNR) Alumni Association and was featured in the last issue of UNR's Nevada Silver and Blue magazine. (Larry Werner)

# 9. <u>Consent Agenda</u>

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.

### 9-1. 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 November 12, 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.

## 9-2. Public Works

- A) For Possible Action: To adopt a resolution and approve an interlocal agreement between Carson City and the Carson City School District for the purpose of granting necessary easements to allow construction of street and pedestrian improvements on East 5<sup>th</sup> Street. (Robert Fellows)
  - Staff Summary: Carson City and the Carson City School District wish to enter into an interlocal agreement to allow the construction of street and pedestrian facilities. The Carson City School District is willing to grant no cost easements to allow the construction of the Safe Route to School, Hells Bells Pedestrian Improvement Project.
- B) For Possible Action: To adopt a resolution and approve an easement agreement between Carson City and the State of Nevada through the Division of State Lands for the purpose of providing necessary easements to allow construction of street and pedestrian improvements on Hells Bells Road. (Robert Fellows)
  - Staff Summary: Carson City and the State of Nevada through the Division of State Lands wish to enter into an easement agreement for street and pedestrian facilities. The State of Nevada through the Division of State Lands is willing to grant no cost easements to allow the construction of the Safe Route to School, Hells Bells Pedestrian Improvement Project.

# 9-3. City Manager

For Possible Action: To ratify the approval of bills and other requests for payments by the City Manager for the period of October 8, 2013 thru November 11, 2013. (*Larry Werner*)

Staff Summary: All bills or other requests for payment verified per CCMC 2.29.010 shall be presented by the controller, together with the register book of demands and warrants to the city manager who shall audit the same, and if found authorized, correct and legal, shall signify by his signature, as agent for the board, upon the register book of demands and warrants those demands which are approved or disapproved by him. Upon approval, the warrants, as prepared aforesaid, shall issue. The City Manager shall then cause the register book of bills and other requests for payment and warrants to be presented at least once a month to the board of supervisors, who shall by motion entered into its minutes, ratify the action taken on the bills or other requests for payment.

# (End of Consent Agenda)

# 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 Lynne Finch as the liquor manager for Ebisu Sushi & Asian Bistro, Inc. (Liquor License #14-29838) located at 1480 N. Carson St. (Lena Reseck)

Staff Summary: All liquor license requests are to be reviewed by the Liquor Board per CCMC 4.13. Ebisu Sushi & Asian Bistro, Inc. is opening a new location in Carson City. The business is a sushi restaurant. Lynne Finch is an owner of the business and will also be the liquor manager. Ebisu Sushi & Asian Bistro is applying for a dining room with beer and wine only 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. Any item(s) pulled from the Consent Agenda will be heard at this time.
- 17. Justice and Municipal Court

For Possible Action: To approve the appointment of Mr. Joel Locke to the panel of Judge Pro Tempores for the Carson City Justice & Municipal Court. (Max Cortes)

Staff Summary: NRS 4.032 allows the Board of Supervisor to establish a panel of qualified individuals to serve as judge pro tempore during the absence of a justice of the peace. Judge pro tempore's act with the full authority of a justice of the peace and are capable of presiding over trials, preliminary hearings, protective order matters, civil issues pertaining to small claim actions and tenant landlord disputes.

# 18. Parks and Recreation - Open Space

A) For Possible Action: To approve a recommendation from the Carson City Open Space Advisory Committee naming the open space acquisition at 4706 Golden Eagle Lane, APN 010-502-01 as Golden Eagle Open Space. (Ann Bollinger)

Staff Summary: During the Open Space Advisory Committee meeting on October 21, 2013, the Committee approved a recommendation to the Board of Supervisors to name the open space acquisition as Golden Eagle Open Space. This recommendation was made on a 7-0 motion.

B) For Possible Action: To approve a recommendation from the Carson City Open Space Advisory Committee naming the open space acquisitions at the terminus of Golden Eagle Lane, APNs 010-121-42, 010-121-43, and 010-121-44 as Mexican Dam Open Space. (Ann Bollinger)

Staff Summary: During the Open Space Advisory Committee meeting on October 21, 2013, the Committee approved a recommendation to the Board of Supervisors to name the open space acquisitions as Mexican Dam Open Space. This recommendation was made on a 7-0 motion.

### 19. Health and Human Services

A) For Possible Action: To introduce, on first reading an ordinance amending the Carson City Municipal Code Title 7, Animals, Chapter 7.13 Licensing and Regulations, by amending Section 7.13.010 Definitions to amend and add new definitions, by amending Section 7.13.020 Carson City Animal Services/ Powers by amending duties Animal Services and by amending Section 7.13.050 Animal Permits/License/Adoptions to revise and eliminate certain provisions, amending Section 7.13.060 Vaccinations/Rabies/Animal Bites and Quarantine by updating the language and by amending Section 7.13.070 Impounding of Animals by updating responsibility of owner, and other matters properly related thereto. (Nicki Aaker)

Staff Summary: This ordinance update is necessary to further define Health Director, Rabies Control Authority, and Stray Animal; to change the stray animal holding period from the current ten (10) days based on legal interpretation of the current ordinance to five (5) days; and to allow individuals in formal educational programs, such as 4-H and Future Farmers of America, to apply for permits to have livestock on residential lots.

B) For Possible Action: To move to approve the Carson City Human Services Division; Guidelines and Standards. (Nicki Aaker)

Staff Summary: The purpose of the Guidelines and Standards is to define the policies necessary to effectuate programs and comply with the City Code and Nevada Revised Statutes. The Guidelines and Standards have not been updated since 1992. NRS 428.010, Subsection 1 requires every county to "...provide care, support, and relief to the poor, indigent, incompetent and those incapacitated by age, disease or accident...when those persons are not supported or relieved by their relatives or guardians, by

their own means..." NRS 428.010, Subsection 2 requires "boards of commissioners of the several counties shall establish and approve policies and standards, prescribe a uniform standard of eligibility..."

Following a recess of the meeting, the Carson City Board of Supervisors will meet with its management representatives to discuss labor negotiations pursuant to NRS 288.220(4).

# 20. City Manager

# **Public Hearing:**

A) Public Hearing on the report of the City Manager regarding the fiscal impact of, and recommended approval of, the amended collective bargaining agreement between Carson City and the Carson City Fire Fighter's Association, Local #2251 effective July 1, 2010 to June 30, 2020. (*Larry Werner*)

Staff Summary: This agenda item will be considered immediately prior to, but combined with, the corresponding collective bargaining agreement and both items will be heard simultaneously. Negotiations between the City and the Fire Fighter's resulted in the proposed extension of the current labor agreement to June 30, 2020. This amended labor contract satisfies the interests of both the City and the employees. This matter is being considered in accordance with the public hearing process set forth in NRS 288.153.

B) For Possible Action: To approve the amended collective bargaining agreement between Carson City and the Carson City Fire Fighter's Association effective July 1, 2010 to June 30, 2020. (*Larry Werner*)

Staff Summary: This agenda item will be considered immediately after, but combined with, the corresponding amended collective bargaining agreement public hearing agenda item, and both items will be heard simultaneously. Negotiations between the City and the Fire Fighter's Association resulted in the proposed amended labor contract. This amended contract satisfies the interests of both the City and the employees. This matter is being considered in accordance with the public hearing process set forth in NRS 288.153.

### **Public Hearing:**

C) Public Hearing on the report of the City Manager regarding the fiscal impact of, and recommended approval of, the amended collective bargaining agreement between Carson City and the Carson City Fire Department Classified Chief Officers Association effective July 1, 2010 to June 30, 2020. (*Larry Werner*)

Staff Summary: This agenda item will be considered immediately prior to, but combined with, the corresponding collective bargaining agreement and both items will be heard simultaneously. Negotiations between the City and Chief Officers resulted in the proposed extension of the current labor agreement to June 30, 2020. This amended labor contract satisfies the interests of both the City and the employees. This matter is being considered in accordance with the public hearing process set forth in NRS 288.153.

D) For Possible Action: To approve the amended collective bargaining agreement between Carson City and the Carson City Fire Department Classified Chief Officer's Association effective July 1, 2010 to June 30, 2020. (Larry Werner)

Staff Summary: This agenda item will be considered immediately after, but combined with, the corresponding amended collective bargaining agreement public hearing agenda item, and both items will be heard simultaneously. Negotiations between the City and the Classified Officers resulted in the proposed amended labor contract. This amended contract satisfies the interests of both the City and the

employees. This matter is being considered in accordance with the public hearing process set forth in NRS 288.153.

# **Public Hearing:**

E) Public Hearing on the report of the City Manager regarding the fiscal impact of, and recommended approval of, the collective bargaining agreement between Carson City and the Carson City Employee's Association effective July 1, 2013 to June 30, 2015 and the Addendum between Carson City, District Court, Justice Court and the Employee's Association. (*Larry Werner*)

Staff Summary: This agenda item will be considered immediately prior to, but combined with, the corresponding collective bargaining agreement and both items will be heard simultaneously. Negotiations between the City and the Employee's Association resulted in the proposed two year labor contract. This contract satisfies the interests of both the City and the employees. This matter is being considered in accordance with the public hearing process set forth in NRS 288.153.

F) For Possible Action: To approve the collective bargaining agreement between Carson City and the Carson City Employee's Association effective July 1, 2013 to June 30, 2015 and the Addendum between Carson City, District Court, Justice Court and the Employee's Association. (*Larry Werner*)

Staff Summary: This agenda item will be considered immediately after, but combined with, the corresponding collective bargaining agreement public hearing agenda item, and both items will be heard simultaneously. Negotiations between the City and the Employee's Association resulted in the proposed two year labor contract. This contract satisfies the interests of both the City and the employees. This matter is being considered in accordance with the public hearing process set forth in NRS 288.153.

G) For Possible Action: To adopt a resolution of the Board of Supervisors of Carson City setting forth the benefits for unclassified employees effective July 1, 2013. (*Larry Werner*)

Staff Summary: In May the Board of Supervisors approved a 2% cost-of-living increase effective July 1, 2013 for unclassified employees. Staff waited to implement the cost-of-living until after negotiations concluded with the Carson City Employee's Association, as has been the practice in the past. The negotiations have concluded, and the City Manager is proposing the following resolution in place of the 2% cost-of-living increase, which is similar to the proposal tentatively agreed upon between CCEA and staff. Adoption of this resolution will give unclassified employees the following benefits: 1. An adjustment in salary should PERS increase; 2. A 1% cost-of-living increase effective January 1, 2014 and a 2% cost-of-living increase effective July 1, 2014; 3. A medical retirement subsidy increase; and 4. A change to the sick leave pay-out provision. Approval of these benefits will be in exchange for the 2% cost-of-living increase.

# - LUNCH BREAK -

# - RETURN - APPROXIMATE TIME - 2:00 P.M. -

## 21. Community Development - Planning

For Possible Action: To amend the Carson Street Overhead Banner Policy, Section 6.5.2 (Application and Selection Process) to give priority to banners advertising attended events over public service announcements. (Susan Dorr Pansky)

Staff Summary: The Carson City Arts and Culture Coalition, a coalition of local artists and art groups whose purpose is to advocate for support of the arts, has requested that the Carson Street Overhead Banner Policy be amended to place priority on advertising attended events in Carson City over public service announcements in light of the recent upgrade of the Carson City Community Center sign to a digital board that provides an additional advertising venue.

# 22. City Manager

For Possible Action: To support construction of the Animal Services Facility, the Multipurpose Athletic Center, and the Downtown, North Carson Street, South Carson Street, William Street and Hwy 50 East corridor improvement projects and direct staff to bring to the Board possible funding recommendations. (*Larry Werner*)

Staff Summary: On August 15, 2013, the Board of Supervisors accepted the Downtown Carson City Revitalization Plan prepared by the 20/20 downtown group, and on September 19, 2013, the Board of Supervisors accepted the summary plans prepared for the North Carson Street corridor and the East William Street/Hwy 50 East corridor, and on November 7, 2013, the Board of Supervisors accepted the South Carson Street summary plan. The Board of Supervisors may consider supporting construction of the Downtown, North Carson Street, South Carson Street, William Street and Hwy 50 East corridor improvement projects as well as the Animal Services Facility and the Multipurpose Athletic Center.

# 23. Human Resources

For Possible Action: Discussion and possible action to appoint an interim City Manager effective December 20, 2013. (Melanie Bruketta)

Staff Summary: On October 7, 2013, Lawrence A. Werner, City Manager, tendered his letter of resignation effective December 19, 2013. The Board of Supervisors is responsible for the selection of a new City Manager. (*See Carson City Charter §3.020*) While the selection process is occurring, the Board may wish to fill the City Manager position by an interim appointment.

# 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

**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 agendized 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.

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, Carson City, Nevada (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: November 14, 2013