

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

Day: Thursday
Date: January 16, 2014
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 - Lt. Mark Cyr, Salvation Army**
- 4. Pledge of Allegiance**
- 5. Public Comment:****
The public is invited at this time to comment on and discuss any topic that is relevant to, or within the authority of this public body.
- 6. For Possible Action: Approval of Minutes - November 7, 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, and 30 years of City service.

9. 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.

9-1. Clerk-Recorder

For Possible Action: To approve the Annual Report of the Carson City Recorder per NRS 247.305. *(Alan Glover)*

Staff Summary: This report shows actual revenues and expenditures for FY 12-13 and projected revenues and expenditures for FY 13-14. NRS 247 requires the county recorder to submit an annual report to the Board of Supervisors which contains: (a) an estimate of the proceeds that the county recorder will collect from the additional fee imposed pursuant to subsection 2 of NRS 247.305, and (b) a proposal for expenditures of the proceeds from the additional fee imposed pursuant to the same subsection for the costs related to the technology required for the office of the county recorder.

9-2. Finance

- A) For Possible Action: To adopt a resolution to augment and amend the Carson City FY 2013-14 Budget in the amount of \$19,260,857. *(Nick Providenti)*

Staff Summary: The augmentation and revision is primarily due to carryover of program costs from the prior years' budget, board action, federal and local grants and unanticipated sources of revenue.

- 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 January 7, 2014 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. Public Works

For Possible Action: To accept Public Works recommendations to have the Mayor execute the water rights transfer documents from Carson City to the Town of Minden in conformance with Section 4 of the "Interlocal Agreement By and Between Carson City and the Town of Minden for the Sale and Transfer of Water Rights and the Delivery of Water," dated February 5, 2010. *(Andy Burnham)*

Staff Summary: Carson City is executing the Water Rights Deed for the pending water applications to the Town of Minden. This proposed Board action would transfer 190 acre-feet of Carson City-Carson Valley Water Rights to the Town of Minden.

9-4. Parks and Recreation - Open Space

For Possible Action: To follow the recommendation of the Open Space Advisory Committee to approve the Draft Maintenance and Erosion Control Plan for the unpaved portion of Ash Canyon Road. *(Juan Guzman)*

Staff Summary: On December 16, 2013, the Open Space Advisory Committee moved to recommend to the Board of Supervisors to approve the Draft Maintenance and Erosion Control Plan for the unpaved

section of Ash Canyon Road. This plan provides for erosion control measures and for the installation of best management practices and signage. The plan was written by Resource Concepts Incorporated (RCI) and paid by a grant managed by the State of Nevada Division of Environmental Protection for \$10,000.

9-5. City Manager

For Possible Action: To ratify the approval of bills and other requests for payments by the City Manager for the period of December 10, 2013 thru January 6, 2014. *(Marena Works)*

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

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

11. Fire

For Possible Action: To adopt, on second reading, Bill Number 101, an ordinance amending the Carson City Municipal Code Title 4, Licenses and Business Regulations, Chapter 4.05 Surcharge for Enhancement or Improvement of the Telephone System Used for Reporting Emergencies, by amending Section 4.05.030 Establishment of an Advisory Committee to Develop a Plan to Enhance or Improve Telephone System for Reporting Emergency to change the number of members that can be assigned to the committee and to delineate the terms which appointed members serve, and by amending Section 4.050.060 Quorum by changing the number of members that will constitute a quorum and other matters properly related thereto. *(Stacey Giomi)*

Staff Summary: The Board of Supervisors would like to increase the flexibility they have in the number of members appointed to this advisory committee. This ordinance change will allow that flexibility by allowing the Board to appoint between five and seven members depending upon community interest in the position.

12. Public Works

For Possible Action: To adopt a resolution approving and authorizing the Mayor to sign an Interlocal Agreement by and between Carson City and The Nevada Commission for the Reconstruction of the V&T Railway which provides for Carson City to maintain lighting systems for the Highway 50 Overcrossing Bridge in Lyon County. *(Andy Burnham)*

Staff Summary: This agreement provides for Carson City personnel to provide to the V&T Commission services for the maintenance of lighting systems for the Highway 50 Overcrossing Bridge in Lyon County and sets forth the method of payment for the service.

13. Recess as Board of Supervisors

Redevelopment Authority

14. Call to Order & Roll Call – Redevelopment Authority

15. Public Comment:**

The public is invited at this time to comment on and discuss any topic that is relevant to, or within the authority of this public body.

16. Finance

For Possible Action: To adopt a resolution to augment and amend the Carson City Redevelopment Authority FY 2013-14 Budget in the amount of \$326,779. (*Nick Providenti*)

Staff Summary: The augmentation and revision is primarily due to the carryover of program costs from the prior years' budget and to appropriate previously unbudgeted resources.

17. 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.

18. For Possible Action: To Adjourn as the Redevelopment Authority

19. Reconvene as the Board of Supervisors

20. Community Development - Planning

- A) For Possible Action: To introduce, on first reading, an ordinance declaring a moratorium, for a period of up to 180 days with the ability to extend it by resolution for up to an additional 60 days, on the acceptance and processing of planning or other applications for construction or operation of medical marijuana establishments as contemplated by Senate Bill 374 of the 2013 Legislative Session. (*Lee Plemel*)

Staff Summary: Senate Bill (SB) 374, commonly referred to as the “Medical Marijuana Act,” was adopted by the Nevada Legislature during its 77th regular session in 2013 and was approved by the Governor of the State of Nevada on June 12, 2013. The deadline for preparation of final regulations by the Nevada Division of Public and Behavioral Health (“Division”) is April 1, 2014. Until the final promulgation of such regulations, the Planning Commission and Board of Supervisors will not have a complete picture to facilitate a decision regarding zoning regulations for Medical Marijuana Establishments. Applications pertinent to Medical Marijuana Establishments would be prohibited during the moratorium, allowing City staff, the Planning Commission, and the Board of Supervisors time to evaluate the implications of the Division’s regulations and consider other impacts related to the regulation or prohibition of Medical Marijuana Establishments.

- B) For Possible Action: To accept a report on Code Enforcement activities related to the use of banners, flags, A-frame signs, and other temporary sign devices during the last year, and to provide direction to staff regarding how to continue to regulate such sign devices. (*Lee Plemel*)

Staff Summary: The Board of Supervisors approved a Zoning Code Amendment on January 17, 2013, extending the regulations related to the use of banners and other temporary sign devices through the end of 2014. In doing so, the Board also directed staff to provide a report in one year regarding code enforcement activities related to violations in the use of such temporary sign devices.

21. Human Resources

- A) Informational Item Only: Presentation of the Classification and Compensation Study by Pete Ronza, President, Pontifex Consulting Group, LLC. *(Melanie Bruketta)*

Staff Summary: The Board of Supervisors entered into a contract with Pontifex Consulting Group, LLC to complete a classification and compensation study. The last study was completed in 1999. Mr. Ronza will present the findings of the study.

- B) For Possible Action: To adopt the City's Compensation Philosophy. *(Melanie Bruketta)*

Staff Summary: The Board of Supervisors entered into a contract with Pontifex Consulting Group, LLC to complete a classification and compensation study. The last study was completed in 1999. As indicated in the Pontifex report, the City's compensation philosophy, in the past, has been to pay jobs at market competitive compensation levels.

- C) For Possible Action: To set the salary for the City Manager position. *(Melanie Bruketta)*

Staff Summary: The Board of Supervisors hired Ralph Andersen to conduct the search for a new City Manager. The Board is being asked to establish a salary range for the position before the recruitment begins. The salary range, once established, will be placed in the recruitment brochure.

- D) For Possible Action: To approve the City Manager recruitment brochure developed by Ralph Andersen and Associates. *(Heather Renschler, Ralph Andersen Associates)*

Staff Summary: The Board of Supervisors entered into a contract with Ralph Andersen to conduct the City Manager search. In order for the search to begin, the Board must adopt a recruitment brochure that will be used to advertise the position and begin the recruitment for a new City Manager.

- E) For Possible Action: To provide to Ralph Andersen the names of the organizations the Board members want represented on the Citizen's Committee and to direct Ralph Andersen to establish the committee. *(Heather Renschler, Ralph Andersen Associates)*

Staff Summary: The Board of Supervisors entered into a contract with Ralph Andersen to conduct the City Manager search. The Board has indicated that they wish to create a Citizen's Committee to assist with the selection of the City Manager. Each Board member will be asked to provide the name(s) of the organizations they believe should be represented on the Citizen's Committee.

22. 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 – 3:00 P.M. –

23. City Manager

For Possible Action: To appoint four members to the Carson City Shade Tree Council for two year terms that will expire on January 1, 2016. (*Marena Works*)

Staff Summary: CCMC 2.18.010 provides for the Board of Supervisors to appoint seven members to the Shade Tree Council. There are four open positions due to members' terms expiring. Jens Peermann, Gianna Shirk, and Kyle Horvath have applied for reappointment. Gary Borst and William Keating are new applicants.

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

****PUBLIC COMMENT LIMITATIONS** - *The Mayor and Supervisors meet at various times as different public bodies: 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. Each, as called to order, will provided at least two public comment periods in compliance with the minimum requirements of the Open Meeting Law prior to adjournment. In addition, it is the Carson City's aspirational goal to also provide for item-specific public comment as follows: In order for members of the public to participate in the public body's consideration of an agenda item, the public is strongly encouraged to comment on an agenda item when called for by the mayor/chair 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, Mayor Pro-Tem and Chair, also retain discretion to only provide for the Open Meeting Law's minimum public comment and not call for or allow additional individual-item public comment at the time of the body's consideration of the item when: 1) it is deemed necessary by the mayor/chair to the orderly conduct of the meeting; 2) it involves an off-site non-action facility tour agenda item; or 3) it involves any person's or entity's due process appeal or hearing rights provided by statute or the Carson City Municipal Code.*

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.

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: January 9, 2014