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

Day: Thursday

Date: February 6, 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 -** Ken Haskins, First Christian Church
- 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 21, 2013
- 7. For Possible Action: Adoption of Agenda

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. Fire

For Possible Action: To authorize the mayor to sign an agreement to provide wheelchair van services between Carson Tahoe Regional Health Care, a Nevada non-profit corporation, and Carson City Fire Department. (*Stacey Giomi*)

Staff Summary: The original agreement between Carson City and Carson Tahoe Regional Healthcare was signed in March of 2012 with a subsequent agreement developed and signed in January of 2013. This

new agreement is modified to add the provision of a third wheelchair van. No other contractual changes are being made to this agreement.

8-2. Finance

- A) For Possible Action: To allow the Finance Department to delete fixed assets from the Enterprise Funds Fixed Asset Listing for fiscal year 2012-2013. (*Nick Providenti*)
 - Staff Summary: The Finance Department, in concurrence with our auditors, Kafoury, Armstrong & Co. request that they be allowed to delete from the Ambulance Fund net book value of \$0.00 out of \$732,949.00 of total assets, and the Building & Safety Fund net book value of \$0.00 out of \$72,639.00 of total assets, and the Sewer Fund net book value of \$26,556.32 out of \$120,874,386.00.
- B) For Possible Action: To allow the Finance Department to delete fixed assets from the General Fund Fixed Asset Listing for fiscal year 2012-2013. (*Nick Providenti*)
 - Staff Summary: The Finance Department, in concurrence with our auditors, Kafoury, Armstrong & Co., request that they be allowed to delete from the General Fixed Asset Account Group \$506,608.23 out of \$410,051,158.00 of total assets.
- C) 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 28, 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.

8-3. Parks and Recreation - Open Space

- A) For Possible Action: To approve a recommendation from the Carson City Open Space Advisory Committee naming two open space acquisitions located along the Carson River and east of the Deer Run Road bridge, formerly the Serpa and Bently properties, as Carson River Canyon Open Space. (Ann Bollinger)
 - Staff Summary: During the Open Space Advisory Committee meeting on December 16, 2013, the Committee approved a recommendation to the Board of Supervisors to name the open space acquisitions as Carson River Canyon 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 acquisition located along the Carson River and west of the Deer Run Road bridge, APNs 008-541-73 and 008-541-92, as Morgan Mill Preserve Open Space. (Ann Bollinger)
 - Staff Summary: During the Open Space Advisory Committee meeting on December 16, 2013, the Committee approved a recommendation to the Board of Supervisors to name the open space acquisitions as Morgan Mill Preserve Open Space. This recommendation was made on a 7-0 motion.

8-4. Carson City Airport Authority

For Possible Action: To approve the assignment of a sublease (100 ft by 150 ft) held by Nicholson Enterprises, Inc. and On Course Avionics, Inc. to Dennis Buehn under the terms of the sublease from Neil A. Weaver under the Carson City Airport Authority lease with Mentors Unlimited, Inc. (Steve Tackes, Airport Authority)

Staff Summary: At a regular meeting of the Carson City Airport Authority on January 15, 2014, publicly noticed for that purpose, the Authority approved an assignment of an airport sublease from Nicholson Enterprises, Inc. and On Course Avionics, Inc., to Dennis Buehn.

8-5. Purchasing and Contracts

A) 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.

B) For Possible Action: To determine that Purchase Order #2014-019 is a purchase request for 911 Dispatch Telephone and Radio Recording System that will be used by a response agency therefore not suitable for public bidding pursuant to NRS 332.115.1 (g) & (h) and to approve Purchase Order #2014-019 a request for the purchase of a NextGen911 Logging Solution to be provided by NICE Systems, Inc. for a not to exceed cost of \$173,448.20 to be funded from the Machinery and Equipment Account and Maintenance Service Contracts in the Fund as provided in FY 2013/2014. (File No. 1314-140) (*Kim Belt*)

Staff Summary: This Purchase Order is for the purchase of a Next Gen911 Logging Solution telephone and radio recording system for 911 dispatch.

C) For Possible Action: To determine that Coons Construction, LLC is the lowest responsive and responsible bidder pursuant to NRS Chapter 338 and to award Contract No. 1314-134 Fuji Park/Fairgrounds Maintenance Building to Coons Construction, LLC for a bid amount of \$75,444.00 plus a contingency amount not to exceed \$7,500.00 to be funded from the Parks and Recreation Capital Projects/Construction Accounts in the General Fund and Residential Construction Tax 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 Fuji Park/Fairgrounds Maintenance Building. The project consists of constructing a 1680 square foot insulated maintenance building, installing 225' of chain link fence with barb wire and additive alternates to pour a concrete slab within the building and place a type II base driveway and building pad. The project includes all common phases of construction customarily associated with this type of project.

8-6. District Attorney

For Possible Action: To approve the reclassification of the District Attorney's Investigator position and to fund one new full-time Office Support Technician position using the salary savings from the reclassification and existing hourly funds. (*Tina Russom*)

Staff Summary: The District Attorney's Office currently has an open position for DA Investigator, however, due to internal restructuring the District Attorney is seeking to reclassify the Investigator position to a lower pay grade to reflect a change in job responsibilities. An evaluation of the job responsibilities revealed an additional and greater need for full-time administrative support. The cost savings from the reclassification of the Investigator position will fully fund a full-time administrative support position and meet both investigative and administrative needs within the District Attorney's office.

The salary range for the existing DA Investigator position (UNC 31) is \$66,402-\$92,964 and the position is budgeted at \$87,705 plus benefits for FY 2013/14. The new classification (UNC 18) will have a salary range of \$48,170-\$67,436 with an anticipated new hire beginning at \$55,000, resulting in savings of \$32,705. The salary for a full-time Office Support Technician (CEE 16) is \$32,965. The new full-time position will replace one existing hourly position for additional savings of \$12,728.

(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. Purchasing and Contracts

A) For Possible Action: To determine that Contract No. 1314-150 is a contract for professional services and therefore not suitable for public bidding pursuant to NRS 332.115 and to approve Contract No. 1314-150, a request to provide services for ensuring fiscal payment requests match program deliverables for the Forensic Assessment Services Triage Team (FASTT) grant, through September 30, 2015, for an amount not to exceed the cost of \$248,921.00 per contract term to be funded from the Sheriff's Office Grant's (S & S)/2013-MO-BX-0007 Grant Account as provided in FY 2013/2014 and FY 2014/2015. (*Kim Belt*)

Staff Summary: Contractor will provide financial services for the Carson City Sheriff's Office to ensure fiscal payment requests match program deliverables for the FASTT Grant.

B) For Possible Action: To approve Contract No. 1314-146, Joinder Contract with Sierra Chemical Co. through the City of Sparks, Nevada Contract #C-1150 for Sodium Hypochlorite (Bleach) for a not to exceed amount of \$220,000.00/year from Various City Chemical accounts in Parks and Recreation General Fund, Sewer and Water funds as provided for in FY 2013/2014, FY 2014/2015, FY 2015/2016, FY 2016/2017, FY 2017/2018 and FY 2018/2019. (File No. 1314-146) (*Kim Belt*)

Staff Summary: The Carson City Public Works and Parks and Recreation Departments wish to utilize the current contract through the City of Sparks, Nevada to purchase Sodium Hypochlorite (12.5%) for use at the wastewater treatment plant, quill treatment plant and the aquatic center for pool disinfection for six (6) years with the option to renew for additional periods of six (6) months.

11. Community Development - Planning

A) For Possible Action: To accept the Historic Resources Commission Annual Report for 2013. (Susan Dorr Pansky)

Staff Summary: The Historic Resources Commission (HRC) bylaws require the HRC to submit an annual report to the Board of Supervisors, including information about cases reviewed by the HRC, administrative reviews and information regarding other historic preservation activities.

B) For Possible Action: To adopt Bill No. 102, on second 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.

12. Finance

For Possible Action: Presentation, discussion and possible direction regarding assumptions staff will use to prepare Carson City's Budget for FY 2014-2015. (*Nick Providenti*)

Staff Summary: Staff needs direction from the Board on assumptions for building the FY 2014-2015 Budget for Carson City. The main item is setting the property tax rate to be used. The Department of Taxation requires all local governments to inform them of the rate they intend to use by February 25, 2014.

13. Clerk-Recorder

For Possible Action: To adopt a resolution to place an advisory question on the 2014 General Election ballot asking the Nevada State Legislature to amend the Carson City Charter to provide for ward only voting ward-supervisor primary elections with an at-large general election runoff between the two highest primary vote receivers in each ward. (*Alan Glover*)

Staff Summary: The Board of Supervisors is to set by resolution all City ballot questions.

14. 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. -

15. City Manager

- A) For Possible Action: To appoint three members to the Carson City Parks and Recreation Commission to fill four year terms that expire January 1, 2018. (*Marena Works*)
 - Staff Summary: CCMC 2.16.010 and NRS 244.3076 provide for a Parks and Recreation Commission to consist of no more than nine members appointed by the Board of Supervisors. There are three openings due to members' terms expiring. Reappointment requests have been received from Donna Curtis and Sean Lehmann. New applications have been received from David Hillis Jr, John Simms, Robert Glenn, Nickolas Emery, Cory Moore, Jo Saulisberry and Gregg Berggren.
- B) For Possible Action: To appoint three members to the Carson City Redevelopment Authority Citizens Committee including one position for "Citizen-at-Large," one position for "Business Operator" or "Property Owner" from Redevelopment Area 1, and one position for "Business Operator" or "Property Owner" from Redevelopment Area 2 to fill three-year terms that expire January 1, 2017. (*Marena Works*)
 - Staff Summary: The Carson City Redevelopment Authority Citizens Committee is seven-member committee that advises the Redevelopment Authority on matters pertaining to the Redevelopment District. There are three openings due to members' terms expiring. Daniel Neverett is requesting reappointment for the "Citizen-at-Large" position, Jed Block is requesting reappointment for Redevelopment Area 1, and Ronni Hannaman is requesting reappointment for Redevelopment Area 2. Kristoffer Wickstead is a new applicant for the Citizen-at-Large position.
- **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

**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 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: January 30, 2014