

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

Day: Thursday
Date: February 20, 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 - Pat Propster, Calvary Chapel**
- 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 - December 5, 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. Fire Department

For Possible Action: To accept a Nevada Division of Forestry State Fire Assistance Grant in the amount of \$46,000. *(Stacey Giomi)*

Staff Summary: The Board of Supervisors is required to accept grants in excess of \$25,000, pursuant to policy. This grant was submitted by the Fire Department through the Nevada Division of Forestry. The grant will provide funding for the department's "You Call – We Haul" wildland fuel reduction program and for wildland property assessments. The submission of the grant was approved by the Board in September of 2013.

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 February 11, 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. Parks and Recreation

For Possible Action: To authorize staff to submit a grant application to the Recreational Trails Program, administered by the Nevada State Parks, requesting approximately \$35,000 with an approximate \$9,232 dollar match for the construction of a non-motorized bridge crossing Ash Canyon Creek and the installation of a sign kiosk at Ash Canyon Rd. *(Juan Guzman)*

Staff Summary: The grant request of approximately \$35,000 with an in-kind voluntary labor match of approximately \$9,232. Upon award, the monies will be used to purchase and assemble on site thru a contractor, a non-motorized wood bridge approximately 6ft. wide and 20ft. long. The bridge will be located above the base flood elevation and will connect two existing segments of trail. A kiosk to provide pertinent information is to be placed at the trail entrance on Ash Canyon Rd.

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 January 7, 2014 thru February 10, 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.

9-5. Purchasing and Contracts

- A) For Possible Action: To determine that Contract No. 1314-144 is a contract for professional services and therefore not suitable for public bidding pursuant to NRS 332.115 and to approve Contract No. 1314-144, a request for professional services to be provided by Carson City Community Counseling Center through December 31, 2014, for an amount not to exceed the cost of \$53,040.00 to be funded from the Administrative Office of the Courts Grant for the Mental Health Court Program. *(Kim Belt)*

Staff Summary: Consultant/User will provide and perform professional clinical treatment services at the Carson City Courthouse located at 885 E. Musser Street, Carson City, Nevada 89701, as directed by the Mental Health Court Judge. These services shall include clinical treatment and rehabilitative services for individuals participating in the Carson City Mental Health Court.

- B) For Possible Action: To accept Public Works recommendation to approve Amendment No. 1 to Contract No. 1213-172 with Custom Sign and Crane, titled "Carson City Community Center LED Sign Project" to increase the contract in an amount not to exceed \$3,500.00 funded from the Redevelopment Professional Services Account as provided for in FY2013/2014. *(Kim Belt)*

Staff Summary: On June 20, 2013, The Carson City Board of Supervisors approved the above listed contract in the amount of \$100,716.00. On July 18, 2013, The Carson City Board of Supervisors approved a decrease to the original approved contract by an amount of \$3,500.00, bringing the total contract cost to \$97,216.00. This request to amend the contract in an amount not to exceed \$3,500.00 is for the purchase of a 4 year maintenance agreement on the Community Center LED Sign for a total contract amount of \$100,716.00.

9-6. Health and Human Services

For Possible Action: To approve CCHHS applying for a grant through the State of Nevada, Division of Public and Behavioral Health to a program that will help teens make healthier and safer choices to protect their health and reduce the incidence of teen pregnancy in the community. *(Nicki Aaker)*

Staff Summary: Carson City Health and Human Services (CCHHS) strives to provide services and resources that best suit the community's need.

(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. 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.

13. Community Development - Business License

- A) For Possible Action: To approve Francisco Sanchez and Melissa Gonzalez as the liquor managers for Francisco's Carson City, Inc. (Liquor License #14-29864) located at 1200 S. Stewart St. *(Lena Reseck)*

Staff Summary: All liquor license requests are to be reviewed by the Liquor Board per CCMC 4.13. Francisco's Carson City is a Mexican Restaurant serving lunch and dinner with a full bar. Francisco Sanchez and Melissa Gonzalez are the owners of the business and will also be the liquor managers. Staff is recommending approval.

- B) For Possible Action: To accept the annual activity report for Administrative Citations issued. (*Lena Reseck*)

Staff Summary: An annual activity report including the disciplinary actions, penalties, and alcohol server training summary is to be presented to the Board per CCMC 4.13.150.

14. 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.

15. For Possible Action: To Adjourn as the Liquor and Entertainment Board

16. Reconvene as the Board of Supervisors

Ordinances, Resolutions, and Other Items

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

18. Justice & Municipal Court

For Possible Action: To approve the appointment of Mr. David Sarnowski 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.

19. Human Resources

Informational Item Only: Update on the City Manager recruitment process and presentation of the names of the individuals selected to participate on the advisory committee. (*Heather Renschler, Ralph Andersen & Associates*)

Staff Summary: The Board of Supervisors hired Ralph Andersen & Associates to conduct the City Manager recruitment. Heather Renschler will provide a general update on the recruitment process including (a) overview of candidate pool; (b) composition and selection of the advisory committee; (c) date and location of advisory interviews; and (d) date and location of candidate reception.

20. Finance

- A) For Possible Action: To introduce, on first reading, an Ordinance of the Board of Supervisors of Carson City, Nevada designated by the short title "2014 Sewer Bond Ordinance"; providing for the issuance of

its General Obligation (Limited Tax) Sewer Bond (Additionally Secured by Pledged Revenues), Series 2014; providing the form, terms and conditions of the bond; providing for the levy and collection of annual general (Ad Valorem) taxes for the payment of such bond; additionally securing its payment by a pledge of revenues derived from the sanitary sewer system and drainage system of the City; and providing other matters relating thereto. (*Nick Providenti*)

Staff Summary: This ordinance will authorize the issuance of the Carson City, Nevada, General Obligation (Limited Tax) Sewer Bonds (Additionally Secured by Pledged Revenues), Series 2014. The Board of Supervisors of the City has determined and hereby declares that the public interest, health and welfare necessitates making certain improvements to the Sewer and Storm Water Utility Systems by acquiring, constructing, improving and equipping facilities pertaining to the system.

- B) For Possible Action: To introduce, on first reading, an Ordinance of the Board of Supervisors of Carson City, Nevada designated by the short title “2014 Water Bond Ordinance”; providing for the issuance of its General Obligation (Limited Tax) Water Bond (Additionally Secured by Pledged Revenues), Series 2014; providing the form, terms and conditions of the bond; providing for the levy and collection of annual general (Ad Valorem) taxes for the payment of such bond; additionally securing its payment by a pledge of revenues derived from the water system of the City; and providing other matters relating thereto. (*Nick Providenti*)

Staff Summary: This ordinance will authorize the issuance of the Carson City, Nevada, General Obligation (Limited Tax) Water Bonds (Additionally Secured by Pledged Revenues), Series 2014. The Board of Supervisors of the City has determined and hereby declares that the public interest, health and welfare necessitates making certain improvements to the Water Utility System by acquiring, constructing, improving and equipping facilities pertaining to the system.

- C) For Possible Action: To accept the Carson City Cost Allocation Plan for the fiscal year ended June 30, 2013. (*Nick Providenti*)

Staff Summary: City staff is requesting that the Board accept the Cost Allocation Plan prepared by Mahoney and Associates using financial information for the fiscal year ended June 30, 2013 for use in preparing the FY 2015 Carson City Budget. As per last year, the city will use the OMB Circular A-87 Cost plan and will remove any costs associated with the City Manager’s Office from the allocation for amounts charged to the Quality of Life Special Revenue Fund. The City will use the Full Cost Allocation plan for amounts charged to all other Enterprise and Special Revenue Funds. Per NRS 354.613(1)(c), the item must be heard under a non-consent item at a regularly scheduled meeting.

21. 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

Following a recess or adjournment 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).

– LUNCH BREAK –

– RETURN – APPROXIMATE TIME – 2:00 P.M. –

22. City Manager

PUBLIC HEARING:

- A) To conduct a public hearing and take public comment regarding a proposed Plan of Expenditure for a one-eighth of one percent (0.125%) sales tax for public infrastructure projects pursuant to NRS 377B, including but not limited to construction of an animal services facility, a multi-purposes athletic center, and street and pedestrian improvements in the downtown area and Carson Street and William Street/Highway 50 East commercial corridors, and/or other projects as directed by the Board of Supervisors. (*Marena Works*)

Staff Summary: A “Plan of Expenditure” must be adopted by the Board of Supervisors to specify the public infrastructure projects for which a one-eighth sales tax may be used pursuant to NRS 377B. The projects noted above are being considered for inclusion in the Plan, but the Board of Supervisors may consider additional projects to be included in the Plan or otherwise modify the projects within the draft Plan. The sales tax may only be used to fund projects that are included within the Plan of Expenditure.

PUBLIC HEARING:

- B) To conduct a public hearing and take public comment regarding a proposed ordinance imposing a one-eighth of one percent (0.125%) sales tax for public infrastructure projects pursuant to NRS 377B, including but not limited to construction of an animal services facility, a multi-purposes athletic center, and street and pedestrian improvements in the downtown area and Carson Street and William Street/Highway 50 East commercial corridors, and/or other projects as directed by the Board of Supervisors. (*Marena Works*)

Staff Summary: An ordinance must be adopted to implement a sales tax pursuant to NRS 377B to fund certain public infrastructure projects. The projects noted above are being considered for inclusion in the Plan of Expenditure, but the Board of Supervisors may consider additional projects to be included in the Plan or otherwise modify the projects within the draft Plan. The sales tax may only be used to fund projects that are included within the Plan of Expenditure.

- C) For Possible Action: To adopt a Plan of Expenditure for a one-eighth of one percent (0.125%) sales tax for public infrastructure projects pursuant to NRS 377B, including but not limited to construction of an animal services facility, a multi-purposes athletic center, and street and pedestrian improvements in the downtown area and Carson Street and William Street/Highway 50 East commercial corridors, and/or other projects as directed by the Board of Supervisors. (*Marena Works*)

Staff Summary: A “Plan of Expenditure” must be adopted by the Board of Supervisors to specify the public infrastructure projects for which a one-eighth sales tax may be used pursuant to NRS 377B. The projects noted above are being considered for inclusion in the Plan, but the Board of Supervisors may consider additional projects to be included in the Plan or otherwise modify the projects within the draft Plan. The sales tax may only be used to fund projects that are included within the Plan of Expenditure.

- D) For Possible Action: To introduce, on first reading, an ordinance amending Title 21 - Taxation of the Carson City Municipal Code by adding a new Chapter 21.08 - Infrastructure Sales Tax for the purpose of imposing a sales tax in Carson City of one-eighth of one-percent on retail sales; by adding a new Section 21.08.010 - Definitions; by adding a new Section 21.08.020 - Imposition of Tax, refunds, effective date of tax, repeal of tax, imposing a one-eighth of one percent (0.125%) sales tax; by adding a new Section 21.08.030 - Use of Proceeds of Tax; by adding a new Section 21.08.040 - Payment of Proceeds of Tax to Department, Contract With Department; by adding a new Section 21.08.050 - Incorporation of Provisions of Chapter 374 of NRS; by adding a new Section 21.08.060 - Creation of Infrastructure Fund; by adding a new Section 21.08.070 - Issuance of Bonds, Notes and Other Securities; by adding a new Section 21.08.080 - Impairment of Obligations Prohibited; to create an infrastructure fund for the accounting of the tax; to provide for payment of the proceeds of the tax to the Nevada Department of Taxation; to authorize a contract with the Nevada Department of Taxation related to the administration and operation of the tax; to incorporate certain provisions of Chapter 374 of NRS; to provide for the issuance of bonds and other securities; and other matters properly related thereto. *(Marena Works)*

APPROVAL OF THE ORDINANCE IMPOSING A SALES TAX PURSUANT TO NRS 377B.100 REQUIRED AN AFFIRMATIVE VOTE OF TWO-THIRDS MAJORITY OF THE MEMBERS OF THE BOARD OF SUPERVISORS.

Staff Summary: An ordinance must be adopted to implement a sales tax pursuant to NRS 377B to fund certain public infrastructure projects. The projects noted above are being considered for inclusion in the Plan of Expenditure, but the Board of Supervisors may consider additional projects to be included in the Plan or otherwise modify the projects within the draft Plan. The sales tax may only be used to fund projects that are included within the Plan of Expenditure.

23. 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.

24. 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: February 13, 2014