

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

Day: Thursday
Date: March 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** - Bruce Henderson, Airport Rd Church of Christ
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** - January 2, 2014
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**

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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. Sheriff

For Possible Action: To approve the 2014 Cooperative Law Enforcement Annual Operating Plan and Financial Plan for Patrol Services between the United States Forest Service, Lake Tahoe Basin Management Unit and the Carson City Sheriff's Office in the amount of \$8,000 – Agreement number 11-LE-11051360-232 (Mod 04). *(Sheriff Furlong)*

Staff Summary: This is a continuation of previous Operating Plans and provides for the reimbursement of costs relative to law enforcement activities while performing work for the United States Forest Service. Patrol areas include Lake Tahoe National Forest beaches, forests and parking areas including but not limited to Chimney Beach and Secret Harbor/Secret Cove.

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 March 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. Public Works

For Possible Action: To approve the purchase of APN 010-031-07, located on the northwest corner of the East Fifth Street and Fairview Drive roundabout, owned by the State of Nevada, Division of State Lands and to authorize the Public Works Director or his designee to execute documents to complete the transaction. *(Darren Schulz)*

Staff Summary: The 3.71± acres are located on the north side of East Fifth Street, between Fairview Drive and Butti Way adjacent to the City Wastewater Treatment Plant. The State of Nevada, Division of State Lands has agreed to sell the lands to the City for \$60,000 which is the appraised value. The property is needed to allow for the planned expansion of the overflow basin at the Carson City Wastewater Treatment Plant and for piping and conduits as a part of the Treatment Plant.

9-4. Purchasing and Contracts

For Possible Action: To accept the work as completed, to accept the Contract Summary as presented, and to approve the Release of Final Payment in the amount of \$18,654.19 for Contract No. 1213-193 titled Carson City Foreman Roberts Carriage House to Reyman Brothers Construction, Inc. *(Kim Belt)*

Staff Summary: Carson City received sealed bids for all labor, materials, tools and equipment necessary for the Carson City Foreman Roberts Carriage House project. Project consisted of ADA site improvements, construction of the Carriage House cold shell, and an additive alternate to upgrade the Carriage House to a warm shell.

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 February 11, 2014 thru March 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.

9-6. Parks and Recreation - Open Space

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

Staff Summary: On January 16, 2014, Mayor Crowell instructed staff and the Open Space Advisory Committee to review and respond to comments by Mr. Maurice White regarding the Draft Maintenance and Erosion Control Plan for the unpaved portion of Ash Canyon Road. Staff met with Mr. White on January 22, 2014, at which time most of his concerns were addressed. Subsequently, revisions to the plan were considered and discussed with Mr. White and the Committee on February 24, 2014. After considerable discussion, the Committee moved to recommend to the Board of Supervisors to approve the Revised 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). A grant managed by the State of Nevada Division of Environmental Protection for \$10,000 will be used to pay for the management plan and installation of best management practices features on Ash Canyon Road.

- B) For Possible Action: To follow the recommendation of the Open Space Advisory Committee to appoint and authorize the Mayor, the City Clerk Recorder, or designee to swear Mr. Anthony J. Wren and Associates, as the appraiser for Carson City with regard to three self-contained summary appraisals for: Assessor Parcel Numbers 8-153-03 & 04 - Carson Land Holdings, 08-153-06 - State of Nevada, and 10-041-67 - Arraiz Family. (*Juan Guzman*)

Staff Summary: This action is to appoint an appraiser to provide a report on the fair market value of three properties in order to proceed with a grant for the development of the Freeway Multi-Use Path from Highway 50, south to the Linear Park Path. The NDOT and Carson Holdings Property have gifted easements to extend the Freeway Multi-Use Path from Highway 50, south towards 5th Street. The Arraiz Family has agreed to sell at fair market value a strip of land to continue the extension of the Freeway Multi-Use Path. The value of the easements, plus the value of the strip acquisition, will be used as a match for a Transportation Alternatives Program (TAP) grant proposal by the Regional Transportation Commission (RTC) to design and construct the Pathway. The RTC will review the TAP grant proposal on March 12, 2014.

9-7. Information Technology

For Possible Action: To approve the reclassification of a Help Desk Technician 2 to a Business Systems Analysis 1 within the Information Technology Department. (*John Wilkinson*)

Staff Summary: This employee is performing tasks that are appropriate for a Business Systems Analyst I. He has proven to be a valuable asset to Carson City and is an excellent employee who has taken on increased duties and responsibility.

(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

For Possible Action: To approve Jose Del Real as the liquor manager for La Posada Real, Inc. (Liquor License #14-29933) located at 3205 Retail Dr. (*Lena Reseck*)

Staff Summary: All liquor license requests are to be reviewed by the Liquor Board per CCMC 4.13. La Posada Real, Inc. is a Mexican restaurant that will also have food catering services. The liquor license will be a dining room with hard liquor. Jose Del Real will be the manager for the restaurant. Staff is recommending approval.

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. City Manager

Presentation Only: Presentation and discussion regarding Legislative matters and activities during 2013-2014 Interim.

Staff Summary: Mary Walker, Government Affairs Consultant will update the Board on legislative issues. The Board may suggest specific issues be placed on a future agenda for action.

19. Purchasing and Contracts

- A) For Possible Action: To approve Contract No. 1314-165, Joinder Contract with Flyers Energy, Thomas Petroleum and Carson Valley Oil through the Nevada State Purchasing Division RFQ/Contract #3064 for Bulk Fuel and Delivery Services for a not to exceed amount of \$260,000.00/year from Various City Fuel accounts in Landfill and Streets funds as provided for in FY 2013/2014 and FY 2014/2015. (File No. 1314-165) (*Kim Belt*)

Staff Summary: The Carson City Public Works Department wishes to utilize the current contract through the Nevada State Purchasing Division RFQ/Contract #3064 for the purchase and delivery of Bulk Fuel for a one year contract with the option to renew for additional periods of six (6) months.

- B) For Possible Action: To approve Contract No. 1314-132A pursuant to NRS 332.115(1)(b) and NRS 625.530 with KG Walters/Q&D A Joint Venture, to provide CMAR Pre-Construction Services for the Wastewater Reclamation Plant (WRP) Improvements through April 1, 2017 for a not to exceed amount of \$293,500.00 to be funded from the Capital Projects/Construction Account in the Sewer Fund as provided FY 2013/2014. (*Kim Belt*)

Staff Summary: This contract is to provide Construction Manager at Risk Services for the Wastewater Reclamation Plant (WRP) Improvement Project, which includes, but is not limited to: participation in regularly scheduled design progress review meetings; develop strategies for phasing the improvements; assistance in identifying and reconciling differences between Engineers and CMAR's cost estimate; develop constructability and value engineering suggestions at each phase of design; facilitate Long-Lead procurement studies; develop potential bidders lists; develop an open book GMP Proposal based on bids obtained; and develop of final CMAR constructability and value engineering suggestions (based on 100% Construction Documents). The firm KG Walters/Q&D A Joint Venture was selected via RFP #1314-132 – Request for Proposals for Construction Manager at Risk (CMAR).

- C) For Possible Action: To authorize Public Works to utilize Joinder Contract No. 060311-CAT (a contract approved by National Joint Powers Alliance (NJPA)), for the purchase of a Caterpillar 140M2 AWD Motor Grader with Snow Plow equipment through Cashman Equipment which is exempt from competitive bidding pursuant to NRS 332.115 subsection 1(m) and NRS 332.195 providing Carson City's approved funding and purchasing procedures are followed (File No. 1314-156, PO No. 7833) (*Kim Belt*)

Staff Summary: Public Works Department is proposing to purchase one (1) Caterpillar 140M2 AWD Motor Grader with Snow Plow equipment to replace an existing Volvo grader which can no longer be repaired economically. Contract No. 060311-CAT was bid and awarded through a joinder process with NJPA. The cost of the new grader/snow plow is \$322,812.00 and will be funded through the Capital Outlay/Equipment account in the Stormwater Fund. Carson City will receive a trade in allowance of \$120,000.00 for the existing Volvo grader so the net cost of the new grader/snow plow will be \$202,812.00 delivered.

20. Community Development - Planning

- A) Update to the Board of Supervisors from Carson City members of the Nevada State Prison Steering Committee. (*Mike Drews and Susan Dorr Pansky*)

Staff Summary: Members of the Nevada State Prison Steering Committee designated by Carson City will provide an update to the Board of Supervisors on the current progress of the committee including anticipated deliverables and completion dates.

- B) For Possible Action: To introduce, on first reading, an ordinance approving a first amendment to the Development Agreement between Carson City, Schulz Ranch LLC and Ryder-DUDA LLC to add the phasing of development improvements and other matters properly related thereto. *(Susan Dorr Pansky)*

Staff Summary: Schulz Ranch is a Common Open Space Subdivision located between Center Drive and Schulz Drive on APNs 009-311-64, -65, -67, -68, 010-671-06, -07, -08, -09, -10, -11, -12, -13, -14 and -15. The purpose of this Development Agreement amendment is to provide a phasing plan for improvements as required by the previously approved Schulz Ranch Development Agreement, which will allow the developers to move forward with the project.

21. Human Resources

For Possible Action: Discussion and possible action to select and affirm the names of candidates to proceed through the City Manager hiring process. *(Heather Renschler, Ralph Andersen & Associates)*

Staff Summary: Heather Renschler will provide the list of City Manager candidates to the Board of Supervisors who she recommends are invited to proceed through the selection process.

22. Parks and Recreation - Open Space

- A) For Possible Action: To accept the recommendation of the Open Space Advisory Committee to approve the work program outline calling for the administration of the Open Space portion of the Quality of Life fund for management activities, capital improvement projects, planning activities and land acquisitions for calendar year 2014. *(Bruce Scott, Juan Guzman, Roger Moellendorf & Ann Bollinger)*

Staff Summary: Based on the provisions of Carson City Municipal Code 13.06 and in anticipation of the budget process, the reports contain information regarding various activities conducted by the Open Space Program. The work program outline is used to develop the budget and present an opportunity to provide direction by the Open Space Advisory Committee and the Board of Supervisors.

- B) For Possible Action: To authorize staff to submit comments regarding the Environmental Assessment for the Nevada Stateline to Stateline Shared-Use Path, North Demonstration Project, and Incline Village to Sand Harbor to the Tahoe Transportation District. *(Ann Bollinger)*

Staff Summary: The Nevada Stateline-to-Stateline Shared-Use Path is a joint project involving local, state, and federal agencies with responsibility in the Lake Tahoe Basin. The proposed 30+ mile path will extend from the Nevada Stateline in Crystal Bay to the Nevada Stateline in South Lake Tahoe. Staff, accompanied by Consultant and Project Manager, Karen Mullen, will present an overview of the Environmental Assessment (EA) for the North Demonstration Project, Incline Village to Sand Harbor. The EA is available on the Tahoe Transportation District website at www.tahoetransportation.org.

23. 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

– LUNCH BREAK –

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

24. City Manager

Presentation of the Carson City Quarterly Business Review for the period ending December 2013.
(*Marena Works*)

Staff Summary: This item represents the quarterly business review related to the City-wide performance scorecard. A scorecard is a tool that focuses our attention on those things most important, aligns our activities throughout the organization, measures our progress and monitors projects (initiatives) that improve our performance. In the report the objective represents what we want to achieve as a City. The performance measures give us a progress report on meeting those objectives by comparing actual data with established targets. These targets represent our expected and/or desired performance. If targets are not being met, staff focuses on those areas and determines what, if anything, can be done to reverse the situation. Initiatives are those projects adopted by the Board to support their strategic objectives and move performance in a positive direction.

25. Finance

- A) For Possible Action: Presentation and possible action to approve Supplemental Budget Requests and to set the priority of the Supplemental Budget Requests for possible inclusion into the FY 2015 General Fund budget. (*Marena Works and Nick Providenti*)

Staff Summary: Staff will present Supplemental Budget Requests prepared by various departments for additional funding for their respective budgets. The Board is being asked to review and determine which supplemental requests should be considered and to determine a priority by which the request would be added to the FY 2015 General Fund budget provided there is excess revenues available.

- B) For Possible Action: To accept the 2014/15-2018/19 Capital Improvement Program. (*Andy Burnham & Nick Providenti*)

Staff Summary: This is the annual update of the City Capital Improvement Program which accompanies the City's annual budget. The significant issue again this year is that the majority of General Fund capital requests have not been budgeted to a significant level because of continuing limited funding available. The Utility capital funding is consistent with the program began this current fiscal year with adoption of the new water, sewer, and stormwater rates. Two medium term funding programs are proposed for the Sheriff Dispatch System and Landfill. As a result of the 1/8th cent sales tax adoption the MAC, Animal Services Facility, and the Corridor and Downtown projects are also included in the CIP.

- C) For Possible Action: To confirm the engagement of Sherman & Howard as bond counsel to Carson City, Nevada in connection with the \$2,700,000 Carson City, Nevada General Obligation Medium-Term Bonds, Series 2014 for the purpose of purchasing, upgrading, and replacing the equipment and software necessary to operate the City's 911 enhanced telephone system, and the cost of improvements and equipment for the City's landfill. (*Nick Providenti*)

Staff Summary: The agreement between the City and the firm of Sherman & Howard sets forth the role proposed to be served and the responsibilities proposed to be assumed as bond counsel.

26. Clerk-Recorder

- A) For Possible Action: To appoint members to the committees to prepare arguments advocating and opposing the ballot question to amend the Carson City Charter to provide for nomination by ward only voting in ward-supervisor primary election with an at-large general election run off - between the two highest primary vote receivers in each ward. (Alan Glover)

Staff Summary: NRS requires the Board of Supervisors to appoint committees to write the arguments advocating and opposing ballot questions

- B) For Possible Action: To adopt a resolution approving the compensation for Election Board Workers and Early Voting Workers be set as follows: Team Leaders - \$200; Assistant Team Leaders - \$80; Information Clerks - \$125; Intake Clerks - \$60; Card Collectors - \$50; Early Voting Workers - \$12.30 per hour. (Alan Glover)

Staff Summary: The Board of Supervisors is to set by resolution the compensation for election workers.

27. 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.

28. 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: March 13, 2014