

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



**Day:** Thursday  
**Date:** June 5, 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 - March 6, 2014**
7. **For Possible Action: Adoption of Agenda**
8. **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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### **8-1. Sheriff**

For Possible Action: To extend the Intergovernmental Agreement between Washoe Tribe of Nevada and California and Carson City, Nevada through May 31, 2015. (*Sheriff Furlong*)

Staff Summary: This agreement improves the cooperation, efficiency and effectiveness of law enforcement, and increases the safety of all city and tribal law enforcement officers. This Agreement provides for the support and backup in the investigation of and enforcement against controlled substance

sales, manufacturing activities, and crimes of maintaining a premises where controlled substances are used. For these purposes, both parties can make available to each other law enforcement personnel, resources, and facilities as needed.

## **8-2. 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 May 27, 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](http://www.carson.org).

## **8-3. Public Works**

- A) For Possible Action: To adopt a resolution approving and authorizing the Mayor to sign an Interlocal Agreement by and between Carson City and Carson Water Subconservancy District (CWSD), which provides for CWSD to provide funding for the Douglas County/Carson City Waterline Intertie Project. (*Darren Schulz*)

Staff Summary: This agreement provides for CWSD to provide funding to Carson City in the amount of \$180,000 for the Douglas County/Carson City Waterline Intertie Project.

- B) For Possible Action: To adopt a resolution approving and authorizing the Mayor to sign an Interlocal Agreement by and between Carson City and Douglas County, which provides for Operation of the Sunridge Booster Pump Station. (*Darren Schulz*)

Staff Summary: This agreement provides for clarification of the roles of Carson City and Douglas County related to operation of the Sunridge Booster Pump Station which is part of the regional water system.

- C) For Possible Action: To adopt a resolution approving and authorizing the Mayor to sign an Interlocal Agreement by and between Carson City and Douglas County, which provides for Carson City to provide Traffic Signal and Lighting Assistance to Douglas County. (*Darren Schulz*)

Staff Summary: This agreement provides for Carson City to provide assistance to Douglas County for maintenance of Traffic Signals and Related Lighting Systems.

- D) For Possible Action: To adopt a resolution approving and authorizing the Mayor to sign an Interlocal Agreement by and between Carson City and Douglas County, Storey County, and Lyon County which provides for Public Works Mutual Aid amongst the four entities. (*Darren Schulz*)

Staff Summary: This agreement provides for Carson City and Douglas County, Storey County, and Lyon County to provide each other mutual aid in time of emergency and to provide technical assistance and equipment at other times for support.

#### **8-4. Purchasing and Contracts**

- A) For Possible Action: To determine that Briggs Electric, Inc. is the lowest responsive and responsible bidder pursuant to NRS Chapter 338 and to award Contract No. 1314-185 Fuji Park Electrical Infrastructure Project to Briggs Electric, Inc. for a base bid amount of \$101,880.00 plus Bid Alternate BP.7 \$10,295.00 for a total bid award of \$112,175.00 with a contingency amount not to exceed \$11,217.50 to be funded from the Capital Projects/Construction Account in Redevelopment Revolving funds as provided in FY 2014/2015. *(Kim Belt)*

Staff Summary: Carson City received sealed bids for all labor, materials, tools and equipment necessary for the Fuji Park Electrical Infrastructure Project. Project consists of installation of light poles, light fixtures, electrical panels and related appurtenances.

- B) For Possible Action: To accept the Fire Departments recommendation on P.O. No. 2014-037 for the purchase of cardiac monitors for a not to exceed cost of \$135,000.00 to be funded from Capital and Various Fire Fund Accounts as provided in FY 2013/2014. (File 1314-199) *(Kim Belt)*

Staff Summary: This purchase will allow the department to replace cardiac monitors that are in excess of 12 years old. Cardiac monitoring technology changes rapidly and the existing monitors were among the first generation of 12-lead monitors used in a field setting. These monitors are the newest on the market and utilize technology that allows an interface directly to the hospital as well as to medical reporting software.

- C) For Possible Action: To accept the Finance Departments recommendation to approve Amendment No. 1 to Contract No. 1213-098 with JNA Consulting Group, titled "Financial Advisory Services" to increase the contract term from June 30, 2014 to June 30, 2015 to increase the contract sum in the amount of \$199,000.00, to be determined at the time each Task Order is issued, as provided for in FY 2014/2015. *(Kim Belt)*

Staff Summary: JNA Consulting Group LLC's contract to provide financial advisory services to Carson City is set to expire on June 30, 2014. The Finance Department is recommending amending the contract through June 30, 2015 and increase the contract sum amount by \$199,000.00 for FY 2014/15.

#### **8-5. Health and Human Services**

For Possible Action: To accept a grant in the amount of \$28,256 from the State of Nevada; Division of Public and Behavioral Health to provide education to sexually experienced adolescents, ages 13-18 years old, on both abstinence and contraception. *(Nicki Aaker)*

Staff Summary: Carson City Health and Human Services (CCHHS) received Board of Supervisor approval to apply for this grant on February 20, 2014. CCHHS strives to provide services and resources that best suit the community's need. This grant is to provide education to adolescents, ages 13-18 years old, on abstinence and contraception, as well as the following three adulthood preparation topics: (1) Health relationships, (2) Adolescent development, and (3) Healthy life skills, to prevent pregnancy and sexually transmitted infections and HIV/AIDS in this high-risk population.

*(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. City Manager**

For Possible Action: Presentation of the progress, achievements and plans of the Northern Nevada Development Authority (NNDA) and possible action to approve a Retention and Expansion Economic Development Plan for Carson City and approve funding in an amount up to \$100,000. (*Rob Hooper and Danny Campos*)

Staff Summary: Executive Director Rob Hooper will provide an update on NNDA activities and present the proposed Retention and Expansion Economic Development Plan for Carson City. If approved, a formal agreement between NNDA and the City will come back to the Board for approval at a future meeting.

**11. Courts**

For Possible Action: To approve the Agreement between the First Judicial District Court, Carson City Justice and Municipal Court, Carson City and the Department of Alternative Sentencing (DAS) retroactive to July 1, 2013. (*Max Cortes and Tad Fletcher*)

Staff Summary: Pursuant to the Carson City Municipal Code Section 2.38, the Chief of the Department of Alternative Sentencing is appointed by the Board of Supervisors. The Department of Alternative Sentencing works very closely with the Courts in that they supervise and monitor court ordered defendants and litigants. The Chief has also been responsible for coordinating security coverage for the Courthouse and Juvenile Court in addition to other duties listed in the Agreement and in City Code.

**12. Finance**

A) For Possible Action: Presentation, discussion, acceptance and possible direction to staff regarding implementation of the Fraud Waste and Abuse (FWA) Program final report and the Performance Metrics Development final report. (*Michael Bertrand*)

Staff Summary: Moss Adams has been contracted by the Carson City Audit Committee and the Board of Supervisors to provide Internal Audit Services to Carson City. A draft of the FWA Program report and a draft of the Performance Metrics Development report was presented and accepted by the Carson City Audit Committee on April 22, 2014. Representatives from Moss Adams will be presenting the report.

B) For Possible Action: To accept the Carson City Audit Committees recommendation to approve Amendment No. 4 to Contract No. 1112-133 with MOSS-ADAMS, LLP (Certified Public Accountants), titled "Internal Auditing Services" to increase the contract term from June 30, 2014 to June 30, 2015 and perform the City's Internal Audit function for a not to exceed cost of \$110,000.00 to be funded from the Internal Audit Budget account as provided in FY 2014/2015. (*Kim Belt*)

Staff Summary: On January 19, 2012, the Carson City Board of Supervisors approved the above listed contract in the amount of \$110,000.00; on December 20, 2012, the Carson City Board of Supervisors approved Amendment 1, an increase to the contract term and approval to utilize the budget remainder from FY 2012/2013; on June 20, 2013 the Carson City Board of Supervisors approved Amendment 2, an increase to the contract term, and on July 18, 2013 the Carson City Board of Supervisors approved Amendment 3, an increase to the contract term. The Audit Committee is recommending amending the

contract through June 30, 2015, in order for contractor to perform FY 14-15 Audit Plan Components which consist of: Basic Internal Auditor Services, Internal Controls Review, Strategic Planning updates, and Fraud, Waste and Abuse monitoring.

- C) For Possible Action: To accept the Audit Committee’s recommendations for projects for FY 2014 - 2015 to include Basic Internal Auditor Services, Internal Controls Review, Strategic Planning updates, and Fraud, Waste and Abuse monitoring. (*Michael Bertrand*)

Staff Summary: Moss Adams made recommendations to the Audit Committee at their April 22, 2014 meeting for future projects. The Committee is recommending to the Board of Supervisors that Moss Adams perform Basic Internal Auditor Services, Internal Controls Review, Strategic Planning updates, and Fraud Waste and Abuse monitoring.

- D) For Possible Action: To direct Moss Adams to prepare an Employee Efficiency Study for selected departments of Carson City. (*Nick Providenti*)

Staff Summary: The Board of Supervisors at their special meeting held on April 24, 2014 requested that an Employee Efficiency Study be prepared for selected departments of Carson City. Moss Adams has indicated that they can perform the study and will be outlining their proposal for the Board.

- E) For Possible Action: Discussion and possible direction to staff regarding the Audit Findings Response Tracking Report. (*Nick Providenti*)

Staff Summary: Moss Adams and City staff have combined to establish an Internal Audit Findings Response Tracking Report. City Staff and representatives from Moss Adams will be providing an updated report to the Board. Included for discussion is a Public Works provided Fleet Study Implementation Plan that staff is recommending the board approve for inclusion in the Tracking Report. Moss Adams will also provide a Fraud Waste and Abuse Program hotline update.

- F) For Possible Action: To adopt Bill No. 109, on second reading, an ordinance authorizing the issuance of a Medium-Term Obligation to finance the cost of purchasing, upgrading, and replacing 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; specifying the details for the “Carson City, Nevada, General Obligation (Limited Tax) Medium-Term Bond, Series 2014”; specifying the terms and conditions of such bond, the method of paying the bond and its form; and providing other matters properly relating thereto. (*Nick Providenti*)

Staff Summary: This ordinance will authorize the issuance of the Carson City, Nevada, General Obligation (Limited Tax) Medium-Term Bond, Series 2014. The Board of Supervisors of the City has determined and hereby declares that the Medium Term Bond is necessary to finance the cost 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.

### **13. 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

**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. –**

#### **14. Purchasing and Contracts**

For Possible Action: To reject all bids under paragraph IB.3 (B.) page ITB-10 of the Bid Document 1314-175 for the East West Water Transmission Main Project – Ph. 2A-1 and direct staff to issue a new bid solicitation document that does not include any subcontractor disclosure requirements other than those authorized pursuant to NRS 338.141. *(Kim Belt)*

Staff Summary: Carson City received sealed bids for all labor, material, tools and equipment necessary for the East West Water Transmission Main Project Ph. 2A-1. Sierra Nevada Construction, Inc. protested the award to A & K Earth Movers, Inc. and the award was stayed. Staff believes its inclusion of subcontractor disclosure requirements in excess of the requirements of NRS 338.141 was a bid document error because the City does not possess legal authority under Dillon’s Rule to exceed the bidding selection criteria and responsive bid requirements established by NRS chapter 338.

#### **15. Public Works**

##### **PUBLIC HEARING:**

- A) Public Hearing regarding water right application 83491. *(Bruce Scott)*

Staff Summary: This item is to hold a public hearing and provide comments to the State Engineer for changing the point of diversion for surface water rights from lands in Carson City to Lyon County for Water Right Application 83491.

- B) For Possible Action: To recommend to the State Engineer that Carson City does not object to the approval of Water Right Application 83491 for transfer of water rights from Carson City to Lyon County. *(Bruce Scott)*

Staff Summary: This item is to provide comments to the State Engineer for changing the point of diversion for surface water rights from lands in Carson City to Lyon County for Water Right Application 83491.

- C) For Possible Action: To decide whether to allow a Lease entered into between the City and the Evans Broadcasting Company, Inc. (hereinafter “Lessee”) to expire on its own terms or to offer to extend it with lower or no rent. *(Darren Schulz)*

Staff Summary: The Lease was entered into on July 15, 2004 and is set to expire on its own terms June 30, 2014. It pertains to Lessee’s radio tower, which is situated on Carson City property occupied by the Public Works Department. Lessee employs 9 residents of Carson City. The annual rent is \$6,139. Upon the termination of the Lease the Lessee would have 120 days to restore the premises to its pre-lease condition. Public Works recommends that the Board make a formal offer by the City to the Lessee to

extend the Lease for 2 years and reduce the annual lease payments to zero, which would facilitate the Lessee's restoration of the premises to its pre-lease condition on or before the new termination date; June 30, 2016.

**16. Community Development - Building Division**

Discussion only on the current adopted codes - 2012 editions of the International Building Code, International Residential Code, International Mechanical Code, Uniform Mechanical Code, Uniform Plumbing Code, International Fuel Gas Code, International Property Maintenance Code, International Existing Building Code, International Swimming Pool and Spa Code, 2011 Edition National Electric Code, 2012 Northern Nevada Amendments in comparison to the current adopted codes of the State Public Works Department. *(Kevin Gattis)*

Staff Summary: It has been requested that Building Division staff inform the Board of the differences in the adopted building codes in relation to regional jurisdictions and the Nevada State Public Works Board.

**17. City Manager**

For Possible Action: To appoint one member to the Library Board of Trustees for a 4-year term that will expire in June 2018. *(Nick Marano)*

Staff Summary: NRS 379.020 provides for the Board of Supervisors to appoint five competent persons who are residents of the county to serve as county library trustees. There is one vacancy for a 4-year term due to a member's term expiring. Applications were received from Elizabeth Abaraca-Angel, Elizabeth Dickey, and James Dickey.

**18. 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.

**19. 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 191. For specific dates and times - [www.bactv.org](http://www.bactv.org).*

*To request a copy of the supporting materials for this meeting contact*

*Janet Busse at [jbusse@carson.org](mailto: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](http://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: May 29, 2014**