



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

Day: Thursday
Date: October 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** - 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 - July 3, 2014**
7. **For Possible Action: Adoption of Agenda**
8. **Special Presentations**
 - A) Presentation of a proclamation for Conflict Resolution Day, October 16, 2014. (*Betsey Kosier, NDRC Outreach Committee*)
 - B) 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.

Ordinances, Resolutions, and Other Items

9. Sheriff

For Possible Action: To accept the Nevada Department of Public Safety, Office of Traffic Safety, grant JF-2015-CCSO-00026, Joining Forces, in the amount of \$35,285, and allow the use of funds as Authorization to Proceed documents are issued. (*Sheriff Furlong*)

Staff Summary: The Office of Traffic Safety Joining Forces grants have been shared by Nevada law enforcement agencies for many years. This grant provides funding for participation in statewide, multi-jurisdictional traffic enforcement events that are focused on reducing fatalities and serious injury crashes, enhanced enforcement of safety belt and child safety seat laws, speed enforcement laws, pedestrian safety and the reduction of impaired driving through Selective Traffic Enforcement programs, Saturation Patrols and checkpoints. The grant period is 10/01/14-09/30/15. The total amount of this award is \$35,285. However, at this time we have received an Authorization to Proceed for only \$5,645, which will cover the first three events. Once the final Federal budget has been released, we will receive the remaining funds through an additional Authorization to Proceed. Should those funds not be released, the grant will end after the first three events.

10. Treasurer

For Possible Action: To approve the removal of taxes that have occurred FY 2013 and FY 2014 tax years for parcel 004-141-05 (Palo Verde Drive) per NRS. 361.060 in the amount of \$527.41. (*Al Kramer*)

Staff Summary: The property located at Palo Verde Drive was acquired from the City at no charge by the non-profit organization, Sierra Nevada Community Land Trust. There was no tax payment received and it was quit claimed to the City of Carson City on August 6, 2013 (APN 004-141-05). The Treasurer's Office is asking the taxes be removed from FY 2013 and FY 2014 Real Property Tax bill per NRS 361.060 in the amount of \$527.41.

11. Recess as Board of Supervisors

Board of Health

12. Call to Order & Roll Call – Board of Health

13. 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.

14. Health and Human Services

- A) For Possible Action: Report, discussion and possible direction to staff regarding the Health Officer's report concerning activities the Health Officer is engaged in both inside and outside of Carson City Health and Human Services (CCHHS). (*Susan Pintar*)

Staff Summary: Provide an update on the Health Officer's engagement in the department and community. This is an opportunity to formally inform the Board of Health of the Health Officer's role and the projects she works on.

- B) For Possible Action: Report, discussion and possible direction to staff regarding the Director's report on Carson City Health and Human Services' (CCHHS) activities. (*Nicki Aaker*)

Staff Summary: Provide an update on CCHHS' activities. This is an opportunity to inform the Board of Health of current activities, programs and services within CCHHS including, but not limited to Human Services' total monthly appointments, Clinical Services' Annual Tobacco Survey results, current Influenza Update, and planning for the Point of Dispensing (POD) exercise.

- C) Discussion Only: Present and discuss the Health Insurance Portability and Accountability Act (HIPAA) requirements as related to the Health Department. (*Elaine Bergenheier*)

Staff Summary: The Health Insurance Portability and Accountability Act (HIPAA) is comprised of the Privacy Rule and the Security Rule. The Health Department falls under HIPAA since we are a healthcare provider which conducts certain transactions electronically. Within the city, through an interdepartmental process, we completed a risk assessment and have taken measures to comply with HIPAA requirements.

- D) Discussion Only: Presentation and discussion only on the progress of the Community Health Improvement Plan's Community Issue J: Alcohol and Substance Abuse. (*Kathy Bartosz*)

Staff Summary: This is an opportunity to inform the Board of Health about the progress made on the Community Health Improvement Plan's Community Issue J: Alcohol and Substance Abuse. As reported in the Get Healthy Carson City!: A 2020 Health Action Plan: A Community Health Improvement Plan, Carson City's annual average age-adjusted cirrhosis/liver disease mortality rate is 18.4 deaths per 100,000 compared to Nevada's rate of 11.7/100,000 and the national rate is 9.1/100,000. It was reported by the Carson Tahoe Health Foundation in 2010 that 75% of Carson City high school students reported they have had a drink of alcohol at least once, 54% either agree or strongly agree that illegal drugs are a problem at their school, and 40% reported they have used marijuana (2012).

- E) Discussion Only: Present and discuss the quality improvement project conducted within the Human Services Division to evaluate the effectiveness of the Financial Literacy program. (*Dave Gibson and Mary Jane Ostrander*)

Staff Summary: Carson City Health and Human Services has a quality improvement plan. The mission of the plan is to continuously improve the quality of our programs, processes, and services so that the department may provide high-performing services which best fulfill the needs of the clients and improve the quality of life within the community.

15. 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.

16. For Possible Action: To Adjourn as the Board of Health

17. Reconvene as the Board of Supervisors

18. Finance

- A) For Possible Action: To accept the report on the condition of each fund in the treasury and the statements of receipts and expenditures through October 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.

- B) For Possible Action: To confirm the engagement of Sherman & Howard as bond counsel to Carson City, Nevada in connection with the \$13,600,000 Carson City Nevada General Obligation (Limited Tax) Infrastructure Sales Tax Bonds (Additionally Secured by Pledged Revenues) Series 2014. (*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.

19. Purchasing and Contracts

- A) For Possible Action: To approve Contract No. 1415-083 pursuant to NRS 332.115(1)(b) and NRS 625.530 with Lumos & Associates to provide professional services for the Wastewater Reclamation Facility in an amount not to exceed \$158,000.00, to be funded from the Wastewater Reclamation Facility Phase 1 Improvements Project No. 051301 as provided FY 2014/15. (*Kim Belt*)

Staff Summary: This contract is to provide design services for drainage and roadway improvements to the facilities on the east and west sides of the wastewater reclamation facility, and general site landscaping with an emphasis on the North 5th street frontage of the facility.

- B) 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 \$887.50 for Contract No. 1314-185 titled Fuji Park Electrical Infrastructure Project to Briggs Electric, Inc. (*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 consisted of installation of light poles, light fixtures, electrical panels and related appurtenances.

20. Public Works

- A) For Possible Action: To approve and authorize the Mayor to sign a Water Line Participation Agreement by and between Steven and Dawn Hutson, and City of Carson City, a political subdivision of the State of Nevada, for work including, but not limited to the construction of a water line in accordance with approved plans and specifications for 1040 East Overland Street Water Main Extension. The total City commitment to this project, as specified in the agreement, shall not exceed a total of \$30,000 from the Water Fund. (*Tom Grundy*)

Staff Summary: The applicant, Steven and Dawn Hutson, agree to construct a water line in East Overland Street. The applicant is required to extend water mains from the end of the existing main across their frontage to accommodate construction of a new house. The connection of the water main to the main in Bigelow is needed for the overall completeness and continuity of the City's water system by providing increased redundancy and fire flows in the area. The applicant will contract for and have installed all required water lines from the existing water line starting in the intersection of East Overland Street and Bigelow Drive, and ending at the connection to the existing main approximately 380-feet westward, along with all facilities associated with such construction. The City shall reimburse the applicant not to exceed \$30,000 for actual construction costs associated with construction of the water main. The reimbursement

will occur upon completion and acceptance of the work by the City and receipt by the City of the applicant's invoice, with copies of the invoices from the applicant's contractors.

- B) For Possible Action: To approve the Kings Canyon Creek Rotation Agreement with Anderson Colard Ranch Enterprises, LLC to allow City possible use of a portion of Kings Canyon Creek flows. (*Darren Schulz*)

Staff Summary: This agreement is a renewal of an agreement originally entered into in 2009. The agreement allows the City to use any or all of Anderson Colard Ranch Enterprises, LLC water rights in Kings Creek is determined on an annual basis. Payment is at the rate of 46.7 cents per thousand gallons or alternatively, delivery of equivalent water from the City.

- C) For Possible Action: To approve the Ash Canyon Creek Rotation Agreement with Anderson Colard Ranch Enterprises, LLC to allow City possible use of a portion of Ash Canyon Creek flows. (*Darren Schulz*)

Staff Summary: This agreement is a renewal of an agreement originally entered into in 2009. The agreement allows the City to use any or all of Anderson Colard Ranch Enterprises, LLC water rights in Ash Creek as may be determined on an annual basis. Payment is at the rate of 40.7 cents per thousand gallons or alternatively, delivery of equivalent water from the City.

21. Community Development

- A) For Possible Action: To adopt, on second reading, Bill No. 115, an ordinance amending the Carson City Municipal Code Title 4, Licenses and Business Regulations, Chapter 4.04, Business License, Section 4.04.005, Definitions, by adding Definitions for Medical Marijuana Establishments, Sections 4.04.020, 4.04.031 and 4.04.040 by adding fees for Medical Marijuana Establishments and exempting Medical Marijuana Establishments from certain fees, and adding a new Section 4.04.120 entitled Medical Marijuana Establishments - Application for License and Additional Regulations to provide additional requirements for Medical Marijuana Establishment Business Licenses, and other matters properly related thereto. (*Susan Dorr Pansky*)

Staff Summary: In July 2014, the Board of Supervisors adopted zoning regulations to allow Medical Marijuana Establishments in Carson City. On September 18, 2014, staff presented a Business Impact Statement for proposed Medical Marijuana Establishment Business License fees as required by NRS Chapter 237. The Board found that the proposed fees outlined in the Business Impact Statement would impose a direct and significant economic burden and would directly restrict formation, operation or expansion of a Medical Marijuana Establishment business. The Board then directed staff to prepare an ordinance modifying Chapter 4.04 of the Carson City Municipal Code related to Business Licenses addressing Business License fees and other requirements to obtain a Medical Marijuana Establishment Business License in Carson City.

- B) For Possible Action: To authorize the Mayor to sign a letter on behalf of the Board of Supervisors recommending the reappointment of Community Development Director Lee Plemel to the State Land Use Planning Advisory Council (SLUPAC) for a three-year term from January 2015 through December 2017. (*Lee Plemel*)

Staff Summary: SLUPAC is the State Lands Administrator's advisory board on land use issues. The Governor appoints the seventeen members of SLUPAC, one from each county. SLUPAC meets several times a year to discuss land use planning issues. The State Land Use Planning staff provides

administrative support for this council. Lee Plemel was initially recommended by the Board of Supervisors for appointment on October 29, 2013, and was officially appointed to SLUPAC by the Governor on March 18, 2014.

22. City Manager

For Possible Action: To ratify the approval of bills and other requests for payments by the City Manager for the period of September 9, 2014 thru October 6, 2014. *(Nick Marano)*

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.

23. Board of Supervisors

Non-Action Items:

Future agenda 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

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 191. 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: October 9, 2014