

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



Day: Thursday
Date: November 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** - Dixie Jennings-Teats, First United Methodist
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 17, 2014
7. **For Possible Action: Adoption of Agenda**
8. **Special Presentations**
 - A) Presentation of a proclamation for National Family Caregivers Month, November 2014. (*Mary Liveratti, Maria Dent and Gil Yanuck*)
 - B) Presentation of a proclamation for Nevada Flood Awareness Week, November 10-15, 2014. (*Stacey Giomi and Robb Fellows*)

Ordinances, Resolutions, and Other Items

9. **Assessor**

For Possible Action: To approve the removal and refund of a portion of the taxes for the 2014/15 fiscal year on parcel number 004-011-98 (1315 S Carson St) per NRS 361.768 in the amount of \$2,575.83 plus \$32.28 of penalties for a total of \$2,608.11. (*Kimberly Adams*)

Staff Summary: The building that was located at 1315 S Carson St. (APN: 004-011-98), known as “Carl’s Jr” was demolished on September 12, 2014. At the request of the lessee and per NRS 361.768, the Assessor’s Office is asking that the taxes be prorated from July 1, 2014 through September 12, 2014

and that the remaining portion (\$2,608.11) including penalties be removed and \$154.83 be refunded from the 2014/15 Real Property Taxes.

10. Justice Court

For Possible Action: To introduce, on first reading, an ordinance amending the Carson City Municipal Code (“CCMC”) Title 2, Administration and Personnel, Chapter 2.37, fees on court actions to support programs for prevention and treatment of abuse of alcohol and adding two new sections, 2.37.030 and 2.37.040 to include justice courts pursuant to NRS 4.075 and NRS 453.580 and other matters properly relating thereto. (*Max Cortes*)

Staff Summary: Pursuant to NRS 4.075, by this proposed ordinance the Carson City Justice Court would be able to, on the commencement of any civil action or proceeding for which a filing fee is required and on the filing of any answer or appearance for which a filing fee is required, charge and collect an additional fee of ten dollars (\$10.00). On or before the fifth day of each month, the Carson City Justice Court would, in accordance with this proposed ordinance and pursuant to NRS 4.075, be required to account for and pay over to the Carson City Treasurer such fees collected during the preceding month. The Treasurer would deposit these fees into an account for programs for the prevention and treatment of alcohol and drugs in the Carson City General Fund. The funds in such account is required to be used to support programs for the prevention or treatment of the abuse of alcohol or drugs which could include any program of treatment for the abuse of alcohol or drugs established pursuant to NRS 453.580.

11. Alternative Sentencing

For Possible Action: To approve the State of Nevada Department of Public Safety, Office of Traffic Safety Project Number 956 781 041, Grant Award of \$50,000 for the period October 1, 2014 - September 30, 2015 to fund a full time DUI Case Manager position. (*Tad Fletcher*)

Staff Summary: The grant funding will be utilized to continue to fund a full time DUI Case Manager. The Case Manager will be responsible for the oversight and coordination of third time DUI offenders participating in the Western Regional DUI Felony Court in the First Judicial District Court.

12. Clerk-Recorder

For Possible Action: To accept the annual Recorders Technology Fund Report as submitted by the Carson City Clerk-Recorder. (*Alan Glover*)

Staff Summary: This report shows actual revenues and expenditures for FY 13-14 and projected revenues and expenditures for FY 14-15. NRS 247 requires the county recorder to submit an annual report to the Board of Supervisors which contains: (a) an estimate of the proceeds that the county recorder will collect from the additional fee imposed pursuant to subsection 2 of NRS 247.305 and (b) a proposal for expenditures of the proceeds from the additional fee imposed pursuant to the same subsection for the costs related to the technology required for the office of the county clerk.

13. Purchasing and Contracts

- A) For Possible Action: To determine that V & C Construction, Inc. is the lowest responsive and responsible bidder pursuant to Nevada Revised Statute (NRS) Chapter 338 and to award Contract No. 1415-063 titled “JohnD Winters Centennial Park ADA Improvements” to V & C Construction, Inc. for a base bid amount of \$98,102.50 plus Additive Alternative #1 \$6,880.00 and a contingency amount not to exceed \$10,498.00 for a total contract amount of \$115,480.50 to be funded from the Capital

Projects/Construction Accounts in the Parks and Recreation Quality of Life and Residential Construction Funds as provided in the FY 2014/2015 Budget. *(Kim Belt)*

Staff Summary: Carson City received sealed bids for all labor, materials, tools and equipment necessary for the Centennial Park ADA Improvements Project. The project consists of improving access into and around Centennial Park's Upper Sports Complex by adding new paving, concrete flatwork, concrete curbing, irrigation sleeves, signage, striping and all common phases of construction customarily associated with this type of project.

- B) For Possible Action: To approve Purchase Orders # 2015-016, 017, 018, 019, 020 and 027 for the purchase of various vaccinations for Health and Human Services Department through a Joinder Contract with Sanofi Pasteur, Merck Sharp & Dohme Corp and GlaxoSmithKline Pharmaceuticals in the total amount of \$310,281.90 to be funded from the Health and Human Services Supplies/Private Vaccine Account for FY 2014/2015. *(Kim Belt)*

Staff Summary: The Carson City Health and Human Services Department wish to utilize current contracts through the State of Nevada and the Minnesota Multistate Contracting Alliance for Pharmacy to purchase vaccinations for Carson City and Douglas County citizens.

- C) For Possible Action: To determine that K.G. Walters Construction Co., Inc. is the lowest responsive and responsible bidder pursuant to Nevada Revised Statute (NRS) Chapter 338 and to award Contract No. 1415-061 titled "Sodium Hypochlorite Tank Replacement Project" to K.G. Walters Construction Co., Inc. for a base bid amount of \$499,500.00 with a contingency amount not to exceed \$25,000.00 for a total contract amount of \$524,500.00 to be funded from the Capital Projects/Construction Account in the Sewer Fund as provided in the FY 2014/2015 Budget. *(Kim Belt)*

Staff Summary: Carson City received sealed bids for all labor, materials, tools and equipment necessary for the Wastewater Reclamation Plant Sodium Hypochlorite Tank Replacement Project. Project consists of removing and replacing two existing sodium hypochlorite tanks as well as replacing all plumbing and constructing a containment basin around the new tanks. The project also consists of installing two new emergency eyewash/shower stations, upgrading the buildings electrical and controls, and installing a new sodium hypochlorite line to the RAS. The project is subject to the American Iron and Steel (AIS) provisions of P.L. 113-76, Consolidated Appropriations Act, 2014. Compliance with 40 CFR Part 33, Participation by Disadvantaged Business Enterprises in United States Environmental Protection Agency Programs is required.

- D) For Possible Action: To determine that Blanket Purchase Order (BPO) #8300 is a purchase of equipment and services pursuant to NRS 332.115 1 (c) and (d) and is therefore not suitable for public bidding and to approve BPO #8300, a request for the purchase of Security Monitoring and Maintenance of Carson City's Security Systems from Stanley Convergent Security Solutions, Inc. for a not to exceed cost of \$50,000.00 to be funded from the Contractual Service and Building Repair Fund as provided in FY 2014/2015. (Contract File 1415-100) *(Kim Belt)*

Staff Summary: Carson City Facilities uses Stanley Convergent Security Solutions in sixteen (16) facilities. Stanley also provides parts needed when work is performed in house by Facilities Maintenance Staff. Facility Maintenance reports that they have not suffered malfunctions with any of the major components provided by Stanley.

- E) For Possible Action: To determine that Purchase Order #'s 2015-022, 023, 024, 025 and 026 are purchase requests for Software, Hardware and associated peripheral equipment and devices for computers therefore not suitable for public bidding pursuant to NRS 332.115(1)(g) & (h) and to approve Purchase Order #'s

2015-022, 023, 024, 025 and 026, to be funded from various Operating Supplies Accounts in various Funds as provided in FY 2014/2015. (File No. 1415-077) (*Kim Belt and John Wilkinson*)

Staff Summary: These Purchase Orders are for the purchase of various Software, Hardware and associated peripheral equipment and devices for computers for the operation of Carson City's Computer Network.

- F) For Possible Action: To approve Contract No. 1415-101, pursuant to NRS 332.115(1)(b) and NRS 625.530, with HDR, Inc., to provide professional services for the Water Facilities Plan Update, in an amount not to exceed \$130,400.00, to be funded from the Water Professional Services Account, as provided FY 2014/15. (*Kim Belt*)

Staff Summary: This contract is to provide various professional services to update the Water Facilities Plan Update, including but not limited to, Demand Analysis, Demand Forecast, Water Supply Update, Supply/Storage Update and Transmission/Distribution Update. A requirement for the water system is to maintain an updated water model for network hydraulic analyses, and this meets that need.

14. Finance

- A) For Possible Action: To introduce, on first reading, an ordinance of the Board of Supervisors of Carson City, Nevada authorizing the issuance of its "Carson City, Nevada, General Obligation (Limited Tax) Infrastructure Sales Tax Bonds (Additionally Secured by Pledged Revenues), Series 2014F" for the purpose of financing infrastructure projects for the City; providing the form, terms and conditions of the bonds, and the general tax proceeds and the revenues pledged for the payment of such bonds; ratifying action previously taken toward issuing the proposed bonds; providing other matters relating thereto; and providing the effective date hereof. (*Nick Providenti*)

Staff Summary: This ordinance will authorize the issuance of the Carson City, Nevada, General Obligation (Limited Tax) Infrastructure Sales Tax Bonds (Additionally Secured by Pledged Revenues), Series 2014F for the purpose of carrying out the "Plan of Expenditure" pursuant to NRS 377B as adopted by the Board of Supervisors on April 17, 2014.

- 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 "2014E V&T Historical Refunding Bond Ordinance"; providing for the issuance of its Carson City, Nevada, General Obligation (Limited Tax) V&T Historical Refunding Bonds (Additionally Secured by Pledged Revenues), Series 2014E; providing the form, terms and conditions of the Bonds; providing for the levy and collection of annual general (ad valorem) taxes for the payment of such bonds; additionally securing their payment by a pledge of revenues derived from certain sales tax imposed by 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) V&T Historical Refunding Bonds (Additionally Secured by Pledged Revenues), Series 2014E for the purpose of refunding certain of their previously issued Carson City, Nevada General Obligation bonds, and the City hereby determines that it is necessary and in the best interest of the City and its citizens to refund these bonds for the purpose of effecting interest rate savings.

- 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 October 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.

15. Public Works

- A) For Possible Action: To change the name of Custer Circle to Copper Springs Court. (*Daniel Rotter*)

Staff Summary: Custer Circle is a private street connecting to Kings Canyon Road. The majority of the homes on Custer Circle have Kings Canyon Road addresses, which has the potential to cause confusion in the event of an emergency. The City was going to change the addresses to Custer Circle addresses in order to facilitate emergency response. When changing the addresses of the homes was mentioned to residents of Custer Circle, some expressed a dislike to an address on a street named Custer Circle. Copper Springs Court is a street name which reflects the mining history and geology of the area.

- 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 as may be 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.

- D) For Possible Action: To recommend that the Nevada State Engineer approve Water Applications 83703, 83992, 83993, 83994, 83995, 83996, 83997, 83998, 83999, 84000, 84001, 84002, 84092, 84093, 84094, 84095, 84096, 84097, 84098, 84099, 84100, 84101, 84102, 84103, 84104, 84105, 84106, 84107, 84108, 84109, 84110, 84111, 84112, 84113, 84114, 84115, 84116, 84117, 84118 and 84119 to allow water to be delivered across county lines and between hydrographic basins. (*Darren Schulz*)

Staff Summary: This section relates to the third group of water right changes made as part of the implementation of the Regional Water System and water deliveries from the Town of Minden. There are no pending water Applications to move Carson City water rights in this group of changes.

16. Parks and Recreation

For Possible Action: To accept the Parks and Recreation Commission's recommendation to approve a new permanent location (south of the Fire Fighters' Memorial) and approve a conceptual plan for the 9/11 World Trade Center Memorial in Mills Park. (*Vern Krahn*)

Staff Summary: City staff is seeking Board of Supervisor's approval for a new permanent location and a conceptual design for the 9/11 World Trade Center Memorial in Mills Park.

17. Community Development

- A) For Possible Action: To appoint Planning Manager Susan Dorr Pansky, AICP as a Hearing Examiner to review Administrative Permits received by the Community Development Department pursuant to the qualifications outlined in Carson City Municipal Code, Section 18.02.052 and NRS 278.263. (*Susan Dorr Pansky*)

Staff Summary: Carson City Municipal Code, Section 18.02.110 (Administrative Permits) authorizes a Hearing Examiner to review and render final decisions on zoning matters and development proposals that are identified as requiring an Administrative Permit. Community Development Director Lee Plemel, AICP is currently the only Hearing Examiner within the Community Development Department. Per Carson City Municipal Code Section 18.02.052 (Hearing Examiners), a Hearing Examiner shall be appointed by formal action of the Board and must meet qualifications established in NRS 278.263. These qualifications include being a planner certified by the American Institute of Certified Planners (AICP). Ms. Pansky now also meets the qualifications to be a Hearing Examiner and staff requests her appointment as well to provide a second Hearing Examiner within the Community Development Department.

PUBLIC HEARING:

- B) For Possible Action: To take public comment regarding a proposed amendment to Carson City's Community Development Block Grant (CDBG) 2014-2015 Annual Action Plan and take action to open a 30-day public comment period regarding the proposed amendment from November 6, 2014 to December 5, 2014. (*Lee Plemel*)

Staff Summary: FISH was awarded \$20,743 in CDBG funds in FY2014 for the Jeanell Drive Building Renovation project. Since the 2014 Annual Action Plan was approved on May 1, 2014, FISH has determined that the property on Jeanell Drive has the potential for a large supportive housing project funded by tax credits and HOME funds and that the CDBG funding would be better used at their facility located at 138 E. Long Street. Federal regulation 24 CFR 91.505 and Carson City's Citizen Participation Plan require a substantial amendment to the Annual Action Plan if there is a change in the use of CDBG funds from one eligible activity to another.

18. City Manager

- A) For Possible Action: To accept an amended Retention and Expansion Economic Development Plan for Carson City as presented by the Northern Nevada Development Authority (NNDA), including metrics by which project success will be measured. (*Danny Campos, NNDA*)

Staff Summary: The Board of Supervisors accepted the Plan and approved funding for the Plan on August 7, 2014. The purpose of the proposed amendment is to amend the schedule of activities and add metrics by which project success will be measured.

- B) For Possible Action: To set the meeting date for the first regularly scheduled Board of Supervisors meeting in January 2015 on Monday, January 5, 2015 beginning at 1:30 p.m. (*Nick Marano*)

Staff Summary: The first regularly scheduled meeting of the Board of Supervisors falls on a holiday. Pursuant to CCMC 2.02.040 "By a motion made in a properly noticed meeting, the board may take action

to change the date of a regularly scheduled future board meeting if the board finds that it is the best interest of the public and if the board acts to change the meeting date at least twenty days before the date of the meeting to be changed.” The swearing in of the new officers is tentatively scheduled for 11 am on Monday, January 5, 2015.

- C) For Possible Action: To submit the nomination of Paul Esswein to the Tahoe Regional Planning Agency (TRPA) for appointment to serve as Carson City’s lay member of the Advisory Planning Commission. *(Nick Marano)*

Staff Summary: Robert Jepsen, who has served for many years as Carson City’s lay appointee to the Advisory Planning Commission (APC), resigned in October. Planning Commission member Paul Esswein has agreed to serve. The TRPA makes the appointments to the APC.

19. 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

– LUNCH BREAK –

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

20. Community Development and Public Works

For Possible Action: To approve the conceptual design for the Downtown Carson Street project and direct staff to continue to implement the project design schedule including working with downtown property owners to establish a Commercial Area Vitalization District. *(Lee Plemel and Darren Schulz)*

Staff Summary: The Downtown Carson Street project includes streetscape improvements to Carson Street from Fifth Street to William Street. The purpose of the conceptual design approval is to establish the basic street alignment—including lane configuration, bike lanes, and parking – before moving on to more detailed design elements. The Board of Supervisors adopted the Plan of Expenditure on April 17, 2014, for proposed capital improvement projects including the Downtown Carson Street project. The Board of Supervisors previously directed staff to include the establishment of a Commercial Area Vitalization District in the process, by which the cost of ongoing sidewalk and landscaping maintenance would be offset by property owner assessments.

21. 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.

22. 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 30, 2014