

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

Day: Thursday
Date: December 18, 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** - Bob Chambers, First Baptist 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** - September 18, 2014
7. **For Possible Action: Adoption of Agenda**
8. **Special Presentations**
 - A) 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.
 - B) Presentation of appreciation to John McKenna for serving as Carson City Supervisor, November 16, 2010 - January 4, 2015.
9. **Recess as Board of Supervisors**

Liquor and Entertainment Board

10. Call to Order & Roll Call – Liquor and Entertainment Board

11. 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.

12. For Possible Action: Approval of Minutes -September 18, 2014

13. Community Development - Business License

For Possible Action: To approve Morgan Davis as the liquor manager for Lake Tahoe Brewing Co, LLC. dba District Brewing Co (Liquor License #15-30216) located at 302 N. Carson St. (*Lena Reseck*)

Staff Summary: All liquor license requests are to be reviewed by the Liquor Board per CCMC 4.13. Lake Tahoe Brewing Co, LLC is applying for a dining room with a full bar. 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. Senior Citizens Center

For Possible Action: To approve a reclassification of a Management Assistant 6 classified position to a Department Business Manager, unclassified Grade M1 position, within the Senior Center. (*Janice McIntosh*)

Staff Summary: The Management Assistant position is a key position within the Senior Center operations and the job duties have expanded over the last couple of years to include greater fiscal and personnel responsibilities. The City Manager approved bringing this reclassification request to the Board of Supervisors with the recommendation of approval.

18. Public Works

For Possible Action: Discussion and possible action to adopt a resolution pursuant to NRS 244.2815(2) accepting an appraisal and declaring it in the best interests of the public to authorize the lease of one (1) acre ± located at 3303 Butti Way, Carson City, Nevada, a portion of Assessor's Parcel Number (APN) 010-031-04, a much larger parcel of fifty-two (52) acres ±, to the Evans Broadcasting Company, Inc., upon the Mayor's execution of a 10 year lease without competitive bidding and below fair market rental value during the relocation period and at the fair market rental value upon relocation or the expiration of 18 months, whichever occurs first, for the purposes of economic development. (*Darren Schulz*)

Staff Summary: The 10 year lease will allow the Evans Broadcasting Company to continue to operate the KCMY radio station with its radio antenna array and building on Carson City property. The lease also provides for relocation of the equipment to a smaller lease area providing for the future expansion of the

Public Works Facility. This is the only commercial local radio station in Carson City, which employs 9 Carson City residents, servicing this area for 59 years. The Evans Broadcasting Company, Inc.'s radio station was recognized by the Carson City's Sheriff's Office for outstanding service. The Evans Broadcasting Company, Inc., which includes its radio station KCMY, has donated air time for local charitable organizations and causes. For the foreseeable future the one (1) acre ± would remain a non-productive asset of Carson City. However, the proposed lease of this property will, pursuant to NRS 244.2815, further economic development by supporting, retaining and expanding the Evans Broadcasting, Inc. radio station and contribute to the profitability and resulting taxes attributed to this business.

19. Parks and Recreation

- A) For Possible Action: To approve a recommendation from the Parks and Recreation Commission regarding a request from the Carson City Youth Sports Association and the Carson City Parks and Recreation Department to re-name the Edmonds Sport Complex the Pete Livermore Sports Complex. *(Roger Moellendorf)*

Staff Summary: During the November 5, 2014 Parks & Recreation Commission meeting the Commission took action to approve a request from the Carson City Youth Sports Association and the Parks and Recreation Department to re-name the Edmonds Sports Complex the Pete Livermore Sports Complex after recently deceased Assemblyman and former supervisor Pete Livermore. The Commission voted unanimously to recommend the request.

- B) For Possible Action: To accept the Parks and Recreation Commission and staff's recommendation to approve and accept the Schulz Ranch Landscape Maintenance District Petition for the planned Schulz Ranch Development with the stipulation that monies raised by the proposed assessment be dedicated solely to the maintenance of the proposed Schulz Ranch Development and to direct the Mayor to sign the agreement. *(Roger Moellendorf and Chris Baker, Manhard Consulting)*

Staff Summary: The petition provides the instrument to create a landscape maintenance district that obligates the City to assume the maintenance of parks, recreation facilities, pathways, open space areas, and landscape improvements funded by developers of a subdivision by assessing property owners an annual fee to cover the maintenance costs. Assessments will be sent with property tax notifications. The petition was brought to the Parks and Recreation Commission at their December 2, 2014 meeting. The Commission approved unanimously a recommendation for approval by the Board for acceptance with the added stipulation that all revenue derived from the landscape maintenance district to be dedicated solely to the maintenance of the proposed Schulz Ranch Development.

20. Purchasing and Contracts

- A) For Possible Action: To approve Contract No. 1415-114 pursuant to NRS 332.115(1)(b); to find that Susan Pintar, M.D. is qualified to serve as the Carson City Health Officer; to appoint Susan Pintar, M.D. as the Carson City Health Officer pursuant to CCMC 9.01.030 to CCMC 9.01.050; to set the compensation of the Health Officer/WIC Physician Nutrition Support at a not to exceed amount of \$28,400 per calendar year, to be paid in equal monthly payments of \$2,366.67 from January 1, 2015 through December 31, 2016 which will be funded 30% from the WIC Contractual Account in the Grant Fund and 70% from the Health Administration Professional Services account in the General Fund as provided in FY 2014/2015 and FY 2015/2016. *(Kim Belt)*

Staff Summary: Susan Pintar, M.D. was appointed the City's Health Officer and said appointment must be renewed every two (2) years, unless a successor has been qualified and appointed (NRS 439.290 and

CCMC Section 9.01.040). Carson City Health and Human Services is confident that Dr. Pintar's experience, training and commitment to public health will enable her to successfully provide these services for Carson City.

- B) For Possible Action: To authorize Carson City Parks and Recreation to purchase Food/Beverage Vendor Services, on an as needed basis, pursuant to NRS 332.115(1)(e), and therefore not suitable for public bidding from Capital Beverages for a not to exceed cost of \$63,250.00 to be funded from the Recreation and Ice Rink Supplies/Operating account as provided in FY 2014/2015. (Contract File 1415-116) *(Kim Belt)*

Staff Summary: Carson City Facilities uses Capital Beverages to provide vendor services for various sporting events at various Parks facilities.

- C) For Possible Action: To accept Public Works recommendation to approve Amendment No. 1 to Contract No. 1314-113 with GML Architects, LLC titled "Fleet Facility Expansion A/E Design and Construction Administration" to increase the contract term from December 31, 2014 to December 31, 2015. *(Kim Belt)*

Staff Summary: On November 7, 2013, the Carson City Board of Supervisors approved the above listed contract in the amount of \$125,000.00. This request is to amend the contract term. This contract is to provide Architectural/Engineering Design and Construction Administration for the Fleet Facility Expansion Project which includes, but is not limited to: Schematic Design, Design Development, Construction Document preparation, Bidding and Construction Administration services.

- D) For Possible Action: To accept Carson City Community Development Department's recommendation to approve Amendment No. 1 to Contract No. 1415-050 with Charles Abbott Associates, Inc. titled "Building Permit Services" to expand the scope of work (revised Attachment I) to include building permit counter services and increase the contract amount for an amount established solely from a percentage of Building Permit fees collected as identified in "Exhibit A" to be funded from the Building Division Building Permit revenues as provided in FY 2014/2015 and FY 2015/2016. *(Kim Belt)*

Staff Summary: On August 21, 2014, the Carson City Board of Supervisors approved the above listed contract. The former city-employed Building Permit Technician II resigned from the position effective December 5, 2014. The proposed contract amendment would allow for the replacement of that employee and associated job functions with a contract employee through Charles Abbott Associates, Inc.

- E) For Possible Action: To determine that Contract No. 1415-117 is a contract for professional services and therefore not suitable for public bidding pursuant to NRS 332.115 and to approve Contract No. 1415-117, a request for professional services to be provided by Eurofins Eaton Analytical, through December 31, 2016, for an amount not to exceed \$272,720.00 to be funded from the Public Works Laboratory Expense Account in the Water Utility Fund as provided in FY 2014/2015, FY 2015/2016 and FY 2016-2017. *(Kim Belt)*

Staff Summary: Contractor will provide Drinking Water Quality Testing for a Two (2) year contract per Nevada Department of Environmental Protection regulations. Carson City Public Works cannot miss any scheduled sample dates without getting violations (and possible fines).

21. Community Development - Planning

- A) For Possible Action: To submit an application to the Nevada State Historic Preservation Office on behalf of the National Park Service for the 2015 Historic Preservation Fund Grant to prepare Historic Structures

Reports for buildings at the Nevada State Prison identified as contributing resources in the Prison's National Register of Historic Places nomination. *(Susan Dorr Pansky)*

Staff Summary: The Historic Preservation Fund is a grant program through the National Park Service that awards funding to states for historic preservation activities. Each year applications are accepted by the Nevada State Historic Preservation Office (SHPO) and grant funding is awarded all or in part to eligible projects selected by SHPO. This year Carson City is applying for \$75,000 for its proposed project to prepare up to 20 Historic Structures Reports for buildings at the Nevada State Prison identified as contributing resources in the Prison's National Register of Historic Places nomination. The reports are expected to be completed and submitted by June 2016 and are required as part of plans to restore the prison as a museum and other potential uses.

- B) For Possible Action: To approve a proposed amendment to Carson City's Community Development Block Grant (CDBG) 2014-2015 Annual Action Plan to reallocate the funds dedicated for the FISH Jeanell Drive Building Renovation project to be used for improvements at the FISH facility at 138 E. Long Street. *(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.

22. Community Development

Presentation and discussion only to provide an update on the schedule and process to work with downtown property owners to establish a Commercial Area Vitalization District to help pay for the cost of maintenance of the Downtown Carson Street project. *(Lee Plemel)*

Staff Summary: The Downtown Carson Street project includes streetscape improvements to Carson Street from Fifth Street to William Street. The Board of Supervisors previously directed staff to include the establishment of a Commercial Area Vitalization (CAV) District in the project, by which the cost of ongoing sidewalk and landscaping maintenance would be offset by property owner assessments. The purpose of this item is to provide information to the Board regarding the legal process of establishing a CAV District and an update on the schedule for establishing the District.

23. 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 December 9, 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 accept the Carson City Comprehensive Annual Financial Report for the fiscal year ended June 30, 2014. *(Nick Providenti)*

Staff Summary: City staff and representatives from Kafoury, Armstrong and Co. will be making a presentation of the City's financial status as well as recommendations for improvement.

- C) For Possible Action: To adopt the Carson City Plan of Corrective Action for the FY 13-14 statutory violations included in the annual audit. *(Nick Providenti)*

Staff Summary: Within 60 days after the delivery of the annual audit to the local government, the governing body shall advise the Department of Taxation what action has been taken to prevent recurrence of each violation of law or regulation included in the annual audit.

24. Board of Supervisors

Non-Action Items:

Future agenda 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. –

25. City Manager

- A) For Possible Action: To appoint William Prowse to the Carson City Audit Committee for a two year term that expires in December 2016. *(Nick Marano)*

Staff Summary: CCMC Chapter 2.14.030 provides for a five (5) member Audit Committee; one (1) member from the Board of Supervisors and four (4) members from the citizen-at-large. There are two vacancies for citizen-at-large due to two member's terms expiring. A reappointment request was received from William Prowse. There are no additional applicants.

- B) For Possible Action: To appoint one member to the Carson City Regional Transportation Commission for a two year term that expires December 31, 2016. *(Nick Marano)*

Staff Summary: NRS Chapter 277A.170 and CCMC 11.20.030 provide for the creation and organization of a five (5) member Regional Street and Highway Commission. Staggered two-year terms are served by two (2) members of the Board of Supervisors and three (3) representatives of the citizen-at-large. Members of the RTC also serve on the Carson Area Metropolitan Planning Organization (CAMPO). There is one vacancy due to a member's term expiring. A reappointment request was received from Mark Kimbrough and one application from Donald "Craig" Mullet.

- C) For Possible Action: To ratify the approval of bills and other requests for payments by the City Manager for the period of November 8, 2014 thru December 8, 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.

PUBLIC HEARING:

- D) Public hearing on the report of the City Manager regarding the fiscal impact of, and recommended approval of, the collective bargaining agreement between Carson City and the Carson City Deputy Sheriff's Association effective July 1, 2014 to June 30, 2017. *(Nick Marano)*

Staff Summary: This agenda item will be considered immediately prior to, but combined with, the corresponding collective bargaining agreement and both items will be heard simultaneously. Negotiations between the City and the Deputy's Association resulted in the proposed three year labor contract. This contract satisfies the interests of both the City and the employees. This matter is being considered in accordance with the public hearing process set forth in NRS 288.153.

- E) For Possible Action: To approve the collective bargaining agreement between Carson City and the Carson City Deputy Sheriff's Association, on behalf of the Carson City Deputies effective July 1, 2014 to June 30, 2017. *(Nick Marano)*

Staff Summary: This agenda item will be considered immediately after, but combined with, the corresponding collective bargaining agreement public hearing agenda item, and both items will be heard simultaneously. Negotiations between the City and the Carson City Deputy Sheriff's Association resulted in the proposed labor contract. This contract satisfies the interests of both the City and the employees. This matter is being considered in accordance with the public hearing process set forth in NRS 288.153.

PUBLIC HEARING

- F) Public hearing on the report of the City Manager regarding the fiscal impact of, and recommended approval of, the collective bargaining agreement between Carson City and the Carson City Sheriff's Supervisory Association, on behalf of the Carson City Sheriff's Sergeants Association effective July 1, 2014 to June 30, 2018. *(Nick Marano)*

Staff Summary: This agenda item will be considered immediately prior to, but combined with, the corresponding collective bargaining agreement and both items will be heard simultaneously. Negotiations between the City and the Sergeant's Association resulted in the proposed four year labor contract. This contract satisfies the interests of both the City and the employees. This matter is being considered in accordance with the public hearing process set forth in NRS 288.153.

- G) For Possible Action: To approve the collective bargaining agreement between Carson City and the Carson City Sheriff's Supervisory Association, on behalf of the Carson City Sheriff's Sergeants Association effective July 1, 2014 to June 30, 2018. *(Nick Marano)*

Staff Summary: This agenda item will be considered immediately after, but combined with, the corresponding collective bargaining agreement and both items will be heard simultaneously. Negotiations between the City and the Sergeant's Association resulted in the proposed four year labor contract. This contract satisfies the interests of both the City and the employees. This matter is being considered in accordance with the public hearing process set forth in NRS 288.153.

PUBLIC HEARING:

- H) Public hearing on the report of the City Manager regarding the fiscal impact of, and recommended approval of, the collective bargaining agreement between Carson City and the Fraternal Order of Police, Northern Nevada Lodge #8, on behalf of the Carson City Alternative Sentencing Officers (July 1, 2014-June 30, 2017). *(Nick Marano)*

Staff Summary: This agenda item will be considered immediately prior to, but combined with, the corresponding collective bargaining agreement and both items will be heard simultaneously. Negotiations between the City and the Fraternal Order of Police resulted in the proposed three year labor contract. This contract satisfies the interests of both the City and the employees. This matter is being considered in accordance with the public hearing process set forth in NRS 288.153.

- I) For Possible Action: To approve the collective bargaining agreement between Carson City and the Fraternal Order of Police, Northern Nevada Lodge #8, on behalf of the Carson City Alternative Sentencing Officers (July 1, 2014-June 30, 2017). *(Nick Marano)*

Staff Summary: This agenda item will be considered immediately after, but combined with, the corresponding collective bargaining agreement and both items will be heard simultaneously. Negotiations between the City and the Fraternal Order of Police resulted in the proposed three year labor contract. This contract satisfies the interests of both the City and the employees. This matter is being considered in accordance with the public hearing process set forth in NRS 288.153.

26. 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.

27. For Possible Action: To Adjourn

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***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.*
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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: December 11, 2014