

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

**Day:** Thursday  
**Date:** January 15, 2015  
**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** - Chaplain Craig LaGier, Carson City Sheriff's Office
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** - October 16, 2014
7. **For Possible Action: Adoption of Agenda**
8. **Special Presentations**
  - A) Presentation of appreciation to Fire Chief Stacey Giomi for his years of service, November 25, 1983 - February 2, 2015.
  - 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.
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 - October 2, 2014**

**13. Community Development - Business License**

For Possible Action: To approve Howard Jacheus as the liquor manager for Tahoe Ridge Winery & Marketplace, LLC (Liquor License #15-30370) located at 1105 S. Carson St. (*Lena Reseck*)

Staff Summary: All liquor license requests are to be reviewed by the Liquor Board per CCMC 4.13. Tahoe Ridge Winery & Marketplace, LLC is applying for a combination license (on premise and packaged). 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. Human Resources**

For Possible Action: To adopt a resolution adopting and approving an Interlocal Contract between the State of Nevada, acting by and through the State of Nevada Public Employees' Deferred Compensation Committee and Carson City, a consolidated municipality and political subdivision of the State of Nevada, to participate in the deferred compensation program and other matters properly related thereto. (*Melanie Bruketta*)

Staff Summary: Approval of the resolution and interlocal agreement will allow Carson City employees to continue to participate in the State's deferred compensation plan.

**18. Community Development - Building Division**

For Possible Action: To introduce, on first reading, an ordinance amending the Carson City Municipal Code Title 15, Buildings and Construction, Chapter 15.05 Building Code, Section 15.05.020, Adoption and Administration of Building Codes, Section 105 Permits, by amending Section 105.5 Validity of Permit to allow the Building Official to approve a second permit extension and to allow the Board of Supervisors to approve subsequent extensions, and other matters properly related thereto. (*Ray Proffitt*)

Staff Summary: The proposed amendment would modify the text of the Building Code to allow additional time to complete work authorized by the issued permit. The Code currently only allows one 18-month building permit extension to be granted by the Building Official, after which an applicant must resubmit for a new building permit if work is not completed within that time.

## 19. Parks and Recreation - Open Space

- A) Presentation and discussion only on the Bureau of Land Management Resource Management Plan (BLM RMP) by Ms. Colleen Sievers. *(Ann Bollinger)*

Staff Summary: Carson City is a cooperating agency on the plan, and staff has participated and provided comments throughout the process. After various meetings and time for review, it is the staff's intention to return to the Board in March 2015 with a comment letter for the BLM. Only the Executive Summary has been attached to the agenda report. The entire RMP is available at the Carson City Library, BLM Office, and online at <http://on.doi.gov/1uYBNGT>. The 120-day public comment period will run from November 28, 2014 through March 27, 2015.

- B) For Possible Action: To accept the recommendation of the Open Space Advisory Committee for the possible acquisition of 20 acres, APN 007-051-81, trade of other city-owned parcel(s), and the expenditure up to \$30,000 for appraisals from the Open Space budget. *(Ann Bollinger)*

Staff Summary: The subject property is located on the north side of U.S. Highway 50 and just east of the Clear Creek Intersection. It is also located adjacent to another property purchased by the Open Space Program. In the Open Space Plan, the subject property is an area important for hillside protection. In addition, in the Unified Pathways Master Plan, a north-south trail is identified within the vicinity. The owner has offered the sale of the property to the Open Space Program; however, he is aware of the current financial limitations. The owner would consider trade of another property in Carson City – if the land is available and to be determined.

## 20. Purchasing and Contracts

For Possible Action: To approve Contract No. 1415-121, pursuant to NRS 332.115(1)(b), with R.O. Anderson Engineering, Inc., to provide professional services for the Carson City Hazard Mitigation Plan Update, in an amount not to exceed \$99,000.00, to be funded 75% from a Department of Public Safety, Division of Emergency Management Grant, and 25% from the Carson City General Fund Contingency Account. *(Kim Belt and Stacey Giomi)*

Staff Summary: This contract is to provide various professional services to update the Carson City Hazard Mitigation Plan, including but not limited to, Data Collection, Hazard Identification, Public Involvement, Review and Analysis of Risk and Vulnerability Assessment, Review and Analysis of Capabilities & Mitigation Strategies, Update Implementation and Monitoring Process and Final Plan Assembly.

## 21. Fire

- A) Staff report and briefing on the City's fire protection rating classification by the Insurance Services Office (ISO). *(Stacey Giomi)*

Staff Summary: In August of 2014, the Insurance Services Office (ISO) conducted an evaluation visit of Carson City to determine a new Public Protection Classification (PPC). This rating is used in the decision-making process by insurance companies to establish what coverage to write and what rates to charge their customers for fire insurance. This report will be presented to the Board of Supervisors.

- B) For Possible Action: To adopt a resolution of the Carson City Board of Supervisors accepting a fee schedule for use in billing for Fire Department services. *(Stacey Giomi)*

Staff Summary: The Fire Department is often called upon to provide emergency response, emergency management, and/or educational assistance to citizens or other local governments. In those instances where these services are provided on a fee for service basis, the Department must have a fee schedule in place. This fee schedule is an updated version of the one adopted by the Board in December of 2013 and will be used to seek reimbursement for services provided under assistance for hire circumstances, for the provision of elective educational programs, or to seek restitution in the case of a conviction in a court of law.

## 22. Public Works

Presentation and discussion only on the status of improvements at the wastewater treatment plant. *(Darren Schulz and David Bruketta)*

Staff Summary: Wastewater treatment plant improvements update.

## 23. Finance

- A) For Possible Action: To adopt a resolution concerning the financing of sewer projects; directing the Clerk to notify the Carson City Debt Management Commission of the City's proposal to issue general obligations therefor; providing certain details in connection therewith; and providing the effective date hereof. *(Nick Providenti)*

Staff Summary: The Resolution directs notice to the Carson City Debt Management Commission of the City's intent to issue \$18,000,000 of general obligation sewer bonds additionally secured by a pledge of the revenues of the City's sewer and drainage system.

- B) For Possible Action: To confirm the engagement of Sherman & Howard as bond counsel to Carson City, Nevada in connection with the \$18,000,000 Carson City Nevada General Obligation Sewer Bonds (Additionally Secured by Pledged Revenues) Series 2015. *(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.

- 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 January 6, 2015 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).

- D) For Possible Action: To adopt a resolution to augment and amend the Carson City FY 2014-15 Budget in the amount of \$44,268,696. *(Nick Providenti)*

Staff Summary: The augmentation and revision is primarily due to carryover of program costs from the prior years' budget, board action, federal and local grants and unanticipated sources of revenue.

**24. Recess as Board of Supervisors**

**Redevelopment Authority**

**25. Call to Order & Roll Call – Redevelopment Authority**

**26. 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.

**27. For Possible Action: Approval of Minutes - April 24, 2014, May 1, 2014, May 15, 2014 & June 19, 2014**

**28. Finance**

For Possible Action: To adopt a resolution to augment and amend the Carson City Redevelopment Authority FY 2014-15 Budget in the amount of \$170,631. (*Nick Providenti*)

Staff Summary: The augmentation and revision is primarily due to the carryover of program costs from the prior years' budget and to appropriate previously unbudgeted resources.

**29. Community Development - Office of Business Development**

For Possible Action: To accept the recommendations from the Redevelopment Authority Citizens Committee (RACC) and rank long-term priorities for the use of undesignated infrastructure funds and other uncommitted Redevelopment funds. (*Lee Plemel*)

Staff Summary: The RACC discussed priorities for the use of Redevelopment funds on August 4 and September 3, 2014, and have recommended a priority list for the use of available funding in upcoming years to assist the Redevelopment Authority in making decisions regarding the use of those funds. The Board of Supervisors reviewed the RACC recommendations on November 20, 2014, but only accepted the 3rd Street Plaza as the top priority with direction for staff to bring the remaining list back to the Board for prioritization.

**30. 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.

**31. For Possible Action: To Adjourn as the Redevelopment Authority**

**32. Reconvene as the Board of Supervisors**

**33. City Manager**

A) For Possible Action: To appoint three members to the Carson City Utility Financial Oversight Committee, Ande Engleman as Supervisor Abowd's reappointed representative, Bruce Scott, as Supervisor Shirk's

appointed representative, and Michael Spell as Supervisor Bagwell's appointed representative. *(Nick Marano)*

Staff Summary: Resolution 2013-R-45 created the Utility Financial Oversight Committee consisting of five members, with one committee member appointed by each Board member. Each member of the Committee shall serve concurrent with the term of the Board member who made his or her appointment.

- B) For Possible Action: To ratify the approval of bills and other requests for payments by the City Manager for the period of December 9, 2014 thru January 5, 2015. *(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.

- C) Presentation and status update by the Carson City Municipal Golf Corporation (CCMGC) of activities at the Eagle Valley Golf Course. *(Nick Marano & Nick Providenti)*

Staff Summary: Carson City entered into an amended Lease Agreement with CCMGC on May 16, 2013. Representatives from CCMGC will appear before the Board to provide an update on the facility and current operations of the Eagle Valley Golf Course.

– LUNCH BREAK –

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

**34. Recess as Board of Supervisors**

**Board of Health**

**35. Call to Order & Roll Call – Board of Health**

**36. 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.

**37. For Possible Action: Approval of Minutes - October 16, 2014**

**38. 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 the community. This is an opportunity to formally inform the Board of Health of the Health Officer's role and her current projects.

- B) For Possible Action: Report, discuss 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 monthly developmental services, home waiver and county match dollar amounts for Human Services; overview of Clinical Services' customer satisfaction survey; Carson City's influenza report; Public Health Preparedness' 2014 flu vaccination clinic outreach; and activities with the Chronic Disease Prevention and Health Promotion Division.

- C) Possible Action: To accept the updated Carson City Health and Human Services' Strategic Plan. *(Nicki Aaker and Valerie Cauhape)*

Staff Summary: Carson City Health and Human Services' (CCHHS') Strategic Plan was accepted by the Board of Health on March 21, 2013. The Strategic Plan is a five-year roadmap for the development of services and organization within CCHHS. The Plan ensures that staff and divisional efforts are in proper alignment with CCHHS' departmental goals. In 2014, upon review of the document, it was determined an update was needed.

- D) For Possible Action: To accept the updated Community Health Improvement Plan (CHIP). *(Valerie Cauhape)*

Staff Summary: The Community Health Improvement Plan (CHIP) was accepted by the Board of Health on June 21, 2012. The CHIP is a five year plan and is a living document with updates as needed. The purpose of the CHIP is to "serve as a long-term, systematic plan describing how the community would work together to improve the health of Carson City" (CHIP, 2012, pg. 1).

- E) Discussion Only: Present and discuss Carson City Health and Human Services' (CCHHS) Workforce Development Plan. *(Nicki Aaker)*

Staff Summary: A Workforce Development Plan has been developed and is in the process of being implemented to standardize orientation, competencies and education of the workforce as part of our Public Health Accreditation efforts. A Public Health Core Competency Assessment will be completed annually which will assist in setting goals for improving knowledge in the Core Competencies of Public Health. A training committee has been developed to present and produce training opportunities for staff, and act as a resource for staff to suggest training needs along with helping to complete mandatory training and orientation.

- F) Discussion Only: Present and discuss the quality improvement projects conducted within the Public Health Preparedness Division to improve form completion by patients/clients for billing and charting. *(Sandy Wartgow)*

Staff Summary: Carson City Health and Human Services' (CCHHS) 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.

- G) For Possible Action: To schedule Board of Health meeting for 2015 in conjunction with the Board of Supervisors regular meeting days on March 19th, May 21st, July 16th, September 17th and November 19th. *(Nicki Aaker)*

Staff Summary: Staff would like the Board of Health to continue to meet every other month and to schedule these meetings for the 2015 calendar year.

**39. 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.

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

**41. Reconvene as the Board of Supervisors**

**42. Health and Human Services**

For Possible Action: To approve a full time Advanced Practice Registered Nurse (APRN) position at the Community Health Clinic in Douglas County replacing the existing part time APRN position. This position will be funded by the Inter-local Agreement between Douglas County and Carson City. *(Nicki Aaker)*

Staff Summary: The APRN position will have no financial impact to the General Fund. The salary and fringe benefits of the position will be an increase of approximately \$66,000. Funding sources for this position will be the Inter-local Agreement between Douglas County and Carson City. This position was approved by the Internal Financial Committee (IFC) on December 10, 2014, and is an unclassified position.

**43. Public Works**

Presentation and discussion regarding how transportation funds including the local motor fuel taxes dedicated to roadway maintenance and capital projects are expended. *(Patrick Pittenger)*

Staff Summary: There have recently been questions made public as to how funds dedicated to roadway maintenance and improvements are expended. Staff will provide a brief presentation on how these funds are used as well as the needs that are unmet. A similar presentation was given to the Carson City Regional Transportation Commission at the September 2014 meeting.

**44. City Manager**

For Possible Action: To accept a Lean Management Training and Green Belt Certification Program for staff as presented by Moss-Adams (Option 2), and approve funding in the amount of \$50,000 for FY 14-15 to be funded from contingency or as an alternative various accounts as determined by the Board. *(Rishi Malhotra)*

Staff Summary: The City Manager has worked with Moss-Adams to develop a Lean Management Training and Green Belt Certification Program to be conducted over a two month period. The techniques and skills learned during this program will be used to improve City processes and enhance the effectiveness of the City's Strategic Goals and Objectives.



#### 45. 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

– EVENING SESSION – APPROXIMATE TIME – 6:30 P.M. –

#### 46. Community Development - Planning

- A) For Possible Action: To approve a Master Plan Amendment application to change the land use designation from Community/Regional Commercial (C/RC) to Industrial (I), on property located at 1588 Old Hot Springs, APN 008-123-23. (MPA-14-138) *(Susan Dorr Pansky)*

Staff Summary: With the completion of the I-580 freeway on the north side of Carson City, Old Hot Springs Road has been cut off from access that would have made it a viable commercial corridor in the past. The applicant wishes to change the Master Plan designation from Commercial/Regional Commercial to Industrial, which is in line with adjacent Industrial property to the east.

- B) For Possible Action: To introduce, on first reading, an ordinance to change the zoning of property located at 1588 Old Hot Springs Road, APN 008-123-23, from Tourist Commercial (TC) to General Industrial (GI). (ZMA-14-137) *(Susan Dorr Pansky)*

Staff Summary: With the completion of the I-580 freeway on the north side of Carson City, Old Hot Springs Road has been cut off from access that would have made it a viable area for tourist commercial opportunities. The applicant wishes to change the parcel's zoning from Tourist Commercial to General Industrial, which is in line with adjacent General Industrial property to the east.

- C) For Possible Action: To consider an appeal of the Historic Resources Commission's denial of a request from Herman Bauer to amend previously approved Historic Resources Commission applications, HRC-10-102 and HRC-10-102(A), to allow for modification of the buildings and site to accommodate additional dwelling units on property zoned Residential Office (RO), located at 812 N. Division Street, APN 001-191-06. (HRC-14-146) *(Susan Dorr Pansky)*

Staff Summary: The Historic Resources Commission application (HRC-14-146) was reviewed and denied by the Historic Resources Commission on December 11, 2014. Decisions of the Historic Resources Commission may be appealed to the Board of Supervisors. An appeal of the Historic Resources Commission's denial of HRC-14-146 was filed by the applicant and owner of the subject property. The Board of Supervisors may uphold, modify or reverse the Historic Resources Commission's approval.

#### 47. 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.

#### 48. 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 provide 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: January 8, 2015**