

**CARSON CITY CONSOLIDATED MUNICIPALITY
NOTICE OF MEETING OF THE
CARSON CITY BOARD OF SUPERVISORS
AND CARSON CITY REDEVELOPMENT AUTHORITY
AND JOINT MEETING WITH CARSON CITY SCHOOL DISTRICT BOARD OF TRUSTEES**

Day: Thursday
Date: February 19, 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 - Nick Emery, Good Shepherd Wesleyan**
- 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 - December 18, 2014 and January 5, 2015**
- 7. For Possible Action: Adoption of Agenda**
- 8. Special Presentations**
 - A) Information regarding the Learning Enhancement Academic Program (LEAP). The program provides assistance in education, employment and housing to citizens under supervision by the Carson City Department of Alternative Sentencing and presentation of certificates to Ashley Redwine and Saul Diaz for their outstanding efforts in achieving their GED's. *(Tad Fletcher)*

Staff Summary: The LEAP program is staffed by an Intern from the Western Nevada College Intern Program. We are currently working with our second Intern, Andrea Senda, who is able to earn college credits for her service to Carson City. Since the start of the program, we have assisted six individuals in finding employment, two individuals find housing and we have had two obtain their GED's. One of which is enrolled at WNC and taking college classes. The goal of the program is assisting in lowering the recidivism rate, while providing for those in need assigned to the caseload of the Department of Alternative Sentencing.

- B) Presentation of two Achievement Awards to Mayor Robert L. Crowell from the Western Fairs Association to Carson City for the 2014 Nevada Sesquicentennial Fair. *(Susan Taylor, Fair Manager)*

Staff Summary: Carson City belongs to the Western Fairs Association. Susan Taylor, Carson City's Contract Fair Manager submitted last year's Nevada Sesquicentennial Fair for a number of Western Fairs Association's awards. During the recent Western Fairs Association's Convention and Trade Show in Reno, it was announced that Carson City received two achievement awards. Susan Taylor will be at this meeting to present these awards to the Mayor.

- C) 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. Health and Human Services

- A) For Possible Action: To approve Carson City Health and Human Services to apply for the Epidemiology and Laboratory Capacity for Infectious Disease - Ebola Associated Supplement (ELC-EAS) grant. *(Nicki Aaker)*

Staff Summary: This grant opportunity has been extended by the Centers for Disease Control and Prevention (CDC) through the State of Nevada, Division of Public and Behavioral Health (DPHB) to existing grantees within the Epidemiology and Laboratory Capacity for Infectious Disease (ELC) program. The grant addresses priority domestic capacity building around Ebola and other emerging and highly-infectious diseases.

- B) For Possible Action: To approve Carson City Health and Human Services to apply for the Public Health Emergency Preparedness (PHEP) supplemental grant. *(Nicki Aaker)*

Staff Summary: The State of Nevada, Division of Public and Behavioral Health (DPBH), Public Health Preparedness (PHP) Program will be receiving \$1,605,316 from the Centers for Disease Control and Prevention (CDC) to be sub granted to local health authorities, tribal partners, and state labs within Nevada. This grant will be used to support local public health preparedness planning and operational readiness for responding to infectious diseases, such as Ebola.

10. Purchasing and Contracts

- A) For Possible Action: To accept the work as completed, to accept the Contract Summary as presented, to increase the construction contingency and to approve the Release of Final Payment in the amount of \$9,674.04 for Contract No. 1314-194 titled "BMX Track Lighting Project" to Impact Construction. *(Kim Belt)*

Staff Summary: Carson City received sealed bids for all labor, materials, tools and equipment necessary for the BMX Track Lighting Project. The Project consisted of installing 6 lights around the BMX track and all associated electrical conduit, wiring, boxes and other necessary work as shown in the construction documents. This project also included an additive alternate to install electrical boxes and underground conduit for the NV Energy and AT&T lines that currently run overhead above the track. During the course of construction rock was encountered just below the surface at four of the proposed light pole locations.

As a result the footing design had to be altered significantly and the Contractor was required to remove rock which was not a part of the original bid. This caused an exceedance of the prior approved construction contingency.

- B) For Possible Action: To approve Contract No. 1415-130, pursuant to NRS 332.115(1)(b) and NRS 625.530, with Manhard Consulting, LTD., to provide professional design services for the Phase 2A-2 of the Carson City East-West Transmission Main, in an amount not to exceed \$145,380.00, to be funded from various Carson City Capital Projects/Construction Accounts, as provided FY 2014/15 and FY 2015/2016. *(Kim Belt and Darren Schulz)*

Staff Summary: This contract is to provide Survey, Geotechnical and Civil Engineering Services for Phase 2A-2 of the Carson City East-West Transmission Main.

- C) For Possible Action: To approve Contract No. 1415-134 pursuant to NRS 338.169 with Miles Construction, to provide CMAR Construction Services for the Multi-Use Athletic Center (MAC) through January 31, 2016 for a not to exceed amount of \$7,716,237.27 to be funded from the Quality of Life Fund - New Gymnasium Account and the Infrastructure Tax Fund - New Gymnasium Account as provided in FY 2014/2015 and FY 2015/2016. *(Kim Belt and Darren Schulz)*

Staff Summary: This contract is to provide Construction Manager at Risk Services for the Multi-Use Athletic Center (MAC) which includes, but is not limited to: Construction and management for the delivery of the project based on a Guaranteed Maximum Price contract to include construction, utility coordination, scheduling, procurement, subcontractor/supplier bids and proposals, award, management bonds, insurance, contract administration, billing/lien releases, prevailing wage reporting/accounting, safety management, quality control and final closeout documents. The firm Miles Construction was selected via RFP #1213-144 - Request for Proposals for Construction Manager at Risk (CMAR).

- D) For Possible Action: To determine that Armac Construction, LLC is the lowest responsive and responsible bidder pursuant to NRS Chapter 338 and to award Contract No. 1415-124 titled "Carson City Landfill Entrance Repair" to Armac Construction, LLC for a base bid amount of \$139,611.00 and a contingency amount not to exceed \$13,961.00 for a total contract amount of \$153,302.00 to be funded from the Property Services/Landfill Asphalt Repaving Accounts in the Capital Projects 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 Carson City Landfill Entrance Repair Project. The project consists of removal and replacement of existing concrete and asphalt at the inbound and outbound scales at the Carson City Landfill as well as drainage improvements including abandoning the existing drain lines, re-establishing a rock lined ditch, and constructing concrete valley gutters. This project also includes installing speed bumps, a light pole, electrical conduit and electrical wire.

11. City Manager

- A) For Possible Action: Discussion and update on the findings and recommendations of the Employee Efficiency Study performed by Moss Adams and possible direction to staff. *(Nick Marano)*

Staff Summary: On December 4, 2014 the Board of Supervisors accepted the Employee Efficiency Study performed by Moss Adams. Staff will update the Board on their progress and implementation as it relates to the efficiency study.

- B) For Possible Action: To accept the draft Strategic Plan Components as submitted by Moss Adams and to establish the process, and direct staff and Moss Adams, to conduct community outreach to receive public input as outlined by Moss Adams. *(Nick Marano)*

Staff Summary: At the February 5th Strategic Planning Workshop, the Board of Supervisors, the management team and the public developed the components for the draft strategic plan. Staff and Moss Adams have outlined a process in order to gain additional input from the community.

12. Fire

- A) For Possible Action: To approve the reclassification from a part time clerical staff position to a full time MA-1 (CCEA 20) position and approve an augmentation of the Fire Department Budget to cover the increase in costs. *(Bob Schreihans)*

Staff Summary: The Carson City Fire Department would like to restructure the Department clerical staff for efficiency and workload purposes. The Fire Department currently has a part time position for clerical staff from 09:00 to 13:00. This request will allow the Fire Department to convert a part time position to a full time MA-1 position. This will allow reallocation of the workload, have a stable workforce, and to respond faster to the public needs.

- B) For Possible Action: To approve the reclassification of a Battalion Chief to a Deputy Chief unclassified position and approve an augmentation of the Carson City Fire Department budget to cover the increase in costs. *(Bob Schreihans)*

Staff Summary: The Carson City Fire Department would like to restructure the Command Staff of the Fire Department. The Fire Department currently has one Battalion Chief position vacant in the Chiefs Association Bargaining Unit. This request will remove one of the Battalion Chiefs from the Bargaining Unit and make a Deputy Chief Position. This new Deputy Chief will become an unclassified position in the Fire Department.

13. Finance

- A) For Possible Action: To approve the application to remove the uncollectible accounts receivable specified in the application from the records of the Ambulance Fund for a total amount of \$398,749.28 in uncollectible accounts receivable. *(Nick Providenti)*

Staff Summary: NRS 354.256 requires that the Controller apply to the Board for permission to remove uncollectible accounts receivable from the records of the County.

- B) For Possible Action: To allow the Finance Department to delete fixed assets from the General Fixed Asset Account Group for fiscal year 2013-2014. *(Nick Providenti)*

Staff Summary: The Finance Department, in concurrence with our auditors, Kafoury, Armstrong & Co., request that they be allowed to delete from the General Fixed Asset Account Group \$1,178,838.45 out of \$414,469,826.00 of total assets.

- 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 February 09, 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.

- D) For Possible Action: To accept the Carson City Cost Allocation Plan for the fiscal year ended June 30, 2014. *(Nick Providenti)*

Staff Summary: City staff is requesting that the Board accept the Cost Allocation Plan prepared by Mahoney and Associates using financial information for the fiscal year ended June 30, 2014 for use in preparing the FY 2016 Carson City Budget. As per last year, the City will use the OMB Circular A-87 Cost plan and will remove any costs associated with the City Manager's Office from the allocation for amounts charged to the Quality of Life Special Revenue Fund. The City will use the Full Cost Allocation plan for amounts charged to all other Enterprise and Special Revenue Funds. Per NRS 354.613(1)(c), the item must be heard under a nonconsent item at a regularly scheduled meeting.

- E) For Possible Action: To adopt a resolution to augment and amend the Carson City FY 2014-15 Budget in the amount of \$46,248,070. *(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.

14. Recess as Board of Supervisors

Redevelopment Authority

15. Call to Order & Roll Call – Redevelopment Authority

16. 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.

17. For Possible Action: Approval of Minutes - November 20, 2014 and January 5, 2015

18. 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.

19. 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.

20. For Possible Action: To Adjourn as the Redevelopment Authority

21. Reconvene as the Board of Supervisors

22. Board of Supervisors

Non-Action Items:

Legislative matters - no Board action will be taken - the Mayor may give limited staff direction regarding staff work and/or future agenda item(s).

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 – 1:30 P.M. –

23. City Manager

- A) For Possible Action: To appoint two members to the Carson City Redevelopment Authority Citizens Committee; one position for "Business Operator" or "Property Owner" from Redevelopment Area 2 and one position for "Citizen-at-Large" each to fill three-year terms that are set to expire January 1, 2018. *(Nick Marano)*

Staff Summary: The Carson City Redevelopment Authority Citizens Committee is a seven-member committee that advises the Redevelopment Authority on matters pertaining to the Redevelopment District. There are two positions opening due to members' terms expiring. Court Cardinal a new applicant for Business Operator or Property Owner from Redevelopment Area 2. Jerry Thurman, Linda Ritter, Craig Mullet, Brenda Dahlquist and William Hopp are new applicants for Citizen-at-Large.

- B) For Possible Action: To appoint Doug Martin to the Nevada Tahoe Conservation District for a two year term ending December 31, 2016. *(Nick Marano)*

Staff Summary: The Nevada Tahoe Conservation District functions under the auspices of NRS 548.283 which states the governing bodies of any counties located within the boundaries of the district shall appoint a representative to represent them as a supervisor on the governing board of the district. The appointed term for the Carson City seat expired on December 31, 2014. Doug Martin has expressed his interest in appointment.

- C) For Possible Action: To reappoint Lou Ann Speulda-Drews in the Historical category, Dr. Gregory Hayes and Jed Block in the Resident/Property Owner category to the Historic Resources Commission each for four year terms expiring January 2019. *(Nick Marano)*

Staff Summary: CCMC 18.06.020 provides for the Board of Supervisors to appoint seven members of the Historic Resources Commission (HRC). The categories for members are as follows: At least two (2) members of the HRC must be professionally qualified as an architect or a design professional with experience in historic preservation; at least one (1) member of the HRC must be professionally qualified in building construction; at least one (1) member, but not more than two (2), shall be a professional in the

field of historic preservation; at least one (1) member of the HRC must be a professional in the disciplines of archeology, anthropology, history or related professions; at least one (1) person, but not more than two (2) persons who owns property and resides within the district. The following are seeking reappointment: Lou Ann Speulda-Drews - Historical, Dr. Gregory Hayes and Jed Block - Resident/Property Owner. There are no other applicants.

- D) For Possible Action: To ratify the approval of bills and other requests for payments by the City Manager for the period of January 6, 2015 thru February 9, 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.

24. Parks and Recreation - Open Space

- A) For Possible Action: To accept the recommendation of the Open Space Advisory Committee to approve the work program outline calling for the administration of the Open Space portion of the Quality of Life fund for management activities, capital improvement projects, planning activities, and land acquisitions for calendar year 2015. (*Ann Bollinger, Roger Moellendorf, and Bruce Scott*)

Staff Summary: As identified in CCMC 13.06 and in anticipation of the budget process, the report contains information regarding various activities conducted by the Open Space Program. The work program outline is used to develop the budget and present an opportunity to provide direction by the Open Space Advisory Committee and the Board of Supervisors. The work program outline is fairly lengthy and comprehensive. Currently, projects with grant funding, timelines, and deadlines are considered a high priority.

- B) For Possible Action: To approve the Open Space Advisory Committee's Annual Report for 2014. (*Ann Bollinger, Roger Moellendorf, and Bruce Scott*)

Staff Summary: CCMC 13.06.090 requires that the Open Space Advisory Committee provide an annual report of their activities to the Board of Supervisors. The report contains information on the activities of the Open Space Program organized into the following categories: Land Management, Capital Improvement Projects, Planning Activities, and Reports, Land Acquisitions, and Financial Information.

25. Community Development - Planning

- A) For Possible Action: To accept the Carson City Master Plan Annual Report. (MPA-14-148) (*Lee Plemel*)

Staff Summary: State law (NRS 278.190) requires the Planning Commission to annually make recommendations to the Board of Supervisors regarding the implementation of the Master Plan. The report includes information regarding past, current and future Master Plan implementation actions for the Board's consideration.

- B) For Possible Action: To introduce, on first reading, an ordinance to change the zoning of property located at 1001 Mountain Street and 608 and 610 W. Washington Street, APNs 001-201-15, -16, -26 and -27, from Public Community (PC) to Multi-Family Apartment (MFA). (ZMA-14-161) (Susan Dorr Pansky)

Staff Summary: The applicant wishes to construct a congregate care facility to provide memory care and skilled nursing services on the subject parcels, which is not an allowed use in the Public Community (PC) zoning district. A congregate care facility is allowed with the approval of a Special Use Permit in the Multi-Family Apartment (MFA) zoning district. The applicant received approval of a Special Use Permit from the Planning Commission for a congregate care facility on January 28, 2015. This Special Use Permit approval is contingent on the property being changed to the Multi-Family Apartment (MFA) zoning district.

- C) For Possible Action: Discussion and possible action to convey to the 2015 Legislature the Board's support of Bill Draft Request (BDR) No. 625, a request for a bill to develop enabling legislation for the development and preservation of the decommissioned Nevada State Prison. This item will include a presentation of the final report to the Legislature entitled Preservation, Use and Development of the Nevada State Prison, September 2014 by Carson City members of the Nevada State Prison Steering Committee. (Susan Dorr Pansky)

Staff Summary: Assembly Bill 356 was enacted on July 1, 2013 to explore and develop recommendations to preserve the Nevada State Prison for use as a historical, educational and scientific resource for the State of Nevada. As a result of this bill, the Nevada State Prison Steering Committee was formed to create a report to the 2015 Legislature on the proposed preservation and use of the facility. BDR 625 requests a bill to develop enabling legislation for the development and preservation of the Nevada State Prison consistent with the recommendations of the Nevada State Prison Steering Committee's report.

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.

– EVENING SESSION – APPROXIMATE TIME – 6:00 P.M. –

**JOINT MEETING OF THE CARSON CITY BOARD OF SUPERVISORS WITH THE
CARSON CITY SCHOOL DISTRICT BOARD OF TRUSTEES**

27. Call to Order

28. Roll Call

29. Flag Salute - Steve Reynolds

30. For Possible Action: Adoption of the Agenda

Please note: The Board reserves the right to take items in a different order to accomplish the business of the Agenda in the most efficient manner.

31. Welcoming Remarks – Ron Swirczek, President, CCSD Board of Trustees and Mayor Robert Crowell.

32. 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.

33. Informational Update on the Carson City Library's new Educational Projects made available through the Library Services Technology Act (LSTA) Grant, including "Nevada's Working Capital" and "On-Line and On-Time." *(Sena Loyd and Tammy Westergard)*
34. Informational update on the Jump Start College partnership between Carson City School District and Western Nevada College regarding both Academic and Career & Technical Education Programs. *(Susan Keema and Kevin Edwards)*
35. Informational update on the partnership between the Adams Hub and Carson City School District, including the new Entrepreneurs Network. *(Miya MacKenzie, Jeff Glass and Allen Gosselin)*
36. Informational update on the Carson City Schools Foundation. *(Richard Stokes and Ian Hill)*
37. Presentation on Fiscal Impact due to Economic and Business Growth in the Region. *(Andrew Feuling)*
38. **For Possible Action: To Adjourn**
 - A) Carson City School District Board of Trustees
 - B) Carson City Board of Supervisors

***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 agendized 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: February 12, 2015