



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

**Day:** Thursday  
**Date:** March 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** - Mark Cyr, Salvation Army
  4. **Pledge of Allegiance**
  5. **Public Comment:\*\***  
The public is invited at this time to comment on and discuss any topic that is relevant to, or within the authority of this public body.
  6. **For Possible Action: Approval of Minutes** - January 15, 2015
  7. **For Possible Action: Adoption of Agenda**
  8. **Special Presentations**
    - A) Presentation of a proclamation for Brain Injury Awareness Month, March 2015. (*Teresa Morros, Executive Director, B.R.A.I.N.*)
    - B) Presentation of Length of Service certificates to City employees. (*Melanie Bruketta*)  
  
Staff Summary: Once a month the 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 - January 15, 2015**
- 13. Community Development - Business License**  
  
For Possible Action: To accept the annual activity report for Administrative Citations issued. (*Lena Reseck*)  
  
Staff Summary: An annual activity report including the disciplinary actions, penalties, and alcohol server training summary is to be presented to the Board per CCMC 4.13.150.
- 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. Carson City Airport Authority**  
  
For Possible Action: To approve and accept a 2015 Federal Aviation Administration Airport Improvement (AIP) Grant in the approximate amount of \$160,000 for north apron ramp reconstruction design. (*Steve Tackes*)  
  
Staff Summary: The FAA has informed the Carson City Airport Authority that it is processing an AIP Grant for the Carson City Airport and will be sending the Grant Offers out with a requirement that it be accepted and returned within 10 days. The FAA requires Carson City, as well as the Carson City Airport Authority, to approve and accept the grant offer. This Grant will be used for the design of a project to reconstruct the apron ramp area on the northern side of the Airport runway. The FAA has already funded, and the airport has completed, the reconstruction of the ramp areas on the southern side of the airport.
- 18. Assessor**  
  
For Possible Action: To approve the partial removal and refund of the taxes from the 2014/15 real property tax roll from Assessor's Parcel Number 002-432-25 (1827 Belmont Ave) per NRS 361.091 in the amount of \$354.00. (*Dave Dawley*)  
  
Staff Summary: The Assessor's Office is requesting the Board of Supervisors to approve the partial removal of the taxes from the 2014/15 real property tax roll from Assessor's Parcel Number 002-432-25 (1827 Belmont Ave.) in the amount of \$354.00 per NRS 361.091. The owner of the property was entitled to receive a 60 - 79% Disabled Veteran Exemption on his real property taxes for the 2014/15 fiscal year. Due to a clerical error, instead of receiving the Disabled Veteran Exemption the property

owner only received the regular Veterans Exemption. The Assessor's Office is asking for the 2014/15 taxes to be adjusted to reflect the correct exemption and a refund be given.

## **19. Courts**

For Possible Action: To adopt a resolution approving and authorizing the Mayor to sign the Intrastate Interlocal Contract to engage the State of Nevada, Department of Employment, Training and Rehabilitation, Rehabilitation Division, Business Enterprises of Nevada to provide vending services at the Carson City Public Safety Complex. (*Max Cortes*)

Staff Summary: The City is required to contract with the Department of Employment, Training and Rehabilitation, Rehabilitation Division, Business Enterprises of Nevada for any concessions located on public property. The current contract is set to expire on June 30, 2015.

## **20. 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 FICA Alternative Deferred Compensation Program and other matters properly relate thereto. (*Melanie Bruketta*)

Staff Summary: Approval of the resolution and interlocal agreement allows Carson City part-time employees and certain elected officials to continue to participate in the State's FICA replacement program in lieu of social security contributions.

## **21. Health and Human Services**

For Possible Action: To approve Carson City Health and Human Services applying for the Hospital Preparedness Program (HPP) Ebola Preparedness and Response Activities grant through the State of Nevada, Division of Public and Behavioral Health (DPBH), Public Health Preparedness (PHP) Program. (*Nicki Aaker*)

Staff Summary: This is a funding opportunity that will be used to improve our community health care system's preparedness for infectious diseases, such as Ebola.

## **22. Community Development**

For Possible Action: To approve the reclassification of a Parking Officer Technician (CCEA Grade 24) position to a Compliance Officer position (CCEA 20) and approve moving the position from the Treasurer's Office to the Community Development Department. (*Lee Plemel*)

Staff Summary: The Parking Officer Technician position is currently assigned to the Treasurer's Office. The person who held the position recently retired and the position is currently vacant. The Board is being asked to reclassify the Parking Technician Officer position into a Compliance Officer position, which will have the additional duties of parking enforcement. There will be a budget savings to the City due to the reclassification of the position to a lower grade, and the new position will allow the Code Enforcement Division to handle more compliance issues. The Code Enforcement Division currently has one compliance officer.

## 23. Fire

- A) For Possible Action: To adopt a resolution delegating the authority of the Carson City Board of Supervisors to sign a transfer of authority to an incident management team to manage a disaster, delegating the authority of the Carson City Board of Supervisors to enter into cost share agreements, and establishing a list of individuals who are authorized to sign the transfer of local authority and cost share agreements on behalf of the Board of Supervisors and Carson City and other matters properly related thereto. *(Robert Schreihans)*

Staff Summary: During emergencies and disasters it is often necessary to bring in an incident management team to handle the complexities of managing large scale events. These incident management teams must have the authority to combat the emergency, with the same authority that our local emergency officials have. By passing this resolution, the Board will allow the City's authority to manage an incident to be signed over to the incident management team. This resolution will also allow certain city individuals to enter into cost share agreements with federal agencies in order to establish how an incident will be managed from a financial standpoint.

- B) For Possible Action: To adopt a resolution to enter into an Interlocal Contract between the State of Nevada acting by and through its Department of Conservation and Natural Resources - Nevada Division of Forestry and the Consolidated Municipality of Carson City for the purpose of administering a Wildland Fire Protection Program for wildland fires and other emergencies. *(Robert Schreihans)*

Staff Summary: Under this agreement Carson City will pay the State of Nevada an annual fee to participate in the Wildland Fire Protect Program. In exchange, Carson City will get the use of Nevada Division of Forestry resources to assist in the mitigation of local emergencies and the State of Nevada will pay all of the fire suppression costs for wildland fires which are the jurisdictional responsibility of the City.

## 24. Public Works

Presentation Only: Presentation and update regarding the City's Fleet Division. *(Darren Schulz, Curtis Horton, and Zach Good)*

Staff Summary: A presentation and discussion on the City's Fleet Division.

## 25. Purchasing and Contracts

- A) For Possible Action: To authorize Public Works to purchase fleet vehicles in the amount of \$627,442.11, through the State Purchasing Fleet Vehicle Bid (# 8036), HGACBuy procurement service (#HT06-14) and NJPA procurement service (#31014). When purchasing through these programs, competitive bidding is exempt, pursuant to NRS 332.115 subsection 1(m) and NRS 332.195, providing Carson City's approved funding and purchasing procedures are followed. (Contract No.1415-141) *(Kim Belt)*

Staff Summary: Public Works is proposing to purchase six (6) fleet vehicles for \$627,442.11.

- B) For Possible Action: To approve Contract No. 1415-147, pursuant to NRS 332.115(1)(b) and NRS 625.530, with Vali Cooper & Associates, Inc., to provide Construction Management and Inspection Augmentation Services during the Construction of the Multi-use Athletic Center (MAC) Facility and the Carson City Animal Services Facility, in an amount not to exceed \$136,000.00, to be funded from the

Quality of Life Fund - New Gymnasium Account and the Infrastructure Tax Fund - Capital Project/Construction Account, as provided FY 2014/15 and FY 2015/2016. *(Kim Belt and Darren Schulz)*

Staff Summary: This contract is to provide Construction Management and Inspection Augmentation Services during the construction of the MAC Facility and the Animal Services Facility. This is a task based contract and tasks will be assigned as required.

- C) For Possible Action: To approve the Change Orders to the Software License Agreement with Tiburon for Interface services that will be used by a response agency, therefore not suitable for public bidding pursuant to NRS 332.115(1)(g) & (h), for a not to exceed cost of \$30,000.00 to be funded from the 2014 Tiburon Project Account in the 911 Surcharge Fund. (File No. 1415-035) *(Kim Belt)*

Staff Summary: These Changes Orders and Change Orders in finalization stages are Interfaces to enhance the City's Enhanced 911 system. The 2014 Tiburon Project is a combination of hardware and software that (1) facilitates computer aided dispatch, (2) manages crime records (new ones and those that are decades old, and (3) automates jail management. The Carson City Board of Supervisors approved an amendment to the Tiburon Agreement on August 4, 2014 for an increase of \$899,000 for Tiburon products and services only. The Carson City Board of Supervisors approved the original Tiburon Agreement at the September 7, 2000 meeting. This amendment, support agreement and Software License Agreement will allow Carson City to continue to provide 911 assistance.

- D) For Possible Action: To authorize the Carson City Sheriff's Office to sign an Inmate Telephone Services Agreement with Inmate Calling Solutions, LLC, dba ICSolutions (ICS) to provide inmate telephones services for the Carson City Jail Facility. This is a revenue generating agreement and there are no expenditures associated with this agreement. (File No. 1415-150) *(Kim Belt)*

Staff Summary: The current inmate phone provider for the Carson City Jail is Inmate Calling Solutions (ICS). We have been very satisfied with the service they provided as well as the function of the system as it was set up many years ago. We are currently looking to upgrade the current Inmate Calling Solutions system to their new offering called Enforcer. It utilizes new technology not available when we first signed with ICS. The Enforcer system uses off site servers, streamlines/reduces the fee structure, greatly enhances our ability to investigate crimes through the new search capability, and adds an interactive inmate information call line. Approximately \$60,000 in revenue is generated per fiscal year.

- E) For Possible Action: To approve Contract No. 1415-122 pursuant to NRS 354.624 with Eide Bailly LLP to provide auditing services for a task based contract for a not to exceed amount of \$282,996.00 to be funded from various funding sources. *(Kim Belt)*

Staff Summary: Carson City received sealed Statement of Qualifications (SOQ) to perform the City's Audit function on February 6, 2015 at 11:00 a.m. The SOQ was, e-mailed to Certified Public Accountants that performed Municipal Audits, published in the Nevada Appeal and posted on Carson City's website on January 9, 2015. The SOQ's were opened at approximately 11:10 a.m. on February 6, at 201 North Carson Street, Carson City, Nevada 89701, and sent for review by the Finance Review and Selection Committee. SOQ's were received from the following: Eide Bailly LLP and Keddington & Christensen, LLC. At the March 9, 2015, Audit Committee meeting the Committee approved the Finance Review and Selection Committees recommendation for contract award to Eide Bailly LLP for the Carson City External Audit Function.

- F) For Possible Action: To approve Task No. 1 for Contract No. 1415-122 with Eide Bailly LLP to provide auditing services for FY 2014/2015 for a not to exceed amount of \$95,100.00 and a contingency amount

of \$25,000.00 (if needed for auditing additional major federal grant programs) and to designate Eide Bailly LLP as the auditing firm for FY 2014/2015. *(Kim Belt)*

Staff Summary: Carson City is required to designate an auditor on an annual basis per NRS 354.624.

## **26. 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 March 10, 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).

- B) For Possible Action: Discussion and possible action to direct staff to proceed with the establishment of an Other Post-Employment Benefits (OPEB) Trust Fund pursuant to NRS 287.017 and NAC 287.760 through 287.792. *(Nick Providenti)*

Staff Summary: Staff will make a presentation regarding the benefits of establishing an OPEB Trust Fund pursuant to NRS 287.017 and NAC 287.760 through 287.792, to pay for retiree life and health insurance benefits. Currently the benefits are paid out of the City's Group Medical Insurance Fund (an Internal Service Fund).

## **27. City Manager**

For Possible Action: To ratify the approval of bills and other requests for payments by the City Manager for the period of February 10, 2015 thru March 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.

## **28. 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

– 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

**29. 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.

**30. 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 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.*  
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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.*  
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*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.*  
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*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.*  
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*This meeting can be viewed on Channel 191. For specific dates and times - [www.bactv.org](http://www.bactv.org).*  
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*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.*  
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*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.*  
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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: March 12, 2015**