

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

Day: Thursday
Date: May 21, 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** - Louie Locke, Fountainhead Foursquare
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** - April 2, 2015
7. **For Possible Action: Adoption of Agenda**
8. **Special Presentations**

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.

Ordinances, Resolutions, and Other Items

9. **Sheriff**

For Possible Action: To approve by resolution, pursuant to NRS 277.050, the "Lease Agreement" between the Carson City Sheriff's Office (CCSO) as the Lessor and the State of Nevada's Public Works Division as the Lessee and the Department of Public Safety's Nevada Highway Patrol (NHP) as the Tenant. *(Sheriff Furlong)*

Staff Summary: The NHP currently occupies space in the CCSO facility. The CCSO and the NHP wish to continue this space sharing relationship and the NHP, under the "Lease Agreement" would pay the CCSO \$2,330 per month in rent beginning on July 1, 2015. The "Lease Agreement" will expire on November 30, 2018 unless renewed.

10. Purchasing and Contracts

For Possible Action: To determine that ARMAC Construction LLC is the lowest responsive and responsible bidder pursuant to Nevada Revised Statute (NRS) Chapter 338 and to award Contract No. 1415-156 titled "West Eighth Street Sewer Replacement Project" to ARMAC Construction LLC for a base bid amount of \$147,012.00 and a contingency amount not to exceed \$14,701.00 for a total contract amount of \$161,713.00 to be funded from the Capital Projects/Construction (Project No. 051403) Account in the Sewer Fund as provided in the FY 2014/2015 Budget. *(Nick Providenti)*

Staff Summary: Carson City is accepting sealed bids for all labor, materials, tools and equipment necessary for the 8th Street Sewer Replacement Project. The project consists of removing and replacing approximately 825' of existing sewer main, 1 water service, and 5 manholes. This project also includes asphalt patching and replacement of concrete flatwork. The project is subject to the American Iron and Steel (AIS) provisions of P.L. 113-76, Consolidated Appropriations Act, 2014. Compliance with 40 CFR Part 33, Participation by Disadvantaged Business Enterprises in United States Environmental Protection Agency Programs is required. The project includes all common phases of construction customarily associated with this type of project.

11. Finance

- A) For Possible Action: To introduce, on first reading, an ordinance of the Board of Supervisors of Carson City, Nevada designated by the short title "2015A Sewer Bond Ordinance"; providing for the issuance of its General Obligation (Limited Tax) Sewer Bond (Additionally Secured by Pledged Revenues), Series 2015A; providing the form, terms and conditions of the bond; providing for the levy and collection of annual general (Ad Valorem) taxes for the payment of such bond; additionally securing its payment by a pledge of revenues derived from the sanitary sewer system and drainage system of the City. *(Nick Providenti)*

Staff Summary: This ordinance will authorize the issuance of the Carson City, Nevada, General Obligation (Limited Tax) Sewer Bonds (Additionally Secured by Pledged Revenues), Series 2015A. The Board of Supervisors of the City has determined and hereby declares that the public interest, health and welfare necessitates making certain improvements to the Sewer and Storm Water Utility Systems by acquiring, constructing, improving and equipping facilities pertaining to the system.

- B) For Possible Action: To accept the report on the condition of each fund in the treasury and the statements of receipts and expenditures through May 12, 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.

12. Human Resources

- A) For Possible Action: To approve the employee vision plan with VSP for a two year period. (*Melanie Bruketta*)

Staff Summary: This action is to approve the employee vision plan for a two year period with a rate reduction. There are slight changes to the plan.

- B) For Possible Action: To approve the employee health and dental insurance plans with Prominence Health Plan. (*Melanie Bruketta*)

Staff Summary: This action is to approve the benefit plans for health and dental insurance for active city employees and retirees. The health plan has the following rate increases: HMO- 1.75% (includes ACA fees of 4%), Retiree HMO (1.78% includes ACA fees of 4%), POS 1.70% (includes ACA fees of approximately 4%), Retiree POS 1.85% (includes ACA fees of 4%), and PPO-1.75% (includes ACA fees of 4%). There are no plan changes.

13. Parks and Recreation

- A) For Possible Action: To adopt on second reading, Bill No. 106, an ordinance approving the Schulz Ranch Maintenance District Development Agreement for the planned Schulz Ranch Development. (*Roger Moellendorf*)

Staff Summary: On April 16, 2015 the Board of Supervisors accepted and approved the Schulz Ranch Maintenance District Petition and the Schulz Ranch Maintenance District Development Agreement for the planned Schulz Ranch Development. Title 17.18 of the Carson City Municipal Code requires that a maintenance district petition include a maintenance district development agreement. This was done; however, this matter was not immediately followed up with a first reading of the underlying ordinance. Title 17.08 of the Carson City Municipal Code requires that development agreements like the subject "Schulz Ranch Maintenance District Development Agreement" be approved through ordinance; the reason for this item.

- B) For Possible Action: To accept the Cultural Commission's 2014/15 annual report and approve the Commission's 2015/16 work plan. (*Vern Krahn*)

Staff Summary: The Cultural Commission is required by Carson City Municipal Code (CCMC) 2.41.060(7) to submit an annual report and work plan to the Board of Supervisors.

14. Community Development - Planning

- A) For Possible Action: To take public comment regarding a proposed amendment to Carson City's Community Development Block Grant (CDBG) 2014-2015 Annual Action Plan to reallocate \$25,000 to ADA improvements at the Community Development offices at 108 E. Proctor Street and take action to open a 30-day public comment period regarding the proposed amendment from May 21, 2015 to June 19, 2015. (*Janice Keillor*)

Staff Summary: Ventana Sierra was awarded \$25,000 in CDBG funds in FY 2014-15 for the Youth Housing and Resource Initiative project. They have decided not to purchase a property for youth as originally planned and the funding is now available for another use. Staff would like to reallocate the funding to pay for an ADA lift for the Community Development building to replace the existing

dysfunctional lift. 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.

- B) For Possible Action: To adopt Bill No. 105 on second reading, an ordinance approving an amendment to a development agreement between Carson City and Roventini, LLC, to extend the tentative planned unit development map expiration date to September 6, 2018, for the development known as Clearview Ridge, located west of Cochise Street between West Roventini Way and West Overland Street, east of Voltaire Street, APNs 9-263-06, -07, -08 and -09, and to require the developer to complete certain off-site infrastructure improvements by December 31, 2015. (*Lee Plemel*)

Staff Summary: The Clearview Ridge Planned Unit Development tentative map expires on September 6, 2015, unless the Board approves an extension of time as permitted under the current development agreement. The developer is requesting an extension of time to 2018 in order to allow time for the housing market to improve. In exchange for the extension of time, the developer will complete certain improvements in the public right-of-way adjacent to the property including sidewalk, water line extensions, and sewer line extensions along Cochise Street.

15. Recess as Board of Supervisors

Board of Health

16. Call to Order & Roll Call – Board of Health

17. 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.

18. For Possible Action: Approval of Minutes - April 2, 2015

19. Health and Human Services

- A) Presentation of a proclamation for Bike Month, May 2015. (*Cortney Bloomer*)

- B) For Possible Action: Report, discuss 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.

- C) 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 Human Services Point in Time Count, overview of patients seen in the clinic, Medicaid enrollment, measles investigation, and activities within the following programs: Public Health Preparedness, Tobacco, Safe Routes to School, Ryan White, and Abstinence.

- D) For Possible Action: Discuss and give possible direction to staff from the Board of Health Resource Stewardship Advisory Group concerning Carson City Health and Human Services (CCHHS) current and future programs and funding. *(Susan Pintar)*

Staff Summary: Discuss current CCHHS programs and funding and give possible direction to staff regarding these programs and funding. Provide recommendations for future programs and funding.

- E) Discussion Only: Present and discuss Carson City Health and Human Services' Accreditation document submission and describe a plan for education to be conducted for the Board of Health. *(Valerie Cauhape)*

Staff Summary: Carson City Health and Human Services (CCHHS) has submitted documentation for Public Health Accreditation. This presentation will give an overview of the submission. A plan will be presented for the education of the Board of Health members for the site visit conducted by PHAB Accreditation Site Visitors to take place in the Fall/Winter 2015. The Public Health Accreditation Board (PHAB) requires Board of Health members' attendance at required sessions during the site visit.

- F) Discussion Only: Present and discuss Human Services' Housing programs and standards. Human Services has different housing programs which can assist individuals as determined by the program standards and the individual's situation. *(Mary Jane Ostrander)*

Staff Summary: Carson City Health and Human Services' (CCHHS) has different housing programs. Each program has different objectives and qualifications which clients must meet. This presentation is intended to provide the Board of Health members an overview of the programs available to Carson City residents and how Human Services' staff collaborates with other organizations within the community.

20. 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.

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

22. Reconvene as the Board of Supervisors

23. 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

– LUNCH BREAK –

– RETURN – APPROXIMATE TIME – 1:30 P.M. –

24. City Manager

- A) For Possible Action: To appoint one member to the Airport Authority "Manufacturer" position to fill a partial term that will expire October 2017. *(Nick Marano)*

Staff Summary: The Airport Authority Act for Carson City Chapter 844, Statutes of Nevada 1989, creates a seven member authority as appointed by the Board of Supervisors. As stated in Section 4, the member categories are as follows: 1. Three members who represent the general public - at least one of these members must be a city official selected by the BOS and one must be a pilot who, at time of appointment, owns and operates an aircraft based at the airport; 2. Two members who are manufacturers in the CC industrial airport; 3. Two members who are fixed base operators at the airport. There is one vacancy on the Airport Authority, for the "Manufacturer" position to be filled due to a member who is no longer eligible for the position. Applications were received from William "Bill" Miles and Dayton Murdock.

- B) For Possible Action: To appoint two members to the Carson City Planning Commission, one for a partial term that expires in June 2017 and the other to fill a partial term that expires in June 2018. *(Nick Marano)*

Staff Summary: CCMC 18.02.010 and NRS 278.030 provide for a Planning Commission to be composed of not more than seven members who shall be appointed by the Board of Supervisors. There are two vacancies. Six new applications were received from Daniel Salerno, Clint Hinds, Monica Green, Gary Borst, Jaswinder Dhami and Aaron Sims.

- C) For Possible Action: To accept and approve the 2016-2020 Strategic Plan as presented by Moss-Adams. *(Nick Marano)*

Staff Summary: The City Manager has worked with Moss-Adams to develop the 2016-2020 Strategic plan over the past six months through work sessions with City staff and leadership, a staff survey, department strategy development and refinement, a board of supervisor retreat and public meetings. The next step is to have the departments develop goals that support the strategic plan.

- D) For Possible Action: To ratify the approval of bills and other requests for payments by the City Manager for the period of April 7, 2015 thru May 11, 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.

25. 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.

26. 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.

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: May 14, 2015