



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

Day: Thursday
Date: June 4, 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 - April 16, 2015**
- 7. For Possible Action: Adoption of Agenda**
- 8. Special Presentation**

Presentation of a Certificate of Appreciation to JoAnne Skelly for her 15 years of service to the Carson City community as our University of Nevada Cooperative Extension Educator.

Ordinances, Resolutions, and Other Items

- 9. Juvenile Services**

For Possible Action: To approve the reclassification of the Youth Program Coordinator (Courts Grade T3) position to a Juvenile Probation Officer (Courts Grade P1) position. (*Ben Bianchi*)

Staff Summary: The person who held the Youth Program Coordinator position recently resigned and the position is currently vacant. In July, 2010 a Juvenile Probation Officer position was eliminated within the department. The effect of losing the position was an increase of caseload youth of approximately 15%

per officer, which directly affected the department's ability to provide supervision, programming and services to clients. The Board is being asked to reclassify the Youth Program Coordinator position into a Juvenile Probation Officer position, which will give the department the versatility needed to reduce caseloads, while improving supervision, programming and services. The essential duties of the Youth Program Coordinator will be reassigned to the Juvenile Probation Officers and clerical staff.

10. Library

For Possible Action: To approve the Library Board of Trustees' recommendation to reorganize the Library personnel, who shall retain their current anniversary dates, by reclassifying a Circulation and Facilities Manager (Unclassified) position and a Programming and Outreach Manager (Unclassified) position to two Librarian (CCEA) positions effective June 12th, 2015, reclassifying a Library Maintenance / Shipping Clerk 2 (CCEA) to a Library Assistant 3 (CCEA), and reclassifying a Library Assistant 3 (CCEA) to a Library Assistant 4 (CCEA) effective July 1st, 2015. (*Sena Loyd*)

Staff Summary: The Library personnel addressed above will retain their current anniversary dates. This reorganization will allow the Library to increase staff positions and eliminate two management positions, which aligns with the recommendations from the Employee Efficiency Study. The Library will thereby reduce the number of managers but maintain the same total number of staff becoming more efficient. The Carson City Library Board of Trustees approved the Library employee efficiency study implementation plan including management reclassifications on April 21, 2015.

11. Parks and Recreation

For Possible Action: To direct staff to issue a check in the amount of \$375,000 and payable to the Bureau of Land Management for the land conveyance as directed in the Omnibus Public Land Management Act of 2009. (*Ann Bollinger and Roger Moellendorf*)

Staff Summary: The Act provides, among other matters, that an amount equal to 25% of the difference between the purchase of the Bernhard parcel from Carson City by the Bureau of Land Management in March of 2006 and the purchase of the Bernhard parcel by Carson City from the Bernhard Family in July of 2001 shall be deposited in the special account established for the stewardship of the Silver Saddle Ranch conservation easement.

12. Fire

- A) For Possible Action: To authorize the mayor to sign the 2015 Annual Operating Plan between the Bureau of Land Management, Carson City District Office (Agreement number BLM-NV-CPFA-NV00340-2013-026) and the Carson City Fire Department. (*Robert Schreihans*)

Staff Summary: This document is an update of the annual operating plan between the City and the BLM. The document provides for mutual assistance between the agencies for responses to wildland fires as designated in the master agreement. The Annual Operating Plan (AOP) delineates billing fees, district boundaries, and parameters under which assistance will be provided.

- B) For Possible Action: To authorize the mayor to sign the 2015 Annual Operating Plan between the United States Department of Agriculture - Forest Service, Humboldt-Toiyabe National Forest (Agreement number 12-FI-11041701-019) and the Carson City Fire Department. (*Robert Schreihans*)

Staff Summary: This document is an update of the annual operating plan between the City and the Forest Service. The document provides for mutual assistance between the agencies for responses to wildland fires as designated in the master agreement. The Annual Operating Plan (AOP) delineates billing fees, district boundaries, and parameters under which assistance will be provided.

13. Purchasing and Contracts

- A) For Possible Action: To approve Contract No. 1415-158 for Carson City Jail Pharmaceuticals in the amount of \$75,000 to Diamond Pharmacy Services to be funded from the Public Assistance/Inmate Medical Care Accounts for FY 2016, with an option to renew for two years. *(Sheri Russell)*

Staff Summary: This contract is to provide pharmaceuticals (prescription drugs) for inmates at the Carson City Jail to include brand name, generic and bulk form pharmaceuticals as prescribed by a physician. The firm Diamond Pharmacy Services was selected in FY 2013 through a request for proposal. The contract was issued for one year, with the option to renew. Diamond Pharmacy would like to renew their service with no contract changes for FY 2016, with a two year option to renew.

- B) For Possible Action: To approve Contract No. 1415-163 for Beverage Concessions for a not to exceed amount of \$125,000 to Capital Beverages Inc. to be funded from various Parks and Recreation Departments for FY 2016, with a five year option for renewal, subject to negotiations. These are products sold at concession stands during league play, sporting tournaments, special events, and the NV Fair. *(Sheri Russell)*

Staff Summary: This contract is to provide beverage products which enhance specific Carson City Parks and Recreation Leagues, Tournaments, Special Events, and the NV Fair.

14. Finance

- A) For Possible Action: Presentation, discussion, acceptance and possible direction to staff regarding implementation of the Assessment of Internal Controls final report prepared by Moss Adams and direct staff to bring back an implementation plan based on Board of Supervisors discussion. *(Michael Bertrand)*

Staff Summary: Moss Adams has been contracted by the Carson City Audit Committee and the Board of Supervisors to provide Internal Audit Services to Carson City. A draft of the Assessment of Internal Controls final report was presented and accepted by the Carson City Audit Committee on April 21, 2015. Representatives from Moss Adams will be presenting the report.

- B) For Possible Action: To adopt a resolution authorizing the creation of a new Trust Fund for Other Postemployment Benefits (OPEB) and the appointment of trustees for the OPEB Trust Fund. *(Nick Providenti)*

Staff Summary: The Carson City Board of Supervisors has determined the need to establish a new fund for funding retiree health and welfare benefits in accordance with Statements No. 43 and No. 45 of the Governmental Accounting Standards Board (GASB) on Other Postemployment Benefits (OPEB).

- C) For Possible Action: To adopt Bill No. 107, on second 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.

- D) 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 26, 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.

15. Public Works

- A) For Possible Action: To approve Interlocal Agreement Number NM199-15-015 with the Nevada Department of Transportation (NDOT) that will result in the construction of Phase 2B-3 of the Carson City Freeway. (*Darren Schulz*)

Staff Summary: Staff will present a proposed agreement between the City and NDOT that establishes the responsibilities of each party as it relates to the construction of Phase 2B-3 of the Carson City Freeway.

- B) For Possible Action: To adopt a resolution and authorize the Mayor to sign the Agreement. A Resolution adopting and approving Carson City's Agreement to Purchase from Fulghum Family Trust, dated April 13, 2004 a four thousand, sixty-nine (4,069) square foot area of real property from a portion of APN 009-224-06 along Clear Creek Avenue for the purposes of improving Clear Creek Avenue roadway. (*Robert Fellows*)

Staff Summary: This Agreement to Purchase and accompanying conveyance deed provides the means for the City's purchase of necessary right-of-way in fee simple to allow the City to improve the Clear Creek Avenue roadway. Currently, the width of Clear Creek Avenue is 30 feet in this area; the minimum width for a collector roadway like Clear Creek Avenue is 60 feet. Improving Clear Creek Avenue is part of the Sewer Main Installation Project.

- C) For Possible Action: To adopt a resolution and authorize the Mayor to sign the Agreement. A Resolution adopting and approving Carson City's Agreement to Purchase from Gerald R. Fulghum a four thousand, nine hundred sixty-nine (4,969) square foot area of real property from a portion of APN 009-238-05 along Clear Creek Avenue for the purposes of improving Clear Creek Avenue roadway. (*Robert Fellows*)

Staff Summary: This Agreement to Purchase and accompanying conveyance deed provides the means for the City's purchase of necessary right-of-way in fee simple to allow the City to improve the Clear Creek Avenue roadway. Currently, the width of Clear Creek Avenue is 30 feet in this area; the minimum width for a collector roadway like Clear Creek Avenue is 60 feet. Improving Clear Creek Avenue is part of the Sewer Main Installation Project.

- D) For Possible Action: To adopt a resolution and authorize the Mayor to sign the Conveyance deed. A Resolution adopting and approving Carson City's purchase from Gayle H. Robertson, Trustee, Carson City Treasurer, a four thousand, nine hundred sixty-nine (4,969) square foot area of real property from a portion of APN 009-238-10 along Clear Creek Avenue for the purposes of improving Clear Creek Avenue roadway. (*Robert Fellows*)

Staff Summary: This land purchase provides the City the necessary right-of-way in fee simple to allow the City to improve the Clear Creek Avenue roadway. Currently, the width of Clear Creek Avenue is 30 feet in this area; the minimum width for a collector roadway like Clear Creek Avenue is 60 feet. Improving Clear Creek Avenue is part of the Sewer Main Installation Project.

- E) Presentation to the Board of the latest changes to the National Flood Insurance Program insurance premiums, and Special Flood Hazard Map Revisions within Carson City. (*Robert Fellows*)

Staff Summary: The National Flood Insurance Program (NFIP) is in the process of implementing Congressionally mandated reforms required by the Homeowner Flood Insurance Affordability Act of 2014. The insurance premium changes went into effect April 1, 2015. Also, the city is in the process of remapping the flood hazard areas south of East 5th Street to Clearview Avenue. FEMA preliminary maps are scheduled to be available in late May 2015.

16. Human Resources

For Possible Action: To review and evaluate the performance of Nicholas F. Marano, City Manager, and to define and prioritize the desired outcomes it deems necessary for the proper operation of the City and the attainment of the Board of Supervisors' policy objectives. (*Melanie Bruketta*)

Staff Summary: Pursuant to the City Manager's employment contract, in June of each year, the Board shall conduct a public meeting to review the job performance of the City Manager and to establish and prioritize the goals and objectives for the following year. Deliberations regarding character, competence and performance relevant to existing, and proposed goals or objectives, may be conducted.

17. 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 – 2:00 P.M. –

18. Recess as Board of Supervisors

Redevelopment Authority

19. Call to Order & Roll Call – Redevelopment Authority

20. 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.

21. For Possible Action: Approval of Minutes - April 16, 2015

22. Community Development - Office of Business Development

- A) For Possible Action: To prioritize and make a recommendation to the Board of Supervisors regarding the expenditure of up to \$65,000 from the FY 2015-16 Redevelopment revolving fund to support various special events in support of the Redevelopment District. (*Lee Plemel*)

Staff Summary: Redevelopment annually funds special events from a portion of the revolving fund. The Redevelopment office has received a total of \$34,870 in Arts and Culture special event funding requests and \$48,500 in other special event funding requests. A total of \$26,000 has tentatively been allocated in the FY 2015-16 budget for Arts and Culture special events and \$39,000 has tentatively been allocated for other special events.

- B) For Possible Action: To amend the Redevelopment Authority Citizens Committee (RACC) Bylaws to change regular RACC meeting dates from monthly to quarterly. (*Lee Plemel*)

Staff Summary: The RACC approved the proposed amendment to its Bylaws on May 4, 2015, by a vote of 5-0. Regular RACC meetings would be scheduled for the first Monday in February, May, August, and November of each year. The RACC Bylaws require the Redevelopment Authority to approve any amendments.

23. 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.

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

25. Reconvene as the Board of Supervisors

26. Community Development - Office of Business Development

For Possible Action: To adopt a resolution authorizing the expenditure of up to \$65,000 from the FY2015-16 revolving fund of the Redevelopment Authority to support various special events in support of the Redevelopment District as an expense incidental to the carrying out of the Redevelopment Plan. (*Lee Plemel*)

PURSUANT TO NRS 279.628, THIS RESOLUTION MUST BE ADOPTED BY A TWO-THIRDS MAJORITY VOTE OF THE BOARD OF SUPERVISORS.

Staff Summary: Redevelopment annually funds special events from a portion of the revolving fund. The Redevelopment office has received a total of \$83,370 in special event funding requests. A total of \$65,000 has been allocated in the FY 2015-16 budget for special events. NRS 279.628 permits the expenditure of money from the redevelopment revolving fund for the purpose of any expenses necessary or incidental to the carrying out of Redevelopment Plans.

27. 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.

Following adjournment of the meeting, the Carson City Board of Supervisors (Board) will meet with its management representatives to discuss labor negotiations pursuant to NRS 288.220(4). Such Board discussions are exempt from Nevada's Open Meeting Law (NRS Chapter 241).

28. 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 28, 2015