



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

Day: Thursday
Date: June 18, 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 - May 7, 2015**
- 7. For Possible Action: Adoption of Agenda**
- 8. Special Presentations**
 - A) Presentation to Captain Jim Quilici and the crews from Fire Stations 51, 52 and 53 for their life saving efforts at a structure fire on April 23, 2015.
 - 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 - May 7, 2015

13. Community Development - Business License

For Possible Action: To approve Diana Basche as the liquor manager for Frances-Grace, LLC dba Mona Lisa and Wine (Liquor License #16-30751) located at 3821 S. Carson St. (*Lena Reseck*)

Staff Summary: All liquor license requests are to be reviewed by the Liquor Board per CCMC 4.13. Frances-Grace, LLC dba Mona Lisa and Wine is applying for a full liquor license. 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. City Manager

A) For Possible Action: Discussion and possible action to accept the 2015 Legislative Summary as prepared by Walker and Associates. (*Mary Walker, Walker and Associates*)

Staff Summary: Per the Consultant Agreement with the City, the Legislative Lobbyist is to monitor and provide updates of pending and completed legislation during the current Legislative Session.

B) For Presentation Only: To provide a quarterly report on the Retention and Expansion Economic Development Plan for Carson City by the Northern Nevada Development Authority (NNDA) as approved on August 7, 2014. (*Danny Campos, NNDA*)

Staff Summary: Staff from the Northern Nevada Development Authority (NNDA) will present progress against plan metrics including performance on overall plan goals, recruitment goals, retention goals and expansion goals.

18. Treasurer

For Possible Action: To approve the reduction of the Real Property Tax Roll for property previously transferred to Carson City and exempt from taxation per NRS 361.060. Taxes to be removed from the tax roll total \$13.88. (*Gayle Robertson*)

Staff Summary: Parcels #010-592-09 (Empire Ranch Rd/Divot Rd) and #010-602-01 (1466 Empire Ranch Rd) were transferred to Carson City in 2003 and are exempt from taxation per NRS 361.060. A

correction to the tax roll was made in 2013 for taxes assessed from 2003 - 2013. Taxes were incorrectly assessed for tax years 2013-2014 and 2014-2015.

19. Assessor

For Possible Action: To accept the Annual Report of the Carson City Assessor per NRS 250.085. (*Dave Dawley*)

Staff Summary: The Nevada Legislature created a fund in the 2003 legislative session for the acquisition and improvement of technology in the office of the County Assessor (NRS 250.085). This fund is similar to the Recorder's fund already established. It may be used to enhance technology within the Assessor's Office or at the Assessor's discretion, may be shared with other departments to help enhance their ability to share information between the departments.

20. Fire

- A) 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.

- B) For Possible Action: To authorize the mayor to sign an Interlocal Agreement between Carson City Fire Department and Tahoe Douglas Fire Protection District. (*Robert Schreihans*)

Staff Summary: This document is a mutual aid agreement between Carson City Fire Department and Tahoe Douglas Fire Protection District. The document provides the details of how to provide mutual assistance between the agencies for responses to emergency incidents. The document delineates specific information about operational procedures, district boundaries, and parameters under which assistance will be provided, including provisions for reimbursement outside of mutual aid responses

- C) 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.

21. Parks and Recreation

- A) For Possible Action: To authorize the Mayor to sign a letter addressed to the Bureau of Land Management providing comments on the Carson City District Draft Programmatic Environmental Assessment Integrated Weed Management Plan. (*Rich Wilkinson*)

Staff Summary: The Bureau of Land Management (BLM) released the Draft Programmatic Environmental Assessment Integrated Weed Management Plan in May 2015. This updated document will

allow for additional herbicides to be used on BLM lands as well as increasing the variety of treatment methods allowed such as: manual treatments accomplished by grubbing, pulling or cutting; biological treatments accomplished through targeted grazing, the introduction of insects or microorganisms; and prescribed fire may be used in conjunction with these other treatment methods. The deadline for comments is July 1, 2015.

- B) Presentation Only: Presentation and discussion only on the Parks and Recreation Commission's report on the Parks and Recreation Master Plan. (*Vern Krahn*)

Staff Summary: On March 4, 2014 the Parks and Recreation Commission began an extensive year-long review of the Parks and Recreation Master Plan adopted by the Board of Supervisors on April 6, 2006. The Commission wants to share its observations and conclusions with the Board of Supervisors on the relevant "highlights" from all eight chapters in the Master Plan; the accomplishments of the Commission and Parks and Recreation Department staff over the years; and will identify a number of issues to be addressed in any future update of the plan. On behalf of the Parks and Recreation Commission, Donna Curtis will be giving the report's presentation to the Board of Supervisors.

22. Finance

- A) For Possible Action: To enter into an agreement for excess workers compensation liability insurance services with New York Marine and General Insurance Company for a total premium of \$96,877. (*Nick Providenti*)

Staff Summary: Staff is recommending that Carson City continue our relationship for workers compensation excess liability insurance services with New York Marine and General Insurance Company for FY 2015/2016. The total premiums for FY 2014/2015 were \$91,208 so the total increase would be approximately 6.2%.

- B) For Possible Action: To enter into insurance agreements with Public Entity Property Insurance Program (PEPIP) for property insurance (including automobile physical damage) at a total premium of \$336,698, Travelers Indemnity Company for excess liability coverage at a total premium of \$431,249, Great American for government crime insurance at a total premium of \$12,278, and with Illinois Union for Landfill Pollution Legal Liability insurance at a total premium of \$12,518 for a grand total of \$792,743 for FY 2015-2016. (*Nick Providenti*)

Staff Summary: We are planning on renewing Excess Liability, Crime Insurance and Pollution Liability with the same insurance companies as last year. All of the insurance companies have at least an A- rating by AM Best Services and have adjusted policyholder surplus of at least \$100,000,000. We are also proposing renewing the property coverage with the Public Entity Property Insurance Program (PEPIP). The total cost of the Insurance above is less than the total amount budgeted of \$935,550. Note that if the amounts are not spent, they just fall into fund balance of the Insurance Fund.

23. Public Works

For Possible Action: To adopt a resolution approving and authorizing the Mayor to sign an amendment to the Interlocal Agreement by and between Carson City and Douglas County, whereby Douglas County will provide Geographic Information Services (GIS) to Carson City. (*Darren Schulz*)

Staff Summary: This amendment to the agreement allows Douglas County to continue providing GIS services to Carson City for an additional year and to develop a transition plan thereafter.

24. Purchasing and Contracts

- A) For Possible Action: To determine that Coons Construction, LLC is the lowest responsive and responsible bidder pursuant to Nevada Revised Statute (NRS) Chapter 338 and to award Contract No. 1415-164 titled "W. Washington St. Stormdrain Improvements" to Coons Construction, LLC for a base bid amount of \$96,120.00 and a contingency amount not to exceed \$9,612.00 for a total contract amount of \$105,732.00 to be funded from the Capital Projects/Construction (Project No. 061501) Account in the Stormwater Fund as provided in the FY 2015/2016 Budget. (*Sheri Russell*)

Staff Summary: Carson City has accepted sealed bids for all labor, materials, tools and equipment necessary for the W. Washington St. Stormdrain Improvements. The project consists of installing 1200 feet of storm drain pipe, inlets, earthwork, and asphalt concrete patch. 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.

- B) For Possible Action: To determine that A&K Earth Movers, Inc. is the lowest responsive and responsible bidder pursuant to Nevada Revised Statute (NRS) Chapter 338 and to award Contract No. 1415-171 titled "Clear Creek Avenue Sanitary Sewer Extension" to A&K Earth Movers, Inc. for a base bid amount of \$876,000.00 and a contingency amount not to exceed \$87,600.00 for a total contract amount of \$963,600.00 to be funded from the Capital Projects/Construction (Project No. 050023) Account in the Sewer Fund and Water Fund as provided in the FY 2015/2016 Budget. (*Sheri Russell*)

Staff Summary: Carson City has accepted sealed bids for all labor, materials, tools and equipment necessary for the Clear Creek Avenue Sanitary Sewer Extension. The project consists of constructing approximately 2,500 lineal feet of sewer line, 1700 lineal feet of storm sewer, and 700 lineal feet of water line as well as their associated appurtenances. This project also includes rebuilding the road over the top of the improvements.

- C) For Possible Action: To accept Staff's recommendation to approve Amendment No. 1 to Contract No. 1314-203 with Marathon Staffing, titled "Temporary Staffing Services" to increase the contract term from June 30, 2015 to June 30, 2017 and allow access to temporary staffing for a not to exceed cost of \$1,500,000.00 annually to be funded from the Department's/Elected Office's hourly accounts and project accounts as provided in FY 2015/2016, and as anticipated to be provided in FY 2016/2017 budget. (*Sheri Russell*)

Staff Summary: On June 19, 2014 the Carson City Board of Supervisors approved the above listed contract in the amount of \$1,500,000.00 for FY 2014/2015. Staff is recommending amending contract 1314-203 through June 30, 2017, to provide Carson City with temporary staffing services for FY 2015/2016 and FY 2016/2017.

- D) For Possible Action: To approve Amendment No. 5 to Contract No. 1112-133 with MOSS-ADAMS, LLP (Certified Public Accountants), titled "Internal Auditing Services" to increase the contract term from June 30, 2015 to June 30, 2016 and perform the City's Internal Audit function for a not to exceed cost of \$110,000.00 to be funded from the Internal Audit Budget account as provided in FY 2015/2016. (*Sheri Russell*)

Staff Summary: On January 19, 2012, the Carson City Board of Supervisors approved the above listed contract in the amount of \$110,000.00; on December 20, 2012, the Carson City Board of Supervisors approved Amendment 1, an increase to the contract term and approval to utilize the budget remainder from FY 2012/2013; on June 20, 2013 the Carson City Board of Supervisors approved Amendment 2,

an increase to the contract term, on July 18, 2013 the Carson City Board of Supervisors approved Amendment 3, an increase to the contract term, and on June 5, 2014 the Carson City Board of Supervisors approved Amendment 4, an increase to the contract term. Staff's recommending to amend the contract through June 30, 2016.

- E) For Possible Action: To accept Staff's recommendation to approve Amendment No. 1 to Contract No. 1213-061 with the Brewery Arts Center to increase the contract term from June 30, 2015 to June 30, 2016 to continue providing public, education and governmental access programming and services for a not to exceed cost of \$140,000, to be funded from the General Fund Support Services/Public Access accounts as provided in FY 2015/2016 budget. (*Sheri Russell*)

Staff Summary: On July 5, 2012, the Carson City Board of Supervisors approved Contract 1213-061 in the amount of \$140,000 annually, which included an option to renew for an additional three year term. Staff is recommending amending contract 1314-061 through June 30, 2016, to renew for one year.

- F) For Possible Action: To approve Contract No. 1415-186 for Carson City Jail and Juvenile Detention Center Medical Services in an amount not to exceed \$115,000 to Physician Select Management, LLC to be funded from the Supplemental Indigent Fund, Inmate Medical Care Account for FY 2016. (*Sheri Russell*)

Staff Summary: This contract is to provide Medical Services for inmates at the Carson City Jail and Regional Juvenile Detention Center to include on-site medical services, as well as inmates transported to Contractor's Clinic for evaluation or treatment, training and consultation, development and implementation of policies and quarterly meetings as requested.

25. 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

– LUNCH BREAK –

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

26. District Attorney

For Possible Action: To introduce, on first reading, an ordinance amending the Carson City Municipal Code Title 5, Public Utility Franchises and Requirements, at Chapter 5.02 T.C.I. of Nevada, Inc., by repealing such chapter in conformance with Chapters 709 and 711 of the NRS and enacting other provisions properly related thereto. (*Joe Ward*)

Staff Summary: Chapter 711 of the NRS “occupies the entire field of franchising and regulation of video service.” NRS 711.400. Chapter 709 of the NRS addresses public utilities and telephone companies. Chapter 5.02 of the Carson City Municipal Code (CCMC), enacted in 1987, and unchanged to date, pertained to the City’s franchise agreement with T.C.I. of Nevada, Inc. (TCI), which terminated in 2002. TCI was purchased in 1999 by AT&T, whose cable television assets were later acquired by Charter

Communications and Comcast Corporation. TCI dissolved on December 21, 2004. The City does business with Charter, however Charter is not an affiliate of TCI. On December 21, 2006 the Board approved an agreement with Falcon Cable Systems II, L.P., locally known as Charter Communications, for 5 years -- through December 21, 2011. Bottom line, Chapter 5.02 of the CCMC is obsolete and should be deleted and replaced with language which comports with Chapters 709 and 711 of the NRS.

27. City Manager

PUBLIC HEARING:

- A) For Possible Action: To conduct a public hearing and take public comment regarding a proposed plan amendment to the Plan of Expenditure for a one-eighth of one percent (0.125%) sales tax that was originally approved by the Board of Supervisors on February 20, 2014, for public infrastructure projects pursuant to NRS 377B, including but not limited to construction of an animal services facility, a multi-purposes athletic center, and street and pedestrian improvements in the downtown area and Carson Street and William Street/Highway 50 East commercial corridors, and/or other projects as directed by the Board of Supervisors. (*Nick Marano*)

Staff Summary: The Carson City Board of Supervisors originally approved the Plan of Expenditure for a one-eighth of one percent (0.125%) sales tax pursuant to NRS 377B on February 20, 2014. Because of additional costs required to build the Animal Services Facility, staff is requesting the Board amend the plan to increase the proposed budget of the Animal Services Facility to approximately \$4.5 million. Of this amount, sales tax proceeds would account for \$4.247 million and contributions the remaining \$253,000. The \$4.5 million would be used to construct the Animal Services Facility and related site improvements and fund related contingencies.

- B) For Possible Action: To adopt an amended Plan of Expenditure for a one-eighth of one percent (0.125%) sales tax for public infrastructure projects pursuant to NRS 377B, including but not limited to construction of an animal services facility, a multi-purposes athletic center, and street and pedestrian improvements in the downtown area and Carson Street and William Street/Highway 50 East commercial corridors, and/or other projects as directed by the Board of Supervisors. (*Nick Marano*)

Staff Summary: The Carson City Board of Supervisors originally approved the Plan of Expenditure for a one-eighth of one percent (0.125%) sales tax pursuant to NRS 377B on February 20, 2014. Because of additional costs required to build the Animal Services Facility, staff is requesting the Board amend the plan to increase the proposed budget of the Animal Services Facility to approximately \$4.5 million. Of this amount, sales tax proceeds would account for \$4.247 million and contributions the remaining \$253,000. The \$4.5 million would be used to construct the Animal Services Facility and related site improvements and fund related contingencies.

- C) For Possible Action: To ratify the approval of bills and other requests for payments by the City Manager for the period of May 12, 2015 thru June 8, 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. Finance

- A) For Possible Action: To accept the Audit Committee's recommendations for projects for FY 2015 - 2016 to include Cash/Revenue Collection Improvement, Payroll Testing, P-Card Testing, Policies/Procedures Updates, Ongoing Internal Auditor Services, Fraud Waste and Abuse (FWA) Program Coordination and a Contingency amount. (*Michael Bertrand*)

Staff Summary: Moss Adams made recommendations to the Audit Committee at their June 3, 2015 meeting for future projects. The Committee is recommending to the Board of Supervisors that Moss Adams perform Cash/Revenue Collection Improvement, Payroll Testing, P-Card Testing, Policies/Procedures Updates, Ongoing Internal Auditor Services and Fraud Waste and Abuse (FWA) Program Coordination. The Committee is also recommending maintaining a Contingency in the amount of \$15,000.

- B) For Possible Action: To adopt a resolution to augment and amend the Carson City FY 2014-15 Budget in the amount of \$4,487,795. (*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, transfers of contingency and unanticipated sources of revenue.

- C) For Possible Action: To adopt a resolution for a temporary interfund loan from the General Fund to the Grant Fund for an amount not to exceed \$250,000. (*Nick Providenti*)

Staff Summary: The Grant Fund may incur temporary cash shortages at June 30, 2015. The interfund loan would enable the City to cover the temporary cash shortage in this fund if necessary.

- 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 June 9, 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.

29. Community Development - Planning

For Possible Action: To approve a Tentative Subdivision Map application from Divinni NV, LLC (property owner: MJ Meek Ltd Part et al and Enterprises Realty) to create 18 single-family residential lots within two existing parcels totaling approximately 19.54 acres, on property zoned Single Family One Acre (SF1A), located east of Hillview Drive between Clearview Drive and East Appion Way, APNs 010-194-07 and -08. (*Lee Plemel*)

Staff Summary: Approval of a Tentative Subdivision Map by the Board of Supervisors is required to subdivide the property into separate lots. The Single Family One Acre zoning district allows the creation of parcels a minimum of one acre in size.

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

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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.

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To request a copy of the supporting materials for this meeting contact

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Janet Busse at 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 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
Community Development Permit Center 108 East Proctor Street

Date: June 11, 2015