

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

**Day:** Thursday  
**Date:** July 16, 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** - Chuck Durante, St. Teresa of Avila Catholic Church
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** - June 4, 2015
7. **For Possible Action: Adoption of Agenda**
8. **Special Presentations**
  - A) Presentation of a proclamation for National Night Out Crime, Drug and Violence Prevention Awareness Month, August 2015. *(Sheriff Furlong and Lisa Davis)*
  - 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.

### **Ordinances, Resolutions, and Other Items**

9. **Sheriff**

For Possible Action: To approve the application and accept the BJA FY 2015 Edward Byrne Memorial Justice Assistance Grant application number 2015-H4229-NV-DJ in the amount of \$10,809. *(Sheriff Furlong)*

Staff Summary: Over the past several years, the Carson City Sheriff's Office has made prevention a priority by continuing its Cops and Kids Community Prevention Program. This grant will focus on prevention, community awareness/outreach, intervention and referral. The plan includes continuation of services currently in operation that update curricula and continue growth opportunities. The Carson City Sheriff's Office has implemented many services that conform to community policing strategies, utilizing a combination of nationally recognized and local initiatives to build and maintain positive relationships between law enforcement and citizens of all ages, building strong partnerships and consistent community collaboration. This grant will provide funding for numerous events and programs, including Elementary DARE and DARE Plus classes, Red Ribbon Campaign, Cops & Kids Spaghetti Dinner, Cops & Kids Open House and National Night Out.

#### **10. Assessor**

For Possible Action: To approve the removal of the taxes and penalties from the unsecured 2009/10, 2010/11, 2011/12 and 2012/13 tax rolls per NRS 361.5607 in the amount of \$13,323.13. *(Dave Dawley)*

Staff Summary: The Assessor's Office is requesting the Board of Supervisors to remove those taxes and penalties that have been deemed uncollectible from the personal property tax rolls. The Assessor's Office has attempted to collect the taxes and penalties using the approved methods under NRS 361.535 and 361.450. Most businesses have moved the personal property and we are unable to locate them. These taxes will result in a decrease for the 2009/10, 2010/11, 2011/12 and 2012/13 fiscal years.

#### **11. City Manager**

For Possible Action: Discussion of the 2015 Municipal Legislative Report and possible action to direct staff to examine the feasibility to join the Nevada League of Cities. *(Wes Henderson, Nevada League of Cities)*

Staff Summary: Per a request from the Nevada League of Cities (NLC), the Executive Director has requested time to brief the Board of Supervisors on items of interest from the 2015 Legislative Session, and present a proposal for Carson City to join the NLC in a way that would complement the City's membership in the Nevada Association of Counties (NACO).

#### **12. Fire**

For Possible Action: To authorize the Mayor to adopt and sign a resolution allowing for Portal to Portal reimbursement from Cal OES, California Office of Emergency Services for personnel costs for response to fires in California. *(Robert Schreihans)*

Staff Summary: This Resolution will allow Cal OES to reimburse Carson City Fire Department for Wildfire response using Portal to Portal criteria, as opposed to paying fire crews for only hours worked on the fire. This will afford an increase in our reimbursement back to the city post fire response.

#### **13. Community Development - Planning**

For Possible Action: To approve an Abandonment of Public Right-of-Way application from Victor Honein (property owner: Mapp Enterprises, Inc, B P Hotel LLC, and M & M Bigue Investments LLC) to abandon a 66 foot wide and 170 foot long right-of-way on East Sophia St. between Carson St. and Plaza St., on property adjacent to 1017 N. Carson St., 1000 N. Plaza St. and 917 N. Carson St., APN's

002-162-01, -02 and 002-163-04, and authorize the mayor to sign the Order of Abandonment. (AB-15-050) *(Lee Plemel)*

Staff Summary: Pursuant to NRS 278.480 and CCMC Title 17, this is a proposal to abandon East Sophia Street between Carson Street and Plaza Street. The Planning Commission makes a recommendation on all Abandonment requests and the Board of Supervisors will make the final decision regarding the request.

#### **14. Juvenile Probation**

For Possible Action: To approve the Carson City Juvenile Probation Department receiving \$47,434.52 in state funds from the State Juvenile Justice Programs Office for Specialized Foster Care Room and Board Medicaid Funding. *(Ben Bianchi)*

Staff Summary: The funds from this grant are designated to fund the room and board cost of youth who are placed in Medicaid funded therapeutic group homes. Medicaid only covers the cost of treatment.

#### **15. Purchasing**

- A) For Possible Action: To approve Contract No. 1415-214 a Joinder Contract for the purchase and installation of equipment and services pursuant to NRS 332.115(1)(m) from Stanley Convergent Security Solutions, Inc. through State of Nevada WSCA-NASPO Cooperative Purchasing Organization in the amount of \$51,900 to be funded from the Capital Outlay/ Detention Control Panel Account in the Capital Projects Fund as provided in FY 2015/2016 Budget. *(Sheri Russell and Ben Bianchi)*

Staff Summary: Carson City uses Stanley Convergent Security Solutions in sixteen (16) City facilities. This will retrofit our existing graphic panel at the Juvenile Detention Center with a new Touch Screen Control System Solution. It was determined that bidding was unnecessary as the additional use of Stanley Convergent Security Solutions as the provider of such equipment, who will also be responsible for its repair and maintenance, would be efficient and compatible with existing similar equipment.

- B) For Possible Action: To accept the work as completed, to accept the Contract Summary as presented, and to approve the Release of Final Payment in the amount of \$5,774.01 for Contract 1415-063 titled John D Winters Centennial Park ADA Improvements to V&C Construction, Inc. *(Sheri Russell)*

Staff Summary: Carson City received sealed bids for all labor, material, tools and equipment necessary for the John D Winters Centennial Park ADA Improvements. Project consisted of improving access into and around Centennial Park's Upper Sports Complex by adding new paving, concrete flatwork, concrete curbing, irrigation sleeves, signage, striping and all common phases of construction customarily associated with this type of project.

#### **16. Finance**

- A) For Possible Action: To adopt Bill No. 109, on second reading, an Ordinance authorizing the issuance by the City of its "Carson City, Nevada, General Obligation (Limited Tax) Capital Improvement Refunding Bonds (Additionally secured by Pledged Revenues), Series 2015C," for the purpose of refunding certain outstanding bonds of the City; ratifying action previously taken toward issuing the proposed bonds and effecting the purpose of their issuance. *(Nick Providenti)*

Staff Summary: This ordinance will authorize the issuance of the Carson City, Nevada, General Obligation (Limited Tax) Capital Improvement Refunding Bonds (Additionally Secured by Pledged Revenues), Series 2015C for the purpose of refunding certain of their previously issued general obligation bonds, and the City hereby determines that it is necessary and in the best interest of the City and its citizens to refund these bonds for the purpose of effecting interest rate savings.

- B) For Possible Action: To adopt Bill No. 110, on second reading, an Ordinance designated as the "2015 Highway Revenue Bond Ordinance" authorizing the issuance by Carson City of its fully registered "Carson City, Nevada, Highway Revenue (Motor Vehicle Fuel Tax) Refunding Bonds, Series 2015" for the purpose of refunding certain outstanding bonds of the City; providing the form, terms and conditions of the bonds and other details in connection therewith; and providing the effective date hereof. *(Nick Providenti)*

Staff Summary: This ordinance will authorize the issuance of the Carson City, Nevada, Highway Revenue (Motor Vehicle Fuel Tax) Refunding Bonds Series 2015 for the purpose of refunding all or a portion of the outstanding "Carson City, Nevada, Highway Revenue (Motor Vehicle Fuel Tax) Subordinate Lien Improvement Bonds, Series 2010", and all or a portion of the outstanding "Carson City, Nevada, Highway Revenue (Motor Vehicle Fuel Tax) Improvement Bonds, Series 2008, for the purpose of effecting interest rate savings.

- C) For Possible Action: To adopt Bill No. 111, on second reading, an Ordinance of the Board of Supervisors of Carson City, Nevada providing for the issuance of General Obligation (Limited Tax) Sewer and Refunding Bonds (Additionally Secured by Pledged Revenues), Series 2015B; providing the form, terms and conditions thereof and covenants relating to the payment of said bonds. *(Nick Providenti)*

Staff Summary: This ordinance will authorize the issuance of the Carson City, Nevada, General Obligation (Limited Tax) Sewer and Refunding Bonds (Additionally Secured by Pledged Revenues), Series 2015B. 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. The Board has also determined to refund the outstanding 2005B Drainage Bonds to effect interest savings or other economies.

- 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 July 7, 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).

- E) For Possible Action: To approve the reclassification of a Grants Program Coordinator (CCEA 41/P1) position to a Grants Administrator (P2) position and approve moving the position from the Community Development Department to the Finance Department. *(Nancy Paulson)*

Staff Summary: The Grants Program Coordinator position is currently assigned to the Community Development Department. The Board is being asked to reclassify this position to a Grants Administrator

position under the Finance Department. This position will be responsible for seeking new grant opportunities and overseeing compliance with current grants.

## 17. City Manager

- A) For Possible Action: To confirm the appointment of Nancy Paulson to the position of Controller pursuant to the Carson City Charter, Section 3.073 effective August 4, 2015. *(Nick Marano)*

Staff Summary: The Carson City Charter requires the City Manager to appoint a Controller with Board confirmation. Historically, the Finance Director has been appointed as the Controller. Nancy Paulson, Deputy Finance Director, will be appointed to fill the Finance Director position on August 4, 2015.

- B) For Possible Action: Discussion regarding the policies and procedures for the City's Boards, Committees and Commissions and possible action to direct staff regarding revisions to the Policies and Procedures approved on September 6, 2012. *(Nick Marano)*

Staff Summary: The Board of Supervisors approved policies and procedures for defining the purpose and authority, applications for appointment, appointment authority, appointment procedures, terms and term limits, attendance policy, multiple appointments, conflict of interest, public process, lobbying, removal of members, staff support, organizational procedures and procedures for establishing new boards, committees, and commissions.

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

– TIME SPECIFIC - 11:30 A.M. –

## 18. City Manager

For Possible Action: To appoint one member to the Carson City Visitors Bureau as a representative for the following position: Other Hotel/Motel Industry for a two year term that expires July 2017. *(Nick Marano)*

Staff Summary: NRS 244A.599 provides for the Board of Supervisors to appoint five representatives to the fair and recreation board, known as the Visitors Bureau. The categories for representatives are as follows: two members to represent the hotel and motel operators in the city; one member to represent the other commercial interests in the city; one member who is a member of the Board of Supervisors; one member to represent the city-at-large. There is one position open for the Hotel/Motel Industry due to the expiration of the current member's term. A reappointment application was received from Jesse Dhami and a new application was received from Sandra Nagel.

**19. 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. –

**20. City Manager**

For Possible Action: To appoint three members to the Advisory Board to Manage Wildlife each for a three year term that expires July 2018. (*Nick Marano*)

Staff Summary: NRS 501.260 and 501.265 provide for a three or five member board appointed by the Board of Supervisors. There are three open positions due to the expiration of term and members would represent; sportsman, rancher, farmer on the Wildlife Advisory Board. Reappointment applications were received from Gil Yanuck and Doug Martin. Gregory Hanson, Robert Boehmer and Robert Lesselles are new applicants.

**21. For Possible Action: To Adjourn Board of Supervisors**

– TIME SPECIFIC – 4:00 P.M. –

**Board of Health**

**22. Call to Order & Roll Call – Board of Health**

**23. 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.

**24. Welcome and recognition of members of the Carson Tahoe Regional Healthcare Board of Trustees.**

**25. For Possible Action: Approval of Minutes - May 21, 2015**

**26. Health and Human Services**

A) Discussion Only: Present and discuss the Sexual Assault Response Team project which is a collaborative effort between Carson Tahoe Hospital, Carson City and Advocates to End Domestic Violence to begin offering sexual assault exams in Carson City. (*Kitty McKay, Carson Tahoe Hospital Foundation*)

Staff Summary: NRS 217.300 requires counties to pay sexual assault exam costs for victims assaulted within the county. Currently, individuals in need of a sexual assault exam in Carson City go to Reno for exam. Representatives from Carson Tahoe Hospital, Carson City and the Advocates to End Domestic Violence have been collaborating to bring this service back to the Carson City community for individuals 13 years and older.

B) For Discussion Only: Regional Mental Health meeting update. *(Sheriff Furlong)*

Staff Summary: Carson City governmental, private and non-profit organizations have advanced to create a greater unified effort in the identification and treatment of persons suffering from mental health disabilities. Recognizing the need to address alternative approaches, in 2006 Carson City Justices created the Mental Health Court to address the underlying causes of disruptive behaviors, frequently diagnosed as co-occurring disorders. This approach has evolved into a collaborative overlapping response between entities, with the vision of providing effective transfers of care with greater efficiency in communications. By 2015 the formation of a Regional Mental Health response was implemented where stakeholders from Carson, Lyon and Douglas Counties meet directly to discuss legislation, operations, and response care.

C) Discussion Only: Present and discuss the Community Coalition which is a multi-disciplinary team with representation from Carson Tahoe Hospital, Carson City Health and Human Services, Carson City Sheriff's Department, Carson City's Fire Department, FISH, Ron Wood Resource Center, and Nevada Health Center. *(Mary Jane Ostrander, Ed Epperson and Ritta Sheppard - Carson Tahoe Hospital)*

Staff Summary: The Community Coalition serves as a multi-disciplinary team that identifies the most vulnerable Carson City residents, those who are frequent users of the emergency services, the hospital, and the jail/court system. Monthly meetings allow team members to share the resources available, discuss barriers that prevent the resident from stabilizing, and collectively prepare a case plan to meet the resident's basic needs. The goal is to provide community services in an effective and efficient manner without duplication. Updates are communicated to the Community Coalition members throughout the month on resident's successes, barriers, and failures.

D) Discussion Only: Carson City Fire Department's 12-Lead EKG Technology Implementation. *(Robert Schreihans)*

Staff Summary: Carson City Fire Department has implemented 12-lead EKG technology in the ambulances enabling paramedics to initiate cardiac care prior to arriving at the emergency room. One of the benefits of recognizing heart attacks before arriving at the emergency room is alerting the cardiac catheterization team and being prepared to treat a patient upon arrival at the emergency room resulting in more efficient cardiac care.

E) Discussion Only: Present and discuss a full-scale Ebola Virus Disease (EVD) exercise conducted on February 6, 2015, in collaboration with Carson City Dispatch, Carson City Fire Department (CCFD), Carson Tahoe Regional Health (CTRH) and Carson City Health and Human Services (CCHHS). *(Angela Barosso - CCHHS, Stacey Belt - CCFD, and Doris Dimmitt - CTRH)*

Staff Summary: The full-scale exercise was in response to Ebola Virus Disease in the United States. The goal of the exercise was to test infection control procedures and processes. The objectives of the exercise included: Ensure trained and equipped Emergency Medical Services (EMS) personnel and resources were available for transport to the hospital; Carson Tahoe Regional Health's transition from response to recovery; Ensure the capacity to communicate with EMS, CTRH, and CCHHS in a timely manner; Mobilize all critical resources and establish unified command, control and coordination; Dispatch EMS

and provide appropriate, safe and medically acceptable pre-hospital triage and treatment; CTRH's protection of the health and population of the hospital utilizing appropriate Personal Protective Equipment (PPE), isolation and/or quarantine; and Coordinate ongoing surveillance, rapid detection, confirmatory testing, data reporting and investigative support with CCHHS.

- F) Discussion Only: Presentation of Carson City Health and Human Services (CCHHS) 3rd Annual Report - 2014. *(Nicki Aaker)*

Staff Summary: CCHHS has compiled a report for Carson City residents providing an overview of their local health department, its mission and the services provided in 2014. One of CCHHS' Strategic Plan goals is to "increase awareness of services available through Carson City Health and Human Services". The public will be able to access an online version of the report.

- G) Discussion Only: Present and discuss Carson City Health and Human Services' (CCHHS) Public Health Accreditation documentation submission status and describe the plan for preparing CCHHS staff, external partners, and members of the Board of Health for the Accreditation site visit. *(Valerie Cauhape)*

Staff Summary: Public Health Accreditation is voluntary and measures a health department to a set of nationally recognized, practice-focused and evidence-based standards. CCHHS has submitted documentation for Public Health Accreditation. This presentation will give an overview of the status of the submission. CCHHS staff members, external partners, and members of the Board of Health members need to be prepared for the site visit conducted by Public Health Accreditation Board (PHAB) site visitors anticipated to take place in the Fall/Winter 2015. Preparation efforts being taken by the accreditation team members for the site visit will be discussed.

- H) Discussion Only: Representatives from the Carson City Fire Department (CCFD), Carson City Health and Human Services (CCHHS) and Carson Tahoe Hospital (CTH) will present and discuss collaborative projects in progress. *(Nicki Aaker - CCHHS; Robert Schreihans - CCFD; Ed Epperson - CTH)*

Staff Summary: An overview of the collaborative projects in progress to include, but not limited to, the Health Insurance project between CCFD and CTH, the Community Health Assessment requirement for CCHHS and CTH and the possibility of partnering for completion, and CCFD's Mobile Integrated Health project.

**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.

**28. For Possible Action: To Adjourn Board of Health**

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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 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](http://www.bactv.org).*

*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.*

*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.*

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: July 9, 2015**