

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

Day: Thursday
Date: August 6, 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** - Bruce Henderson, Airport Road Church of Christ
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 18, 2015
7. **For Possible Action: Adoption of Agenda**

Ordinances, Resolutions, and Other Items

8. **Sheriff**

For Possible Action: To approve Nevada Department of Public Safety, Office of Traffic Safety award LFD-2015-CCSO-00041 in the amount of \$23,825. *(Sheriff Furlong)*

Staff Summary: Each year, the Nevada Department of Public Safety, Office of Traffic Safety awards federal funds to agencies to partner with the Office of Traffic Safety in solving Nevada traffic safety problems. Funds awarded are strictly for use in reducing deaths and serious injuries caused by motor vehicle crashes, through the implementation of programs that address driver behavior.

9. **Public Works**

For Possible Action: To approve the 30% design of the Downtown Streetscape Project and to direct staff to continue to move forward with design. *(Danny Rotter)*

Staff Summary: At previous Board of Supervisor's meetings, staff informed the Board that they would provide periodic updates on activity regarding the Downtown Carson Street Project, with specific checkpoints to provide approval.

10. Information Technology

- A) For Possible Action: Direction and possible action to approve a contract between Carson City's Information Technology (IT) Department and Vision Internet to provide a graphic redesign for the City's website (<http://www.carson.org>) and to upgrade the current Content Management System to the latest version called visionCMSTM. *(Eric Von Schimmelmann and Ashley Fruechting)*

Staff Summary: A revitalized website is one aspect of Carson City's Strategic Goals focusing on Efficient Government. Carson City's current website (<http://www.carson.org>) is stagnant, outdated and in dire need for a redesign with a more responsive design for mobile devices. Vision Internet has been our web design and content management provider with excellent services for approximately ten years. Vision Internet has provided a quote for updating the existing site and migrating the current data for a total of \$39,725. This includes the basic items necessary for the website redesign for \$24,500. IT is recommending we purchase optional components and services for an additional \$8625. In addition, the quote includes the annual maintenance cost of \$6600 for the first year, which will be an ongoing annual expenditure that will need to be added IT Software Maintenance budget line item.

- B) For Possible Action: To approve and authorize the City Manager to sign an interlocal contract between Carson City Information Technology Department (CCIT) and the State of Nevada Department of Administration's Enterprise Information Technology Services (EITS). *(Eric Von Schimmelmann)*

Staff Summary: NRS 242.141 authorizes EITS to provide service for local government upon request. The parties have concluded that the Nevada Department of Administration has sufficient resources available to it and its EITS to provide a service to CCIT. The interlocal contract would become effective on July 1, 2015 and end on June 30, 2017 and would not exceed \$26,863.32. The CCIT and EITS agree that the SilverNet cost is based on the State's Legislative approved budget. The cost to the City for FY 2016 is \$1,129.07 and FY 2017 is \$1,109.54 per month. This cost is based on bandwidth utilization averaged over an entire fiscal year and does not change from month to month. Carson City will conform to State of Nevada's network and security standards while connected in accordance with the State's Security Policy. EITS will install, maintain, repair and upgrade network and transport equipment owned and operated by EITS as required in maintaining operational integrity of connection for 24x7 operational availability. The EITS transport and/or network interface equipment and EITS services to be provided under the Contract would facilitate the City's Internet access and access various state applications.

11. Community Development

For Possible Action: To adopt a resolution authorizing the expenditure of \$560,000 from the Fiscal Year 2015-16 Redevelopment Revolving Fund to support various events and incentives as an expenditure 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: NRS 279.628 requires any expenditure from the Redevelopment Revolving Fund to be approved by Resolution of the Board of Supervisors. The Redevelopment Authority adopted the budget on May 18, 2015, to include \$25,000 for Nevada Day, \$15,000 for the downtown farmers market, \$10,000

for the annual Christmas tree lighting event, \$30,000 for the 2016 Epic Rides mountain bike festival, and \$480,000 for the annual Michael Hohl, Inc., auto dealership incentive General Fund reimbursement. Adoption of a Resolution is required to permit these expenditures. 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.

12. Parks and Recreation

For Possible Action: To authorize the Mayor to sign an Interlocal Agreement providing for a cooperative working relationship among nine agencies for State Route 28 Corridor Operations and Maintenance including the Nevada Stateline to Stateline Bikeway Project. *(Ann Bollinger)*

Staff Summary: The agreement documents the intent of the parties and sets forth the anticipated responsibilities of each party in the operations and maintenance of facilities in the State Route 28 Corridor from Incline Village to Spooner Summit. This Agreement describes the responsibilities for projects, and it will be amended in the future to set forth operations and maintenance responsibilities for future projects.

13. Health and Human Services

- A) For Possible Action: To accept the Nevada Division of Public and Behavioral Health Epidemiology and Laboratory Capacity for Infectious Disease - Ebola Supplement subgrant in the amount of \$54,000 for the period of April 1, 2015 through March 31, 2018. *(Nicki Aaker)*

Staff Summary: This grant opportunity has been extended by the Centers for Disease Control and Prevention through the Nevada Division of Public and Behavioral Health to existing grantees within the Epidemiology and Laboratory Capacity for Infectious Disease program. The grant addresses priority domestic capacity building around Ebola and other emerging and highly infectious diseases.

- B) For Possible Action: To accept the Ebola Preparedness and Response subgrant from the Nevada Division of Public and Behavioral Health in the amount of \$88,192 for the period July 1, 2015 through September 30, 2016. *(Nicki Aaker)*

Staff Summary: The Nevada Division of Public and Behavioral Health Public Health Emergency Preparedness Program has received supplemental Ebola funding from the Centers for Disease Control and Prevention (CDC) and is providing subgrants to local health authorities, tribal partners, and state labs within Nevada. This grant will be used to support local public health preparedness planning and operational readiness for responding to infectious diseases, such as Ebola.

14. Finance

- A) For Possible Action: To adopt a resolution authorizing expenditures of funds to non-profit organizations for FY 2015-16. *(Janice Keillor)*

Staff Summary: NRS 244.1505 requires that any funds granted by the Board of County Commissioners to private, non-profit organizations be done by resolution. The Board of Supervisors authorized the funding on March 5, 2015 and approved it with the City budget.

- 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 July 28, 2015 per NRS 251.030 and NRS 354.290. *(Nancy Paulson)*

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.

- C) For Possible Action: To approve the application to remove the uncollectible accounts receivable specified in the application from the records of the Ambulance Fund for a total amount of \$302,784.73 in uncollectible accounts receivable. *(Sheri Russell)*

Staff Summary: NRS 354.256 requires that the Controller apply to the Board for permission to remove uncollectible accounts receivable from the records of the County.

15. Purchasing and Contracts

- A) For Possible Action: To approve Purchase Orders #2016-010, 2016-011, 8723 and 2016-013 for the purchase of various vaccinations and pharmaceuticals for Health and Human Services Department through Joinder Contracts with Sanofi Pasteur, Merck Sharp & Dohme, Cardinal Health, and GlaxoSmithKline Pharmaceuticals in the total amount of \$458,000.00 to be funded from the Health and Human Services Private Vaccine, Clinical Services and various grant fund accounts for FY2015/2016. *(Sheri Russell)*

Staff Summary: The Carson City Health and Human Services Department wish to utilize current contracts through the State of Nevada and the Minnesota Multistate Contracting Alliance for Pharmacy to purchase vaccinations and pharmaceuticals for Carson City and Douglas County citizens.

- B) For Possible Action: To approve Contract No. 1516-021, Joinder Contract with Flyers Energy, Thomas Petroleum and Carson Valley Oil through the Nevada State Purchasing Division RFQ/Contract #3064 for Bulk Fuel and Delivery Services for a not to exceed amount of \$1,000,000.00/year from Various City Fuel accounts in Landfill, Fleet and Streets funds as provided for in the FY 2015/2016 budget. (File No. 1516-021) *(Sheri Russell)*

Staff Summary: The Carson City Public Works Department wishes to utilize the current contract through the Nevada State Purchasing Division RFQ/Contract #3064 for the purchase and delivery of Bulk Fuel for a one year contract.

- C) For Possible Action: To determine that Purchase Order No. 8720 is a sole source purchase for equipment which by reason of the training of the personnel or of an inventory of replacement parts maintained by the local government is compatible with existing equipment, and therefore not suitable for public bidding pursuant to NRS 332.115 and to approve PO No. 8720 a request to purchase domestic water meters from Badger Meter, Inc. for a not to exceed cost of \$541,310.00 to be funded from Water Fund Account - Water Meters and Services as provided in FY 2015/2016. *(Sheri Russell)*

Staff Summary: Due to compatibility issues with the Badger Meter, Inc. Orion Automatic Meter Reading System (AMR) utilized by the Water Utility Division of the Carson City Public Works Department, the new purchase order for residential and commercial water meters must be a "Sole Source" purchase for Badger Meters and the Orion AMR System.

- D) For Possible Action: To determine that Sierra Nevada Construction, Inc. is the lowest responsive and responsible bidder pursuant to Nevada Revised Statute (NRS) Chapter 338 and to award Contract No. 1415-189 titled "Mountain Street Utility Rehabilitation Project" to Sierra Nevada Construction, Inc. for the bid amount of \$1,865,007 and a contingency amount of \$186,500 for a total not to exceed amount of \$2,051,507 to be funded from the Capital Projects/Construction (Project No. 051403) Account in the Sewer Fund and Water Fund as provided in the FY 2015/2016 Budget, to be reimbursed by the 2014 State Revolving Fund Bonds. *(Sheri Russell)*

Staff Summary: Carson City has accepted sealed bids for all labor, materials, tools and equipment necessary for the Mountain Street Utility Rehabilitation Project. The project consists of abandoning existing sewer and water main, installing new sewer and water mains, replacing existing water services, re-routing existing sewer laterals, and re-routing resident's sewer lines in order to connect them to the re-routed sewer laterals. This project also includes asphalt patching and paving, replacement of concrete flatwork, and removal and replacement of existing landscaping and improvements around the utility work. 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.

- E) For Possible Action: To accept staff's recommendation to approve Amendment No. 1 to Contract No. 1314-127 Carollo Engineers, Inc. to increase the contract term from December 31, 2014 to June 30, 2016 to utilize the budget remainder from the FY 2014/15 budget (\$1,146,296.84). *(Sheri Russell)*

Staff Summary: Carollo Engineers, Inc. contract to provide Engineering Services for the Water Reclamation Plant Improvements Project expired on December 31, 2014. Original Contract was for \$2,996,000. Staff is recommending amending the contract through June 30, 2016 in order to continue working on this project and utilize the \$1,146,296.84 remaining from the original contract.

16. City Manager

- A) Presentation Only: Presentation and discussion regarding the progress of the Lean Management Training program. *(Michael Salogga)*

Staff Summary: The Board funded the Lean Management training program in January, 2015. Staff from Moss Adams provided training to representatives from each department and facilitated four (4) Kaizen events and one (1) 5S workplace organization event. Michael Salogga will provide a presentation and update on the activity of the program, a summary of the results and a list of next steps.

- B) For Possible Action: To appoint a member of the board of supervisors to the board of directors of the Western Nevada Development District (WNDD). *(Michael Salogga)*

Staff Summary: The Western Nevada Development District (WNDD) is requesting that each jurisdiction have board representation by a local elected official, a staff member and a representative from the business community. For the past three years, Michael Salogga, the business development manager, has been the sole Carson City representative on WNDD's board. Lee Plemel, the Community Development department director has acted as the alternate. We are currently looking for a member of the business community to be the third member of the City's contingent.

- C) For Possible Action: Direction and possible action finding that the City has sufficient financial resources to pay the increased salaries for elected city officers and the Board of Supervisors for Fiscal Years (FY) 2015-2016, 2016-2017, 2017-2018 and 2018-2019. *(Nick Marano)*

Staff Summary: Nevada Revised Statute (NRS) 245.043 sets forth the annual compensation to be paid to the District Attorney, Sheriff, Clerk/Recorder/Public Administrator, Assessor, Treasurer and Board of Supervisor members. Senate Bill 482 amended NRS 245.043. Prior to increasing the salaries, the Board of Supervisors must determine that sufficient financial resources are available to pay the increased annual salaries.

PUBLIC HEARING:

- D) Public hearing on the report of the City Manager, Nick Marano, regarding the fiscal impact of, and recommended approval of, the collective bargaining agreement between Carson City and the Carson City Employee's Association (July 1, 2015-June 30, 2021). *(Nick Marano)*

Staff Summary: This agenda item will be considered immediately prior to, but combined with, the corresponding collective bargaining agreement and both items will be heard simultaneously. Negotiations between the City and the Carson City Employee's Association resulted in the proposed six year labor contract. This contract satisfies the interests of both the City and the employees. This matter is being considered in accordance with the public hearing process set forth in NRS 288.153.

- E) For Possible Action: To approve the collective bargaining agreement between Carson City and the Carson City Employee's Association (July 1, 2015-June 30, 2021). *(Nick Marano)*

Staff Summary: This agenda item will be considered immediately after, but combined with, the corresponding collective bargaining agreement and both items will be heard simultaneously. Negotiations between the City and the Carson City Employee's Association resulted in the proposed six year labor contract. This contract satisfies the interests of both the City and the employees. This matter is being considered in accordance with the public hearing process set forth in NRS 288.153.

- F) For Possible Action: To adopt a resolution declaring Halloween activities be held on Friday, October 30, 2015. *(Nick Marano)*

Staff Summary: This year's Nevada Day Committee activities will be held on Saturday, October 31. This resolution will move Halloween, traditionally observed on October 31, to Friday, October 30 to avoid any confusion between these two events.

17. Board of Supervisors

Non-Action Items:

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 – 2:00 P.M. –

18. City Manager

- A) For Possible Action: To appoint two members to the Library Board of Trustees, one to fill an unexpired term that will end June 2016 and the other to fill a full term that will expire June 2019. *(Nick Marano)*

Staff Summary: NRS 379.020 provides for the Board of Supervisors to appoint five competent persons who are residents of the county to serve as county library trustees. There is one vacancy due to a member's resignation; the other is due to a current member's term expiring. New applications were received from Daniel Seaton and Jeremy Hays; the other is a reappointment request from Diane Solinger.

- B) For Possible Action: To appoint two members to the Carson City Planning Commission, each for a term that expires June 2019. *(Nick Marano)*

Staff Summary: CCMC Chapter 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 due to expiration of terms. New applications were received from Elyse Monroy and Jerry Cinani. A reappointment request was received from Paul Esswein.

19. 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.

20. 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 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
Community Development Permit Center 108 East Proctor Street

Date: July 30, 2015