



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

**Day:** Thursday  
**Date:** September 17, 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** - June 25, 2015 and August 6, 2015
7. **For Possible Action: Adoption of Agenda**
8. **Special Presentations**
  - A) Presentation of a proclamation for the 50<sup>th</sup> Anniversary of the Friends of the Carson City Library. (*Phyllis Patton*)
  - B) Presentation of Length of Service certificates to City employees. (*Melanie Bruketta, mbruketta@carson.org*)

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. Community Development - Business License**

For Possible Action: To approve the liquor license location transfer of Jamy, Inc. dba Ben's Fine Wine & Spirits from 444 E. William Street to 3777 N. Carson Street, Ste 105. Jamal Keshmiri will remain the liquor manager. (*Lena Reseck, lreseck@carson.org*)

Staff Summary: All liquor license requests are to be reviewed by the Liquor and Entertainment Board per CCMC 4.13. Jamy, Inc. dba Ben's Fine Wine & Spirits has a packaged and on premise liquor license. The new location will be opening October 2015. Staff is recommending approval.

**13. 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.

**14. For Possible Action: To Adjourn as the Liquor and Entertainment Board**

**15. Reconvene as the Board of Supervisors**

**Ordinances, Resolutions, and Other Items**

**16. Treasurer**

For Possible Action: To order and direct the Carson City Treasurer to sell, after giving notice of sale, for a total amount not less than the amount of taxes, costs, penalties and interest legally chargeable against the property as stated in the order the following properties: 001-156-03; 002-123-05; 002-601-03; 005-072-15; 005-073-06; 005-073-07; 007-231-03; 008-035-02; 008-083-14; 008-141-19; 008-161-24; 008-184-36; 008-241-10; 008-262-02; 008-303-13; 008-303-28; 008-501-06; 008-631-03; 008-752-21; 008-798-26; 008-821-09; 008-821-10; 009-216-01; 009-238-12; 009-341-02; 009-393-08; 009-511-09; 009-657-30. While this required step towards a tax sale is now being taken, some of these properties may be protected from sale under US Bankruptcy laws. (*Gayle Robertson, grobertson@carson.org*)

Staff Summary: Per NRS 361.595, Section 2. If the property is to be sold, the Board of County Commissioners may make an order, to be entered on the record of its proceedings, directing the county treasurer to sell the property particularly described therein, after giving notice of sale, for a total not less than the amount of the taxes, costs, penalties and interest legally chargeable against the property as stated in the order. Should it be determined that there is a public interest in having the City own any of these parcels, an agenda item will be put before the Supervisors for their acceptance of said parcels.

**17. Juvenile Probation**

For Possible Action: To approve eliminating the hourly part-time Youth Advisor positions at the Carson City Juvenile Detention Center and creating a full-time Youth Advisor position in place of the part-time positions. Additionally, to approve utilizing the existing part-time position funding source to fund the full-time Youth Advisor position. (*Scott Davis, sdavis@carson.org*)

Staff Summary: This action will create a full-time employee position. This employee can be hired and trained with the current full-time staff at the Detention Center. By hiring this full-time Youth Advisor it will reduce the time and costs associated with recruiting, conducting background checks, and training the transient on-call staff who may work for the Center for one week, or one year.

## 18. Alternative Sentencing

For Possible Action: To approve the State of Nevada Department of Public Safety, Office of Traffic Safety Project Number 956 781 041, Grant Award of \$50,000 for the period of October 1, 2015 - September 30, 2016 to partially fund a full time DUI Case Manager position and one part time DAS Officer. (*Tad Fletcher, tfletcher@carson.org*)

Staff Summary: The grant funding will be utilized to continue to partially fund a full time DUI Case Manager and partially fund a part time DAS Officer. The Case Manager will be responsible for the oversight and coordination of the third time DUI offenders participating in the Western Regional DUI Felony Court in the First Judicial District Court, the participants in the Mental Health Court and the participants in the Misdemeanor Treatment Court in Carson City.

## 19. Public Works

- A) For Possible Action: To authorize the Mayor to sign a Conveyance Deed pertaining to APN 002-101-91, depicted as Parcel "B" on Parcel Map 2725-B. (*Ruth Borrelli, rborrelli@carson.org*)

Staff Summary: On June 18, 2009 the Board of Supervisors approved the purchase of an option for ten years to acquire property owned by the Boys and Girls Clubs of Western Nevada (the Club) located along Russell Drive for the purpose of constructing the Multi-purpose Athletic Center (MAC). The final acquisition was completed through the payment of an additional fee of \$10.00. Carson City (the City) and the Club entered into a "Notice and Acceptance of Exercise of Option" (Exercise of Option) on August 11, 2014 for the City to purchase property owned by the Club located along Russell Drive, known as APN 002-101-91 and depicted as Parcel "B" on Parcel Map 2725-B. The Exercise of Option was premised upon the Club and the City entering into a "Joint Use Agreement." The City and the Club entered into the "Joint Use Agreement" on August 11, 2014. Pursuant to the Exercise of Option, the Club has executed a Conveyance Deed to complete the transfer of the above-mentioned parcel. In order to finalize the acquisition, Public Works is recommending that the Mayor sign the Conveyance Deed.

- B) For Possible Action: To adopt a Resolution determining that the sale of City property located at the northwest corner of W. Roland Street and Voltaire Street, APN 009-271-04, consisting of approximately 400 square feet, is in the best interest of the City. Because this parcel is too small to establish an economically viable use by anyone other than a person who owns the adjacent real property, pursuant to NRS 244.281(1)(e), the Public Works staff is requesting the Board of Supervisors allow staff to initiate the sale of the property to the adjacent property owner. (*Ruth Borrelli, rborrelli@carson.org*)

Staff Summary: On June 6, 2005, Alvin P. Kramer, the Carson City Treasurer and Ex-Official Tax Receiver of Carson City, issued a delinquent tax DEED to Alvin P. Kramer as Treasurer of Carson City recorded by the Carson City Clerk - Recorder as document 337578. On February 2, 2006, the Carson City Board of Supervisors declared that the property was necessary for a public purpose. The title to the subject property was then granted by Alvin P. Kramer, the Treasurer of Carson City, by issuance of a DEED, to the Carson City, a political subdivision of the State of Nevada, as Trustee, on September 13, 2006. This DEED was recorded by the Carson City Clerk - Recorder as document 359260. It has been

determined that this parcel is no longer needed for a public use. Approval of this action would allow the adjacent property owner to purchase the lot and incorporate it into the existing residential lot.

- C) For Possible Action: To approve and authorize the Mayor to sign a Sewer Line Replacement Participation Agreement by and between Herman and Emmy Bauer, and Carson City, Nevada, a consolidated municipality, for work including, but not limited to the replacement of a sewer line in accordance with approved plans and specifications for the West Ann Street Sewer Main Improvements. The total City commitment to this project, as specified in the agreement, shall not exceed a total of \$15,000 from the Sewer Fund. *(Danny Rotter, drotter@carson.org)*

Staff Summary: The applicant, Herman and Emmy Bauer, agree to replace a sewer line in West Ann Street. The applicant is building multi family homes and connecting to sewer. The code requires the applicant to replace the line if it does not meet minimum size/flow requirements, and the services are at the end of the line without additional flow even at build out. The City wishes to replace the main due to age and material, for reduced risk of sewer line collapse or plugging. A special use permit was approved with the condition of approval that the line be replaced, and public works agreed to fund up to 50% pending Board of Supervisors approval. The applicant will contract for and have installed all required sewer lines from the sewer manhole located in the intersection of West Ann Street and North Division Street, west 240' and ending at the sewer manhole located in the intersection of West Ann Street and North Minnesota Street, along with all facilities associated with such construction. The CITY shall reimburse the applicant 50% of the construction cost not to exceed \$15,000 for actual construction costs associated with replacement of the sewer main. The reimbursement will occur upon completion and acceptance of the work by the City and receipt by the CITY of the applicant's invoice, with copies of the invoices from the applicant's contractors.

## 20. Finance

For Possible Action: To accept the report on the condition of each fund in the treasury and the statements of receipts and expenditures through September 8, 2015 per NRS 251.030 and NRS 354.290. *(Nancy Paulson, npaulson@carson.org)*

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).

## 21. Purchasing and Contracts

- A) 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 \$25,835.60 for Contract 1415-126 titled Ash Canyon Water Tank Re-Paint to Farr Construction Corporation dba Resource Development Company. *(Laura Tadman, ltadman@carson.org)*

Staff Summary: Carson City received sealed bids for all labor, material, tools and equipment necessary for the Ash Canyon Water Tank Re-Paint Project which consisted of removing the existing coatings from the interior of the Ash Canyon Water Tank and re-painting the tank's interior. Re-coating the exterior of the tank is included as a bid alternate. The exterior of the water tank contains lead which may require hazardous material disposal. The interior of the tank has a tar like coating that will need to be removed.

The project includes all common phases of construction customarily associated with this type of project. The tank is approximately 130 feet in diameter and approximately 32 feet tall. The area of 36,000 square feet listed in the bid summary is only an approximation of the total interior roof, wall and floor surface areas and does not include any additional square footage for beams and columns. Re-painting of the beams, columns and other items is included in the scope of work and shall be included in the contractors bid.

- 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 \$250,119.13 for Contract 1314-175 titled East West Transmission Main Project Ph.2A-1 to Sierra Nevada Construction, Inc. (*Laura Tadman, ltadman@carson.org*)

Staff Summary: Carson City received sealed bids for all labor, material, tools and equipment necessary for the East West Transmission Main Ph. 2A-1 Project which consisted of but not limited to construction of approximately 3,800 lf of 24" water main and related appurtenances, installation of approximately 11,400 lf of conduit with pull string, construction of approximately 24 lf of storm drain and related appurtenances, construction of approximately 10,500 sf of sidewalk, curb ramps and valley gutter, approximately 126,000 sf of roadway reconstruction, as well as asphalt and concrete patching.

- C) For Possible Action: To approve Purchase Order # 2016-8807 for the purchase of roofing supplies from Garland/DBS, Inc. through Joinder Contract 1516-038 with US Communities, a National Cooperative Purchasing Program for a total amount \$93,091.07 with a 10% contingency amount of \$9,309.11 for a total not to exceed amount of \$102,400.18 to be funded from Capital Projects as provided for in the FY 2015/2016 budget. (*Laura Tadman, ltadman@carson.org*)

Staff Summary: Several City buildings have damaged areas on the roof and need to be repaired. Garland/DBS's White Knight Plus product will be used to coat the flat section of the Health Department Building; the booking/administration and male jail section of the Public Safety Complex; and around the mechanical system area on the Senior Center Building. White Knight Plus has a 15 year warranty for less than half the cost for a 20 year roof replacement. Purchase Order # 2016-8807 is utilizing US Communities' Master Intergovernmental Cooperative Purchasing Agreement #145903 with Cobb County, Georgia and Garland/DBS Inc. This contract currently will expire on December 31, 2017. A licensed contractor will apply the product. Sales tax is being paid pursuant to NRS 338 that prohibits the purchase of materials that are turned over for installation by a contractor without the payment of sales/use tax.

- D) For Possible Action: To determine that Sierra Nevada Construction is the lowest responsive and responsible bidder, pursuant to Nevada Revised Statutes (NRS) Chapter 338 and to award Contract No. 1516-015 titled "East West Transmission Main Ph. 2A-2" to Sierra Nevada Construction for the bid amount of \$1,556,007.00 with a 10% contingency amount of \$155,600.70 for a total not to exceed amount of \$1,711,607.70 to be funded from the Water Account as provided in the FY 2015/2016 Budget. Funding for this project is from State Revolving Drinking Water Funds. (*Laura Tadman, ltadman@carson.org*)

Staff Summary: Carson City has accepted bids for all labor, materials tools and equipment necessary for the East West Transmission Main Ph. 2A-2 project. This project extends the East West Transmission Main westward from its current terminus at Washington and Roop Streets to Washington and Phillips St. The project is another phase in the transmission main which will ultimately connect to the Quill Water Treatment Plant, resulting in additional water supplies and blending opportunities. The project consists of installation of approximately 2,900 lf of 24" watermain and related appurtenances, installation of an approximately 2,830 lf conduit bank with pull string, construction of storm drain appurtenances,

construction of sidewalk, curb ramps and curb and gutter, and related roadway reconstruction. The project includes all common phases of construction customarily associated with this type of project.

- E) For Possible Action: To make a determination on the bid protest by K7 Construction ("K7") regarding the City's recommendation to award Contract No. 1415-143 entitled "Carson City Animal Services Facility" ("Contract") to Shaheen Beauchamp Builders LLC ("Shaheen"). (*Darren Schulz, dschulz@carson.org*)

Staff Summary: The City accepted sealed bids for all labor, materials, tools and equipment necessary for the Carson City Animal Services Facility, aka Carson City Animal Shelter. The project consists of constructing a 10,181 square feet building and site improvements on a 1.5 acre site including street frontage improvements. On Monday, August 31, 2015, the City recommended awarding the Contract to Shaheen. K7's protest asserts that Shaheen was not a responsive bidder based on Shaheen allegedly failed to timely submit a 1% list required by NRS 338.141(1)(b)(3), making it "not responsive" pursuant to NRS 338.141(4)(a) requiring such list to be timely submitted.

- F) For Possible Action: To determine that Shaheen Beauchamp Builders LLC is the lowest responsive and responsible bidder, pursuant to Nevada Revised Statutes (NRS) Chapter 338 and to award Contract No. 1415-143 titled "Carson City Animal Services Facility" to Shaheen Beauchamp Builders LLC for a base bid amount of \$3,063,000 and a contingency amount of \$270,000 for a total not to exceed amount of \$3,333,000 to be funded from the Capital Projects/Construction (Project No. 020806) Account in the Infrastructure Tax Fund as provided in the FY 2015/2016 Budget. (*Laura Tadman, ltadman@carson.org*)

Staff Summary: Carson City has accepted sealed bids for all labor, materials, tools and equipment necessary for the Carson City Animal Services Facility, aka Carson City Animal Shelter. The project consists of constructing a 10,181 square feet building and site improvements on a 1.5 acre site including street frontage improvements.

## **22. Information Technology**

For Possible Action: To approve an extension of the contract between Carson City and the Brewery Arts Center (BAC) to provide public, educational and government access programming for the period of October 1 through December 31, 2015 as a transition period for the Carson City Information Technology Department (CCIT) to establish policies and procedures to provide these services no later than January 1, 2016. (*Eric Von Schimmelmann, evonschimmelmann@carson.org*)

Staff Summary: The CCIT has recently reviewed the current contract and level of service with the BAC and has determined it would be in the best interest of the City to provide these services internally, with greater control and at far lower cost. During this interim period, the CCIT will be responsible for managing and maintaining the current services provided through this contract with the BAC.

## **23. City Manager**

- A) For Possible Action: To ratify the approval of bills and other requests for payments by the City Manager for the period of August 11, 2015 thru September 7, 2015. (*Nick Marano, nmarano@carson.org*)

Staff Summary: All bills or other requests for payment verified per CCMC 2.29 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.

- B) For Possible Action: Discussion and possible action to determine if Staff should provide all Board Members with information provided to one Member. (*Nick Marano, nmarano@carson.org*)

Staff Summary: When preparing for Board Meetings, Board Members research agenda items and frequently pose questions to staff on those agenda items. Staff responds individually to the Board Members; if the Department Director or City Manager determines that the question/answer substantially impacts the agenda item, then the information is provided to all Board Members. In all other cases, it is up to the individual Board Member to determine if he or she will share information with other Board Members in accordance with the Nevada Open Meeting Law.

## 24. 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

## 25. Public Comment:\*\*

The public is invited at this time to comment on any matter that is not specifically included on the agenda as an action item. No action may be taken on a matter raised under this item of the agenda.

## 26. For Possible Action: To Adjourn as the Board of Supervisors

– LUNCH BREAK –

– RETURN – APPROXIMATE TIME – 2:00 P.M. –

### Board of Health

## 27. Call to Order & Roll Call – Board of Health

## 28. 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.

## 29. For Possible Action: Approval of Minutes - July 16, 2015

## 30. Health and Human Services

- A) Presentation of a proclamation for Ride for Reading Week, September 28 - October 4, 2015. (*Cortney Bloomer, cbloomer@carson.org*)

- B) For Possible Action: Report, discussion and possible direction to staff regarding the Health Officer's report concerning activities the Health Officer is engaged in both inside and outside of Carson City Health and Human Services (CCHHS). (*Susan Pintar*)

Staff Summary: Provide an update on the Health Officer's engagement in the department and the community. This is an opportunity to formally inform the Board of Health of the Health Officer's role and her current projects.

- C) For Possible Action: Report, discuss and possible direction to staff regarding the Director's report on Carson City Health and Human Services (CCHHS) activities. (*Nicki Aaker, naaker@carson.org*)

Staff Summary: Provide an update on CCHHS activities. This is an opportunity to inform the Board of Health of current activities, programs and services within CCHHS including, but not limited to explanation of Human Services as the Community Action Agency, Job Fair, Back to School Immunizations, Carson City School District's Immunization Compliance Progress, 2011 - 2014 restaurant follow up inspections and critical violation statistics, update on quality improvement projects, along with activities within the following programs: Public Health Preparedness, Tobacco, Safe Routes to School, Ryan White, and Adolescent Sexual Health.

- D) For Possible Action: To accept the updated Carson City Health and Human Services' Strategic Plan. (*Valerie Cauhape, vcauhape@carson.org*)

Staff Summary: Carson City Health and Human Services (CCHHS) Strategic Plan was accepted by the Board of Health on March 21, 2013. The Strategic Plan is a five-year roadmap for the development of services and organization within CCHHS. The Plan ensures that staff and divisional efforts are in proper alignment with CCHHS departmental goals.

- E) Presentation and Discussion Only: Present and discuss Public Health Accreditation. This is the first educational presentation in preparation for the Accreditation site visit in late 2015/early 2016. (*Valerie Cauhape, vcauhape@carson.org*)

Staff Summary: Carson City Health and Human Services (CCHHS) has submitted documentation for Public Health Accreditation. Education will be presented to the Board of Health about Public Health Accreditation in preparation for the site visit in late 2015/early 2016. The Public Health Accreditation Board (PHAB) requires Board of Health members' attendance at various sessions during the site visit.

**31. 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.

**32. For Possible Action: To Adjourn as the 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  
Courthouse 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: September 10, 2015**