

**CARSON CITY CONSOLIDATED MUNICIPALITY  
NOTICE OF MEETING OF THE  
BOARD OF SUPERVISORS  
AND LIQUOR AND ENTERTAINMENT BOARD  
AND REDEVELOPMENT AUTHORITY  
AND BOARD OF HEALTH  
AND JOINT MEETING WITH THE CARSON CITY SCHOOL DISTRICT BOARD OF TRUSTEES**

**Day:** Thursday  
**Date:** January 21, 2016  
**Time:** Beginning at 8:30 am  
**Location:** Community Center, Sierra Room  
851 East William St  
Carson City, Nevada

**AGENDA**

**1. Call to Order - Board of Supervisors**

**2. Roll Call**

**3. Invocation - Ken Haskins, First Christian 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: Adoption of Agenda**

**7. Introduction and Special Presentations**

7.A Presentation of a check from the Carson Animal Services Initiative (CASI) team in the amount of \$200,000 for the Carson City animal shelter.

7.B Presentation of a proclamation for Carson City Mentoring Month. (Liza Maupin, CEO, Big Brothers Big Sisters of Northern Nevada)

7.C Introduction of Lindsay Chichester, Carson City Extension Educator for the University of Nevada Cooperative Extension.

7.D Presentation of a proclamation for National Radon Action Month, January 2016. (Lindsay Chichester)

7.E Presentation of Length of Service Certificates to City employees.

Staff Summary: Each month the Board of Supervisors presents Length of Service certificates to employees who have completed 5, 10, 15, 20, 25 and 30 years of City service.

7.F Presentation and update of federal issues by Congressman Mark Amodei.

**8. Recess as Board of Supervisors**

**Liquor and Entertainment Board**

**9. Call to Order & Roll Call - Liquor and Entertainment Board**

**10. 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.

**11. Community Development - Business License**

11.A For Possible Action: To approve Darren Maxfield as an additional liquor manager for Pizza Factory of Carson City (Liquor License #16-21613) located at 3120 Hwy 50 East, Ste 3. (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. Darren Maxfield is a partner in the business and is being added as an additional liquor manager. Staff is recommending approval.

**12. 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.

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

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

**Ordinances, Resolutions, and Other Items**

**15. Parks and Recreation**

15.A For Possible Action: To approve a lease agreement between the city and the Foundation for Carson City Parks and Recreation, Inc. for the use of the Wungnema House. (Roger Moellendorf, rmoellendorf@carson.org)

Staff Summary: The proposed lease agreement between the City of Carson City and the Foundation for Carson City Parks and Recreation, Inc. for the use of the Wungnema House. The property is located in the southwest corner of Mills Park, 844 North Saliman Road, APN No. 002-181-01. The lease was approved by the Carson City Parks and Recreation Commission during their December 1, 2015 meeting.

**16. Community Development - Building**

16.A For Possible Action: To introduce, on first reading, an ordinance amending the Carson City Municipal Code Title 15, Buildings and Construction, Chapter 15.05 Building Code, Section 15.05.020,

adoption and administration of building codes, by adopting the 2012 International Energy Conservation Code and the 2015 Northern Nevada Energy Code Amendments. (Shawn Keating, skeating@carson.org)

Staff Summary: The proposed language would modify the text of the Carson City Municipal Code by replacing the current Code & Amendments to the current adopted codes with 2012 International Energy Conservation Code and the 2015 Northern Nevada Energy Code Amendments. This will bring Carson City into compliance with Nevada Revised Statutes (NRS) 701.220. These changes will go into effect on July 1, 2016.

16.B For Possible Action: To introduce, on first reading, an ordinance amending the Carson City Municipal Code Title 15, Buildings and Construction, Chapter 15.05 Building Code, Section 15.05.020, Sections 101.4, 109.2 and 110.3.1 to correct technical errors in code section references. (Shawn Keating, skeating@carson.org)

Staff Summary: The proposed language would modify text errors in referencing existing sections of the code.

16.C Presentation of report and public comment regarding the Charles Abbott Associates (CAA) building permit services contract and the Performance Measures established by the contract. (Lee Plemel, lplemel@carson.org)

Staff Summary: A performance measure guide was established in the City's agreement between Carson City and CAA. The purpose of this item is to provide an assessment of how these performance measures were met during 2014-2015 and to offer an opportunity for public comment and Board of Supervisor feedback regarding the services CAA has provided to the City since September 2014.

## **17. Finance**

17.A For Possible Action: To accept the report on the condition of each fund in the treasury and the statements of receipts and expenditures through January 8, 2016 per NRS 251.030 and NRS 354.290. (Nancy Paulson, npaulson@carson.org)

Staff Summary: NRS 251.030 requires the Chief Financial Officer (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).

17.B For Possible Action: To adopt a resolution to augment and amend the Carson City FY 2015-16 Budget in the amount of \$52,881,333. (Nancy Paulson, npaulson@carson.org)

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.

## **18. Recess as the Board of Supervisors**

## Redevelopment Authority

### **19. Call to Order & Roll Call - Redevelopment Authority**

### **20. Public Comment:\*\***

The public is invited at this time to comment on and discuss any topic that is relevant to, or within the authority of this public body.

### **21. Finance**

21.A For Possible Action: To adopt a resolution to augment and amend the Carson City Redevelopment Authority FY 2015-16 Budget in the amount of \$689,674. (Nancy Paulson, npaulson@carson.org)

Staff Summary: The augmentation and revision is primarily due to carryover of program costs from the prior years' budget, board action, and unanticipated sources of revenue.

### **22. 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.

### **23. For Possible Action: To Adjourn as the Redevelopment Authority**

### **24. Reconvene as the Board of Supervisors**

### **25. Public Works**

25.A Informational Update on Street Maintenance. (Darren Schulz, dschulz@carson.org)

Staff Summary: Staff will provide information regarding maintenance of streets in Carson City. Information will be provided regarding revenues, expenditures, and the condition of city streets.

### **26. City Manager**

26.A For Possible Action: To ratify the approval of bills and other requests for payments by the City Manager for the period of December 5, 2015 thru January 8, 2016. (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.

**27. Human Resources**

27.A For Possible Action: Discussion and possible action to approve the renewal and amendment of the City Manager's employment contract from June 2, 2016 to June 2, 2018. (Melanie Bruketta, mbruketta@carson.org)

Staff Summary: On December 21, 2015, Nicholas F. Marano, City Manager, sent a letter to the members of the Board of Supervisors requesting the renewal and amendment of his employment contract in accordance with Section 1.3 "Employment, Term and Renewal". In accordance with the current employment contract, the Board of Supervisors, "shall decide whether or not it desires to renew and extend, enter into negotiations, or not renew or negotiate, for a new term of one (1), but not more than two (2), years."

**-- LUNCH BREAK --  
-- RETURN APPROXIMATE TIME - 2:00 P.M. --**

**28. Recess as the Board of Supervisors**

**Board of Health**

**29. Call to Order & Roll Call -- Board of Health**

**30. 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.

**31. For Possible Action: Approval of Minutes - November 19, 2015**

**32. Health and Human Services**

32.A For Possible Action: Proposal of the Health Officer's Report for approval, with feedback and direction from the Board discussed at the meeting incorporated. (Dr. Susan Pintar, naaker@carson.org)

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. Feedback and direction requested from the Board regarding the Health Officer's report concerning activities the Health Officer is engaged in both internally and externally for Carson City Health and Human Services (CCHHS).

32.B Presentation and Discussion Only: Introduction of members of Carson City's Sexual Assault Response Team (SART), review of current statistics and activities regarding sexual assaults in Carson City. (Dr. Susan Pintar, naaker@carson.org)

Staff Summary: Dr. Susan Pintar, Sexual Assault Response Team (SART) Chairperson, will introduce the SART members, discuss the mission and activities of the team including the roles of each of the members. Current statistics and trends regarding sexual assaults and services available to victims in Carson City will also be presented.

32.C For Possible Action: The Director's Report on Carson City Health and Human Services will be proposed for approval, with feedback and direction from the Board discussed at the meeting incorporated. (Nicki Aaker, naaker@carson.org)

Staff Summary: The Director's Report on Carson City Health and Human Services will be discussed. Feedback and direction is being requested from the Board to be given to staff regarding the content within the report. This is an opportunity to inform the Board of Health of current activities, programs and services within CCHHS including, but not limited to an update of Human Services Coordinated Entry process, scheduled Job Fair, clinical services statistics, update on GI illness, Environmental Health Program Standards and activities taking place in the following programs: Public Health Preparedness, Adolescent Sexual Health, Tobacco Prevention and Control and a fiscal update. At the end of the discussion, a motion will be proposed for acceptance of the Director's Report with the feedback and direction from the Board incorporated.

32.D Presentation and Discussion Only: Present and discuss Public Health Accreditation. This is the third educational presentation in preparation for the Accreditation site visit scheduled for February 9-10, 2016. (Nicki Aaker, naaker@carson.org)

Staff Summary: Carson City Health and Human Services (CCHHS) has submitted documentation for Public Health Accreditation. This is the third educational presentation to the Board of Health about Public Health Accreditation in preparation for the site visit scheduled for February 9-10, 2016. The Public Health Accreditation Board (PHAB) requires Board of Health member attendance at various sessions during the site visit.

32.E Presentation and Discussion Only: Recap action items from Board of Supervisors and Board of Health members. (Nicki Aaker, naaker@carson.org)

Staff Summary: During 2015, board members have provided communication to health department staff regarding the performance of the health department, including areas of improvement.

**33. 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.

**34. For Possible Action: To Adjourn as the Board of Health**

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

**36. 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

-- EVENING SESSION - APPROXIMATE TIME - 6:00 PM --

**JOINT MEETING OF THE CARSON CITY BOARD OF SUPERVISORS WITH THE  
CARSON CITY SCHOOL DISTRICT BOARD OF TRUSTEES**

**37. Call to Order**

**38. Roll Call**

**39. Flag Salute - Mayor Crowell**

**40. For Possible Action: Adoption of the Agenda**

Please note: The Board reserves the right to take items in a different order to accomplish the business of the Agenda in the most efficient manner.

**41. Welcoming Remarks -**

Joe Cacioppo, President  
CCSD Board of Trustees  
Mayor Robert Crowell

**42. 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.

**43. Carson City School District and Carson City**

43.A Recognition of Carson City Fire Department Staff for Services to Carson High School Health Occupation Students of America (HOSA) Students; EMT and EMS Certifications – for discussion only. (Frank Sakelarios)

43.B Informational Update on the Cops in Schools Program in the Carson City School District – for discussion only. (Sheriff Furlong, kfurlong@carson.org)

43.C Informational Update on the Science, Technology, Engineering, and Mathematics (STEM) Summit held on December 9, 2015 – for discussion only. (Allen Gosselin)

43.D Informational Update on the Carson City Library's Training Opportunities Provided to Parents and the Student Internship Program with the Carson City School District – for discussion only. (Sena Loyd, sloyd@carson.org)

43.E Statistical Information on the Race to the Top Grant for the Carson City School District – for discussion only. (Dr. Steve Pradere)

**44. 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.

**45. 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 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 agendized 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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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.  
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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