

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

Day: Thursday
Date: February 4, 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 - Nick Emery, Good Shepherd Wesleyan**
- 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 - December 17, 2015**
- 7. For Possible Action: Adoption of Agenda**
- 8. Recess as the 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 Paramjeet Dosanjh as the liquor manager for Brand Dosanjh, LLC dba Cowboys Liquor (Liquor License #16-31170) located at 444 E. William Street, Ste 5. (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. Brand Dosanjh, LLC dba Cowboys Liquor is applying for a packaged liquor license. Staff is recommending approval.

11.B For Possible Action: To approve Scott Blazek as the liquor manager for Breakthru Beverage Nevada Reno, LLC (Liquor License #16-31210) located at 100 Distribution Dr., Sparks, NV. (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. Breakthru Beverage Nevada Reno, LLC is applying for a general wholesale license. 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. Health and Human Services

15.A For Possible Action: To grant permission for Carson City Health and Human Services to apply for the U.S. Department of Health and Human Services Centers for Medicare & Medicaid Services Center for Medicare & Medicaid Innovation: Accountable Health Communities Grant. (Nicki Aaker, naaker@carson.org)

Staff Summary: The Accountable Health Communities (AHC) Model is a five-year test to learn whether systematically identifying and addressing beneficiaries' health-related social needs through referral and community navigation services can improve care delivery; enhance quality of care; and reduce their total cost of care and inpatient and outpatient health care utilization. The AHC Model aims to identify and address beneficiaries' health-related social needs in the following core areas: housing instability and quality, food insecurity, utility needs, interpersonal violence, and transportation needs beyond medical transportation.

16. Community Development - Building

16.A For Possible Action: To adopt, Bill No. 101, on second 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 adopt, Bill No. 102, on second 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.

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 22, 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.

17.B 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 \$335,765.84 in uncollectible accounts receivable. (Nancy Paulson, npaulson@carson.org)

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.

18. Purchasing and Contracts

18.A For Possible Action: To approve Contract No. 1415-145B Downtown Carson Project CMAR Construction Services to Q & D Construction to provide CMAR Construction Services for an amount not to exceed \$8,123,682.85 to be funded from the Infrastructure, Redevelopment Revolving, Water, Sewer, and Stormwater Funds as provided in fiscal years 15/16 and 16/17. (Laura Tadman, ltadman@carson.org and Daniel Rotter, drotter@carson.org).

Staff Summary: This contract is to provide Construction Manager at Risk (CMAR) services for the Downtown Carson Project which includes, but not limited to: Construction and management of the delivery of the project based on a Guaranteed Maximum Price (GMP) contract to include construction, utility coordination, scheduling, procurement, subcontractors/supplier bids and proposal award, management bonds, insurance, contract administration billing/lien releases, prevailing wage reporting/accounting, safety management, quality control and final closeout documents. The firm Q & D Construction was selected via RFP #1415-145 Request for Proposals for Construction Manager at Risk (CMAR).

18.B For Possible Action: To approve Contract No. 1516-098 Downtown Carson Project Construction Assistance Services to Lumos & Associates for an amount not to exceed \$199,055.00, to be funded from the Infrastructure, Redevelopment Revolving, Water, Sewer and Stormwater Funds as provided in fiscal years 15/16 and 16/17. (Laura Tadman, ltadman@carson.org and Daniel Rotter, drotter@carson.org)

Staff Summary: This contract provides for Engineering Services during Construction of the Downtown Streetscape Project in 2016 and includes the following tasks: Construction Assistance which may include technical meetings, change order assistance and other services such as progress coordination meetings, design clarification, requests for information, and the review of shop drawings.

19. Public Works

19.A For Presentation Only: Reclaimed Water Update and Discussion. (David Bruketta, dbruketta@carson.org)

Staff Summary: A presentation from Manhard Consulting and discussion on the reclaimed water storage and utilization considerations.

20. Parks and Recreation

20.A For Possible Action: To accept the Parks and Recreation Commission's 2015 Annual Report. (Vern Krahn, vkrahn@carson.org)

Staff Summary: The Parks and Recreation Commission has indicated to the Parks and Recreation Department staff that they would like to begin giving an annual report to the Board of Supervisors. The Commission's 2015 Annual Report presentation will cover items brought before the Commission during this past calendar year and will address items of concerns for 2016.

20.B For Possible Action: To approve staff's recommendation to allocate \$128,148.00 in Residential Construction Tax funds from FY 2015/16 for improvement projects at Ross Gold Park. (Vern Krahn, vkrahn@carson.org)

Staff Summary: On October 6, 2015 the Parks and Recreation Commission made a recommendation for the allocation of Residential Construction Tax (RCT) funds from FY 2015/16 for improvement projects at Ross Gold Park. Parks and Recreation Department staff is bringing this agenda item forward to the Board of Supervisors to allocate these funds for this purpose. In addition, staff believes to effectively use these funds it is necessary to develop an overall site development plan for the park, prepare preliminary cost estimates, develop a construction phasing plan for four projects and identify applicable grant funding sources, including a grant acquisition strategy to increase the effectiveness of the City's limited financial resources.

20.C For Possible Action: To authorize the Open Space staff to submit a grant application to the Carson Water Subconservancy District for an erosion control and watershed improvement project. The project location is on the southeast side of the Prison Hill Recreation Area along Golden Eagle Lane. (Richard Wilkinson, rwilkinson@carson.org)

Staff Summary: This funding request is for erosion control, water quality and watershed improvement work on the southeast side of Prison Hill Recreation Area, along Golden Eagle Lane. The grant opportunity would give staff the ability to pursue funds needed to address erosion issues occurring on the southeast end of Prison Hill which are impacting Open Space property, the Carson River and safe access for residents on Golden Eagle lane.

20.D For Possible Action: To accept the recommendation of the Open Space Advisory Committee to submit a grant application to the Recreational Trails Program for trail and trailhead improvements at the north end of the Prison Hill Recreation Area. (Richard Wilkinson, rwilkinson@carson.org)

Staff Summary: On November 16, 2015, the Open Space Advisory Committee approved a recommendation to the Board of Supervisors to authorize Staff to submit a grant request to the Nevada Division of State Parks Recreational Trails Program. The grant opportunity gives Staff the ability to pursue funds to install a formal trailhead with amenities. The trailhead would be installed at the corner of 5th street and Carson River Road on the north end of Prison Hill recreation Area.

21. Fire

21.A Grant Application - FEMA, Assistance to Firefighters Grant. (Robert Schreihans, rschreihans@carson.org)

Staff Summary: The Carson City Fire Department has applied for an Assistance to Firefighters Grant in the amount of \$1,085,046, to supply funding to purchase a new ladder truck. The Fire Department has not had this type of apparatus in fleet since 2009.

21.B Grant Application - Community Development Block Grant. (Robert Schreihans, rschreihans@carson.org)

Staff Summary: The Carson City Fire Department has applied for a Community Development Block Grant in the amount of \$205,000, to supply funding to purchase a new ambulance for Station 52. This ambulance would be used in a Community Paramedicine Program.

21.C For Possible Action: To adopt a resolution of the Carson City Board of Supervisors accepting a change in fee schedule for use in billing for Fire Department Services. (Robert Schreihans, rschreihans@carson.org)

Staff Summary: The Fire Department is often called upon to provide emergency response, emergency management and/or educational assistance to citizens or other local governments. In those instances where these services are provided on a fee for service basis, the Department must have a fee schedule in place. This fee schedule is an updated version of the Resolution adopted by the Board in 2015, and will be used to seek reimbursement for services provided under assistance for hire circumstances, for the provision of elective educational programs, or to seek restitution in the case of a conviction in a court of law. This update reflects an increase to offset the labor contract rate increase of 2%.

21.D For Possible Action: To authorize Carson City to submit a grant application in the amount of \$1,102,500 (\$367,500 each year - for three years) to the Social Innovation Fund, Corporation for National and Community Service - Pay for Success Grant. (Robert Schreihans, rschreihans@carson.org)

Staff Summary: This grant request will be used to acquire funding which would implement Carson City's plan for developing a Community Paramedicine (CP) program.

22. District Attorney

22.A For Possible Action: Discussion and possible approval of amendments to Carson City, Nevada, Boards, Committees, and Commissions Policies and Procedures, Approved September 5, 2012. (Jason Woodbury, jwoodbury@carson.org)

Staff Summary: The Board of Supervisors adopted the existing policies and procedures governing its boards, committees, and commissions in September, 2012. Since that time, improvements to the existing policy have been discussed at two meetings, most recently on December 3, 2015. The District Attorney's office has completed the revision to the policies and procedures in accordance with that discussion and the direction of the Board of Supervisors.

23. City Manager

23.A For Possible Action: To appoint a member to the Carson City Audit Committee, for a two year term that expires in December 2017. (Nick Marano, nmarano@carson.org)

Staff Summary: CCMC Chapter 2.14.030 provides for a five (5) member Audit Committee; one (1) member from the Board of Supervisors and four (4) members from the citizen-at-large. There is one vacancy for a citizen-at-large position due to expiration of term. A reappointment request was received from Michael Bertrand. There are no additional applicants.

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

****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.

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
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: January 28, 2016