

**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:** March 6, 2014  
**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 - Nick Emery, Good Shepherd Wesleyan 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 - December 19, 2013**
- 7. For Possible Action: Adoption of Agenda**
- 8. Consent Agenda**

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*All matters listed under the consent agenda are considered routine and may be acted upon by the Board of Supervisors with one action and without an extensive hearing. Any member of the Board or any citizen may request that an item be taken from the consent agenda, discussed and acted upon separately during this meeting. The Mayor, or the Mayor Pro-Tem, retains discretion in deciding whether or not an item will be pulled off the consent agenda.*

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**8-1. District Attorney**

For Possible Action: To approve pursuant to Section 3.070(3) of the City Charter an independent contractor agreement retroactive to February 18, 2014 between the District Attorney and the law firm of Maupin, Cox & LeGoy for Special Deputy District Attorney services on an as needed hourly basis, as engaged by the District Attorney's Office, to represent the City in labor matters involving without

limitation negotiations, mediation, fact finding, arbitration, and appeals. (*Randal Munn and Melanie Bruketta*)

Staff Summary: Labor law is a very specialized area of law practice. The District Attorney's Office does not currently have any staff with the necessary expertise in labor law with respect to ongoing labor contract negotiations.

## **8-2. 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 February 25, 2014 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).

## **8-3. Purchasing and Contracts**

- A) For Possible Action: To determine that Horizon Construction, Inc. is the lowest responsive and responsible bidder pursuant to NRS Chapter 338 and to award Contract No. 1314-155 Fairgrounds Arena Picnic Shelter Project to Horizon Construction, Inc. for a bid amount of \$82,724.00 plus a contingency amount not to exceed \$8,000.00 to be funded from the Capital Projects/Construction Account in the Redevelopment Fund as provided in FY 2013/2014. (*Kim Belt*)

Staff Summary: Carson City received sealed bids for all labor, materials, tools and equipment necessary for the Fairgrounds Arena Picnic Shelter Project. Project consists of constructing a new access ramp, concrete slab, and picnic shelter as well as installing electrical pull boxes, electrical conduit, and irrigation sleeves. Sealed bids must be submitted in accordance with the bid documents, drawings and plans, specifications and special conditions related hereto.

- B) For Possible Action: To accept Public Works recommendation to approve Amendment No. 1 to Contract No. 1213-172 with Custom Sign and Crane, titled "Carson City Community Center LED Sign Project" to increase the contract in an amount not to exceed \$3,500.00 funded from the Redevelopment Professional Services Account as provided for in FY2013/2014. (*Kim Belt*)

Staff Summary: On June 20, 2013, the Carson City Board of Supervisors approved the above listed contract in the amount of \$100,716.00. On July 18, 2013, the Carson City Board of Supervisors approved a decrease to the original approved contract by an amount of \$3,500.00, bringing the total contract cost to \$97,216.00. On February 20, 2014, the Carson City Board of Supervisors requested changes to the Maintenance Agreement and Terms and Conditions for the Community Center Sign Project prior to amendment approval. This request to amend the contract in an amount not to exceed \$3,500.00 is for the purchase of a 4 year maintenance agreement on the Community Center LED Sign for a total contract amount of \$100,716.00.

**8-4. Health and Human Services**

For Possible Action: To approve a Lease Agreement between Carson City and Vitality Unlimited, a non-profit Nevada corporation. *(Nicki Aaker)*

Staff Summary: Community Counseling Center’s lease with Carson City was terminated due to the loss of funding. Vitality, who will provide the same services Community Counseling Center provided, desires to enter into a lease with Carson City for 6,998 square feet at 900 East Long Street; Carson City, Nevada. Vitality will be providing detoxification and substance abuse treatment.

**8-5. City Manager**

- A) For Possible Action: To reappoint two members to the Carson City International Building Code Board of Appeals, William (Bill) Miles to the General Contractor position and Darrin Berger to the Registered Architect position, for two year terms that expire in January 2016. *(Marena Works)*

Staff Summary: Per CCMC 15.05.020, Section 112.1, the Board of Supervisors shall appoint five members to the International Building Code Board of Appeals (Board of Appeals) as follows: a) One Architect registered by the state of Nevada; b) One General Building Contractor licensed by the state of Nevada; c) One Mechanical Engineer licensed by the state of Nevada; d) One Structural/Civil Engineer licensed by the state of Nevada; and, e) One Electrical Engineer licensed by the state of Nevada.

The following positions are open due to the expiration of members’ terms: General Contractor and Registered Architect. William (Bill) Miles has applied for reappointment to the General Contractor position and Darrin Berger has applied for reappointment to the Registered Architect position. There are no additional applicants.

- B) For Possible Action: To appoint Randy Bowling to the Carson City Utility Financial Oversight Committee as Supervisor Bonkowski’s appointed representative. *(Marena Works)*

Staff Summary: The prior appointee was not a city resident and thus a new representative is needed for the committee.

*(End of Consent Agenda)*

**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. For Possible Action: Approval of Minutes - October 17, 2013, November 7, 2013, and December 19, 2013**

**13. Community Development - Business License**

For Possible Action: To approve Shawn Bartlett as the liquor manager for Dolgen Midwest, LLC dba Dollar General (Liquor License #14-29913) located at 3059 Hwy 50 East. *(Lena Reseck)*

Staff Summary: All liquor license requests are to be reviewed by the Liquor Board per CCMC 4.13. Dolgen Midwest, LLC dba Dollar General is a grocery and household product retail store. The liquor license will be a packaged beer and wine license. Shawn Bartlett will be the off-site manager for the store. Staff is recommending approval.

**14. 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.

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

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

**Ordinances, Resolutions, and Other Items**

**17. Any item(s) pulled from the Consent Agenda will be heard at this time.**

**18. Justice & Municipal Court**

For Possible Action: To approve the appointment of Ms. Jessica Prunty to the panel of Judge Pro Tempores for the Carson City Justice & Municipal Court. *(Max Cortes)*

Staff Summary: NRS 4.032 allows the Board of Supervisor to establish a panel of qualified individuals to serve as judge pro tempore during the absence of a justice of the peace. Judge pro tempore's act with the full authority of a justice of the peace and are capable of presiding over trials, preliminary hearings, protective order matters, civil issues pertaining to small claim actions and tenant landlord disputes.

**19. Finance**

A) For Possible Action: To adopt Bill No. 103, on second reading, an ordinance of the Board of Supervisors of Carson City, Nevada designated by the short title "2014 Sewer Bond Ordinance"; providing for the issuance of its General Obligation (Limited Tax) Sewer Bond (Additionally Secured by Pledged Revenues), Series 2014; providing the form, terms and conditions of the bond; providing for the levy and collection of annual general (Ad Valorem) taxes for the payment of such bond; additionally securing its payment by a pledge of revenues derived from the sanitary sewer system and drainage system of the City; and providing other matters relating thereto. *(Nick Providenti)*

Staff Summary: This ordinance will authorize the issuance of the Carson City, Nevada, General Obligation (Limited Tax) Sewer Bonds (Additionally Secured by Pledged Revenues), Series 2014. 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.

- B) For Possible Action: To adopt Bill No.104, on second reading, an ordinance of the Board of Supervisors of Carson City, Nevada designated by the short title “2014 Water Bond Ordinance”; providing for the issuance of its General Obligation (Limited Tax) Water Bond (Additionally Secured by Pledged Revenues), Series 2014; providing the form, terms and conditions of the bond; providing for the levy and collection of annual general (Ad Valorem) taxes for the payment of such bond; additionally securing its payment by a pledge of revenues derived from the water system of the City; and providing other matters relating thereto. *(Nick Providenti)*

Staff Summary: This ordinance will authorize the issuance of the Carson City, Nevada, General Obligation (Limited Tax) Water Bonds (Additionally Secured by Pledged Revenues), Series 2014. 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 Water Utility System by acquiring, constructing, improving and equipping facilities pertaining to the system.

## **20. Purchasing and Contracts**

For Possible Action: To approve Task No. 3 for Contract No. 1112-148 with Kafoury Armstrong & Co. to provide auditing services for FY 2013/2014 and to designate Kafoury, Armstrong & Co. as the auditing firm for FY 2013/2014. *(Kim Belt)*

Staff Summary: Carson City is required to designate an auditor on an annual basis per NRS 354.624.

## **21. Community Development - Planning**

- A) Presentation Only: To give an overview of the funding available for the Community Support Services Grant (CSSG), the Community Development Block Grant (CDBG), the Boys and Girls Club of Northern Nevada, and the Nevada-Tahoe Conservation District, and discuss how the funding is allocated. *(Janice Brod)*

Staff Summary: The amount of CSSG funding available for all community support programs for fiscal year 2014-15 is estimated to be \$257,200. The funding source is Carson City’s general fund. The CSSG is separated into two categories- general programs and youth programs. General programs typically receive \$185,000 and youth programs typically receive \$72,200. Carson City also receives CDBG funding to benefit low- to moderate- income areas and individuals. The CDBG funding amount has not been determined yet, but is estimated to be similar to 2013 funding, which was \$378,067. Carson City also allocates funds to the Boys and Girls Club from the Q18/Quality of Life Fund and to the Nevada-Tahoe Conservation District from the Storm Water Fund.

- B) For Possible Action: To prioritize the Community Support Services Grant (CSSG) funding for youth programs for FY2014-15. *(Janice Brod)*

Staff Summary: The CSSG funding available for Carson City youth programs for fiscal year 2014-15 is estimated to be \$72,200. The Partnership Carson City Executive Board conducted a meeting on February 5, 2014 to review the applications and make funding recommendations for consideration by the Board of Supervisors.

- C) For Possible Action: To allocate the Community Development Block Grant (CDBG) and Community Support Services Grant (CSSG) funding for FY2014-15, and to open a 30-day public comment period

from April 1 to April 30, 2014 for review of the Carson City draft CDBG 2014-15 Annual Action Plan and 5-year draft Consolidated Plan to implement the Department of Housing and Urban Development (HUD) CDBG Program. *(Janice Brod)*

Staff Summary: The CDBG funding available to Carson City for fiscal year 2014-15 is estimated to be \$378,067, which was the amount of funding for fiscal year 2013-2014. There will be approximately \$56,710 (15% maximum) for public services activities, \$245,744 for public facilities and improvements, and \$75,613 (20% maximum) for planning and administration. The CSSG funding available to Carson City for fiscal year 2014-15 is estimated to be \$185,000. A community-based Application Review Workgroup (ARW) conducted a public meeting to interview the CDBG and CSSG applicants on February 11, 2014 and then ranked the applications for recommendation to the Board of Supervisors.

## 22. City Manager

For Possible Action: To adopt Bill No. 105, on second reading, an ordinance amending Title 21 - Taxation of the Carson City Municipal Code by adding a new Chapter 21.08 - Infrastructure Sales Tax for the purpose of imposing a sales tax in Carson City of one-eighth of one-percent on retail sales; by adding a new Section 21.08.010 - Definitions; by adding a new Section 21.08.020 - Imposition of Tax, refunds, effective date of tax, repeal of tax, imposing a one-eighth of one percent (0.125%) sales tax; by adding a new Section 21.08.030 - Use of Proceeds of Tax; by adding a new Section 21.08.040 - Payment of Proceeds of Tax to Department, Contract with Department; by adding a new Section 21.08.050 - Incorporation of Provisions of Chapter 374 of NRS; by adding a new Section 21.08.060 - Creation of Infrastructure Fund; by adding a new Section 21.08.070 - Issuance of Bonds, Notes and Other Securities; by adding a new Section 21.08.080 - Impairment of Obligations Prohibited; to create an infrastructure fund for the accounting of the tax; to provide for payment of the proceeds of the tax to the Nevada Department of Taxation; to authorize a contract with the Nevada Department of Taxation related to the administration and operation of the tax; to incorporate certain provisions of Chapter 374 of NRS; to provide for the issuance of bonds and other securities; and other matters properly related thereto. *(Marena Works)*

### **APPROVAL OF THE ORDINANCE IMPOSING A SALES TAX PURSUANT TO NRS 377B.100 REQUIRES AN AFFIRMATIVE VOTE OF TWO-THIRDS MAJORITY OF THE MEMBERS OF THE BOARD OF SUPERVISORS.**

Staff Summary: An ordinance must be adopted to implement a sales tax pursuant to NRS 377B to fund certain public infrastructure projects as identified in the Plan of Expenditure adopted by the Board of Supervisors on February 20, 2014. The construction projects that would be funded by the sales tax are a new animal services facility, a new multi-purposes athletic center, street and pedestrian improvements in the downtown area and Carson Street and William Street/Highway 50 East commercial corridors, and Community Center improvements, as adopted in the Plan of Expenditure. The sales tax may only be used to fund projects that are included within the Plan of Expenditure.

## 23. Board of Supervisors

Non-Action 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

**24. 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.

**25. For Possible Action: To Adjourn as the Board of Supervisors**

– LUNCH BREAK –

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

**Board of Health**

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

**27. 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.

**28. For Possible Action: Approval of Minutes - December 19, 2013**

**29. Health and Human Services**

- A) For Possible Action: Report, discussion and possible direction to staff regarding the Board of Health Chairman's report concerning activities members of the Board of Health are engaged in both inside and outside of CCHHS. (*Susan Pintar*)

Staff Summary: Provide an update on the Board of Health's engagement in the department and community.

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

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.

- C) For Possible Action: Report and possible acceptance of Animal Services' donations received since the last Board of Health meeting (12/1/13 – 1/31/14). (*Nicki Aaker*)

Staff Summary: Donations are made on a regular basis to support various functions at animal services. This report will specify what monetary donations were made and what stipulations, if any, the donations carry.

- D) Provide a report and discussion regarding the activity update of Carson City Health and Human Services' (CCHHS) Disease Control and Prevention Division. (*Dustin Boothe*)

Staff Summary: This is an opportunity to provide an update on CCHHS' Disease Control and Prevention Division's activities informing the Board of Health of current activities, programs and services.

- E) To provide report and discussion about a quality improvement project conducted within the Clinical Services Division. (*Veronica Galas, Adriana Rodriguez*)

Staff Summary: Carson City Health and Human Services' (CCHHS) has a quality improvement plan. The mission of the plan is to continuously improve the quality of our programs, processes, and services so that the department may provide high-performing services which best fulfill the needs of the clients and improve the quality of life within the community. The Clinical Services Division is conducting a quality improvement project to improve patient scheduling. In 2012, the no show rate was 34%. The goal was to improve the scheduling system to decrease the no-show rate.

- F) For Possible Action: To schedule Board of Health meetings for 2014 bimonthly in conjunction with the Board of Supervisors regular meetings days on April 17, June 19, August 21, October 16, and December 18. (*Nicki Aaker*)

Staff Summary: Staff would like the Board of Health to meet on a bimonthly basis and to schedule these meetings for the 2014 calendar year.

**30. 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.

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

*\*\*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 provided at least two public comment periods in compliance with the minimum requirements of the Open Meeting Law prior to adjournment. In addition, it is the 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 agendized 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 226. For specific dates and times - [www.bactv.org](http://www.bactv.org).*



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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.*

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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  
Business Resource & Innovation Center (BRIC) 108 East Proctor Street

**Date: February 27, 2014**