

**CARSON CITY BOARD OF SUPERVISORS**

**Minutes of the July 18, 2013 Meeting**

**Page 1**

**DRAFT**

A regular meeting of the Carson City Board of Supervisors was scheduled for 8:30 a.m. on Thursday, July 18, 2013 in the Community Center Sierra Room, 851 East William Street, Carson City, Nevada.

**PRESENT:** Mayor Robert Crowell  
Supervisor Karen Abowd, Ward 1  
Supervisor Brad Bonkowski, Ward 2  
Supervisor John McKenna, Ward 3  
Supervisor Jim Shirk, Ward 4

**STAFF:** Larry Werner, City Manager  
Marena Works, Deputy City Manager  
Alan Glover, Clerk - Recorder  
Neil Rombardo, District Attorney  
Kathleen King, Deputy Clerk / Recording Secretary

**NOTE:** A recording of these proceedings, the Board's agenda materials, and any written comments or documentation provided to the Clerk, during the meeting, are part of the public record. These materials are available for review, in the Clerk's Office, during regular business hours.

**1 - 4. CALL TO ORDER, ROLL CALL, INVOCATION, AND PLEDGE OF ALLEGIANCE** (8:30:00) - Mayor Crowell called the meeting to order at 8:30 a.m. Roll was called; a quorum was present. Mayor Crowell called for Michael Hurlbert of the First Christian Church and, when no one responded, he requested everyone to observe a moment of silence. At Mayor Crowell's request, Sheriff Ken Furlong led the pledge of allegiance. Mayor Crowell read a thought of the day into the record.

**5. PUBLIC COMMENTS AND DISCUSSION** (8:31:40) - Mayor Crowell entertained public comment; however, none was forthcoming.

**6. POSSIBLE ACTION ON ADOPTION OF AGENDA** (8:32:01) - Mayor Crowell advised that item 21 would be heard prior to item 18. He entertained additional modifications to the agenda and, when none were forthcoming, a motion to adopt the agenda. **Supervisor Bonkowski moved to adopt the agenda, as amended. Supervisor Abowd seconded the motion. Motion carried 5-0.**

**7. SPECIAL PRESENTATIONS OF LENGTH OF SERVICE AWARDS FOR CITY EMPLOYEES** (8:33:19) - Mayor Crowell requested the Board members to join him at the podium, where he presented Certificates of Appreciation to WIC Program Specialist Ada Dezerga and Deputy Sheriff Ron Locatelli for five years' continuous service to the City; and to Executive Office Supervisor Janet Busse for twenty years' continuous service to the City. The Board members, City staff, and citizens present applauded each employee.

**8. CONSENT AGENDA** (8:37:35) - Mayor Crowell introduced this item, noting that item 8-5(B) had been withdrawn. He advised of having been requested to separately hear items 8-1(A), 8-3(A), 8-5(A), and 8-6(A). He entertained additional requests to hear items separate from the consent agenda and, when none were forthcoming, a motion to approve the remainder of the consent agenda. **Supervisor McKenna moved to approve the consent agenda, consisting of one item from Juvenile Probation; one item from Finance; one item from Purchasing and Contracts; one item from the Landfill; and one item from**

**CARSON CITY BOARD OF SUPERVISORS**

**Minutes of the July 18, 2013 Meeting**

**Page 2**

**DRAFT**

the City Manager. Supervisor Bonkowski seconded the motion. Mayor Crowell entertained discussion on the motion and, when none was forthcoming, a vote on the pending motion. **Motion carried 5-0.**

**8-1. JUVENILE PROBATION DEPARTMENT**

**8-1(A) POSSIBLE ACTION TO APPROVE THE CARSON CITY JUVENILE PROBATION DEPARTMENT RECEIVING \$6,642.00 IN STATE FUNDS FROM THE STATE JUVENILE JUSTICE PROGRAMS OFFICE FOR THE FORWARD THINKING INTERACTING JOURNALING SERIES (8:39:39)** - Mayor Crowell introduced this item. At Supervisor McKenna's request, Chief Juvenile Probation Officer Ben Bianchi introduced himself, for the record; advised that he had been with the Juvenile Probation Department for 22 years and was recently appointed to replace former Chief John Simms, who recently retired. Supervisor McKenna congratulated Mr. Bianchi. Mr. Bianchi reviewed the agenda materials. Supervisor Shirk advised of having requested this item to be heard separately in order to "bring to the community's attention what a fine program this is and how it can help our community." Mr. Bianchi expressed excitement over the program, noting that "it really gives conformity to what we do as opposed to officer to family. ... it's a template-type curriculum to get some change." Mayor Crowell thanked Mr. Bianchi and entertained additional questions. When no further questions were forthcoming, he congratulated Mr. Bianchi.

Mayor Crowell entertained a motion to approve the Carson City Juvenile Probation Department to receive \$6,642.00 in State Juvenile Justice Programs funds during the 2013 / 2014 fiscal year. **Supervisor Shirk so moved. Supervisor McKenna seconded the motion. Motion carried 5-0.**

**8-1(B) POSSIBLE ACTION TO APPROVE THE CARSON CITY JUVENILE PROBATION DEPARTMENT RECEIVING \$51,208.00 IN STATE FUNDS FROM THE STATE JUVENILE JUSTICE PROGRAMS OFFICE FOR SPECIALIZED FOSTER CARE ROOM AND BOARD MEDICAID FUNDING**

**8-2. FINANCE DEPARTMENT - POSSIBLE ACTION TO ACCEPT THE REPORT ON THE CONDITION OF EACH FUND IN THE TREASURY AND THE STATEMENTS OF RECEIPTS AND EXPENDITURES, THROUGH JULY 9, 2013, PURSUANT TO NRS 251.030 AND NRS 354.290**

**8-3. PURCHASING AND CONTRACTS**

**8-3(A) POSSIBLE ACTION TO ACCEPT THE CARSON CITY AUDIT COMMITTEE'S RECOMMENDATION TO APPROVE AMENDMENT NO. 3 TO CONTRACT NO. 1112-133, WITH MOSS ADAMS, LLP, CERTIFIED PUBLIC ACCOUNTANTS, TITLED "INTERNAL AUDITING SERVICES," TO INCREASE THE CONTRACT TERM FROM SEPTEMBER 30, 2013 TO JUNE 30, 2014 AND PERFORM THE CITY'S INTERNAL AUDIT FUNCTION FOR A NOT-TO-EXCEED COST OF \$110,000.00, TO BE FUNDED FROM THE INTERNAL AUDIT BUDGET ACCOUNT, AS PROVIDED IN FY 2013 / 2014 (8:44:15)** - Mayor Crowell introduced this item, and Finance Department Director Nick Providenti reviewed the agenda materials. Supervisor Abowd requested reports from the departments being audited, and Mr. Providenti agreed to do so. In response to a series of questions, Mr. Providenti and Mr. Werner provided additional clarification of the contract provisions and cost.

**CARSON CITY BOARD OF SUPERVISORS**

**Minutes of the July 18, 2013 Meeting**

**Page 3**

**DRAFT**

Mayor Crowell entertained additional Board member questions or comments and, when none were forthcoming, public comments or questions. When no comments or questions were forthcoming, he entertained a motion. **Supervisor Abowd moved to accept the Carson City Audit Committee's recommendation to approve Amendment No. 3 to Contract No. 1112-133 with Moss-Adams, LLP, Certified Public Accountants, titled, "Internal Auditing Services," to increase the contract term, from September 30, 2013 to June 30, 2013, and perform the City's internal audit function for a not-to-exceed cost of \$110,000.00, to be funded from the internal audit budget account, as provided in FY 2013 / 2014. Supervisor Bonkowski seconded the motion. Motion carried 5-0.**

**8-3(B) POSSIBLE ACTION TO APPROVE THE REVISION OF CONTRACT 1213-172 FOR CARSON CITY COMMUNITY CENTER LED SIGN PROJECT, IN THE AMOUNT OF \$97,216.00, TO CUSTOM SIGN AND CRANE, WHICH IS A DECREASE TO THE ORIGINAL APPROVED CONTRACT, BY AN AMOUNT OF \$3,500.00; THIS CONTRACT IS TO BE FUNDED FORM THE CAPITAL OUTLAY / CC READER BOARD ACCOUNTS FOR FY 2013 / 2014**

**8-4. PUBLIC WORKS DEPARTMENT, LANDFILL - POSSIBLE ACTION TO AUTHORIZE THE MAYOR TO SIGN AN INTERLOCAL AGREEMENT, BETWEEN CARSON CITY AND THE STATE OF NEVADA, THROUGH THE NEVADA DEPARTMENT OF TRANSPORTATION ("NDOT"), WHEREBY CARSON CITY WILL REMOVE MATERIAL FROM BUREAU OF LAND MANAGEMENT ("BLM") PROPERTY WHICH NDOT DOES NOT NEED**

**8-5. HEALTH AND HUMAN SERVICES DEPARTMENT**

**8-5(A) POSSIBLE ACTION TO APPROVE FUNDING A FULL-TIME PUBLIC HEALTH PLANNER / MRC COORDINATOR, POSITION CONTROL NUMBER 777 (8:49:58) -** Mayor Crowell introduced this item, and Health and Human Services Department Interim Director Romaine Gilliland provided background information and reviewed the agenda materials. At Mayor Crowell's request, Mr. Gilliland provided background information on his work experience. Mr. Gilliland acknowledged that the subject position is fully grant funded. He further clarified that "we have just begun the second of a five-year grant funding period so we do have continuing grant funding for the next four years." He responded to additional questions of clarification regarding the subject position.

Mayor Crowell entertained additional Board member questions or comments and, when none were forthcoming, public comments. When no public comments were forthcoming, he entertained a motion. **Supervisor Bonkowski moved to approve funding a full-time position for the Public Health Planning / MRC Coordinator position, control no. 777. Supervisor Abowd seconded the motion. Motion carried 5-0.**

**8-5(B) POSSIBLE ACTION TO DIRECT STAFF TO APPLY FOR A FORENSIC ASSESSMENT SERVICES TRIAGE TEAM GRANT FROM THE NEVADA STATE PUBLIC AND BEHAVIORAL HEALTH DIVISION, IN AN AMOUNT NOT TO EXCEED \$30,000, FOR THE ONE-YEAR PERIOD, BEGINNING JULY 2013; GRANT FUNDS ARE TO BE USED TO CONTINUE BUILDING COMMUNITY-BASED MENTAL HEALTH TREATMENT, AND OTHER ITEMS RELATED THERETO - Withdrawn.**

**CARSON CITY BOARD OF SUPERVISORS**

**Minutes of the July 18, 2013 Meeting**

**Page 4**

**DRAFT**

**8-6. CITY MANAGER**

**8-6(A) POSSIBLE ACTION TO RATIFY THE APPROVAL OF BILLS AND OTHER REQUESTS FOR PAYMENTS BY THE CITY MANAGER FOR THE PERIOD OF JUNE 11, 2013 THROUGH JULY 8, 2013 (8:53:29)** - Mayor Crowell introduced this item. Mr. Werner provided background information and reviewed the agenda materials. In response to a question, he explained that the allocation to the Brewery Arts Center, reflected at page 2, represents the Community Support Services grant approved by the Board of Supervisors to fund the community access television.

Mayor Crowell entertained additional Board member questions or comments and, when none were forthcoming, a motion. **Supervisor Abowd moved to ratify the approval of bills and other requests for payments by the City Manager, for the period of June 11, 2013 through July 8, 2013. Supervisor Bonkowski seconded the motion.** Mayor Crowell entertained discussion on the motion and, when none was forthcoming, called for a vote. **Motion carried 5-0.**

**8-6(B) POSSIBLE ACTION TO ADOPT A RESOLUTION AUTHORIZING EXPENDITURES OF FUNDS TO NON-PROFIT ORGANIZATIONS FOR FY 2013 / 2014 (8:55:16)** - At Mr. Werner's request, Mayor Crowell re-opened this item to assign the resolution number. Mr. Werner advised that the Resolution No. is 2013-R-35, and Mayor Crowell requested the record to reflect said resolution number associated with this item.

**9. ANY ITEM(S) PULLED FROM THE CONSENT AGENDA WILL BE HEARD AT THIS TIME (8:39:39)** - Please see the minutes for items 8-1(A), 8-3(A), 8-5(A), 8-6(A) and (B).

**10. RECESS BOARD OF SUPERVISORS (8:55:38)** - Mayor Crowell recessed the Board of Supervisors at 8:55 a.m.

**LIQUOR AND ENTERTAINMENT BOARD**

**11. CALL TO ORDER AND ROLL CALL (8:55:41)** - Chairperson Crowell called the Liquor and Entertainment Board to order at 8:55 a.m., noting the presence of a quorum, including Member Ken Furlong.

**12. COMMUNITY DEVELOPMENT DEPARTMENT, BUSINESS LICENSE DIVISION - POSSIBLE ACTION TO APPROVE DENNIS O'KEEFE AS THE LIQUOR MANAGER FOR GOLDEN GATE GAS, LIQUOR LICENSE NO. 14-29718, LOCATED AT 2651 HIGHWAY 50 EAST, CARSON CITY (8:55:55)** - Chairperson Crowell introduced this item, and Senior Business License Technician Lena Reseck reviewed the agenda materials, noting staff's recommendation of approval. Ms. Reseck advised that Mr. O'Keefe was unable to attend the meeting and introduced Golden Gate Petroleum Retail Operations Director David Ketty.

(8:56:49) Mr. Ketty introduced himself for the record and, in response to a question, advised of the intent to open the store by July 30<sup>th</sup>. In response to a question, he described the development as "a traditional-type convenience store and we want to sell alcohol and beer and ... traditional grocery items." In response to a further question, he advised that Golden Gate Petroleum has a number of locations in northern Nevada, and "thought there was a huge opportunity in Carson City. We're also going to be building a location in Gardnerville right after we get the one in Carson City opened up. We like the business climate here. It's

**CARSON CITY BOARD OF SUPERVISORS**  
**Minutes of the July 18, 2013 Meeting**  
**Page 5**

**DRAFT**

a lot more friendly than compared to California, where we have a number of stations also.” At Member Bonkowski’s request, Mr. Ketty advised that “our policy is to I.D. anyone that purchases alcohol and / or tobacco regardless of their age.” Mr. Ketty acknowledged that the process to hire employees has begun. In response to a further question, he advised that the store manager will be directed to arrange for the employees to complete the Sheriff’s alcohol server training course.

In response to a question, Mr. Rombardo read a portion of CCMC Section 4.13.100 into the record, as follows: “The applicant or applicants or their authorized representative shall appear before the board.” Chairperson Crowell entertained additional board member questions or comments and public comments. When none were forthcoming, he entertained a motion. **Member Bonkowski moved to approve Dennis O’Keefe as the liquor manager for Golden Gate Gas, liquor license no. 14-29718, located at 2651 Highway 50 East, Carson City. Member Abowd seconded the motion. Motion carried 6-0.** Member Bonkowski welcomed Mr. Ketty to Carson City and Chairperson Crowell thanked him for doing business here.

**13. PUBLIC COMMENT (9:00:48)** - Chairperson Crowell entertained public comment; however, none was forthcoming.

**14. ACTION TO ADJOURN LIQUOR AND ENTERTAINMENT BOARD (9:00:59)** - Chairperson Crowell adjourned the Liquor and Entertainment Board at 9:00 a.m.

**15. RECONVENE BOARD OF SUPERVISORS (9:01:01)** - Mayor Crowell reconvened the Board of Supervisors at 9:01 a.m.

**ORDINANCES, RESOLUTIONS, AND OTHER ITEMS**

**16. SHERIFF**

**16(A) POSSIBLE ACTION TO ACCEPT THE FY14 ENFORCING UNDERAGE DRINKING LAWS GRANT, IN THE AMOUNT OF \$15,000.00 (9:01:04)** - Mayor Crowell introduced this item. Sheriff Ken Furlong reviewed the agenda materials, and responded to questions of clarification. Mayor Crowell entertained public comments and, when none were forthcoming, a motion. **Supervisor Abowd moved to accept the FY 2014 Enforcing Underage Drinking Laws grant, in the amount of \$15,000.00. Supervisor Bonkowski seconded the motion. Motion carried 5-0.**

**16(B) POSSIBLE ACTION TO ACCEPT THE OFFICE OF CRIMINAL JUSTICE ASSISTANCE GRANT 13-JAG-04, REGIONAL GANG INITIATIVE, IN THE AMOUNT OF \$180,000 (9:05:17)** - Mayor Crowell introduced this item, and Sheriff Furlong reviewed the agenda materials. In response to a question, Sheriff Furlong expressed the hope “that, as time progresses, ... we realize that this is a nature of urbanization and that’s a responsibility of local governments to fund those types of activities.” He expressed the intention “that we will always have gang unit officers and work real closely with our neighbors and assume that responsibility.” Sheriff Furlong responded to questions of clarification regarding graffiti reports and the programs funded by the subject grant.

**CARSON CITY BOARD OF SUPERVISORS**

**Minutes of the July 18, 2013 Meeting**

**Page 6**

**DRAFT**

Mayor Crowell entertained public comment and, when none was forthcoming, a motion. **Supervisor Bonkowski moved to accept the Office of Criminal Justice Assistance Grant 13-JAG-04, Regional Gang Initiative, in the amount of \$180,000. Supervisor Abowd seconded the motion. Motion carried 5-0.**

**16(C) POSSIBLE ACTION TO ACCEPT THE OFFICE OF CRIMINAL JUSTICE ASSISTANCE GRANT 13-JAG-05, D.A.R.E. KEEPING IT REAL, IN THE AMOUNT OF \$10,000.00 (9:09:43)** - Mayor Crowell introduced this item. Sheriff Furlong introduced Deputy Lisa Davis and reviewed the agenda materials. At Supervisor Abowd's request, Deputy Davis discussed the "Keeping it Real Program," describing it as a "new revision of the D.A.R.E. Program."

Mayor Crowell entertained public comment and, when none was forthcoming, commended Deputy Davis on her great efforts. Mayor Crowell entertained a motion. **Supervisor Bonkowski moved to accept the Office of Criminal Justice Assistance Grant 13-JAG-05, D.A.R.E. Keeping it Real, in the amount of \$10,000. Supervisor Abowd seconded the motion. Motion carried 5-0.**

**16(D) POSSIBLE ACTION TO ACCEPT THE OFFICE OF CRIMINAL JUSTICE ASSISTANCE GRANT 13-JAG-06, TRI-NET NARCOTICS TASK FORCE, IN THE AMOUNT OF \$91,000 (9:12:24)** - Mayor Crowell introduced this item. Sheriff Furlong introduced Tri-Net Narcotics Task Force Director Mitch Pier, and reviewed the agenda materials. At Mayor Crowell's request, Mr. Pier discussed the Tri-Net Narcotics Task Force operation. In response to a question, Mr. Werner advised that any necessary budget augmentation would be allocated from the general fund. Mr. Pier responded to questions regarding the method by which seizure proceeds are allocated.

Mayor Crowell entertained public comment and, when none was forthcoming, a motion. **Supervisor McKenna moved to accept the Office of Criminal Justice Assistance Grant, 13-JAG--06, Tri-Net Narcotics Task Force, in the amount of \$91,000, including augmentation of the Sheriff's budget of \$12,185, if needed. Supervisor Bonkowski seconded the motion. Motion carried 5-0.**

**17. HEALTH AND HUMAN SERVICES DEPARTMENT - DISCUSSION ONLY REGARDING AN UPDATE ON CROSS-JURISDICTIONAL SHARING SERVICES, THE RELATED ROBERT WOOD JOHNSON PLANNING GRANT, AND THE PROPOSED PLANS TO CONSOLIDATE DOUGLAS COUNTY ENVIRONMENTAL HEALTH SERVICES THROUGH CARSON CITY HEALTH AND HUMAN SERVICES ("CCHHS") (9:21:07)** - Mayor Crowell introduced this item, and Interim Health and Human Services Department Director Romaine Gilliland reviewed the agenda materials. Mr. Gilliland and Ms. Works responded to questions of clarification. Mayor Crowell entertained additional Board member questions or comments and public comments; however, none were forthcoming.

**18. PUBLIC WORKS DEPARTMENT, LANDFILL - POSSIBLE ACTION TO ADOPT, ON SECOND READING, BILL NO. 116, AN ORDINANCE AMENDING THE CARSON CITY MUNICIPAL CODE, TITLE 12, WATER, SEWERAGE, AND DRAINAGE, CHAPTER 12.12, SOLID WASTE MANAGEMENT, SECTION 12.12.047, LANDFILL RATES AND FEES, BY REDUCING RATES FOR CLASS III (INERT) OUT-OF-COUNTY FEES (1,000 LBS OR GREATER) CATEGORY; CHANGING INERT TO CONSTRUCTION AND DEMOLITION (C&D); AND OTHER MATTERS PROPERLY RELATED THERETO (12:08:14)** - Mayor Crowell introduced this item and, in response to a question, Public Works Department Director Andrew Burnham

**CARSON CITY BOARD OF SUPERVISORS**

**Minutes of the July 18, 2013 Meeting**

**Page 7**

**DRAFT**

advised of having received no questions or comments since introduction, on first reading. Mayor Crowell entertained public comment and, when none was forthcoming, a motion. **Supervisor Bonkowski moved to adopt, on second reading, Bill No. 116, Ordinance No. 2013-19, amending the Carson City Municipal Code, Title 12, Water, Sewerage, and Drainage, Chapter 12.12, Solid Waste Management, Section 12.12.047, Landfill Rates and Fees, by reducing rates for Class III (inert) out-of-county fees (1,000 lbs or greater) category; changing inert to C&D; and other matters properly related thereto. Supervisor McKenna seconded the motion. Motion carried 5-0.** Mayor Crowell entertained discussion on the motion and, when none was forthcoming, called for a vote on the pending motion. **Motion carried 5-0.**

**19. PURCHASING AND CONTRACTS**

**19(A) POSSIBLE ACTION TO APPROVE CONTRACT NO. 1213-120 FOR CARSON CITY TEMPORARY STAFFING SERVICES, IN THE AMOUNT OF \$1,000,000.00, TO MARATHON STAFFING TO BE FUNDED FROM THE VARIOUS CITY DEPARTMENT HOURLY ACCOUNTS FOR FY 2013 / 2014 (12:09:48)** - Mayor Crowell introduced this item. Purchasing and Contracts Manager Kim Belt reviewed the agenda materials, and responded to questions of clarification. In response to a question, Mr. Werner explained the areas in which temporary staff are used.

In response to a question, Human Resources Director Melanie Bruketta introduced Marathon Staffing Representative Paul Litting. (12:12:56) Mr. Litting responded to questions of clarification regarding recruitment methods.

Mayor Crowell entertained additional Board member questions or comments and, when none were forthcoming, public comments. When no public comments were forthcoming, he entertained a motion. **Supervisor McKenna moved to approve Contract No. 1213-120 for Carson City Temporary Staffing Services, in an amount not to exceed \$1,000,000 to Marathon Staffing, to be funded from the various city department hourly accounts for fiscal year 2013 / 2014. Supervisor Abowd seconded the motion. Motion carried 5-0.**

**19(B) POSSIBLE ACTION TO DETERMINE THAT GENEY / GASSIOT, INC. IS THE LOWEST RESPONSIVE AND RESPONSIBLE BIDDER, PURSUANT TO NRS CHAPTER 338, AND TO AWARD CONTRACT NO. 1213-180, WASTEWATER RECLAMATION PLANT DIGESTER REHABILITATION PROJECT - PHASE I REBID TO GENEY / GASSIOT, INC., FOR A BID AMOUNT OF \$1,010,332.00, PLUS A CONTINGENCY AMOUNT NOT TO EXCEED \$101,033.20, TO BE FUNDED FROM THE SEWER CAPITAL PROJECTS / DIGESTER NO. 1 DOME ACCOUNT FUND, AS PROVIDED IN FY 2013 / 2014 (12:14:04)** - Mayor Crowell introduced this item. Purchasing and Contracts Manager Kim Belt provided background information and reviewed the agenda materials. In response to a question, Public Works Department Utilities Manager David Bruketta clarified the difference between the engineer's estimate and the lowest bid. In response to a question, Public Works Department Director Andrew Burnham explained the funding mechanism.

Supervisor Bonkowski noted the ten percent contingency and suggested that "as contract amounts get larger, ... they don't always need to be a ten percent contingency." Mr. Burnham acknowledged the possibility of reconsidering the contingency percentage. In response to a question, Mr. Bruketta advised that the current digester has "lasted about 25 years." He expressed the hope for another 25 years after "we put the new ... dome on it." He further advised of internal components, included in the capital improvement

CARSON CITY BOARD OF SUPERVISORS

Minutes of the July 18, 2013 Meeting

Page 8

DRAFT

plans, to be added to “help with the life of that.” In response to a further question, he advised of having conducted non-invasive tests on the dome which showed it is thinning. “But we don’t know the full condition of the inside ... and that is part of the risk. We don’t know exactly the condition of the walls on the interior if we can’t see in there.” In response to a further question, Mr. Werner advised that the contractor is responsible to carry liability insurance. Supervisor Shirk commended Public Works Department staff on the recent public workshop. Mr. Bruketta responded to questions of clarification relative to the purpose of the subject project.

Mayor Crowell entertained public comment and, when none was forthcoming, a motion. **Supervisor McKenna moved to determine that Geney / Gassiot, Inc. is the lowest responsive and responsible bidder, pursuant to NRS Chapter 338, and to award Contract No. 1213-180, Wastewater Reclamation Plant Digester Rehabilitation Project - Phase 1 Rebid to Geney / Gassiot, Inc., for a bid amount of \$1,010,332.00, plus a contingency amount not to exceed \$101,033.20, to be funded from the Sewer Capital Projects / Digester No. 1 Dome Account Fund, as provided in FY 2013 / 2014. Supervisor Bonkowski seconded the motion. Motion carried 5-0.**

**20. PARKS AND RECREATION DEPARTMENT, OPEN SPACE PROGRAM - POSSIBLE ACTION TO APPROVE THE RECOMMENDATION OF THE OPEN SPACE ADVISORY COMMITTEE TO PURCHASE APNs 003-151-25, 009-014095, PLUS AN AREA BETWEEN THOSE TWO PARCELS, CONTAINING 22.35 ACRES, LOCATED AT THE SOUTHWEST QUARTER OF THE INTERSECTION OF ORMSBY BOULEVARD AND KINGS CANYON ROAD AND OWNED BY THE POTTER FAMILY TRUST, AND TO AUTHORIZE THE MAYOR AND STAFF TO EXECUTE DOCUMENTS TO COMPLETE THE TRANSACTION (11:43:40) -** Mayor Crowell introduced this item. Open Space / Property Manager Juan Guzman introduced Natural Resources Specialist Ann Bollinger, Potter Trust Representative Julianne Potter, and Jenny Lopiccolo. Mayor Crowell disclosed that he was a long time friend of Patricia Potter, developed her estate plan and has helped work through “some of the estate issues ...” He advised that he is no longer retained and was not retained relative to the subject item; that he intended to participate in discussion and action of this item. Supervisor Bonkowski disclosed that Jenny Lopiccolo is a business partner, “but because there’s no official representation and there’s no chance of ... receiving any type of compensation through this item,” he advised of his intent to participate in discussion and action of this item. Mayor Crowell entertained additional disclosures; however, none were forthcoming.

Mr. Guzman reviewed the agenda materials in conjunction with displayed slides. He noted the draft Purchase Agreement included in the agenda materials, and advised that “as of yesterday ... one more of the exceptions was removed from the title report.” He explained the proposed financing mechanism, as follows: “We only have \$94,000 ... in our acquisitions account, so if the Board allows us to proceed, [we’ll move] monies from savings in the fire suppression account and monies from the federal lands bill acquisition accounts that are in excess of the monies we need and we’ll put them toward this transaction.” He noted the possibility of waiting until “next fiscal year to be able to close escrow then and our escrow ... is earmarked to be long enough to that effect. If we find the money through the savings, we just want to close right away.”

Mr. Guzman advised that management efforts will be focused on fire suppression. “The sheep go through there every year. They just left, as a matter of fact, and we are thinking of another tour ... in the fall.” In addition, “there is the maintenance of the trail. This is one of those trails where people do not pick up after



**CARSON CITY BOARD OF SUPERVISORS**

**Minutes of the July 18, 2013 Meeting**

**Page 9**

**DRAFT**

themselves so we will install the mutt [mitt] stations ..." and appropriate signage. He advised that trail maintenance is already done at the southern access point.

Mr. Guzman advised that "the [Potter] Trust [representatives] have requested that, as soon as we open escrow, we initiate our responsibility to manage the site and that is because the site is used consistently." He noted copies of the appraisal, the title report, and the cultural resources inventory included in the agenda materials.

Mr. Guzman responded to questions of clarification regarding the proposed funding mechanism and the cost associated with preserving the cemetery. At Supervisor Bonkowski's request, Mr. Guzman provided background information on the proposal to acquire the subject property. Mr. Guzman responded to additional questions of clarification relative to the provisions of the draft agreement. Mayor Crowell entertained additional Board member questions or comments; however, none were forthcoming.

Mayor Crowell entertained public comment. (12:03:25) Julianne Potter thanked the Board for their consideration, noting the importance of the cultural and historical value of the subject property.

(12:05:32) Eileen Potter expressed support for installing mutt mitt stations at the trailhead.

Mayor Crowell entertained additional public comment and, when none was forthcoming, additional Board member questions or comments. Supervisor Bonkowski thanked Mr. Guzman and Northern Nevada Title Company for addressing his concerns relative to the title report to remove the exclusion which was no longer pertinent to the property. Mayor Crowell entertained a motion. **Supervisor McKenna moved to approve the recommendation of the Open Space Advisory Committee to purchase APN 3-151-25, 9-014-05, plus an area between those two parcels, containing 22.35 acres, located at the southwest corner of the intersection of Ormsby Boulevard and Kings Canyon Road and owned by the Potter Family Trust, and to authorize the Mayor and staff to execute documents to complete the transaction. Supervisor Abowd seconded the motion.** Mayor Crowell entertained discussion, and Supervisor McKenna expressed a preference to have "this whole thing paid off as fast as possible." Mayor Crowell entertained additional questions or comments and, when none were forthcoming, called for a vote on the pending motion. **Motion carried 5-0.**

**21. FINANCE DEPARTMENT**

**21(A) PRESENTATION, DISCUSSION, AND POSSIBLE ACTION TO ACCEPT AND POSSIBLY DIRECT STAFF REGARDING IMPLEMENTATION OF THE FRAUD, WASTE, AND ABUSE ("FWA") PROGRAM AND THE FLEET MANAGEMENT EFFICIENCY STUDY** (9:25:09) - Mayor Crowell introduced this item, and recessed the meeting at 9:25 a.m. Mayor Crowell reconvened at 9:34 a.m. and, at his request, Audit Committee Chair Michael Bertrand provided background information on this item. Mr. Bertrand introduced Moss-Adams, LLP Director of Policy and Planning Mark Steranka, who narrated a PowerPoint presentation, copies of which had been distributed to the Board members, the Clerk, and made available to the public prior to the start of the meeting. Mr. Steranka responded to questions of clarification regarding the Active Strategy system, and extensive discussion followed. Mr. Steranka responded to questions of clarification regarding the Fleet Utilization Study.

**CARSON CITY BOARD OF SUPERVISORS**

**Minutes of the July 18, 2013 Meeting**

**Page 10**

**DRAFT**

In response to a question, Mr. Werner expressed agreement with Mr. Steranka's analysis. "If you're looking at a fleet operation and truly doing fleet, you need to make a bunch of changes. But what you see as cost savings identified ... are not going to be cost savings because we provide that through fleet that there are now those departments you're going to have to provide someplace else." Mr. Werner referenced fabrication, as an example. "One of the ideas was is a fleet generally doesn't do fabrication. Well, we do because it has to be provided someplace. So my concern is we really need to take this back and take it apart because I'm not sure you're going to see, overall, any cost savings to the City. You may to fleet, but you're going to see cost impacts to other departments if we do what's recommended here as just carte blanche. You'll make your fleet very, very efficient and we'll only do wrenching and we'll only do those sorts of things but somebody's going to have to pay for the other services that that fleet services now provides. So, overall, my concern is you'll see, by adding more people, you're going to see an overall cost impact to the City's general fund. And we need to analyze that ..." Mr. Werner recommended reviewing the report and then, "if what you see here ... is something that you want to pursue, then kick it back to staff, let us take a look at it from understanding of what it is as doing a fleet versus what it is we have to do as providing that service Citywide, beyond just the fleet." He reiterated the concern that "this looks very good, again, if you were strictly doing fleet, but there's more than fleet being provided here which kind of muddies up the water." Discussion followed.

Public Works Department Director Andy Burnham expressed the belief that "the study that they've done is pointing out some really important things that we should do regardless of whether we go forward with adding people or not ... There are some efficiency issues that we can certainly incorporate as part of the operation today and we certainly plan to do that." He noted that "Public Works operates the Fleet Services ... as a secondary service because we manage it with people that are managing water and sewer systems and street systems. Those are their primary responsibilities. Fleet comes second ... and that's reflected in how we really manage the facility and where you can get some efficiency out of it in the future."

Supervisor McKenna discussed the role of the Audit Committee and suggested listening to the recommendations "because it's a different set of eyes on what we're doing." In consideration of the Fleet Utilization study, he pointed out "we have specialty vehicles that require ... certifications that are not ... available in the general public." Mr. Steranka acknowledged the accuracy of the statement and referenced fire trucks as an example. Supervisor McKenna inquired as to the possibility of outsourcing the Fleet Services function. He expressed resistance to seeing "Carson City's employee base grow as the economy improves." Mr. Steranka advised that discussion of this possibility had taken place during the Audit Committee meeting. He further advised that "elements of our recommendations include getting some of the work that's internal out into the community ..." He reiterated that the "fleet operations is understaffed as reflected in the care of your fleet. And so you're fleet is not being maintained at the rate that it should be which will have longer-term impacts on the City." He acknowledged budget challenges, but pointed out "it's not a case of merely just staffing up. ... you are quite under what you need ..." In consideration of outsourcing, Mr. Steranka respectfully suggested "at this point, it's premature to go that route. We've had other municipal clients who have said, in a discussion like this, 'Let's just go test the market.' Well, there's tremendous ramifications to that let alone the cost of doing that." Mr. Steranka suggested "the prudent approach is ... we've given the City quite a bit of good information within this report. ... it deserves quite a bit of additional deliberation, analysis; there could be a phased approach which we didn't reflect in here in terms of additional costs, etc. ... Let's say if in a year or ... 18 months or 24 months, we find this isn't getting better, then maybe you re-explore that question because it's a legitimate question." Mr. Steranka suggested holding off from pursuing the outsourcing approach.

**CARSON CITY BOARD OF SUPERVISORS**  
**Minutes of the July 18, 2013 Meeting**  
**Page 11**

**DRAFT**

In response to a question, Mr. Werner provided an overview of previous consideration given to partnering with the School District to provide space for the school bus operation at the corporate yard in exchange for being able to utilize the Fleet Services Division. In response to a further question, he discussed the status of the fleet, and extensive discussion followed.

Mayor Crowell entertained public comment and, when none was forthcoming, he commended Mr. Steranka's presentation. Mayor Crowell entertained additional Board member questions or comments and, when none were forthcoming, a motion. **Supervisor Bonkowski moved to accept the Fleet Management Efficiency Study, prepared by Moss-Adams, and direct staff to bring back implementation plans based on Board of Supervisors discussion. Supervisor Abowd seconded the motion.** Mr. Werner acknowledged understanding of the Board's direction. Following a brief discussion, Supervisor Bonkowski reviewed the intent of his motion to "give the City Manager as much flexibility to look at all aspects of implementation and not specifically the 24 recommendations ..., but all the other items that were part of the discussion today." Mr. Werner further acknowledged understanding. Mayor Crowell entertained additional discussion on the motion and, when none was forthcoming, called for a vote. **Motion carried 5-0.**

Mayor Crowell introduced this item. Mr. Steranka introduced Moss-Adams, LLP Fraud, Waste, and Abuse Expert Nancy Young, and provided background information on her experience. Following a brief discussion, Audit Committee Chair Michael Bertrand left the meeting room to avoid the presence of an Audit Committee quorum. Mayor Crowell recognized Audit Committee Vice Chair William Prowse.

(10:32:19) Ms. Young reviewed that portion of the PowerPoint presentation relative to the Fraud, Waste, and Abuse Program. She and Mr. Steranka responded to questions of clarification and discussion took place throughout the presentation.

Mayor Crowell entertained public comment. Public Works Department Director Andy Burnham suggested that "two calls a month for \$30,000 a year seems not like a great buy." He further suggested that the City Manager's Office staff could handle the calls "and resolve the issue pretty simply." He advised that "we get calls ... on occasion now and we investigate and deal with them." Mayor Crowell entertained additional public comment; however, none was forthcoming.

At Supervisor McKenna's request, Human Resources Department Director Melanie Bruketta offered to provide the training in order to keep costs down. She agreed with Mr. Burnham that "\$27,000 to \$34,000 a year is a rather large number when ... what we currently have in place, complaints can ... go to any one of the department directors, the D.A.'s Office, the Sheriff's Office; we all work really well together in solving the complaints." She expressed understanding for the independence of an outside hotline vendor. Supervisor Shirk and Audit Committee Vice Chair Prowse discussed support for an outside hotline vendor.

Mayor Crowell entertained public comment and, when none was forthcoming, a motion. **Supervisor Abowd moved to accept the draft Fraud, Waste, and Abuse Program Policies and Procedures and to direct staff to bring back implementation plans, based on Board of Supervisors discussion; that this be funded through the Audit Committee, for year one, and reassessed on an annual basis. Supervisor Bonkowski seconded the motion.** Mayor Crowell entertained discussion on the motion and, when none was forthcoming, called for a vote. **Motion carried 4-1.**

CARSON CITY BOARD OF SUPERVISORS

Minutes of the July 18, 2013 Meeting

Page 12

DRAFT

**21(B) DISCUSSION AND POSSIBLE ACTION TO CONSIDER THE AUDIT COMMITTEE'S RECOMMENDATIONS FOR INTERNAL AUDITS TO INCLUDE BASIC INTERNAL AUDIT SERVICES; FRAUD, WASTE, AND ABUSE PROGRAM COORDINATION; FLEET UTILIZATION STUDY; AND PERFORMANCE METRICS DEVELOPMENT (11:15:29)-** Mayor Crowell introduced this item. Mr. Steranka reviewed details of the proposed Audit Plan components, as listed in the agenda materials. He and Audit Committee Chair Michael Bertrand responded to questions of clarification. Supervisor Bonkowski expressed a preference to "step back and focus on the items that we've already approved. We may have implementation costs coming up that we may need to allocate to the internal auditor's budget."

In response to a question, Mr. Steranka provided additional clarification on the purpose of the performance metrics development. Mr. Werner explained that Active Strategies is "only the tool we're using for performance measures. We, first of all, had to define what the departments were doing, how well they're doing it. Part of that that we were heading toward is, again, we need to do the customer surveys to determine" the community's impression "of this." Mr. Werner expressed the opinion that Mr. Steranka's explanation "is the next level that we really are trying to focus on when we said we needed to have somebody within my office to start taking it to the next level. We're talking the same thing. So, effectively, that's what [Grants Coordinator] Heidi [Eskew-Herrmann] was doing when she left and then all the discussion we had over [Deputy City Manager] Marena [Works'] position, that was to do exactly what Mark's talking about is to get to the level that we have a dashboard that gives us something to monitor. That then becomes the tool to reflect back to the Audit Committee. ... we've been saying this for four years. We just have not got to that point yet and that was the next step we need to get to." Mr. Werner suggested that "if we do this, it might become a good resource for office to use to help get us to that next level because that's what we're trying to do. ... Active Strategies is the tool by which we're inputting the data. We don't have the reporting outcome yet because that's what we're trying to identify what it is that becomes the metric that we're trying to identify." He noted the importance of coordinating between the City Manager's Office and the internal auditor. Mr. Steranka provided additional clarification. "This would be a collaborative effort with [Deputy City Manager] Marena [Works] with the department directors. It's not us on our own just going and doing it even though, in essence, that's what we did for Fleet, but that was to give you an example. But we would absolutely be working with staff on doing it and ... sort of filling this void of the next level of the application of what you've been trying to accomplish." Mayor Crowell discussed the importance of accomplishing the performance metrics. Mr. Steranka advised that "the City has done 80 percent of the work. They've done all the heavy lifting. We are sort of talking about the cream at the top. There's been a ton of work to get you into position to even be able to look at the types of things that we're talking about."

At Supervisor Bonkowski's request, Mr. Werner reviewed the purpose of the contract with Ritter Consulting Associates to "basically get the mechanism in place, the tools to start identifying what the activities were, how do we measure those, are they worth measuring, ... first of all, identifying what it is that each department does and being able to identify and measure it. ... we call it Active Strategies, but really all it is is a mechanism for ... tak[ing] the data that the departments are collecting and to try to transform that into some kind of target, some kind of a performance evaluation as far as the quantity of work being done. That contract is ended. We've pretty much got there. ... all the departments have got people on board that are trained to do this stuff. Now, the piece we need to get to ... is to take those things and identify which portion of those become the actual indicators of how all the departments are doing and tie that to budget. And we've talked to [the] Finance [Department] about that. ... that's the next step we

**CARSON CITY BOARD OF SUPERVISORS**

**Minutes of the July 18, 2013 Meeting**

**Page 13**

**DRAFT**

need to get to. We were going to try to do that internally, ... but having Moss-Adams as a resource ... makes sense to help us ... do that piece. ... The major work is going to be done out of our office through [Ms. Works] and the departments themselves, working with [the Board] and the Audit Committee. So I don't know that you'd spend the full \$30,000, but ... it'd be nice to have the ability to have an independent agency out there that's used to dealing with this ..., help us identify those key elements that have been historically utilized in helping identify performance of departments and how is that information reported back to you."

Mayor Crowell entertained public comment and, when none was forthcoming, a motion. **Supervisor McKenna moved to accept the Audit Committee's recommendation for internal audit services to include basic internal audit services; Fraud, Waste, and Abuse Program coordination; Fleet Utilization Study and Performance Metrics Development. Supervisor Abowd seconded the motion. Motion carried 5-0.** Mayor Crowell recessed the meeting at 11:37 a.m. and reconvened at 11:43 a.m.

**22. COMMUNITY DEVELOPMENT DEPARTMENT - PLANNING DIVISION**

**22(A) POSSIBLE ACTION TO APPROVE AN ABANDONMENT OF PUBLIC RIGHT-OF-WAY APPLICATION FROM LUMOS AND ASSOCIATES (PROPERTY OWNER: C&A INVESTMENTS) TO ABANDON AN ALLEYWAY, ON PROPERTY LOCATED BETWEEN 913 NORTH NEVADA STREET AND 910 NORTH CURRY STREET, APNs 001-187-01 AND -06, AND TO AUTHORIZE THE MAYOR TO SIGN THE ORDER OF ABANDONMENT (AB-13-038) (12:24:54) - Mayor Crowell introduced this item, and Community Development Department Director Lee Plemel reviewed the agenda materials. Mayor Crowell entertained Board member and public comments and, when none were forthcoming, a motion. Supervisor Abowd moved to approve an abandonment of public right-of-way application to abandon an alleyway, on property located between 913 North Nevada Street and 910 North Curry Street, APNs 001-187-01 and -06, and authorize the Mayor to sign the Order of Abandonment. Supervisor Bonkowski seconded the motion. Motion carried 5-0.**

**22(B) POSSIBLE ACTION TO APPROVE A PROPOSED AMENDMENT TO CARSON CITY'S CDBG 2013 - 2014 ANNUAL ACTION PLAN; 22(C) POSSIBLE ACTION TO APPROVE AND AUTHORIZE THE MAYOR TO SIGN A COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM AGREEMENT, BETWEEN CARSON CITY AND THE COMMUNITY COUNSELING CENTER, FOR FUNDING IN THE AMOUNT OF \$56,710, FOR THE EVIDENCE-BASED BEST PRACTICES FOR SUBSTANCE ABUSE TREATMENT FOR YOUTH AND ADULTS PROGRAM, TO BE PAID TO THE COMMUNITY COUNSELING CENTER FROM APPROVED HOUSING AND URBAN DEVELOPMENT ("HUD") CDBG FUNDING; 22(D) POSSIBLE ACTION TO APPROVE AND AUTHORIZE THE MAYOR TO SIGN A COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM AGREEMENT, BETWEEN CARSON CITY AND F.I.S.H, FOR FUNDING IN THE AMOUNT OF \$32,000 FOR THE F.I.S.H. FACILITY IMPROVEMENT PROJECT, TO BE PAID TO F.I.S.H. FROM APPROVED HOUSING AND URBAN DEVELOPMENT CDBG FUNDING (12:26:59) - Mayor Crowell introduced this item, and combined it with items 22(C) and (D). Community Development Department Director Lee Plemel reviewed the agenda materials. Mayor Crowell entertained questions or comments of the Board members and of the public. When no questions or comments were forthcoming, he entertained a motion relative to item 22(B). Supervisor McKenna moved to approve a proposed amendment to Carson City's CDBG 2013-2014 Annual Action Plan. Supervisor Abowd seconded the motion.**

**CARSON CITY BOARD OF SUPERVISORS**

**Minutes of the July 18, 2013 Meeting**

**Page 14**

**DRAFT**

**Motion carried 5-0.**

Mayor Crowell entertained a motion for item 22(C). Supervisor McKenna moved to approve and authorize the Mayor to sign a Community Development Block Grant Program Agreement, between Carson City and the Community Counseling Center, for funding in the amount of \$45,710, for the Evidence-Based Best Practices for Substance Abuse Treatment for Youth and Adults Program, to be paid to the Community Counseling Center from Housing and Urban Development CDBG funding. Supervisor Bonkowski seconded the motion. Motion carried 5-0.

Mayor Crowell entertained a motion for item 22(D). Supervisor Abowd moved to approve and authorize the Mayor to sign a Community Development Block Grant Program Agreement, between Carson City and F.I.S.H., for funding, in the amount of \$32,000, for the F.I.S.H. facility improvement project, to be paid to F.I.S.H. from approved CDBG funding. Supervisor Bonkowski seconded the motion. Motion carried 5-0.

**22(E) POSSIBLE ACTION TO ADOPT BILL NO. 115, ON SECOND READING, AN ORDINANCE AMENDING THE CARSON CITY MUNICIPAL CODE, TITLE 18, ZONING, CHAPTER 18.03, DEFINITIONS, SECTION 18.03.010, WORDS AND TERMS DEFINED, AMENDING THE DEFINITION OF "KENNEL," TO INCREASE THE NUMBER OF DOGS DEFINED AS CONSTITUTING A KENNEL FROM FOUR TO 10; AMENDING CHAPTER 18.04, USE DISTRICTS, SECTION 18.04.040, SINGLE FAMILY FIVE ACRE, TO ADD THE TERM "KENNEL," FOR CODE CONSISTENCY; AND AMENDING SECTION 18.04.130, RETAIL COMMERCIAL, TO ADD THE TERM "KENNEL," FOR CODE CONSISTENCY, AND OTHER MATTERS PROPERLY RELATED THERETO (12:32:17) - Mayor Crowell introduced this item, and Community Development Department Director Lee Plemel advised of no comments or changes since introduction, on first reading. Mayor Crowell entertained public comment and, when none was forthcoming, a motion. Supervisor Bonkowski moved to adopt Bill No. 115, on second reading, Ordinance No. 2013-20, an ordinance amending the Carson City Municipal Code, Title 18, Zoning, Chapter 18.03, Definitions, Section 18.03.010, Words and Terms Defined, amending the definition of "kennel" to increase the number of dogs defined as constituting a kennel from four to ten; amending Chapter 18.04, Use Districts, Section 18.04.040, Single Family Five Acre, to add the term "kennel" for code consistency; and amending Section 18.04.130, Retail Commercial, to add the term "kennel" for code consistency; and other matters properly related thereto. Supervisor McKenna seconded the motion. Motion carried 5-0.**

**23. BOARD OF SUPERVISORS**

**23(A) POSSIBLE ACTION TO APPOINT A MEMBER OF THE BOARD OF SUPERVISORS TO THE NEVADA ASSOCIATION OF COUNTIES ("NACO") BOARD OF DIRECTORS TO FILL AN UNEXPIRED TERM, ENDING DECEMBER 31, 2013 (12:33:43) - Mayor Crowell introduced this item, provided background information, and volunteered to replace Supervisor Shirk. Supervisor Bonkowski moved to appoint Robert Crowell to the Nevada Association of Counties Board of Directors to fill an unexpired term, ending December 2013. Supervisor Abowd seconded the motion. Motion carried 5-0.**

**23(B) NON-ACTION ITEMS:  
STATUS REVIEW OF PROJECTS**

**INTERNAL COMMUNICATIONS AND ADMINISTRATIVE MATTERS**

**CORRESPONDENCE TO THE BOARD OF SUPERVISORS**

**STATUS REPORTS AND COMMENTS FROM BOARD MEMBERS (12:34:26) -**

Supervisor Bonkowski commented on a recent *Nevada Appeal* article which ranked Carson City as number 7 in the country in work - life balance. Mayor Crowell reviewed several community activities scheduled for the upcoming weekend. He advised that Channel 2 representatives had requested an off-the-record meeting to discuss what's happening in Carson City. He welcomed input and feedback from the Board members. Mayor Crowell entertained additional status reports and comments; however, none were forthcoming.

**STAFF COMMENTS AND STATUS REPORT**

**RECESS AND RECONVENE BOARD OF SUPERVISORS (12:35:32) -** Mayor Crowell recessed the meeting at 12:35 p.m. and reconvened at 3:01 p.m.

**24. CITY MANAGER**

**24(A) POSSIBLE ACTION TO APPOINT ONE MEMBER TO THE CARSON CITY CONVENTION AND VISITORS BUREAU, AS A REPRESENTATIVE OF THE HOTEL / MOTEL INDUSTRY FOR A TWO-YEAR TERM THAT EXPIRES IN JULY 2015 (3:02:14) -** Mayor Crowell introduced this item, and reviewed the agenda materials. Supervisor Abowd disclosed that she is a member of the Carson City Convention and Visitors Bureau Board of Directors; that she derives no financial gain from the outcome of the subject item and intends to participate in discussion and action on this item.

(3:03:02) Mayor Crowell invited Linda Barnett to the podium. Ms. Barnett read a prepared statement into the record and responded to questions of clarification. In response to a question, she discussed the importance of being involved and expressed the opinion "we have an excellent chance right now to do something different." She expressed the hope that Convention and Visitors Bureau Director Joel Dunn will succeed, but concern that "he doesn't have the staff right now to do this kind of stuff." In response to a previous comment, Supervisor Abowd clarified that "the marketing committee did ask to see the proofs and we never did receive them." She advised that Mr. Dunn has hired an assistant and that the marketing budget is approximately \$291,000. In response to a question, Ms. Barnett listed social media as a method by which to market Carson City. She discussed the importance of marketing all the Carson City attractions, rather than "just the train." She suggested more frequent meetings and more involvement with the lodging property representatives.

Supervisor Shirk expressed the belief that "the visitors bureau ... is the number one source of bringing revenue to the City." He commended Mr. Dunn's appointment and Ms. Barnett's outspoken criticism. He requested Ms. Barnett to discuss her ideas "on how we can move forward with the visitors bureau." Ms. Barnett discussed support for brainstorming sessions.

In response to a question, Ms. Barnett advised that she is not a member of the Downtown Business Association or the 20 / 20 Group, but that she has "been to a couple of their meetings." At Mayor Crowell's request, Ms. Barnett expressed the opinion that the primary purpose of the CCCVB "is to get tourists to come to your destination." In response to a hypothetical situation, Ms. Barnett advised that the

**CARSON CITY BOARD OF SUPERVISORS**  
**Minutes of the July 18, 2013 Meeting**  
**Page 16**

**DRAFT**

first five things she would do as CCCVB Director would be to get rid of all the collateral material, evaluate what she would need, start a social media marketing campaign, bring in the hotels and have brainstorming sessions, find out what the feeder cities are, and send people out to get the business.”

Mayor Crowell offered Ms. Barnett another opportunity to comment, and she advised that the owner of the Hampton Inn is a former member of the CCCVB Board and had directed her to apply for membership. She expressed the opinion that “if he recognized [she] could make some changes, maybe [she] can.” In response to a previous comment, Mayor Crowell inquired as to how to re-establish dialogue between Ms. Barnett and the two lodging property representatives who are members of the CCCVB Board. She suggested “some apologies need to be made. Some things need to be said ...” Mayor Crowell thanked Ms. Barnett for her application.

(3:26:31) Mayor Crowell invited Jesse Dhami to the podium. In response to a question, Mr. Dhami discussed his interest in being reappointed to the CCCVB Board. In response to a further question, he expressed the opinion that the primary mission of the CCCVB is “to promote and encourage Carson City as a destination. Carson City lives in the shadow of Reno and Tahoe which are bigger attractions and we have had challenge, but we have opportunities to promote areas that have not been promoted in the past.” In response to a question regarding the available CCCVB marketing budget, Mr. Dhami discussed the importance of “return on investment.” He suggested that “each part of the marketing budget” should be considered on a “case by case basis” and “then develop strategy ... and see ... what changes we need to make. Take action, not wait and see, but take action.” He noted that prosperous lodging properties translate to prosperity throughout the community. In response to a further question, he advised that the first five things he would do to change the CCCVB would be to consider “how we are doing things right now”; the effectiveness of the website; feeder markets; developing a plan to promote recreational activities; and continuing to promote sports / recreation tournaments. In response to a further question, he discussed his personal accomplishments over the past 19 months as a CCCVB member. In response to a further question, he expressed the personal opinion that the CCCVB “is an example of the bigger picture of how things happened in the United States in the last seven, eight years. ... nobody predicted this great recession we had and what hit the worst part of the recession ... is the leisure part of our business. Leisure is the people who come on weekends, spend the money out of their own pocket. ... That got hit the worst in the last few years and we are a big leisure market because summer is leisure ... So, the timing of the V&T was such that it got opened right around when we were going through a really bad time. But the good news is that the V&T is doing its best. The Polar Express is an example. They’re going to expand it. But as a relation with the Visitors Bureau, ... it was never anybody’s intention for the Visitor’s Bureau to run the train. It was only as ... support in marketing ..., the ticket sales so that it gets on its feet and, once it gets on its feet, hand the organization ... to other entity. And that’s what exactly happened in the last few months ...” He expressed the further opinion that “in the long term, the train is part of the City. We have ... a great investment. ... It’s going to take a longer time just because of the timing.” He expressed support for the train and the opinion that “if things are done right, it will slowly ... get on its feet and make money.”

Mayor Crowell provided background information on the statutory authority which establishes the CCCVB Board, and inquired as to a conflict between commercial interests and lodging property owners. Mr. Dhami expressed the opinion “there’s no conflict because ... the main purpose is to be successful as a business and help the community to be successful on a bigger scale. And if that other person has run a business or is in a business right now, that person is very likely to think the same way ...; where to invest, what’s the best for the City; what’s the best for the Bureau; and what’s the best for lodging because, like I said earlier, what



**CARSON CITY BOARD OF SUPERVISORS**

**Minutes of the July 18, 2013 Meeting**

**Page 17**

**DRAFT**

is good for lodging is going to be good for retail, restaurants, gas stations. So, as long as the person has some business experience, has some love for this town, ... there's no conflict. It's actually a handshake if that person thinks the same way other business men and women think, ... it will be a better experience for the [CCCVB] because that person will make right decisions." In response to a further question, Mr. Dhami expressed the opinion that the CCCVB has a role in development of the downtown area. "... if we have to promote the redevelopment of downtown or we have to talk about redevelopment of downtown, CVB has to be involved because we will use it as an attraction." He discussed a recent visit to Sausalito, California as an example. In response to a further question, he advised that the last meeting between CCCVB representatives and lodging property representatives was in the autumn of 2012. He discussed difficulties associated with getting all the lodging property representatives together. He assured the Board members "it doesn't mean we're going to give up. It means we have to actually find out what we didn't do right and then do it right next time."

Mayor Crowell provided Mr. Dhami an opportunity to provide additional comment. Mr. Dhami advised that "the first four months of this year, we have beaten the national average in terms of increase in revenue and occupancy ... and we beat 2011 which was the legislature year. So ... the good news is that we have finally seen a trend that our area is coming out of recession. Lodging is getting better and everybody's going to get better soon." He expressed excitement over "any redevelopment of downtown." Mayor Crowell thanked Mr. Dhami for his application.

The Board members discussed the qualifications of the applicants, and Mayor Crowell entertained a motion. **Supervisor Abowd moved to appoint Jesse Dhami to the Carson City Convention and Visitors Bureau, as a representative of the hotel / motel industry for a two-year term that expires in July 2015. Supervisor Bonkowski seconded the motion. Motion carried 5-0.** Mayor Crowell thanked Ms. Barnett and Mr. Dhami, and encouraged them to "go forth and do what's best for Carson City."

**24(B) POSSIBLE ACTION TO APPOINT THREE MEMBERS TO THE LIBRARY BOARD OF TRUSTEES, TWO FOR FOUR-YEAR TERMS THAT EXPIRE IN JUNE 2017, AND ONE TO FILL AN UNEXPIRED TERM ENDING JUNE 2015 (3:52:54)** - Mayor Crowell introduced this item and welcomed Adrienne Murphy to the podium. She introduced herself for the record and provided background information on her interest in serving as a Library Board member. In response to a question, she discussed her opinion of the future of libraries relative to technological development and advancement. She was uncertain as to the most significant issue facing the Library Board. In response to a question, she discussed the most important aspects of an "ideal executive director" and fundraising. In response to a further question, she discussed the value of the Library to the community. Mayor Crowell offered Ms. Murphy the opportunity to provide further comment, and she thanked the Board for the opportunity to interview.

(4:01:47) Mayor Crowell welcomed Christopher Wahle to the podium. In response to a question, Mr. Wahle discussed his interest in serving as a Library Board member and his opinion of the future of libraries. In response to a further question, he discussed the value of the public library to the community. He responded to additional questions regarding his opinion of the biggest issue facing the Library Board; the essential qualifications for a new Library Director; his thoughts on fundraising and its relationship to the Friends of the Library and the Library Foundation; and the methods by which to attract children and young

**CARSON CITY BOARD OF SUPERVISORS**  
**Minutes of the July 18, 2013 Meeting**  
**Page 18**

**DRAFT**

people to the Library. Mayor Crowell commended Mr. Wahle on a “delightful interview,” and expressed particular appreciation for his comment that “readers are leaders.” Mr. Wahle thanked the Board for the opportunity.

(4:15:05) Mayor Crowell invited Dianne Solinger to the podium. In response to a question, Ms. Solinger discussed her interest in serving as a Library Board member. In response to a further question, she discussed the essential attributes to consider in a Library Director. She responded to additional questions regarding the value of the public library to the community; the most significant issues facing the Library Board; the things she most enjoys and least enjoys about the library. Mayor Crowell offered Ms. Solinger the opportunity to provide additional comment, and she discussed the possibility of providing child care and for establishing a “wish list” for people who are interested in financially contributing to the Library. Mayor Crowell thanked Ms. Solinger for her application.

(4:23:44) Mayor Crowell welcomed Pamela Graber to the podium. In response to a question, she discussed her interest in serving as a Library Board member. She acknowledged the purpose of libraries to provide a venue for social interaction. She responded to additional questions regarding her opinion of the most significant issues facing the Library Board; the essential attributes of a Library Director; the value to the community of the public library; the things she most enjoys and least enjoys about the library. Mayor Crowell offered Ms. Graber the opportunity to provide additional comment, and she thanked the Board for the opportunity to interview.

(4:31:33) Mayor Crowell welcomed Phyllis Patton to the podium. In response to a question, Ms. Patton discussed her interest in being reappointed to the Library Board. In response to a question, she discussed her vision for the Library. She responded to additional questions regarding the value of the public library to the community; her thoughts on fundraising in relationship to the Friends of the Library and the Library Foundation; the most significant issues facing the Library Board; essential qualifications and characteristics in a Library Director. Mayor Crowell provided Ms. Patton the opportunity to provide additional comment, and she provided background information on her passion for libraries.

Mayor Crowell entertained discussion of the Board members. Supervisor Bonkowski disclosed that his real estate firm represented the Friends of the Library in securing their current space. He clarified that the services were donated; “there was no compensation to [him]self or our firm and we were able to negotiate a deal where the space is rent free but they pay for utilities.” He advised that he would participate in discussion and action on this item, and reviewed his numeric scores. In response to a question of clarification, he acknowledged no financial gain to him or his firm by participating in discussion and action of this item. The Board members discussed the qualifications of the applicants. Following discussion, Mayor Crowell entertained a motion to appoint Dianne Solinger, Pamela Graber, and Phyllis Patton to the Library Board of Trustees. Mr. Werner clarified the available terms. Mayor Crowell thanked all the applicants, and encouraged their continued community involvement. Mayor Crowell polled the Board members as to their candidates to fill each term. Following discussion, Mayor Crowell entertained a motion. **Supervisor Abowd moved to appoint Phyllis Patton and Pamela Graber for four-year terms that will expire in June 2017, and Dianne Solinger to fill an unexpired term, ending June 2015. Supervisor Bonkowski seconded the motion. Motion carried 5-0.**

**25. PUBLIC COMMENT (4:45:21)** - Jonathan Boulware read into the record email correspondence send to lodging property representatives on August 23, 2012, inviting lodging property representatives to

**CARSON CITY BOARD OF SUPERVISORS**

**Minutes of the July 18, 2013 Meeting**

**Page 19**

**DRAFT**

attend a meeting scheduled for September 6, 2012. He read into the record email correspondence, sent to invite lodging property representatives to a follow up meeting scheduled on October 4, 2012. He read into the record email correspondence, sent by CCCVB Interim Director Linda Ritter, inviting lodging property representatives to attend a meeting scheduled for March 25, 2013. Mr. Boulware advised of having recently discussed, with CCCVB Executive Director Joel Dunn, the need to schedule an additional meeting with lodging property representatives. "All of these are brainstorming sessions. They were all recent and we're going to continue to have them." In response to a question, Mr. Boulware advised that the email correspondence was sent to "every lodging partner that we have contact information for. We also send out letters because sometimes ... they don't have email. The ones that usually come are the branded properties, Gold Dust West, and the Plaza. And it's not a true representation of the lodging so" he has offered to personally visit each lodging property, together with Mr. Dunn, to initiate engagement.

Supervisor McKenna thanked Mr. Boulware for the information and requested him to let him know "if you ever have a board that will not allow you to succeed or Joel [Dunn] to succeed." Mr. Boulware thanked Supervisor McKenna and expressed the opinion that "the board we have now, we are all interested in what's in the best interests for Carson City." He expressed confidence that "within the next months or so, we're going to be clicking on all cylinders." Mayor Crowell thanked Mr. Boulware and thanked him for his CCCVB service. Mayor Crowell entertained additional public comment; however, none was forthcoming.

**26. ACTION TO ADJOURN (4:51:24)** - Supervisor McKenna moved to adjourn the meeting at 4:51 p.m. The motion was seconded and carried unanimously.

The Minutes of the July 18, 2013 Carson City Board of Supervisors meeting are so approved this \_\_\_\_\_ day of November, 2013.

---

ROBERT L. CROWELL, Mayor

ATTEST:

---

ALAN GLOVER, Clerk - Recorder