

**CARSON CITY CONSOLIDATED MUNICIPALITY
NOTICE OF MEETING OF THE
CARSON CITY BOARD OF SUPERVISORS
AND CARSON CITY REDEVELOPMENT AUTHORITY**

Day: Thursday
Date: January 2, 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 Comments and Discussion:

The public is invited at this time to comment on and discuss any topic that is relevant to, or within the authority of, 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 (Boards). In order for members of the public to participate in the Boards' consideration of an agenda item, the Boards strongly encourage members of the public to comment on an agenda item 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, or the Mayor Pro-Tem, retains discretion to only provide for public comment under a public comment item and not call for or allow individual-item public comment at the time of any Boards' consideration of any item on the agenda involving: 1) an off-site tour by the Board; or 2) any person's or entity's due process appeal or hearing rights provided by statute or the Carson City Municipal Code.

6. For Possible Action: Approval of Minutes - October 3, 2013 and October 17, 2013

7. For Possible Action: Adoption of Agenda

8. Special Presentation

Presentation of a proclamation for National Radon Action Month, January 2014. *(Susan Howe and Jamie Roice-Gomes)*

9. Consent Agenda

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.

9-1. 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 December 23, 2013 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.

9-2. Purchasing and Contracts

- A) For Possible Action: To accept the work as completed, to accept the Contract Summary as presented, and to approve the Release of Final Payment in the amount of \$6,066.50 for Contract No. 1314-073 titled East Fifth Street Sanitary Sewer Rehabilitation to Reno Tahoe Construction, Inc. *(Kim Belt)*

Staff Summary: Carson City received sealed bids for all labor, materials, tools and equipment necessary for the East Fifth Street Sanitary Sewer Rehabilitation Project. The project consisted of replacing eight (8) manholes along East Fifth Street. Work also included but was not limited to removing and replacing the specified manholes, repair of existing asphalt pathway, and repair of concrete sidewalk and curb ramp.

- B) For Possible Action: To determine that Contract No. 1314-119 is a contract for professional services and therefore not suitable for public bidding pursuant to NRS 332.115 and to approve Contract No. 1314-119, a request for professional services to be provided by Eurofins Eaton Analytical, through December 31, 2014, for an amount not to exceed \$99,000.00 to be funded from the Public Works Laboratory Expense Account in the Water Utility Fund as provided in FY 2013/2014 and FY 2014/2015. *(Kim Belt)*

Staff Summary: Contractor will provide Drinking Water Quality Testing for a one year contract per Nevada Department of Environmental Protection regulations. Carson City Public Works cannot miss any scheduled sample dates without getting violations (and possible fines). Difference in quote amount and contract request is to accommodate for additional testing that may be required depending on conditions in the field and results of tests.

9-3. Fire

For Possible Action: To authorize the mayor to sign the 2014 Annual Operating Plan between the United States Department of Agriculture - Forest Service, Humboldt-Toiyabe National Forest (Agreement number 12-FI-11041701-019) and the Carson City Fire Department. *(Stacey Giomi)*

Staff Summary: This document is an update of the annual operating plan between the City and the Forest Service. The document provides for mutual assistance between the agencies for responses to wildland

fires as designated in the master agreement. The Annual Operating Plan (AOP) delineates billing fees, district boundaries, and parameters under which assistance will be provided.

(End of Consent Agenda)

Ordinances, Resolutions, and Other Items

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

11. Fire

For Possible Action: To introduce, on first reading, an ordinance amending the Carson City Municipal Code Title 4, Licenses and Business Regulations, Chapter 4.05 Surcharge for Enhancement or Improvement of the Telephone System Used for Reporting Emergencies, by amending Section 4.05.030 Establishment of an Advisory Committee to Develop a Plan to Enhance or Improve Telephone System for Reporting Emergency to change the number of members that can be assigned to the committee and to delineate the terms which appointed members serve, and by amending Section 4.050.060 Quorum by changing the number of members that will constitute a quorum and other matters properly related thereto. *(Stacey Giomi)*

Staff Summary: The Board of Supervisors would like to increase the flexibility they have in the number of members appointed to this advisory committee. This ordinance change will allow that flexibility by allowing the Board to appoint between five and seven members depending upon community interest in the position.

12. Sheriff

A) For Possible Action: To create an Exempt, Unclassified Grade 20, Supervising Criminalist position within the Sheriff's Office. *(Sheriff Furlong)*

Staff Summary: The Sheriff's (sworn) Senior Forensic Specialist has announced his intention to retire effective January 10, 2014. Pursuant to Article 2 – Recognition, of the Carson City Deputy Sheriff's Association bargaining unit agreement, the (sworn) Senior Forensic Specialist position will no longer be recognized once the incumbent separates from employment. The non-sworn Supervising Criminalist position was created during the recent Pontifex classification and compensation study. The Supervising Criminalist position will be hired in place of the (sworn) Senior Forensic Specialist position. This change was presented at the Internal Finance Committee meeting held December 4, 2013 and received a recommendation to move forward for approval.

B) For Possible Action: To convert a Captain position to two deputy sheriff positions within the Sheriff's Office. *(Sheriff Furlong)*

Staff Summary: This action will result in the addition of one FTE within the Sheriff's Office, and therefore requires Board approval. This request was discussed and recommended at Internal Finance Committee meeting held December 4, 2013.

13. Courts

A) For Possible Action: To approve the use of court funds generated from Nevada Revised Statutes (NRS) 19.0302 and 4.060 by civil filing fees in the First Judicial District Court and the Justice/Municipal Court

for the remodeling of a third courtroom located on the third floor of the Carson City Courthouse. (*Max Cortes*)

Staff Summary: On November 13, 2013, the Court Administrator attended the Internal Finance Committee (IFC) meeting requesting approval for the First Judicial District Court and Justice/Municipal Court to use approximately \$123,600 of court funding pursuant to Nevada Revised Statutes (NRS) 19.0302 and 4.060 for the remodeling of a third courtroom. IFC advised that the funding would need to be approved by the Board of Supervisors.

- B) For Possible Action: To approve an equity adjustment to the base salary of the Carson City Justice of the Peace positions effective July 1, 2014 to \$115,000 and effective July 1, 2015 to \$125,000 and to approve longevity pay for Judge Thomas R. Armstrong effective July 1, 2015. Judge John Tatro's longevity pay to remain at current percentage. (*Max Cortes*)

Staff Summary: Pursuant to the Carson City Charter, the Board must set the salary of the Justice of the Peace. The last salary increase was in 2008 when the Board approved a 3% Cost of Living Adjustment (COLA). Unlike other Carson City elected officials such as the Clerk/Recorder, Treasurer, District Attorney, Sheriff, and Assessor, the Legislature sets their annual salary which includes longevity pay. Salaries for the District Court Judges who serve in Carson City are set by the Legislature as well and are currently set at a base salary of \$160,000 per year in addition to longevity pay. The District Court judicial positions are paid for by the State of Nevada.

- C) For Possible Action: To approve \$24,999 for the construction of a gated secured parking area for the Juvenile Court and approval of use of court funds pursuant to Nevada Revised Statutes (NRS) 19.0302 in the amount of \$55,001. (*Max Cortes*)

Staff Summary: On November 13, 2013, the Court Administrator and the Juvenile Special Master attended the Internal Finance Committee (IFC) meeting requesting approval for the First Judicial District Court to use approximately, \$55,001 of court funding pursuant to NRS 19.0302 and requested \$24,999 for construction of a gated secured parking area. IFC advised that the funding would need to be approved by the Board of Supervisors. The plans for the gated secured parking area were designed by Darren Schulz and his staff, with input from Deputy Chief Scott Davis, Chief Ray Saylo, Judge James E. Wilson, Jr., Special Master Kristin Luis, Facilities Supervisor Bob Keith, and Curtis Horton. Four designs were presented from \$155,000 to \$70,000. The group decided that the least expensive design would meet the parking and security needs. Lighting and cameras were not part of the estimate. However, are estimated to be approximately, \$10,000. The lighting and cameras would be paid for by the District Court and is an allowable expenditure pursuant to NRS 19.0302.

14. Recess as Board of Supervisors

Redevelopment Authority

15. Call to Order & Roll Call – Redevelopment Authority

16. City Manager

- A) For Possible Action: To elect the chair and vice chair of the Redevelopment Authority for terms ending December 31, 2014. (*Marena Works*)

Staff Summary: NRS 279.488 states the agency shall elect a chair from among its members. Unless otherwise prescribed by the legislative body, the term of office as chair is for the calendar year, or for that portion remaining after he or she is designated or elected.

- B) For Possible Action: To appoint a member of the Redevelopment Authority to the Redevelopment Authority Citizens Committee (RACC). (*Marena Works*)

Staff Summary: Resolution No. 2011-RA-R-3 and 2011-R-41 state the Committee shall be comprised of seven members, including a member of the Redevelopment Authority as appointed by the Authority.

17. Public Comment

18. For Possible Action: To Adjourn as the Redevelopment Authority

19. Reconvene as the Board of Supervisors

20. City Manager

- A) For Possible Action: To appoint members of the Board of Supervisors to various Boards, Committees and Commissions. (*Marena Works*)

Staff Summary: Board members serve on various Boards, Committees and Commissions. Each January appointments are made for the upcoming calendar year.

- B) For Possible Action: To appoint the members of the Carson City Utility Financial Oversight Committee. (*Marena Works*)

Staff Summary: On December 5, 2013 the Board of Supervisors adopted Resolution 2013-R-45, creating the Carson City Utility Financial Oversight Committee and agreed to have each Supervisor nominate a committee member. Nominations are Mike Bennett (Mayor Crowell), Ande Engleman (Supervisor Abowd), Mark Rotter (Supervisor Bonkowski), Bruce Scott (Supervisor McKenna) and, Mark Turner (Supervisor Shirk).

- C) For Possible Action: To appoint two members to the Carson City Audit Committee for two year terms that expire in December 2015. (*Marena Works*)

Staff Summary: CCMC 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 are two vacancies for citizen-at-large due to two member's terms expiring. An application was received from Mary Sanada and a reappointment request was received from Michael Bertrand. There are no additional applicants.

21. 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

– LUNCH BREAK –

– RETURN – APPROXIMATE TIME – 3:00 P.M. –

22. City Manager

For Possible Action: To appoint two members to the Carson City Regional Transportation Commission for two year terms that expire December 31, 2015. (*Marena Works*)

Staff Summary: NRS Chapter 277A.170 and CCMC 11.20.030 provide for the creation and organization of a five (5) member Regional Street and Highway Commission. Staggered two-year terms are served by two (2) members of the Board of Supervisors and three (3) representatives of the citizen-at-large. Members of the RTC also serve on the Carson Area Metropolitan Planning Organization (CAMPO). There are two vacancies due to member's terms expiring. A reappointment request was received from James Smolenski and three applications from Robert McQueary, Mark Kimbrough and Walter Ratchford.

23. 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.

24. For Possible Action: To Adjourn

Agenda Management Notice - Items on the agenda may be taken out of order; the public body may combine two or more agenda items for consideration; and the public body may remove an item from the agenda or delay discussion relating to an item on the agenda at any time.

Titles of agenda items are intended to identify specific matters. If you desire detailed information concerning any subject matter itemized within this agenda, you are encouraged to call the responsible agency or the City Manager's Office. You are encouraged to attend this meeting and participate by commenting on any agenda item.

Notice to persons with disabilities: Members of the public who are disabled and require special assistance or accommodations at the meeting are requested to notify the City Manager's Office in writing at 201 North Carson Street, Carson City, NV, 89701, or by calling (775) 887-2100 at least 24 hours in advance.

This meeting can be viewed on Channel 226. For specific dates and times - www.bactv.org.

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
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: December 26, 2013