

**CARSON CITY CONSOLIDATED MUNICIPALITY
NOTICE OF MEETING OF THE
BOARD OF SUPERVISORS**

Day: Thursday
Date: November 15, 2018
Time: Beginning at 8:30 am
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 - Bruce Henderson, Airport Rd Church of Christ**
- 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 - October 18, 2018**
- 7. For Possible Action: Adoption of Agenda**
- 8. Special Presentations**

8.A Presentation of Length of Service certificates to City employees. (Melanie Bruketta, mbruketta@carson.org)

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

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 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. City Manager

9.A For Possible Action: To ratify the approval of bills and other requests for payments by the City Manager for the period of October 6, 2018 through November 2, 2018. (Nancy Paulson, npaulson@carson.org)

Staff Summary: Pursuant to CCMC 2.29, the Controller will present all bills or other requests for payment by the City to the City Manager for approval. Upon approval, the register book of bills and other requests for payment and warrants are presented at least once a month to the Board of Supervisors, who shall by motion entered into its minutes, ratify the action taken.

10. Finance

10.A For Possible Action: To accept the report on the condition of each fund in the treasury and the statements of receipts and expenditures through November 1, 2018, per NRS 251.030 and NRS 354.290. (Sheri Russell, SRussell@carson.org)

Staff Summary: NRS 251.030 requires the Chief Financial Officer (for the purpose of the statute acting as the County Auditor) to report to the Board of 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.

(End of Consent Agenda)

Ordinances, Resolutions, and Other Items

11. Item(s) pulled from the Consent Agenda will be heard at this time.

12. City Manager

12.A For Possible Action: To appoint one member to the Airport Authority, filling the "Fixed Based Operator" position for an unexpired term ending in October 2020. (Nancy Paulson, npaulson@carson.org)

Staff Summary: The Airport Authority Act for Carson City, Chapter 844, Statutes of Nevada 1989, creates a seven member authority as appointed by the Board of Supervisors. As stated in Section 4, the member categories are as follows: 1. Three members who represent the general public – at least one of these members must be a city official selected by the BOS and one must be a pilot who, at time of appointment, owns and operates an aircraft based at the airport; 2. Two members who are manufacturers in the CC industrial airport; 3. Two members who are fixed base operators at the airport. There is one vacancy on the Airport Authority for the "Fixed Based Operator" position to be filled due to a member's ineligibility. A new application was submitted by Paul Hamilton.

13. Community Development - Planning

13.A For Possible Action: To adopt Bill No. 118, on second reading, an ordinance to change the zoning from Retail Commercial and Single Family One Acre to Retail Commercial, on properties located at 449 West Appion Way and 382 West Patrick Street, APN 009-281-01 and 009-281-07. (Hope Sullivan, hsullivan@carson.org)

Staff Summary: The subject split zoned properties have a zoning designation of Retail Commercial and Single Family One Acre, and a Master Plan designation of Community / Regional Commercial. The proposed zoning map amendment will result in both properties being entirely zoned Retail Commercial, thus consistent with the Master Plan designation. The Board of Supervisors has the authority to amend the zoning map.

14. Purchasing and Contracts

14.A For Possible Action: To approve purchases through the Nevada Shared Radio System (NSRS) Purchase Agreements with Harris Corporation, through cooperative purchasing agreements with Washoe County and NDOT, for radio equipment including replacement radios, parts and accessories, for a total annual amount not to exceed \$500,000 to be funded from various City accounts (Carol Akers, cakers@carson.org and James Jacklett, jjacklett@carson.org)

Staff Summary: Washoe County and NDOT have executed contracts with Harris Corporation in association with the Nevada Shared Radio System P25 improvements. The new contracts provide for significant savings over previously approved joinder contract rates (72.2% discount vs 30% discount). Public works requests approval to purchase directly from Harris Corp. through joinders to these contracts in order to realize significant savings.

15. Health and Human Services

15.A For Possible Action: To approve a five-year lease agreement between Carson City and the Judy Lu Shallenberger Revocable Trust, and the Limb Family Trust, by their Trustees, for office space to house the Carson City Health and Human Services' Women, Infants, and Children program. This contract will have a fiscal impact of \$10,462.50 for the remainder of 2018 and 2019. (Nicki Aaker, naaker@carson.org and Mary Jane Ostrander, mostrander@carson.org)

Staff Summary: The current Women, Infants, and Children (WIC) clinic is housed in the Douglas County Community Center and is managed by Carson City Health and Human Services (CCHHS). For years, the space has met the requirements established by the State of Nevada WIC program. The landlord recently requested the clinic be downsized. However, doing so would no longer meet the State requirements. The proposed new location meets the needs of the CCHHS - WIC program. Lease expenses will be reimbursed by the WIC grant.

16. Sheriff

16.A For Possible Action: To approve the funding of three (3) full-time employee positions at the Sheriff's Office for the re-implementation of a full-time Traffic Enforcement program in the amount of \$267,826.46 annually. (Sheriff Furlong, kfurlong@carson.org)

Staff Summary: Prior to FY 2011 budget reductions, the Sheriff's Office staffed a full-time Traffic Enforcement unit consisting of four (4) full-time employees. For the period of January 2004 through December 2010, the community witnessed a 55% reduction in traffic accidents (NHP jurisdiction excluded) as a result of the full-time unit enforcement and educational efforts. Forced budget reductions in 2011 eliminated the staffing for this particular function and the Sheriff's Office moved the program to a Traffic Management role, downgrading traffic enforcement to a secondary department function. Since January 2011, traffic accidents have increased by 66%, with non-injury accidents occurring at a rate of 3:1 over injury accidents. During the same period, DUI activities have nearly doubled. Funding this initiative will allow the Sheriff's Office to begin the process of re-implementing a community Traffic Enforcement program for the health and safety of the citizens and the roads in which they travel.

16.B For Possible Action: To accept the recommendation of the Sheriff to continue employment for Deputy Richard Pope to the period ending June 30, 2019 in accordance with the terms of the collective bargaining agreement between Carson City and the Carson City Deputy Sheriff's Association. (Sheriff Furlong, kfurlong@carson.org)

Staff Summary: The collective bargaining agreement (CBA) between Carson City and the Carson City Deputy Sheriff's Association on behalf of the Carson City Sheriff's Deputies requires any employee over the age of seventy to receive a recommendation from the Sheriff and approval from the Board of Supervisors to continue employment on a year-to-year basis.

16.C For Possible Action: To adopt a Resolution pursuant to NRS 277.050, approving the intent to lease approximately 2,330 square feet of the Carson City Sheriff's Office (CCSO) to the State of Nevada's Public Works Division as the Lessee and the Department of Public Safety's Nevada Highway Patrol (NHP) as the Tenant. (Jerome Tushbant, JTushbant@carson.org)

Staff Summary: NHP currently occupies 2,330 square feet of space in the CCSO facility. The CCSO and the NHP wish to continue this space sharing relationship and the NHP, under the Lease Agreement, would pay the CCSO \$2,563.00 per month (\$1.10/square foot) in rent from December 1, 2018 to November 30, 2019; \$2,679.50 per month (\$1.15/square foot) in rent from December 1, 2019 to June 30, 2020; \$2,796.00 per month (\$1.20/square foot) in rent from July 1, 2020 to June 30, 2021; and \$2,912.50 per month (\$1.25/square foot) in rent from July 1, 2021 to June 30, 2022. The Lease Agreement will expire on November 30, 2018 unless renewed.

16.D For Possible Action: To introduce, on first reading, an ordinance revising provisions governing national background checks for certain business license applicants. (Sheriff Furlong, kfurlong@carson.org)

Staff Summary: This ordinance revises Chapter 4.03 of Title 4 of the Carson City Municipal Code (CCMC) to make revisions to existing provisions establishing fingerprinting requirements to conduct a national background check for certain business license applicants.

17. Finance

17.A For Possible Action: To introduce, on first reading, an ordinance authorizing the issuance by Carson City of its "General Obligation (Limited Tax) Water Bonds (Additionally Secured by Pledged Revenues) Series 2019A" in the aggregate principal amount not to exceed \$7,000,000. (Sheri Russell, srussell@carson.org)

Staff Summary: If adopted this ordinance will authorize the issuance of the "General Obligation (Limited Tax) Water Bonds (Additionally Secured by Pledged Revenues) Series 2019A" for the purpose of making certain improvements to the Water System by acquiring, constructing, improving and equipping facilities pertaining to the Water System.

17.B For Possible Action: To accept the Audit Committee's recommendation to approve the completed remediation plans and remove the completed findings from the Audit Findings Tracking Summary Report. (Sheri Russell, srussell@carson.org)

Staff Summary: The completed remediation plans for various recommendations and findings have been presented and approved by the Carson City Audit Committee. Upon approval by the Board of Supervisors, the completed recommendations and findings for the Internal Control Review, Payroll, Purchasing and Procurement Card Internal Controls Testing, Public Guardian review (conducted by Moss Adams), and the 2017 Comprehensive Annual Financial Report and Single Audit findings (conducted by Eide Bailly) will be considered closed and removed from the Audit Findings Tracking Summary Report maintained by the internal auditor and City staff.

18. Treasurer

18.A For Possible Action: To introduce, on first reading, an ordinance repealing the senior citizens assistance program for the payment of sewer use fees and water service and commodity charges and replacing those provisions with the Utility Ratepayer Assistance Program, and to accept the business impact statement as prepared. (Gayle Robertson, grobertson@carson.org and Ande Engleman)

Staff Summary: This proposed ordinance repeals in its entirety Chapter 12.04 of Title 12 of the Carson City Municipal Code, which sets forth provisions for applying discounts in certain utility rate payments for senior citizens based on household income. In place of those provisions, a new Chapter 12.035 is proposed to provide all residential ratepayers with payment assistance based on the federal poverty guidelines regardless of age, with such assistance to be made on a first-come, first-served basis and funded by certain charitable donations.

19. City Manager

19.A For Possible Action: To adopt a Resolution expressing support of the proposed technical corrections to the Carson City Lands Bill currently being developed, and authorizing the Mayor to submit a letter to appropriate federal and state authorities expressing that support. (Adriana Fralick, AFralick@carson.org; Jennifer Budge, JBudge@carson.org and Stephanie Hicks, SHicks@carson.org)

Staff Summary: President Obama signed the Omnibus Public Land Management Act of 2009 (OPLMA) into law in March 2009. OPLMA provided for the disposition of more than 8,000 acres of federal lands within Carson City, including the sale of approximately 150 acres of federal land by the Bureau of Land Management (BLM). City Staff has since identified and is proposing several technical corrections to be made by Congress.

19.B For Possible Action: To include Federal Lands Bill Map Reference 4 in the Resolution expressing support of the proposed technical corrections to the Carson City Lands Bill currently being developed for congressional approval. (Adriana Fralick, AFralick@carson.org; Jennifer Budge, JBudge@carson.org and Stephanie Hicks, SHicks@carson.org)

Staff Summary: The Omnibus Public Land Management Act of 2009 (OPLMA) provided for the disposition of more than 8,000 acres of federal lands within Carson City, including the sale of approximately 150 acres of federal land by the Bureau of Land Management (BLM). City Staff has since identified and is proposing several technical corrections to be made by Congress. On October 22, 2018, the Open Space Advisory Committee and Parks and Recreation Commission approved a recommendation to the Board of Supervisors for the proposed technical map corrections to the Carson City Lands Bill with the exception of Federal Lands Bill Map Reference Number 4 for which no action was taken. Instead, staff was instructed to conduct additional research based on public comment received. This item provides additional information on Federal Lands Bill Map Reference Number 4.

19.C Presentation Only: City Manager update on current City projects, activities and other items of interest to the Board of Supervisors and the community. (Nancy Paulson, npaulson@carson.org)

Staff Summary: The City Manager will present an update on current City projects, activities and other items of interest to the Board of Supervisors and the community. This will include an overview of Internal Finance Committee (IFC) and Community Development activities, as well as upcoming City events.

20. Clerk-Recorder

20.A For Possible Action: To accept the Canvass of the Vote for the 2018 General Election. (Sue Merriwether, smerriwether@carson.org)

Staff Summary: NRS 293.387 requires the Board of Supervisors to meet and canvass the returns on or before the sixth working day following the Election.

21. Board of Supervisors

Non-Action Items:

Future agenda items

Status review of projects

Internal communications and administrative matters

Correspondence to the Board of Supervisors

Status reports and comments from the members of the Board

Staff comments and status report

22. Public Comment:**

The public is invited at this time to comment on any matter that is not specifically included on the agenda as an action item. No action may be taken on a matter raised under this item of the agenda.

23. For Possible Action: To Adjourn

****PUBLIC COMMENT LIMITATIONS** - The Mayor and Supervisors meet at various times as different public bodies: the Carson City Board of Supervisors, the Carson City Liquor and Entertainment Board, the Carson City Redevelopment Authority, and the Carson City Board of Health. Each, as called to order, will provide at least two public comment periods in compliance with the minimum requirements of the Open Meeting Law prior to adjournment. In addition, it is Carson City’s aspirational goal to also provide for item-specific public comment as follows: In order for members of the public to participate in the public body’s consideration of an agenda item, the public is strongly encouraged to comment on an agenda item when called for by the mayor/chair during the item itself. No action may be taken on a matter raised under public comment unless the item has been specifically included on the agenda as an item upon which action may be taken. The Mayor, Mayor Pro-Tem and Chair, also retain discretion to only provide for the Open Meeting Law’s minimum public comment and not call for or allow additional individual-item public comment at the time of the body’s consideration of the item when: 1) it is deemed necessary by the mayor/chair to the orderly conduct of the meeting; 2) it involves an off-site non-action facility tour agenda item; or 3) it involves any person’s or entity’s due process appeal or hearing rights provided by statute or the Carson City Municipal Code.

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

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

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

To request a copy of the supporting materials for this meeting contact Janet Busse at jbusse@carson.org or call (775) 887-2100.

This agenda and backup information are available on the City’s website at www.carson.org/agendas and at the City Manager’s Office - City Hall, 201 N. Carson Street, Ste 2, Carson City, Nevada (775)887-2100.

This notice has been posted at the following locations:
Community Center 851 East William Street
Courthouse 885 East Musser Street
City Hall 201 North Carson Street
Carson City Library 900 North Roop Street
Community Development Permit Center 108 East Proctor Street
<http://notice.nv.gov>