

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

**Day:** Thursday  
**Date:** October 3, 2019  
**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 - Ken Haskins, First Christian Church**
- 4. Pledge of Allegiance**
- 5. Public Comment:\*\***  
The public is invited at this time to comment on and discuss any topic that is relevant to, or within the authority of this public body.
- 6. For Possible Action: Approval of Minutes - September 5, 2019 and September 19, 2019**
- 7. For Possible Action: Adoption of Agenda**

**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.  
-----

**8. Finance**

8.A For Possible Action: Discussion and possible action regarding the report on the condition of each fund in the treasury and the statements of receipts and expenditures through September 20, 2019, 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](http://www.carson.org).

## **9. Purchasing and Contracts**

9.A For Possible Action: Discussion and possible action regarding the purchase of additional bleed control kits from North America Rescue (Bid No. 1819-171), for an increase of \$15,000 from a previous award of the same bid, for a new total not to exceed amount of \$40,000 for FY20. (Carol Akers, [CAkers@carson.org](mailto:CAkers@carson.org) and Jeanne Freeman, [JMFreeman@carson.org](mailto:JMFreeman@carson.org))

Staff Summary: This increase is being requested due to additional grant funding being secured to support the program and the need for additional kits to support partner requests throughout Carson City and Douglas, Lyon, and Storey Counties.

**(End of Consent Agenda)**

### **Ordinances, Resolutions, and Other Items**

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

## **11. Treasurer**

11.A For Possible Action: Discussion and possible action on whether to order and direct the Carson City Treasurer to sell, after giving notice of sale, for a total amount not less than the amount of taxes, costs, penalties and interest legally chargeable against the properties, the following properties: APN Nos. 002-401-03; 004-133-07; 008-171-08; 008-241-01; 008-252-15; 008-501-06; 008-798-24; 010-351-10; 010-351-14; 010-503-09. (Gayle Robertson, [grobertson@carson.org](mailto:grobertson@carson.org))

Staff Summary: Nevada Revised Statutes (NRS) 361.595(2) provides that if a "property is to be sold, the board of county commissioners may make an order, to be entered on the record of its proceedings, directing the county treasurer to sell the property particularly described therein, after giving notice of sale, for a total amount not less than the amount of the taxes, costs, penalties and interest legally chargeable against the property as stated in the order."

### **PUBLIC HEARING**

11.B Public Hearing: Discussion on the Carson City Treasurer's proposed City policy for the investment of surplus money. (Gayle Robertson, [GRobertson@carson.org](mailto:GRobertson@carson.org))

Staff Summary: Carson City Charter Sec. 3.045(2)(d) requires the Treasurer to establish and maintain a policy for the investment of the surplus money of Carson City and also requires the Board of Supervisors to review that policy at least once each year during a public hearing at which public comment is accepted. This agenda item is the public hearing. Staff will be asking the Board of Supervisors to formally approve and accept the policy during the next agenda item.

11.C For Possible Action: Discussion and possible action on whether to approve and adopt the Carson City Treasurer's proposed City policy for the investment of surplus money. (Gayle Robertson, [GRobertson@carson.org](mailto:GRobertson@carson.org))

Staff Summary: Carson City Charter Sec. 3.045(2)(d) requires the Treasurer to establish and maintain a policy for the investment of the surplus money of Carson City and also requires the Board of Supervisors to review that policy at least once each year during a public hearing at which public comment is accepted. The public hearing occurred on the preceding agenda item. This agenda item is for the Board of Supervisors to formally approve the policy.

## **12. Purchasing and Contracts**

12.A For Possible Action: Discussion and possible action regarding a determination that Herback General Engineering LLC, is the lowest responsive and responsible bidder pursuant to NRS Chapter 338 and whether to award Contract No. 19300049, Senior Center West Parking Lot Reconstruction, for a total not to exceed amount of \$218,754.80. (Carol Akers, CAkers@carson.org and Dan Stucky, DStucky@carson.org)

Staff Summary: This is for the replacement and repair of the Westside Senior Center asphalt parking lot. The construction contract is for the base bid amount of \$175,089, bid alternate for \$23,779, plus a 10% contingency amount of \$19,886.80 to be funded from the Capital Projects Parking Lot Improvements Account. The engineer's estimate for construction was \$237,000.

## **13. Public Works**

13.A For Possible Action: Discussion and possible action regarding a donation of permanent drainage easements from the South Meadows Estates Homeowners' Association and property owners Judy S. Klaich (APN 009-822-10), Hank J. Paxton and Lan N. Vu (APN 009-822-12), James M. Ellis and Carri L. Ellis (APN 009-822-15), and Jeff Miller, Rhonda Miller, Patricia G. Cooke, and John Benkert (APN 009-822-16), also known respectively as a portion of 915 Coffey Drive, 902 Alyce Court, 901 Alyce Court, and 902 Coffey Drive. (Darren Schulz, DSchulz@carson.org and Dan Stucky, DStucky@carson.org)

Staff Summary: Staff is requesting acceptance of the donation of permanent drainage easements for access and maintenance associated with drainage improvements along the east side of a portion of Coffey Drive (APNs 009-822-12, 009-822-15, and 009-822-16) including a detention pond located at 915 Coffey Drive (APN 009-822-10). Upon acceptance of the drainage easements, the City will take over maintenance responsibility for the proposed drainage improvements. If the Board of Supervisors accepts the easements, staff intends to incorporate maintenance of the drainage improvements into the Schulz Ranch Landscape Maintenance District.

## **14. Community Development - Planning**

14.A For Possible Action: Discussion and possible action regarding a Final Subdivision Map known as Schulz Ranch Phase 4, resulting in the creation of 100 residential lots and common area on property zoned Single Family 6,000- Specific Plan Area (SF6-SPA), located on Race Track Road, APN 009-311-64. (FSM 18-121). (Heather Ferris, hferris@carson.org)

Staff Summary: The Board of Supervisors granted approval of the Tentative Subdivision Map for the Schulz Ranch Common Open Space Development on October 20, 2005. The Board of Supervisors subsequently approved a Development Agreement on September 1, 2011, the first

amendment to the Development Agreement on April 3, 2014, and the second amendment to the Development Agreement on November 16, 2017. The third Final Subdivision Map for Schulz Ranch recorded on November 16, 2017. Per Carson City Municipal Code, Section 17.06.015 (Time Limit for Recording), successive maps in a series of phased Final Subdivision Maps must be approved by the Board of Supervisors within two years of the recordation of the preceding map for the Tentative Subdivision Map to remain valid. This is the fourth and final phase of the Schulz Ranch Subdivision.

14.B For Possible Action: Discussion and possible action regarding a request for an Order of Abandonment for an abandonment of a public right-of-way known as a portion of Pinto Street located east of Saliman Road, and located south of 411 North Saliman Road. (Hope Sullivan, [hsullivan@carson.org](mailto:hsullivan@carson.org))

Staff Summary: The applicant is seeking to abandon three sections of unimproved right-of-way and easements known as Pinto Street, an area approximately 50 feet wide by 488 feet long. The area is comprised of a 25 foot wide access easement with a 10 foot wide roadway easement superimposed on it, and a 25 foot City owned right-of-way. If approved, the entire right-of-way area would be abandoned. The Board of Supervisors is authorized to abandon the right-of-way.

## 15. Parks and Recreation

15.A For Possible Action: Discussion and possible action regarding authorization for submission of a grant application to the Nevada Recreational Trails Program requesting \$150,000 for road maintenance of the dirt segment of Kings Canyon Road. (Ann Bollinger, [abollinger@carson.org](mailto:abollinger@carson.org))

Staff Summary: Like many areas around Carson City, Kings Canyon Road was severely impacted by the winter storms and runoff in early 2017. The road damage has impacted vehicle access and recreational enjoyment of Carson City and U.S. Forest Service-administered lands. The U.S. Forest Service is the lands administrator of Kings Canyon Road; however, the agency does not have a budget for maintenance of high-clearance dirt roads. Carson City staff is facilitating the road maintenance and improvements by submitting a grant funding request and assisting in the planning process where possible. The grant requires a 5% match, so \$7,500 will be budgeted from the Quality of Life Open Space account.

15.B For Possible Action: Discussion and possible action regarding a dedication of Schulz Ranch Park, APN 010-732-05, to Carson City for public recreation purposes, offered as Neighborhood Park Common Area "A" on the Final Map for Schulz Ranch Subdivision Phase 3, recorded as Map Number 2929 on November 16, 2017. (Vern Krahn, [VKrahn@carson.org](mailto:VKrahn@carson.org) and Stephanie Hicks, [SHicks@carson.org](mailto:SHicks@carson.org))

Staff Summary: As a condition of the approved Schulz Ranch Maintenance District Development Agreement, Lennar Reno, LLC was required to dedicate APN 010-732-05 to Carson City for public use as a neighborhood park located within Phase 3 of the Schulz Ranch Subdivision once improvements were constructed. A conditional notice of substantial completion was issued and final completion issued at the end of September for Schulz Ranch Park; therefore, the City is now able to accept the offer of dedication of APN 010-732-05.

Staff recommends that the Board of Supervisors accept the dedication of Schulz Ranch Park from Lennar Reno, LLC.

15.C For Possible Action: Discussion and possible action regarding a proposed Resolution determining that Carson City asset item #1005, mobile bleachers, has reached the end of its useful life and is therefore surplus property, and authorizing its donation to Nevada Day, Incorporated. (Jennifer Budge, [jbudge@carson.org](mailto:jbudge@carson.org))

Staff Summary: NRS 244.1505(2) allows the Board of Supervisors to donate to nonprofit organizations equipment that the Board determines has reached the end of its useful life. Adoption of this proposed Resolution and the execution of the Warranty Agreement disclaiming any warranty by the City, attached as Exhibit A to the Resolution, authorizes donation of mobile bleachers equipment which the Parks, Recreation and Open Space Department believes has reached the end of its useful life.

## 16. Finance

16.A For Possible Action: Discussion and possible action regarding acceptance of 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](mailto: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 Temporary Staffing items 3, 4 and 5 and all recommendations included as part of the Fire Department Overtime Audit will be considered closed and removed from the Audit Findings Tracking Summary Report maintained by the internal auditor and City staff. A legal opinion issued by the District Attorney's is submitted with this agenda item to address whether there is a potential conflict in law between the Uniform Guidance and Nevada Revised Statutes, as previously discussed at a prior meeting of the Board.

16.B For Possible Action: Discussion and possible action regarding approval of the Fiscal Year 2020 Audit Work Program to be performed by the City's retained internal auditor Eide Bailly, LLP consistent with recommendations of the Audit Committee's September 9, 2019 meeting, for an amount not to exceed \$158,100 for the total cost of the internal audits. (Sheri Russell, [srussell@carson.org](mailto:srussell@carson.org))

Staff Summary: Eide Bailly, LLP made recommendations for future projects to the Audit Committee at their September 9, 2019 meeting. The Committee discussed those recommendations and the members were in agreement that Eide Bailly, LLP should perform internal audit projects for the following items and for the following corresponding amounts for the services to be performed: Risk Assessment Evaluation FY19 - \$17,625; Citywide Budget Monitoring - \$17,625; Citywide Social Media Audit - \$11,750; Citywide Audit of Fee Structure - \$17,625; Citywide Revenue & Accounts Receivable Audit - \$23,500; Accounts Payable & P-Card Audit - \$23,500; HR Administration - Eligible Employee Group Insurance Audit - \$23,500; Cash Handling Audit - \$13,475; Findings Follow-up - \$9,500; TOTAL - \$158,100.

**17. 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

**18. 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.

**19. 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](http://www.carson.org/agendas) and at the City Manager's Office - City Hall, 201 N. Carson Street, Ste 2, Carson City, Nevada (775)887-2100.

---

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>