

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

Day: Thursday
Date: December 5, 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 - Brian Underwood, Sierra Lutheran High School**
- 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: 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.

7. Clerk-Recorder

7.A For Possible Action: Discussion and possible action regarding the Annual Technology Fund Report submitted pursuant to NRS 247.306, containing the estimated proceeds collected by the Carson City Clerk-Recorder in fiscal year 2019/2020 and a proposal for the expenditures of those proceeds. (Aubrey Rowlatt, arowlatt@carson.org)

Staff Summary: This report shows the estimated proceeds and expenditures for fiscal year 2019/2020. NRS 247.306 requires the Carson City Clerk-Recorder to submit to the Board of Supervisors an annual report which contains: (a) an estimate of the proceeds that the Clerk-Recorder will collect from the additional fee imposed pursuant to subsection 2 of NRS 247.305

in the following fiscal year; and (b) a proposal for expenditures of the proceeds from the additional fee imposed pursuant to subsection 2 of NRS 247.305 for the costs related to the technology required for the office of the Clerk-Recorder for the following fiscal year.

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 November 22, 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.

9. Purchasing and Contracts

9.A For Possible Action: Discussion and possible action regarding Contract No. 1718-006B, Conflict Counsel, with Daniel J. Spence, Esq., for a not to exceed amount of \$62,929.62 through June 30, 2020 to be funded from the General Fund Courts Professional Services/Conflict Account. (Carol Akers, CAkers@carson.org and Max Cortes, MCortes@carson.org)

Staff Summary: The City received a letter of resignation submitted by John E. Malone, conflict counsel for Carson City, effective December 31, 2019. Due to the nature of Mr. Malone's cases and clients, it is imperative to have no lapse in representation of his former clients. Daniel J. Spence, a qualified and licensed attorney, has been selected to assume John Malone's contract for \$10,488.27 each month, effective January 1, 2020 through June 30, 2020.

(End of Consent Agenda)

Ordinances, Resolutions, and Other Items

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

11. City Manager

11.A For Discussion Only: Presentation and federal legislative update by the Porter Group. (Nancy Paulson, NPaulson@carson.org)

Staff Summary: Representatives from the Porter Group will provide a presentation and update on federal activities.

12. Finance

12.A For Discussion Only: Presentation and discussion on financial highlights of the current year Comprehensive Annual Financial Report (CAFR) by Carson City staff and information

from Piercy, Bowler, Taylor and Kern (PBTk) relating to their audit procedures and the results of those procedures concerning the Carson City CAFR fiscal year ended June 30, 2019. (Sheri Russell, srussell@carson.org)

Staff Summary: PBTk has been contracted to conduct an audit of the Carson City CAFR for the fiscal year ended June 30, 2019. Generally accepted auditing standards require the auditor to provide those charged with governance information about their responsibilities as well as certain information related to the planned scope, timing and results of the audit.

12.B For Possible Action: Discussion and possible action regarding recommended acceptance of the Carson City Comprehensive Annual Financial Report for the fiscal year ended June 30, 2019. (Sheri Russell, srussell@carson.org)

Staff Summary: NRS 354.624 requires the City to provide for an annual audit of all of its financial statements. In addition, the opinion and findings of the auditor contained in the report of the audit must be presented at a meeting of the governing body of the City held not more than 30 days after the report is submitted to it (Audit Report submitted, November 12). The annual audit must be accepted by the Board of Supervisors prior to filing with the State of Nevada and distribution to outside agencies such as bond holders.

13. Public Works

13.A For Possible Action: Discussion and possible action regarding a proposed resolution authorizing the sale of APNs 007-531-13 and 007-531-14, located off of Medical Parkway, from Carson City to Carson Tahoe Regional Healthcare for \$905,000 under NRS 244.281(1)(e)(1)(I), authorizing the Mayor to execute a purchase agreement between Carson City and Carson Tahoe Regional Healthcare, and authorizing the Mayor to execute a deed conveying the property to Carson Tahoe Regional Healthcare. (Darren Schulz, DSchulz@carson.org and Dan Stucky, DStucky@carson.org)

Staff Summary: On September 19, 2019, the Board of Supervisors adopted Resolution No. 2019-R-28 declaring Carson City's intent to sell Carson City property located off of Medical Parkway (APNs 007-531-13 and 007-531-14) to the owner of an adjacent parcel under NRS 244.281(1)(e)(1)(I). Since this time, staff has negotiated the sale of the property for the appraisal value of \$905,000 with the adjacent property owner, Carson Tahoe Regional Healthcare, and a purchase agreement is proposed for the review and approval of the Board.

13.B For Possible Action: Discussion and possible action regarding a proposal to deposit proceeds from the sale of Carson City property, located off of Medical Parkway (APNs 007-531-13 and 007-531-14), which was appraised and authorized for sale at \$905,000, into the appropriate City fund for future use, including use for the construction of drainage improvements on the South Carson Complete Streets Project. (Darren Schulz, DSchulz@carson.org and Dan Stucky, DStucky@carson.org)

Staff Summary: On September 19, 2019, the Board of Supervisors adopted Resolution No. 2019-R-28 to sell the Medical Parkway properties under NRS 244.281(1)(e)(1)(I). These properties were originally purchased during the early formation of the Stormwater Utility Fund; the General Fund (Eagle Detention Basin account) was used to purchase the properties. Due to this history and the original intent of purchasing the properties for the construction of a regional

stormwater facility, staff recommends transferring the sale proceeds from the General Fund into the Stormwater Utility Fund to be used for the construction of drainage improvements on the South Carson Complete Streets Project. Per the direction of the Board, staff will further discuss the recommendation to transfer the proceeds to the Stormwater Utility Fund and use these funds to construct critical drainage improvements along the South Carson Street corridor.

13.C For Discussion Only: Presentation on the progress of the City's Asset Management Program. (Darren Schulz, DSchulz@carson.org; Dan Stucky, DStucky@carson.org; and Matt Lawton, MLawton@carson.org)

Staff Summary: Staff will provide a brief update to the Board of Supervisors regarding the progress of the City's Asset Management Program, including a status update on the Facility Condition Assessment and Reserve Study for Carson City's buildings and facilities, as well as the next step of conducting an organizational Asset Management needs assessment and software solution evaluation.

13.D For Possible Action: Discussion and possible action regarding Contract No. 19300060, Asset Management Needs Assessment and Software Solutions Evaluation, with Atkins, for a total not to exceed amount of \$87,073.50. (Carol Akers, CAkers@carson.org; Dan Stucky, DStucky@carson.org; and Matt Lawton, MLawton@carson.org)

Staff Summary: As part of the Carson City Asset Management Program, a qualified independent asset management consultant will conduct an organizational needs assessment and provide guidance with evaluation and assessment of an Enterprise Asset Management (EAM) software system. Services will include an assessment of the City's current asset inventory data, performance of stakeholder interviews, identification of functional and technical requirements, recommendation of a best practice strategy, and provision of a summary report of findings with analysis of appropriate EAM software solutions.

13.E For Discussion Only: Presentation and discussion regarding the 2019 Public Safety Radio System Plan (Darren Schulz, dschulz@carson.org)

Staff Summary: The Public Works Department has completed the 2019 Public Safety Radio System Plan. The Plan contains the information previously presented to the Board of Supervisors, details the limitations of the existing radio communications capability, and outlines the actions necessary to mitigate the identified deficiencies and increase the reliability, capability, and effectiveness of the City's Public Safety Radio System to support first responders and protect life and property.

14. Purchasing and Contracts

14.A For Possible Action: Discussion and possible action regarding an Interlocal Agreement between Carson City and the Nevada Department of Transportation (NDOT) providing for the use of the Statewide Public Safety Radio Communications System for an amount not to exceed \$5,076,000 for the initial ten-year term, to June 30, 2029, and not to exceed \$634,500 per year in the subsequent automatic renewal terms of additional ten-year periods. (James Jacklett, jjacklett@carson.org)

Staff Summary: This agreement, if approved, will allow Carson City to utilize the Statewide Public Safety Radio Communications System (Radio System) as recommended in the City's 2019 Public Safety Radio System Plan. Under the agreement, the City will pay NDOT annually for each radio that is registered and activated on the Radio System in exchange for unlimited air-time. The agreement is for an initial term of ten years and will automatically renew for an additional ten years at the end of each term. This agreement may be terminated by mutual consent of the parties or unilaterally by either party without cause, effective 120 days after written notice is served by the terminating party.

14.B For Possible Action: Discussion and possible action regarding approval to purchase six dispatch consoles, six back-up base radios, interop gateway equipment, switching equipment, and associated services and support through joinder contract #P697-16-016, between Harris Corporation and Nevada Department of Transportation (NDOT) for a not-to-exceed amount of \$458,562.84. (Carol Akers, cakers@carson.org and James Jacklett, jjacklett@carson.org)

Staff Summary: The existing radio dispatch console system is beyond end-of-life and is no longer supported by the manufacturer. The console system recently experienced several major failures including a 50% failure and most recently a 33% failure. The system is in critical condition as it is still exhibiting anomalous behavior. The proposed replacement dispatch console solution will connect to the Statewide Public Safety Radio System's geographically redundant core network as recommended in the City's 2019 Public Safety Radio System Plan.

14.C For Possible Action: Discussion and possible action regarding a purchase of equipment, licensing, and services for the existing public safety audio recorder from the manufacturer "NICE Systems" for a total not to exceed amount of \$119,840.00 (Carol Akers, cakers@carson.org and James Jacklett, jjacklett@carson.org)

Staff Summary: The Carson City Sheriff's Office operates the City's public safety audio recorder. The recorder is used to meet evidentiary requirements for the 911 dispatch center. The system records the public safety phone lines and radio channels. The proposal includes software updates, digital radio and phone capability, twenty additional channel licenses, and redundant storage servers to replace the existing end-of-life equipment. This action was recommended in the City's 2019 Public Safety Radio System Plan.

14.D For Possible Action: Discussion and possible action regarding approval to purchase radio communications equipment through joinder contract #P697-16-016, between Harris Corporation and the Nevada Department of Transportation (NDOT) for a not to exceed amount of \$1,200,000.00 through June 30, 2020. (Carol Akers, cakers@carson.org and James Jacklett, jjacklett@carson.org)

Staff Summary: This approval is separate from the replacement radio console project and, if granted, will be used to purchase radio equipment and associated supplies necessary to support the City's public safety radio capability in accordance with the 2019 Public Safety Radio System Plan.

14.E For Possible Action: Discussion and possible action regarding the purchase of 29 vehicles and 1 utility bed swap for several departments throughout the City, utilizing the State of Nevada's competitive bid list and cooperative purchasing agreements through Sourcewell

and HGACBuy for a total not to exceed amount of \$2,140,809.70. (Carol Akers, CAkers@carson.org and Rich Hardcastle, RHardcastle@carson.org)

Staff Summary: Multiple city departments are looking to replace vehicles due to the age and/or condition of the vehicles. The vehicles being replaced are at the end of their useful lives and it is not cost-effective to continue to maintain these vehicles. Staff seeks approval for a total of 29 vehicles to be replaced and 1 utility bed to be swapped to a different vehicle. These requested purchases were planned for and are funded as part of the approved FY 20 Capital Improvement Vehicle Replacement Program.

15. Clerk/Recorder

15.A For Possible Action: Discussion and possible action regarding the purchase of additional voting equipment through a Sales Order Agreement with Elections Systems & Software (ES&S) for a not to exceed amount of \$135,240, and an additional \$11,570 for a two-year term for hardware maintenance fees and firmware license, maintenance and support fees, with automatic renewal for successive two-year terms for such maintenance at a rate not more than a 5% increase over the amount of the most recent maintenance fees paid in the immediately preceding term, for a total initial contract amount of \$146,810. (Aubrey Rowlatt, arowlatt@carson.org)

Staff Summary: The Carson City Clerk-Recorder administers all federal, state and local elections within its boundaries. The State of Nevada passed Initiative Petition No. 1 (IP 1) in the 2018 General Election which mandates automatic voter registration through the Nevada Department of Motor Vehicles. In addition, the 2019 Nevada Legislature passed Assembly Bill (AB) 345 which mandates same day voter registration. Both of these mandates will increase the voter turnout and require additional voting equipment to prepare for proper voter accommodations.

16. 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

-- LUNCH BREAK - RETURN 1:30 P.M. --

17. Public Works

17.A For Possible Action: Discussion and possible action regarding the review of proposals submitted by Pala Seek LLC and the Carson City Veterans' Village Coalition Group for possible selection for the development of 3410 Butti Way (APN 010-037-04) for affordable/workforce housing and, if applicable, to direct staff to further develop the project proposal with the selected proposer. (Darren Schulz, DSchulz@carson.org; Carol Akers, CAkers@carson.org; and Dan Stucky, DStucky@carson.org)

Staff Summary: On September 5, 2019, the Board of Supervisors directed staff to publish a Request for Proposals (RFP) for the development of 3410 Butti Way (APN 010-037-04) for Affordable/Workforce Housing. Since this time, staff has advertised the RFP and received and evaluated two submitted proposals from qualified developers. The two proposers, Pala Seek LLC and the Carson City Veterans' Village Coalition Group, will present their respective proposals to the Board of Supervisors for review and possible selection. If a selection is made, the selected proposer will be authorized to work with City staff to further develop the project proposal, begin the land entitlement process, conduct community outreach, and negotiate a Development Agreement.

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 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>