

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

Day: Thursday
Date: August 3, 2017
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 - Pat Propster, Calvary Chapel

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 - July 6, 2017

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: To accept the report on the condition of each fund in the treasury and the statements of receipts and expenditures through July 21, 2017 per NRS 251.030 and NRS 354.290. (Nancy Paulson, npaulson@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: To approve the purchase of crack sealant from Maxwell Products, Inc. for a not to exceed annual amount of \$140,000 to be funded from the Street Repair Account. Maxwell Products holds the patent and is considered a sole source for crack sealing packaging. (Laura Rader, LRader@carson.org and Darren Schulz, DSchulz@carson.org)

Staff Summary: Due to compatibility issues with the crack sealing equipment utilized by the Streets Division of the Carson City Public Works Department, Maxwell crack sealant packaging is the only packaging that does not clog the machine. Maxwell Products is the inventor of the Polyskin packaging (a foam box) used on this product. This product helps to prevent build up (clogging) in the machine and allows for rapid melting and even mixing once it is placed into the kettle. This improves the performance of the machine and increases crew efficiency. The packaging is structurally rigid, so it does not deteriorate and or fuse together with other blocks during shipping. This also provides for increased efficiency in transport to the job site and safety in loading of the machine.

9.B For Possible Action: To approve the purchase of FW12 Diatomaceous Earth filter media from EP Minerals for a not to exceed annual amount of \$125,000 through June 30, 2022 to be funded from the Chemicals Account. EP Minerals is the only company who carries this specific type of Diatomaceous Earth, therefore considered a sole source. (Laura Rader, LRader@carson.org and Darren Schulz, DSchulz@carson.org)

Staff Summary: Public Works-Water Division anticipates the use of approximately one hundred fifty to two hundred (150-200) tons of Diatomaceous Earth filter media annually. It is the sole filter media for treating all surface waters at the Quill Ranch treatment facility. It is a porous powder material which coats the pressure vessel's screens which in turn captures all contaminants, viruses and protozoa providing high quality drinking water.

9.C For Possible Action: To approve Contract No. 1718-048 with NexLevel Information Technology, Inc. for consulting services for the Replacement of the Property Tax/CAMA System for a not to exceed amount of \$49,625 to be funded from the Capital Outlay/Software Replacement account as approved in the FY18 Budget. (Laura Rader, LRader@carson.org and Eric Von Schimmelmänn, Evonschimmelmänn@carson.org)

Staff Summary: City staff has decided to do a formal RFP for the replacement of the CAMA and Property Tax systems. NexLevel will assist in the requirements gathering, development of the RFP, manage vendor demonstrations and contract negotiations for this new system.

(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. Purchasing and Contracts

11.A For Possible Action: To approve the purchase of Information Technology Hardware through joinder contract with Insight Public Sector through US Communities Contract #4400006644; ConvergedOne, Inc./Cisco through NASPO (National Association State Procurement Officials) Contract #AR233; Dell through NASPO Contract #MNWNC-108; Apple through NASPO Contract #MNWNC-102; CDW Government LLC through NIPA (National Intergovernmental Purchasing Alliance); and SHI International Corp. through NASPO Contract #ADSPO16-130651 for an amount not to exceed \$1,000,000 from various city accounts as approved in the FY18 budget. (Laura Rader, lrader@carson.org and Eric VonSchimmelmänn, Evonschimmelmänn@carson.org)

Staff Summary: Each year we bring the vendors that we do a majority of the IT purchases with to the Board of Supervisors for approval. While many of the individual purchases and projects are not significant themselves, when combined together throughout the year they have a significant total cost to the city. This year is no exception and we are requesting you approve these major vendors for IT Hardware, Software and Services not to exceed \$1,000,000 in total. This amount was derived from looking at our historical yearly purchases and taking into account the additional CIP projects that were approved for FY18.

11.B For Possible Action: To approve the purchase of various vaccinations for Health and Human Services through Joinder Contracts with GlaxoSmithKline, Merck Sharp & Dohme Corp., and Sanofi Pasteur Inc. in the total amount not to exceed \$304,531.00 to be funded from the Health and Human Services Private Vaccine and Vaccine Grant fund accounts for FY2017/2018. (Laura Rader, LRader@carson.org and Nicki Aaker, NAaker@carson.org)

Staff Summary: Carson City Health and Human Services would like to utilize current contracts through the Minnesota Multistate Contracting Alliance for Pharmacy to purchase vaccinations for Carson City citizens.

12. City Manager

12.A For Possible Action: To appoint one member to the Carson City Planning Commission for a term that expires June 2021. (Nick Marano, nmarano@carson.org)

Staff Summary: CCMC Chapter 18.02.010 and NRS 278.030 provide for a Planning Commission to be composed of not more than seven members who shall be appointed by the Board of Supervisors. There is one available position due to term expiration. New applications have been submitted by Hope Tingle, Garrett Lepire and Betsy Strasburg.

13. Finance

13.A For Possible Action: To approve the application to remove the uncollectible accounts receivable specified in the application from the records of the Ambulance Fund for a total amount of \$311,081.31 in uncollectible accounts receivable. (Nancy Paulson, npaulson@carson.org)

Staff Summary: NRS 354.256 requires that the Controller apply to the Board for permission to remove uncollectible accounts receivable from the records of the County.

13.B For Possible Action: To approve the 1st Amendment to the Interlocal Contract for Self Insurance and Risk Management Consulting Services between Carson City, Nevada and Douglas County, Nevada for Carson City to provide consulting services at Douglas County's expense. (Nancy Paulson, npaulson@carson.org)

Staff Summary: This Amendment will allow Carson City to continue to provide consulting services to Douglas County to aid in their transition of becoming self-insured and assist with establishing necessary risk management policies and procedures.

13.C For Possible Action: To accept the Audit Committee's recommendations for projects for FY 2018 to include Grants Internal Control Testing, Large Public Works Projects Review, IT Security Review, Performance Metrics Validation, Public Guardian Follow Up, Ongoing Internal Auditor Services, Audit Findings Validation, and Fraud Waste and Abuse (FWA) Program Coordination. (Nancy Paulson, npaulson@carson.org)

Staff Summary: Moss Adams made recommendations for future projects to the Audit Committee at their July 12, 2017 meeting. The Committee is recommending to the Board of Supervisors that Moss Adams perform Grants Internal Control Testing, Large Public Works Projects Review, IT Security Review, Performance Metrics Validation, Public Guardian Follow Up, Ongoing Internal Auditor Services, Audit Findings Validation, and Fraud Waste and Abuse (FWA) Program Coordination.

13.D For Possible Action: To approve Amendment No. 8 to Contract No. 1112-133 with MOSS-ADAMS, LLP (Certified Public Accountants), titled "Internal Auditing Services" to increase the contract term from September 30, 2017 to June 30, 2018 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 2018. (Laura Rader, LRader@carson.org and Nancy Paulson, NPaulson@carson.org)

Staff Summary: MOSS-ADAMS' contract to provide internal audit services is set to expire on September 30, 2017 and will require an extension if the Board continues to have them provide the Internal Auditor function for the FY 18 Internal Audit Work Program for the City.

14. Public Works

14.A For Possible Action: To direct staff to begin the process of pursuing a 20-year bond in the amount of \$4,875,000 to support storm water capital expenses and a one-time Storm Water rate increase of thirty percent (30%) to support the debt service on the bond and to provide maintenance support. (David Bruketta, dbruketta@carson.org)

Staff Summary: On July 6, 2017, the Board of Supervisors directed staff to bring back a proposal that would include a bonding mechanism based on a rate percentage increase that would allow Public Works to complete the first six projects of the 10-year Storm Water Capital Improvement Plan. The Board of Supervisors noted that in 18 months, Public Works will bring forward a rate consultant's report that will review the needs and financial health of the Water, Sewer and Storm Water Utility Funds. The estimated cost of the first six projects on the 10-year storm water capital improvement plan is \$4,875,000. A preliminary analysis to issue a 20-year General Obligation Storm Water Drainage bond estimates an annual debt service of

approximately \$357,000. A storm water rate increase of 26% would be needed to fund the cost of the annual debt service cost. Staff is recommending an increase of 30% to cover the debt service cost and provide approximately \$54,000 annually to support maintenance costs. Upon approval from the Board of Supervisors, staff would proceed with the rate change process followed by the bond issuance process and staff could start the design work when funds would be available in April of 2018.

15. Community Development - Planning

15.A For Possible Action: To introduce, on first reading, an ordinance relating to marijuana; amending Title 18 (Zoning) of the Carson City Municipal Code to establish various provisions to allow marijuana retail stores as a conditional use within the General Commercial and General Industrial zoning districts located within certain areas of Carson City; to establish various provisions to allow marijuana cultivation establishments, marijuana product manufacturing establishments and marijuana testing laboratories as a conditional use within the General Industrial and General Industrial Airport zoning districts located within certain areas of Carson City; to establish various provisions to allow marijuana distributors as a conditional use within the Limited Industrial, General Industrial and General Industrial Airport zoning districts; and to revise certain provisions relating to development standards concerning land use and site design governing medical marijuana establishments to include marijuana establishments. (Lee Plemel, lplemel@carson.org)

Staff Summary: The Board of Supervisors gave direction to staff to draft zoning regulations for recreational marijuana establishments or “marijuana establishments” that generally follow the current zoning regulations for medical marijuana establishments. The proposed ordinance would implement such regulations by amending applicable sections of Title 18, Zoning, Section 18.03 (Definitions), 18.04 (Use Districts), 18.04.135 (General Commercial), 18.04.145 (Limited Industrial), 18.04.150 (General Industrial), 18.04.152 (General Industrial Airport), and Title 18 Development Standards, Division 1.20 (Medical Marijuana Establishments and Marijuana Establishments).

15.B For Possible Action: To consider a Business Impact Statement and determine whether or not Business License fees proposed for Marijuana Retail Stores and Marijuana Testing Facilities impose a direct and significant economic burden on such establishments, or directly restricts the formation, operation or expansion of such establishments, and to find that a Business Impact Statement has been prepared in compliance with NRS 237, accepted, and is on file with the Board of Supervisors. (Susan Pansky, spansky@carson.org)

Staff Summary: Per NRS 237, when considering the adoption of fees that may have an impact on business, government entities must prepare a Business Impact Statement that considers whether the proposed fees will impose a direct and significant economic burden or will directly restrict formation, operations or expansion of a business. In accordance with these requirements, staff has prepared a Business Impact Statement that has determined the proposed Business License fees of three percent of gross sales for Marijuana Retail Stores and Marijuana Testing Facilities will impose a direct and significant economic burden on such establishments but will not directly restrict the formation, operation or expansion of such establishments. This action does not adopt the proposed fees.

15.C For Possible Action: To introduce, on first reading, an ordinance relating to marijuana; amending Title 4 (Licenses and Business Regulations) to establish various provisions for the issuance of a business license to operate as a marijuana cultivation facility, marijuana product manufacturing facility, marijuana distributor or marijuana retail store; to repeal various other provisions relating to the issuance of a temporary business license to operate as a marijuana establishment; and to repeal provisions establishing a moratorium on the acceptance of applications for a business license to operate as a marijuana establishment. (Lee Plemel, lplemel@carson.org)

Staff Summary: The Board of Supervisors gave direction to staff to draft regulations for recreational marijuana establishments or “marijuana establishments” that generally follow the current zoning regulations for medical marijuana establishments. The proposed ordinance would implement business license fees in accordance with those permitted by SB 487 enacted by the 2017 Nevada Legislature, which would be 3% of all gross revenues collected by marijuana establishments. The proposed ordinance would amend the applicable sections of Title 4 (Licenses and Business Regulations), Chapter 4.04 (Business Licenses).

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

17. 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.

18. 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>