

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

Day: Thursday
Date: August 16, 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 - Fred Kingman, Prodigal 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 - August 2, 2018

7. For Possible Action: Adoption of Agenda

8. Special Presentations

8.A Presentation and update of federal issues by Congressman Mark Amodei.

8.B 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. Assessor

9.A For Possible Action: To approve the partial removal of Real Property Taxes for the 2018/19 fiscal year for parcel number 007-564-16 (1100 Chaparral Dr.) per NRS 361.765 in the amount of \$867.51. (Rhonda Price, rprice@carson.org)

Staff Summary: The Assessor's Office is requesting approval to remove partial taxes from the 2018/19 Real Property Tax Roll from parcel number 007-564-16 (1100 Chaparral Dr.) in the amount of \$867.51 per NRS 361.765. The owner of the property was entitled to receive a 100% Disabled Veteran Exemption on his real property taxes, however, due to a clerical error, he received only a regular Veteran's exemption.

9.B For Possible Action: To approve the correction and decrease of the 2018/19 Real Property Assessed Valuation for parcel number 010-661-12 (6788 Saddlehorn Rd.) in the amount of \$16,580 per NRS 361.768(3). (Dave Dawley, ddawley@carson.org)

Staff Summary: The property owner of 6788 Saddlehorn Rd. removed a converted manufactured home from the property without obtaining a moving permit, nor notified the Assessor's Office of the removal. Upon placing a new manufactured home on the property the Assessor's Office was notified by the building permit. The new mobile home was billed on the Personal Property Tax Roll for the 2018/19 fiscal year. The Assessor's Office is requesting a correction to reduce the 2018/19 Real Property Assessed Valuation from \$142,510 to \$125,930 to delete the assessed valuation of the converted manufactured home that was removed from the property. The capped assessed value is \$97,105, therefore; there will be no reduction in the 2018/19 Real Property Taxes collected.

10. City Manager

10.A For Possible Action: To ratify the approval of bills and other requests for payments by the City Manager for the period of July 7, 2018 through August 3, 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.

11. Finance

11.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 August 3, 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.

12. Purchasing and Contracts

12.A For Possible Action: To approve Amendment No. 3 to Contract No. 1415-112 (Downtown Carson Street Urban Design by Lumos & Associates, Inc.), to extend the contract date through March 31, 2019. (Carol Akers, CAkers@carson.org and Darren Schulz, DSchulz@carson.org)

Staff Summary: This contract amendment is to extend the contract term through March 31, 2019. The construction was started later than anticipated and will be completed at the end of October 2018. Lumos will need time to complete record drawings after the construction is finished; therefore a contract extension is necessary.

12.B For Possible Action: To approve Amendment No. 1 to Contract No. 1718-161 to extend the contract date to November 30, 2018, for the purchase and installation of audio/video systems from CourtSmart Digital Systems. (Carol Akers, CAkers@carson.org and Max Cortes, Mcortes@carson.org)

Staff Summary: The current contract with CourtSmart Digital Systems expires on July 31, 2018. The installation is taking longer than expected and therefore a contract extension is necessary.

12.C For Possible Action: To approve Contract No. 1819-083 (Clinical Treatment & Counseling Services for Justice/Municipal Court) for an amount not to exceed \$90,800.00 through June 30, 2019, and Contract No. 1819-084 (Juvenile Court & Juvenile Services with Community Counseling Center), for an amount not to exceed \$37,000.00 through June 30, 2019, with both contracts to be funded from various court accounts. These are professional services contracts and therefore not suitable for public bidding pursuant to NRS 332.115 (1)(b). (Carol Akers, CAkers@carson.org, Max Cortes, MCortes@carson.org, and Ali Banister, ABanister@carson.org)

Staff Summary: These two contracts are being presented together for approval because they are with the same vendor offering similar services for two departments within the City.

12.D For Possible Action: To approve the purchases of Fire Personal Protective Equipment-Turnouts and Fire Rescue Tools and Equipment for the Fire Department utilizing Curtis joinder contract No. 00000170 with NPPGov through June 30, 2019 for a not to exceed annual amount of \$111,000 to be funded from the Personal Protective Equipment Account & Fire Rescue Tools and Equipment Account in the General Fund. (Carol Akers, CAkers@carson.org and Sean Slamon, SSlamon@carson.org)

Staff Summary: According to the Third Amended Collective Bargaining Agreement between Carson City and the Carson City Fire Fighters Association, Local #2251 of the International Association of Firefighters (July 1, 2010 to June 30, 2023), the Carson City Fire Department is responsible for providing uniforms, turnouts and safety equipment to all the Fire Department personnel who are active in the field. These items must meet the National Fire Protection Association's (NFPA) safety standards. The Carson City Fire Department has experienced an influx of new personnel in the last two years, and as a result, Personal Protective Equipment (PPE) expenditures have risen substantially.

(End of Consent Agenda)

Ordinances, Resolutions, and Other Items

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

14. Carson City Airport Authority

14.A For Possible Action: To approve and accept a 2018 Federal Aviation Administration (FAA) Airport Improvement (AIP) Grant 3-32-0004-32 in the approximate amount of \$384,187.00 for use in rehabilitation of Taxiways A, B, C, D and Taxilanes E, F and Access Road and AWOS upgrade. (Ken Moen, Airport Manager)

Staff Summary: The FAA has provided Carson City Airport Authority (CCAA) with a Grant Offer AIP Project No. 3-32-0004-032-2018 for the Carson City Airport (CXP) and has a requirement that it be accepted and returned no later than August 21, 2018. The FAA requires Carson City, as well as the CCAA, to approve and accept the grant offer. This Grant will be used to do pavement rehabilitation of Taxiways A, B, C, D and Taxilanes E, F and Access Road and upgrade AWOS.

15. Public Works

15.A For Possible Action: To adopt a Resolution consenting to a relinquishment and land transfer agreement between Carson City and the State of Nevada, Department of Transportation for an approximately 15,203 square foot parcel along Sierra Vista Lane also known as APN 010-116-01. (Stephanie Hicks; SHicks@carson.org)

Staff Summary: In May of 2009, the Nevada Department of Transportation (NDOT) relinquished to Carson City the right-of-way for a portion of SR-513 which included portions of East Fifth Street, Carson River Road and Pinion Hills Drive. During the recent project to reconstruct Sierra Vista Lane, it was discovered that a surplus parcel of land southeast of Carson River Road and along Sierra Vista Lane was still owned by NDOT. This surplus parcel is no longer needed by NDOT and has been offered for relinquishment to Carson City.

16. Community Development - Planning

16.A For Possible Action: To introduce, on first reading, an ordinance approving an amendment to a development agreement between Carson City and Roventini, LLC, to extend the tentative planned unit development map expiration date to September 6, 2019, for the development known as Clearview Ridge, located west of Cochise Street between West Roventini Way and West Overland Street, east of Voltaire Street, APNs 09-263-06, -07, -08, and -09. (Hope Sullivan, hsullivan@carson.org)

Staff Summary: The Clearview Ridge Planned Unit Development tentative map expires on September 6, 2018, unless the Board approves an extension of time as permitted under the current development agreement. The developer is requesting an extension of time to 2019 as the firms handling the technical drawings are backlogged, and need additional time to finalize drawings.

16.B For Possible Action: To consider adoption of an Order of Abandonment of up to a 20 foot wide public ingress / egress easement from Ash Canyon Road to Wellington South, then north on Wellington West, turning west and ending at the southwest corner of lot 12 of Wellington Crescent Subdivision. (Reference AB-18-094) (Hope Sullivan, hsullivan@carson.org)

Staff Summary: The subject easement was recorded August 26, 1992 as document number 133478 to create a non-exclusive easement to allow members of the public a means of ingress and egress to Ash Canyon. Per the recorded document, the easement was to be rescinded and revoked when an additional means of ingress and egress was dedicated that provides members of the public with an alternate access to Ash Canyon. This alternate access for the public was secured by Carson City, and was recorded August 26, 2003 under document 304501. Therefore, abandonment of the easement is proposed. All notice requirements have been met in compliance with NRS 278.480.

16.C For Possible Action: To amend the Planning Commission Bylaws to change the month of election of Planning Commission officers (i.e. Chair and Vice-Chair) from July to January to coincide with the start of Commissioners' terms. (Lee Plemel, lplemel@carson.org)

Staff Summary: The Board of Supervisors recently changed the start of Planning Commissioners' terms from June to January. The purpose of changing the month in which Chair and Vice-Chair elections are held is to coincide with the start of the Commissioners' terms.

16.D For Possible Action: To adopt Bill No. 112 on second reading, an ordinance amending Title 18 Appendix (Development Standards), Division 4 (Signs), Sections 4.3 (Definitions) and 4.4 (Administration) of the Carson City Municipal Code to amend regulations related to temporary banners, flags, A-frame signs and other temporary sign devices, and to modify the definition of "frontage of building" to make the method of measurement of allowable sign area consistent between shopping centers and other commercial uses. (Lee Plemel, lplemel@carson.org)

Staff Summary: Currently, banners and freestanding flags are permitted for up to 30 days in any 90-day period, and A-frame signs are prohibited except within the downtown area. The proposed changes include allowing flags, without time limitation, only attached to buildings, allowing A-frame signs adjacent to all businesses, and removing time limitations for banners. Also, the definition of "frontage of building" is being modified to create consistency in the way permitted sign area is measured for commercial uses.

17. Finance

17.A For Possible Action: To direct the City's retained internal auditor Eide Bailly, LLP to proceed with certain audit projects for Fiscal Year 2019 consistent with the discussion of the Audit Committee's last meeting, including a Risk Assessment Evaluation, Fire Overtime Study, Temporary Staffing Study, Cybersecurity, Follow-up on Prior Year Internal Audit Findings, and Fraud Waste and Abuse (FWA) Program Coordination. (Sheri Russell, srussell@carson.org)

Staff Summary: Eide Bailly, LLP made recommendations for future projects to the Audit Committee at their July 31, 2018 meeting. The Committee discussed those recommendations and the members were in agreement that Eide Bailly, LLP should perform internal audit procedures including a Risk Assessment Evaluation, Fire Overtime Study, Temporary Staffing Study, Cybersecurity, Follow-up on Prior Year Internal Audit Findings, and Fraud Waste and Abuse (FWA) Program Coordination.

18. City Manager

18.A For Possible Action: To appoint three members to the Advisory Board to Manage Wildlife to represent the "Sportsman, Rancher, or Farmer" positions each for a three year term that will expire July 2021. (Nancy Paulson, npaulson@carson.org)

Staff Summary: NRS 501.260 and 501.265 provide for a three or five member county advisory board to manage wildlife, with qualified persons appointed by the Board of Supervisors. The Carson City Board to Manage Wildlife is comprised of five members and there are three positions open due to expiring terms. The members to be appointed must be residents of Carson City and must also be hunters, trappers or anglers (sportsman position), or engaged in ranching (rancher position) or farming in Carson City (farmer position). An application for reappointment was received from Gilbert Yanuck and Robert Boehmer. Applications for new appointments were received from Myles Burdett, Tyler Creel, Mark Crowder, Michael Evans, Adam Hulme and Daniel Thompson.

18.B 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.

19. 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

20. 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.

21. 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>