

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

**Day:** Thursday  
**Date:** May 16, 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 - Mark Cyr, Salvation Army**

**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 - April 18, 2019**

**7. For Possible Action: Adoption of Agenda**

**8. Special Presentations**

8.A Proclamation to recognize May as National Drug Court Month. (Judge Thomas Armstrong)

8.B Proclamation to recognize May 19-25, 2019 as National Public Works Week. (Darren Schulz, dschulz@carson.org)

8.C 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: Discussion and possible action to ratify the approval of bills and other requests for payments by the City Manager for the period of April 6, 2019 through May 3, 2019. (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: Discussion and possible action regarding acceptance of the report on the condition of each fund in the treasury and the statements of receipts and expenditures through May 3, 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.

**(End of Consent Agenda)**

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

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

## 12. Finance

12.A For Possible Action: Discussion and possible action on the designation of Piercy Bowler Taylor & Kern as the auditing firm for FY 2018-19, which is the second year of a three-year contract. (Sheri Russell, srussell@carson.org)

Staff Summary: Contract No. 1718-136 with Piercy Bowler Taylor & Kern was approved by the Board of Supervisors on March 15, 2018 to provide auditing services for FY 2017-18, FY 2018-19 and FY 2019-20 for a not to exceed amount of \$98,750 and a contingency amount of \$22,000 (if needed for auditing additional major federal grant programs). It was confirmed before entering into the contract that there is no increase in fees over the three-year term. Carson City is required to designate an auditor on an annual basis per NRS 354.624.

### 13. Purchasing and Contracts

13.A For Possible Action: Discussion and possible action regarding an amendment to Contract No. 1819-001, a joinder contract with Inter-State Oil Company, Carson Valley Oil, Co., and Flyers Energy, LLC, through the State of Nevada RFQ/Contract #3064, for bulk fuel and delivery services, and with Thomas Petroleum, LLC through the State of Nevada RFQ/Contract #3125, cardlock fueling network, for an additional \$110,000 for a new not to exceed amount of \$962,140 from various city fuel accounts through June 30, 2019. (Carol Akers, CAkers@carson.org and Zach Good, zgood@carson.org)

Staff Summary: This increase will add an additional amount of \$110,000 for the remaining fiscal year.

13.B For Possible Action: Discussion and possible action regarding a proposed Interlocal Agreement between Carson City and the Nevada Department of Transportation 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 and not to exceed \$634,500 per year in the subsequent renewal terms. (James Jacklett, jjacklett@carson.org)

Staff Summary: This agreement will allow Carson City to utilize the Statewide Public Safety Radio Communications System (Radio System) to reduce operational costs, improve interagency interoperability, enhance radio communication, and meet homeland security initiatives for radio communications. The operational costs will consist of an annual fee for unlimited air-time based on the number of City radios units registered and utilized on the Radio System. The coverage, capacity, and resiliency provided by the Radio System will significantly increase the City's communications capability and increase operational readiness. 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. The agreement may be terminated by either party with 30 days notice without cause.

13.C 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 the Nevada Department of Transportation (NDOT) for a not to exceed amount of \$615,946.45 to be funded from the Fleet Radio Equipment Account. (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 new dispatch consoles will connect to the Statewide Public Safety Radio System's geographically redundant core network. Utilizing the Statewide System core will provide savings in excess of one million dollars over the initial 10-year period when compared to purchasing and maintaining our own radio core. The purchase also includes six back-up radios that will be installed and configured to provide fallback communications capability to ensure that a disruption in connectivity to the Statewide System core will not prevent dispatchers from talking to City resources.

## 14. Public Works

14.A For Possible Action: Discussion and possible action regarding approval of the 60% design of the South Carson Complete Streets Project and Board direction to staff relating to the advancement of the project to the 90% design stage. (Dan Stucky, DStucky@carson.org)

Staff Summary: The Carson City project manager and design team will present the 60% design for the South Carson Complete Streets Project.

## 15. Community Development - Planning

15.A For Possible Action: Discussion and possible action regarding Hardship Determinations related to the FY 2020 Downtown Neighborhood Improvement District (NID) assessment for applicants meeting the required conditions, and directing the City Engineer to postpone the assessment for any approved Hardship Determination applicants in accordance with NRS 271.360. (Lee Plemel, lplemel@carson.org)

Staff Summary: The Board of Supervisors adopted Ordinance No. 2016-1 establishing the Downtown NID in 2016 for the purpose of paying a portion of the cost of ongoing maintenance of the Downtown Streetscape Enhancement Project. The Board of Supervisors must consider applications for Hardship Determinations before ratifying the annual Downtown NID assessment roll. Property owners whose annual income is less than 50% of the median Carson City area annual income qualify for a Hardship Determination. Property owners approved for a Hardship Determination may have their Downtown NID assessment deferred in accordance with NRS 271.360 and the NRS Chapter 271 Hardship Determination Policy and Procedures adopted by the Board of Supervisors.

### 15.B PUBLIC HEARING:

Public hearing and discussion only to take public comment regarding the filing of the FY 2020 assessment roll for the Downtown Neighborhood Improvement District (NID), to consider written objections concerning that area to be assessed, and to consider all complaints, protests and objections to the assessment pursuant to NRS 271.385. (Lee Plemel, lplemel@carson.org)

Staff Summary: Pursuant to NRS 271.380 and 271.385, any complaint, protest or objection to the regularity, validity and correctness of the assessment roll, of each assessment, and of the amount of the assessment levied on each tract must be filed in writing with the Clerk (or Planning Division) at least 3 days before the assessment hearing. Any complaint, protest or objection to the assessment roll, the regularity, validity and correctness of each assessment, the amount of each assessment, or the regularity, validity and correctness of any other proceedings occurring previously regarding the Downtown NID shall be deemed waived unless filed in writing within the time and in the manner provided above.

15.C For Possible Action: Discussion and possible action regarding Resolution 2019-R-\_\_\_ confirming the Downtown Neighborhood Improvement District (NID) assessment, dispensing with complaints, protests and objections to the assessment, and ratifying the City Engineer's assessment roll for FY 2020 for the Downtown NID for the maintenance of the Downtown Streetscape Enhancement Project. (Lee Plemel, lplemel@carson.org)

Staff Summary: After considering Hardship Determinations and all complaints, protests and objections to the Downtown NID assessment, the Board of Supervisors must confirm, correct, revise, or set aside the proposed assessment by Resolution in accordance with NRS 271.385.

15.D For Possible Action: Discussion and possible action to introduce, on first reading, an ordinance related to improvement districts, establishing provisions to levy the Downtown Neighborhood Improvement District assessment for Fiscal Year 2020 for the maintenance of the Downtown Streetscape Enhancement Project. (Lee Plemel, lplemel@carson.org)

Staff Summary: After adopting a Resolution confirming the Downtown NID assessment, the Board of Supervisors must introduce and adopt an ordinance to levy the assessment.

## **16. Recess as the Board of Supervisors**

### **Board of Health**

## **17. Call to Order & Roll Call - Board of Health**

## **18. 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.

## **19. For Possible Action: Approval of Minutes - February 21, 2019**

## **20. Health and Human Services**

20.A For Possible Action: Discussion and possible action on proposed revisions to the Carson City Board of Health Bylaws. (Nicki Aaker, naaker@carson.org)

Staff Summary: The Carson City Board of Health Bylaws were initially approved on March 17, 2011 and have not been updated. Revisions to the Bylaws are proposed for clarification of duties as prescribed by NRS Chapter 439 and to authorize the election of a Vice Chair.

20.B For Possible Action: Discussion and possible action on nomination and appointment of Carson City Board of Health Vice Chair. (Nicki Aaker, naaker@carson.org)

Staff Summary: Pursuant to NRS 439.280(2), the Carson City Health Officer shall act as Chair of the Board of Health. NRS does not address the election of a Vice Chair. The revised Bylaws for the Board of Health, considered for adoption before this agenda item, includes a new provision for the election of a Board of Health Vice Chair.

20.C For Possible Action: Discussion and possible action on acceptance of the Carson City Health and Human Services Director's report with any direction or feedback from the Board. (Nicki Aaker, naaker@carson.org)

Staff Summary: Certain proposed legislation from this session may impact public health in Nevada. It is important for Carson City's Board of Health and the public to be aware of proposed bills that may impact the health of our community. A legislative update will be provided.

20.D For Possible Action: Discussion and possible action on acceptance of the Carson City Health and Human Services (CCHHS) 2018 Annual Report. (Nicki Aaker, naaker@carson.org)

Staff Summary: CCHHS' UNR Intern has compiled the 2018 Annual Report for Carson City residents and organizations. This report provides an overview of the local health department - Carson City Health and Human Services, the mission, vision, values and the services provided in 2018, along with a funding overview. This report accomplishes one of CCHHS' Strategic Plan goals which is to "increase awareness of services available through Carson City Health and Human Services." The public and organizations will be able to access the report online at [www.gethealthycarsoncity.org](http://www.gethealthycarsoncity.org) or a printed copy can be obtained at CCHHS located at 900 E. Long Street.

**21. 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.

**22. For Possible Action: To Adjourn as the Board of Health**

**23. Reconvene as the Board of Supervisors**

**24. City Manager**

24.A For Discussion 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.

**25. Board of Supervisors**

Non-Action Items:

Legislative matters

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

**26. 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.

**27. 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](mailto: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>