

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

Day: Thursday
Date: August 1, 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 - July 3, 2019

7. For Possible Action: Adoption of Agenda

8. Special Presentations

8.A Proclamation and presentation of the Employee-of-the-Quarter award to Nicholas Wentworth, Parks Maintenance Coordinator. (Melanie Bruketta, mbruketta@carson.org)

Staff Summary: The Employee-of-the-Quarter program recognizes outstanding employees whose efforts have helped the City achieve the strategic goals adopted by the Board of Supervisors and who have demonstrated an effort to fulfill the City's mission, vision and values.

8.B For Discussion Only: Presentation by Jessica Barlow Daniels regarding the Carson Montessori School. (Hope Sullivan, hsullivan@carson.org)

Staff Summary: Jessica Daniels, Executive Director / Principal of the Carson Montessori School, will present and discuss matters concerning efforts to secure a new location for the school.

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: Discussion and possible action regarding a proposed removal of the 2018/2019 Real Property Taxes from parcel number 009-721-37 (Heaton Way / Chubasco Way) per NRS 361.765 and NRS 361.233 in the amount of \$580.62 and a waiver of \$103.81 in penalties. (Kimberly Adams, kadams@carson.org)

Staff Summary: Parcel number 009-721-37 is real property within a "common-interest" community and is therefore assessed upon the community units and not upon the common-interest community as a whole per NRS 361.233. Due to a clerical error, a tax bill was generated for the 2018/2019 fiscal year. The Assessor's Office is requesting the Board of Supervisors remove the taxes and penalties per NRS 361.233 and NRS 361.765.

9.B For Possible Action: Discussion and possible action regarding a proposed partial removal of the 2018/2019 Real Property Taxes from parcel number 010-443-16 (3695 Desatoya Dr.) per NRS 361.060 in the amount of \$3,422.76, along with a refund to be issued in the same amount for the time period that this parcel was exempt from April 11, 2019 through June 30, 2019. (Kimberly Adams, kadams@carson.org)

Staff Summary: The Assessor's Office is requesting the partial removal and partial refund of the 2018/19 Real Property Taxes for Assessor's Parcel Number 010-443-16 in the amount of \$3,422.76. This parcel was deeded to Nevada Rural Housing Authority on April 11, 2019 and is therefore tax exempt per NRS chapter 361. The 2018/19 Real Property Taxes remain taxable from July 1, 2018 through April 10, 2019. The remaining fiscal year, April 11, 2019 through June 30, 2019, is now exempt from taxation per NRS 361.060. Therefore, this request is to remove a portion of the Real Property Taxes from the 2018/19 tax roll and to refund the amount of any taxes already paid for the same fiscal year past the April 11, 2019 date.

10. Finance

10.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 July 19, 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. Clerk-Recorder

12.A For Discussion Only: Presentation and discussion regarding the reorganization of the Public Meetings and Public Records Divisions within the Office of the Clerk-Recorder by renaming and restructuring the Records Management Systems Officer position as the Senior Public Meetings Clerk position, and renaming and restructuring the Council and Commission Reporter position as the Public Meetings Clerk position. (Aubrey Rowlett, arowlett@carson.org)

Staff Summary: The Clerk-Recorder has evaluated the current and future workload demands of the Clerk-Recorder's Public Records and Public Meetings Divisions. It has been determined that by restructuring the existing Records Management Systems Officer position (T2) into a Senior Public Meetings Clerk position (T2) and restructuring the existing Council & Commission Reporter position (A4) as a Public Meetings Clerk position (A4) to correlate with a modified arrangement of position duties will increase the efficiency and effectiveness of the Office of the Clerk-Recorder as a whole.

13. Purchasing and Contracts

13.A For Possible Action: Discussion and possible action regarding Contract No. 19300012 with Sierra Psychological Associates, LLC (Dr. Joseph McEllistrem as Mental Health Consultant for the Carson City Jail), for an annual amount of \$84,272 with annual extension options through June 30, 2022 for a total contract amount of \$252,816 to be funded from the Sheriff's Office Professional Services Account. (Carol Akers, CAkers@carson.org and Sheriff Ken Furlong, KFurlong@carson.org)

Staff Summary: Dr. McEllistrem, through Sierra Psychological Associates, LLC, will provide Mental Health Consultation services for the Carson City Jail. Some of the services to be provided are: mental assessments of jail population, mental health treatment and counseling and treatment recommendations to staff for inmates. Dr. McEllistrem also provides pre-employment psychological evaluations pursuant to NAC 289.110 and Sheriff's Office department policy.

13.B For Possible Action: Discussion and possible action regarding Contract No. 1920-062, for FY20 Temporary Staffing Services through joinder contracts through the State of Nevada with Marathon Staffing Group, Inc., Manpower, Acro Service Corporation and Talent Framework, LLC, for an annual amount of \$1,050,000 with a \$200,000 contingency for a total not to exceed amount of \$1,250,000 to be funded from various City Department's/Elected Office's hourly and project accounts for fiscal year 2019-2020. (Carol Akers, CAkers@carson.org)

Staff Summary: The State of Nevada issued a Request for Proposal for Temporary Employment Services in November 2016 and awarded contracts to four companies. Staff has

reviewed the contracts and recommends joining on all four contracts. This will provide a wider selection of temporary staffing needed throughout the City. The request for a \$200,000 contingency is to cover any unforeseen needs throughout the year.

14. City Manager

14.A For Possible Action: Discussion and possible action regarding the appointment of one member to the Library Board of Trustees to fill a four-year term that will expire June, 2023. (Nancy Paulson, npaulson@carson.org)

Staff Summary: The Board of Supervisors appoints five persons who are residents of Carson City to serve as library trustees. There is one vacancy due to a member's term expiring. New applications were submitted by Danielle Noblet, Margaret Smith, Ananda Campbell and Julie Balderson.

15. Library

15.A For Possible Action: Discussion and possible action regarding a Joint Operating Agreement between the Carson City Library, Carson City, Northern Nevada Development Authority (NNDA), and Adams Hub, LLC through which the Library will pay NNDA \$60,000 annually from the funds provided to the Library from the Hop and Mae Adams Foundation (“HMAF”) for the creation and operation of a Business Retention and Expansion program. (Diane Baker, dbaker@carson.org and Todd Reese, treese@carson.org)

Staff Summary: Through the Joint Operating Agreement, NNDA will develop, operate, and staff a Business Retention and Expansion Program (“Program”) in cooperation with the Adams Hub for Innovation. The Library will pay NNDA \$60,000 annually from the funds provided to the Library from HMAF to enable NNDA to fund a FTE to manage the Program. Separately, NNDA will lease space at the Adams Hub from Adams Hub, LLC and NNDA’s lease payments, starting at \$2,000 per month, will support the Library’s programming at the Adams Hub to provide support, assistance, and resources to local businesses. The initial term of the Joint Operating Agreement is through June 30, 2024, with automatic one-year extensions through June 30, 2039.

16. Parks and Recreation

16.A For Discussion Only: Presentation regarding the Draft Environmental Assessment for the State Route 28 Shared Use Path, Parking, Safety and Environmental Improvements Project. (Gregg Berggren, gberggren@carson.org)

Staff Summary: In 2002, the voters of Nevada passed State Ballot Question 1, setting aside funds for a bike path around the Nevada side of Lake Tahoe. Three segments have already been completed. The next segment of the bike path being planned is from Sand Harbor State Park along State Route 28 to Highway 50 next to Spooner Lake State Park, which is approximately eight miles in length and travels through the Carson City jurisdiction. The project will also include parking, safety and environmental improvements. The U.S. Forest Service would like to use this presentation as an opportunity to take public comment. The 30-day comment period is July 12 – August 11.

17. Human Resources

17.A For Possible Action: Discussion and possible action regarding approval of a salary compensation range increase for grade BA1/01 Public Guardian from \$58,393.72-\$87,590.59 to \$70,000.00-\$105,000.00. (Melanie Bruketta, mbruketta@carson.org)

Staff Summary: The Public Guardian position is currently vacant and is temporarily being filled by Adriana Fralick, Deputy City Manager. Prior to opening the position, Human Resources staff conducted a compensation study and reviewed what the local market is paying for this position. The following local governmental entity salary ranges for this position are: (Douglas County) \$68,494.00-\$102,752.00, (Lyon County) \$76,466.83-\$114,349.71 and (Washoe County) \$90,417.60-\$117,582.40. This agenda item is to request an increase in the compensation range for the Carson City Public Guardian position.

18. Finance

18.A For Possible Action: Discussion and possible action regarding a proposed resolution to retroactively appoint Gayle H. Robertson, Nancy M. Paulson and Cynthia Gower as Trustees for the Carson City Other Post-Employment Benefits ("OPEB") Board of Trustees for two-year terms expiring on June 30, 2019, and appointing Beth Huck (Deputy Treasurer), Sheri Russell (Chief Financial Officer) and Debbie Devall (Retiree) as new Trustees for two-year terms expiring on June 30, 2021. (Pam Ganger, pganger@carson.org)

Staff Summary: Pursuant to Resolution No. 2015-R-21, the Carson City Board of Supervisors created the Carson City OPEB Trust Fund, established the Trust Agreement for the Fund, and appointed Gayle H. Robertson, Nancy M. Paulson, and Cynthia Gower as Trustees for the OPEB Board of Trustees of the Fund for two-year terms. Their terms were not renewed in 2017. However, the Trustees continued to act as Trustees of the Fund. Staff recommends retroactive appointment of the original Trustees for a second two-year term expiring on June 30, 2019, and the appointment of Beth Huck (Deputy Treasurer), Sheri Russell (Chief Financial Officer) and Debbie Devall (Retiree) as new Trustees, effective immediately for terms expiring on June 30, 2021.

18.B For Possible Action: Discussion and possible action regarding an application to remove \$345,526.55 in uncollectible accounts receivable from the records of the Ambulance Fund. (Sheri Russell, srussell@carson.org)

Staff Summary: The Carson City Fire Department's emergency medical billing and collection services contractor, Wittman Enterprises, notified Carson City that certain accounts receivable on the records of the Ambulance Fund are uncollectible. Under NRS 354.256, the Carson City Auditor applies to the Board of Supervisors for permission to remove uncollectible accounts receivable from the records of Carson City.

19. Health and Human Services

19.A For Possible Action: Discussion and possible action regarding a Restricted Use Lease Agreement for Professional Animal Services between Carson City and the Nevada Humane Society (NHS), a private, nonprofit organization, to lease from the City to NHS property at 549

Airport Road for no monetary rent but as additional consideration for NHS's operation of the animal shelter, enforcement of animal control ordinances and other services for an annual amount of \$700,000 with cost of living adjustment payable by the City. (Nicki Aaker, NAaker@carson.org and Ben Johnson, BJohnson@carson.org)

Staff Summary: Carson City contracts with NHS for Animal Services as defined under Carson City Municipal Code (CCMC) section 7.13.010(5) including licensing, regulating, enforcing, impounding and care and disposal of animals within Carson City. In exchange, NHS leases city-owned property located at 549 Airport Road for use as a shelter and for administration of the Animal Services. Carson City also pays NHS \$700,000 annually for these services. An updated Agreement is proposed to continue operation of the animal shelter and for the performance of other Animal Services.

20. 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

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

****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>