

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

**Day:** Thursday  
**Date:** August 15, 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 - Nick Emery, Hope Crossing Community 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 18, 2019**

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

**8. Special Presentations**

8.A For Presentation Only: Presentation of a Certificate of Commendation to Emma Halling.

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. City Manager**

9.A For Possible Action: Discussion and possible action on ratifying the approval of bills and other requests for payments by the City Manager for the period of July 1, 2019 through August 2, 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 the report on the condition of each fund in the treasury and the statements of receipts and expenditures through August 5, 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.

## **11. Purchasing and Contracts**

11.A For Possible Action: Discussion and possible action regarding Contract No. 19300007, Clinical Treatment and Counseling Services for Mental Health Court, with Mary Bryan, Licensed Clinician, for an amount not to exceed \$54,000 through June 30, 2020. (Carol Akers, CAkers@carson.org and Max Cortes, MCortes@carson.org)

Staff Summary: Clinical Treatment and Counseling Services is a critical element of the program to assist with stabilizing and treating the participants. The funding for this contract comes from the Supreme Court of Nevada, Administrative Office of the Courts.

11.B For Possible Action: Discussion and possible action regarding the purchase of irrigation equipment in an amount not to exceed \$84,090.52 from the Quality of Life-Capital Fund and authorization regarding designation of SiteOne Landscape Supply as a sole source vendor. (Carol Akers, CAkers@carson.org and David Navarro DNavarro@carson.org)

Staff Summary: Approval of this request would authorize the purchase and installation of nine WeatherTRAK controllers from SiteOne Landscape Supply for the Parks, Recreation & Open Space Department. This equipment is to replace Parks aging irrigation infrastructure and retrofit the current Rainmaster controllers with WeatherTRAK controllers.

**(End of Consent Agenda)**

**Ordinances, Resolutions, and Other Items**

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

**13. Courts and Sheriff**

13.A For Possible Action: Discussion and possible action regarding a Memorandum of Understanding (MOU) between Carson City, the Carson City Sheriff's Office (CCSO) and the First Judicial District Court and the Carson City Justice and Municipal Courts (Courts) for the implementation of a Pretrial Risk Assessment Program. (Max Cortes, mcortes@carson.org and Jerome Tushbant, jtushbant@carson.org)

Staff Summary: On March 21, 2019, the Nevada Supreme Court issued an Order Adopting Statewide Use of the Nevada Pretrial Risk Assessment (ADKT 0539). ADKT 0539 mandates that all judicial districts in the state utilize the Nevada Pretrial Risk Assessment tool in determining whether a defendant will be a risk to the community if released pending trial. ADKT 0539 requires all courts to implement the pretrial risk assessment program within 18 months. The MOU between the City, CCSO and the Courts satisfies the requirements of ADKT 0539.

13.B For Possible Action: Discussion and possible action regarding the creation of a new full-time Support Specialist position (A3) in the Carson City Sheriff's Office (CCSO) to comply with pre-trial risk assessment mandated by the Nevada Supreme Court. (Max Cortes, mcortes@carson.org and Jerome Tushbant, jtushbant@carson.org)

Staff Summary: The Nevada Supreme Court has mandated that all courts in the state implement a pretrial risk assessment tool for determining a defendant's risk of nonappearance or new criminal behavior if released from custody pending further proceedings. The CCSO has determined that additional personnel is necessary to implement the risk assessment program and proposes the creation of a new full-time support specialist position.

**14. Purchasing and Contracts**

14.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.

14.B For Possible Action: Discussion and possible action regarding Contract No. 19300013, with Sierra Psychological Associates, LLC (Dr. Joseph McEllistrem, a Licensed Psychologist for the Carson City Courts) for an amount not to exceed \$68,700 through June 30, 2022. (Carol Akers, CAkers@carson.org and Max Cortes, MCortes@carson.org)

Staff Summary: Dr. Joseph McEllistrem, Licensed Psychologist, performs mental health assessments and evaluations on individuals to determine their need for mental health services and treatment. By agreement of defense counsel, these assessments and evaluations are provided to the First Judicial District Court and the Carson City Justice/Municipal Court Judges for their review and consideration. The assessments and evaluations provide valuable insight on the individual's mental health needs. Dr. Joseph McEllistrem also volunteers his time to the Mental Health Court in the Carson City Justice Court. He attends meetings with the Mental Health Court Team and offers his professional opinion.

14.C For Possible Action: Discussion and possible action regarding the purchase of various components of hardware and software through joinder contracts with Insight Public Sector, ConvergeOne, Inc./Cisco, Dell, CDW Government LLC, Microsoft and SHI International Corporation, for a total amount not to exceed \$750,000 to be funded from various city accounts as approved in the FY 19-20 budget. (Carol Akers, cakers@carson.org and Eric Von Schimmelmann, Evonschimmelmann@carson.org)

Staff Summary: Each year the vendor contracts that the Information Technology Department relies on to perform a majority of the purchases of hardware, software, and services for City departments are brought to the Board of Supervisors for approval. While many of the individual purchases and projects are not significant, when aggregated over the course of the year, they are significant.

14.D For Possible Action: Discussion and possible action regarding the purchase of 15 vehicles for several departments throughout the City, utilizing the State of Nevada's competitive bid list and cooperative purchasing agreements through Sourcewell for a total not to exceed amount of \$ 1,040,205.36. (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 life and it is not cost-effective to continue to maintain these vehicles. A total of 15 vehicles are being replaced. These purchases were planned for and are funded as part of the approved FY 20 Capital Improvement Program.

14.E For Possible Action: Discussion and possible action regarding a determination that EFI-Solutions is the lowest bidder pursuant to NRS Chapter 332 and to award Contract No. 1920-032, Ormsby Booster Pump Station, for a total not to exceed amount of \$1,109,514.17. (Carol Akers, CAkers@carson.org and Dan Stucky, DStucky@carson.org)

Staff Summary: The Ormsby Booster Pump Station is part of the final phase of the East-West Transmission Main Project. The booster station is required to pump water the final distance from the transmission main to the Quill Water Tank where it can then be distributed throughout the Carson City water system. The project includes, but is not limited to, the design, fabrication, and delivery of a 4500 gallon per minute booster pump station. The engineer's estimate was \$950,000.

## **15. Carson City Airport Authority**

15.A For Possible Action: Discussion and possible action regarding submission of the draft airport master plan and airport layout plan to the FAA Phoenix Airport District Office. (Hope Sullivan, [hsullivan@carson.org](mailto:hsullivan@carson.org))

Staff Summary: At its meeting of July 17, 2019, the Carson City Airport Authority approved the draft airport master plan and airport layout plan. The preparation of this plan was paid for by a grant from the Federal Aviation Administration (FAA), with the City as the grant recipient. Given this, the Airport Director is seeking the City's permission to submit the draft master plan and layout plan to the FAA Phoenix Airport District Office.

## **16. Parks and Recreation**

16.A For Possible Action: Discussion and possible action on renaming the Centennial Park Archery Range the "Tim Meigs Carson City Archery Range." (Jennifer Budge, [jbudge@carson.org](mailto:jbudge@carson.org))

Staff Summary: Clear Creek Bowmen, a private non-profit organization, operates the Centennial Park Archery Range, a city-owned facility, through a use agreement. The organization is requesting renaming the facility after one of its founders to honor his memory.

## **17. Public Works**

17.A For Possible Action: Discussion and possible action regarding the transfer of approximately 11,269 square feet of land containing portions of Water Tank Road from APN 007-451-84 from Syncon Homes, a Nevada Corporation, to Carson City and authorization for the City Engineer to initiate and sign a Lot Line Adjustment with Syncon Homes in order to incorporate the acreage into the adjacent City-owned property known as APN 007-061-82. (Dan Stucky, [DStucky@carson.org](mailto:DStucky@carson.org) and Stephanie Hicks, [SHicks@carson.org](mailto:SHicks@carson.org))

Staff Summary: Staff is requesting acceptance of the transfer of approximately 11,269 square feet of land containing portions of Water Tank Road from APN 007-451-84 from Syncon Homes. Carson City does have an easement for Water Tank Road crossing the western edge of APN 007-451-84, but not for the small portion of Water Tank Road crossing the southern edge of the parcel. Syncon Homes has offered to quitclaim deed through a Lot Line Adjustment the portion of APN 007-451-84 which contains Water Tank Road. Transferring this property to City ownership will secure access to the existing roadway to Quill Water Treatment Plant.

17.B For Possible Action: Discussion and possible action regarding elimination of the Bicycle and Pedestrian Coordinator position and creation of a new, full-time Transportation Planner/Analyst position within the Public Works Department. (Lucia Maloney, [lmaloney@carson.org](mailto:lmaloney@carson.org))

Staff Summary: Staff is requesting approval to eliminate the Bicycle and Pedestrian Coordinator (P1) position and to create a new Transportation Planner/Analyst position (P2). This position is grant funded with Surface Transportation Block Grant (STBG) funds for the Safe Routes to School Program. NDOT has confirmed this change will not jeopardize the grant funding, and the salary increase can be supported by the available grant funding.

17.C For Possible Action: Discussion and possible action regarding a proposed resolution declaring it to be in the best interest of Carson City and its residents to offer the reconveyance of a permanent well located on APN 007-201-05 to the persons that donated the property, Charles G. Hutter III and Collie L. Hutter; authorizing the Real Property Manager to make a written offer of reconveyance to Charles G. Hutter III and Collie L. Hutter; and authorizing the Mayor to execute a deed of reconveyance if the reconveyance is accepted according to its terms. (Dan Stucky, DStucky@carson.org and Stephanie Hicks, SHicks@carson.org)

Staff Summary: Staff is requesting reconveyance of a well and its appurtenances to the former owner who donated the well and an easement to the City in February 2004. The well is a part of the original Lakeview Water System; however, the municipal use of this well is no longer needed. NRS 244.290 allows the Board of Supervisors to reconvey to the original owner or the successor in interest all right, title and interest of the City in and to any land donated to the City for any public use. Following execution of the deed of reconveyance, staff will initiate the administrative procedure to abandon the utility easement.

17.D For Possible Action: Discussion and possible action regarding the 90% design of the South Carson Complete Streets Project and directing staff to complete the project design. (Dan Stucky, DStucky@carson.org)

Staff Summary: The Carson City project manager and design team will present the 90% design for the South Carson Complete Streets Project.

17.E For Possible Action: Discussion and possible action regarding a salary range adjustment for the Water Operations Supervisor position within the Public Works Department. (Eddy Quaglieri, equaglieri@carson.org)

Staff Summary: Staff is requesting approval to change the Water Operations Supervisor position from an S2 to a P4. The adjustment is due to the additional duties, licensing, and responsibilities added to this position since the retirement of the past Water Operations Supervisor. The Water Utility Manager has evaluated the current and future responsibilities of this position and has determined that the additional added duties and licensing requirements justify the reclassification. This reclassification will also align the position with the Water Division's career ladder, improve staff morale, and attract candidates with a more technical background and skill-set than has been previously recruited.

## **18. City Manager**

18.A For Possible Action: Discussion and possible action regarding an Interlocal Agreement for Administrative Services and Facility Use and Management between Carson City, Carson City District Attorney's Office, and the Carson City Culture & Tourism Authority (CTA). (Nancy Paulson, npaulson@carson.org)

Staff Summary: This agreement, if approved, will replace the 1st Amended Cooperative Agreement for Administrative Services and Facility Use and Management between Carson City and the CTA which expired on June 30, 2019. The new agreement updates the administrative services offered by Carson City to CTA in exchange for 1% of the total 11% transient lodging tax. The new agreement also continues the payment of an additional 1% of the total 11%

transient lodging tax by CTA to Carson City for the implementation and operation of the Arts and Culture Master plan and funding for the Arts and Culture Coordinator.

**19. Recess as the Board of Supervisors**

**Board of Health**

**20. Call to Order & Roll Call - Board of Health**

**21. 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.

**22. For Possible Action: Approval of Minutes - May 16, 2019**

**23. Health and Human Services**

23.A For Possible Action: Discussion and possible action regarding the biannual 2019 report from Vitality Unlimited as required by Contract #1718-118 between Carson City and Vitality Unlimited. (Nicki Aaker, [naaker@carson.org](mailto:naaker@carson.org))

Staff Summary: As part of the services agreement between Carson City and Vitality Unlimited, Vitality Unlimited agreed to provide a biannual report to Carson City's Board of Health to include reporting on the following: (1) CPC Admissions; (2) CPC Denied/Medical; (3) CPC No Show; (4) CPC to Residential; (5) Women Residential; (6) Women Detox; (7) Men Residential; (8) Men Detox; (9) Number of Carson City residents treated at the Carson City Facility; (10) Number of Carson City residents treated at the Elko Facility; and (11) Any other statistics requested by the Carson City Board of Health as determined reasonable by both parties.

23.B For Possible Action: Discussion and possible action regarding the Carson City Health and Human Services' (CCHHS) Director's report which includes: (1) a 2019 legislative update concerning public health issues and the plan for the interim; (2) notification of Clinic Services' Back to School Immunization schedule; (3) CCHHS re-accreditation preparation; (4) an overview of a presentation by Mike Oravetz, CCHHS Registered Environmental Health Specialist, presented at a national conference; and (5) notification of upcoming events that may be of interest to the Board of Health members and the public. (Nicki Aaker, [NAaker@carson.org](mailto:NAaker@carson.org))

Staff Summary: The 2019 legislative session ended with some public health gains and some losses which will be reported and the plan for the interim until the next legislative session will be discussed. Since school is starting in Carson City on August 19, 2019, Clinic Services offers additional days in which parents can get their children any required vaccinations.

23.C For Discussion Only: Presentation and discussion about the quality improvement project conducted within the Adolescent Health Education Program titled "Improving Teen Comfort at CCHHS". (Sarah Johnson, [SBjohnson@carson.org](mailto:SBjohnson@carson.org) and Nicki Aaker, [NAaker@carson.org](mailto:NAaker@carson.org))

Staff Summary: Carson City Health and Human Services (CCHHS) has a plan to foster a culture of quality improvement. The mission of the plan is to continuously improve the quality of our programs, processes, and services so that the department may provide high quality services which best fulfills the needs of the community and improves the quality of life within the community. Quality improvement is the foundation of the Public Health Accreditation process and informing the governing entity is one of the measures. An accreditation annual report is completed every year with a requirement to report on one quality improvement project. This project was included in this year's report.

**24. 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.

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

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

**27. City Manager**

27.A For Possible Action: Discussion and possible action regarding an interlocal agreement between Storey County and Carson City for the City to provide public guardian services to Storey County, for which Storey County will pay the City a rate of \$150 per hour for services rendered in addition to mileage reimbursement at the IRS rate. (Nancy Paulson, npaulson@carson.org)

Staff Summary: Storey County does not have a public guardian. This agreement would allow the Carson City Public Guardian to act as public guardian on behalf of Storey County pursuant to NRS Chapter 159 for any protected person who meets the legal requirements for guardianship under Storey County if Storey County had its own public guardian office.

27.B 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.

**28. 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



**29. 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.

**30. 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>  
-----