

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

Day: Thursday
Date: September 19, 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 - Louie Locke, Fountainhead Foursquare

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 15, 2019

7. For Possible Action: Adoption of Agenda

8. Special Presentations

8.A Proclamation to recognize October 2, 2019 as Energy Efficiency Day (Chas Macquarie)

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. Sheriff

9.A For Possible Action: Discussion and possible action regarding a grant in the amount of \$95,000 from the Department of Justice, 2019 Edward Byrne Memorial Justice Assistance Grant Program, to fund a Behavioral Health Peace Officer position. (Sheriff Furlong, kfurlong@carson.org)

Staff Summary: This grant, if accepted, would provide funds for a Behavioral Health Peace Officer position as an effort to prevent and reduce crime and to improve the criminal justice system within Nevada and Carson City. The Behavioral Health Peace Officer position would fill the gaps and supplement current programs including MOST (Mobile Outreach Safety Team) and FASTT (Forensic Assessment Services Triage Team). The position would also enhance community conversation, provide departmental training and serve as a first responder to critical calls for service.

9.B For Possible Action: Discussion and possible action regarding a grant in the amount of \$120,000 from the Department of Justice, 2019 Edward Byrne Memorial Justice Assistance Grant Program, for the TriNet Narcotics Task Force. (Sheriff Furlong, kfurlong@carson.org)

Staff Summary: This grant, if accepted, will continue the efforts of the TriNet Narcotics Task Force. The project is funded through the Nevada Department of Public Safety, Office of Criminal Justice Assistance. The award will partially fund one deputy sheriff each in Carson City and Douglas County, and operational funds used for drug interdiction operations. The grant period is October 1, 2019 through September 30, 2020.

9.C For Possible Action: Discussion and possible action regarding a grant in the amount of \$55,000 from the Department of Justice, 2019 Edward Byrne Memorial Justice Assistance Grant Program, to fund a Sheriff's Office Victim Witness Coordinator position. (Sheriff Furlong, kfurlong@carson.org)

Staff Summary: This grant, if accepted, would provide funds for the Sheriff's Office Victim Witness Coordinator position as an effort to increase the ability of the Carson City Sheriff's Office to provide victim services and crisis intervention to victims and witnesses. The grant would also assist victims and witnesses in navigating the criminal justice process. The Sheriff's Office Victim Witness Coordinator position would be a new full-time position and would work alongside both front line officers as well as the District Attorney's office.

10. City Manager

10.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 August 3, 2019 through September 4, 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.

11. Finance

11.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 September 6, 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.

12. Purchasing and Contracts

12.A For Possible Action: Discussion and possible action regarding the purchase of emergency medical equipment and supplies from Life Assist through Joinder Contract No. 7006639 with Dallas Fort Worth International Airport, for a not to exceed annual amount of \$125,000, through June 30, 2020. (Carol Akers, CAkers@carson.org and Sean Slamon SSlamon@carson.org)

Staff Summary: This allows the purchase of emergency medical equipment and supplies used on a daily basis for the Fire Department's Emergency Medical Services responses. This includes items such as IV supplies, medications, bandages, splints, and other items used in the treatment of patients.

12.B For Possible Action: Discussion and possible action regarding Contracts No. 19300022 and 19300023 for the costs to repair centrifuge #2 at the Carson City Water Resource Recovery Facility by Andritz Separation Inc., for an amount not to exceed \$125,250. (Carol Akers, CAkers@carson.org and Andy Hummel, AHummel@carson.org)

Staff Summary: The total cost to repair centrifuge #2 will be \$125,250. This includes Contract No. 19300022 to cover the cost of the repairs for \$116,630 and Contract No. 19300023 for the additional cost to assist with the installation and start up, as well as to provide operator training to City Staff for \$8,620. The quotes were provided from two different divisions within Andritz, therefore requiring two separate contracts.

12.C For Possible Action: Discussion and possible action regarding the purchase of roofing materials utilizing joinder Contract No. 14-5903 with Garland/DBS, Inc., for a total not to exceed amount of \$71,596.26 and a determination that Ponderosa Roofing & Steel Works, is the lowest responsive and responsible bidder pursuant to NRS Chapter 338 and whether to award Contract No. 19300035, Senior Center Lower Roof Replacement Project, for a total not to exceed amount of \$122,135.20. (Carol Akers, CAkers@carson.org and Ron Reed, RReed@carson.org)

Staff Summary: This is for the purchase of roofing materials for the Senior Center Lower Gravel Roof. NRS 338.1423 requires the City to pay sales tax on materials purchased for installation by a contractor. A licensed contractor will apply the product under Contract No. 19300035 for a base bid amount of \$111,032, plus a 10% contingency amount of \$11,103.20.

The engineer's estimate for the labor was \$150,000. The total cost of this project for materials and labor will be \$193,731.46; \$224,250 was the approved budget for FY20.

12.D For Possible Action: Discussion and possible action regarding Contract No. 1920-048, Carson City Sewer Pipeline Condition Assessment Phase II, with Keller Associates Inc., for a total not to exceed amount of \$199,722, to be funded from the Wastewater Professional Services account as approved in the FY20 budget. (Carol Akers, CAkers@carson.org; Dan Stucky, DStucky@carson.org; and Andy Hummel, AHummel@carson.org)

Staff Summary: As the next step to gain a more comprehensive understanding of the condition of Carson City's gravity sewer system infrastructure, Public Works sent out a formal Request for Proposals in March of 2018, requesting assistance towards planning and identifying priority areas to inspect, as well as to conduct condition assessments of the City's sanitary sewer system. Keller Associates was selected as the most qualified firm to complete the multi-phase project. Phase I of the sewer condition assessment was completed in FY19. This contract is for Phase II of the sewer condition assessment.

(End of Consent Agenda)

Ordinances, Resolutions, and Other Items

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

14. City Manager

14.A For Possible Action: Discussion and possible regarding the appointment of Heather Cabral as the Public Guardian for a four-year term beginning on September 19, 2019 through September 18, 2023 and to set the starting compensation at \$70,000.00 per year. (Nancy Paulson, npaulson@carson.org)

Staff Summary: Nevada Revised Statutes (NRS) 253.150 requires the Board of Supervisors to establish the office of public guardian and to appoint a public guardian to serve at the pleasure of the Board for a term of four years. After reviewing the applications for the position and interviewing several applicants, the City Manager is recommending the appointment of Heather Cabral for the four-year term beginning on September 19, 2019.

15. Purchasing and Contracts

15.A For Possible Action: Discussion and possible action regarding Contract No. 1920-041, Carson City Facilities Assessment and Reserve Study with Faithful + Gould, Inc., for a total not to exceed amount of \$202,268. (Carol Akers, CAkers@carson.org and Dan Stucky, DStucky@carson.org)

Staff Summary: As part of the Carson City Asset Management Program, this Reserve Study will provide comprehensive documentation, assessment, and analysis of the City's buildings and facilities. The analysis will be utilized to efficiently develop an operational facilities management and capital planning tool that will enable the City to more accurately forecast operational, maintenance, and capital costs and needs. The intent is that this project will not

only address current baseline conditions, but also provide estimated investment planning projections for a 30 year period.

16. Public Works

16.A For Possible Action: Discussion and possible action regarding a proposed resolution declaring the City's intent to sell City property located on Brown Street known as APNs 008-303-15, -16, -21, -36, -37 and -39, totaling approximately 2.78 acres and to determine whether the method of sale should be: 1) pursuant to NRS 244.281 and 244.282 through public auction; or 2) pursuant to NRS 244.2815 for the purposes of redevelopment or economic development. (Darren Schulz, DSchulz@garson.org, Dan Stucky, DStucky@carson.org and Stephanie Hicks, SHicks@carson.org)

Staff Summary: On January 17, 2019, the Board of Supervisors directed staff to initiate due diligence in preparation of a proposed resolution declaring the intent to sell City property located on Brown Street known as APN's 008-303-15, -16, -21, -36, -37 and -39 and to perform all preparatory tasks for compliance with NRS. Since this time, staff has obtained a title report, had an appraisal prepared and had a Phase 1 Environmental Site Assessment completed. Staff and the District Attorney's office have also reviewed Nevada Revised Statutes and have proposed two possible methods of sale: one pursuant to NRS 244.281 and 244.282, or the other pursuant to 244.2815. Staff is recommending sale through NRS 244.2815 as there is an interested party who would like to develop the property for affordable housing.

16.B For Possible Action: Discussion and possible action regarding a proposed resolution declaring the City's intent to sell City property located off of Medical Parkway known as APN's 007-531-13 and 007-531-14 totaling 1.6 acres and to determine whether the method of sale should be: 1) pursuant to NRS 244.281 and 244.282 through public auction and for not less than fair market value; or 2) pursuant to NRS 244.2815 for the purposes of redevelopment or economic development. (Darren Schulz, DSchulz@carson.org, Dan Stucky, DStucky@carson.org and Stephanie Hicks, SHicks@carson.org)

Staff Summary: On January 17, 2019, the Board of Supervisors directed staff to initiate due diligence in preparation of a proposed resolution declaring the intent to sell City property located off of Medical Parkway known as APN's 007-531-13 and 007-531-14 and to perform all preparatory tasks for compliance with NRS. Since this time, staff has obtained a title report, had an appraisal prepared and had a Phase 1 Environmental Site Assessment completed. Staff and the District Attorney's office have also reviewed Nevada Revised Statutes and have proposed two possible methods of sale: one pursuant to NRS 244.281 and 244.282, or the other pursuant to 244.2815. Staff is recommending sale through NRS 244.281 and 244.282, which will allow for a competitive bidding environment and provide the best possible return on the City's property.

16.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 449 West King Street (APN 003-207-04) to the persons that donated the property, the Brewery Arts Center; authorizing the City Engineer to make a written offer of reconveyance to the Brewery Arts Center; and authorizing the Mayor to execute a deed of reconveyance if the reconveyance is accepted. (Darren Schulz, DSchulz@carson.org; Dan Stucky, DStucky@carson.org; and Stephanie Hicks, SHicks@carson.org)

Staff Summary: Staff is requesting that 449 West King Street (APN 003-207-04) be reconveyed to the former owner, the Brewery Arts Center, which dedicated the property to the City on June 30, 1977. The City assumed ownership of the property in order to pursue Federal Economic Development Administration Grant Funds for the remodeling and construction of an arts center. Since that time, the property has been leased back to the Brewery Arts Center and there is no municipal use needed for this property. NRS 244.290 allows the Board of Supervisors to reconvey to the original owner all right, title and interest of the City to land donated to the City for any public use.

17. Community Development - Planning

17.A For Possible Action: Discussion and possible action regarding a request for an Order of Abandonment for an abandonment of a Public Right-of-Way, specifically South Minnesota Street between West Second Street and West King Street, adjacent to and between APN 003-206-02 and APN 003-207-04. (Hope Sullivan, hsullivan@carson.org)

Staff Summary: The subject property is located adjacent to and between the properties containing the Brewery Arts Center and the performance hall. Upon approval, the right-of-way area would be abandoned and the land added equally to the adjacent parcels. At its meeting of August 28, 2019, the Planning Commission voted 7 –0 to recommend approval of the abandonment subject to conditions of approval. Per CCMC 17.15, the Board of Supervisors is authorized to abandon the right-of-way.

17.B For Possible Action: Discussion and possible action regarding a request for an Order of Abandonment for public rights-of-way totaling approximately 6.706 acres in the following four specific areas: the portion of Morgan Mill Road located approximately 377 feet east of Antler Drive; the portion of Drako Way extending south of Astro Drive; and all of Carabou Drive and Unicorn Drive. (Heather Ferris, hferris@carson.org)

Staff Summary: The area of abandonment is within the Plateau Tentative Subdivision Map project area (TSM-18-154), which is currently vacant property. If approved, the entire right-of-way area would be abandoned. Per CCMC 17.15, the Board of Supervisors is authorized to abandon the right-of-way.

17.C For Possible Action: Discussion and possible action regarding a Tentative Subdivision Map (TSM-19-126) known as Silver Crest Condominiums, on property located at 150 East Roland Street, APN 009-197-02. (Hope Sullivan, hsullivan@carson.org)

Staff Summary: The proposed subdivision would allow the creation of 51 condominium units consisting of 17 three-plex buildings. The proposed project will also include roadway improvements, landscaping, parking, recreation facilities, signage and utilities. The Planning Commission reviewed the request at its meeting of August 28, 2019, and voted 7-0 to recommend approval subject to conditions of approval. The Board of Supervisors is authorized to approve a Tentative Map.

17.D For Possible Action: Discussion and possible action regarding a Tentative Subdivision Map to create 29 single family lots within the Schulz Ranch Specific Plan Area on property zoned Single Family 6,000 Schulz Ranch Specific Plan Area, located at the southern terminus

of Wheeler Peak Drive, approximately 600 feet south of Race Track Road and 750 feet east of Center Drive, APN 009-311-47. (Heather Ferris, hferris@carson.org)

Staff Summary: The applicant is proposing to subdivide a 7.94 acre parcel into 29 single family residential lots, with a minimum lot size of 6,600 square feet and an average lot size of 9,465 square feet. Road access would be provided via Tule Peak Circle and Wheeler Peak Drive. The Board of Supervisors is authorized to approve a Tentative Subdivision Map pursuant to the provisions of Section 17.05.010 of the Carson City Municipal Code.

17.E For Possible Action: Discussion and possible action regarding a Tentative Subdivision Map (TSM-19-103) known as Little Lane Village, on property located on the north side of Little Lane, west of South Saliman Road, APN 004-021-14. (Hope Sullivan, hsullivan@carson.org)

Staff Summary: The applicant is requesting to subdivide a 21.48 acre parcel into 149 detached single family residential lots, with a minimum lot size of 3,072 square feet and an average lot size of 3,183 square feet. The proposed subdivision will also include 2.55 acres of common area, and a roadway system. The applicant is seeking to subdivide the land as a Common Open Space Development, pursuant to the provisions of Chapter 17.10 of the Carson City Municipal Code. At its meeting of July 31, 2019, the Planning Commission reviewed the request, and voted 5 to 2 to recommend approval. The Board of Supervisors is authorized to approve a Tentative Map. The Planning Commission makes a recommendation to the Board.

18. City Manager

18.A For Discussion Only: Presentation and discussion regarding the 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.

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>