

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

**Day:** Thursday  
**Date:** October 17, 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 - October 3, 2019**

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

**8. Special Presentations**

8.A Proclamation to recognize the week of October 6-12th, 2019 as Fire Prevention Week. (Sean Slamon, [sslamon@carson.org](mailto:sslamon@carson.org))

8.B Presentation of Length of Service certificates to City employees. (Melanie Bruketta, [mbruketta@carson.org](mailto: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.

8.C Proclamation and presentation of the Employee-of-the-Quarter award to Brian Doyal, Civil Engineering Designer. (Melanie Bruketta, [mbruketta@carson.org](mailto: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.

## Consent Agenda

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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.  
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### **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 September 5, 2019 through October 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.

### **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 October 4, 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. Parks and Recreation**

11.A For Possible Action: Discussion and possible action regarding proposed amendments to the Parks and Recreation Commission bylaws. (Jennifer Budge, jbudge@carson.org)

Staff Summary: The Parks and Recreation Commission reviewed the Parks and Recreation Commission Bylaws, which were last updated in 2013, and are recommending approval of proposed amendments. The bylaws serve as the guidance and procedural document for the advisory board.

**(End of Consent Agenda)**

## Ordinances, Resolutions, and Other Items

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

### **13. City Manager**

13.A For Possible Action: Discussion and possible action to appoint one member to the Airport Authority to fill the "Pilot" position for a term ending in October, 2023. (Nancy Paulson, npaulson@carson.org)

Staff Summary: The Airport Authority creates a seven member authority as appointed by the Board of Supervisors. The member categories are as follows: (1) three members who represent the general public – at least one of these members must be a city official selected by the Board of Supervisors and one must be a pilot who, at the time of appointment, owns and operates an aircraft based at the airport; (2) two members who are manufacturers in the Carson City industrial airport; and (3) two members who are fixed base operators at the airport. There is one vacancy on the Airport Authority for the "Pilot" position to be filled due to a member's expired term. New applications were submitted by Timothy Puliz and Michael Greedy.

### **14. Sheriff**

14.A For Possible Action: Discussion and possible action regarding an interlocal agreement between Carson City and the Carson City School District to implement the School Safety grant award received by the District, creating one new Sergeant position and one new Deputy Sheriff position within the Sheriff's Office to be deployed as School Resources Officers (SROs) in the Carson City School District and authorizing the City to bill the District for personnel costs in an amount not to exceed \$626,160.05 during the two-year period of the grant. (Sheriff Furlong, kfurlong@carson.org)

Staff Summary: The purpose of the School Safety account was to create a comprehensive approach to school safety with both policy and fiscal enhancements. In doing so, the State Legislature created a budget enhancement where a total of \$10 million dollars would be available for distribution throughout the state during the budget biennium. The Carson City School District applied and was awarded a total of \$626,160.05 for one Sergeant and one Deputy position for the two-year period. The addition of these two positions will provide a more comprehensive coverage for the Carson City Sheriff's Office School Resource Officers, increasing safety across the district.

### **15. Purchasing and Contracts**

15.A For Possible Action: Discussion and possible action regarding Contract No. 19300078, Safe Drinking Water Act Analytical Services, with Eurofins Eaton Analytical, LLC, for a total not to exceed amount of \$240,000 payable over three calendar years to be funded from the Water Fund, Laboratory Expense Account in FY20-FY23. (Carol Akers, CAkers@carson.org and Darren Schulz, DSchulz@carson.org)

Staff Summary: Carson City's Public Water System is required to be tested to ensure that it meets all state and federal regulations governing water quality. The proposed not to exceed amount of the contract is approximately \$50,000 more than the cost estimate amount provided by Eurofins (\$191,680). The cost estimate from Eurofins is for the minimum required testing schedule for the next three calendar years. The additional requested not to exceed amount is for any additional sampling and testing, whether the additional sampling is required by

unforeseen regulations or increasing contaminant testing imposed by federal or state agencies, or additional sampling carried out by the City for operational purposes.

## **16. Public Works**

16.A For Possible Action: Discussion and possible action regarding a proposed resolution to accept the highest bid for the sale of Carson 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 authorize the Mayor to execute a deed and to deliver it upon performance and compliance by the purchaser with all the terms or conditions. (Darren Schulz, DSchulz@carson.org and Dan Stucky, DStucky@carson.org)

Staff Summary: On September 19, 2019, the Board of Supervisors adopted a resolution declaring intention to sell Carson City property known as APNs 008-303-15, -16, -21, -36, -37 and -39, totaling approximately 2.78 acres at public auction under NRS 244.281 and 244.282. The resolution set the fair market value and minimum purchase price of the property at \$300,000 and allowed for sealed, written bids to be submitted to the City Manager until 8:30 am on October 17, 2019, at which time a public meeting of the Board of Supervisors will be held during which sealed bids will be received and considered.

## **17. Community Development - Planning**

17.A For Possible Action: Discussion and possible action to introduce, on first reading, an ordinance changing the zoning from Tourist Commercial to Tourist Commercial Planned Unit Development for a Tentative Planned Unit Development proposing 227 RV lots for sale on property zoned Tourist Commercial, located at 1400 Old Hot Springs Road, APN 008-123-40. (Heather Ferris, hferris@carson.org)

Staff Summary: The Board of Supervisors is authorized to approve a Tentative Planned Unit Development subject to the provisions of Carson City Municipal Code (CCMC) 17.09. The applicant is seeking approval of a Planned Unit Development that would allow for the sale of individual RV lots. Amenities would include a sales office, gate house, clubhouse (with restroom and laundry facilities), maintenance building, pool, tennis court, pickleball court, café, a 9 hole putting golf course, and open space. Pursuant to NRS 278A.480, hearings for a Tentative Planned Unit Development shall be held consistent with hearings for amendments to a zoning ordinance; therefore, a first and second reading of the ordinance is required.

17.B For Discussion Only: Presentation and discussion regarding Motel Task Force code enforcement activities. (Lee Plemel, lplemel@carson.org)

Staff Summary: The Motel Task Force consists of several city departments, including the Fire, Health, Building, Code Enforcement and Sheriff Departments, with responsibilities in responding to complaints and conducting inspections related to motels. The task force has conducted several comprehensive inspections of motels since its creation in 2016. This item is to provide an update on motel inspection activities.

## 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

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**\*\*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.

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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.

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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.

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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.

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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.

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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.

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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>