

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

Day: Thursday
Date: October 6, 2022
Time: Beginning at 8:30 am
Location: Community Center, Robert 'Bob' Crowell Board Room
851 East William Street
Carson City, Nevada

AGENDA

NOTICE TO THE PUBLIC:

Members of the public who wish to view the meeting may watch the livestream of the Board of Supervisors meeting at www.carson.org/granicus and by clicking on "In progress" next to the meeting date, or by tuning in to cable channel 191. Livestream of the meeting is provided solely as a courtesy and convenience to the public. Carson City does not give any assurance or guarantee that the livestream or cable channel access will be reliable. Although all reasonable efforts will be made to provide livestream, unanticipated technical difficulties beyond the control of City staff may delay, interrupt, or render unavailable continuous livestream capability.

The public may provide public comment in advance of a meeting by written submission to the following email address: publiccomment@carson.org. For inclusion or reference in the minutes of the meeting, your public comment must include your full name and be submitted via email by not later than 3:00 p.m. the day before the meeting. Public comment during a meeting is limited to three minutes for each speaker.

1. **Call to Order - Board of Supervisors**
2. **Roll Call**
3. **Invocation - Bruce Henderson, Airport Road Church of Christ**
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 - September 1, 2022**

7. **Special Presentations**

7.A Presentation of a Proclamation recognizing October 9-15, 2022, as Fire Prevention Week.

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.

8. Assessor

8.A For Possible Action: Discussion and possible action regarding a request to correct a clerical error and increase the taxes for Fiscal Years ("FYs") 2021/2022 and 2022/2023 in the amount of \$718.82 for the property located at 607 Pat Lane, Assessor's Parcel Number ("APN") 009-068-06, per NRS 361.765 for a corrected combined total tax amount of \$1,809.53. (Kimberly Adams, kadams@carson.org)

Staff Summary: The Carson City Assessor's Office is requesting the increase of taxes to the FYs 2021/2022 and 2022/2023 Real Property Tax Rolls for the subject property due to a clerical error.

9. Finance

9.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 23, 2022, 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.

10. Health and Human Services

10.A For Possible Action: Discussion and possible action regarding the proposed acceptance of the Account for Affordable Housing Trust Funds ("AAHTF") grant from the State of Nevada Department of Business and Industry Nevada Housing Division, in the amount of \$70,000, effective July 1, 2022, through June 30, 2025. (Nicki Aaker, naaker@carson.org and Mary Jane Ostrander, mostrander@carson.org).

Staff Summary: If accepted, this grant will be used to provide assistance with rent and security and utility deposits to Carson City residents who qualify for these services. Carson City has received this grant for approximately 18 years. This grant is retroactive to July 1, 2022.

10.B For Possible Action: Discussion and possible action regarding a proposed ratification of the acceptance of the Shelter Plus Care ("SPC") grant from the U.S. Department of Housing and Urban Development ("HUD") through the Rural Nevada Continuum of Care, in the amount of

\$56,312 reimbursed in Fiscal Year (“FY”) 2023, effective September 2022, through August 31, 2023. (Nicki Aaker, naaker@carson.org and Mary Jane Ostrander, mostrander@carson.org)

Staff Summary: As identified in the FY 2023 budget approved by the Board of Supervisors (“Board”), this renewal grant will be used to provide rental assistance for up to eight individuals identified as being chronically homeless or homeless for twelve or more months and having a disability. The grant documents were received August 30, 2022; in order to secure funding for September and not have a lapse in rental assistance payments, the Mayor executed the documents and staff is bringing the grant to the Board for ratification.

11. Parks and Recreation

11.A For Possible Action: Discussion and possible action regarding a proposed amendment (“Amendment”) to the Non-Exclusive Easement Appurtenant Deed and Agreement (“Agreement”) between Carson City, Nevada, a consolidated municipality and political subdivision of the State of Nevada (“City”), and Carlos and Hilary Mendeguia (“Grantees”) that would modify and replace Section 20 of the Agreement, regarding an access control gate at the end of Empire Ranch Road, Assessor's Parcel Number (“APN”) 010-581-17, and require that any replacement of the gate be compliant with the Americans with Disabilities Act (“ADA”), the gate be open for public use during daytime hours and costs to maintain, repair or replace the gate be split evenly between the City and the Grantees. (Gregg Berggren, gberggren@carson.org and Robert Nellis, rnellis@carson.org)

Staff Summary: Pursuant to the Agreement, which was approved by the Board of Supervisors and recorded on April 22, 2020, as document number 505507, the Grantees installed an access control gate at the end of Empire Ranch Road and were solely responsible for maintenance and repairs of the gate. Since the time of the original agreement, the City constructed trailhead improvements including a parking area on the City’s parcel behind the access control gate. Additionally, the City installed an automatic access control device. The proposed Amendment replaces Section 20 of the Agreement regarding access control with new terms addressing ADA compliance, public use during day time hours, and splitting costs to maintain, repair or replace the gate. All other terms and conditions of the Agreement remain unchanged.

12. Purchasing and Contracts

12.A For Possible Action: Discussion and possible action regarding authorization to purchase equipment, software and related support services for a virtual reality training system for the Carson City Sheriff’s Office (“CCSO”) through InVeris Training Solutions, Inc. (“IVTS”) for a total amount not to exceed \$62,500. (Carol Akers, cakers@carson.org and Sheriff Ken Furlong, kfurlong@carson.org)

Staff Summary: If approved, this purchase will assist CCSO personnel with scenario-based training for shooting incidents, de-escalation techniques and other public and officer safety scenarios. This purchase was approved as part of the Fiscal Year (“FY”) 2023 Capital Improvement Program (“CIP”).

12.B For Possible Action: Discussion and possible action regarding a proposed contract with iLOOKABOUT (“ILA”) for the StreetScape Image Delivery System and for a GeoViewPort subscription for an amount not to exceed \$69,000, for a one-year term, including one year of

access to the imagery database upon delivery of the StreetScape Imagery, and authorization for the Assessor to sign the contract. (Carol Akers, cakers@carson.org and Kimberly Adams, kadams@carson.org)

Staff Summary: If approved, ILA will take new photographs of buildings and structures in Carson City to assist appraisers during the property reappraisal cycles by providing uniformity and consistency, specifically with regard to multiple improvements on a single parcel. Funding was approved through the Fiscal Year (“FY”) 2023 Capital Improvement Program (“CIP”).

12.C For Possible Action: Discussion and possible action regarding authorization to purchase three AutoPulse resuscitation systems, plus related accessories, and three one-year service plans, for the Carson City Fire Department (“CCFD”) through joinder contract PS20200 between the League of Oregon Cities and ZOLL Medical Corporation (“ZOLL”) for an amount not to exceed \$60,254.10. (Carol Akers, cakers@carson.org and Sean Slamon, sslamon@carson.org)

Staff Summary: The City currently has three AutoPulse resuscitation systems to perform automatic patient chest compressions in the field. This purchase authority would provide three additional AutoPulse resuscitation system units, accessories and a one-year service plan for the three units. This purchase was approved as part of the Fiscal Year (“FY”) 2023 Capital Improvement Program (“CIP”).

12.D For Possible Action: Discussion and possible action regarding authorization to purchase AlienVault cybersecurity software, provided through Escape Velocity Holdings, Inc. dba Trace3 LLC (“Trace3”), for one year, for a not to exceed annual amount of \$82,039.70. (Carol Akers, cakers@carson.org and Frank Abella, fabella@carson.org)

Staff Summary: AlienVault cybersecurity software is the first line of defense for Carson City’s Cyber Security Program. The software alerts the Carson City Information Technology Department staff of threats and infrastructure anomalies.

13. Sheriff

13.A For Possible Action: Discussion and possible action regarding proposed revisions to the 911 Surcharge Master Plan for Fiscal Years 2023 through 2027. (Sheriff Ken Furlong, kfurlong@carson.org)

Staff Summary: Carson City is required to adopt a 911 Surcharge Master Plan and review the plan at least annually. The 911 Surcharge Master Plan was initially approved by the Board of Supervisors in 2017. The proposed revisions are intended to accomplish three primary goals: (1) to provide a stable and adequate funding source for the operation of the 911 emergency communications systems and infrastructure; (2) to avoid the need for future allocations from the General Fund for those same operational costs; and (3) to provide a stable and adequate funding source for the operation of the audio/video recording devices for designated City law enforcement personnel.

(End of Consent Agenda)

Ordinances, Resolutions and Other Items

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

15. Information Technology

15.A For Possible Action: Discussion and possible action regarding the submission of a Department of Homeland Security State and Local Cybersecurity Grant application through the Nevada Division of Emergency Management ("NDEM") for a not to exceed amount of \$350,000. (Frank Abella, fabella@carson.org)

Staff Summary: The United States Department of Homeland Security has announced the availability of \$2,488,375 in grant funding for the State of Nevada in order to make targeted cybersecurity investments in state, local and territorial governments, thus improving the security of critical infrastructure and improving the resilience of the services state, local and territorial governments provide their community. The Carson City Information Technology ("IT") Department has identified the purchase and maintenance of software that will enhance the City's cyber security. It is anticipated the project cost will not exceed \$350,000 and there is a required ten percent match. Staff is seeking approval from the Board of Supervisors to submit a grant application for this project. The City's grant policy requires any grant application over \$50,000 to be approved by the Board of Supervisors before the application is submitted by City staff.

16. Finance

16.A For Possible Action: Discussion and possible action regarding recommendations of the Carson City Audit Committee to approve the completed remediation plans and remove findings from the Audit Findings Tracking Summary Report. (Sheri Russell, srussell@carson.org)

Staff Summary: The completed remediation plans for various recommendations and findings have been presented and approved by the Audit Committee. Upon approval by the Board of Supervisors, the completed recommendations and findings will be considered closed and removed from the Audit Findings Tracking Summary Report maintained by the internal auditor and City staff.

16.B For Possible Action: Discussion and possible action regarding the Fiscal Year ("FY") 2023 Audit Work Program and audit services recommended by the Audit Committee to be performed by the City's retained internal auditor, Eide Bailly, LLP, for an amount not to exceed \$110,000. (Sheri Russell, srussell@carson.org)

Staff Summary: Eide Bailly, LLP made recommendations for future projects at the Audit Committee's July 12, 2022 meeting; however, the Audit Committee was not sure what level of review was needed for the Carson City Sheriff's Office ("CCSO") Body Worn Cameras policy, equipment and procedures. Eide Bailly, LLP was asked to perform a risk assessment first, using only \$10,000 of the \$45,000 proposed Body Worn Cameras project budget, to determine if the project was necessary. At the Audit Committee's September 13, 2022 meeting, it was determined that audit procedures for the Body Worn Cameras should wait to allow CCSO time to fully implement all the data tracking software. The Audit Committee further discussed final recommendations based on the budget available, and selected various projects that are being recommended to be included in the FY 2023 Audit Work Program.

17. Recess as the Board of Supervisors

Redevelopment Authority

18. Call to Order & Roll Call - Redevelopment Authority

19. 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.

20. For Possible Action: Approval of Minutes - July 7, 2022

21. Community Development - Planning

21.A For Possible Action: Discussion and possible action concerning a recommendation to the Board of Supervisors regarding the expenditure of \$2,348,998 from the Fiscal Year (“FY”) 2023 Redevelopment Revolving Fund to support various events, incentives and capital improvement projects as included in the FY 2023 Redevelopment Budget and Capital Improvement Program. (Hope Sullivan, hsullivan@carson.org)

Staff Summary: NRS 279.628 requires any expenditure from the Redevelopment Revolving Fund to be approved by resolution of the Board of Supervisors upon recommendation by the Redevelopment Authority. The proposed expenditures are for the following approved projects, programs and incentives in the FY 2023 Redevelopment budget: \$50,000 for arts and culture special events, \$25,000 for Nevada Day, \$25,000 for farmers market, \$10,000 for Silver and Snowflake Christmas tree lighting, \$15,000 for July 4th fireworks, \$309,000 for the sales tax reimbursement incentive program for the Nissan Dealership, Southgate Mall and Carson Mall, \$218,998 for Richard Campagni (auto dealer) incentive, \$25,000 for special event street closures, \$50,000 for the Façade Improvement Program, \$25,000 for Downtown equipment and infrastructure replacement, \$20,000 for the Sidewalk and Utility Assistance Program, \$200,000 for Sidewalk and ADA Improvements, \$21,000 for Aquatic Facility Improvements, \$170,000 for ADA Improvements Bob Boldrick Theater, \$75,000 for Mills Park Walkway Replacement, \$500,000 for West Appion Way Stormwater Improvements, \$40,000 for Musser Street Rapid Rectangular Flashing Beacon, \$385,000 for East William Complete Streets, \$50,000 for Stewart Street Streetscape and Sidewalk, \$100,000 for the JAC Downtown Transit Center and \$35,000 for South Carson Street Landscape.

22. 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.

23. For Possible Action: To Adjourn as the Redevelopment Authority

24. Reconvene as the Board of Supervisors

25. Community Development - Planning

25.A For Possible Action: Discussion and possible action regarding a proposed resolution authorizing the expenditure of \$2,348,998 from the Fiscal Year (“FY”) 2023 Redevelopment Revolving Fund to support various events, incentives and capital improvement projects as

included in the FY 2023 Redevelopment Budget and Capital Improvement Program. (Hope Sullivan, hsullivan@carson.org)

Pursuant to NRS 279.628, this Resolution must be adopted by a two-thirds vote of the Board of Supervisors.

Staff Summary: NRS 279.628 requires any expenditure from the Redevelopment Revolving Fund to be approved by resolution of the Board of Supervisors upon recommendation by the Redevelopment Authority. The proposed expenditures are for the following approved projects, programs and incentives in the FY 2023 Redevelopment budget: \$50,000 for arts and culture special events, \$25,000 for Nevada Day, \$25,000 for farmers market, \$10,000 for Silver and Snowflake Christmas tree lighting, \$15,000 for July 4th fireworks, \$309,000 for the sales tax reimbursement incentive program for the Nissan Dealership, Southgate Mall and Carson Mall, \$218,998 for Richard Campagni (auto dealer) incentive, \$25,000 for special event street closures, \$50,000 for the Façade Improvement Program, \$25,000 for downtown equipment and infrastructure replacement, \$20,000 for the Sidewalk and Utility Assistance Program, \$200,000 for Sidewalk and ADA Improvements, \$21,000 for Aquatic Facility Improvements, \$170,000 for ADA Improvements Bob Boldrick Theater, \$75,000 for Mills Park Walkway Replacement, \$500,000 for West Appion Way Stormwater Improvements, \$40,000 for Musser Street Rapid Rectangular Flashing Beacon, \$385,000 for East William Complete Streets, \$50,000 for Stewart Street Streetscape and Sidewalk, \$100,000 for the JAC Downtown Transit Center and \$35,000 for South Carson Street Landscape. NRS 279.628 permits the expenditure of money from the Redevelopment Revolving Fund for the purpose of any expenses necessary or incidental to the carrying out of Redevelopment Plans.

26. 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

Closed Non-Meeting to Confer with Management Representatives and Counsel:

Following a recess or adjournment, the Carson City Board of Supervisors may gather to meet with its management representatives or to receive information from an attorney employed or retained by the City regarding potential and/or existing litigation involving matters over which the public body has supervision, control, jurisdiction or advisory power and to deliberate toward decisions on the matters.

27. 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.

28. 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. 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. **Public comment will be limited to three minutes per speaker to facilitate the efficient conduct of a meeting and to provide reasonable opportunity for comment from all members of the public who wish to speak.** Testimony from a person who is directly involved with an item, such as City staff, an applicant or a party to an administrative hearing or appeal, is not considered public comment and is not subject to the three-minute time limitation.

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 Alexis Philippi at aphilippi@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.

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