

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

**Day:** Thursday  
**Date:** March 1, 2018  
**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 - February 15, 2018**
- 7. For Possible Action: Adoption of Agenda**

**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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**8. Clerk-Recorder**

8.A For Possible Action: Setting the closing time of the County Clerk's office to 5:00 p.m. on the last two days of in-person voter registration for the 2018 Primary and General Elections. (Sue Merriwether, smerriwether@carson.org)

Staff Summary: NRS 293.560(2) states that with the approval of the Board of Supervisors, the County Clerk may have the option to close at 5:00 p.m. during the last two days of in-person voter registration instead of remaining open until 7:00 p.m.

## **9. Parks and Recreation**

9.A For Possible Action: To approve the submission of an \$81,788 Land & Water Conservation Fund Program grant application by the Parks, Recreation & Open Space Department (using approximately \$73,388 city cash match and \$8,400 city in-kind match) for phase 1 of the rehabilitation of the path system in Long Ranch Park. (Jennifer Budge, [jbudge@carson.org](mailto:jbudge@carson.org))

Staff Summary: The Nevada Division of State Parks is requesting grant applications for the Land & Water Conservation Fund Program (LWCF). This program is a federal grant program, administered locally through the Nevada Division of State Parks, and provides matching grants (1:1) for the acquisition and development of public parks and other outdoor recreation sites. There is approximately \$600,000 available in the next grant cycle. Applications are due no later than March 23, 2018.

## **10. Finance**

10.A For Possible Action: To accept the report on the condition of each fund in the treasury and the statements of receipts and expenditures through February 16, 2018 per NRS 251.030 and NRS 354.290. (Jason Link, [JLink@carson.org](mailto:JLink@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](http://www.carson.org).

## **11. Purchasing and Contracts**

11.A For Possible Action: To approve the purchase of roofing material for the Waste Water Digester Building from GarlandDBS, Inc. through Joinder Sealed Bid #09-5408 with US Communities, a National Cooperative Purchasing Program for a total not to exceed amount of \$25,423.53 to be funded from the Construction Projects/Facility Upgrade Account. (Laura Rader, [LRader@carson.org](mailto:LRader@carson.org) and Darren Schulz, [DSchulz@carson.org](mailto:DSchulz@carson.org))

Staff Summary: The roof on the Waste Water Digester Building is over 34 years old and is currently leaking in several areas including where the electronics are that control the building operational production. The entire roof will be replaced. 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 a separate labor contract for a not to exceed price of \$73,300.00. The total project cost will be \$98,723.53.

11.B For Possible Action: To approve Contract No. 1718-099, South Carson Street Complete Street Landscaping Design with Design Workshop for a not to exceed amount of \$170,686 to be funded from the Infrastructure Tax Fund. (Laura Rader, Lrader@carson.org and Darren Schulz, Dschulz@carson.org)

Staff Summary: This contract is to provide landscape design services for the South Carson Street Complete Street Project. Scope of services includes drawings and specifications for landscaping and irrigation, grading plans for landscaped areas, attendance at public meetings, design of a downtown gateway sign and creation of 3D renderings.

**(End of Consent Agenda)**

**Ordinances, Resolutions, and Other Items**

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

**13. Assessor**

13.A For Possible Action: To approve City Contract #1718-140 for digital imaging and software with Pictometry International Corp through GSA Contract #GS-35F-0801N for a total not to exceed an amount of \$120,204.06 to be funded from the Acq/Improv. of Technology Account. (Dave Dawley, ddawley@carson.org)

Staff Summary: This is a six year contract with Pictometry for three flights to take place every two years. The first flyover will take place in 2019. Each flyover is broken-down into three projects (flyovers) and payment is due after the completion of each project. First Project subtotal is \$39,811.32, Second Project \$39,235.02 and the final Third Project is \$41,157.72; for a total of \$120,204.06.

**14. Purchasing and Contracts**

14.A For Possible Action: To approve Contract No. 1718-011 with DEVNET, Inc. for Property Tax and CAMA software development and licensing for a five (5) year period with a not to exceed total amount of \$674,565.00 to be funded from the Capital Projects Fund/Software Replacement account, the Assessors' Technology account, and IT software maintenance account. (Laura Rader, lrader@carson.org; Dave Dawley, ddawley@carson.org and Gayle Robertson, grobertson@carson.org)

Staff Summary: Advanced Data Systems (ADS), the vendor that provides the Property Tax and Computer Aided Mass Appraisal (CAMA) system used by the Carson City Assessor and Carson City Treasurer, is ceasing operations in December 2019. Carson City evaluated the companies interested in developing a software program capable of calculating the property assessments and tax calculations per our Nevada Revised Statutes and determined that DEVNET, Inc. (DEVNET) is the best option to replace ADS. The proposed agreement is a five (5) year contract with the option to automatically renew for an additional five (5) years at the end of the first contract term.

14.B For Possible Action: To approve Contract No. 1718-075, a license and service agreement with Tyler Technologies, Inc. for Enterprise Resource Planning (ERP), Land

Management (LMS) and Utility Billing (UB) System and Implementation Services for a not to exceed amount of \$2,500,000 to be funded from the Capital Outlay/Software Replacement account in the Capital Projects Fund. (Laura Rader, Lrader@carson.org and Eric Von Schimmelmenn, EVonSchimmelmenn@carson.org)

Staff Summary: The City intends to replace its existing core financial, human resources, payroll, land management and utility billing systems. The current systems have been in place over 28 years and are no longer meeting the needs of the City. This project was approved in the FY18 budget process. Implementation of all phases of this project will take approximately 22 months.

14.C For Possible Action: To determine that Contract 1718-161 is a sole source contract therefore not suitable for public bidding pursuant to NRS 332.115 and to approve Contract 1718-161 for the purchase and installation of audio/video systems from CourtSmart Digital Systems for an amount not to exceed \$288,160 to be funded from Court Restricted Funds, the Administrative Office of the Courts, and General Fund Contingency. (Laura Rader, Lrader@carson.org and Max Cortes, Mcortes@carson.org)

Staff Summary: The Courts are required to be courts of record pursuant to NRS 1.020. CourtSmart Digital Systems (CDS) is replacing the Jefferson Audio Video Systems (JAVS) installed in March of 2007. The current systems are over 10 years old and need to be replaced. Parts are no longer supported by the vendor. The CDS audio/video systems will be installed in the District Court, Justice/Municipal Court and the Juvenile Court courtrooms and will be used for all court hearings. Additionally, the systems provide greater efficiency for in custody arraignments. Inmates stay at the jail and are arraigned via video conference reducing safety or health concerns. The systems provide teleconferencing and evidence presentation functionality. The systems are also used to monitor the courtrooms for potential security issues. The total cost of the project is estimated to be \$328,160 which includes \$40,000 for cabling that will be provided by a separate vendor.

## **15. Finance**

15.A For Possible Action - To adopt Bill No. 102, on second reading, an ordinance of the Board of Supervisors of Carson City, Nevada providing for the issuance of General Obligation (Limited Tax) Sewer Bonds (Additionally Secured by Pledged Revenues), Series 2018A, in the principal amount not to exceed \$4,875,000 for the improvement project plus the principal amount not to exceed \$3,075,000 for the refunding project, if any (in the combined aggregate principal amount not to exceed \$7,950,000); and providing the form, terms and conditions thereof and covenants relating to the payment of said bonds. (Jason Link, jlink@carson.org)

Staff Summary: This ordinance will authorize the issuance of the Carson City, Nevada, General Obligation (Limited Tax) Sewer Bonds (Additionally Secured by Pledged Revenues), Series 2018A. The Board of Supervisors of the City has determined and hereby declares that the public interest, health and welfare necessitates making certain improvements to the Utility System by acquiring, constructing, improving and equipping facilities pertaining to the Utility System. The possible refunding of the 2014D bonds is also included as market conditions may provide for a cost savings to the City.

## **16. Parks and Recreation**

16.A For Possible Action: To approve a License Agreement between Carson City and Duncan Golf Management DBA TDS Golf at Eagle Valley LLC for operation, management, and maintenance of Eagle Valley Golf Course. (Jennifer Budge, Jbudge@carson.org)

Staff Summary: Carson City owns Eagle Valley Golf Course. In December, 2017, the Board of Supervisors (Board) selected Duncan Golf Management DBA TDS Golf at Eagle Valley LLC (Duncan) as the most responsive and responsible bidder as the result of a Request For Proposal (RFP) process, and authorized a temporary operating agreement with Duncan for Eagle Valley Golf Course. This item, if approved, would authorize approval of a 5-year License Agreement with terms consistent with Duncan's proposal previously accepted by the Board.

## **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 - February 15, 2018**

## **21. Community Development**

21.A For Possible Action: To make a recommendation to the Board of Supervisors regarding the expenditure of up to \$30,000 from the Fiscal Year 2018 Redevelopment Revolving Fund, Downtown Entry Signs account, to design and construct downtown gateway signage in conjunction with the South Carson Street Carson City Gateway project. (Lee Plemel, lplemel@carson.org)

Staff Summary: Downtown gateway signage was identified in the Redevelopment Allocation Plan and funded in the FY 2018 budget in the amount of \$30,000. The Public Works Department is currently in the design phase of the South Carson Street project, and identifying a location and design for downtown gateway signage should be completed concurrently with the street design. The current street design project does not include funding for gateway signage.

### **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: To adopt a resolution authorizing the expenditure of up to \$30,000 from the Fiscal Year 2018 Redevelopment Revolving Fund, Downtown Entry Signs account, to design and construct downtown gateway signage in conjunction with the South Carson Street Carson City Gateway project as an expense incidental to the carrying out of the Redevelopment Plan. (Lee Plemel, lplemel@carson.org)

**PURSUANT TO NRS 279.628, THIS RESOLUTION MUST BE ADOPTED BY A TWO-THIRDS VOTE OF THE BOARD OF SUPERVISORS.**

Staff Summary: Downtown gateway signage was identified in the Redevelopment Allocation Plan and funded in the FY 2018 budget in the amount of \$30,000. The Public Works Department is currently in the design phase of the South Carson Street project, and identifying a location and design for downtown gateway signage should be completed concurrently with the street design. The current street design project does not include funding for gateway signage. 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.

25.B For Possible Action: To adopt, on second reading, Bill No. 104, an ordinance relating to Zoning; amending Title 18 (Zoning) of the Carson City Municipal Code, Chapter 18.02 (Administrative Provisions), Section 18.02.010 (Planning Commission) to amend the process of appointing members to the Carson City Planning Commission; and making various technical and structural changes to the existing provisions of Section 18.02.010. (Lee Plemel, lplemel@carson.org)

Staff Summary: The Board of Supervisors approved new policies related to Planning Commissioner duties and responsibilities on October 19, 2017, and directed staff on December 7, 2017, to develop a process whereby newly elected Supervisors would recommend individuals for appointment to the Commission. The proposed ordinance and associated Policies and Procedures and Planning Commission Bylaws amendments would implement this process.

25.C For Possible Action: To adopt Bill No. 103, on second reading, an ordinance amending Title 18 of the Carson City Municipal Code to include Tattoo Parlors as a conditional use in the Retail Commercial use district. (Hope Sullivan, hsullivan@carson.org)

Staff Summary: The proposed ordinance would make a Tattoo Parlor a Conditional Use in the Retail Commercial zoning district. As uses conditionally allowed in the Retail Commercial zoning district are allowed in the General Commercial, Limited Industrial, and General Industrial zoning districts, the proposed amendment would result in a Tattoo Parlor being a Primary Permitted Use in those zoning districts. Currently, a Tattoo Parlor is a Conditional Use in the Limited Industrial zoning district, and a Primary Permitted Use in the General Industrial zoning district.

## **26. Public Works**

26.A For Discussion Only: Presentation to inform the Board on the progress of the City's Asset Management Program. (Dan Stucky, DStucky@carson.org; Stephanie Hicks, SHicks@carson.org, and Matt Lawton, MLawton@carson.org)

Staff Summary: Staff will provide an update to the Board of Supervisors regarding the progress of the City's Asset Management Program.

## **27. Health and Human Services**

27.A For Possible Action: To accept and place a Business Impact Statement on file with the Board of Supervisors finding that the proposed changes to CCMC Title 9, Chapter 9.05 do not impose a direct and significant economic burden on a business or that the proposed changes do not directly restrict the formation, operation, or expansion of a business. (Dustin Boothe, DBoothe@carson.org and Iris Yowell, IYowell@carson.org)

Staff Summary: NRS Chapter 237.030 to 237.150, inclusive, requires the City to prepare a Business Impact Statement as a statutory prerequisite to the adoption of any rule as defined in NRS 237.060. This Business Impact Statement has been prepared in accordance with NRS 237.080. The ordinance changes being proposed to Title 9, Chapter 9.05, if adopted, will increase the cost to certain businesses operating food establishments because certain food establishments will need to employ certified food protection managers. Additionally, if food establishments do not receive an A grade, food establishments will need to pay a reinspection fee.

27.B For Possible Action: To introduce, on first reading, an ordinance amending Title 9, chapter 9.05 (Health and Welfare- Food Establishments), adding and amending sections related to the prevention of foodborne disease or illness. (Dustin Boothe, DBoothe@carson.org and Iris Yowell, IYowell@carson.org)

Staff Summary: These regulations are being proposed to modify Chapter 9.05 of the Carson City Municipal Code, which sets forth the regulations of food establishments in Carson City. The changes are largely centered around food safety and: 1) Classify food establishments by risk level; 2) require certain types of food establishments to employ a Certified Food Protection Manager; 3) add to the different types of food establishments allowed and set forth the requirements for each type of food establishment; 4) change the grading system for inspections and, 5) and clarify other related matters.

## **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

**-- LUNCH BREAK - RETURN - 1:30 P.M. --**

**29. City Manager**

29.A For Possible Action: To appoint one member to the Carson City Regional Transportation Commission to fill a partial term that expires December 2019. (Nick Marano, nmarano@carson.org)

Staff Summary: NRS Chapter 277A.170 and CCMC 11.20.030 provide for the creation and organization of a five (5) member Regional Street and Highway Commission. Staggered two-year terms are served by two (2) members of the Board of Supervisors and three (3) representatives of the citizen-at-large. Members of the RTC also serve on the Carson Area Metropolitan Planning Organization (CAMPO). There is one vacancy due to a member's resignation. New applications were received from Christine Brandon, Aster Girma, Donna Gray, Stephen Lincoln and Greg Stedfield.

29.B For Possible Action: To approve the 1st Amended Cooperative Agreement between Carson City (the "City"), a consolidated municipality and political subdivision of the State of Nevada, and the Carson City Culture and Tourism Authority (the "CTA"), a County Fair and Recreation Board created by the City pursuant to NRS 244A for administrative services and facility use and management to be funded by 2% of the total 11% transient lodging tax rate (approximately \$414,000 in FY 18). (Nancy Paulson, npaulson@carson.org)

Staff Summary: The agreement is being amended to add a provision for the City to administer the position of the Arts and Culture Director (which will be re-titled to Coordinator under the City's classification guidelines) to be funded from the 1% increase in the transient lodging tax rate approved by the Board of Supervisors on May 5, 2016. The position will be responsible for the implementation of the Carson City Arts and Cultural Master Plan and the Cultural Tourism Campaign.

**30. 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.

**31. 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>