

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

**Day:** Thursday  
**Date:** April 19, 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 - Nick Emery, Good Shepherd Wesleyan**

**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: Adoption of Agenda**

**7. Special Presentations**

7.A Presentation of the Fire Chief's Commendation for life saving activities at the Multi-Purpose Athletic Center.

7.B Presentation of the 2017 American Society of Civil Engineers Environmental Project of the Year. (Dan Stucky; DStucky@carson.org)

Staff Summary: The American Society of Civil Engineers (ASCE) Truckee Meadows Branch will recognize and present the 2017 Environmental Project of the Year to the Carson City Board of Supervisors and staff for the Carson City Water Resource Recovery Facility Improvement Project.

7.C Proclamation and presentation of the Employee-of-the-Quarter award. (Melanie Bruketta, HR Director, 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, values and vision.

7.D Presentation of Length of Service certificates to City employees. (Melanie Bruketta, mbruketta@carson.org)

Staff Summary: Every quarter 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**

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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. City Manager**

8.A For Possible Action: To ratify the approval of bills and other requests for payments by the City Manager for the period of March 3, 2018 through April 6, 2018. (Nick Marano, nmarano@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.

## **9. Finance**

9.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 April 6, 2018 per NRS 251.030 and NRS 354.290. (Jason Link, 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).

## **10. Public Works**

10.A For Possible Action: To approve submittal of a grant application to the Nevada Division of Emergency Management for regional communication system capability enhancement. (James Jacklett, jjacklett@carson.org)

Staff Summary: The Public Works Department is seeking approval from the Board of Supervisors to submit a grant application to the Nevada Division of Emergency Management (NDEM) for regional communication system capability enhancement. The City's grant policy requires any grant application over \$50,000 be approved by the Board of Supervisors prior to a grant application submittal by City staff.

**(End of Consent Agenda)**

**Ordinances, Resolutions, and Other Items**

- 11. Item(s) pulled from the Consent Agenda will be heard at this time.**
- 12. Recess as the Board of Supervisors**

**Board of Health**

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

**14. 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.

**15. Health and Human Services**

15.A For Possible Action: Presentation, discussion and possible feedback on Sexual Assault Response Team activities and Carson City's assault statistics. (Staff contact - Nicki Aaker - naaker@carson.org for Board of Health Chairperson and Sexual Assault Response Team Chair - Susan Pintar, MD)

Staff Summary: This is an opportunity to formally inform the Board of Health of the current activities of the Sexual Assault Response Team and Carson City's assault statistics.

15.B For Possible Action: Presentation, discussion and possible feedback on the Community Health Improvement Plan (CHIP) priority subcommittees. (Nicki Aaker, naaker@carson.org and Heather Kerwin, hkerwin@carson.org)

Staff Summary: This is an opportunity to formally inform the Board of Health of the Community Health Improvement Plan (CHIP) priorities chosen. Subcommittees have been formed and objectives are being drafted. Feedback is requested from the Board of Health on additional individuals or companies that would be beneficial on the subcommittees.

15.C For Possible Action: Presentation, discussion, and possible action to provide feedback to committee members and staff from three of the Carson City Behavioral Health Task Force subcommittees - Workforce Housing, Youth and Crisis Triage. (Nicki Aaker, naaker@carson.org)

Staff Summary: The Carson City Behavioral Health Task Force subcommittee's presentation is an opportunity to inform the Board of Health on current and past activities to include, but not

limited to, objectives, accomplishments, and current endeavors of the Workforce Housing, Youth, and Crisis Triage subcommittees.

15.D For Possible Action: Presentation, discussion, and possible action to provide feedback to Vitality Unlimited pertaining to the 1st quarter 2018 report as required by Contract #1718-118 between City of Carson City and Vitality Unlimited. (Nicki Aaker, naaker@carson.org)

Staff Summary: Vitality Unlimited agreed to provide a biannual presentation to Carson City's Board of Health reporting 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.

15.E For Presentation and Discussion Only: Presentation and discussion about the quality improvement project conducted within the Human Services Division - Community Health Worker within the housing program. (Mary Jane Ostrander, mostrander@carson.org)

Staff Summary: Carson City Health and Human Services (CCHHS) has a quality improvement plan and fosters 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.

**16. 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.

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

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

**19. Health and Human Services**

19.A For Possible Action: To adopt, on second reading, Bill No. 105 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 matters related to the prevention of foodborne illness.

## **20. Sheriff**

20.A For Possible Action: To adopt a Resolution authorizing the Board of Supervisors to donate blood testing equipment to the University of Nevada, Reno after determining the equipment has reached the end of its useful life. (Sheriff Furlong, kfurlong@carson.org)

Staff Summary: NRS 244.1505(2) allows the Board of Supervisors to donate equipment that the Board determines has reached the end of its useful life to another governmental entity. The City's internal auditor identified certain equipment to be surplus, including blood testing equipment. The Carson City Sheriff's Office wishes to donate various blood testing equipment from its crime lab to the research lab at the University of Nevada, Reno under the direction of Dr. Spain. Dr. Spain expressed a desire to obtain the equipment for the purpose of research. Such purpose provides a substantial benefit to the inhabitants of Carson City who are students, faculty, medical clinic volunteers and patients at the university.

## **21. Purchasing and Contracts**

21.A For Possible Action: To determine that Farr Construction Corp. dba Resource Development Company is the lowest responsive bidder pursuant to NRS Chapter 338 and to award Contract No. 1718-180 Reclaimed Water Transmission Main and Eagle Valley East Course Pump Station Capital Improvements Project to Farr Construction Corp. dba Resource Development Company for a bid amount of \$203,700.00, plus a contingency amount of \$20,370.00, for a total not to exceed amount of \$224,070.00 to be funded from the Sewer Fund as provided in fiscal year 17/18. (Nancy Paulson, NPaulson@carson.org and Darren Schulz, DSchulz@carson.org)

Staff Summary: Carson City received sealed bids for all labor, materials, tools and equipment necessary for the Reclaimed Water Transmission Main and Eagle Valley East Course Pump Station Capital Improvements. A reclamation facility assessment was completed in 2015, this project addresses a portion of the items identified for replacement in the assessment. The project consists of replacing valves and appurtenances in vaults on the transmission main serving Eagle Valley Golf Course as well as replacing valves, a filtration system, a surge tank, and other appurtenances at the golf course's east pump station.

21.B For Possible Action: To approve Contract No. 1415-145C Downtown Curry Streetscape Project CMAR Construction Services to Q & D Construction to provide CMAR Construction Services for an amount not to exceed \$3,990,210.35 to be funded from the Infrastructure, Redevelopment, RTC, Water, Sewer, and Stormwater Funds as provided in fiscal years 17/18 and 18/19. (Dan Stucky, DStucky@carson.org)

Staff Summary: This contract is to provide Construction Manager at Risk (CMAR) services for the Downtown Curry Streetscape Project which includes, but not limited to: Construction and management of the delivery of the project based on a Guaranteed Maximum Price (GMP) contract to include construction, utility coordination, scheduling, procurement, subcontractors/supplier bids and proposal award, management bonds, insurance, contract administration billing/lien releases, prevailing wage reporting/accounting, safety management, quality control and final closeout documents. The firm Q & D Construction was selected via RFP #1415-145 Request for Proposals for Construction Manager at Risk (CMAR).

21.C For Possible Action: To approve the purchase of a new Type 1 Fire truck from the HGAC buy program (Houston-Galveston Area Council) cooperative purchasing agreement for the Carson City Fire Department for a not to exceed amount of \$613,230.48 to be funded from the Capital Vehicle Replacement account. (Zach Good, [zgood@carson.org](mailto:zgood@carson.org))

Staff Summary: The Carson City Fire Department is looking to purchase a new Type 1 Fire truck from the HGAC buy program (Houston-Galveston Area Council) cooperative purchasing agreement.

## **22. Fire**

22.A For Possible Action: To approve an Interlocal Contract and Operating Plan between the United States Department of the Interior (USDI) Bureau of Land Management, the United States Department of Agriculture (USDA) Forest Service Humboldt-Toiyabe National Forest and the Consolidated Municipality of Carson City, and to authorize the Mayor to sign the agreement on behalf of Carson City. (Sean Slamon, [sslamon@carson.org](mailto:sslamon@carson.org))

Staff Summary: This Interlocal Contract and Operating Plan strengthen Carson City's ability to respond to wildland fires. Additionally, they create a means for financial assistance to be provided to Carson City through the contract which will be used to pay for operational expenses incurred in fighting wildland fires and other emergencies.

## **23. City Manager**

23.A For Possible Action: To accept the Cultural Commission's 2017/18 Annual Report and approve the Commission's 2018/19 Work Plan. (Mark Salinas, [msalinas@carson.org](mailto:msalinas@carson.org))

Staff Summary: The Cultural Commission is required by Carson City Municipal Code (CCMC) 2.41.060 (7) to submit an annual report and work plan to the Board of Supervisors no later than May 1 of each year.

23.B For Possible Action: To consolidate the Open Space Advisory Committee and the Parks and Recreation Commission into one formal advisory board to be renamed as the Parks, Recreation and Open Space Commission; and authorize the City Manager to initiate recruitment for the Commission; and further direct the District Attorney's Office to draft amendments to the appropriate Carson City Municipal Codes for future Board of Supervisor's consideration to support these actions. (Nick Marano, [nmarano@carson.org](mailto:nmarano@carson.org))

Staff Summary: The City Manager is required to conduct an annual review of all boards and commissions not required by state law to ensure their usefulness and necessity. After careful review and consideration, it is recommended to combine the Open Space and Parks and Recreation boards to improve efficiencies and communication, reduce administrative costs and duplication of effort, and provide better service to citizens. The Parks and Recreation Director is also in support of this direction.

## **24. Community Development - Planning**

24.A For Possible Action: To adopt a Resolution reporting the City Engineer's estimated assessment roll for Fiscal Year 2019, identifying the cost to be paid by the Downtown NID

(Neighborhood Improvement District) for the purpose of paying for maintenance of the downtown streetscape enhancement project; directing city staff to file the Assessment Roll with the Clerk's office; fixing the time and place to hear complaints, protests and objections regarding the assessment; and directing city staff to provide notice of the public hearings pursuant to NRS Chapter 271. (Lee Plemel, lplemel@carson.org)

Staff Summary: The Board of Supervisors adopted Ordinance No. 2016-1 establishing the Downtown NID on January 7, 2016, and implemented the first annual assessment in FY 2017 to assist in the cost of sidewalk maintenance. The proposed Resolution initiates the process for implementing the annual assessment for FY 2019, as provided in NRS Chapter 271. The draft assessment for FY 2019 is \$51,846, distributed among the property owners within the NID in accordance with the ordinance.

**24.B For Possible Action:** To introduce, on first reading, an ordinance relating to marijuana; amending Title 18 (Zoning), Appendix A (Development Standards), Division 1.20 (Medical Marijuana Establishments and Marijuana Establishments) of the Carson City Municipal Code to amend and clarify regulations governing signage for medical marijuana establishments and marijuana establishments. (Lee Plemel, lplemel@carson.org)

Staff Summary: The proposed ordinance is intended to clarify sign regulations for medical marijuana establishments and marijuana establishments by adding the sign standards directly into the regulations pertaining to such establishments rather than referring to sign standards elsewhere in the city code. The proposed ordinance would continue to limit signs for medical marijuana establishments and marijuana establishments to a size consistent with office uses, which is less than the sign area allowed for other retail uses, and it would also clarify that each business at a given location is entitled to a certain amount of sign area.

**24.C For Possible Action:** To provide direction to staff regarding possible sign ordinance changes related to temporary banners, flags, A-frame signs, and other temporary sign devices for commercial advertising. (Lee Plemel, lplemel@carson.org)

Staff Summary: Current sign regulations allow certain temporary banners for a period of up to 30 days within any 90-day period. Freestanding flags and A-frame signs are prohibited, except that A-frame signs not exceeding 32 inches in width and 36 inches in height (with other restrictions) are permitted within the Downtown Mixed-Use zoning district. Several businesses have approached City staff, management and Supervisors about amending the temporary sign regulations for consistency throughout the commercial areas.

## **25. 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 - 2:00 P.M. --**

**26. Assessor**

26.A For Possible Action: To determine whether an over assessment of real property exists because of a factual error concerning its existence, size, quantity, age, use or zoning or legal or physical restrictions as it relates to parcel numbers APN 007-531-45, 1365 Medical Parkway and APN 007-531-44, 1393 Medical Parkway for the 16/17 and 17/18 fiscal year, per NRS 361.768. (Dave Dawley, ddawley@carson.org)

Staff Summary: The Carson City Board of Equalization directed the Assessor to bring this matter before the Board of Supervisors (BOS) consistent with NRS 361.768 to determine whether a factual error exists causing an over assessment of real property. If the BOS is satisfied that indeed a factual error exists, the BOS shall direct the county treasurer to correct the error and the treasurer shall make the necessary adjustments to the tax bill and correct the secured tax roll.

**27. Finance**

27.A For Possible Action: Presentation, discussion and possible direction to staff on the proposed Carson City FY 2019 Tentative Budget which includes the General Fund, Enterprise Funds and all other budgeted funds. (Jason Link@carson.org)

Staff Summary: The purpose of this item is to review the proposed FY 2019 Carson City Tentative Budget.

27.B For Possible Action: Presentation, discussion and possible direction to staff on the proposed Carson City Capital Improvement Program for Fiscal Years 2019-2023. (Jason Link, jlink@carson.org)

Staff Summary: This is the annual update of the City's Capital Improvement Program which accompanies the City's annual budget. Staff will be making recommendations regarding the funding available and the recommended projects to be funded.

27.C For Possible Action: To accept the budget report from the Chair of the Utility Finance Oversight Committee from their March 20, 2018 meeting. (Jason Link, jlink@carson.org and Ande Engleman, andelee@sbcglobal.net)

Staff Summary: The Utility Finance Oversight Committee met on March 20, 2018 to review and recommend approval to the Board of Supervisors, the tentative fiscal year 2019 Water, Sewer and Storm Water operating and capital budgets and their compliance with the adopted financial policies. The Committee Chair will provide a verbal report on the Committee's recommendations related to the tentative budgets and an update on other topics discussed by the Committee.

**28. 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.

**29. For Possible Action: To Adjourn as the Board of Supervisors**

**Redevelopment Authority**

**30. Call to Order & Roll Call - Redevelopment Authority**

**31. 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.

**32. Finance**

32.A For Possible Action: Presentation, discussion and possible direction to staff on the proposed Carson City Redevelopment Authority FY 2019 Tentative Budget. (Jason Link, [jlink@carson.org](mailto:jlink@carson.org))

Staff Summary: The purpose of this item is to review the proposed FY 2019 Carson City Redevelopment Authority Tentative Budget.

32.B For Possible Action: Presentation, discussion and possible direction to staff on the proposed Carson City Redevelopment Authority Capital Improvement Program for Fiscal Years 2019-2023. (Jason Link, [jlink@carson.org](mailto:jlink@carson.org))

Staff Summary: This is the annual update of the Carson City Redevelopment Authority's Capital Improvement Program which accompanies the annual budget. Staff will be making recommendations regarding the funding and the recommended projects to be funded.

**33. 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.

**34. For Possible Action: To Adjourn as the Redevelopment Authority**

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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 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>