

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

**Day:** Thursday  
**Date:** September 7, 2017  
**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 - Bill McCord, First United Methodist, Retired**
- 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 3, 2017**
- 7. For Possible Action: Adoption of Agenda**
- 8. Special Presentation**

8.A For Presentation: Care Flight will present Carson City Fire Department with the Golden Rotor Award. (Sean Slamon, sslamon@carson.org)

Staff Summary: Care Flight is awarding Carson City Fire Department the Golden Rotor Award in recognition of the lifesaving practices performed by Carson City firefighters and paramedics.

**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. 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 August 25, 2017 per NRS 251.030 and NRS 354.290. (Nancy Paulson, npaulson@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. Purchasing and Contracts

10.A For Possible Action: To approve the purchase of emergency medical equipment and supplies from Life Assist through Joinder Contract with City of Berkeley #14-10863, in accordance with NRS 332.195, for a not to exceed annual amount of \$110,000 to be funded from the Medical Supplies Account in the Ambulance Fund as approved in the FY 17/18 budget. (Laura Rader, lrader@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 in the Fire Department's normal EMS responses. This includes items such as IV supplies, medications, bandages, splints, and other items used in the treatment of patients.

## 11. Sheriff

11.A For Possible Action: To approve submittal of a grant application to the Nevada Department of Public Safety, Office of Criminal Justice Assistance for the Tri-County Regional Gang Unit totaling \$100,000. (Ken Furlong, KFurlong@carson.org)

Staff Summary: The Carson City Sheriff's Office is seeking approval from the Board of Supervisors to submit a grant application to the Nevada Department of Public Safety, Office of Criminal Justice Assistance for the Tri-County Regional Gang Unit for gang enforcement, suppression, prevention and community outreach activities.

11.B For Possible Action: To approve the submittal of a grant application to the Nevada Department of Public Safety, Office of Criminal Justice Assistance for TriNet totaling \$56,877. (Ken Furlong, KFurlong@carson.org)

Staff Summary: The Carson City Sheriff's Office is seeking approval from the Board of Supervisors to submit a grant application to the Nevada Department of Public Safety, Office of Criminal Justice Assistance for TriNet for drug enforcement, suppression, prevention and community outreach activities.

**(End of Consent Agenda)**

**Ordinances, Resolutions, and Other Items**

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

**13. Fire**

13.A For Possible Action: To approve the recommended Fire Department organizational restructuring. (Sean Slamon, sslamon@carson.org)

Staff Summary: Carson City Fire Department is requesting to restructure the command and administrative staff of the Fire Department. The Fire Department recommends moving from (2) Deputy Fire Chiefs, (3) Battalion Chiefs and (1) Fire Prevention Captain to (1) Deputy Chief and (5) Battalion Chiefs, which includes elevating the Fire Prevention Captain position to a Battalion Chief/Fire Marshal.

**14. Purchasing and Contracts**

14.A For Possible Action: To determine that Peek Brothers Construction, Inc. is the lowest responsive bidder pursuant to NRS Chapter 338 and to award Contract No. 1718-052 N. Harbin St. Sewer Replacement Project to Peek Construction, Inc. for a bid amount of \$200,505.50, plus a contingency amount of \$20,050.55, for a total not to exceed amount of \$220,556.05 to be funded from the Sewer Replacement/Rehabilitation Account as provided in fiscal year 17/18. (Laura Rader, LRader@carson.org and Darren Schulz, DSchulz@carson.org)

Staff Summary: Carson City received sealed bids for all labor, material, tools, and equipment necessary for the N. Harbin St. Sewer Replacement Project. The project consists of replacing and up-sizing the sewer main and fixing slope issues of the sewer main between Musser and Telegraph on N. Harbin Street. The Engineer's estimate for construction was \$215,000.

14.B For Possible Action: To approve the purchase of water meters and parts from National Meter & Automation, Inc., dba Badger Meters for a not to exceed annual amount of \$200,000 to be funded from the Water Meters & Services Account. (Laura Rader, LRader@carson.org and Darren Schulz, DSchulz@carson.org)

Staff Summary: Due to compatibility issues with the Orion Automatic Meter Reading System (AMR) utilized by the Water Utility Division of the Carson City Public Works Department, the purchase of parts used to repair or replace damaged meters or associated equipment must be done as a "Sole Source" purchase through National Meter & Automation, Inc. dba Badger Meter.

14.C For Possible Action: To approve Amendment No. 1 to Contract 1415-047 with Bank of America, N.A. for Purchasing Card Services to extend the terms through September 17, 2021. (Laura Rader, LRader@carson.org and Gayle Robertson, GRobertson@carson.org)

Staff Summary: Carson City has a contract with Bank of America, N.A. to provide Procurement Card Services for the City. The contract as signed was for an initial term of three (3) years beginning September 18, 2014 with additional terms that the agreement could be extended by mutual consent of the parties. Both the City and Bank of America, N.A. would like to extend the contract for a four (4) year period beginning September 18, 2017.

## **15. City Manager**

15.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 4, Chapter 4.05 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. (Iris Yowell, iyowell@carson.org)

Staff Summary: The ordinance changes being proposed to Title 4, Chapter 4.05, if adopted, will increase the 911 surcharge. 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.

15.B For Possible Action: To introduce, on first reading, an ordinance amending Title 4, Chapter 4.05 (Surcharge for Enhancement or Improvement of Telephone System Used for Reporting Emergencies), with an estimated revenue increase of \$645,000 for FY 2019. (Iris Yowell, iyowell@carson.org)

Staff Summary: The ordinance proposes to amend sections of Title 4 of the Code as follows: 1) 4.05.020: Adding "portable event recording device" into our CCMC, and "vehicular event recording device" into our CCMC, consistent with Senate Bill 176. 2) 4.05.030: Non-Substantive Changes. 3) 4.05.070: Non-Substantive Changes. 4) 4.05.080: Increases the surcharge amount on phone lines (access and mobile phones) to \$1.00 per month, and trunk lines to \$10.00 per month. 5) 4.05.090: establishes the way the funds may be used with respect to portable event recording devices and vehicular event recording devices, consistent with Senate Bill 176.

## **16. Public Guardian**

16.A Presentation Only: Report from the Public Guardian on the operations and the status of cases at the Public Guardian's Office. (Deborah Marzoline, dmarzoline@carson.org)

Staff Summary: A report on the Public Guardian's Office with a breakdown of clients.

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

17.A For Possible Action: To consider the continuation or revocation of the extension of Building Permit 12-52 and Fire Permits 12-265 and 14-556 pursuant to the Board of Supervisors' approval of an 18-month extension of the subject permits on September 15, 2016, including an opportunity for the property owner of the Ormsby House or his representative to provide the Board of Supervisors with an update on the construction and marketing efforts to sell the property. (Lee Plemel, lplemel@carson.org)

Staff Summary: The Board of Supervisors approved an extension of the Ormsby House building permits subject to the conditions that 1) all exterior civil engineering improvements (site work, driveway, etc.) must be completed by December 15, 2016, 2) the property owner or representative shall provide the Board of Supervisors an update on the project, including

marketing efforts and construction, every six months with the next update on September 7, 2017, and 3) failure to comply with conditions 1 or 2 will result in the revocation of the referenced permits. The applicant completed exterior improvements in compliance with condition 1.

**17.B PUBLIC HEARING:**

For Possible Action: To approve an Abandonment of Public Right-of-Way application from Liberty Homes LLC to abandon approximately 4,920 square feet of public right-of-way on Hells Bells Road, west of the Hells Bells Road and Parkhill Drive intersection and adjacent to the properties located at 4080 Hells Bells Road and 4021 Lepire Drive, APNs 010-361-06 and 010-032-31. (Reference AB-17-087) (Susan Pansky, spansky@carson.org)

Staff Summary: Pursuant to NRS 278.480 and CCMC Title 17, the applicant is proposing the abandonment of a portion of right-of-way known as Hells Bells Road. The Planning Commission makes a recommendation on all Abandonment requests, and the Board of Supervisors will make the final decision regarding the request.

17.C For Possible Action: To adopt Bill No. 121, on second reading, an ordinance relating to zoning; establishing various provisions to amend the Carson City Zoning Map by Rescinding Resolution No. 2001-R43, a Resolution of Intent, affecting property zoned Neighborhood Business (NB) located at 806 Randell Drive, Carson City, Nevada, APN 009-072-01; Repealing Ordinance Bill No. 110 (2001). (ZMA-17-049) (Hope Sullivan, hsullivan@carson.org)

Staff Summary: The subject property is zoned Neighborhood Business with a Resolution of Intent that limits the land use, building height, and signage. The applicant is seeking to have the Resolution of Intent rescinded so that the land is subject to the regulations, particularly land use regulations, associated with the Neighborhood Business zoning district. At its meeting of August 17, 2017, the Board approved a Planned Unit Development on the subject property that, if the subject Zoning Map Amendment is approved, will limit land use, building height, and signage.

17.D For Possible Action: To adopt Bill No. 120, on second reading, an ordinance amending Title 8, Public Peace, Safety and Morals, Chapters 8.08, Nuisances, and 8.09, Enforcement Provisions for Nuisances. (Iris Yowell, iyowell@carson.org)

Staff Summary: The ordinance proposes to amend sections of Title 8 of the Code as follows: 1) 8.08.020: Reorganization of 8.08.120 into this section. Also set forth that a violation of this chapter is a misdemeanor and that a party in violation of the chapter will be subject to the provisions of 8.08.095 (criminal citation or civil abatement procedures). 2) 8.08.030: To include and define: Property manager. 3) 8.08.070: Non-substantive changes. 4) 8.08.095: To refine the language of who can be responsible for allowing or permitting a nuisance; to clarify some of the previous language for consistency with the law; to allow for a 30 day courtesy letter to be sent at the code enforcement officials discretion if there is no immediate or imminent danger. 5) 8.08.120: Repealing this section because it was incorporated into section 8.08.020. 6) 8.08.160: To clarify the title of the section to match the content within the section. 7) 8.09.010: Non-substantive change. 8) 8.09.020: To delete a sentence that is vague and duplicative of what is already in paragraph 2 of that same section; to clarify that both chapters (8.08 & 8.09 are intended to be included in this section). 9) 8.09.030: to clarify the title to fit

the content in the section; to be clear that the enforcement officials can write citations. 10) 8.09.060: To clarify that Carson City can recover costs associated with the enforcement or abatement associated with chapters 8.08 or 8.09; to clarify assessment of administrative fees. 11) 8.09.100: To clarify the methods of service required of notices, criminal citations, and summonses. 12) 8.09.390: To clarify that requests for administrative hearings need to be made to the Carson City Code Enforcement Office.

## **18. Clerk-Recorder**

18.A For Possible Action: To approve the submittal of a grant application to the Nevada Secretary of State to request funding of approximately \$220,000 to replace voting equipment to be used for future elections beginning with the 2018 Primary Election in Carson City. (Sue Merriwether, smerriwether@carson.org)

Staff Summary: The Clerk-Recorder is seeking approval from the Board of Supervisors to submit a grant application to the Nevada Secretary of State for funding to replace outdated voting equipment. 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.

## **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>