

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

**Day:** Thursday  
**Date:** February 21, 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 - Fred Kingman, Prodigal Church**

**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 - January 17, 2019**

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

**8. Special Presentations**

8.A Presentation of Length of Service certificates to City employees. (Melanie Bruketta, 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.

**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: To ratify the approval of bills and other requests for payments by the City Manager for the period of January 5, 2019 through February 8, 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: To accept the report on the condition of each fund in the treasury and the statements of receipts and expenditures through February 7, 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. Public Works**

11.A For Possible Action: To dedicate and accept the dedications of rights-of-way from APNs 010-036-05, 010-036-02, and 010-041-60, also known as Airport Road; and APN 010-037-03, also known as Butti Way. (Stephanie Hicks, SHicks@carson.org)

Staff Summary: APNs 010-036-05, 010-036-02, and 010-041-60 are located adjacent to Airport Road and APN 010-037-03 is located adjacent to Butti Way. All of these parcels are currently owned by the City and contain improved portions of Airport Road and Butti Way as well as drainage and slope areas. The proposed dedication will align the parcel boundaries with the improved public roadway and appurtenances.

11.B For Possible Action: To dedicate and accept the dedication of a right-of-way from APN 010-116-01, also known as a portion of Sierra Vista Lane. (Stephanie Hicks, SHicks@carson.org)

Staff Summary: APN 010-116-01 is a triangular shaped parcel located southeast of Carson River Road and bisected by Sierra Vista Lane. On August 16, 2018, the Carson City Board of Supervisors adopted a Resolution consenting to a relinquishment and land transfer agreement for this parcel from the State of Nevada, Department of Transportation to Carson City. Now that the parcel is owned by the City, the parcel should be dedicated as right-of-way as it is bisected by Sierra Vista Lane and is not developable.

## **12. Purchasing and Contracts**

12.A For Possible Action: To approve the purchase of one new mower for the Parks, Recreation and Open Space Department, utilizing joinder Contract No. 2017025 with National IPA, for an amount not to exceed \$101,570.34. (Carol Akers, CAkers@carson.org and David Navarro Jr., dnavarro@carson.org)

Staff Summary: Approval of this request would authorize the purchase of a new Toro, Groundsmaster 5900 Series Mower for the Parks, Recreation and Open Space Department for \$101,570.34, to be funded from Quality of Life (Q18) Maintenance and Carson City School District (CCSD) Turf Maintenance Accounts. Turf Star Western is an authorized dealer of TORO equipment for Contract No. 2017025.

**(End of Consent Agenda)**

### **Ordinances, Resolutions, and Other Items**

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

## **14. Sheriff**

14.A For Possible Action: To take possible action regarding approval of the Interlocal Agreement for operational support between the Carson City Sheriff's Office and the University of Nevada, Reno Police Services. (Jerome Tushbant, Jtushbant@carson.org)

Staff Summary: The University of Nevada, Reno, Police Services will begin staffing full time officers at the Western Nevada College, in cooperation with and under the operational umbrella of the Carson City Sheriff's Office. As approved by the Board of Regents, this added law enforcement presence at the local college is expected to occur on or about July 1, 2019.

## **15. Purchasing and Contracts**

15.A For Possible Action: To approve the award of Contract No. 1819-127 Billing Services for Carson City Health and Human Services to STAT Medical Consulting, Inc., at a rate of 6.86% of collections, year 1 beginning April 1, 2019, with the option to renew for four additional one-year terms. (Carol Akers, cakers@carson.org and Nicki Aaker naaker@carson.org)

Staff Summary: Carson City Health and Human Services desires to minimize its direct involvement with public health billing while maintaining the highest level of customer service and maximizing collections and timely and accurate reporting. The contract is to be funded by the Clinical Services, Private Vaccine, School Located Vaccines and Community Vaccines Accounts.

## **16. Finance**

16.A For Possible Action: Presentation, discussion and possible action to give direction regarding assumptions staff will use to prepare Carson City's Budget for FY 2019 –2020. (Sheri Russell, srussell@carson.org)

Staff Summary: Staff needs direction from the Board on assumptions for building the FY 2019-2020 Budget for Carson City. The main item is setting the property tax rate to be used. The Department of Taxation requires all local governments to inform them of the rate they intend to use by February 22, 2019.

16.B For Possible Action: To take possible action concerning the deletion of capital assets from the City's Capital Asset Listings for fiscal year 2018 by the Finance Department. (Sheri Russell, SRussell@carson.org)

Staff Summary: The Finance Department, in concurrence with our auditors, Piercy Bowler Taylor & Kern, requests authorization to delete assets from the Governmental Funds Capital Asset Listing with a book value of \$196,449 and from the Business Type Activity Funds Capital Asset Listing with a book value of \$63,720. These deletions have been reflected in the City's FY 2018 Comprehensive Annual Financial Report (CAFR).

16.C For Possible Action: To accept the Carson City Cost Allocation Plan for the fiscal year ended June 30, 2018. (Sheri Russell, srussell@carson.org)

Staff Summary: City staff is requesting that the Board accept the Cost Allocation Plan prepared by Mahoney and Associates using financial information for the fiscal year ended June 30, 2018, for use in preparing the FY 2020 Carson City Budget. The City will use the Cost Allocation Plan for amounts charged to Special Revenue and Enterprise Funds.

## **17. Recess as the Board of Supervisors**

### **Board of Health**

## **18. Call to Order & Roll Call - Board of Health**

### **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 - November 1, 2018**

## **21. Health and Human Services**

21.A For Possible Action: To take possible action concerning the Health Officer's Report and to provide any additional feedback or direction. (Board of Health Chairperson - Susan Pintar, MD; Staff contact - Nicki Aaker; naaker@carson.org)

Staff Summary: This item is to provide an update on the Health Officer's engagement in the department and the community, and includes an influenza update and a discussion regarding the importance of legislative involvement. This is an opportunity to formally inform the Board of Health of the Health Officer's role and her current projects. Feedback and direction is requested from the Board regarding the Health Officer's report concerning activities the Health Officer is engaged in both internally and externally for Carson City Health and Human Services (CCHHS).

21.B For Discussion Only: The Director of the Carson City Health and Human Services Department will provide an update on activities at the Department, including legislative public health priorities, recognition of Frances Ashley for receiving the 2018 Ryan White Prism Award, and recognition of art contest winners from Carson High School for art to be displayed in the clinic lobby. (Nicki Aaker, [naaker@carson.org](mailto:naaker@carson.org))

Staff Summary: The 2019 legislative session of the Nevada Legislature commenced on February 4, 2019 and some proposed legislation would impact public health in Nevada. It is important for Carson City's Board of Health and the public to be aware of the bills that may impact the health of our community.

21.C For Possible Action: Presentation, discussion and possible action regarding the Board of Health orientation and re-orientation, potential revisions to the current bylaws of the Board of Health and requests for future training needs and reference materials. (Nicki Aaker, [naaker@carson.org](mailto:naaker@carson.org))

Staff Summary: This is a presentation of a Public Health video and information pertaining to Carson City's Board of Health. The current Board of Health bylaws were adopted on March 17, 2011. Staff will inquire into whether the Board of Health wishes to make revisions at a later meeting. The presentation also includes discussion of relevant provisions of Nevada Revised Statutes pertaining to public health and the responsibilities and powers of Carson City's Board of Health. Feedback and direction is requested from the Board regarding future training needs, if any, and reference materials that the Board requests to be given to each member.

21.D For Discussion Only: Presentation and discussion of "County Human Services 101," a brief overview of human services in Nevada. (Nicki Aaker, [naaker@carson.org](mailto:naaker@carson.org) and Mary Jane Ostrander, [mostrander@carson.org](mailto:mostrander@carson.org))

Staff Summary: This presentation was originally presented to the Nevada Association of Counties (NACO) Board of Directors in January, 2018 to provide a brief history and overview of the county human/social services programs throughout the State. The presentation demonstrates how mandated services are implemented the same and/or differently within Nevada's counties. The NACO Board was appreciative of the presentation and asked that the presentations be taken to the appropriate board of each county.

**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 Board of Health**

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

**25. City Manager**

25.A For Possible Action: Discussion and possible action on the Board of Supervisors' position on Nevada Association of Counties sponsored bills, including Senate Bill (SB) 12, SB

13, Assembly Bill (AB) 21, and AB 82 of the 80th (2019) Session of the Nevada Legislature. (Nancy Paulson, npaulson@carson.org)

Staff Summary: Nevada Association of Counties (NACO) requests support on four bills it is sponsoring this legislative session. SB 12 revises provisions governing telephone systems used for reporting emergencies; SB 13 authorizes the board of county commissioners of a county to form a nonprofit corporation to aid the county in providing certain governmental services; AB 21 authorizes a board of county commissioners in certain counties to appoint members of certain local governing boards under certain circumstances; and AB 82 revises provisions relating to elections.

25.B For Possible Action: Discussion and possible action on adopting a resolution supporting Senate Bill (SB) 48, a Nevada Association of Counties' sponsored bill authorizing certain local governments to impose diesel taxes under certain circumstances. (Nancy Paulson, npaulson@carson.org)

Staff Summary: SB 48 enables rural counties to enact up to a 5 cent per gallon tax on diesel fuel. Any taxes enacted would be distributed in the same manner as existing county fuel taxes.

25.C For Possible Action: Discussion and possible action on the Board of Supervisors' position on Nevada League of Cities and Municipalities' (NLC&M) sponsored bills, including Assembly Bill (AB) 3, AB 18, and Senate Bill (SB) 10 of the 80th (2019) Session of the Nevada Legislature. (Nancy Paulson, npaulson@carson.org)

Staff Summary: NLC&M requests support on three bills it is sponsoring this legislative session. AB 3 authorizes the Department of Taxation to issue additional marijuana licenses at the request of the governing body of an incorporated city; AB 18 authorizes a city, town or General Improvement District (GID) to install Americans with Disabilities Act compliant ramps within a utility easement; and SB 10 revises provisions governing compensation of members of the board of trustees of a GID.

## **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

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

## **27. Community Development - Planning**

27.A For Possible Action: To adopt Bill No. 101, on second reading, an ordinance approving a change of zoning from Retail Commercial to General Commercial on a portion of APN 002-061-34, for property that is located at 2203-2323 North Carson Street. (Heather Ferris, hferris@carson.org)

Staff Summary: The Board introduced the ordinance at its meeting of February 7, 2019. The applicant is requesting a split zoned parcel with Retail Commercial zoning remaining along the North Carson Street frontage and General Commercial to the rear. The General Commercial zoning will provide the land owner with a broader range of uses for the property. The Board of Supervisors has the authority to amend the zoning map.

27.B For Possible Action: To introduce, on first reading, an ordinance amending Title 15, Buildings and Construction, Chapter 15.05, Building Code, Section 15.05.020, Adoption and Administration of Building and Construction Codes, by adopting the 2018 editions of the International Building Code, Uniform Plumbing Code, International Residential Code, Uniform Mechanical Code, International Mechanical Code, International Energy Conservation Code, International Property Maintenance Code, International Existing Building Code, International Fuel Gas Code, International Swimming Pool and Spa Code, the 2017 edition of the National Electrical Code, and the 2018 Northern Nevada Amendments to these codes. (Lee Plemel, lplemel@carson.org)

Staff Summary: The International Code Council updates building and construction codes every three years, with the latest versions being the 2018 editions. Northern Nevada has traditionally adopted these codes every other code cycle, or every six years. Regional code officials as stakeholders in the building industry have been working on this adoption for over a year, and are recommending the adoption of the latest codes with certain amendments for the Northern Nevada region. It is recommended for the new codes to become effective as of July 1, 2019, with the ability of design professionals to use the new codes prior to that date.

27.C 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.

27.D For Possible Action: To take possible action on the 2019 Master Plan Report from the Planning Commission. (Lee Plemel, lplemel@carson.org)

Staff Summary: State law (NRS 278.190) requires the Planning Commission to annually make recommendations to the Board of Supervisors regarding the implementation of the Master Plan. The report includes information regarding past, current and future Master Plan implementation actions for the Board of Supervisor's consideration in setting goals and work programs for 2019.

## **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**

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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>