

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

**Day:** Thursday  
**Date:** April 18, 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 - Pat Propster, Calvary Chapel**

**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 24, 2019 and March 21, 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.

8.B Proclamation and presentation of the Employee-of-the-Quarter award to Thomas Gordon, Warehouse Supply Coordinator. (Melanie Bruketta, 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, vision and values.

## 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: Discussion and possible action on ratifying the approval of bills and other requests for payments by the City Manager for the period of March 9, 2019 through April 5, 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: Discussion and possible action regarding acceptance of the report on the condition of each fund in the treasury and the statements of receipts and expenditures through April 4, 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. Purchasing and Contracts**

11.A For Possible Action: Discussion and possible action regarding the purchase of new furniture for the Carson City Sheriff's Office Emergency Communication Center utilizing joinder contract ID# EC07-18, with Russ Bassett through HGACBuy Cooperative Agreement, for a not to exceed amount of \$107,556.60. (Carol Akers, Cakers@carson.org and Sheriff Ken Furlong, KFurlong@carson.org)

Staff Summary: The Carson City Sheriff's Office is looking to replace 6 work stations in the current area. The current furniture used by the City is over ten years beyond its lifecycle and in poor condition. This purchase was planned for and is funded as part of the current 911 Surcharge Fund budget.

## 12. Sheriff

12.A For Possible Action: Discussion and possible action regarding a request from the Sheriff's Office for the submission of a grant application to the Department of Justice, 2019 Edward Byrne Memorial Justice Assistance Grant Program, for the amount of \$80,059 to fund one full-time Sheriff's Office Victim Witness Coordinator position. (Sheriff Furlong, kfurlong@carson.org)

Staff Summary: This grant would provide funds in an effort to increase the ability for the Carson City Sheriff's Office to provide victim services and crisis intervention to victims and witnesses. The grant would also assist victims and witnesses navigate through the criminal justice process. The Sheriff's Office Victim Witness Coordinator position would be a new full-time position and would work alongside both front line officers as well as the District Attorney's office.

## 13. Treasurer

13.A For Discussion Only: The Carson City Treasurer will present an affidavit to the Board of Supervisors affirming that a notice of delinquency was mailed to each parcel having first year delinquent property taxes pursuant to NRS 361.5648(3). (Gayle Robertson GRobertson@carson.org)

Staff Summary: NRS 361.5648(3) requires the tax receiver to issue a personal affidavit to the board of county commissioners affirming that a notice of delinquency has been mailed to property owners of each parcel having first year delinquent taxes (2018-2019). The affidavit must be issued within 30 days after mailing the original notice.

**(End of Consent Agenda)**

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

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

## 15. City Manager

15.A For Discussion Only: Presentation and discussion regarding the Western Nevada Development District (WNDD), including an overview of WNDD, its mission and future activities. (Nancy Paulson, npaulson@carson.org)

Staff Summary: Ed Lawson, WNDD Board President and Sheryl Gonzales, WNDD Executive Director, will provide an overview of the Western Nevada Development District.

## 16. Human Resources

16.A For Possible Action: Discussion and possible action regarding the employee/retiree health insurance contract with Hometown Health and funding of the health savings accounts for active employees in the following proposed annual amounts for fiscal year 2020: \$2,143 (employee only), \$3,269 (employee plus spouse), \$3,128 (employee plus children) and \$4,430 (employee plus family). (Melanie Bruketta, mbruketta@carson.org)

Staff Summary: This action is to approve the health insurance contract with Hometown Health and to continue to fund the health savings accounts for active employees in the following amounts for fiscal year 2020: \$2,143 (employee only), \$3,269 (employee plus spouse), \$3,128 (employee plus children) and \$4,430 (employee plus family). There will be no increase in the premiums this year with Hometown Health and they have agreed to a 12% rate cap for next year.

## **17. Public Guardian**

17.A For Discussion Only: Presentation of a report by the Carson City Public Guardian relating to the Public Guardian's Office and current level of protected persons under the care of the Public Guardian. (Jean Perpich, [jperpich@carson.org](mailto:jperpich@carson.org))

Staff Summary: The Carson City Public Guardian will provide a short presentation to the Board of Supervisors regarding the operational efforts undertaken by the Public Guardian's Office, including an overview of the current level of protected persons under the care of the Public Guardian.

## **18. Health and Human Services**

18.A For Possible Action: Discussion and possible action regarding approval and acceptance of the Title X Family Planning Services grant through the Office of the Assistant Secretary for Health, Office of Population Affairs in the amount of \$300,000/yearly to Carson City Health and Human Services (CCHHS), and concerning authorization of a sub-grant award of \$52,606 to Douglas County as budgeted in the grant application. (Nicki Aaker, [Naaker@carson.org](mailto:Naaker@carson.org))

Staff Summary: The grant period is April 1, 2019 through March 31, 2022 with a yearly award of \$300,000. Funds from this grant would be used to continue the core program that has been administered under CCHHS' Clinical Services Division since 2009.

## **19. Parks and Recreation**

19.A For Possible Action: Discussion and possible action regarding approval of a Cooperative Agreement between Carson City, Nevada and Carson Rifle and Pistol Club regarding the Carson Rifle and Pistol Range. (Jennifer Budge, [jbudge@carson.org](mailto:jbudge@carson.org))

Staff Summary: This item, if approved, will serve as an interim agreement for partial operations and use of the Carson City Rifle and Pistol Range. This six-month agreement replaces the Use Agreement which expired on April 16, 2019.

## **20. Public Works**

20.A For Possible Action: Discussion and possible action regarding the transfer of approximately 7,147 square feet of land from APN's 009-832-36, -37, -38, -39, -40, -41, -42, -43, -44, -45, and -46, from Reno Sun, LLC, to Carson City, and concerning authorization of the City Engineer to initiate and sign a Lot Line Adjustment with Reno Sun, LLC, in order to incorporate the acreage into the adjacent City-owned property known as APN 004-016-03. (Dan Stucky, [DStucky@carson.org](mailto:DStucky@carson.org) and Stephanie Hicks, [SHicks@carson.org](mailto:SHicks@carson.org))

Staff Summary: In June 1997, a 15-foot drainage and public utility easement was accepted by Carson City through the Amended Plat of the Final Map of Quail Run Phase 1. Since this time, the City has been maintaining the easement area for the collection and conveyance of stormwater. The easement runs along the eastern property line of the Governor's Field Park on parcels where homes have not yet been constructed. Reno Sun, LLC, will be constructing the next phase of the development and has offered to give the property that the easement is located on in fee title to the City. The Carson City Planning Department has approved a Minor Variance to reduce the required lot sizes, lot widths and perimeter (rear) setbacks regarding the affected parcels.

20.B For Possible Action: Discussion and possible action regarding adoption of a Resolution: (I) determining that the lease of approximately 31 square feet of Carson City right-of-way adjacent to 123 West 2nd Street, APN 003-112-06, to the Lopiccolo Family 1998 Trust, dba Lopiccolo Investments LLC, for an automated teller machine (ATM) is in the best interest of Carson City and that the parcel is too small to establish an economically viable use by anyone other than the Lopiccolo Family 1998 Trust, dba Lopiccolo Investments LLC; and (2) authorizing the execution of such a lease agreement for a term of five years, subject to renewals of additional five-year terms, at a monthly rent of up to \$400. (Dan Stucky, DStucky@carson.org and Stephanie Hicks, SHicks@carson.org)

Staff Summary: Wells Fargo Bank has closed or will be closing their branch on East Musser Street and is looking for an ATM location within the downtown corridor to serve its customers. Wells Fargo has identified a location on West 2nd Street next to the Coldwell Banker building owned by the Lopiccolo Family 1998 Trust. The ATM will be installed against the building and will be located on a portion of the Lopiccolo Family 1998 Trust's property. The ATM will also extend onto a portion of the sidewalk in the City right-of-way, and therefore requires a lease for use of the City's right-of-way. Under NRS 244.281(1)(e)(1), the City may, without having property appraised, lease property to an adjacent property owner if the lease is in the best interest of the City and the leased property is too small to establish an economically viable use by anyone other than the person who owns the property adjacent to the leased property.

## **21. Community Development - Planning**

21.A For Possible Action: Discussion and possible action regarding Resolution No. 2019-R-\_\_\_, reporting the City Engineer's estimated assessment roll for Fiscal Year 2020, 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 2020, as provided in NRS Chapter 271. The draft assessment for FY 2020 is \$52,831, distributed among the commercial property owners within the NID in accordance with the ordinance.

21.B For Possible Action: Discussion and possible action regarding a request for a modification to a Tentative Subdivision Map TSM-17-005-1 known as Blackstone Ranch Phase 1, on property located south of Robinson Street, east of North Saliman Road, and north of East Fifth Street, APN 010-041-77. (Hope Sullivan, [hsullivan@carson.org](mailto:hsullivan@carson.org))

Staff Summary: The subject tentative map was approved on March 16, 2017. Condition of Approval 28 requires that the flood conveyance channels necessary for the Conditional Letter of Map Revision (CLOMR) be built with this subdivision. The applicant is seeking to modify the condition of approval to mandate construction of only those improvements that will impact the tentative map. The Planning Commission has reviewed the request, and recommended approval to the Board of Supervisors utilizing the wording prepared by staff.

## 22. City Manager

22.A For Possible Action: Discussion and possible action on Senate Bill (SB) 465 of the 80th (2019) Session of the Nevada Legislature, a bill that revises provisions relating to redevelopment areas. (Adriana Fralick, [afralick@carson.org](mailto:afralick@carson.org))

Staff Summary: During this legislative session of the Nevada Legislature, City staff will bring to meetings of the Board of Supervisors legislative bills as requested by the Board for review or those that Staff believes will impact Carson City. SB 465 authorizes a redevelopment agency to adopt a resolution requiring that property taxes attributable to certain tax rates levied for the public schools in the county be allocated to the county school district such that the redevelopment agency would not receive any portion of the property taxes attributable to such tax rates.

22.B For Possible Action: Discussion and possible action on Assembly Bill (AB) 436 of the 80th (2019) Session of the Nevada Legislature, a bill that revises provisions governing certain tax exemptions for veterans. (Adriana Fralick, [afralick@carson.org](mailto:afralick@carson.org))

Staff Summary: During this legislative session of the Nevada Legislature, City staff will bring to meetings of the Board of Supervisors legislative bills as requested by the Board for review or those that Staff believes will impact Carson City. AB 436 revises property and governmental services tax exemptions to include veterans who have attained certain service requirements.

## 23. Board of Supervisors

Non-Action Items:

Legislative matters

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. --**

**24. Finance**

24.A For Possible Action: Discussion and possible action on the proposed Carson City Capital Improvement Program for Fiscal Years 2020-2024. (Sheri Russell, srussell@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.

24.B For Possible Action: Discussion and possible action on the proposed Carson City FY 2020 Tentative Budget which includes the General Fund, Enterprise Funds and all other budgeted funds. (Sheri Russell, srussell@carson.org)

Staff Summary: The purpose of this item is to review the proposed FY 2020 Carson City Tentative Budget which includes the FY 2020 base budget (contractually required increases and zero increase to services and supplies). As part of this presentation, staff will go through supplemental requests recommended by the Internal Finance Committee as the most critical needs. If approved, we will add these requests to the FY 2020 Carson City Final Budget.

**25. 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.

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

**Redevelopment Authority**

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

**28. 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.

**29. For Possible Action: Approval of Minutes - March 21, 2019**

**30. Finance**

30.A For Possible Action: Discussion and possible action on the proposed Carson City Redevelopment Authority FY 2020 Tentative Budget and Capital Improvement Program. (Sheri Russell, srussell@carson.org)

Staff Summary: The purpose of this item is to review the proposed FY 2020 Carson City Redevelopment Authority Tentative Budget and Capital Improvement Program.

**31. Public Comment:\*\***

The public is invited at this time to comment on any matter that is specifically included on the agenda as an action item. No action may be taken on a matter raised under this item of the agenda.

**32. 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 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>