

**CARSON CITY BOARD OF SUPERVISORS**  
**Minutes of the January 24, 2019 Workshop**  
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A workshop meeting of the Carson City Board of Supervisors was scheduled for 8:30 a.m. on Thursday, January 24, 2019 in the Adams Hub for Innovation Conference Room, 111 West Proctor Street, Carson City, Nevada.

**PRESENT:** Mayor Robert Crowell  
Supervisor Stacey Giomi  
Supervisor Brad Bonkowski  
Supervisor Lori Bagwell  
Supervisor John Barrette

**STAFF:** Nancy Paulson, City Manager  
Aubrey Rowlett, Clerk - Recorder  
Adriana Fralick, Deputy City Manager  
Dan Yu, Assistant District Attorney  
Kathleen King, Chief Deputy Clerk

**NOTE:** A recording of these proceedings, the Board's agenda materials, and any written comments or documentation provided to the Clerk, during the meeting, are part of the public record. These materials are available for review, in the Clerk's Office, during regular business hours.

**1-3. CALL TO ORDER, ROLL CALL, AND PLEDGE OF ALLEGIANCE (8:29:25)** - Ms. Paulson welcomed everyone to the workshop, and advised that this year's theme is "Celebrate Carson City. ... all the things we've accomplished as a City, with all of us working together, we definitely have a lot to celebrate." Ms. Paulson provided an overview of the agenda, and reminded everyone that the workshop was subject to the Nevada Open Meeting Law.

Mayor Crowell called the Board of Supervisors to order at 8:31 a.m. He noted that all of the Board members were present, constituting a quorum. Mayor Crowell led the Pledge of Allegiance.

**4. PUBLIC COMMENT (8:31:56)** - Mayor Crowell entertained public comment. (8:32:07) Nevada Retired Senior Volunteer Program Executive Director and CEO Susan Haas requested the Board's consideration to increase the community support services allocation. "As you know, the needs are growing, there are a lot of new people coming in, and people are needing these valuable community support services. I think it's been a long time since this allocation has increased and I respectfully ask that you thoughtfully consider adding to that allocation." Mayor Crowell thanked Ms. Haas. He entertained additional public comment; however, none was forthcoming.

**5. POSSIBLE ACTION ON ADOPTION OF AGENDA (8:33:20)** - Mayor Crowell entertained modifications to the agenda and, when none were forthcoming, deemed the agenda adopted as published.

**6. AGENDA ITEMS:**

**6(A) PRESENTATION AND DISCUSSION ON THE PROGRESS AND FUTURE GOALS OF CARSON CITY'S ASSET MANAGEMENT PROGRAM (8:33:54)** - At Mayor Crowell's request, Ms. Paulson introduced this item. She then introduced City Engineer Dan Stucky, Asset / GIS Manager Matt Lawton, and Real Property Manager Stephanie Hicks. In conjunction with displayed slides, Mr. Stucky provided background information on, an overview of, and a status report on the City's Asset Management Program.

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(8:54:35) Mr. Lawton provided an overview of his presentation, described and demonstrated the manhole inspection program application, and narrated a video presentation of a sewer pipe inspection. Mr. Lawton described and demonstrated the capital projects plans application, the capital projects review application, and the capital projects dashboard. In conjunction with displayed slides, Mr. Lawton reviewed a “hit list of things that we still need to make progress on.” The list included updating the stormwater assets in GIS; developing a comprehensive map of all water meters in the City; developing a comprehensive sign inventory, a comprehensive pavement markings inventory, a comprehensive sidewalks and ADA ramps inventory, a comprehensive communications and electrical conduit inventory, and a comprehensive right-of-way inventory. Mr. Lawton discussed the need to consider funding for maintenance of “all these assets.”

(9:16:31) Ms. Hicks discussed the need for a reserve study as “a critical component of our asset management program.” She stated that “one of the things we wanted to talk about is the asset management program’s budget itself. So, right now, our asset management program budget which staffs all of our consultants’ time also funds our GIS. And that’s the same funding level that it has been for the past seven years ... So, three years ago, we took back our GIS. We’ve continued to enhance and build the services that GIS itself provides but now we’ve also added asset management to that and that funding level hasn’t increased. We know that we talk a lot about ways that we can fund the actual improvements to the infrastructure but we really also need to think about how we can fund ... the program itself which would help us get to these goals a little bit faster.”

Ms. Hicks reviewed the responsibilities of the Real Property Manager, the Asset / GIS Manager, and the City Engineer. She advised that staff tracked time, over the past year, which was allocated to Asset Management and that it equaled one-quarter of a FTE. Mr. Lawton responded to questions of clarification regarding the open data forum.

Ms. Hicks advised that approximately 44 percent of the funding for GIS contractors “is going just toward maintaining the asset inventory that we currently have in the system. And so we expect that number to actually be even higher by the end of the year and that was point that Matt brought up with our stormwater. ... we’d like to get to the next step with our stormwater inventory but we just don’t think we’re going to have the budget this year to do that. And so that ... does affect the additional inventory, additional condition assessments, and any other special projects that we might have.”

Ms. Hicks advised that careful consideration was given to what could accomplish the listed goals faster, and the conclusion was adding a full-time GIS specialist position to the team to allow Mr. Lawton to focus more entirely on asset management. Ms. Hicks also advised that additional funding to be able to complete the reserve study would be provide very beneficial information to the asset management program. “We’d also like to be able to bring on an asset management consultant and the primary goal for that will be to help us integrate towards the Tyler Enterprise Asset Management solution, but also migrate away from our current computerized maintenance management system. Looking a little bit further, we would like then to bring in a full-time systems analyst that will help us with that complete transition to an asset management program. One of the things that we really wanted to point out is while we have very effective solutions that are working right now, they don’t talk to each other and that’s a component that’s missing because there’s going to be silos of information which could be much more complete in that enterprise asset management system. And so that fiscal year (2021), we would also like to have a consultant help us integrate our capital forecasting from the reserve study into that asset management solution and then give us continued support on to that new software platform.” In response to a question, Ms. Hicks reviewed “numbers to go with the needs.”

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Ms. Hicks discussed the importance of becoming a “Smart City.” “We want to be able to ... collect that data and use that information to make good choices, to more efficiently operate, share information with our citizens, and improve the quality of our services and the citizens’ welfare. And asset management is really a key for that. It’s a key to a smart city. It provides us that data and information for our asset management program.” Ms. Hicks emphasized “it’s not about intelligent decision making only. We really think it’s about responsibly making decisions because, in the long run, that’s going to reduce the risk to our City and exposing our citizens to that risk as well.” Ms. Hicks thanked the Board members and City staff for the opportunity to present the information.

Supervisor Barrette commended the presentation, and expressed appreciation for the attention toward integration. He expressed concern that since there are no additional funds, transportation will slip in priority. Mr. Lawton assured the Board that transportation is a priority. “... the pavement condition index is what we have ... it’s the best measure that we’ve got. So where we need to improve integration is tying that to our GIS and the work order system. So even if we’re not able to throw a bunch of money at CIP, we’re at least seeing what the real picture is by the impact of not maintaining those roads. So ... when we do other CIP planning for water ... or sewer infrastructure, if there’s a critical road that falls within those areas, that’s aligning all of those improvements among infrastructure systems and that’s going to ultimately save us money ...” Ms. Hicks advised that staff is already pursuing integration and overlap of capital improvements.

Supervisor Bonkowski compared the asset management program with the accomplishments of former Public Works Department Director Dorothy Timian-Palmer relative to water rights “only on steroids. It’s a bigger project. It has more impact. Going forward ... we’re going to be really happy if we implement this right because it will drive the way we prioritize running services for the City.” Supervisor Bonkowski viewed the asset management program as “two-tiered ... where roads will be by itself because of the financial impact required to be able to maintain the roads. That exceeds ... everything else that the City has to do.” Supervisor Bonkowski suggested “we’ll be able to inventory and include in the reserve study what our needs are for the entire system but, when it comes to actually doing the work and implementing maintenance, I think that we have to remove roads from that and keep that separate and figure out a financial solution or a revenue solution for that while we implement everything else systemwide across the City.” Supervisor Bonkowski expressed the opinion that “we need to get the inventory and the condition assessment done while the economy is still good which means we have maybe a two-year window. Because once revenues flatten out, it’s going to be very difficult for us to make those allocations and get that work done.” Mr. Lawton and Mr. Stucky responded to questions of clarification, and discussion followed.

Supervisor Bagwell expressed concern that a reserve study will “always ... paint a really horrible picture. ... It’s going to ... show that we don’t have enough money no matter what we do.” She inquired as to the importance of the reserve study “versus really concentrating our efforts on actual tasks that need to get accomplished.” Ms. Hicks explained that the reserve study will “just ... look at facilities, parks, and landfill, the general funded systems because there are certain special reserves for water and sewer and we already talked about streets having their own. And so that was why we narrowed down that those were the ones that don’t have a mandated reserve and why we wanted to focus on those. ... one of the systems and companies that we’ve been looking at does a little bit more and we would be excited if we had an opportunity to use them. ... what they’ll actually do is ... send people here, professional engineers will go through each of our facilities and they will do a very in-depth analysis as to the components of those facilities that we identify. So while we’ve done our initial position assessments and smart sheet and it’s given us a good idea of where some of our issues are, this is really going to take it to the next level. And

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it's going to give us professional cost estimates on what those replacement and maintenance values will be. So while it ... will give us that ... annual amount that they project we should set aside to ... meet those peak years in the future, it's also going to really identify what is critical for our facilities and our parks to be replaced in the short term. It's going to help us in that overall condition assessment. ... our goal is to integrate that into the asset management system as we perform maintenance and reports are issued, it's going to update all of that information." Supervisor Bonkowski suggested that the reserve study "will be the driver for our policy decisions because it will tell us whether we need to look at contracting out or looking outside the box on how we run a system or whether we divest of certain assets because we can't afford to maintain them. And that's a critical part of our facilities that we need to look at. How much of our facilities do we actually need to keep. Northgate being a prime example. It costs us a lot of money. We get basically no benefit out of it other than we're providing a home for nonprofits who then provide services back to the City. We have to look at all of that data to decide what we can or can't afford to do and that's where the reserve study will help us as well." Ms. Hicks and Ms. Paulson responded to questions of clarification.

Mayor Crowell commended Mr. Stucky, Ms. Hicks, and Mr. Lawton on their "professional presentation." Mr. Lawton responded to questions regarding as-built drawings in Carson City. He stated, "We're actually going through a comprehensive scanning effort to make sure that we have high-quality scans of all those as-builts." Mayor Crowell noted the importance of infrastructure sustainability and, again, commended everyone involved in the presentation. He acknowledged the need for funding and also encouraged expressing "honest opinions" regarding "infrastructure, what we really need to do, because we need to know that as well."

Mayor Crowell recessed the meeting at 9:46 a.m. and reconvened at 9:56 a.m.

**6(B) JOINT PRESENTATION AND DISCUSSION BY THE CARSON CITY SHERIFF AND FIRE CHIEF CONCERNING FUTURE BUILDING AND STAFFING NEEDS FOR PUBLIC SAFETY (9:57:20)** - Ms. Paulson introduced this item, and welcomed Fire Chief Sean Slamon and Sheriff Ken Furlong. Mayor Crowell requested a round of applause for Sheriff Furlong and his staff, and requested him to convey to his staff the Board's appreciation. Supervisor Bonkowski related anecdotal information relative to the recent arrest of a murder suspect, who had committed crimes in Douglas County and Washoe County.

Chief Slamon provided an overview of his presentation, and narrated a PowerPoint presentation which was displayed in the meeting room. Chief Slamon responded to questions throughout his presentation and discussion followed. Sheriff Furlong discussed difficulties associated with the recent multi-agency operation, "and no one common means ... for communicating with everybody. ... The need for that central capability of responding to a major emergency in this town ... needs to be seriously addressed." Sheriff Furlong responded to questions of clarification, and discussion followed. Chief Slamon continued his presentation, responded to additional questions of clarification, and additional discussion followed.

Mayor Crowell recessed the meeting at 10:52 a.m., and reconvened at 11:02 a.m.

**6(C) PRESENTATION BY THE DISTRICT ATTORNEY'S OFFICE TO DISCUSS A REVIEW AND REVISION PROCESS TO UPDATE THE CARSON CITY MUNICIPAL CODE FOR GENERAL REORGANIZATIONAL AND STRUCTURAL CHANGES AND FOR LEGAL CONSISTENCY (11:02:16)** - Ms. Paulson introduced this item. Sheriff Ken Furlong presented statistical information on the City's crime index, and discussed the importance of continued interdepartmental and

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interagency cooperation. (11:04:44) District Attorney Jason Woodbury advised of “one pending murder case in this jurisdiction ... that happens to be 25 years old. So, for a community not too small at 55,000 or so to have one pending murder case is a pretty extraordinary accomplishment for law enforcement to achieve.”

Mr. Woodbury provided an overview of his presentation, and requested input of the Board members and City staff as to what the Municipal Code should be. Mr. Woodbury and Mr. Yu responded to questions of clarification, and discussion took place, throughout the presentation. Mr. Yu narrated that portion of the presentation relative to legal authority challenges. Mr. Woodbury presented the plan for the review and revision process, and responded to questions of clarification. The Board members commended the presentation.

Ms. Paulson recessed the meeting at 12:14 p.m. for lunch at The Union. The meeting reconvened at 1:14 p.m.

**6(D) DISCUSSION REGARDING 2019 CITY DEPARTMENT OBJECTIVES FOR: PARKS, RECREATION, AND OPEN SPACE DEPARTMENT; COMMUNITY DEVELOPMENT DEPARTMENT; PUBLIC WORKS DEPARTMENT; HEALTH AND HUMAN SERVICES DEPARTMENT; FINANCE DEPARTMENT; HUMAN RESOURCES DEPARTMENT; AND INFORMATION TECHNOLOGY DEPARTMENT (1:15:03)** - Ms. Fralick introduced this item, and provided direction with regard to the breakout session format. Discussion was indistinguishable as all of the workshop participants divided themselves into seven “stations”, and moved from station to station in 20 to 25 minute intervals. [Mayor Crowell left the meeting room; a quorum was still present.]

Following the breakout session, Ms. Fralick expressed appreciation to Purchasing and Contracts Administrator Carol Akers, Business Manager Janet Busse, and Office Specialist Rachael Porcari for designing the water bottles which were provided as gifts to each of the workshop participants. At Ms. Fralick’s request, each of the Department Directors or their designees summarized discussion which took place during the breakout session.

(3:18:06) Planning Manager Hope Sullivan advised that her topic was entitled, “The City’s Role in Economic Development in Carson City.” She expressed the opinion that “the take away is the City needs to have a better understanding of the role of NNDA, because it’s the third-party vendor. The Mayor volunteered to arrange for a meeting so that we could better understand what their responsibilities are and make sure we’re utilizing them according to their contract. And there’s also reports that have been done by former economic development staffers that articulate deficiencies that the City has in terms of attracting business so we have to ... brush off those reports and figure out how to address those deficiencies to the extent we can address them.”

(3:19:00) Health and Human Services Department Director Nicki Aaker advised that her topic was to consider a district health department. She provided background information and a status on surrounding counties’ boards of health. She advised of inquiries by state representatives as to whether the City is still interested in forming a district board of health with other counties. “What we’re looking at is getting a CDC person through a program that can research this for us and ... the take away is ... that there’s a lot more research that needs to be done on this. There’s some concern over loss of control, the equitable delivery of services and how that would look for Carson City. Is it a benefit for Carson City?”

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(3:20:50) Chief Financial Officer Sheri Russell advised that her topic had been the community support services grants and “the idea that some of the nonprofits that we fund are dedicated funding and some of them are competitive. And so I was wondering if we wanted to change that allocation. And the take away is no. We want to keep one five-year cycle intact and so, maybe in 2021, we’ll revisit this after we’ve done one five-year cycle.”

(3:21:37) Chief Information Officer Eric Von Schimmelmenn advised that his topic had been “an overview of ... ERP and all the different large projects that we’ve got going on ... What that brought out was, on top of that, we’re getting so many requests from every department out here that we’re getting way overworked with this, overloaded with projects, and there’s no way to prioritize this so we’re trying to get different ideas on how to do that. What came out of it is we’re going to revamp the Technology Governance Committee and have more policy and formal procedures for anything coming through the IT department to get formal approval on any software applications, anything that we need so we can kind of prioritize this and get this under control.”

(3:22:45) Public Works Department Director Darren Schulz advised that his groups had “talked about effluent; where we are now and we’re going to do an update to our master plan. So we were looking for input in terms of things that we should consider and also try and educate so everybody understands what we’re talking about. We got some really, really great feedback. Shout out to Andy [Hummel] and Jennifer [Lopez] who are experts in the topic. ... in summation, we need to be looking at the short term, what do we need to do right now and in the very near future. But then also, we need to be open to long-term so that we don’t get ourselves in trouble with the short-term decisions that are going to affect us long-term. Some of the things that were brought forward is expand sites where we can put effluent; both sites that we currently control and possible sites that we don’t control but that we could get. Looking from a regional perspective, get our regional partners involved. Do they have similar problems? So what could be done to look at it regionally. An education portion, both our users and to the public in terms of what we’re doing, why we’re doing it. The discussion came up of charging for effluent. It’s in our Code. We haven’t been doing it. Should we be doing it? So that’s one thing that we want to look at and bring back pros and cons. Maybe we just don’t do anything until ... we’re forced to do something and that solution appears. Sometimes it’s okay to wait. And then we just want to be open, as technology changes and there’s ways to treat the water more efficiently, less costly, that will open up a whole new slew of ways to solve this problem. So, maybe we don’t do anything today. Just be open for things tomorrow. So this is all input that’s going to go into that update of the master plan for effluent that we will be bringing back to you, to public comment over time. So you will see what’s coming with that.”

(3:25:09) Parks, Recreation, and Open Space Department Director Jennifer Budge advised that her topic the facility reservation process. “... everybody sort of agreed. Yes, we want our processes to reserve our facilities, especially for low-risk activities, ... to be easier and they should be customer friendly. So ... everyone sort of agreed on that process. Having triggers for those events, based on best practices throughout the region, was one of several ideas ... Obviously, alcohol can be a trigger and can complicate events but the simple meeting room or just a class, we shouldn’t make it difficult for people to use our facilities. So, ... we had some really great suggestions. We will talk to our insurance broker and, working together and all talking together to try to make processes a little bit less cumbersome and try not to get in our own way. And then, hopefully, with the goal of having everything on line and people can ... use our facilities.”

Ms. Fralick thanked everyone for their participation. Ms. Paulson thanked everyone for their attendance and participation, and invited feedback on the workshop format. Ms. Paulson thanked Ms. Busse, Ms.

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Porcari, and Ms. Akers for their assistance in setting up and furnishing the room with food, drinks, and swag. Ms. Paulson also thanked Ms. Fralick for helping to facilitate the workshop.

Supervisor Giomi expressed appreciation for the workshop format, including the breakout groups. Supervisor Bagwell commended the value of the workshop format, particularly the interaction between Board members and City staff. Supervisor Bonkowski expressed appreciation for the interaction, but noted that neither the strategic plan nor the open meeting law were covered. Mr. Woodbury discussed the comprehensive open meeting law review video which was produced by District Attorney's Office staff. Discussion took place regarding past orientation procedures for elected Board members.

Supervisor Giomi requested City staff to keep in mind "that the public doesn't know as much as you know. ... I found it happening a lot while I was campaigning that you feel like you're doing everything you can and I'm not saying that you're not. ... I just want you to have that thought in your head ... whether it's the public's lack of willingness to engage or our inability to get the message out. I don't know what it is but just keep that in mind that, while you live it everyday and you know it frontwards, backwards, and sideways, the public does not and, because of that, we often will get questions, as elected officials, that seem obvious to us and to you but they're not to the public. ... I just wanted you to have the benefit of my feelings on that because it was stark to me how, while I was in the job, ... I felt like I was doing everything ... you need to be doing."

Supervisor Bonkowski expressed the opinion that "as a citizen, your focus is on paying your mortgage and buying diapers and you've got enough to do getting through every day, making sure you have a job and a roof over your head, I don't know that there's a solution to getting people to pay more attention. There's people that are interested, they'll pay attention and 85% of the populace is never going to pay attention." Ms. Paulson referred to the budget open house and noted that, even with plenty of publication, not many people attend or participate. Supervisor Barrette noted that the local paper is only published twice a week, and acknowledged the difficulties associated with getting the word out.

In reference to earlier comments regarding the City's strategic plan, Ms. Paulson explained the purpose of the breakout sessions was to establish a direction for building the next fiscal year budget. "And then ... we'll start working on the next five-year strategic plan ... after July 1<sup>st</sup> because the current one will expire at the end of 2020." Ms. Paulson responded to questions of clarification. Supervisor Bonkowski expressed the opinion that the City's strategic plan "is pretty solid, but ... we don't have a mechanism in place to tie the actions that we take back to the strategic plan. ... When we get to that strategic planning session, what I'd like to set a portion of that day aside for is creating that mechanism so that strategic plan actually means something instead of just being a document on a shelf." Discussion followed.

**7. PUBLIC COMMENT (3:45:56)** - Mayor *Pro Tem* Bagwell entertained public comment; however, none was forthcoming.

**8. ACTION TO ADJOURN (3:46:12)** - Mayor *Pro Tem* Bagwell adjourned the meeting at 3:46 p.m.

The Minutes of the January 24, 2019 Carson City Board of Supervisors Workshop are so approved this 18<sup>th</sup> day of April, 2019.

ATTEST:

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ROBERT L. CROWELL, Mayor

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AUBREY ROWLATT, Clerk - Recorder