

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

Day: Thursday
Date: March 17, 2022
Time: Beginning at 8:30 am
Location: Community Center, Robert ‘Bob’ Crowell Board Room
851 East William Street
Carson City, Nevada

AGENDA

NOTICE TO THE PUBLIC:

• **Members of the public who wish to view the meeting may watch the livestream of the Board of Supervisors meeting at www.carson.org/granicus and by clicking on “In progress” next to the meeting date, or by tuning in to cable channel 191. Livestream of the meeting is provided solely as a courtesy and convenience to the public. Carson City does not give any assurance or guarantee that the livestream or cable channel access will be reliable. Although all reasonable efforts will be made to provide livestream, unanticipated technical difficulties beyond the control of City staff may delay, interrupt, or render unavailable continuous livestream capability.**

• **The public may provide public comment in advance of a meeting by written submission to the following email address: publiccomment@carson.org. For inclusion or reference in the minutes of the meeting, your public comment must include your full name and be submitted via email by not later than 3:00 p.m. the day before the meeting. Public comment during a meeting is limited to three minutes for each speaker.**

- 1. Call to Order - Board of Supervisors**
- 2. Roll Call**
- 3. Invocation - Nick Emery, Pastor, Hope Crossing Community 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 - February 17, 2022**
- 7. Special Presentations**

7.A Presentation of a Proclamation to recognize March 23, 2022 as Nevada Moves Day.
(Christopher Martinovich, cmartinovich@carson.org)

7.B Presentation of Length of Service certificates to City Employees. (Alana Mills, amills@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

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.

8. City Manager

8.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 February 5, 2022 through March 4, 2022. (Nancy Paulson, npaulson@carson.org)

Staff Summary: Pursuant to Carson City Municipal Code ("CCMC") Chapter 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: Discussion and possible action regarding the report on the condition of each fund in the treasury and the statements of receipts and expenditures through March 4, 2022, 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.

9.B For Possible Action: Discussion and possible action regarding the designation of HintonBurdick CPAs and Advisors ("HintonBurdick") as the auditing firm for Fiscal Year 2021-22, to provide auditing services in an amount not to exceed \$94,750. (Sheri Russell, srussell@carson.org)

Staff Summary: NRS 354.624 requires Carson City to designate the auditor or audit firm not later than three months before the close of the Fiscal Year for which the audit is to be made. Carson City must also notify the Department of Taxation of the designation by March 31, 2022. Staff's recommendation to designate HintonBurdick was approved by the Audit Committee on

March 9, 2021, and on March 18, 2021, the Board of Supervisors approved a three-year contract with two optional one-year extensions.

10. Treasurer

10.A For Possible Action: Discussion and possible action regarding the Treasurer's monthly statement of all money on deposit, outstanding checks and cash on hand for February 2022, submitted per Nevada Revised Statutes ("NRS") 354.280. (Andrew Rasor, arasor@carson.org)

Staff Summary: NRS 354.280 requires the Treasurer to keep a record of the source and amount of all receipts, apportionments to, payments from and balances in all funds and to submit to the Board of Supervisors each month a statement containing that information for the previous month. The Treasurer must report the balance in each county, state and special fund, together with a statement of all money on deposit, outstanding checks against that money and cash on hand.

(End of Consent Agenda)

Ordinances, Resolutions, and Other Items

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

12. Clerk Recorder

12.A For Possible Action: Discussion and possible action regarding the Annual Technology Fund Report required to be submitted pursuant to NRS 247.306, containing the estimated proceeds collected by the Carson City Clerk-Recorder in Fiscal Year ("FY") 2022 and a proposal for the expenditures of those proceeds. (Aubrey Rowlett, arowlett@carson.org)

Staff Summary: This report shows the estimated proceeds and expenditures for FY 2022. NRS 247.306 requires the Carson City Clerk-Recorder to submit to the Board of Supervisors an annual report which contains: (1) an estimate of the proceeds that the Clerk-Recorder will collect from the additional fee imposed pursuant to subsection 2 of NRS 247.305 in the following FY; and (2) a proposal for expenditures of the proceeds from the additional fee imposed pursuant to subsection 2 of NRS 247.305 for the costs related to the technology required for the office of the Clerk-Recorder for the following FY.

13. Juvenile

13.A For Discussion Only: Discussion and presentation on the Carson City Juvenile Detention Center Needs Assessment. (Ali Banister, ABanister@carson.org)

Staff Summary: H+K Architects has concluded an overall review of the Carson City Juvenile Detention Center. The review included performing a facility needs assessment and developing a comprehensive plan for expanding the existing facility, as well as constructing a new facility in a phased approach to satisfy industry standards and meet the current and future operational needs of the Carson City Department of Juvenile Services. The presentation will provide a summary of the study's findings.

14. Parks and Recreation

14.A For Discussion Only: Discussion and presentation by Duncan Golf Management dba TDS Golf at Eagle Valley LLC (“Duncan Golf Management”) regarding operations and management of Eagle Valley Golf Course (“EVGC”). (Jennifer Budge, jbudge@carson.org, David Navarro, dnavarro@carson.org)

Staff Summary: Carson City owns EVGC located in John D. Winters Centennial Park. In September 2021, the City extended a License Agreement through 2027 with Duncan Golf Management for operations and management of the course. This item will provide an overview of their operations, contractual items and review of capital needs.

15. Public Works

15.A For Possible Action: Discussion and possible action regarding an update on the City’s Asset Management Program and direction on the future of the Program. (Tyler Jesse, TJesse@carson.org; Robert Nellis, RNellis@carson.org; Randall Rice, RRice@carson.org)

Staff Summary: Staff will provide a brief update to the Board of Supervisors regarding the progress of the City’s Asset Management Program. Discussion topics include: updates on Geographic Information Systems (“GIS”) services including mobile data collection, apps, dashboards and data conversion; how Carson City is leveraging its Enterprise Asset Management system (“EAM”); how the City’s Facility Condition Assessment data is being leveraged; and the current status of Carson City’s first-generation Strategic Asset Management Plan (“SAMP”) and direction on the future of the program.

15.B For Possible Action: Discussion and possible action regarding a proposed Carson City Fleet Vehicle and Equipment Replacement Policy (“Policy”). (Mike Shaffer, MShaffer@carson.org; Dan Stucky, DStucky@carson.org)

Staff Summary: Based on direction from the Board of Supervisors, staff has modified the City’s fleet assessment and replacement criteria and developed the Policy with a ranking system for establishing the City’s annual vehicle and equipment replacement list.

16. City Manager

16. A For Possible Action: Discussion and possible action regarding a proposed resolution for the adoption of a fee schedule, a waiver of fees or a partial waiver of fees for copies of public records. (Nancy Paulson, npaulson@carson.org)

Staff Summary: NRS 239.052 authorizes a governmental entity to charge a fee for providing a copy of a public record, except that such a fee must not exceed the actual cost of providing the copy. A governmental entity may also waive all or a portion of a charge or fee for a copy of a public record if the governmental entity adopts a written policy to that effect and posts, in a conspicuous place at each office in which the entity provides copies of public records, a sign or notice stating the terms of the policy. If a fee schedule is adopted, a sign or notice stating the fees or stating the location at which the fees may be obtained must be posted at each office in which copies of public records are provided.

17. 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

Closed Non-Meeting to Confer with Management Representatives and Counsel:

Following a recess or adjournment, the Carson City Board of Supervisors may gather to meet with its management representatives or to receive information from an attorney employed or retained by the City regarding potential and/or existing litigation involving matters over which the public body has supervision, control, jurisdiction or advisory power and to deliberate toward decisions on the matters.

18. 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.

19. For Possible Action: To Adjourn

****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. 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. **Public comment will be limited to three minutes per speaker to facilitate the efficient conduct of a meeting and to provide reasonable opportunity for comment from all members of the public who wish to speak.** Testimony from a person who is directly involved with an item, such as City staff, an applicant or a party to an administrative hearing or appeal, is not considered public comment and is not subject to the three-minute time limitation.

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.

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.

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.

To request a copy of the supporting materials for this meeting contact Rachael Evanson at revanson@carson.org or call (775) 887-2100.

This agenda and backup information are available on the City's website at 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.

This notice has been posted at the following locations:

City Hall 201 North Carson Street

www.carson.org/agendas

<http://notice.nv.gov>