

CARSON CITY BOARD OF SUPERVISORS
Minutes of the October 6, 2022 Meeting
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A regular meeting of the Carson City Board of Supervisors was scheduled for 8:30 a.m. on Thursday, October 6, 2022, in the Community Center Robert “Bob” Crowell Boardroom, 851 East William Street, Carson City, Nevada.

PRESENT:

Mayor Lori Bagwell
Supervisor Stacey Giomi, Ward 1
Supervisor Maurice White, Ward 2
Supervisor Stan Jones, Ward 3
Supervisor Lisa Schuette, Ward 4

STAFF:

Nancy Paulson, City Manager
Stephanie Hicks, Deputy City Manager
Todd Reese, Senior Deputy District Attorney
Tamar Warren, Senior 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. All meeting minutes are available for review at: <https://www.carson.org/minutes>.

1 - 4. CALL TO ORDER, ROLL CALL, INVOCATION, AND PLEDGE OF ALLEGIANCE

(8:30:20) – Mayor Bagwell called the meeting to order at 8:30 a.m. Ms. Warren called roll and noted the presence of a quorum. Bruce Henderson, Airport Road Church of Christ Minister, provided the invocation. At Mayor Bagwell’s request, Carson City Fire Chief Sean Slamon led the Pledge of Allegiance.

5. PUBLIC COMMENT

(8:33:22) – Mayor Bagwell entertained public comments; however, none were forthcoming. She also reminded everyone of the “Think Pink” campaign in honor of breast cancer month in October. Mayor Bagwell also acknowledged the volunteerism of the local Lowe’s employees and the Rebuilding Together team, who had painted the Carson City home of a veteran. She thanked members of the community who had volunteered to join her in the Lone Mountain Cemetery Community Cleanup, adding that the activity would start with registration at 8:45 a.m.

6. FOR POSSIBLE ACTION: APPROVAL OF MINUTES – SEPTEMBER 1, 2022

(8:34:47) – Mayor Bagwell introduced the item and entertained comments, corrections, or a motion.

(8:34:58) – Supervisor Giomi moved to approve the minutes of the September 1, 2022 Board of Supervisors meeting as presented. The motion was seconded by Supervisor Jones and carried 5-0-0.

7. SPECIAL PRESENTATIONS

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7.A PRESENTATION OF A PROCLAMATION RECOGNIZING OCTOBER 9-15, 2022, AS FIRE PREVENTION WEEK.

(8:35:17) – Mayor Bagwell introduced the item and invited Mr. Slamon and members of the Carson City Fire Department to join her as she read into the record a Proclamation recognizing October 9-15, 2022, as Fire Prevention Week. Mr. Slamon explained that community members, especially the elderly or those unable to climb a ladder may request assistance from the Fire Department by calling the non-emergency dispatch number to have their smoke alarm tested and to receive a fire escape plan. Mr. Slamon recommended changing smoke detector batteries proactively and recommended daylight savings times as reminders. He also advised purchasing carbon monoxide detectors. The team joined the mayor in a commemorative photograph.

CONSENT AGENDA

(8:41:16) – Mayor Bagwell introduced the item and inquired whether the Board or members of the public wished to pull items from the Consent Agenda; however, none were forthcoming. She entertained a motion.

(8:41:50) – Supervisor Giomi moved to approve the Consent Agenda consisting of items 8.A, 9.A, 10.A, 10.B, 11.A, 12.A, 12.B, 12.C, 12.D, and 13.A as presented. Supervisor White seconded the motion.

RESULT:	APPROVED (5-0-0)
MOVER:	Supervisor Giomi
SECONDER:	Supervisor White
AYES:	Supervisors Giomi, Jones, Schuette, White, and Mayor Bagwell
NAYS:	None
ABSTENTIONS:	None
ABSENT:	None

8. ASSESSOR

8.A FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING A REQUEST TO CORRECT A CLERICAL ERROR AND INCREASE THE TAXES FOR FISCAL YEARS ("FYS") 2021/2022 AND 2022/2023 IN THE AMOUNT OF \$718.82 FOR THE PROPERTY LOCATED AT 607 PAT LANE, ASSESSOR'S PARCEL NUMBER ("APN") 009-068-06, PER NRS 361.765 FOR A CORRECTED COMBINED TOTAL TAX AMOUNT OF \$1,809.53. (KIMBERLY ADAMS, KADAMS@CARSON.ORG)

STAFF SUMMARY: THE CARSON CITY ASSESSOR'S OFFICE IS REQUESTING THE INCREASE OF TAXES TO THE FYS 2021/2022 AND 2022/2023 REAL PROPERTY TAX ROLLS FOR THE SUBJECT PROPERTY DUE TO A CLERICAL ERROR.

9. FINANCE

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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 SEPTEMBER 23, 2022, PER NRS 251.030 AND NRS 354.290.

10. HEALTH AND HUMAN SERVICES

10.A FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING THE PROPOSED ACCEPTANCE OF THE ACCOUNT FOR AFFORDABLE HOUSING TRUST FUNDS ("AAHTF") GRANT FROM THE STATE OF NEVADA DEPARTMENT OF BUSINESS AND INDUSTRY NEVADA HOUSING DIVISION, IN THE AMOUNT OF \$70,000, EFFECTIVE JULY 1, 2022, THROUGH JUNE 30, 2025.

10.B FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING A PROPOSED RATIFICATION OF THE ACCEPTANCE OF THE SHELTER PLUS CARE ("SPC") GRANT FROM THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT ("HUD") THROUGH THE RURAL NEVADA CONTINUUM OF CARE, IN THE AMOUNT OF \$56,312 REIMBURSED IN FISCAL YEAR ("FY") 2023, EFFECTIVE SEPTEMBER 2022, THROUGH AUGUST 31, 2023.

11. PARKS AND RECREATION

11.A FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING A PROPOSED AMENDMENT ("AMENDMENT") TO THE NON-EXCLUSIVE EASEMENT APPURTENANT DEED AND AGREEMENT ("AGREEMENT") BETWEEN CARSON CITY, NEVADA, A CONSOLIDATED MUNICIPALITY AND POLITICAL SUBDIVISION OF THE STATE OF NEVADA ("CITY"), AND CARLOS AND HILARY MENDEGUIA ("GRANTEES") THAT WOULD MODIFY AND REPLACE SECTION 20 OF THE AGREEMENT, REGARDING AN ACCESS CONTROL GATE AT THE END OF EMPIRE RANCH ROAD, ASSESSOR'S PARCEL NUMBER ("APN") 010-581-17, AND REQUIRE THAT ANY REPLACEMENT OF THE GATE BE COMPLIANT WITH THE AMERICANS WITH DISABILITIES ACT ("ADA"), THE GATE BE OPEN FOR PUBLIC USE DURING DAYTIME HOURS AND COSTS TO MAINTAIN, REPAIR OR REPLACE THE GATE BE SPLIT EVENLY BETWEEN THE CITY AND THE GRANTEES.

12. PURCHASING AND CONTRACTS

12.A FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING AUTHORIZATION TO PURCHASE EQUIPMENT, SOFTWARE, AND RELATED SUPPORT SERVICES FOR A VIRTUAL REALITY TRAINING SYSTEM FOR THE CARSON CITY SHERIFF'S OFFICE ("CCSO") THROUGH INVERIS TRAINING SOLUTIONS, INC. ("IVTS") FOR A TOTAL AMOUNT NOT TO EXCEED \$62,500.

12.B FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING A PROPOSED CONTRACT WITH ILOOKABOUT ("ILA") FOR THE STREETScape IMAGE

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DELIVERY SYSTEM AND FOR A GEOVIEWPORT SUBSCRIPTION FOR AN AMOUNT NOT TO EXCEED \$69,000, FOR A ONE-YEAR TERM, INCLUDING ONE YEAR OF ACCESS TO THE IMAGERY DATABASE UPON DELIVERY OF THE STREETScape IMAGERY, AND AUTHORIZATION FOR THE ASSESSOR TO SIGN THE CONTRACT.

12.C FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING AUTHORIZATION TO PURCHASE THREE AUTOPULSE RESUSCITATION SYSTEMS, PLUS RELATED ACCESSORIES, AND THREE ONE-YEAR SERVICE PLANS, FOR THE CARSON CITY FIRE DEPARTMENT (“CCFD”) THROUGH JOINDER CONTRACT PS20200 BETWEEN THE LEAGUE OF OREGON CITIES AND ZOLL MEDICAL CORPORATION (“ZOLL”) FOR AN AMOUNT NOT TO EXCEED \$60,254.10.

12.D FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING AUTHORIZATION TO PURCHASE ALIENVault CYBERSECURITY SOFTWARE, PROVIDED THROUGH ESCAPE VELOCITY HOLDINGS, INC. DBA TRACE3 LLC (“TRACE3”), FOR ONE YEAR, FOR A NOT TO EXCEED ANNUAL AMOUNT OF \$82,039.70.

13. SHERIFF

13.A FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING PROPOSED REVISIONS TO THE 911 SURCHARGE MASTER PLAN FOR FISCAL YEARS 2023 THROUGH 2027.

END OF CONSENT AGENDA

ORDINANCES, RESOLUTIONS, AND OTHER ITEMS

14. ITEM(S) PULLED FROM THE CONSENT AGENDA WILL BE HEARD AT THIS TIME

No items were pulled from the Consent Agenda.

15. INFORMATION TECHNOLOGY

15.A FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING THE SUBMISSION OF A DEPARTMENT OF HOMELAND SECURITY STATE AND LOCAL CYBERSECURITY GRANT APPLICATION THROUGH THE NEVADA DIVISION OF EMERGENCY MANAGEMENT (“NDEM”) FOR A NOT TO EXCEED AMOUNT OF \$350,000.

(8:42:18) – Mayor Bagwell introduced the item and entertained Board and/or public comments; however, none were forthcoming. She then entertained a motion.

(8:42:48) – Supervisor Schuette moved to approve submittal of the grant application. Supervisor White seconded the motion.

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RESULT:	APPROVED (5-0-0)
MOVER:	Supervisor Schuette
SECONDER:	Supervisor White
AYES:	Supervisors Giomi, Jones, Schuette, White, and Mayor Bagwell
NAYS:	None
ABSTENTIONS:	None
ABSENT:	None

16. FINANCE

16.A FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING RECOMMENDATIONS OF THE CARSON CITY AUDIT COMMITTEE TO APPROVE THE COMPLETED REMEDIATION PLANS AND REMOVE FINDINGS FROM THE AUDIT FINDINGS TRACKING SUMMARY REPORT.

(8:43:06) – Mayor Bagwell introduced the item and read into the record a prepared disclosure statement applicable to both items 16.A and 16.B, advised of no disqualifying conflict of interest and stated that she would participate in discussion and action. Carson City Chief Financial Officer Sheri Russell presented the internal audit report and reviewed the closure recommendations by the Audit Committee, both of which are incorporated into the record. She also responded to clarifying questions by the Supervisors. Mayor Bagwell invited Community Development Director Hope Sullivan and Chief Information Officer Frank Abella to respond to Board questions. She also inquired about Finding No. 7 of the Community Development internal audit: *CAA contract states that the Building Official with CAA is to provide building code enforcement. Based on interviews and discussions with Director and Building Official, CAA is not providing building code enforcement.* Ms. Sullivan clarified that after meeting with the City Manager’s Office, the District attorney’s Office, and Charles Abbott Associates, Inc. (CAA) it was determined that CAA had “a code enforcement role as part of their contract and they are pursuing that.”

(8:59:26) – Mayor Bagwell clarified that due to confidentiality, the IT Vulnerability Update internal audit details would not be discussed; however, she was informed by Mr. Abella that he found the external review valuable, especially the resource allocation recommendations, citing the rapid changes in technology. Ms. Russell explained that the third-party audit would take place every two years and Mr. Abella noted that the Information Technology team is constantly evaluating and resolving external threats. Supervisor Giomi inquired about the internal audit for body cameras and Ms. Russell stated that the policies were reviewed, and it was determined “they were aligned with the Nevada Revised Statute (NRS). Mayor Bagwell entertained public comments and when none were forthcoming, a motion.

(9:01:57) – Supervisor Jones moved to approve the Audit Committee's recommendation as presented. Supervisor Giomi seconded the motion.

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RESULT:	APPROVED (5-0-0)
MOVER:	Supervisor Jones
SECONDER:	Supervisor Giomi
AYES:	Supervisors Giomi, Jones, Schuette, White, and Mayor Bagwell
NAYS:	None
ABSTENTIONS:	None
ABSENT:	None

16.B FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING THE FISCAL YEAR ("FY") 2023 AUDIT WORK PROGRAM AND AUDIT SERVICES RECOMMENDED BY THE AUDIT COMMITTEE TO BE PERFORMED BY THE CITY'S RETAINED INTERNAL AUDITOR, EIDE BAILLY, LLP, FOR AN AMOUNT NOT TO EXCEED \$110,000.

(9:02:22) – Mayor Bagwell introduced the item and noted her disclosure during item 16.A would apply to this item as well. Ms. Russell presented the Staff Report and the FY 2022/2023 proposed internal audits, all of which are incorporated into the record. She also alerted the Board that a supplemental budget for FY 2023/2024 request would be presented as the budget had not changed for over 10 years. Mayor Bagwell entertained Board and/or public comments and when none were forthcoming, a motion.

(9:05:19) – Supervisor Schuette moved to direct Eide Bailly, LLP to proceed with the Fiscal Year 2023 Audit Work Program as discussed. Supervisor White seconded the motion.

RESULT:	APPROVED (5-0-0)
MOVER:	Supervisor Schuette
SECONDER:	Supervisor White
AYES:	Supervisors Giomi, Jones, Schuette, White, and Mayor Bagwell
NAYS:	None
ABSTENTIONS:	None
ABSENT:	None

17. RECESS AS THE BOARD OF SUPERVISORS

(9:05:44) – Mayor Bagwell recessed the Board of Supervisors meeting.

REDEVELOPMENT AUTHORITY

18. CALL TO ORDER & ROLL CALL - REDEVELOPMENT AUTHORITY

(9:05:39) – Chairperson Bagwell called the Redevelopment Authority meeting to order. Roll was called and a quorum was present.

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19. PUBLIC COMMENT

(9:06:12) – Chairperson Bagwell entertained public comments; however, none were forthcoming.

20. FOR POSSIBLE ACTION: APPROVAL OF MINUTES - JULY 7, 2022

(9:06:21) – Chairperson Bagwell introduced the item and entertained comments, changes, and/or a motion.

(9:06:29) – Vice Chair Giomi moved to approve the minutes of the July 7, 2022 Redevelopment Authority meeting as presented. Member Jones seconded the motion which carried 5-0-0.

21. COMMUNITY DEVELOPMENT - PLANNING

21.A FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION CONCERNING A RECOMMENDATION TO THE BOARD OF SUPERVISORS REGARDING THE EXPENDITURE OF \$2,348,998 FROM THE FISCAL YEAR (“FY”) 2023 REDEVELOPMENT REVOLVING FUND TO SUPPORT VARIOUS EVENTS, INCENTIVES AND CAPITAL IMPROVEMENT PROJECTS AS INCLUDED IN THE FY 2023 REDEVELOPMENT BUDGET AND CAPITAL IMPROVEMENT PROGRAM.

(9:06:50) – Chairperson Bagwell introduced the item and stated that the discussion of the item would be based on the late material which requested authorization for the expenditure of \$2,301,998 from the FY 2023 Redevelopment Revolving Fund and not \$2,348,998 as noted in the earlier Staff Report. Ms. Sullivan clarified that the request was “consistent with the approved budget.” There were no public comments. Member White explained that he could not support the Façade Improvement Program; therefore, he would vote against the item.

(9:07:59) – Vice Chair Giomi moved to recommend to the Board of Supervisors approval of the expenditures from the FY 2023 Redevelopment Revolving Fund as presented in the late material with an authorization for the expenditure of \$2,301,998. The motion was seconded by Member Schuette.

RESULT:	APPROVED (4-1-0)
MOVER:	Vice Chair Giomi
SECONDER:	Member Schuette
AYES:	Chair Bagwell, Vice Chair Giomi, Members Jones and Schuette
NAYS:	Member White
ABSTENTIONS:	None
ABSENT:	None

22. PUBLIC COMMENT

(9:08:32) – Chairperson Bagwell entertained final public comments; however, none were forthcoming.

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23. FOR POSSIBLE ACTION: TO ADJOURN AS THE REDEVELOPMENT AUTHORITY

(9:08:39) – Chairperson Bagwell adjourned the Redevelopment Authority meeting at 9:08 a.m.

24. RECONVENE AS THE BOARD OF SUPERVISORS

(9:08:41) – Mayor Bagwell reconvened the Board of Supervisors meeting. A quorum was still present.

25. COMMUNITY DEVELOPMENT - PLANNING

25.A FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING A PROPOSED RESOLUTION AUTHORIZING THE EXPENDITURE OF \$2,348,998 FROM THE FISCAL YEAR (“FY”) 2023 REDEVELOPMENT REVOLVING FUND TO SUPPORT VARIOUS EVENTS, INCENTIVES AND CAPITAL IMPROVEMENT PROJECTS AS INCLUDED IN THE FY 2023 REDEVELOPMENT BUDGET AND CAPITAL IMPROVEMENT PROGRAM.

Pursuant to NRS 279.628, this Resolution must be adopted by a two-thirds vote of the Board of Supervisors.

(9:08:56) – Mayor Bagwell introduced the item and referenced the action taken by the Redevelopment Authority (item 21.A). She entertained additional Board and/or public comments, noting that Supervisor White’s previous comment “still stands.” There were no additional comments; therefore, she entertained a motion.

(9:09:12) – Supervisor Giomi moved to adopt Resolution No. 2022-R-30 as presented in late material. Supervisor Jones seconded the motion.

RESULT:	APPROVED (4-1-0)
MOVER:	Supervisor Giomi
SECONDER:	Supervisor Jones
AYES:	Supervisors Giomi, Jones, Schuette, and Mayor Bagwell
NAYS:	Supervisor White
ABSTENTIONS:	None
ABSENT:	None

motion

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**

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(9:10:01) – Mayor Bagwell entertained Board and Staff comments and noted that the Board (Team Chasing the Ice Cream Truck) was ready for the K-9 Unit Challenge event to be held on Saturday, October 15, 2022, at Fuji Park from 11 a.m. to 4 p.m. She invited members of the community to attend the event. Supervisor Giomi announced that the Pumpkin Patch at Seeliger Elementary School would also take place on Saturday, Oct. 15, 2022, from 9 a.m. to 3 p.m. Mayor Bagwell also announced the ribbon cutting and Disc Golf Tournament at Carson Ridge Disc Golf Course on Sunday, October 16, 2022. Supervisor Schuette explained that the Nevada Railroad Museum Harvest Train would run on October 15 and 16, 2022.

(9:13:56) – Ms. Paulson noted that a presentation on snowplowing procedures and the William Street Project 30 percent review would be provided by the Carson City Public Works Department as future agenda items.

CLOSED NON-MEETING TO CONFER WITH MANAGEMENT REPRESENTATIVES AND COUNSEL

This item took place after adjournment (item 28).

27. PUBLIC COMMENT

(9:14:31) – Mayor Bagwell entertained final public comments; however, none were forthcoming.

28. FOR POSSIBLE ACTION: TO ADJOURN

(9:16:50) – Mayor Bagwell adjourned the meeting at 9:16 a.m.

The Minutes of the October 6, 2022 Carson City Board of Supervisors meeting are so approved on this 3rd day of November 2022.

LORI BAGWELL, Mayor

ATTEST:

AUBREY ROWLATT, Clerk-Recorder