

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

Day: Thursday
Date: July 1, 2021
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:

The State of Nevada and Carson City are currently in a declared State of Emergency in response to the global pandemic caused by the coronavirus (COVID-19) infectious disease outbreak. In accordance with the applicable Directives issued under authority of the Governor’s Declaration of Emergency, including Directive 045, and subject to any potential changes in state or federal mandates or guidelines, face coverings are no longer required to be worn when attending this meeting in person if you have been fully vaccinated against COVID-19, you are not currently experiencing symptoms of illness and you have not tested positive for COVID-19 within 10 days prior to the date of this meeting. If you do not meet all of the foregoing requirements, you must wear a face covering when attending this meeting in person.

Members of the public who wish only to view the meeting but do NOT plan to make public comment 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.

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.

Members of the public who wish to provide live public comment via telephonic appearance in lieu of physical attendance may do so during the designated public comment periods indicated on the agenda by dialing the numbers listed below. Please do NOT join by phone if you do not wish to make public comment.

Join by phone:

Phone Number: +1-408-418-9388

Meeting Number: 146 577 0848

- 1. Call to Order - Board of Supervisors**
- 2. Roll Call**
- 3. Invocation - Ben Fleming, Silver Hills 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 - June 3, 2021

7. Special Presentations

7.A Presentation of a Proclamation to recognize July as Parks & Recreation Month. (Jennifer Budge, jbudge@carson.org)

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. Assessor

8.A For Possible Action: Discussion and possible action regarding a request to remove the taxes and penalties from the Unsecured Tax Rolls for Fiscal Years (“FY”) 2017/18, 2018/19 and 2019/20 per NRS 361.5607 in the amount of \$5,997.34. (Kimberly Adams, kadams@carson.org)

Staff Summary: The Carson City Assessor's Office is requesting the Board of Supervisors remove those taxes and penalties that have been deemed uncollectable from the Personal Property Tax Roll. The Assessor's Office has attempted to collect the taxes and penalties using the approved methods under NRS 361.450 and NRS 361.535 and those efforts have been unsuccessful.

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 June 17, 2021, 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.

10. Purchasing and Contracts

10.A For Possible Action: Discussion and possible action regarding authorization to purchase Fire Personal Protective Equipment-Turnouts and Fire Rescue Tools and Equipment from Curtis utilizing joinder contract No. PS20015 with NPPGov, for a not to exceed annual amount of \$125,000 through June 30, 2022 (File No. 21300006). (Carol Akers, CAkers@carson.org and Sean Slamon, SSlamon@carson.org)

Staff Summary: The Carson City Fire Department is responsible for providing turnouts and safety equipment to all the Fire Department personnel who are active in the field. These items must meet the National Fire Protection Association's ("NFPA") safety standards. This contract will allow the Carson City Fire Department to purchase this equipment as needed.

10.B For Possible Action: Discussion and possible action regarding authorization to purchase emergency medical equipment and supplies from Life Assist through joinder contract No. 7006639 with Dallas Fort Worth ("DFW") International Airport, for a not to exceed annual amount of \$145,000, through June 30, 2022 (File No. 21300007), and authorization for the Purchasing and Contracts Administrator to extend the joinder contract when it is renewed. (Carol Akers, CAkers@carson.org and Sean Slamon, SSlamon@carson.org)

Staff Summary: Through this contract, the Carson City Fire Department purchases emergency medical equipment and supplies used on a daily basis for Emergency Medical Services responses. This includes items such as IV supplies, medications, bandages, splints and other items used in the treatment of patients at the scene of medical calls and during transport.

10.C For Possible Action: Discussion and possible action regarding purchase authority for food for Carson City jail inmates, from vendors including, but not limited to, BakeMark, National Food Group, Nicholas and Company and Franco American Baking Company, for a total not to exceed amount of \$227,600 through June 30, 2022. (Carol Akers, CAkers@carson.org and Sheriff Ken Furlong, KFurlong@carson.org)

Staff Summary: The Carson City Sheriff's Office ("CCSO") has an annual budget of \$227,600 to purchase food for the jail inmates. There are four main vendors from which to make the purchases: BakeMark, National Food Group, Nicholas and Company and Franco American Baking Company. Pursuant to City policy, approval from the Board of Supervisors is required when the total amount spent with any one vendor exceeds \$50,000.

10.D For Possible Action: Discussion and possible action regarding Contract No. 21300038 with Atkins North America, Inc. ("Atkins") for on-call Geographic Information System ("GIS") services through June 30, 2022, and the development of a strategic asset management plan ("SAMP"), for a not to exceed amount of \$120,000. (Carol Akers; CAkers@carson.org and Randall Rice; RRice@carson.org)

Staff Summary: Atkins provides on-call GIS support to Carson City for the deployment of Esri's Enterprise GIS platform, deployment of web applications, mobile data collection tools, dashboard development, database management and system administration. In addition, Atkins supported the successful completion of the enterprise asset management needs assessment and software evaluation in the spring of 2020, providing best practice recommendations, including a

framework toward developing a Carson City SAMP. Staff recommends continuing the engagement of Atkins to leverage the specialized technical skill sets Atkins possess to perform the contracted work.

10.E For Possible Action: Discussion and possible action regarding Contract No. 21300034 with Michael Baker International (“MBI”) for on-call Geographic Information Systems (“GIS”) services through June 30, 2022, for an amount not to exceed \$125,000. (Carol Akers; CAkers@carson.org and Randall Rice; RRice@carson.org)

Staff Summary: MBI provides on-call GIS support to Carson City for internal services, external (public) services and optimizing/upgrading workflows to save time/money. Staff recommends continuing the City’s engagement with MBI to leverage the specialized technical skill sets MBI possesses to perform the contracted work.

10.F For Possible Action: Discussion and possible action regarding authorization to purchase radio communications equipment through joinder contract #P697-16-016, between Harris Corporation and Nevada Department of Transportation (“NDOT”) for a not to exceed amount of \$1,600,000 through June 30, 2022. (Carol Akers, cakers@carson.org and James Jacklett, jjacklett@carson.org)

Staff Summary: This approval provides for the purchase of radio equipment and associated goods and services necessary to support the City’s public safety radio capability in accordance with the Public Safety Radio System Plan.

10.G For Possible Action: Discussion and possible action regarding (1) the purchase of hardware components, software and services for various City Departments for a total aggregate amount not to exceed \$945,000 through joinder contracts with the following vendors: Insight Public Sector, Inc., Cisco Systems, Inc., Dell Marketing LP, CDW Government LLC, Microsoft, SHI International, Corp., Genetec, Inc. and Juniper Networks, (US) Inc.; and (2) authorization for the Purchasing and Contracts Administrator to extend the SHI International Corp. joinder contract when it is renewed. (Carol Akers; cakers@carson.org and Nancy Paulson, npaulson@carson.org)

Staff Summary: The Carson City Information Technology Department (“IT”) relies on joinder contracts with vendors to perform a majority of the City’s purchases of hardware, software and services needed for various City Departments in a given fiscal year (“FY”). Each year those joinder contracts are brought to the Board of Supervisors for approval. While many of the individual purchases and projects are not significant, when aggregated over the course of the year, they are substantial. The amount to be expended under these joinder contracts will be funded through the approved FY 2022 budgets of various City Departments, as has been the case in prior years.

10.H For Possible Action: Discussion and possible action regarding Fiscal Year (“FY”) 2022 temporary staffing services utilizing State of Nevada joinder contracts 99AWC-NV21-7576 with Marathon Staffing Group, Inc. (“Marathon”), 99AWC-NV21-7577 with Manpower Temporary Services (“Manpower”) and 99AWC-NV21-7575 with Acro Service Corporation (“Arco”), for an annual amount of \$1,022,407 with a \$205,000 contingency for a total not to exceed amount of \$1,227,407, to be funded from hourly and project accounts of various City Departments and Elected Offices. (Carol Akers, CAkers@carson.org and Sheri Russell, SRussell@carson.org)

Staff Summary: The State of Nevada issued a request for proposal for temporary employment services in December of 2020 and awarded contracts to Marathon, Manpower and Arco. Staff has reviewed the contracts and recommends joining on all three. This will provide a wide selection of temporary staffing needed throughout the City for FY 2022. The request for a \$205,000 contingency is to cover any unforeseen needs throughout the year. Typically, staff would seek a 10% contingency; however, this year it is still unknown how many temporary employees the Carson City Health and Human Services Department will require due to COVID-19 testing and vaccination efforts. Therefore, staff is requesting a one-time contingency of approximately 20%. Please note that testing and vaccination efforts due to COVID-19 will be federally funded through various grants.

10.I For Possible Action: Discussion and possible action regarding authorization to purchase vaccines utilizing the Minnesota Multistate Contract Alliance for Pharmacy ("MMCAP") joinder contract with Merck Sharp & Dohme Corp. ("Merck") for a not to exceed amount of \$65,000 through June 30, 2022. (Carol Akers, CAkers@carson.org and Nicki Aaker, naaker@carson.org)

Staff Summary: The Carson City Health and Human Services Department utilizes MMCAP Contract # MMS2000315 to purchase vaccinations and immunization supplies from Merck for vaccination through Clinical Services and Public Health Preparedness Community Vaccination efforts. This will be funded from the Health and Human Services Private Vaccine and Community Vaccine & Outreach revenue accounts through June 30, 2022.

10.J For Possible Action: Discussion and possible action regarding authorization to purchase vaccines utilizing the Minnesota Multistate Contract Alliance for Pharmacy ("MMCAP") joinder contract with Sanofi Pasteur Inc. ("Sanofi") for a not to exceed amount of \$71,275 through June 30, 2022. (Carol Akers, CAkers@carson.org and Nicki Aaker, naaker@carson.org)

Staff Summary: The Carson City Health and Human Services Department utilizes MMCAP Contract # MMS2000294 to purchase vaccinations and immunization supplies from Sanofi for vaccination through Clinical Services and Public Health Preparedness Community Vaccination efforts. This will be funded from the Health and Human Services Private Vaccine and Community Vaccine & Outreach revenue accounts through June 30, 2022.

10.K For Possible Action: Discussion and possible action regarding authorization to purchase vaccines utilizing the Minnesota Multistate Contract Alliance for Pharmacy ("MMCAP") joinder contract with GlaxoSmithKline ("GSK") for a not to exceed amount of \$102,100 through June 30, 2022. (Carol Akers, CAkers@carson.org and Nicki Aaker, naaker@carson.org)

Staff Summary: The Carson City Health and Human Services Department utilizes MMCAP Contract # MMS17016 to purchase vaccinations and immunization supplies from Sanofi for vaccination through Clinical Services and Public Health Preparedness Community Vaccination efforts. This will be funded from the Health and Human Services Private Vaccine and Community Vaccine & Outreach revenue accounts through June 30, 2022.

(End of Consent Agenda)

Ordinances, Resolutions, and Other Items

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

12. Sheriff

12.A For Discussion Only: Presentation of a biannual report on Carson City jail conditions and information concerning deaths of prisoners within the jail. (Jim Primka, jprimka@carson.org)

Staff Summary: During the 2019 Legislative Session, the Nevada Legislature enacted Assembly Bill (AB) 301, which requires the Sheriff to submit to the Board of Supervisors a biannual report containing aggregated data similar to the information required to be submitted pursuant to the federal Death in Custody Reporting Act of 2013, Public Law 113-242, concerning the deaths of prisoners in the jail during the immediately preceding 6 months and the circumstances surrounding any such deaths. AB 301 also requires the Board, at least twice each year, to include as an item on the agenda of a public meeting a consideration of the conditions of the jail, the number of deaths of prisoners in the jail and the known circumstances surrounding any such deaths during the immediately preceding 6 months.

13. Fire

13.A For Possible Action: Discussion and possible action regarding an interlocal contract between the State of Nevada, Department of Conservation and Natural Resources, Nevada Division of Forestry ("NDF") and Carson City for the City's participation in NDF's Wildland Fire Protection Program ("WFPP") from July 1, 2021, to June 30, 2023, for a total not to exceed amount of \$16,394.00. (Aaron Lowe, alowe@carson.org)

Staff Summary: Through this interlocal contract, Carson City participates in NDF's WFPP, which strengthens Carson City's ability to respond to wildland fires and other emergencies. The WFPP also establishes a means for financial assistance to be provided to Carson City through the State of Nevada fire fund, which is used to pay for operational expenses incurred in fighting wildland fire and other emergencies that last more than 24 hours.

14. Finance

14.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. (Sheri Russell, srussell@carson.org)

Staff Summary: The completed remediation plans for various recommendations and findings have been presented and approved by the Audit Committee. Upon approval by the Board of Supervisors, the completed recommendations and findings will be considered closed and removed from the Audit Findings Tracking Summary Report maintained by the internal auditor and City staff.

15. Purchasing and Contracts

15.A For Possible Action: Discussion and possible action regarding Contract No. 20300294 with Lumos and Associates ("Lumos") providing design services for the Quill Water Treatment Plant Rehabilitation Project for a not to exceed amount of \$247,000 (Carol Akers, CAkers@carson.org and Randall Rice, RRice@carson.org)

Staff Summary: This design services contract is necessary to initiate rehabilitation of the Quill Water Treatment Plant (“QWTP”). The overall goal of the rehabilitation project aims to maximize water production, modernize the existing filtration system, and enhance the treatment process while meeting current regulatory requirements. City staff completed a formal Request for Proposal process (RFP 20300294) before selecting Lumos.

15.B For Possible Action: Discussion and possible action regarding a determination that K.G. Walters Construction Co., Inc. (“KGW”), is the lowest responsive and responsible bidder pursuant to NRS Chapter 338 and whether to award Contract No. 20300334 for the Water Resource Recovery Facility (“WRRF”) Electrical Improvements Project to KGW for a total amount not to exceed \$2,871,550.00. (Carol Akers, CAkers@carson.org and Randall Rice, RRice@carson.org)

Staff Summary: The WRRF Electrical Improvements Project includes completing electrical and process control improvements to the effluent building, primary sludge building, and digester building; HVAC improvements to the digester building; and replacement of feeder wires between various process areas at the WRRF. The contract is for the base bid amount of \$2,610,500.00, plus a 10% contingency amount of \$261,050.00. The engineer’s base bid estimate was \$1,870,000.

16. Public Works

16.A For Possible Action: Discussion and possible action regarding direction to staff to initiate due diligence for the sale or other disposal of 1.133 acres of City-owned property at 2621 Northgate Lane, APN 002-062-05, (“Property”), which could include direction on the performance of any preparatory tasks required to dispose of the Property under Nevada Revised Statutes (“NRS”) 244.2815 or 244.281. (Robert Nellis, RNellis@carson.org; Randall Rice, RRice@carson.org)

Staff Summary: In 1982, Carson City acquired the Property, which includes an office building constructed in 1976. In 1997, the Board of Supervisors (“Board”) directed staff to dispose of the Property. Attempts to do so through public auction and listing with an agent were unsuccessful. The Property is currently being leased to nonprofit organizations and the University of Nevada Cooperative Extension. As part of the City’s Asset Management Program, a Facility Condition Assessment was completed for the Property identifying over \$1.6 million of capital investment needs over the next 10 years, of which \$396,512 is recommended to be invested immediately to repair the roof, gutters, and the Heat, Ventilation and Air Conditioning (HVAC) system. Due to these ongoing maintenance costs and increasing deferred maintenance liability for a non-public, non-governmental use, staff is recommending that it is in the best interest of the City to dispose of the Property.

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 Counsel:

Following a recess, the Carson City Board of Supervisors will gather 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. **Public comment will be taken at the beginning of the agenda before any action is taken and again at the end before 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. The Mayor, Mayor Pro-Tem or Chair may call for or allow additional individual-item public comment at the time of the body’s consideration of the item when: (1) the comment will be provided from a person who is directly involved with the item, such as City staff or an applicant; or (2) it involves any person’s or entity’s due process appeal or hearing rights provided by statute or the Carson City Municipal Code. Comments may be limited to three minutes per person or topic at the discretion of the Mayor, Mayor Pro-Tem or Chair in order to facilitate the meeting.

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 Janet Busse at jbusse@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:
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City Hall 201 North Carson Street
Carson City Library 900 North Roop Street
Community Development Permit Center 108 East Proctor Street
www.carson.org/agendas
<http://notice.nv.gov>

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online and at City Hall, as authorized by Assembly Bill 253 of the
81st (2021) Session of the Nevada Legislature***