

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

**Day:** Thursday  
**Date:** August 5, 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 047, and subject to any potential changes in state or federal mandates or guidelines, face coverings are required to be worn 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](http://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](mailto: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: 146 604 8175**

**1. Call to Order - Board of Supervisors**

**2. Roll Call**

**3. Invocation** - Fred Kingman, LifePoint 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** - July 1, 2021

**7. Special Presentations**

7.A Presentation of a Proclamation to recognize August as Breastfeeding Awareness Month. (Mary Jane Ostrander, mostrander@carson.org)

**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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**8. Finance**

8.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 July 23, 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.

8.B For Possible Action: Discussion and possible action regarding an application to remove \$406,274.04 in uncollectible accounts receivable from the records of the Ambulance Fund. (Sheri Russell, srussell@carson.org)

Staff Summary: The Carson City Fire Department's emergency medical billing and collection services contractor, Wittman Enterprises, notified Carson City that certain accounts receivable on the records of the Ambulance Fund are uncollectible. Under NRS 354.256, the Carson City Auditor applies to the Board of Supervisors for permission to remove uncollectible accounts receivable from the records of Carson City.

## 9. Health and Human Services

9.A For Possible Action: Discussion and possible action regarding a request to reclassify one of the two Public Health Communication Specialist positions (CCEA A4) to a Public Health Program Specialist position (CCEA T2) in the Public Health Preparedness Division ("PHP Division") of the Carson City Health and Human Services Department. (Nicki Aaker, [naaker@carson.org](mailto:naaker@carson.org))

Staff Summary: The PHP Division is 100% federally grant funded. Currently there are two Public Health Communication Specialist positions and two Public Health Planners within the organizational chart. There are no Public Health Program Specialist positions within the organizational chart. One Communication Specialist position is filled and one is vacant. Both Public Health Planner positions are currently filled. This request is to reclassify the vacant Public Health Communication Specialist position upward to a Public Health Program Specialist, as the job description for this position aligns with the type of work required by the revisions made to the federal preparedness program and this position will better support the PHP Division.

## 10. Purchasing and Contracts

10.A For Possible Action: Discussion and possible action regarding a determination that Contract No. 21300100 for professional services is not suitable for public bidding under NRS 332.115, and whether to award Contract 21300100 for Clinical Treatment and Counseling Services for Mental Health Court to Mary Bryan, a Licensed Clinician, for an amount not to exceed \$54,000, to be effective (retroactively) July 1, 2021 through June 30, 2022. (Carol Akers, [cakers@carson.org](mailto:cakers@carson.org) and Max Cortes, [mcortes@carson.org](mailto:mcortes@carson.org))

Staff Summary: Clinical Treatment and Counseling Services is a critical element of the Mental Health Court program to assist with stabilizing and treating the participants. The funding for this contract comes from the Nevada Supreme Court, Administrative Office of the Courts. The Carson City Justice/Municipal Court received the Fiscal Year 2022 Fee Fund Award Letter on July 8, 2021.

10.B For Possible Action: Discussion and possible action regarding a proposed purchase for the Carson City Fire Department of two units that monitor and defibrillate patients from ZOLL Medical Corporation ("ZOLL") for an amount not to exceed \$66,247.40. (Carol Akers, [cakers@carson.org](mailto:cakers@carson.org) and Sean Slamon, [sslamon@carson.org](mailto:sslamon@carson.org))

Staff Summary: These two monitor/defibrillator units would be for Fire Department Ambulances. If approved, the Fire Department's existing units, which are more than five years old, will be used as backup units for rescue and training. The two new units are offered at a discount and would be funded through the Fire Department's approved capital improvement budget for Fiscal Year ("FY") 2022.

10.C For Possible Action: Discussion and possible action regarding a Forensic Support Services Agreement between Washoe County on behalf of the Washoe County Sheriff's Office and Carson City on behalf of the Carson City Sheriff's Office, for a fee not to exceed \$136,527 through June 30, 2022, and authorization for the Sheriff to execute the contract. (Carol Akers, [cakers@carson.org](mailto:cakers@carson.org) and Sheriff Ken Furlong, [kfurlong@carson.org](mailto:kfurlong@carson.org))

Staff Summary: The Washoe County Sheriff's Office Forensic Science Division will perform forensic services listed in the Agreement (Option A) as deemed necessary by the Carson City Sheriff/Coroner. This contract does not include Toxicology Services; toxicology services are billed on a per test basis. This will be funded from the Professional Services/Laboratory Expense Account in Fiscal Year ("FY") 2022.

10.D For Possible Action: Discussion and possible action regarding authorization to purchase valves and related appurtenances for the Brunswick Canyon reclaimed water main from Western Nevada Supply, Co. ("WNS"), for a total not to exceed amount of \$57,738.39. (Carol Akers, cakers@carson.org and Randall Rice, rice@carson.org)

Staff Summary: Multiple valves of the Brunswick Canyon reclaimed water main have exceeded their useful life and need to be replaced. With the approval of the purchase, WNS will deliver the following equipment: a single two-inch air release valve, four total four-inch combination air/vacuum valves, a single eight-inch combination air/vacuum valve, four total four-inch butterfly valves, two total eight-inch butterfly valves, two total 20-inch butterfly valves, and necessary appurtenances. A licensed contractor will install the valves under a separate contract. The engineer's estimate for this equipment was \$121,138.

10.E For Possible Action: Discussion and possible action regarding a proposed purchase through RDO Integrated Controls ("RDO") for an amount not to exceed \$99,288 to procure Carlson Landfill GPS software and equipment ("Carlson System") which will allow real-time monitoring of compaction and grading at the Carson City Landfill ("Landfill"). (Carol Akers, cakers@carson.org and Rick Cooley, rcooley@carson.org)

Staff Summary: The Carlson System would allow Landfill employees to monitor compaction and grading of solid waste in real-time, which helps optimize use of the Landfill's finite space while also minimizing equipment fuel consumption and wear-and-tear.

10.F For Possible Action: Discussion and possible action regarding Contract 21300004, for Cashman Equipment Company ("Cashman") to provide repair and preventative maintenance services, as needed, for the heavy equipment at the Carson City Landfill ("Landfill") during Fiscal Year ("FY") 2022, for an annual amount not to exceed \$150,000. (Carol Akers, cakers@carson.org and Rick Cooley, rcooley@carson.org)

Staff Summary: The Landfill operates seven pieces of Caterpillar brand heavy equipment that require repair and maintenance throughout any given year. Cashman is the only authorized service provider with access to Caterpillar's proprietary diagnostic equipment; therefore, Cashman performs most of the repairs and maintenance on these pieces of equipment.

10.G For Possible Action: Discussion and possible action regarding Contract No. 21300104 with Keller Associates, Inc. ("Keller") for engineering construction support during the Water Resource Recovery Facility ("WRRF") Electrical Improvements project, for a not to exceed amount of \$152,325. (Carol Akers, cakers@carson.org and Andy Hummel, ahummel@carson.org)

Staff Summary: This contract will allow Keller to provide construction management, engineering construction support, and project closeout services to the City during construction of the WRRF Electrical Improvements project.

**(End of Consent Agenda)**

**Ordinances, Resolutions, and Other Items**

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

**12. City Manager**

12.A For Discussion Only: Discussion and presentation by Nevada State Treasurer Zach Conine on the State's plans for a community engagement tour focused on how the Covid-19 Pandemic has affected Nevadans and the ways in which Nevada can spend the State's share of federal funding to mitigate those effects. (Nancy Paulson, npaulson@carson.org)

Staff Summary: The presentation will cover the plan for the community engagement tour, opportunities for local engagement, the purpose of the feedback collected during the tour and how it will be incorporated into the mission of the Every Nevadan Recovery Framework ("ENRF") and resulting State plans.

12.B For Possible Action: Discussion and possible action regarding a Plan of Expenditure for \$20,774,006 granted by the U.S. Department of the Treasury ("Treasury") to Carson City through the Coronavirus Local Fiscal Recovery Fund, established by the American Rescue Plan ("ARP") Act of 2021. (Nancy Paulson, npaulson@carson.org)

Staff Summary: Staff presented a recommended Plan of Expenditure for discussion during the July 19, 2021 Special Workshop of the Board of Supervisors ("Board"). Based on that discussion, staff has prepared a Plan of Expenditure for the Board's consideration and approval. The City received \$10,387,003 in June, 2021 and will receive the balance of \$10,387,003 in June, 2022.

12.C For Possible Action: Discussion and possible action regarding the submission of a National Telecommunications and Information Administration ("NTIA") Broadband Infrastructure Grant application for partnership with Charter Spectrum to extend broadband service to the Lakeview and Timberline neighborhoods in Carson City. (Stephanie Hicks, shicks@carson.org)

Staff Summary: NTIA has announced the availability of \$288 million in grant funding for the deployment of broadband infrastructure. Grants will be awarded to partnerships between a state, or political subdivisions of a state, and providers of fixed broadband service. The purpose of the Broadband Infrastructure Program is to provide federal funding to deploy broadband infrastructure to eligible service areas of the country. Charter Spectrum has approached the City and is interested in partnering with the City to bring services to the Lakeview and Timberline neighborhoods. It is anticipated that the project will cost approximately \$1,700,000 and NTIA recommends at least a 10 percent match, which Charter is willing to pay. The City Manager's Office is seeking approval from the Board of Supervisors to submit a grant application for this project. The City's grant policy requires any grant application over \$50,000 to be approved by the Board of Supervisors before the application is submitted by City staff.

12.D For Possible Action: Discussion and possible action to adopt, on second reading, Bill No. 111, an ordinance prohibiting the licensing of a cannabis consumption lounge as a business and

prohibiting the consumption of cannabis and cannabis products in a public place. (Nancy Paulson, npaulson@carson.org)

Staff Summary: This item is for the second reading of a proposed ordinance which, if enacted, will prohibit the licensing of a cannabis consumption lounge as a business in Carson City and also prohibit the consumption of cannabis and cannabis products in a public place.

12.E For Possible Action: Discussion and possible action: (1) regarding a business impact statement concerning a proposed ordinance prohibiting curbside pickup of cannabis; and (2) to introduce, on first reading, a proposed ordinance prohibiting curbside pickup of cannabis. (Nancy Paulson, npaulson@carson.org)

Staff Summary: This item is for the first reading of a proposed ordinance which, if enacted, will prohibit curbside pickup of cannabis. NRS 237.080 requires a business impact statement to be prepared whenever an ordinance by the adoption of which the governing body of a local government exercises legislative powers. The business impact statement finds that the proposed ordinance will impose a direct and significant economic burden upon a business or directly restrict the formation, operation or expansion of a business.

### **13. Courts**

13.A For Possible Action: Discussion and possible action regarding the proposed reinstatement of a fulltime bailiff position to be assigned to the Honorable James T. Russell for the First Judicial District Court and to assist the Department of Alternative Sentencing when court is not in session. (Max Cortes, mcortes@carson.org)

Staff Summary: The First Judicial District Court was previously budgeted for a fulltime bailiff position with benefits. In June of 2012, to assist with the budget shortfall from the recession, and to allow Judge Russell to retain the same bailiff, the bailiff retired and was rehired through a temporary staffing agency. The bailiff resigned on July 21, 2021. This agenda item is a request to reinstate the fulltime position with benefits. There is no fiscal impact this year.

### **14. District Attorney**

14.A For Possible Action: Discussion and possible action regarding a proposed agreement among the State of Nevada and certain political subdivisions of the State of Nevada, including Carson City, to establish the allocation of proceeds recovered from companies involved in the manufacture and distribution of opioids whereby Carson City would receive 1.806% of all such proceeds recovered by the State of Nevada after deduction of (1) "Lead Litigator Costs" and (2) "Federal Government CMS Medicaid Costs," as defined by the proposed agreement. (Jason D. Woodbury, jwoodbury@carson.org)

Staff Summary: This agenda item concerns a proposed agreement with the State of Nevada and certain political subdivisions which, if approved by the Board of Supervisors ("Board"), will establish the allocation of proceeds recovered from companies involved in the manufacture and distribution of opioids.

## **15. Purchasing and Contracts**

15.A For Possible Action: Discussion and possible action regarding purchases of equipment for the Carson City Department of Parks, Recreation and Open ("Parks Department"), utilizing cooperative purchasing agreements available through OMNIA Partners Public Sector ("OMNIA"), Sourcewell and National Cooperative Purchasing Alliance ("NCPA"), for a total not to exceed amount of \$387,607.26. (Carol Akers, cakers@carson.org and David Navarro, dnavarro@carson.org)

Staff Summary: Approval of this request would authorize the purchases of the equipment for the Parks Department as approved by the Capital Improvement Program for Fiscal Year ("FY") 2022. The purchase amounts with vendors exceed \$50,000 and therefore requires the Board of Supervisors' approval.

## **16. Community Development - Planning**

16.A For Possible Action: Discussion and possible action regarding the appointment of one or more Hearing Officers for administrative proceedings relating to nuisances and the corresponding compensation pursuant to Carson City Municipal Code ("CCMC") 8.09.350, including whether to delegate appointment authority to the City Manager. (Hope Sullivan, hsullivan@carson.org)

Staff Summary: CCMC Chapters 8.08 and 8.09 establish various municipal code provisions relating to nuisances and enforcement procedures against nuisances. CCMC 8.09.350 requires the appointment of a Hearing Officer by the City to preside over administrative hearings in accordance with CCMC and also requires an undefined rate of compensation.

16.B For Possible Action: Discussion and possible action regarding an appeal of the Planning Commission's decision to deny an appeal and uphold staff's decision to approve Tentative Parcel Map PM-2021-0030 subject to conditions of approval outlined in the April 30, 2021 Notice of Decision, including the requirement in condition number 8 to extend a water main, on property zoned Single Family 1 acre (SF1A), located at 3042 Combs Canyon Road, APN 007-502-01. (Heather Ferris, hferris@carson.org)

Staff Summary: On April 30, 2021, staff approved a Tentative Parcel Map (PM-2021-0030) proposing to divide 15.13 acres into three parcels ranging from 3.05 acres to 9.02 acres in size. The Tentative Parcel Map was approved subject to 8 conditions of approval. An appeal of condition 8, requiring the extension of the water main and associated improvements (including a pressure reducing valve) was filed by the applicant on May 3, 2021. The Planning Commission heard the appeal at its May 26, 2021 meeting and voted to uphold staff's decision. On June 7, 2021 the applicant appealed the Planning Commission's decision. Per Carson City Municipal Code ("CCMC") 18.02.060 a decision of the Planning Commission may be appealed by the applicant or any aggrieved party to the Board of Supervisors. The Board may affirm, modify, or reverse the decision of the Planning Commission.

## 17. Public Works

17.A For Possible Action: Discussion and possible action regarding Carson City's roadway funding needs and a preliminary evaluation of potential options to fill the transportation funding gap. (Darren Schulz, dschulz@carson.org and Lucia Maloney, lmaloney@carson.org)

Staff Summary: Staff, with consultant support, will present the Carson City Roadway Needs and Funding Report which includes an analysis on the City's current pavement conditions, transportation funding needs, and potential options to generate additional long-term funding to fill the transportation funding gap.

## 18. 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

## 19. 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.

## 20. For Possible Action: To Adjourn

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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. **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 agendized 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](mailto:jbusse@carson.org) or call (775) 887-2100.

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