

**CARSON CITY CONSOLIDATED MUNICIPALITY
NOTICE OF MEETING OF THE
BOARD OF SUPERVISORS
AND LIQUOR AND ENTERTAINMENT BOARD**

Day: Thursday
Date: April 7, 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 - Peggy Locke, Chaplain, Carson Tahoe Health**
- 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 - March 3, 2022**

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.

7. Community Development - Planning

7.A For Possible Action: Discussion and possible action regarding a request for a Historical Tax Deferment on property zoned Single Family 6,000 (“SF6”), located within the Historic District at 500 Mountain Street, APN 003-241-04. (Heather Ferris, hferris@carson.org)

Staff Summary: The subject property is eligible for the Open Space Use Assessment, commonly known as the Historical Tax Deferment, as a result of its conformance to specific standards and its historical status in Carson City. There has been a change in ownership, and the owner is seeking to continue receiving the Historical Tax Deferment.

8. Finance

8.A For Possible Action: Discussion and possible action regarding proposed Amendment #1 to the Funding Agreement between the State of Nevada, acting by and through its Division of Rural Community & Economic Development and the Community Development Block Grant (“CDBG”) Program, and Carson City, revising the scope of work for Nevada Health Centers from the purchase and construction of a covered parking structure to the purchase of COVID-19 testing equipment and COVID-19 supplies using the Fiscal Year (“FY”) 2021 Community Development Block Grant-Coronavirus (“CDBG-CV”) allocation from Carson City. (Mirjana Gavric, MGavric@carson.org)

Staff Summary: Nevada Health Centers was awarded CDBG-CV funds in the amount of \$57,191 to convert the Nevada Health Center parking area into a COVID-19 screening and testing area (the “Covered Parking Structure project”). Nevada Health Centers attempted to and was unable to secure a contractor for the Covered Parking Structure project; therefore, Nevada Health Centers is requesting to change the scope of work to purchase COVID-19 testing equipment and COVID-19 supplies. The Nevada Governor’s Office of Economic Development, acting as the grantor, has approved the request for a change in scope of work.

8.B 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 25, 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.

8.C For Possible Action: Discussion and possible action to certify charges, levy and direct the Treasurer to collect special assessments for Fiscal Year 2022-23 as requested by the State Engineer of the State of Nevada, Department of Conservation and Natural Resources for the Eagle Valley Groundwater Basin (\$35,000) and the Dayton Valley Groundwater Basin (\$2,400) and to further direct the Carson City Chief Financial Officer to remit the special assessment collections to the State. (Sheri Russell, srussell@carson.org)

Staff Summary: Pursuant to NRS 534.040(2), the Board of Supervisors is required to certify and levy the special assessments needed to fund the budgets of the groundwater basins administered by the State Engineer. The amounts requested by the State Engineer will be required for the payment of necessary expenses for supervision over the groundwater basins to include, but not limited to special studies, water level measurements, crop/pumpage inventories, field investigations, aquifer tests, well driller inspections, intent to drill card and well log review, associated data collection and management.

9. Health and Human Services

9.A For Possible Action: Discussion and possible action regarding a proposed interlocal contract between the State of Nevada, by and through its Division of Public and Behavioral Health of the Department of Health and Human Services, and Carson City, through its Department of Health and Human Services ("CCHHS"), for the integration of one community resilience ambassador into Carson City's COVID-19 response efforts to provide assistance to individuals and communities recovering from the effects of natural and human-caused disasters, as well as behavioral and substance use concerns, effective May 30, 2022 through May 30, 2026, for no monetary compensation. (Nicki Aaker, naaker@carson.org)

Staff Summary: Under this proposed interlocal contract, the State will provide one community resilience ambassador without cost to the City to assist CCHHS to implement and integrate the Crisis Counseling Program. The goal of the program is to provide early triage, interventions and referral of services that can reduce the risk of mental health disorders impacted by COVID-19.

10. Purchasing and Contracts

10.A For Possible Action: Discussion and possible action regarding an increase to the existing \$125,000 in purchase authority for Fiscal Year ("FY") 2022 for Fire Personal Protective Equipment-Turnouts and Fire Rescue Tools and Equipment from L.N. Curtis & Sons ("Curtis"), through NPPGov joinder contract PS20015 ("Contract"), by \$23,000 for a new FY 2022 not to exceed amount of \$148,000. (Carol Akers, CAkers@carson.org and Aaron Lowe, Deputy Fire Chief, ALowe@carson.org)

Staff Summary: On March 14, 2022, the Nevada Division of Emergency Management ("NDEM") awarded the Carson City Fire Department \$28,000 in grant funds to purchase extractors, which are used to clean personal protective equipment ("PPE"). Curtis can provide and install three extractors for the grant price but doing so would exceed the Contract's FY 2022 purchase threshold of \$125,000 by \$23,000. Therefore, the Fire Department seeks an additional \$23,000 in purchase authority under the Contract for FY 2022.

10.B For Possible Action: Discussion and possible action regarding a proposed \$37,000 increase in annual purchase authority, beyond the previously approved \$143,000, to purchase Cationic

Flocculant chemical for Fiscal Years (“FY”) 2022 to 2024 for the City’s Water Resource Recovery Facility (“WRRF”) through a joinder contract between the City of San Leandro and Solenis, LLC (“Joinder Contract”), resulting in a new, annual not to exceed amount of \$180,000. (Carol Akers, Cakers@carson.org and Andy Hummel, Ahummel@carson.org)

Staff Summary: Under the Joinder Contract, the City pays a set price for each pound of Cationic Flocculant chemical it purchases from Solenis, LLC. The WRRF has been processing increased solids when treating wastewater and, as a result, it is using more Cationic Flocculant chemical than anticipated. Additionally, a contracted price increase was implemented this FY. This increased demand and cost requires a \$37,000 increase in annual purchase authority to supply the WRRF with needed Cationic Flocculant chemical for the remainder of FY 2022 and through the end of FY 2024.

10.C For Possible Action: Discussion and possible action regarding a proposed \$90,000 increase in Fiscal Year (“FY”) 2022 purchase authority, beyond the previously approved \$320,000, for the purchase of Sodium Hypochlorite (Bleach) utilizing a City of Tucson (“Tucson”) joinder contract (#212528) with Thatcher Company of Arizona, Inc. (“Thatcher”), resulting in a new not to exceed amount of \$410,000 for FY 2022. (Carol Akers, Cakers@carson.org and Andy Hummel, Ahummel@carson.org)

Staff Summary: If approved, the \$90,000 increase in purchase authority will be used to purchase important chemicals for the treatment of City wastewater. The joinder contract with Thatcher allows for semi-annual price adjustments, and inflation and severe market disruptions have resulted in a 57% price increase over the last year.

10.D For Possible Action: Discussion and possible action regarding a proposed \$336,000 increase in Fiscal Year (“FY”) 2022 purchase authority under joinder contracts, beyond the previously approved \$1,094,654, for the purchase of (1) bulk fuel and related delivery services utilizing State of Nevada joinder contracts 99SWC-NV20-4287 with Interstate Oil Company, 99SWC-NV20-4867 with Carson Valley Oil Co., Inc. and 99SWC-NV20-4283 with Flyers Energy, LLC; and (2) additional fuel access through a card lock fueling network using State of Nevada joinder contract 99SWC-NV21-7551 with Pilot Thomas Logistics, LLC, resulting in a new not to exceed amount of \$1,430,654 through June 30, 2022. (Carol Akers, Cakers@carson.org and Mike Shaffer, MShaffer@carson.org)

Staff Summary: Through these joinder contracts, the City purchases bulk fuel for City-owned vehicles and provides a card lock fueling network which allows City employees to refuel a City vehicle. Due to severe disruptions in the global oil market and subsequent higher fuel prices, the City is on-track to exceed the FY 2022 fuel budget. If approved, the \$336,000 increase in purchase authority will cover the anticipated overage in fuel costs for the remainder of the FY.

10.E For Possible Action: Discussion and possible action regarding an emergency expenditure to Gardner Engineering and Mechanical Services, Inc. (“Gardner”) for water supply pipe replacement and associated repairs at the Carson City Aquatic Facility (“Emergency Repair”) and an increase in the Fiscal Year (“FY”) 2022 capital budget by a not to exceed amount of \$85,121 for the Emergency Repair. (Carol Akers, Cakers@carson.org and Dan Stucky, DStucky@carson.org)

Staff Summary: The pipe unexpectedly ruptured, requiring the Emergency Repair to keep the Aquatic Facility fully open and operational, as well as compliant with building and health codes. The City Manager approved the Emergency Repair and an expenditure to Gardner for a not to exceed amount of \$85,121. The not to exceed amount of \$85,121 comprises the base bid amount of \$77,383, plus a 10% contingency of \$7,738.

(End of Consent Agenda)

Ordinances, Resolutions, and Other Items

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

12. Recess as the Board of Supervisors

Liquor and Entertainment Board

13. Call to Order & Roll Call - Liquor and Entertainment Board

14. 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.

15. For Possible Action: Approval of Minutes - March 4, 2021

16. Community Development

16.A For Discussion Only: Discussion and presentation regarding the Liquor Hearings Officer's 2021 Annual Report. (Hope Sullivan, hsullivan@carson.org)

Staff Summary: Carson City Municipal Code ("CCMC") Chapter 4.13, which establishes the Liquor Board and Liquor Licensing and Sales ordinance provisions, allows the Liquor Board to appoint a hearings officer who has authority to review, approve, approve with conditions or disapprove liquor license applications. CCMC 4.13.150 requires the hearings officer to prepare and present an annual activity report to the Liquor Board. The report must include the disciplinary actions and penalties resulting from the hearings officer's decisions as well as the administrative citation process. This item includes a report on liquor licenses approved in 2021 as well as compliance checks.

17. 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.

18. For Possible Action: To Adjourn as the Liquor and Entertainment Board

19. Reconvene as the Board of Supervisors

20. Courts

20.A For Possible Action: Discussion and possible action regarding (1) a proposed intrastate interlocal contract, effective July 1, 2022 through June 30, 2026, between the State of Nevada, acting by and through its Department of Health and Human Services, Division of Welfare and Supportive Services, the First Judicial District Court, Storey County and Carson City, for a not to exceed amount of \$141,555; and (2) the First Judicial District Court's proposed budgets for reimbursement from the State Child Support Enforcement Program in the amount of \$34,782 for Fiscal Year ("FY") 2023 and \$35,181 for FY 2024. (Max Cortes, mcortes@carson.org)

Staff Summary: On May 3, 2018, the Board of Supervisors approved a predecessor interlocal contract with the same parties, effective FY 2019 through FY 2022, to recruit and appoint court child support magistrates to hold child support hearings and other matters properly related thereto, and to receive reimbursement to the City's General Fund for the provision of these services. Two years of budget requests - here, for FYs 2023 and 2024 - are required to receive reimbursement from the State of Nevada and to ensure budgets approved by the State are consistent with budgets approved by the Board of Supervisors.

21. District Attorney

21.A For Possible Action: Discussion and possible action regarding authorization for the submission of a grant application by the Carson City District Attorney's Office to the Nevada Attorney General's Office for funding through the Federal Fiscal Year 2022 Violence Against Women Act ("VAWA") and Services-Training-Officers-Prosecutors ("STOP") sub-grant to provide 75% of the funding, approximately \$64,321, with a 25% required match in the amount of approximately \$21,440, to add one Victim/Witness Coordinator position in the District Attorney's Office. (Jason Woodbury, jwoodbury@carson.org)

Staff Summary: If submission of the VAWA/STOP grant application is authorized and the grant is awarded, the District Attorney's Office would be able to fund one additional Victim/Witness Coordinator position to provide services to victims of crime. The estimated total cost of the additional position would be \$85,761, including salary, benefits, equipment and supplies. The grant would fund 75%, or \$64,321, of that total cost.

22. Treasurer

22.A For Possible Action: Discussion and possible action regarding the Carson City Treasurer's revision and certification of Carson City's policy for the investment of surplus money. (Andrew Rasor, arasor@carson.org)

Staff Summary: Art. 3, sec. 3.045 of the Carson City Charter requires the Carson City Treasurer to establish and maintain a policy for the investment of the surplus money of Carson City, and also requires the Carson City Board of Supervisors to review that policy at least once each year during a public hearing at which public comment is accepted. The Board of Supervisors last approved Carson City's Investment Policy on September 17, 2020.

23. Health and Human Services

23.A For Possible Action: Discussion and possible action regarding an interlocal agreement between Carson City and the State of Nevada, acting by and through the Department of Health and Human Services Division of Health Care Financing and Policy (“DHCFP”) and the Division of Welfare and Supportive Services (“DWSS”), effective July 1, 2021 through June 30, 2023, for the non-federal share of expenditures and administrative services necessary to implement Medicaid in Carson City, including a not to exceed amount of \$2,513,167.61. (Nicki Aaker, NAaker@carson.org)

Staff Summary: This Interlocal Agreement authorizes DHCFP and DWSS to provide the administrative services necessary to implement the Nevada Medicaid Program State Plan in Carson City and requires Carson City to pay the non-federal share of Medicaid expenditures to DHCFP for medical, administrative and transaction costs for individuals qualifying for Medicaid in Carson City. Carson City’s payment of the not to exceed amount of \$2,513,167.61 is supported by an ad valorem tax of 8 cents on each \$100 of assessed valuation of all taxable property in Carson City.

24. Public Works

24.A For Possible Action: Discussion and possible action regarding the potential disposal of City-owned land at 2621 Northgate Lane, APN 002-062-05 (“Property”), that is 1.133 acres in total, including a 15,841 square foot office building, and a proposed resolution related to disposal of the Property. (Robert Nellis, RNellis@carson.org; Randall Rice, RRice@carson.org; Darren Schulz, DSchulz@carson.org)

Staff Summary: Currently, the City leases office space on the Property to various non-profits which pay nominal or below-market rent to the City. On July 1, 2021, the Board of Supervisors (“Board”) directed staff to obtain a title report and appraisals for the Property, discuss disposal options with the District Attorney’s Office and provide the current tenants with information on the Property’s capital investment needs. On February 25, 2022, the Board directed staff to prepare a resolution for the disposal of the Property through an auction among qualified non-profits under Nevada Revised Statutes (“NRS”) 244.284. Staff has completed its diligence in preparation of disposal and is now seeking approval of a resolution establishing the procedure and terms for the Property’s disposal.

25. City Manager

25.A For Possible Action: Discussion and possible action regarding proposed revisions and updates to the text, goals and strategies of the Carson City Arts and Culture Strategic Plan 2022-2026 (“Plan”), formerly the Carson City Arts & Culture Master Plan, including the addition of an implementation section. (Debra Soule, dsoule@visitcarsoncity.com and Nancy Paulson, npaulson@carson.org)

Staff Summary: Over the last several months, Carson City Culture & Tourism Authority (“CTA”) and City staff have engaged with the various stakeholder groups to develop proposed revisions and updates to the Plan. The proposed updates and revisions were presented to the Carson City Cultural Commission (“CCCC”) on March 15, 2022. Based on the discussion and input by the CCCC, staff has developed a final draft of the Plan for consideration by the Board.

25.B For Possible Action: Discussion and possible action regarding the proposed language of a ballot question to be included on the November 2022 general election ballot asking whether to continue collecting a five-cent excise tax on diesel fuel sold in Carson City with proceeds to be used for the sole purpose of constructing, maintaining and repairing public highways, roads, streets and alleys located in Carson City, but which is set to expire by limitation on December 31, 2022. (Nancy Paulson, npaulson@carson.org)

Staff Summary: This item is for the Board of Supervisors to review and approve draft language for a ballot question regarding the continuation or expiration of a five-cent excise tax on diesel fuel sold in Carson City. The ballot language includes the question, explanation, digest and description of anticipated financial effect. Arguments for and against passage will be developed by committees or by the Carson City Clerk-Recorder in consultation with the District Attorney's Office.

26. Clerk Recorder

26.A For Possible Action: Discussion and possible action regarding the appointment of members to one committee to prepare arguments in favor of, and a second committee to prepare arguments in opposition to, the approval of a ballot question to be included on the November 2022 general election ballot asking whether to continue the current imposition of a five-cent excise tax on diesel fuel sold in Carson City which is set to expire on December 31, 2022. (Aubrey Rowlett, arowlett@carson.org)

Staff Summary: NRS 295.121 requires the Board of Supervisors to appoint separate committees to prepare arguments advocating for and opposing approval of ballot questions. The Carson City Clerk-Recorder's Office has received an application from Jim Dodson to serve on the committee advocating for approval of the ballot question, and an application from Chris Harris to serve on the committee opposing approval of the ballot question.

27. 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.

28. 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.

29. 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.

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www.carson.org/agendas
<http://notice.nv.gov>