

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

Day: Thursday
Date: August 18, 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 - Ken Haskins, First Christian 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 21, 2022**

7. Special Presentations

7.A Presentation of Length of Service certificates to City Employees. (Alana Mills, amills@carson.org)

Staff Summary: Every month the Board of Supervisors presents Length of Service certificates to employees who have completed 5, 10, 15, 20, 25 and 30 years of City service.

Consent Agenda

All matters listed under the consent agenda are considered routine and may be acted upon by the Board of Supervisors with one action and without an extensive hearing. Any member of the Board may request that an item be taken from the consent agenda, discussed and acted upon separately during this meeting. The Mayor, or the Mayor Pro-Tem, retains discretion in deciding whether or not an item will be pulled off the consent agenda.

8. City Manager

8.A For Possible Action: Discussion and possible action regarding a proposed memorandum of understanding ("MOU") between Carson City and the Fraternal Order of Police, Lodge No. 1 ("FOP"), representing the Carson City Department of Alternative Sentencing ("DAS") officers, to clarify that the terms of Article 6(A) of the current Collective Bargaining Agreement ("CBA") between the City and FOP were intended to provide a 2.0% cost of living adjustment to existing DAS officers as of July 1, 2022. (Nancy Paulson, npaulson@carson.org)

Staff Summary: On June 16, 2022, the Board of Supervisors approved the current CBA between the City and FOP. The terms of the CBA were intended to include a 2.0% cost of living adjustment ("COLA") for existing DAS officers as of July 1, 2022, which was inadvertently omitted. This MOU clarifies the intent of the parties. There is no fiscal impact to the City; the date was correctly calculated in the fiscal analysis provided with the CBA on June 16, 2022.

8.B For Possible Action: Discussion and possible action on ratifying the approval of bills and other requests for payments by the City Manager for the period of July 8, 2022 through August 5, 2022. (Nancy Paulson, npaulson@carson.org)

Staff Summary: Pursuant to Carson City Municipal Code ("CCMC") Chapter 2.29, the Controller will present all bills or other requests for payment by the City to the City Manager for approval. Upon approval, the register book of bills and other requests for payment and warrants are presented at least once a month to the Board of Supervisors, who shall by motion entered into its minutes, ratify the action taken.

9. Finance

9.A For Possible Action: Discussion and possible action regarding an application to remove \$388,954.46 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.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 August 5, 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.

10. Juvenile

10.A For Possible Action: Discussion and possible action regarding a proposed acceptance of a grant from the federal Delinquency Prevention Grants Program, administered by the State of Nevada Department of Health and Human Services, Division of Child & Family Services ("DCFS"), in the amount of \$95,000 for the grant period of July 1, 2022 through September 30, 2026. (Ali Banister, ABanister@carson.org)

Staff Summary: The Delinquency Prevention Grants Program provides funds to assist with delinquency prevention of at-risk youth. This is a pass-through grant from the State. The grant provides 100 percent funding; there is no match requirement.

11. Public Works

11.A For Possible Action: Discussion and possible action regarding direction to staff on the initiation of due diligence and the pursuit of all preparatory tasks required for later action by the Board of Supervisors on the acquisition of property located in west Carson City that is suitable for flood control purposes. (Robert Nellis, rnellis@carson.org; Dan Stucky, dstucky@carson.org)

Staff Summary: Carson City's Public Works Department ("Public Works") is exploring the acquisition of property on the west side of Carson City that could be utilized to improve flood control. If any acquisition is approved at a later Board of Supervisors meeting, and depending on the results of the appraisal, funds for the property acquisition would come from the Stormwater Utility Fund.

12. Purchasing and Contracts

12.A For Possible Action: Discussion and possible action regarding a proposed contract with iLOOKABOUT ("ILA") for the Streetscape Image Delivery System for an amount not to exceed \$69,000, and authorization for the Assessor to sign the contract. (Carol Akers; CAkers@carson.org and Kimberly Adams, KAdams@carson.org)

Staff Summary: If approved, ILA will take new photographs of buildings and structures in Carson City to assist appraisers during the property reappraisal cycles by providing uniformity and consistency, specifically with regard to multiple improvements on a single parcel. Funding was approved through the Fiscal Year (“FY”) 2023 Capital Improvement Program (“CIP”).

12.B For Possible Action: Discussion and possible action regarding authorization to purchase various equipment for the Carson City Department of Parks, Recreation and Open Space (“Parks Department”), utilizing cooperative purchasing agreements available through OMNIA Partners Public Sector (“OMNIA”) and Sourcewell, for a total not to exceed amount of \$400,885.86. (Carol Akers, cakers@carson.org and David Navarro, dnavarro@carson.org)

Staff Summary: Approval of this item would authorize the purchase of various equipment for the Parks Department, as approved by the Capital Improvement Program (“CIP”) for Fiscal Year (“FY”) 2023. The purchase amounts with vendors exceed \$50,000 and therefore requires approval by the Board of Supervisors.

12.C For Possible Action: Discussion and possible action regarding a proposed amendment to Contract No. 21300207 (“Amendment”) for Farr West Engineering (“FWE”) to provide engineering design and construction support services for Zone A of the Southeast Mandatory Sewer Extension Project (“Project”) and engineering design services for Zone B of the Project, for an additional \$346,505, resulting in a total not to exceed amount of \$396,494. (Carol Akers, CAkers@carson.org and Randall Rice, RRice@carson.org)

Staff Summary: The Project will design and construct sanitary sewer infrastructure in southeastern Carson City where groundwater contaminate levels are high, due in part to the high density of residential septic systems. City staff completed a formal Request for Qualifications process (RFQ 21300207) before selecting FWE. FWE completed the preliminary engineering phase of the Project under Contract No. 21300207 for \$49,989. The proposed Amendment includes surveying, a geotechnical investigation and design for Zones A and B of the Project, plus construction support services necessary to complete construction for Zone A.

12.D For Possible Action: Discussion and possible action regarding a determination that Sierra Nevada Construction, Inc. (“SNC”) is the lowest responsive and responsible bidder pursuant to Nevada Revised Statutes (“NRS”) Chapter 338 and whether to award Contract No. 23300149 to SNC to rehabilitate and reconstruct the west parking lot at the City’s Corporate Yard (“Project”) for a total amount not to exceed \$380,607.70. (Carol Akers, CAkers@carson.org and Randall Rice, RRice@carson.org)

Staff Summary: This Project will improve the west parking lot located at the City’s Corporate Yard, and includes: placement of concrete, paving of the new parking lot, irrigation, landscaping, lighting improvements, striping and signage. The not to exceed amount of \$380,607.70 comprises the base bid amount of \$346,007, plus a 10% contingency of \$34,600.70. The engineer’s estimate was \$600,000. Funding for the Project was approved through the Fiscal Year (“FY”) 2023 Capital Improvement Program (“CIP”).

13. Treasurer

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

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

(End of Consent Agenda)

Ordinances, Resolutions, and Other Items

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

15. City Manager

15.A For Possible Action: Discussion and possible action regarding a bill draft request to amend Sections 1.060, 2.010, 2.030, 2.100, 2.110 and 3.015 of the Carson City Charter for submission to the Legislative Counsel Bureau on behalf of Carson City for the 82nd (2023) Session of the Nevada Legislature. (Jason Woodbury, jwoodbury@carson.org and Stephanie Hicks, shicks@carson.org)

Staff Summary: Staff has prepared draft language to reflect the approved recommendations of the Charter Review Committee and additional options based on the Board of Supervisors' discussion at the July 21, 2022 meeting. Carson City's bill draft request must be submitted to the Legislative Counsel Bureau no later than September 1, 2022.

16. Human Resources

16.A For Discussion Only: Discussion and presentation of the annual report from the Human Resources Department for Fiscal Year 2022. (Melanie Bruketta, mbruketta@carson.org)

Staff Summary: One of Carson City's goals adopted as part of the Strategic Plan for Fiscal Years 2022-2026 is organizational culture, to "Foster innovation, productivity, and professional growth through a cohesive, ethical, and positive work environment." An objective identified under this goal is the strengthening of employee development. The preparation of an annual Human Resources report for presentation to the Board of Supervisors is intended to help facilitate accomplishment of that objective.

17. Community Development - Planning

17.A For Possible Action: Discussion and possible action regarding (1) a final subdivision map known as Andersen Ranch (SUB-2021-0361) creating 203 residential lots, common areas and rights-of-way on property zoned Single Family Residential 6,000 ("SF6") and Single Family Residential 12,000 ("SF12"), located at 1450 Mountain Street and on North Ormsby Boulevard

generally west of Mountain Street, east of North Ormsby Boulevard, and south of Long Street, Assessor's Parcel Numbers ("APNs") 007-573-09, -10 and -11; and (2) approval of a neighborhood park construction and residential construction tax credits agreement for the Andersen Ranch project. (Heather Manzo, hmanzo@carson.org)

Staff Summary: The Board of Supervisors ("Board") granted approval of a Tentative Subdivision Map ("TSM") for Andersen Ranch, a common open space development, on January 3, 2020. Since that time, the applicant has obtained a site improvement permit, has graded the site, and has begun the installation of infrastructure necessary to serve the subdivision. The applicant is proposing dedication of rights-of-way and parcels that will provide connections to the unified pathways network with the map. The acceptance of these dedications will be deferred until such time that the improvements have been completed and have been constructed to City standards. Per Carson City Municipal Code ("CCMC") 17.06.005, the Board has the authority to approve a final map and may direct it to be recorded and entered as a legal document in the records of Carson City.

17.B For Possible Action: Discussion and possible action regarding a final subdivision map known as Blackstone Ranch Phase 1-B creating 53 residential lots, common areas and rights-of-way on a ±10.47 acre site zoned Single Family Residential 6,000 ("SF6"), located south of Hogan Peak Street and east of Wildcat Peak Street and Porter Peak Drive, Assessor's Parcel Numbers ("APNs") 004-411-01 and -03 (SUB-2021-0332). (Heather Manzo, hmanzo@carson.org)

SUMMARY: The Board of Supervisors ("Board") granted approval of the Tentative Subdivision Map ("TSM") for Blackstone Ranch on March 16, 2017 and approved a modification to the TSM on April 18, 2019. Since that time, the applicant has obtained a site improvement permit and has commenced construction of the improvements. To the extent improvements are not completed, the developer has provided a subdivision improvement performance bond. Per Carson City Municipal Code ("CCMC") 17.06.005, the Board has the authority to approve a final map and may direct that it be recorded and entered as a legal document in the records of Carson City.

17.C For Possible Action: Discussion and possible action regarding a final subdivision map known as Blackstone Ranch Phase 1-C creating 70 residential lots, common areas and rights-of-way on a ±16.21 acre parcel zoned Single Family Residential 6,000 ("SF6"), located south of Hogan Peak Street and east of Wildcat Peak Street, Assessor's Parcel Number ("APN") 004-411-02 (SUB-2021-0331). (Heather Manzo, hmanzo@carson.org)

Staff Summary: The Board of Supervisors ("Board") granted approval of the Tentative Subdivision Map ("TSM") for Blackstone Ranch on March 16, 2017 and approved a modification to the TSM on April 18, 2019. Since that time, the applicant has obtained a site improvement permit and has commenced construction of the improvements. To the extent improvements are not completed, the developer has provided a subdivision improvement performance bond. Per Carson City Municipal Code ("CCMC") 17.06.005, the Board has the authority to approve a final map and may direct that it be recorded and entered as a legal document in the records of Carson City.

17.D For Possible Action: Discussion and possible action to introduce, on first reading, a proposed ordinance relating to marijuana; establishing various provisions governing curbside pickup service for medical marijuana dispensaries and retail marijuana stores; and providing other matters properly related thereto. (Heather Ferris, hferris@carson.org)

Staff Summary: The Board of Supervisors ("Board") previously directed staff to submit at a later date an ordinance establishing provisions to regulate curbside pickup service for medical marijuana dispensaries and retail marijuana stores. If adopted, this ordinance would establish development standard provisions specifying the requirement of a Special Use Permit for such services and the related conditions limiting the manner in which the services may be provided. Pursuant to Nevada Revised Statutes ("NRS") Chapter 237, a business impact statement is not required to be prepared with this ordinance.

17.E For Possible Action: Discussion and possible action regarding a request from Qualcan, LLC ("Applicant") to introduce, on first reading, a proposed ordinance revising provisions to increase the number of authorized marijuana retail stores; revising provisions governing co-location requirements for marijuana retail stores and medical marijuana dispensaries; revising provisions to remove prohibitions against drive-through services for marijuana retail stores and medical marijuana dispensaries; and providing other matters properly relating thereto. (Heather Ferris, hferris@carson.org)

Staff Summary: Currently, only two marijuana retail stores are authorized to operate in Carson City, and such stores must be co-located with an existing medical marijuana dispensary. The Applicant is proposing to amend the Carson City Municipal Code ("CCMC") to authorize another retail marijuana store to be located in Carson City, to amend the co-location requirement such that medical marijuana dispensaries must be jointly located within the same premises of a marijuana retail store and to authorize drive-through sales for both types of facilities. Pursuant to Nevada Revised Statutes ("NRS") Chapter 237, a business impact statement is not required to be prepared with this ordinance. After considering this proposed ordinance, the Planning Commission recommends denying the proposed changes.

18. For Possible Action: To Recess as the Board of Supervisors

Board of Health

19. Call to Order & Roll Call - Board of Health

20. 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.

21. For Possible Action: Approval of Minutes - March 3, 2022

22. Health and Human Services

22.A For Possible Action: Discussion and possible action regarding the proposed acceptance of a report of the Carson City Health Officer. (Nicki Aaker; NAaker@carson.org)

Staff Summary: This item is to provide an update on: (1) the Health Officer's activities; (2) clinical oversight and policy input; (3) training and education; and (4) general information for the Carson City Board of Health. Input is requested from the Board of Health regarding the Health Officer's report concerning activities the Health Officer is engaged in both internally and externally for the Carson City Department of Health and Human Services.

22.B For Possible Action: Discussion and possible action regarding the first biannual 2022 report from Vitality Unlimited as required by Contract #1718-118 between Carson City and Vitality Unlimited. (Nicki Aaker, naaker@carson.org)

Staff Summary: As part of the services agreement between Carson City and Vitality Unlimited, Vitality Unlimited agreed to provide a biannual report to the Carson City Board of Health to include information on the following: (1) civil protective custody (“CPC”) admissions; (2) CPC denied/medical; (3) CPC no show; (4) CPC to residential; (5) women residential; (6) women detox; (7) men residential; (8) men detox; (9) number of Carson City residents treated at the Carson City facility; (10) number of Carson City residents treated at the Elko Facility; and (11) any other statistics requested by the Carson City Board of Health as determined reasonable by both parties.

22.C For Possible Action: Discussion and possible action regarding a proposed acceptance of the report of the Carson City Department of Health and Human Services (“CCHHS”) Director, Nicki Aaker. (Nicki Aaker, naaker@carson.org)

Staff Summary: The CCHHS Director’s report will provide: (1) an update on COVID-19 pediatric vaccinations; (2) an overview of steps being taken to become a trauma informed agency; (3) an update on Monkeypox within the Carson City region; (4) a progress report on the 3rd Community Health Needs Assessment progress; and (5) a review of the behavioral health policy boards and an update on Northern Nevada Behavioral Health Policy Board activities.

22.D For Possible Action: Discussion and possible action regarding a proposed recommendation to the Board of Supervisors to recognize that both unsheltered individuals and emergency housing are critical issues in Carson City and that the American Rescue Plan Act (“ARPA”) funding be awarded for programs that support unsheltered individuals and emergency housing, as well as the Carson City Housing Plan (“Housing Plan”). (Nicki Aaker, naaker@carson.org; and Mary Jane Ostrander, mostrander@carson.org)

Staff Summary: On August 5, 2021, the Board of Supervisors approved Carson City’s Plan of Expenditure for ARPA funding for services to address mental health and substance abuse treatment, crisis intervention and other behavioral health services, and affordable housing/rent subsidies/homelessness. Carson City has seen a significant increase in the homeless population in the last few years. The Carson City Housing Committee (“Committee”) was created to develop a comprehensive housing plan with the goal of assisting the Carson City homeless population in transitioning from being unsheltered to sheltered.

23. 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.

24. For Possible Action: To Adjourn as the Board of Health

25. Reconvene as the Board of Supervisors

26. Finance

26.A For Possible Action: Discussion and possible action regarding a recommendation to the Board of Supervisors from the Board of Health to recognize that both unsheltered individuals and emergency housing are critical issues in Carson City and that the American Rescue Plan Act (“ARPA”) funding be awarded for programs that support unsheltered individuals and emergency housing, as well as the Carson City Housing Plan (“Housing Plan”). (Nicki Aaker, naaker@carson.org; and Mirjana Gavric, mgavric@carson.org)

Staff Summary: On August 5, 2021, the Board of Supervisors approved Carson City’s Plan of Expenditure for ARPA funding for services to address mental health and substance abuse treatment, crisis intervention and other behavioral health services, and affordable housing/rent subsidies/homelessness. Carson City has seen a significant increase in the homeless population in the last few years. The Carson City Housing Committee (“Committee”) was created to develop a comprehensive housing plan with the goal of assisting the Carson City homeless population in transitioning from being unsheltered to sheltered.

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 Alexis Philippi at aphilippi@carson.org or call (775) 887-2100.

This agenda and backup information are available on the City's website at www.carson.org/agendas and at the City Manager's Office - City Hall, 201 N. Carson Street, Ste 2, Carson City, Nevada (775) 887-2100.

This notice has been posted at the following locations:
City Hall 201 North Carson Street
www.carson.org/agendas
<http://notice.nv.gov>