

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

Day: Thursday
Date: July 19, 2018
Time: Beginning at 8:30 am
Location: Community Center, Sierra Room
851 East William Street
Carson City, Nevada

AGENDA

1. Call to Order - Board of Supervisors

2. Roll Call

3. Invocation - Nick Emery, New Hope Crossing

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 21, 2018 and July 5, 2018

7. For Possible Action: Adoption of Agenda

8. Special Presentations

8.A Presentation of a proclamation for National Night Out - Law Enforcement and Public Safety Crime Prevention Month, August 2018. (Sheriff Furlong)

8.B Presentation of a proclamation for the Carson City Fair. (Lindsay Chichester)

8.C Presentation of a proclamation for Parks and Recreation Month, July 2018. (Jennifer Budge, jbudge@carson.org)

8.D Presentation and acknowledgement of donors and contributions to the Parks, Recreation and Open Space Department for fiscal year 2017-2018. (Jennifer Budge, jbudge@carson.org)

Staff Summary: This item will include a presentation in appreciation of volunteers, businesses, organizations, and individuals that have made in-kind and monetary donations to enhance

Carson City's parks system for the benefit of the community. (Jennifer Budge, jbudge@carson.org)

8.E Proclamation and presentation of the Employee-of-the-Quarter award. (Melanie Bruketta, HR Director, mbruketta@carson.org)

Staff Summary: The Employee-of-the-Quarter program recognizes outstanding employees whose efforts have helped the City achieve the strategic goals adopted by the Board of Supervisors and who have demonstrated an effort to fulfill the City's mission, values and vision.

8.F Presentation of Length of Service certificates to City employees. (Melanie Bruketta, mbruketta@carson.org)

Staff Summary: Every quarter 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.

9. City Manager

9.A For Possible Action: To ratify the approval of bills and other requests for payments by the City Manager for the period of June 9, 2018 through July 6, 2018. (Nancy Paulson, npaulson@carson.org)

Staff Summary: Pursuant to CCMC 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.

10. Finance

10.A For Possible Action: To accept the report on the condition of each fund in the treasury and the statements of receipts and expenditures through July 09, 2018, 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.

11. Purchasing and Contracts

11.A For Possible Action: To approve the purchase of FW12 Diatomaceous Earth filter media from EP Minerals for a not to exceed annual amount of \$125,000 through June 30, 2019 to be funded from the Water Chemicals account. EP Minerals is the only company who carries this specific type of Diatomaceous Earth, and is therefore considered a sole source. (Carol Akers, Cakers@carson.org and Darren Schulz, Dschulz@carson.org)

Staff Summary: The Public Works Water Division anticipates the use of approximately one hundred fifty to two hundred (150-200) tons of Diatomaceous Earth filter media annually. It is the sole filter media for treating all surface waters at the Quill Ranch treatment facility. It is a porous powder material which coats the pressure vessel's screens which in turn captures all the contaminants, viruses, and protozoa providing high quality drinking water.

11.B For Possible Action: To approve the purchase of crack sealant from Maxwell Products, Inc. for a not to exceed annual amount of \$140,000 through June 30, 2019 to be funded from the Street Repair Account. Maxwell Products holds the patent and is considered a sole source for crack sealing packaging. (Carol Akers, Cakers@carson.org and Darren Schulz, Dschulz@carson.org)

Staff Summary: Due to compatibility issues with the crack sealing equipment utilized by the Streets Division of the Carson City Public Works Department, Maxwell crack sealant packaging is the only packaging that does not clog the machine. Maxwell Products is the inventor of the Polyskin packaging (a foam box) used on this product. This product helps to prevent build up (clogging) in the machine and allows for rapid melting and even mixing once it is placed into the kettle. This improves the performance of the machine and increases crew efficiency. The packaging is structurally rigid so it does not deteriorate and/or fuse together with other blocks during shipping. This also provides for increased efficiency in transport to the job site and safety in loading of the machine.

(End of Consent Agenda)

Ordinances, Resolutions, and Other Items

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

13. City Manager

13.A Presentation Only: Status report and briefing on the work of the Charter Review Committee. (Bruce Robertson, Charter Review Committee Chairman)

Staff Summary: Pursuant to the Carson City Charter Article 1, Sec. 1.090, the Charter Committee shall meet at least once every 2 years and advise the Board on any recommendations of the Committee concerning necessary amendments to the Charter. Chairman Bruce Robertson will provide a briefing to the Board of Supervisors.

14. Community Development - Planning

14.A For Possible Action: To adopt Bill No. 110, on second reading, an ordinance approving a development agreement between Carson City and Schulz Investments, LLC, regarding the development of a subdivision known as Schulz Investments Tentative Subdivision Map (TSM-14-022), located on 32.68 acres between U.S. Highway 50 West and Old Clear Creek Road, APN 007-051-72, to extend the approval of the tentative map. (Lee Plemel, lplemel@carson.org)

Staff Summary: Tentative subdivision map approvals expire four years from the date of approval unless a Final Map is recorded within that time period or a Development Agreement is entered into extending the tentative map expiration date. The applicant is requesting a four-year extension to August 7, 2022. The proposed subdivision would create six single-family residential lots, each of five acres or greater in size.

15. Finance

15.A For Possible Action: To adopt a Resolution concerning the financing of water projects; directing the Clerk to notify the Carson City Debt Management Commission of the City's proposal to issue general obligation water bonds additionally secured by pledged revenues, in the aggregate principal amount not to exceed \$7,000,000; providing certain details in connection therewith; and providing the effective date. (Sheri Russell, srussell@carson.org)

Staff Summary: The Resolution directs the City Clerk to give notice to the Carson City Debt Management Commission of the City's intent to issue general obligation water bonds in an amount not to exceed \$7,000,000, pursuant to Nevada Revised Statutes Chapter 350, in order to acquire, construct, improve and equip water projects as defined in NRS 244A.056.

15.B For Possible Action: To confirm the engagement of Sherman & Howard as bond counsel to Carson City, Nevada in connection with the issuance of the \$7,000,000 Carson City, Nevada, General Obligation (Limited Tax) Water Bonds (Additionally Secured by Pledged Revenues) Series 2019A for a total not to exceed amount of \$70,000. (Sheri Russell, srussell@carson.org)

Staff Summary: The agreement between the City and the firm of Sherman & Howard sets forth the role proposed to be served and the responsibilities proposed to be assumed as bond counsel.

15.C For Possible Action: To confirm the engagement of Sherman & Howard as bond counsel to Carson City, Nevada in connection with the issuance of the \$10,215,000 Carson City, Nevada, General Obligation (Limited Tax) Water Refunding Bond (Additionally Secured by Pledged Revenues) Series 2018B (Taxable) for a total not to exceed amount of \$65,000 to be funded from bond proceeds. (Sheri Russell, srussell@carson.org)

Staff Summary: The agreement between the City and the firm of Sherman & Howard sets forth the role proposed to be served and the responsibilities proposed to be assumed as bond counsel.

15.D For Possible Action: To adopt Bill No. 109, on second reading an ordinance designated as the "2018B Water Refunding Bond Ordinance"; authorizing the issuance by Carson City of its "Carson City, Nevada, Taxable/Tax-Exempt General Obligation (Limited Tax) Water

Refunding Bond (Additionally Secured by Pledged Revenues), Series 2018B" for the purpose of refunding, paying and discharging certain outstanding bonds of the City; providing the form, terms and conditions of the bonds; providing for the levy and collection of annual general (ad valorem) taxes for the payment of such bond; additionally securing its payment by a pledge of revenues derived from the water system of the City. (Sheri Russell, srussell@carson.org)

Staff Summary: This ordinance will authorize the issuance of the "Carson City, Nevada, Taxable/Tax-Exempt General Obligation (Limited Tax) Water Refunding Bond (Additionally Secured by Pledged Revenues), Series 2018B" for the purpose of refunding all or a portion of the outstanding "Carson City, Nevada, General Obligation (Limited Tax) Water Improvement Bonds (Additionally Secured By Pledged Revenues), Series 2010A", for the purpose of effectuating interest rate savings.

16. Purchasing and Contracts

16.A For Possible Action: To approve Temporary Staffing Services with Marathon Staffing Group, Inc., Manpower, Acro Service Corporation, and Talent Framework, LLC, through Joinder RFP/Contract No. 3296 with the State of Nevada through June 30, 2019 for an annual amount of \$1,500,000 with a \$200,000 contingency for a total not to exceed annual amount of \$1,700,000 to be funded from various City Department's/Elected Office's hourly and project accounts. (Carol Akers, CAkers@carson.org)

Staff Summary: The State of Nevada issued a Request for Proposal for Temporary Employment Services in November 2016 and awarded contracts to four (4) companies. Staff has reviewed the contracts and recommends joining on all four (4) contracts. This will provide a wider selection of temporary staffing needed throughout the City.

The request for a \$200,000 contingency is to cover unforeseen grants awarded throughout the year. Many departments will receive a grant and will utilize temporary staffing to fulfill the project. The grant money will pay for the temporary staff.

16.B For Possible Action: To approve the purchase of various vaccinations for Health and Human Services through Joinder Contracts with GlaxoSmithKline, Merck Sharp & Dohme Corp., and Sanofi Pasteur Inc. for a total annual amount not to exceed \$290,000.00 to be funded from the Health and Human Services Private Vaccine revenue and School Located Vaccine and Community Vaccine revenue accounts for FY19. (Carol Akers, CAkers@carson.org and Nicki Aaker, NAaker@carson.org)

Staff Summary: Carson City Health and Human Services would like to utilize current contracts through the Minnesota Multistate Contracting Alliance for Pharmacy to purchase vaccinations for Carson City citizens.

17. Recess as the Board of Supervisors

Board of Health

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

19. 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.

20. For Possible Action: Approval of Minutes - January 18, 2018 and April 19, 2018

21. Health and Human Services

21.A Presentation Only: Presentation and discussion about the quality improvement project conducted within the Human Services Division - Community Health Worker within the housing program. (Faith Barber, fbarber@carson.org and Mary Jane Ostrander, mostrander@carson.org)

Staff Summary: Carson City Health and Human Services (CCHHS) has a quality improvement plan and fosters a culture of quality improvement. The mission of the plan is to continuously improve the quality of our programs, processes, and services so that the department may provide high quality services which best fulfills the needs of the community and improves the quality of life within the community. Quality improvement is the foundation of the Public Health Accreditation process.

21.B Presentation Only: Presentation and discussion about the Community Assessment for Public Health Emergency Response (CASPER). (Jeanne Freeman, jfreeman@carson.org)

Staff Summary: Public Health Preparedness staff will be conducting a Community Assessment for Public Health Emergency Response (CASPER) throughout Carson City during the week of September 17-September 21. CCHHS will be the first jurisdiction in Nevada to complete a CASPER. Staff has been trained in the processes by the Centers for Disease Control and Prevention (CDC). This project will involve collaboration with Fire, Sheriff's Office, and Emergency Management. The purpose of the CASPER is to help City Emergency Management officials know how prepared this community is for a disaster, identify preferred modes of communication during an emergency, and to educate community members about the importance of preparedness and how to accomplish preparedness. CASPER is a face-to-face survey process within randomly selected census clusters. This process will require volunteers to go knock on doors and complete a brief 15 minute survey with residents. Following CDC protocols, a total of 210 surveys will be completed.

21.C For Possible Action: To accept a presentation by staff, with discussion and possible further action to provide feedback and direction to the staff of the Carson City Health and Human Services (CCHHS) Tobacco Prevention and Control Program concerning the activities within the Funds for Healthy Nevada's 2018 - 2019 Scope of Work. (Sandy Wartgow, swartgow@carson.org)

Staff Summary: The Funds for Healthy Nevada (FHN) Tobacco program's Multi Family Housing Units and Western Nevada College projects were successful and will be presented and discussed. These success stories are being submitted to the CDC. The FHN grant is a two year

grant from the State of Nevada and is funded by the Tobacco Master Settlement Funds. CCHHS is in the second year of the grant. For accreditation purposes, staff recommends formal acceptance of the presentation.

21.D For Possible Action: To accept a presentation by staff, with discussion and possible further action to provide feedback and direction to staff concerning the Community Health Improvement Plan (CHIP). (Heather Kerwin, hkerwin@carson.org and Nicki Aaker, naaker@carson.org)

Staff Summary: A healthy community is one that promotes not only a low burden of disease, but also a high quality of life. This includes reducing people suffering from acute infections (influenza) and chronic conditions (cancers, diabetes) and ensures that people have access to amenities including safe and affordable housing, healthy food options, clean air and water, access to healthcare, quality education, and adequate employment.

22. 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.

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

24. Reconvene as the Board of Supervisors

25. 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

-- LUNCH BREAK - RETURN - 1:30 P.M. --

26. City Manager

26.A For Possible Action: To appoint one member to the Library Board of Trustees to fill a four year term expiring June 2022. (Nancy Paulson, npaulson@carson.org)

Staff Summary: NRS 379.020 provides for the Board of Supervisors to appoint five competent persons who are residents of the county to serve as county library trustees. There is one vacancy due to a member's term expiring. A new application was submitted by Nicholas Cranston.

26.B For Possible Action: To appoint three members to the Carson City Parks and Recreation Commission each to fill a four year term set to expire January 2022. (Nancy Paulson, npaulson@carson.org)

Staff Summary: CCMC 2.16.010 and NRS 244.3076 provide for a Parks and Recreation Commission to consist of no more than nine members appointed by the Board of Supervisors. There are three openings due to members' terms expiring. A reappointment request has been received from Donna Curtis. New applications were received from Kurt Meyer and Lea Cartwright.

PUBLIC HEARING:

26.C Presentation Only: Public Hearing on the report of the City Manager on the fiscal impact and recommended approval of the amended Collective Bargaining Agreement between Carson City and the Carson City Sheriff's Supervisory Association on behalf of the Carson City Sheriff's Sergeants, effective July 1, 2018 to June 30, 2023 with an estimated fiscal impact of \$986,000 to \$1,010,000 for the five (5) year period. (Nancy Paulson, npaulson@carson.org)

Staff Summary: Carson City and the Carson City Sheriff's Supervisory Association have engaged in extensive negotiations for a successor Collective Bargaining Agreement (CBA). The proposed modified CBA is for a five (5) year term (July 1, 2018 to June 30, 2023) and includes modified language regarding compensation, banked annual leave hours, retirement age requirement, post-retirement benefits, grievance procedures, uniform allowance and other technical, non-substantive changes.

26.D For Possible Action: To approve the amended Collective Bargaining Agreement between Carson City and the Carson City Sheriff's Supervisory Association on behalf of the Carson City Sheriff's Sergeants, effective July 1, 2018 to June 30, 2023 with an estimated fiscal impact of \$986,000 to \$1,010,000 for the five (5) year period. (Nancy Paulson, npaulson@carson.org)

Staff Summary: Carson City and the Carson City Sheriff's Supervisory Association have engaged in extensive negotiations for a successor Collective Bargaining Agreement (CBA). The proposed modified CBA is for a five (5) year term (July 1, 2018 to June 30, 2023) and includes modified language regarding compensation, banked annual leave hours, retirement age requirement, post-retirement benefits, grievance procedures, uniform allowance and other technical, non-substantive changes.

26.E Presentation Only: City Manager update on current City projects, activities and other items of interest to the Board of Supervisors and the community. (Nancy Paulson, npaulson@carson.org)

Staff Summary: The City Manager will present an update on current City projects, activities and other items of interest to the Board of Supervisors and the community.

27. 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.

28. 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. In addition, it is Carson City's aspirational goal to also provide for item-specific public comment as follows: In order for members of the public to participate in the public body's consideration of an agenda item, the public is strongly encouraged to comment on an agenda item when called for by the mayor/chair during the item itself. 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 and Chair, also retain discretion to only provide for the Open Meeting Law's minimum public comment and not call for or allow additional individual-item public comment at the time of the body's consideration of the item when: 1) it is deemed necessary by the mayor/chair to the orderly conduct of the meeting; 2) it involves an off-site non-action facility tour agenda item; or 3) it involves any person's or entity's due process appeal or hearing rights provided by statute or the Carson City Municipal Code.

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:
Community Center 851 East William Street
Courthouse 885 East Musser Street
City Hall 201 North Carson Street
Carson City Library 900 North Roop Street
Community Development Permit Center 108 East Proctor Street
<http://notice.nv.gov>