

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

Day: Thursday
Date: November 1, 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 - 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: Adoption of Agenda

7. Special Presentations

7.A Presentation of a certificate of appreciation to Lt. Commander Robert Bledsaw. (Mayor Crowell)

7.B Presentation of the 2017 American Public Works Association Environmental Project of the Year. (Dan Stucky, DStucky@carson.org)

Staff Summary: The American Public Works Association (APWA) will recognize and present the 2017 Environmental Project of the Year to the Carson City Board of Supervisors and staff for the Carson City Water Resource Recovery Facility Improvement Project.

Consent Agenda

All matters listed under the consent agenda are considered routine and may be acted upon by the Board of Supervisors with one action and without an extensive hearing. Any member of the Board may request that an item be taken from the consent agenda, discussed and acted upon separately during this

meeting. The Mayor, or the Mayor Pro-Tem, retains discretion in deciding whether or not an item will be pulled off the consent agenda.

8. Assessor

8.A For Possible Action: To approve the partial removal of the 2018/19 Real Property Taxes for parcel numbers 007-091-66 (Ash Canyon Rd.) and 007-293-29 (Sec 11 15/19) per NRS 361.060 in the amount of \$2,486.47, along with a refund to be issued in the amount of \$796.47 for the same parcels for the time period that these parcels are exempt from October 6, 2018 through June 30, 2019. (Kimberly Adams, kadams@carson.org)

Staff Summary: The Assessor's Office is requesting the partial removal and partial refund of the 2018/19 Real Property Taxes for the following Assessor's Parcel Numbers for a total of \$2,486.47 and \$796.47 to be refunded: 007-091-66: \$2,483.59 to be removed; refund in the amount of \$793.59. 007-293-29: \$2.88 to be removed; refund in the amount of \$2.88.

8.B For Possible Action: To approve the removal of the 2018/19 Real Property Taxes for parcel numbers 008-922-20 (Executive Pointe Wy.), 008-922-21 (Commerce Wy.) and 008-922-22 (Commerce Wy. / N. Lompa Ln.) per NRS 361.125 in the amount of \$9,593.07 plus \$96.20 in penalties, along with a refund to be issued in the amount of \$4,897.27 for the same parcels for the two installment payments that have already been made. (Kimberly Adams, kadams@carson.org)

Staff Summary: The Assessor's Office is requesting the removal of the 2018/19 Real Property Taxes for the parcels and corresponding amounts described below, along with a refund to be issued in the amount of \$4,897.27 for the same parcels for two installment payments that have already been made: 008-922-20 in the amount of \$5,171.25 plus \$51.81 in penalties; refund in the amount of \$2,639.06. 008-922-21 in the amount of \$1,846.00 plus \$18.52 in penalties; refund in the amount of \$942.52. 008-922-22 in the amount of \$2,575.82 plus \$25.87 in penalties; refund in the amount of \$1,315.69.

9. Finance

9.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 October 19, 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.

10. Purchasing and Contracts

10.A For Possible Action: To approve the Interlocal Agreement with Washoe County on behalf of the Washoe County Regional Medical Examiner's Office for Forensic Pathology

Services, through June 30, 2020, for an annual amount not to exceed \$148,500.00, to be funded from the Professional Services/Autopsies Account. (Carol Akers, CAkers@carson.org and Ken Furlong, KFurlong@carson.org)

Staff Summary: The Washoe County Regional Medical Examiner's Office will perform services listed on the Fee Schedule as deemed necessary by the Carson City Sheriff/Coroner's Office. This Interlocal Agreement shall remain in force for a period of up to two (2) years, renewed by addendum at the discretion of the parties and upon appropriate official action of the governing body of each party.

10.B For Possible Action: To approve the annual software maintenance contract renewal with Superion (formerly known as HTE) for a not to exceed amount of \$63,521.16 to be funded from the IT Software Maintenance and various other city department accounts. (Carol Akers, CAkers@carson.org and Eric Von Schimmelmänn, EVonSchimmelmänn@carson.org)

Staff Summary: The Superion applications have been in service since 1990 and we have paid annual maintenance on these each year. This maintenance contract will be reduced in future years as we convert off these applications to a more modern technology with Tyler Technologies Munis product. If approved, the cost of this annual maintenance renewal will be funded from the IT Software Maintenance account and various other city departments' accounts.

(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 Presentation Only: Presentation and update of accomplishments and projects of the Carson Animal Services Initiative (CASI). (Lisa Schuette)

Staff Summary: Lisa Schuette, founder of Carson Animal Services Initiative, will provide an update.

12.B For Possible Action: To acknowledge and support applications from Berkley International and Redwood Materials for State incentives through the Governor's Office of Economic Development (GOED). (Andrew Haskin, NNDA)

Staff Summary: Northern Nevada Development Authority (NNDA) will present Berkley International and Redwood Materials and their applications for State incentives.

13. Treasurer

13.A For Possible Action: To order and direct the Carson City Treasurer to sell, after giving notice of sale, for a total amount not less than the amount of taxes, costs, penalties and interest legally chargeable against the property as stated in the order, the following properties: APN

Nos. 002-381-46; 003-063-06; 003-093-03; 008-241-01; 008-331-28; 008-382-37; 008-795-22; 009-481-10. (Gayle Robertson, grobertson@carson.org)

Staff Summary: Nevada Revised Statutes (NRS) 361.595(2) provides that if a "property is to be sold, the board of county commissioners may make an order, to be entered on the record of its proceedings, directing the county treasurer to sell the property particularly described therein, after giving notice of sale, for a total amount not less than the amount of the taxes, costs, penalties and interest legally chargeable against the property as stated in the order."

14. Purchasing and Contracts

14.A For Possible Action: To approve the purchase of twenty-four (24) vehicles for several departments throughout the City, utilizing the State of Nevada's competitive bid list, cooperative purchasing agreements from Sourcewell/National Joint Powers Alliance ("Sourcewell/NJPA") and a cooperative purchasing agreement with Helping Governments Across the Country Buy ("H-GAC Buy") for a total not to exceed amount of \$1,678,127.28. (Carol Akers, CAkers@carson.org and Zach Good, ZGood@carson.org)

Staff Summary: Multiple City departments are looking to replace twenty-four (24) vehicles in the City. Equipment being replaced is at the end of useful life and is not cost effective to maintain. These purchases were planned for and are funded as part of current budgets.

15. Recess as the Board of Supervisors

Board of Health

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

17. 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.

18. For Possible Action: Approval of Minutes - July 19, 2018

19. Health and Human Services

19.A For Possible Action: Presentation, discussion and possible action to accept the Health Officer's Report regarding the role of the Health Officer and current projects. (Staff contact - Nicki Aaker; naaker@carson.org)

Staff Summary: The Health Officer's Report is to provide an update on the Health Officer's engagement in the department and the community to include, but not limited to, child and adult immunizations. This is an opportunity to formally inform the Board of Health of the Health Officer's role and her current projects. Feedback and direction is requested from the Board regarding the Health Officer's report concerning activities the Health Officer is engaged in both internally and externally for Carson City Health and Human Services (CCHHS). The Health Officer and staff are seeking critical feedback concerning the role of the Health Officer and current projects from the Board.

19.B For Possible Action: Presentation, discussion, and possible action to accept the biannual report that is 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 containing certain information and statistical data concerning the services provided under the contract. Staff and Vitality Unlimited are seeking critical feedback from the Board relating to the biannual report and the services being provided.

19.C For Possible Action: Presentation, discussion and possible action to accept the Community Assessment for Public Health Emergency Response (CASPER) survey that was conducted September 17 -21, 2018. (Jeanne Freeman, JMFreeman@carson.org)

Staff Summary: Public Health Preparedness staff conducted a Community Assessment for Public Health Emergency Response (CASPER) throughout Carson City during the week of September 17-September 21. CCHHS was the first jurisdiction in Nevada to complete the survey. This project involved collaboration with Fire, Sheriff's Office, and Emergency Management. The purpose of the CASPER was to help City Emergency Management officials identify how prepared our 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 was a face-to-face survey process within randomly selected census clusters. This process required volunteers to go knock on doors and complete a brief 15 minute survey with residents. Following CDC protocols, CCHHS' goal is to obtain 210 surveys. Staff is seeking critical feedback from the Board regarding the survey.

19.D For Possible Action: Presentation, discussion and possible action to accept the presentation regarding the Flu Vaccination Point of Dispensing (POD) Exercise that was conducted October 6, 2018. (Jeanne Freeman, JMFreeman@carson.org)

Staff Summary: Public Health Preparedness and Health Department staff conducted a drive-thru flu Point of Dispensing (POD) exercise on Saturday, October 6, 2018. The drive-thru process has not been tested in Carson City since 2014. This project involved collaboration with Emergency Management, Fire/EMS, Public Works, Sheriff's Office, and several community volunteer groups. The purpose of the exercise was to test Carson City's capability to provide medications to a lot of people during an emergency while providing the public a convenient option for their flu shot. The goal was to be able to vaccinate 400 to 450 people per hour according to national standards for a community the size of Carson City. Staff is seeking critical feedback from the Board regarding the presentation and the POD exercise overall.

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: To Adjourn as the Board of Health

22. Reconvene as the Board of Supervisors

23. City Manager

PUBLIC HEARING

23.A PUBLIC HEARING: To conduct a public hearing and take public comment on a proposed amendment to the Plan of Expenditure for the V & T Railroad Sales Tax authorizing the City to expend any sales tax accumulated to date and remaining each fiscal year, after sufficient sales tax has been set aside to pay debt service on bonds secured by the tax, on certain street and highway preservation and rehabilitation projects. (Nancy Paulson, npaulson@carson.org)

Staff Summary: The current plan approved by the Board of Supervisors on September 1, 2005, to finance a portion of the cost of reconstructing the Virginia & Truckee Railroad from Virginia City to Carson City, Nevada authorizes the City to expend the revenue derived from the sales tax for debt service on the City's V & T Historical Refunding Bonds. The proposed amendment authorizes the City to expend any sales tax accumulated to date and remaining each fiscal year, after sufficient sales tax has been set aside to pay debt service on the bonds, on certain street and highway preservation and rehabilitation projects described in the amendment, pursuant to NRS 377B.100(7).

23.B For Possible Action: To adopt an amended Plan of Expenditure for the V & T Railroad Sales Tax authorizing the City to expend any sales tax accumulated to date and remaining each fiscal year, after sufficient sales tax has been set aside to pay debt service on bonds secured by the tax, on certain street and highway preservation and rehabilitation projects. (Nancy Paulson, npaulson@carson.org)

Staff Summary: The current plan approved by the Board of Supervisors on September 1, 2005, to finance a portion of the cost of reconstructing the Virginia & Truckee Railroad from Virginia City to Carson City, Nevada authorizes the City to expend the revenue derived from the sales tax for debt service on the City's V & T Historical Refunding Bonds, Series 2014E. The proposed amendment authorizes the City to expend any sales tax accumulated to date and remaining each fiscal year, after sufficient sales tax has been set aside to pay debt service on the bonds, on certain street and highway preservation and rehabilitation projects described in the amendment, pursuant to NRS 377B.100(7).

PUBLIC HEARING

23.C PUBLIC HEARING: To receive public input on the introduction, on first reading, of an ordinance amending Title 21 (Taxation), Chapter 21.06 (V&T Railroad Sales Tax) of the Carson City Municipal Code to revise various provisions relating to the purpose, imposition, refund and use of the V&T Railroad Sales Tax. (Nancy Paulson, npaulson@carson.org)

Staff Summary: Pursuant to the Carson City Municipal Code (CCMC), sales tax revenue may only be utilized for the payment of interest and principal on the V&T historical bonds and any bonds issued to refund the V&T historical bonds. The purpose of this amendment to the CCMC is to also pay for certain streets and highway infrastructure projects described in the Amended Plan of Expenditure with any sales tax revenue received in each fiscal year which exceeds the amount required for that fiscal year to pay debt service on the V&T historical bonds and any bonds issued to refund the V&T historical bonds. The sales tax may only be used to fund projects included in the Amended Plan of Expenditure.

23.D For Possible Action: To introduce, on first reading, an ordinance amending Title 21 (Taxation), Chapter 21.06 (V&T Railroad Sales Tax) of the Carson City Municipal Code to revise various provisions relating to the purpose, imposition, refund and use of the V&T Railroad Sales Tax. (Nancy Paulson, npaulson@carson.org)

Staff Summary: Pursuant to the Carson City Municipal Code (CCMC), sales tax revenue may only be utilized for the payment of interest and principal on the V&T historical bonds and any bonds issued to refund the V&T historical bonds. The purpose of this amendment to the CCMC is to also pay for certain streets and highway infrastructure projects described in the Amended Plan of Expenditure with any sales tax revenue received in each fiscal year which exceeds the amount required for that fiscal year to pay debt service on the V&T historical bonds and any bonds issued to refund the V&T historical bonds. The sales tax may only be used to fund projects included in the Amended Plan of Expenditure.

24. 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. --

25. Public Works

25.A For Possible Action: To determine that Waste Management of Nevada has proposed the best value for collection services in response to the request for proposals issued June 26, 2018 and to direct staff to enter into negotiations with Waste Management of Nevada for Solid Waste and Recyclable Materials Exclusive Franchise collection services. (Rick Cooley, RCooley@carson.org)

Staff Summary: The current solid waste and recyclable materials franchise agreement expires on June 30, 2019. In order to have a vendor in place ready to serve a new franchise agreement by July 1, 2019, a new contract must be awarded by December 2018. A Request for Proposals was published seeking vendors to provide solid waste and recyclable materials franchise collection services on June 26, 2018. Five proposals were received on August 21, 2018. The evaluation committee reviewed each proposer's background, experience, and proposal. Staff recommends moving forward with Waste Management of Nevada for solid waste and recyclable materials franchise collection services.

26. 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.

27. 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>