

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

Day: Thursday
Date: April 16, 2020
Time: Beginning at 8:30 am
Location: Community Center, Sierra Room
851 East William Street
Carson City, Nevada

AGENDA

NOTICE TO PUBLIC: The State of Nevada and Carson City are currently in a declared State of Emergency in response to the global pandemic caused by the coronavirus (COVID-19) infectious disease outbreak. In accordance with the Governor’s Declaration of Emergency Directive 006, which has suspended the provisions of NRS 241.020 requiring the designation of a physical location for meetings of public bodies where members of the public are permitted to attend and participate, public meetings of Carson City will NOT have a physical location open to the public until such time this Directive is removed.

•Members of the public who wish only to view the meeting but do NOT plan to make public comment may watch the livestream of the Board of Supervisors meeting at www.carson.org/granicus and by clicking on “In progress” next to the meeting date, or by tuning in to cable channel 191.

•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.

•Members of the public who wish to provide live public comment may do so during the designated public comment periods, indicated on the agenda, via telephonic appearance by dialing the numbers listed below. Please do NOT join by phone if you do not wish to make public comment.

**Join by phone:
Phone Number: +1-408-418-9388
Meeting Number: 265 266 356**

- 1. Call to Order - Board of Supervisors**
- 2. Roll Call**
- 3. Pledge of Allegiance**

4. 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.

5. For Possible Action: Approval of Minutes - March 19, 2020

6. For Possible Action: Adoption of Agenda

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. City Manager

7.A 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 March 7, 2020 through April 3, 2020. (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.

8. Finance

8.A For Possible Action: Discussion and possible action regarding the report on the condition of each fund in the treasury and the statements of receipts and expenditures through April 3, 2020, 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.

(End of Consent Agenda)

Ordinances, Resolutions, and Other Items

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

10. Community Development - Planning

10.A For Possible Action: Discussion and possible action to adopt on second reading, Bill No. 103, an ordinance changing the zoning from Conservation Reserve to Single Family One Acre, on property located on the south side of Kelvin Road and on Cachet Court, Corrinne Court, Gabrielle Court, and Danielle Drive, APNs 008-816-07 through 008-816-35 and 008-814-05 through 008-814-13. (Hope Sullivan, hsullivan@carson.org)

Staff Summary: The subject request was included in the 2019 Annual Master Plan Report as a land use mapping correction. The subject lots were created in 1993 and are approximately one acre each. The subject properties are zoned for a 20-acre minimum lot size. Based on a use permit issued in 1979 and early 1980, these lots have been subject to the standards of the Single Family One Acre zoning district. The proposed map amendment will make the zoning consistent with the regulations being applied. The Board of Supervisors is authorized to amend the zoning map.

10.B For Possible Action: Discussion and possible action to introduce, on first reading, an ordinance declaring a moratorium, for a period of up to 180 days with the ability to extend it by resolution for up to an additional 60 days, on the acceptance and processing of planning or other applications for the cultivation of hemp in Carson City. (Lee Plemel, lplemel@carson.org)

Staff Summary: Federal and Nevada laws allow the cultivation of hemp and manufacturing of certain products from hemp. Though similar in appearance, hemp has different characteristics than cannabis (marijuana) and is regulated separately from cannabis. The cultivation of hemp may have some of the same potential negative impacts as the cultivation of marijuana, such as objectionable odors that may create a public nuisance to adjacent properties. The initiation of a moratorium on hemp cultivation and drying facilities will allow City staff time to develop, for possible consideration and approval by the Board of Supervisors, appropriate regulations for such operations, including location and operational standards.

10.C For Possible Action: Discussion and possible action regarding a proposed Resolution reporting the City Engineer's estimated assessment roll for Fiscal Year 2021, identifying the cost to be paid by the Downtown NID (Neighborhood Improvement District) for the purpose of paying for maintenance of the Downtown Streetscape Enhancement Project; directing city staff to file the assessment roll with the Clerk's office; fixing the time and place to hear complaints, protests and objections regarding the assessment; and directing city staff to provide notice of the public hearings pursuant to NRS Chapter 271. (Lee Plemel, lplemel@carson.org)

Staff Summary: The Board of Supervisors adopted Ordinance No. 2016-1 establishing the Downtown NID on January 7, 2016, and implemented the first annual assessment in FY 2017 to assist in the cost of sidewalk and landscaping maintenance. The proposed Resolution initiates the process for implementing the annual assessment for FY 2021, as provided in NRS Chapter 271. The base assessment for FY 2021 is \$54,046, distributed among the commercial property owners within the NID, and the Board may consider a reduced assessment in order to reduce the amount of reserves in accordance with the ordinance establishing the NID.

10.D PUBLIC HEARING:

For Possible Action: Discussion and possible action regarding a request to expand the Historic District by adding the property located at 1614 North Curry Street, APN 001-155-02. (Hope Sullivan, hsullivan@carson.org)

Staff Summary: The subject property is listed in the Carson City Resources Inventory, completed in March 1980 and updated in 1988. Per the survey, the home was constructed in the early 1900's. The owner has requested that the home be added to the Historic District; current records do not indicate that this property is in the Historic District. However, in staff reports from December 1, 1994 and July 6, 1995 regarding an open space use assessment, the property is described as being located within the historic district. Therefore, this item also removes any confusion concerning the historic designation of the property. Per Carson City Municipal Code and NRS, the Board of Supervisors may create and expand the historic district by resolution.

10.E For Possible Action: Discussion and possible action regarding a request for a Historical Tax Deferment on property located within the Historic District on property zoned Residential Office, located at 1614 North Curry Street, APN 001-155-02. (Hope Sullivan, hsullivan@carson.org)

Staff Summary: The subject property is currently receiving an Open Space Use Assessment, commonly known as the Historic Tax Deferment. There has been a change of ownership, and the new owner is seeking to continue receiving the Historic Tax Deferment.

11. Finance

11.A PUBLIC HEARING:

For Discussion Only: Public hearing on the intention of the Board of Supervisors to act upon a proposed resolution authorizing a medium-term obligation in an amount of up to \$7,740,000 to finance the cost of refunding certain outstanding obligations of the City. (Sheri Russell srussell@carson.org)

Staff Summary: The City has determined that the medium-term obligation for the purpose of financing the cost of refunding certain outstanding obligations of the City in order to reduce interest rates without extending the final maturity of any refunded bond is in the best interest of the City and would best serve the public interest.

11.B For Possible Action: Discussion and possible action regarding a proposed Resolution authorizing a medium-term obligation in an amount of up to \$7,740,000 to finance the cost of refunding certain outstanding obligations of the City. (Sheri Russell, srussell@carson.org)

PURSUANT TO NRS 350.087, THIS RESOLUTION MUST BE ADOPTED BY A TWO-THIRDS VOTE OF THE BOARD OF SUPERVISORS

Staff Summary: This item is for the Board of Supervisors, on behalf of Carson City, to enter into a medium-term obligation in an amount up to \$7,740,000, pursuant to Nevada Revised Statutes (NRS) Chapter 350, in order to finance the cost of refunding certain outstanding obligations of the City for debt service savings. Adoption of the proposed Resolution would allow the City's Chief Financial Officer to take all actions necessary to effectuate the provisions of the Resolution,

including, without limitation, forwarding all necessary documents to the Executive Director of the Department of Taxation.

11.C For Possible Action: Discussion and possible action regarding Fiscal Year 2020 Capital Improvements that were previously approved during the FY 2020 budget process. (Sheri Russell, srussell@carson.org)

Staff Summary: Given the current state of emergency with the Coronavirus and the associated business closures, staff will present a review of the approved FY 2020 Capital Improvement Plan to update the Board on capital projects or purchases that have been completed, those that are in process and those capital projects and purchases that can be delayed.

11.D For Possible Action: Discussion and possible action regarding the proposed Carson City FY 2021 Tentative Budget which includes the General Fund, Enterprise Funds and all other budgeted funds. (Sheri Russell, srussell@carson.org)

Staff Summary: The purpose of this item is to review the proposed FY 2021 Carson City Tentative Budget which includes the FY 2021 base budget (contractually required increases and zero increase to services and supplies). Staff will provide a presentation on reductions made to the tentative budget and request any possible further reductions from the Board given the coronavirus (COVID-91) pandemic and non-essential business closures.

12. Recess as Board of Supervisors

Redevelopment Authority

13. Call to Order & Roll Call - Redevelopment Authority

14. Public Comment:**

The public is invited at this time to comment and discuss any topic that is relevant to, or within the authority of this public body.

15. For Possible Action: Approval of Minutes - March 19, 2020

16. Finance

16.A For Possible Action: Discussion and possible action regarding the proposed Carson City Redevelopment Authority FY 2021 Tentative Budget, Capital Improvement Program, and to provide further direction given the coronavirus (COVID-19) pandemic. (Sheri Russell, srussell@carson.org)

Staff Summary: The purpose of this item is to review the proposed FY 2021 Carson City Redevelopment Authority Tentative Budget and Capital Improvement Program. Staff will provide a presentation on reductions made to the Tentative Budget and request any possible further reductions from the Board given the coronavirus pandemic.

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 Redevelopment Authority

19. Reconvene as the Board of Supervisors

20. Health and Human Services

20.A For Possible Action: Discussion and possible action regarding a proposed revision to the Carson City Human Services Guidelines and Standards to temporarily modify the income eligibility criteria to benefit households whose incomes have been negatively affected by the impact of the coronavirus (COVID-19) pandemic, to be effective immediately through December 31, 2020. (Mary Jane Ostrander, mostrander@carson.org and Nicki Aaker, naaker@carson.org)

Staff Summary: The current income guidelines for general assistance under the Carson City Human Services Guidelines and Standards are as follows: for a household of one, under \$438 per month; for a household of two, under \$588 per month; and for a household of three or more, under \$588 per month plus \$150 for each additional household member. The proposed change in income eligibility would expand eligibility to any individual who not only falls within the existing income eligibility parameters but also those who can demonstrate a loss of 50% or more in income per household since March 12, 2020 when Governor Sisolak declared a state of emergency.

20.B For Discussion Only: Discussion and presentation on the intended use of a Public Health Emergency Preparedness (PHEP) grant in the amount of \$704,628, received by Carson City Health and Human Services (CCHHS) from the State of Nevada, Department of Public and Behavioral Health that originated from the Centers for Disease Control and Prevention (CDC). (Nicki Aaker, naaker@carson.org)

Staff Summary: CCHHS received emergency funding in the amount of \$704,628 from the CDC, which passed through the State of Nevada, Department of Public and Behavioral Health to local health departments that currently receive Public Health Emergency Preparedness (PHEP) funds. These funds will be used for personnel working to respond to, mitigate, and recover from the COVID-19 pandemic. This grant does not require a match.

21. Board of Supervisors

21.A For Possible Action: Discussion and possible action regarding directives and recommendations concerning Carson City departmental and staff functions and functions in Carson City as a consolidated municipality in relation to the exercise of emergency powers pursuant to NRS Chapters 244 and 414 and CCMC Chapter 6.02 for the purpose of ensuring the health, safety and welfare in Carson City in response to the global coronavirus (COVID-19) pandemic. (Nancy Paulson, npaulson@carson.org)

Staff Summary: As the status of the global coronavirus is constantly in a state of unpredictability and a rapidly changing landscape with regard to the rate of infection, exposure to infection and the issuance of international, federal and state guidelines and recommendations to mitigate exposure to and the transmission of infectious disease, various staff will present an update on Carson City's role in protecting the health, safety and welfare of its residents. In addition, this item is for the Board of Supervisors to issue, if it elects to do so, certain directives to City staff

and departments concerning City-related functions, as well as any recommendations to the public or directives pursuant to the City's emergency powers under a state of emergency in accordance with legal authority expressly granted by state and local law.

22. 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

23. 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.

24. 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. **Although it has been the ordinary practice of these public bodies to provide an opportunity for additional public comment during each specific item designated for possible action on the agenda, public comment will be temporarily limited to the beginning of the agenda before any action is taken and again at the end before adjournment. This policy will remain effective during the period of time the State of Nevada is under a State of Emergency as declared by the Governor due to the COVID-19 pandemic, and is intended to achieve the efficient conduct of meetings while facilitating public participation via telephonic means.** 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.

NOTICE TO PUBLIC: In accordance with the Governor's Emergency Declaration Directive 006 suspending state law provisions requiring the posting of public meeting agendas at physical locations, this agenda was posted electronically at the following Internet websites:

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