

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

Day: Thursday
Date: June 18, 2020
Time: Beginning at 8:30 am
Location: Community Center, Sierra Room
851 East William Street
Carson City, Nevada

AGENDA

NOTICE TO THE 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: 146 453 5771

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

3. **Invocation** - Louie Locke, Fountainhead Foursquare

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** - May 21, 2020

7. **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.

8. **Assessor**

8.A For Possible Action: Discussion and possible action regarding the Annual Technology Fund Report from the Carson City Assessor per NRS 250.085. (Dave Dawley, ddawley@carson.org)

Staff Summary: The Nevada Legislature created a fund during the 2003 Legislative session for the acquisition and improvement of technology in the office of the County Assessor (NRS 250.085). This fund is similar to the Clerk-Recorder's fund. It may be used to enhance technology within the Assessor's Office or at the Assessor's discretion and may be shared with other departments to help enhance their ability to share information between the departments. There is currently a balance of \$98,796.06 in the fund which will be used for future Computer Automated Mass Appraisal (CAMA) system expenditures.

8.B For Possible Action: Discussion and possible action regarding a request to remove the taxes and penalties from the Unsecured 2013/14, 2016/17, 2017/18 and 2018/19 Tax Roll per NRS 361.5607 in the amount of \$1,093.13. (Dave Dawley, ddawley@carson.org)

Staff Summary: The Assessor's Office is requesting the Board of Supervisors remove those taxes and penalties that have been deemed uncollectable from the Personal Property Tax Roll. The Assessor's Office has attempted to collect the taxes and penalties using the approved methods under NRS 361.535 and NRS 361.450.

8.C For Possible Action: Discussion and possible action regarding a proposed partial removal of the fiscal year (FY) 2018, 2019 and 2020 Real Property Taxes from parcel number 004-055-02 (906 S. Stewart St.) per NRS 361.765 and 361.768 for a total of \$1,189.95, along with a refund to be issued in the same amount. (Kimberly Adams, kadams@carson.org)

Staff Summary: The Assessor's Office is requesting the partial removal and partial refund of the FY 2018 (2017/18), FY 2019 (2018/19) and FY 2020 (2019/20) Real Property Tax Rolls due to an over assessment of the structures on parcel number 004-055-02 (906 S Stewart St.).

9. City Manager

9.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 May 9, 2020 through June 5, 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.

10. Finance

10.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 June 5, 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.

11. Purchasing and Contracts

11.A For Possible Action: Discussion and possible action regarding the authority to purchase Cationic Flocculant chemical from Solenis utilizing a joinder contract through the City of San Leandro, CA, for a not to exceed annual amount of \$120,000, to be effective July 1, 2020 through June 30, 2024 (File No. 20300023). (Carol Akers, Cakers@carson.org and Andy Hummel, Ahummel@carson.org)

Staff Summary: The Carson City Public Works wastewater treatment plant uses chemicals in the processing of the wastewater. Flocculant is used to aid in the separation of the water from the solids in the dewatering process. It is a required additive to ensure the solids that are taken to the landfill meet the required dryness standard as set forth in the landfill operating permit.

11.B For Possible Action: Discussion and possible action regarding a proposed request for authority to purchase Sodium Hypochlorite (Bleach) utilizing joinder contract #150063-SK-A through National IPA, for a not to exceed amount of \$200,000 through January 31, 2021 (File No. 20300028). (Carol Akers, Cakers@carson.org and Andy Hummel, Ahummel@carson.org)

Staff Summary: The Carson City Public Works Department and Parks and Recreation Department are looking to utilize a joinder contract through National IPA to purchase Sodium

Hypochlorite (12.5%) for use at the wastewater treatment plant, quill treatment plant and the aquatic center for pool disinfection.

11.C For Possible Action: Discussion and possible action regarding a proposed increase to the Curascript's purchase order (PO) from \$44,808 to a total amount not to exceed \$65,000 for Fiscal Year 2020. (Nicki Aaker, naaker@carson.org)

Staff Summary: Carson City Health and Human Services (CCHHS) purchases long acting birth control and pharmaceuticals through the Health Resources and Services Administration (HRSA) 340B Drug Pricing Program from Curascript. The purchases are funded by the Health and Human Services State Family Planning Grant, clinical services revenue and the Title X Grant. Due to the COVID-19 response, most of the staff working within the State Family Planning Grant were re-assigned to work on activities related to COVID-19, which the State Family Planning Grant would not cover. The grantor has agreed to allow the transfer of funds from Salaries/Benefits to Operating, which will allow CCHHS to purchase Nexplanons, a long acting birth control, from Curascript for clinical services family planning patients.

11.D For Possible Action: Discussion and possible action regarding a proposed increase to Merck's Purchase Order (PO) from the current amount of \$44,900 to a total amount not to exceed \$60,000 for Fiscal Year 2020. (Nicki Aaker, naaker@carson.org)

Staff Summary: Carson City Health and Human Services utilizes the Minnesota Multistate Contracting Alliance for Pharmacy (MMCAP) Contract # MMS15147 to purchase vaccinations and immunization supplies from Merck for vaccination efforts through Clinical Services. The contract expires June 30, 2020. This expense is funded from the Health and Human Services Private Vaccine revenue account for Fiscal Year 2020.

(End of Consent Agenda)

Ordinances, Resolutions, and Other Items

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

13. Purchasing and Contracts

13.A For Possible Action: Discussion and possible action regarding a determination that Reno Tahoe Construction, Inc., is the lowest responsive and responsible bidder pursuant to NRS Chapter 338 and whether to award Contract No. 19300183, Riverview Lift Station Upgrades, to Reno Tahoe Construction Inc., for a total not to exceed amount of \$406,397.53. (Carol Akers, CAkers@carson.org and Dan Stucky, DStucky@carson.org)

Staff Summary: The Riverview Lift Station Project includes all work associated with replacement of the existing lift station which collects sanitary sewer flows in the area of Riverview Estates, east of Fairview. The construction contract is for the base bid amount of \$369,452.30, plus a 10% contingency amount of \$36,945.23. The engineer's estimate for construction was \$550,000 for the base bid price.

14. Public Works

14.A For Possible Action: Discussion and possible action regarding proposed amendments to the Interlocal Cooperative Agreement between the Carson Area Metropolitan Planning Organization, the Carson City Regional Transportation Commission (RTC), and the Carson City Board of Supervisors to clarify the authority of each agency/organization. (Darren Schulz, DSchulz@carson.org and Lucia Maloney, LMaloney@carson.org)

Staff Summary: The Interlocal Agreement defines the respective responsibilities of each agency or organization as it relates to transportation planning, street and highway construction and maintenance, provision of public transportation services, and other tasks, activities and responsibilities necessary for the execution and support of the aforementioned transportation-related activities. The proposed amendments update the Agreement and clarify the authority of each agency/organization.

15. Finance

15.A For Possible Action: Discussion and possible action regarding proposed insurance agreements with Public Entity Property Insurance Program (PEPIP) for property insurance (including automobile physical damage), boiler and machinery, pollution and cyber insurance at a total premium of \$744,159; Argonaut Insurance Company for excess auto liability, general liability, employment practices, errors and omissions and law enforcement liability coverage at a total premium of \$349,211; Great American Insurance Group for government crime insurance at a total premium of \$13,808; and Illinois Union Insurance Company for landfill pollution legal liability insurance at a total premium of \$14,214, for an aggregate total of approximately \$1,121,392 for fiscal year (FY) 2021 to be paid from the Insurance Fund. (Sheri Russell, srussell@carson.org)

Staff Summary: Staff proposes renewing property insurance with the same insurance carriers as prior year. PEPIP insurers are all rated at least A- by AM Best adjusted and have policyholder reserves of at least \$100 million. Most program insurers have reserves exceeding \$2 billion. The City's insurance broker checked with ten other national property insurers but they were unable to provide comparable program to PEPIP with competitive rates. The property program has quoted an increase of 23.1% for FY 2021. Staff is also recommending renewing general liability, auto liability, employment practices, errors & omissions and law enforcement liability with Argonaut, as well as crime insurance with Great American and landfill pollution liability with Illinois Union (same insurance companies as last year). Argonaut Insurance (Trident Public Risk) has quoted a moderate increase of just 4.7%, Great American has quoted a moderate increase of 5%, and Illinois Union has quoted an increase of 14.5% in premiums for FY 2021. All of these insurance companies have at least an A- rating by AM Best and have adjusted policyholder reserves of at least \$1.5 billion.

15.B For Possible Action: Discussion and possible action regarding a proposed Resolution to augment and amend the Carson City FY 2019-20 Budget in the amount of \$11,451,742. (Sheri Russell, srussell@carson.org)

Staff Summary: The augmentation and revision are primarily due to annual and sick payouts, overtime, board actions and Internal Finance Committee approvals, federal and local grants, transfers of contingency, bond proceeds and unanticipated sources of revenue.

15.C For Possible Action: Discussion and possible action regarding a proposed Resolution for temporary interfund loans from the Regional Transportation Fund to the Carson Area Metropolitan Planning Organization (CAMPO) Fund for an amount not to exceed \$60,000, and from the General Fund to the Transit Fund for an amount not to exceed \$300,000. (Sheri Russell, srussell@carson.org)

Staff Summary: The CAMPO Fund and the Transit Fund may incur temporary cash shortages on June 30, 2020. The interfund loans would enable the City to cover any temporary cash shortages in these funds if necessary.

16. Recess as the Board of Supervisors

Redevelopment Authority

17. Call to Order & Roll Call - Redevelopment Authority

18. 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.

19. For Possible Action: Approval of Minutes - May 21, 2020

20. Community Development - Planning

20.A For Possible Action: Discussion and possible action concerning a recommendation to the Board of Supervisors regarding the expenditure of \$1,580,427 from the FY 2021 Redevelopment Revolving Fund to support various events, incentives and capital improvement projects as included in the FY 2021 Redevelopment Budget and Capital Improvement Program. (Mark Salinas, msalinas@carson.org and Lee Plemel, lplemel@carson.org)

Staff Summary: NRS 279.628 requires any expenditure from the Redevelopment Revolving Fund to be approved by Resolution of the Board of Supervisors upon recommendation by the Redevelopment Authority. The proposed expenditures are for the following approved projects, programs and incentives in the FY 2021 Redevelopment budget: \$25,000 for Nevada Day, \$15,000 for farmers market, \$10,000 for Christmas tree lighting, \$7,500 for July 4th fireworks, \$300,000 for Southgate Mall, Carson Mall and Nissan sales tax reimbursement incentives, \$207,927 for Richard Campagni (auto dealer) incentive, \$25,000 for special event street closures, \$50,000 for the Façade Improvement Program, \$20,000 for the Utility Extension and Sidewalk Improvement Assistance Program, \$25,000 for South Carson Street Project initial FY 2021 landscape maintenance, \$875,000 for downtown sidewalk, landscaping and lighting improvements, and \$20,000 for new Kit Carson Trail historic tour markers.

21. 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.

22. For Possible Action: To Adjourn as the Redevelopment Authority

23. Reconvene Board of Supervisors

24. Community Development - Planning

24.A For Possible Action: Discussion and possible action regarding a proposed Resolution authorizing the expenditure of \$1,580,427 from the Fiscal Year 2021 Redevelopment Revolving Fund to support various events, incentives and capital improvement projects as an expense incidental to the carrying out of the Redevelopment Plan. (Lee Plemel, lplemel@carson.org)

PURSUANT TO NRS 279.628, THIS RESOLUTION MUST BE ADOPTED BY A TWO-THIRDS VOTE OF THE BOARD OF SUPERVISORS.

Staff Summary: NRS 279.628 requires any expenditure from the Redevelopment Revolving Fund to be approved by Resolution of the Board of Supervisors upon recommendation by the Redevelopment Authority. The proposed expenditures are for the following approved projects, programs and incentives in the FY 2021 Redevelopment budget: \$25,000 for Nevada Day, \$15,000 for farmers market, \$10,000 for Christmas tree lighting, \$7,500 for July 4th fireworks, \$300,000 for Southgate Mall, Carson Mall and Nissan sales tax reimbursement incentives, \$207,927 for Richard Campagni (auto dealer) incentive, \$25,000 for special event street closures, \$50,000 for the Façade Improvement Program, \$20,000 for the Utility Extension and Sidewalk Improvement Assistance Program, \$25,000 for South Carson Street Project initial FY 2021 landscape maintenance, \$875,000 for downtown sidewalk, landscaping and lighting improvements, and \$20,000 for new Kit Carson Trail historic tour markers. NRS 279.628 permits the expenditure of money from the Redevelopment Revolving Fund for the purpose of any expenses necessary or incidental to the carrying out of Redevelopment Plans.

24.B For Possible Action: Discussion and possible action to introduce, on first reading, an ordinance changing the zoning from Single Family One Acre (SF1A) to Single Family 6,000 (SF6), on property located at the northeast corner of Silver Sage Drive and Clearview Drive, APN 009-124-03. (Heather Ferris, hferris@carson.org)

Staff Summary: The applicant is seeking to rezone a vacant 5.266-acre parcel from Single Family One Acre to Single Family 6,000 consistent with the existing Master Plan designation of Medium Density Residential. The Board of Supervisors is authorized to amend the zoning map.

24.C For Possible Action: Discussion and possible action regarding the adoption of Bill No. 108, on second reading, an ordinance approving the fourth addendum to a development agreement between Carson City and Silver Oak Development Company Limited Partnership to modify Article 2.2 Cluster Housing of the Silver Oak Development Agreement, and providing other matters properly related thereto on properties zoned Single Family 12,000 Planned Unit Development (SF-12 P), located on the south side of Silver Oak Drive, east of Siena Drive and Red Leaf Drive, and a parcel located southwest of Eagle Valley Ranch Road, and further identified as APNs 007-552-44, 007-552-38, 007-552-19 and 007-552-41. (Hope Sullivan, hsullivan@carson.org)

Staff Summary: The Silver Oak Planned Unit Development (PUD) was approved on September 16, 1993. The conditions and terms of approval of the PUD were incorporated into a development agreement adopted on January 6, 1994 as Ordinance No. 1994-1. The PUD includes four cluster housing blocks, one of which is already developed. The applicant is seeking

to reduce the maximum number of units in Block DD, located south of Silver Oak Drive and east of Siena Drive, from a maximum of 92 units to 64 units. For Blocks “CC,” “DD,” and “EE,” the applicant proposes to eliminate references to zero lot line townhomes and limitations on lot coverage, and to modify the required setbacks. The Board of Supervisors may amend the development agreement.

24.D For Possible Action: Discussion and possible action regarding the adoption of Bill No 109, on second reading, an ordinance amending the Silver Oak Planned Unit Development so as to expand the boundary of Block DD on property zoned Single Family 12,000 Planned Unit Development located south of Silver Oak Drive and East of Siena Drive, APNs 007-552-38 and 007-552-41, (Hope Sullivan, hsullivan@carson.org)

Staff Summary: The Silver Oak Planned Unit Development (PUD) was approved on September 16, 1993. The conditions and terms of approval of the PUD were incorporated into a development agreement adopted on January 6, 1994 as Ordinance No. 1994-1. The PUD includes four cluster housing blocks, one of which is already developed. The applicant is proposing that the boundary of Block DD be expanded easterly to incorporate 0.94 acres of designated open space into residential lots. The Board of Supervisors may amend the PUD.

24.E For Possible Action: Discussion and possible action regarding the adoption of Bill No 110, on second reading, an ordinance changing the zoning from Public Regional to Multi-Family Apartment on property located at 3410 Butti Way, APN 010-037-04. (Hope Sullivan, hsullivan@carson.org)

Staff Summary: The applicant is seeking to rezone 6.45 acres of the 7.81-acre subject property to Multi-Family Apartment. The eastern portion of the lot, with a width of approximately 427 feet, and a depth of 152 feet would remain zoned Public Regional. The subject property has a Master Plan designation of High Density Residential. The Board of Supervisors is authorized to amend the zoning map.

25. District Attorney

25.A For Possible Action: Discussion and possible action regarding litigation relating to proposed hemp cultivation on Carson City Open Space property located at 4900 Carson River Road and authorization for the District Attorney to take all legal action necessary to protect the rights and best interest of the City, including, without limitation, the preparation and filing of any counterclaims, any appeal in the event of an adverse judgment and all necessary legal papers. (Ben Johnson, bjohnson@carson.org)

Staff Summary: This agenda item is for the Board of Supervisors to consider authorizing the District Attorney’s Office to file counterclaims, including but not limited to breach of contract and requests for declaratory and injunctive relief, as well as any appeal in the event of an adverse judgment, concerning Carson City Open Space property located at 4900 Carson River Road in relation to proposed hemp cultivation at that location.

26. Human Resources

26.A For Possible Action: Discussion and possible action regarding the work performance of Nancy Paulson, City Manager, over the past year, including the designation of an overall

performance rating and the adoption of performance objectives for fiscal year 2021. (Melanie Bruketta, mbruketta@carson.org)

Staff Summary: Pursuant to the City Manager’s employment contract, in June of each year, the Board will conduct a public meeting to review and evaluate the performance of the City Manager. The City Manager is eligible for merit increases in the same manner as other unclassified employees pursuant to the Unclassified Resolution; however, Ms. Paulson has volunteered to forgo any merit increase associated with her job performance rating. At this meeting, the Board may also adopt the City Manager’s performance objectives for fiscal year 2021. The City Manager was served with the “Notice of Meeting of the Board of Supervisors” on May 22, 2020.

27. Board of Supervisors

27.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.

28. 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

29. 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.

30. 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>**