

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

Day: Thursday
Date: July 2, 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: 146 199 4039

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

3. Invocation - Pat Propster, Calvary Church

4. Pledge of Allegiance

5. Public Comment:**

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

6. For Possible Action: Approval of Minutes - June 4, 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. 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 June 19, 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.

9. Public Works

9.A For Possible Action: Discussion and possible action regarding, and authorization for the Mayor to sign, a five-year Mud Lake Reservoir Water Lease Agreement between Carson City and the Carson Water Subconservancy District permitting Carson City to use up to 526.25 acre feet of water per year for a cost of \$114.00 per acre-foot for the first year, with an increase in price per foot for each subsequent water delivery season equal to the percentage change in the Consumer Price Index for All Urban Consumers - All Items, as published by the Bureau of Labor Statistics. (Darren Schulz, dschulz@carson.org)

Staff Summary: On May 20, 2020, the Carson Water Subconservancy District Board of Directors approved the Mud Lake Reservoir Water Lease Agreement. Approving this Agreement will provide Carson City with up to 526.25 acre-feet (489.41 acre-feet after water transportation losses) of additional surface water annually, to be used during the water delivery season (October

1 to March 31) for the next five years. It has been the past practice of Carson City to lease these water rights as part of its conjunctive use management plan.

9.B For Possible Action: Discussion and possible action regarding, and authorization for the Mayor to sign, a one-year Lost Lakes Reservoirs Water Lease Agreement between Carson City and the Carson Water Subconservancy District, through June 30, 2021, permitting Carson City to use up to 100 acre feet of additional surface water for a cost of \$780 (for temporary water right change application fees payable to the State Engineer) plus \$57 per acre foot, for a total amount not to exceed \$6,480. (Darren Schulz, dschulz@carson.org)

Staff Summary: On May 20, 2020, the Carson Water Subconservancy District Board of Directors approved the Lost Lakes Water Lease Agreement. Approving this Agreement will provide Carson City with up to 100 acre feet of additional surface water to be used from October 1, 2020 to March 31, 2021. It has been the past practice of Carson City to lease these water rights as part of its conjunctive use management plan.

10. Purchasing and Contracts

10.A For Possible Action: Discussion and possible action regarding Contract No. 20300042 for the purchase of irrigation equipment and installation in an amount not to exceed \$137,301.92 from the Quality of Life Fund, with SiteOne Landscape Supply as a sole source vendor. (Carol Akers, CAkers@carson.org and David Navarro, DNavarro@carson.org)

Staff Summary: Approval of this request would authorize the purchase and installation of thirteen WeatherTRAK controllers from SiteOne Landscape Supply for the Parks, Recreation & Open Space Department, which is Phase II of replacing and updating the City's irrigation infrastructure with WeatherTRAK controllers identified for this fiscal year.

10.B For Possible Action: Discussion and possible action regarding authorization to purchase Fire Personal Protective Equipment-Turnouts and Fire Rescue Tools and Equipment from Curtis through joinder contract No. PS20015 with NPPGov, for a not to exceed annual amount of \$125,000 through June 30, 2021 (File No. 20300036). (Carol Akers, CAkers@carson.org and Sean Slamon, SSlamon@carson.org)

Staff Summary: The Carson City Fire Department is responsible for providing turnouts and safety equipment to all the Fire Department personnel who are active in the field. These items must meet the National Fire Protection Association's (NFPA) safety standards. This contract will allow the Carson City Fire Department to purchase this equipment as needed.

10.C For Possible Action: Discussion and possible action regarding authorization to purchase emergency medical equipment and supplies from Life Assist through joinder contract No. 7006639 with Dallas Fort Worth International Airport, for a not to exceed annual amount of \$145,000, through June 30, 2021 (File No. 20300036), and authorization for the Purchasing and Contracts Administrator to extend the joinder contract when it is renewed. (Carol Akers, CAkers@carson.org and Sean Slamon, SSlamon@carson.org)

Staff Summary: Through this contract, the Fire Department purchases emergency medical equipment and supplies used on a daily basis for Emergency Medical Services responses. This

includes items such as IV supplies, medications, bandages, splints, and other items used in the treatment of patients at scene of medical call and during transport.

10.D For Possible Action: Discussion and possible action regarding Contract 20300035, for FY 21 Landfill Equipment Repair and Preventative Maintenance with Cashman Equipment, to be effective July 1, 2020 through June 30, 2021, for an annual amount not to exceed \$150,000. (Carol Akers, Cakers@carson.org and Rick Cooley, RCooley@carson.org)

Staff Summary: The landfill operates seven pieces of Caterpillar brand heavy equipment that require repair and maintenance throughout the year. Cashman is the only authorized service provider who has access to Caterpillar's proprietary diagnostic equipment and therefore performs most of the repairs and maintenance on these pieces of equipment. In order to keep pace with the increased usage of the landfill and be prepared for repair and maintenance needs, a contract for \$150,000 is being requested to be issued to Cashman Equipment Services.

(End of Consent Agenda)

Ordinances, Resolutions, and Other Items

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

12. Recess as the 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 on and discuss any topic that is relevant to, or within the authority of this public body.

15. For Possible Action: Approval of Minutes - June 4, 2020

16. City Manager

16.A For Possible Action: Discussion and possible action regarding the appointment of two members to the Carson City Redevelopment Authority Citizens Committee (RACC), one for the position of Business Operator or Property Owner from Redevelopment Area 1 for a term expiring January 2023 and one for the position of Citizen-at-Large for a partial term expiring in January 2021. (Nancy Paulson, npaulson@carson.org)

Staff Summary: RACC is a seven-member committee that advises the Redevelopment Authority on matters pertaining to the Redevelopment District. There are two positions open; one is an unfilled vacancy and the other is due to a member resignation. An application to fill the Business Operator or Property Owner position from Redevelopment Area 1 vacancy was submitted by Gina Hill and an application to fill the Citizen-at-Large vacancy was submitted by John Sullivan.

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. Sheriff

20.A For Discussion Only: Presentation of a biannual report on Carson City jail conditions and information concerning deaths of prisoners within the jail. (Jim Primka, jprimka@carson.org)

Staff Summary: During the 2019 Legislative Session, the Nevada Legislature enacted Assembly Bill (AB) 301, which requires the Sheriff to submit to the Board of Supervisors a biannual report containing aggregated data similar to the information required to be submitted pursuant to the federal Death in Custody Reporting Act of 2013, Public Law 113-242, concerning the deaths of prisoners in the jail during the immediately preceding 6 months and the circumstances surrounding any such deaths. AB 301 also requires the Board, at least twice each year, to include as an item on the agenda of a public meeting a consideration of the conditions of the jail, the number of deaths of prisoners in the jail and the known circumstances surrounding any such deaths during the immediately preceding 6 months. There were no prisoner deaths in the jail in the immediately preceding 6 months.

21. Carson City Airport Authority

21.A For Possible Action: Discussion and possible action regarding a proposed approval and conditional acceptance of two 2020 Federal Aviation Administration (FAA) Airport Improvement (AIP) Grants, 3-32-0004-33 and 3-32-0004-34, in the approximate amount of \$1.5M for use in the rehabilitation of Runway 09/27, perimeter fence and access gate upgrades (AIP 33) and design of snow equipment removal building (AIP 34). (Kenneth Moen, kmoen@flycarsoncity.com)

Staff Summary: The FAA has informed the Carson City Airport Authority (CCAA) that two Grant Offers for AIP Projects No. 3-32-0004-033 2020 and 3-32-0004-034 2020 for the Carson City Airport (CXP) will be forthcoming. Once the grant offer is extended, the FAA turnaround timeframe may not coincide with the schedule of regular meetings of the Board of Supervisors (BOS). The FAA requires Carson City, as well as the CCAA to approve and accept the grant offers. The CCAA approved conditional acceptance of the FAA AIP 33 and 34 grants to be offered in an amount not to exceed \$1.5M. Under the Coronavirus Aid, Relief, and Economic Security (CARES) Act, these grants will not require a local match.

22. Finance

22.A For Possible Action: Discussion and possible action regarding a Consent to Assignment giving Carson City's consent to an assignment of Contract No. 1718-136, for External Audit Services, from Piercy Bowler Taylor and Kern (PBTk) to BDO, USA, LLP (BDO) upon the merger of PBTk with BDO. (Sheri Russell, srussell@carson.org)

Staff Summary: PBTk has informed Carson City that it will be merging with BDO, effective July 1, 2020. PBTk assured Carson City that not much will change; PBTk advised the City that the entire PBTk team is being retained by BDO in Carson City, and now as BDO, that team will still provide the same excellent audit services. As of July 1, 2020 PBTk will cease to exist and will thereafter be a part of BDO. Staff signed a Consent to Assignment prior to the merger; however, the Consent to Assignment is contingent on ratification by the Board of Supervisors.

22.B For Possible Action: Discussion and possible action regarding a proposed resolution to levy the Carson City Fiscal Year 2020-21 ad valorem tax rates as certified by the Nevada Tax Commission. (Sheri Russell, srussell@carson.org)

Staff Summary: By law, the Board of Supervisors sets the Carson City tax rates annually after the Nevada Tax Commission certifies the tax rates. This resolution sets the tax rates as approved during the Board of Supervisors and Redevelopment Authority budget hearings as well as the local rates for other governing bodies.

23. Purchasing and Contracts

23.A For Possible Action: Discussion and possible action regarding joinder contracts for bulk fuel and delivery services with Inter-State Oil Company, Carson Valley Oil, Co., and Flyers Energy, LLC, through the State of Nevada Contracts under #99SWC-NV20, and for Card Lock fueling network with Thomas Petroleum, LLC through the State of Nevada Contract #3125, for a total amount not to exceed \$1,094,654 from various city fuel accounts for fiscal year 2020-2021; and authorizing the Purchasing and Contracts Administrator to extend joinder contract #3125 when the State of Nevada renews the contract (File No. 20300022). (Carol Akers, CAkers@carson.org and Rich Hardcastle, RHardcastle@carson.org)

Staff Summary: Through these contracts, the City purchases bulk fuel for City-owned vehicles and provides the Card Lock fueling network for City employees' use when a vehicle is not able to refuel at a City refueling location.

24. Public Works

24.A For Possible Action: Discussion and possible action regarding proposed Amendment #01 to include diesel fuel in the fuel tax collection Interlocal Agreement between the State of Nevada, Department of Motor Vehicles ("DMV") and Carson City, dated October 8, 2003 and effective until termination. (Darren Schulz, DSchulz@carson.org and Lucia Maloney, LMaloney@carson.org)

Staff Summary: NRS Chapter 373 authorizes Carson City to collect a tax per gallon sold of motor vehicle fuel and diesel fuel. The City is mandated to contract with the DMV for the collection of both the motor vehicle fuel tax and the diesel fuel tax. The existing Interlocal Agreement entered into in 2002 sets forth the DMV's responsibilities to perform all functions incident to the administration, collection, and distribution of the Carson City motor vehicle fuel tax. This amendment adds Carson City Ordinance No. 2020-7 and the diesel fuel tax to the DMV's scope of work to allow the DMV to collect and distribute that tax.

25. Community Development - Planning

25.A For Possible Action: Discussion and possible action regarding a proposed Resolution amending the maximum number of residential building permit allocations under the Carson City Growth Management Ordinance for the years 2021 and 2022 and estimating the maximum number of residential building permit allocations for the years 2023 and 2024; establishing the number of residential building permit allocations available within the development project and general property owner categories; establishing a maximum average daily water usage for commercial and industrial building permits as a threshold for Growth Management Commission review; and directing staff to forward the growth management report to Nevada State legislators pursuant to the provisions of Assembly Bill 240 (2019). (Lee Plemel, lplemel@carson.org)

Staff Summary: The Board of Supervisors is required to annually establish the number of residential permits that will be available for the following calendar year pursuant to the Carson City Municipal Code Chapter 18.12 (Growth Management). This has historically been based upon a maximum growth rate of 3%. A total of 672 residential allocations are proposed to be made available for 2021. The commercial and industrial daily water usage threshold is 15,000 gallons per day annual average currently and is recommended to continue in 2021, above which Growth Management Commission approval is required. Assembly Bill 240 requires the City to annually provide a growth management report to the state legislators representing its jurisdictions by December 31 each year through the year 2022. This report will serve to meet that requirement.

26. Board of Supervisors

26.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.

27. Board of Supervisors

Non-Action Items:

Future agenda items

Status review of projects

Internal communications and administrative matters

Correspondence to the Board of Supervisors

Status reports and comments from the members of the Board

Staff comments and status report

28. Public Comment:**

The public is invited at this time to comment on any matter that is not specifically included on the agenda as an action item. No action may be taken on a matter raised under this item of the agenda.

29. For Possible Action: To Adjourn

****PUBLIC COMMENT LIMITATIONS** - The Mayor and Supervisors meet at various times as different public bodies: the Carson City Board of Supervisors, the Carson City Liquor and Entertainment Board, the Carson City Redevelopment Authority, and the Carson City Board of Health. Each, as called to order, will provide at least two public comment periods in compliance with the minimum requirements of the Open Meeting Law prior to adjournment. **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 agendized 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>