

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

Day: Thursday
Date: July 16, 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: 146 772 4116

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

3. Invocation - Micheal Hurlbert, 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: Approval of Minutes - June 18, 2020 and June 19, 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. City Manager

8.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 June 6, 2020 through July 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.

9. Finance

9.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 July 6, 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.B For Possible Action: Discussion and possible action to certify charges, levy and direct the Treasurer to collect special assessments for Fiscal Year 2020-21 as requested by the State Engineer of the State of Nevada, Department of Conservation and Natural Resources for the Eagle Valley Groundwater Basin (\$6,000) and the Dayton Valley Groundwater Basin (\$1,500)

and to further direct the Chief Financial Officer to remit the special assessment collections to the State. (Sheri Russell, srussell@carson.org)

Staff Summary: Pursuant to NRS 534.040(2), the Board of Supervisors is required to certify and levy the special assessments needed to fund the budgets of the groundwater basins administered by the State Engineer. The amounts requested by the State Engineer will be required for the payment of necessary expenses for supervision over the groundwater basins to include, but not limited to special studies, water level measurements, crop/pumpage inventories, field investigations, aquifer tests, well driller inspections, intent to drill card and well log review, associated data collection and management.

10. Purchasing and Contracts

10.A For Possible Action: Discussion and possible action regarding Contract No. 20300049, Carson City Sewer Pipeline Condition Assessment Phase III, with Keller Associates Inc., for a total not to exceed amount of \$200,000, to be funded from the Wastewater Professional Services account as approved in the FY 2021 budget. (Carol Akers; CAkers@carson.org, Dan Stucky; DStucky@carson.org and Andy Hummel; AHummel@carson.org)

Staff Summary: As the next step to gaining a more comprehensive understanding of the condition of Carson City's gravity sewer system infrastructure, Public Works sent out a formal Request for Proposals in March of 2018, requesting assistance towards planning and identifying priority areas to inspect, as well as to conduct condition assessments of the City's sanitary sewer system. Keller Associates was selected as the most qualified firm to complete the multi-phase project. Phase I of the sewer condition assessment was completed in FY 2019 and Phase II was completed in FY 2020. This contract is for Phase III of the sewer condition assessment.

10.B For Possible Action: Discussion and possible action regarding a joinder contract for employee medical services from ARC Health & Wellness, through Washoe County contract #3086-19 for an amount not to exceed \$85,000 annually through June 30, 2024 (File no. 20300051), and authorization for the Purchasing and Contracts Administrator to extend the joinder contract when the Washoe County contract is renewed. (Carol Akers; CAkers@carson.org, Sheriff Ken Furlong KFurlong@carson.org, and Fire Chief Sean Slamon SSlamon@carson.org)

Staff Summary: ARC Health & Wellness provides the annual heart and lung physicals for the Carson City Sheriff's Office, court bailiffs and marshalls, and the Carson City Fire Department. The physicals are required by NRS 617.454. The City has used services provided by ARC Health & Wellness for a number of years; the City is very satisfied with the provider and wishes to continue to utilize their services. The physical includes, but is not limited to laboratory testing (blood work), nicotine testing, TB skin test, audiogram, EKG, urinalysis, chest x-rays and pulmonary function testing.

(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 18, 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 position for Redevelopment Area 1 due to a term expiration, and one Citizen-at-Large position due to a resignation. An application for reappointment was submitted by Katie Bawden and a new application was submitted by Gina Hill for the Business Operator or Property Owner position from Redevelopment Area 1 vacancy. An application was submitted by John Sullivan for the Citizen-at-Large position.

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. City Manager

20.A Discussion Only: Discussion and presentation regarding the Water Supply Picture for the Carson River Watershed. (Ed James, edjames@cwsd.org)

Staff Summary: Edwin James with the Carson Water Subconservancy District (CWSD) will give a presentation on the Water Supply Picture for the Carson River Watershed. The presentation will summarize the groundwater levels throughout the watershed, discuss groundwater production for the various groundwater basins, review municipal water use, review stream flow along the Carson River and ditch diversions, and provide a discussion of a future Carson River Watershed Workshop.

21. Public Works

21.A For Discussion Only: Discussion and presentation on the 2019 Carson City Downtown Parking Analysis. (Darren Schulz, DSchulz@carson.org; Lee Plemel, LPlemel@carson.org; Lucia Maloney, LMaloney@carson.org)

Staff Summary: At the direction of the Board of Supervisors, Public Works and Community Development staff had a parking study conducted in 2019 to identify issues related to parking in the downtown area, including the availability of parking spaces and parking time management. Staff will present the conclusions and recommendations of the study.

22. Purchasing and Contracts

22.A For Possible Action: Discussion and possible action regarding a determination that Aspen Developers Corp. is the lowest responsive and responsible bidder pursuant to NRS Chapter 338, and whether to award Contract No. 20300026, Telegraph Street Reconstruction Project, to Aspen Developers Corp., for a total not to exceed amount of \$610,500. (Carol Akers, CAkers@carson.org and Dan Stucky, DStucky@carson.org)

Staff Summary: The Telegraph Street Reconstruction Project includes reconstruction of Telegraph Street between Carson and Plaza including replacement of sewer mains and laterals, water mains and services, reconstruction of the road, replacement of sidewalks, driveways, curb ramps, landscaping, irrigation, and street lighting. The construction contract is for the base bid amount of \$551,900 and Additive Alternate Line 53 for \$3,100 plus a 10% contingency amount of \$55,500. The engineer's estimate for construction was \$635,000 for the base bid price.

22.B For Possible Action: Discussion and possible action regarding fiscal year (FY) 2021 Temporary Staffing Services via joinder contracts through the State of Nevada with Marathon Staffing Group, Inc., Manpower, Acro Service Corporation and Talent Framework, LLC, for an annual amount of \$717,946 with a \$282,054 contingency for a total not to exceed amount of \$1,000,000, to be funded from various City Department's/Elected Office's hourly and project accounts (File No 20300051). (Carol Akers, CAkers@carson.org and Sheri Russell, SRussell@carson.org)

Staff Summary: The State of Nevada issued a Request for Proposal for Temporary Employment Services in November 2016 and awarded contracts to four companies. Staff has reviewed the contracts and recommends joining on all four contracts. This will provide a wide selection of temporary staffing needed throughout the City for FY 2021. The request for a \$282,054 contingency is to cover any unforeseen needs throughout the year. Typically, staff would seek a 10% contingency; however, this year it is unknown how many temporary employees the Carson City Health and Human Services Department will require due to COVID-19 contact tracing and testing efforts which depend on the number of positive cases. Therefore, this is a one-time contingency request of approximately 40%. Please note that health contact tracing and testing efforts due to COVID-19 will be federally funded by the CARES Act.

22.C For Possible Action: Discussion and possible action regarding Contract No. 20300059, City Phone System Implementation with ConvergeOne, Inc. for an amount not to exceed \$21,056, and corresponding solution summaries for the purchase of hardware, software, support, and implementation services through ConvergeOne, Inc., to replace the City's voice over IP

(VoIP) telephone system in the separate not to exceed amounts of \$250,031.22 (Fortivoice) and \$20,615 (Fortinet Remote Resource Service), with a remaining contingency, for a total aggregate amount not to exceed \$300,000 to be funded as approved in the FY 2021 Capital Improvement Plan. (Carol Akers, Cakers@carson.org and James Underwood, Junderwood@carson.org)

Staff Summary: The City's current core VoIP phone system hardware will no longer be supported by the vendor as of August 31, 2020; the City's current licensed software will not run on new hardware, and out of 650 handsets, 328 of them are not compatible with a software upgrade. Some of the 328 phones are more than 15 years old and are failing at a high rate. The purchases are funded as part of the current FY 2021 Capital Improvement Plan.

23. Parks and Recreation

23.A Presentation of a proclamation for Parks and Recreation Month. (Jennifer Budge, jbudge@carson.org)

23.B For Discussion Only: Discussion and presentation regarding the Open Space Advisory Committee 2019 Annual Report. (Lyndsey Boyer, lboyer@carson.org)

Staff Summary: Carson City Municipal Code ("CCMC") Section 13.06.090 requires that the Open Space Advisory Committee provide an annual report of its activities to the Board of Supervisors.

24. Finance

24.A For Possible Action: Discussion and possible action regarding projects in the Fiscal Year (FY) 2020 Capital Improvements Plan that were approved during the prior year budget process but were delayed due to the COVID-19 pandemic. (Sheri Russell, srussell@carson.org)

Staff Summary: The State of Nevada shut down non-essential business from March 18, 2020 through May 9, 2020, due to the COVID-19 pandemic; therefore, the City projected a 35% decline in sales tax revenue for March and April 2020. The Board of Supervisors took further precautions and delayed FY 2020 capital projects not yet started in case more cash flow was needed. Since that time, Nevada has begun to reopen. Staff is pleased to report that taxable sales decreased by only 12.7% in March and 5.4% in April. At this time, staff does not believe the General Fund will be in a position that would require the City to cancel FY 2020 capital projects. Therefore, staff is requesting the reinstatement of the delayed FY 2020 capital projects.

25. Board of Supervisors

Non-Action Items:

Future agenda items

Status review of projects

Internal communications and administrative matters

Correspondence to the Board of Supervisors

Status reports and comments from the members of the Board

Staff comments and status report

26. Recess as the Board of Supervisors

Board of Health

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

28. 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.

29. For Possible Action: Approval of Minutes - December 19, 2019

30. Health and Human Services

30.A For Possible Action: Discussion and possible action regarding a proposed acceptance of the Health Officer's Report. (Staff contact - Nicki Aaker; NAaker@carson.org)

Staff Summary: This agenda item is to provide an update on the Health Officer's engagement with the Carson City Health and Human Services Department (CCHHS) and the Carson City community, including, but not limited to, back to school immunization clinic proposals with COVID-19 precautions and participation in testing Point of Distributions (PODs). Feedback and direction are requested from the Board regarding the Health Officer's Report concerning activities the Health Officer is engaged in both internally and externally for CCHHS.

30.B For Possible Action: Discussion and possible action regarding a proposed acceptance of the report of the Carson City Health and Human Services (CCHHS) Director. (Nicki Aaker, NAaker@carson.org)

Staff Summary: The CCHHS Director's report will provide: (1) an update on funding pursuant to Senate Bill No. 263, which was enacted in 2019 by the Nevada Legislature; (2) an introduction of the new full-time public health program specialist, Azucena Ledezma Rubio; (3) an update on re-accreditation efforts; (4) updates on all COVID-19 activities by CCHHS; and (5) a notification of upcoming events that may be of interest to the Board of Health members and the public.

30.C For Possible Action: Discussion and possible action regarding a proposed acceptance of the Carson City Health and Human Services Department's (CCHHS) 2019 Annual Report. (Nicki Aaker, naaker@carson.org)

Staff Summary: The 2019 Annual Report provides an overview of CCHHS, including its mission, vision, values and the services provided in 2019, along with a funding overview. The public may access the report online at www.gethealthycarsoncity.org or a printed copy may be obtained at CCHHS located at 900 E. Long Street.

30.D For Possible Action: Discussion and possible action regarding a proposed approval of Carson City Health and Human Services' (CCHHS) Revised Strategic Plan. (Nicki Aaker, naaker@carson.org)

Staff Summary: The Public Health Accreditation Board requires a strategic plan as a core document for re-accreditation. The CCHHS Strategic Plan sets forth an action strategy for

CCHHS management and employees in the following priority areas: (1) partnerships; (2) communication; (3) communicable disease outbreak preparedness and response; (4) access to fresh fruits and vegetables; and (5) funding. It aligns with the goals of efficient government and organizational culture set forth in the Carson City Strategic Plan. The CCHHS Strategic Plan will be reviewed internally on an annual basis and a progress report will be given to the Carson City Board of Health annually.

30.E For Discussion Only: Discussion and presentation regarding the Forensic Assessment Services Triage Team (FASTT), including an overview of the composition of the team and its objectives and performance measurements. (Mary Jane Ostrander, mostrander@carson.org; Faith Barber, fbarber@carson.org; Nicki Aaker, naaker@carson.org)

Staff Summary: Criminal justice collaboration has been added as a behavioral health priority to the Community Health Improvement Plan. FASTT is a criminal justice collaboration between the Carson City Health and Human Services Department (CCHHS), the Carson City Jail, the Community Counseling Center and the Ron Wood Family Resource Center, designed to prevent inmate recidivism. Faith Barber, CCHHS Case Manager, is a member of FASTT and works directly with inmates. Mary Jane Ostrander has assisted in developing performance measures, which are submitted to a statewide database to allow for meaningful reporting. FASTT is supported by a grant from the State of Nevada, Division of Public and Behavioral Health through Partnership Carson City.

31. 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.

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

33. Reconvene the Board of Supervisors

34. Health & Human Services

34.A For Discussion Only: Discussion and presentation of the intended use of the Epidemiology Laboratory Capacity (ELC) grant in the amount of \$372,277 received by the Carson City Health and Human Services Department (CCHHS) from the State of Nevada, Department of Public and Behavioral Health, originating from the Centers for Disease Control and Prevention (CDC) ELC CARES program. (Nicki Aaker, naaker@carson.org)

Staff Summary: CCHHS received emergency funding in the amount of \$372,277 from CDC ELC CARES, which is passed through the State of Nevada, Department of Public and Behavioral Health to local health departments that currently receive ELC funds. These funds will be used for personnel, office space and some operating expenses for surveillance, monitoring and investigation of COVID-19 cases. This grant does not require a match.

34.B For Possible Action: Discussion and possible action regarding proposed revisions to the Guidelines and Standards of the Human Services Division of the Carson City Health and Human Services Department (CCHHS), including a proposed fee increase from \$550 to \$650 as the

amount to be paid to funeral homes for each indigent cremation or burial service. (Nicki Aaker, naaker@carson.org)

Staff Summary: In June 2019, Carson City representatives met with representatives from funeral homes that serve the Carson City community. The funeral homes suggested an increase in the indigent cremation/burial services fee that has not been increased in approximately 25 years. Because the Guidelines and Standards have not been updated and approved by the Board of Supervisors since November 2013, the entire document has been updated to reflect various clerical revisions for approval.

34.C For Possible Action: Discussion and possible action regarding a one-year lease agreement between Carson City and Sierra Medical Complex, Limited Partnership, to lease office space for the Carson City Health and Human Services Department's (CCHHS) COVID-19 response team, effective on July 16, 2020 through June 30, 2021 in the amount of \$2,025 per month, for an aggregate amount of \$24,300. (Nicki Aaker, naaker@carson.org)

Staff Summary: To manage the COVID-19 response, additional office space is needed to house the staff being hired for the call center, disease investigations and contact tracing.

35. Board of Supervisors

35.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.

36. 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.

37. 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>