

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

Day: Thursday
Date: November 5, 2020
Time: Beginning at 8:30 am
Location: Community Center, Bob Boldrick Theater
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: 146 501 0770

1. Call to Order - Board of Supervisors

2. Roll Call

3. Invocation - Ken Haskins, First Christian Church

4. Pledge of Allegiance

5. Public Comment:**

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

6. For Possible Action: Approval of Minutes - October 1, 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 regarding the appointment of two members to the Airport Authority to fill the "Manufacturer" and "Fixed Base Operator" positions, each for a term ending in October, 2024. (Nancy Paulson, npaulson@carson.org)

Staff Summary: The Airport Authority creates a seven member authority as appointed by the Board of Supervisors. The member categories are as follows: (1) three members who represent the general public – at least one of these members must be a city official selected by the Board of Supervisors and one must be a pilot who, at the time of appointment, owns and operates an aircraft based at the airport; (2) two members who are manufacturers in the Carson City industrial airport; and (3) two members who are fixed base operators at the airport. There are vacancies for two expired terms; applications were received from Karl Hutter for the "Manufacturer" position and Paul Hamilton for the "Fixed Base Operator" position.

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 October 22, 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.

10. Purchasing and Contracts

10.A For Possible Action: Discussion and possible action regarding a proposed CuraScript's Purchase Order (PO) to purchase the pharmaceutical drug Nexplanon, for a total amount not to exceed \$55,860 for Fiscal Year (FY) 2021. (Carol Akers, cakers@carson.org and 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. CCHHS would like to purchase long-acting birth control (Nexplanon) from CuraScript at 340B/Apexus pricing. Purchases will be funded from the Clinical Services Revenue account, Title X Family Planning and the State of Nevada Family Planning grants.

10.B For Possible Action: Discussion and possible action regarding a proposed increase to Henry Schein's Purchase Order (PO 21200243) for the purchase of personal protective equipment (PPE) and other supplies in response to COVID-19, from the current amount of \$44,000 to a new total amount not to exceed \$65,000 for Fiscal Year (FY) 2021. (Carol Akers, cakers@carson.org and Nicki Aaker, naaker@carson.org)

Staff Summary: Carson City Health and Human Services (CCHHS) utilizes multiple vendors to purchase various supplies/equipment for the COVID-19 response, including Henry Schein. CCHHS is utilizing the Henry Schein's Minnesota Multistate Contracting Alliance for Pharmacy (MMCAP Infuse) contract. Purchases will be funded from the following grants: Health and Human Services, Public Health Preparedness, Office of the Assistant Secretary for Preparedness and Response (ASPR) COVID-19; Immunization Enhanced Flu Outreach; and City CARES. Due to the COVID-19 response, CCHHS has been reaching out to all the vendors and purchasing as much PPE and other supplies needed to respond to COVID-19.

10.C For Possible Action: Discussion and possible action regarding a proposed increase to McKesson Medical's Purchase Order (PO 21200247) for the purchase of personal protective equipment (PPE) and other supplies in response to COVID-19, from the current amount of \$49,998.96 to a new total amount not to exceed \$110,000 for Fiscal Year (FY) 2021. (Carol Akers, cakers@carson.org and Nicki Aaker, naaker@carson.org)

Staff Summary: Carson City Health and Human Services (CCHHS) utilizes multiple vendors to purchase various supplies/equipment for the COVID-19 response, including McKesson. CCHHS is utilizing McKesson's Minnesota Multistate Contracting Alliance for Pharmacy (MMCAP Infuse) contract. Purchases will be funded from various grants and revenue accounts as demonstrated on the McKesson funding worksheet in the supporting materials. Due to the COVID-19 response, CCHHS has been reaching out to all the vendors and purchasing as much PPE and other supplies needed to respond to COVID-19.

(End of Consent Agenda)

Ordinances, Resolutions, and Other Items

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

12. Carson City Airport Authority

12.A For Possible Action: Discussion and possible action regarding authorization of a proposed lease assignment between Sterling Air, Ltd (Assignor) and Carson Tahoe Executive, LLC (Assignee) for the Assignee to assume an existing ground lease. (Kenneth Moen, kmoen@flycarsoncity.com)

Staff Summary: Long-time airport tenant Steve Lewis, owner of Sterling Air, Ltd, contacted airport staff regarding an offer to purchase Sterling Air, Ltd's assets. The assets include a hangar and adjoining office space. The purchaser is Jeff Pickett, the sole member of Carson Tahoe Executive, LLC, a Nevada limited liability company. In order to conclude the purchase of Sterling Air, Ltd assets, the Carson City Airport Authority ("CCAA") and the Board of Supervisors ("Board") must approve the ground lease assignment.

13. Finance

13.A For Possible Action: Discussion and possible action regarding a proposed Resolution for a temporary interfund loan in the amount of \$1,392,400.80 from the General Fund to the Grant Fund. (Sheri Russell, srussell@carson.org)

Staff Summary: The Grant Fund incurred a temporary cash shortage on June 30, 2020. The interfund loan would enable the City to cover the temporary cash shortage.

14. Public Works

14.A For Possible Action: Discussion and possible action regarding a tiered residential stormwater user fee for the stormwater utility and creation of a utility rate fee schedule for the water, wastewater, and stormwater utilities. (Darren Schulz, DSchulz@carson.org and Andy Hummel, AHummel@carson.org)

Staff Summary: Farr West Engineering conducted a study of the water, wastewater, and stormwater rates and the stormwater rate structure. On August 6, 2020, the results of the stormwater study were presented to the Board of Supervisors ("Board"), which directed staff to proceed with the process of revising the stormwater rate structure and updating the stormwater user rates. After further discussion, staff has prepared an optional residential tiered stormwater rate structure and a utility rate fee schedule for the Board's consideration. After consideration of the presentation, the Board may direct staff to include the proposed options in the rate change process.

14.B For Discussion Only: Discussion and presentation on the summary reports for the Carson City Facility Condition Assessment and Reserve Study. (Darren Schulz, DSchulz@carson.org and Dan Stucky, DStucky@carson.org)

Staff Report: As part of the Carson City Asset Management Program, Faithful + Gould, Inc., has concluded a comprehensive documentation, assessment, and analysis of the City's facilities. The analysis will be utilized to efficiently develop an operational facilities management and capital planning tool that will enable the City to more accurately forecast operational, maintenance, and capital costs and needs. The intent of this project was to not only address current baseline

conditions for 149 of the City's facilities, but also forecast future short- and long-term asset renewal capital needs using the data obtained from actual field assessments. The presentation will provide a summary of the study's findings.

15. Recess as the Board of Supervisors

Redevelopment Authority

16. Call to Order & Roll Call - Redevelopment Authority

17. Public Comment:**

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

18. For Possible Action: Approval of Minutes - July 2, 2020 and July 16, 2020

19. Community Development

19.A For Possible Action: Discussion and possible action regarding a recommendation to the Board of Supervisors concerning the expenditure of \$430,000 for the design and construction of the 3rd Street Parking Lot Rehabilitation Project, located at 202 S. Curry Street. (Lee Plemel, lplemel@carson.org and Dan Stucky, dstucky@carson.org)

Staff Summary: The Redevelopment Authority allocated \$190,000 in the FY 2020 budget and \$240,000 in the FY 2021 budget, for a total of \$430,000, to rehabilitate the 3rd Street City parking lot. 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 by a majority vote of the Redevelopment Authority and a two-thirds majority vote of the Board of Supervisors. The Redevelopment Authority Citizens Committee recommended approval to authorize the expenditure of \$430,000 for the project.

20. Public Comment:**

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

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

22. Reconvene the Board of Supervisors

23. Community Development - Planning

23.A For Possible Action: Discussion and possible action regarding the adoption of a proposed Resolution authorizing the expenditure of \$430,000 for the design and construction of the 3rd Street Parking Lot Rehabilitation Project, located at 202 S. Curry Street, 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: The Redevelopment Authority allocated \$190,000 in the FY 2020 budget and \$240,000 in the FY 2021 budget, for a total of \$430,000, to rehabilitate the 3rd Street City parking lot. 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 by a majority vote of the Redevelopment Authority and a two-thirds majority vote of the Board of Supervisors. The Redevelopment Authority Citizens Committee recommended approval to authorize the expenditure of \$430,000 for the project.

23.B For Possible Action: Discussion and possible action regarding a Final Subdivision Map known as Arbor Villas Phase 2 for the creation of 92 residential lots and common area on property zoned Multi-Family Apartment (MFA), located on the north side of Little Lane, APN 004-021-16. (Hope Sullivan, hsullivan@carson.org)

Staff Summary: The Board of Supervisors ("Board") granted approval of a Tentative Subdivision Map for Arbor Villas on June 16, 2016. Since that time, the applicant has obtained a Site Improvement Permit and began installation of the infrastructure necessary to serve the proposed lots. Per Carson City Municipal Code ("CCMC") 17.06.005, the Board has the authority to approve a Final Map and may direct that it be recorded and entered as a legal document in the records of Carson City.

23.C For Possible Action: Discussion and possible action regarding the adoption of Bill No. 114, on second reading, an ordinance authorizing the cultivation of hemp in certain use districts and establishing general standards for hemp cultivation facilities. (Lee Plemel, lpemel@carson.org)

Staff Summary: The Board of Supervisors adopted a moratorium on the cultivation of hemp on May 7, 2020, in order to develop appropriate regulations for such operations, including location and operational standards for hemp cultivation facilities. 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 purpose of this item is to establish ordinance regulations related to the cultivation of hemp.

24. Parks and Recreation

24.A For Possible Action: Discussion and possible action regarding proposed amendments to the Open Space Advisory Committee ("OSAC") Bylaws. (Jennifer Budge, jbudge@carson.org and Lyndsey Boyer, lboyer@carson.org)

Staff Summary: This item, if approved, will update the OSAC Bylaws, which were last updated in 2013. Changes to the Bylaws were discussed at the February 24, 2020 OSAC meeting, and approved at the August 17, 2020 OSAC Meeting. The Bylaws serve as the guidance and procedural document for the advisory committee.

24.B For Possible Action: Discussion and possible action regarding a proposal to rename the "Sierra Room" of the Carson City Community Center as the "Robert 'Bob' Crowell Board Room" and the Multipurpose Athletic Center as the "Robert 'Bob' Crowell Multipurpose Athletic Center." (Nancy Paulson, npaulson@carson.org and Jennifer Budge, jbudge@carson.org)

Staff Summary: In accordance with Resolution 1988-R-59, the Parks and Recreation Commission received for initial consideration a request from the City Manager to rename the two Carson City facilities in memory of and as a tribute to former Mayor Bob Crowell, who recently passed away during his last term. The Parks and Recreation Commission recommends approval.

24.C For Possible Action: Discussion and possible action regarding the Parks, Recreation and Open Space Department (“Department”) Fee Policy and Schedule to become effective upon approval for new fees, on January 1, 2021 for sports field usage and tournament fees and on June 1, 2021 for facility and program fees, and regarding the proposed repeal of Resolution No. 2009-R-6 and all previous resolutions establishing or administering fees pertaining to the Department, including cemetery operations. (Jennifer Budge, jbudge@carson.org and Dan Earp, djearp@carson.org)

Staff Summary: This item, if approved, will update policies, procedures and fees related to facilities, programs and services provided by the Department. The new Policy and Schedule are intended to replace all previous fee resolutions pertaining to the Department, including cemetery operations. The proposed fees are based on a comparative market analysis, facility and program use, cost recovery, legal mandates, and staff input.

25. City Manager

25.A For Possible Action: Discussion and possible action regarding a proposed Resolution to establish the City's policies on the coordination and communication of legislative matters for the 81st (2021) Legislative Session of the Nevada Legislature. (Nancy Paulson, npaulson@carson.org)

Staff Summary: Since 2013, the Board has adopted a policy resolution at the start of each legislative session concerning the involvement of the Board of Supervisors, the City Manager, Department Directors, City employees and contract lobbyists with respect to discussions on legislative issues with members of the Nevada Legislature and with respect to the submission of testimony before legislative committees.

25.B For Possible Action: Discussion and possible action regarding the appointment of one Supervisor from the Board of Supervisors to the Board of Directors of the Nevada League of Cities & Municipalities ("NLCM") as Carson City's representative. (Nancy Paulson, npaulson@carson.org)

Staff Summary: As a member of NLCM, Carson City must appoint one Supervisor from the Board of Supervisors to the NLCM Board of Directors as the City's representative.

26. Board of Supervisors

26.A For Possible Action: Discussion and possible action regarding directives and recommendations concerning Carson City departmental and staff 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 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>