

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

**Day:** Thursday  
**Date:** December 17, 2020  
**Time:** Beginning at 8:30 am  
**Location:** Community Center, Bob Boldrick Theater  
851 East William Street  
Carson City, Nevada

**AGENDA**

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**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](http://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](mailto: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: 146 935 2035**

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

**2. Roll Call**

**3. Invocation** - Nick Emery, Hope Crossing Community 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** - November 19, 2020

**7. For Possible Action: Adoption of Agenda**

**Consent Agenda**

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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.  
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**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 November 7, 2020 through December 4, 2020. (Nancy Paulson, npaulson@carson.org)

Staff Summary: Pursuant to CCMC 2.29, the Controller will present all bills or other requests for payment by the City to the City Manager for approval. Upon approval, the register book of bills and other requests for payment and warrants are presented at least once a month to the Board of Supervisors, who shall by motion entered into its minutes, ratify the action taken.

8.B For Possible Action: Discussion and possible action regarding the reappointment of Doug Martin to the Nevada Tahoe Conservation District ("NTCD") for a two-year term ending on December 31, 2022. (Nancy Paulson, npaulson@carson.org)

Staff Summary: NRS 548.283 requires the Board of Supervisors to appoint a representative to the NTCD to represent the Board of Supervisors as a Supervisor on the governing board of NTCD. Doug Martin has requested reappointment.

**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 December 4, 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 Amendment No. 3 to the contract previously entered into as a joinder contract through the State of Nevada RFP / Contract #3273, for the purchase of one additional Body Worn Camera System and one license through Axon Enterprise, Inc., for an additional amount of \$2,187.87 over the three years remaining on the original five-year contract to be funded from the 911 Surcharge Fund. (Carol Akers, cakers@carson.org and Sheriff Ken Furlong, kfurlong@carson.org)

Staff Summary: This Amendment is for the purchase of one additional camera with a specific license to equip a new employee, the Drug Abuse Resistance Education (DARE) Program Officer, that was reclassified from the Carson City Employee Association ("CCEA") into the Carson City Deputy Sheriff Association ("CCDSA") since the contract was established.

10.B For Possible Action: Discussion and possible action regarding Amendment No. 1 to Contract No. 1819-149 to extend the appointment of Susan Pintar, M.D., as the Carson City County Health Officer through February 28, 2021 for an additional amount not to exceed \$5,000 to be paid in two equal payments and to be funded from the Health Administration Professional Services account in the General Fund as provided in Fiscal Year ("FY") 2021. (Nicki Aaker, naaker@carson.org)

Staff Summary: Dr. Pintar is currently serving as Carson City's County Health Officer and her contract expires on December 31, 2020. Dr. Pintar has requested an extension of the appointment to February 28, 2021 to accommodate the recruitment and appointment of a new County Health Officer. Pursuant to NRS 439.290 and CCMC 9.01.040, the appointment of Carson City's County Health Officer must take place "on or before January 1 next following each general election." The term of office is two years and is subject to renewal until a successor has been qualified and appointed. Staff is confident that Dr. Pintar's experience, training and commitment to public health will enable her to successfully provide these services for Carson City until her replacement has been appointed.

**(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 Board of Supervisors**

#### **Board of Health**

**13. Call to Order & Roll Call - Board of Health**

**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 - October 15, 2020**

**16. Health and Human Services**

16.A For Discussion Only: Discussion and presentation by representatives from the Carson City School District ("CCSD") regarding education efforts in the school district during the COVID-19 pandemic. (Nicki Aaker, [naaker@carson.org](mailto:naaker@carson.org))

Staff Summary: CCSD has been working diligently to provide the community's students an education during these unprecedented times. Representatives from the CCSD will give a presentation on what they are doing to educate the City's students and to provide a safe environment for them during the pandemic.

16.B For Discussion Only: Discussion and presentation regarding collaborative efforts between the Carson City School District ("CCSD") and Carson City Health and Human Services ("CCHHS") on matters involving illnesses relating to COVID-19, including, but not limited to, the investigation process and outreach efforts to provide students with a safe learning environment. (Nicki Aaker, [naaker@carson.org](mailto:naaker@carson.org))

Staff Summary: CCSD has been collaborating with CCHHS to provide a safe environment for the City's students. CCHHS has a process to work with CCSD to provide assistance, education and outreach. Weekly School District Pandemic meetings are held for Carson City, Douglas, Lyon and Storey County's school districts to discuss public health matters. Staff will provide an update regarding the process for working with CCSD.

16.C For Possible Action: Discussion and possible action regarding a proposed acceptance of the report of Nicki Aaker, Director of the Carson City Department of Health and Human Services ("CCHHS"). (Nicki Aaker, [naaker@carson.org](mailto:naaker@carson.org))

Staff Summary: The CCHHS Director's report will provide: (1) an update on a recent Columbia Suicide Screening Tool - "Train the Trainer" - training; (2) an update on public health legislative efforts and legislative bill draft requests; (3) an update on re-accreditation efforts; (4) an update on COVID-19; and (5) a notification of upcoming public health events that may be of interest to the Board of Health members and the public.

**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 Board of Health**

**19. Reconvene as the Board of Supervisors**

## 20. Health and Human Services

20.A For Possible Action: Discussion and possible action regarding a proposed interlocal contract between the State of Nevada, through its Division of Public and Behavioral Health of the Department of Health and Human Services, and Carson City, through its Department of Health and Human Services ("CCHHS"), for the integration of two community resilience ambassadors into Carson City's COVID-19 response efforts to provide crisis counseling to the community through May 29, 2022 for no monetary compensation. (Nicki Aaker, [naaker@carson.org](mailto:naaker@carson.org))

Staff Summary: CCHHS is requesting the approval of this proposed interlocal contract to implement and integrate the Crisis Counseling Program ("CCP") as a supplemental service to assist CCHHS' current COVID-19 response. The goal of the program is to provide early triage, interventions, and referral of services in response to the impacts of COVID-19 in the community. If approved, two community resilience ambassadors will be provided by the State as crisis counselors to assist CCHHS in the provision of eligible services, including counseling, educational, networking and support services, without cost to the City.

## 21. Board of Supervisors

21.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](mailto: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.

21.B For Possible Action: Discussion and possible action regarding a proposed emergency ordinance establishing a moratorium on the collection of fees for the renewal of a business license. (Nancy Paulson, [npaulson@carson.org](mailto:npaulson@carson.org))

**THIS ORDINANCE MUST BE ADOPTED BY UNANIMOUS VOTE OF THE BOARD OF SUPERVISORS.**

Staff Summary: This agenda item is for the consideration and possible adoption of a proposed emergency ordinance to establish a moratorium on the collection of fees for the renewal of a business license. Because this is an emergency ordinance that is introduced pursuant to Art. 2, Sec. 2.110 of the Carson City Charter ("Charter"), two separate readings of the ordinance are not required but the ordinance may only be passed by unanimous consent of the full, current

membership of the Board of Supervisors (“Board”), thereby requiring four votes in favor of the ordinance with one current vacancy.

## **22. Purchasing and Contracts**

22.A For Possible Action: Discussion and possible action regarding a proposed service agreement between the Board of Regents of the Nevada System of Higher Education on behalf of the University of Nevada, Reno ("UNR") and Carson City on behalf of the Carson City Department of Health and Human Services ("CCHHS") for COVID-19 response staff, to be effective December 31, 2020 through June 30, 2022 for an amount not to exceed \$1,375,846.75 to be funded from the Centers for Disease Control and Prevention ("CDC") Epidemiology and Laboratory Capacity for Infectious Diseases grant. (Carol Akers, cakers@carson.org and Nicki Aaker, naaker@carson.org)

Staff Summary: CCHHS is requesting the approval of a service agreement between CCHHS and UNR to continue to provide staffing for the following positions working on the COVID-19 response in Carson City: Biostatisticians, Public Health Surveillance Coordinator/Epidemiologists, Public Health Diversity Advisor, Disease Investigation Managers, and Contact Tracers. The positions will be funded through a grant from the CDC.

22.B For Possible Action: Discussion and possible action regarding an interlocal agreement (“Agreement”) between Carson City on behalf of the Sheriff’s Office and Coroner (“CCSO”) and Washoe County on behalf of the Washoe County Regional Medical Examiner's Office (“WCRMEO”) for Forensic Pathology Services, with a retroactive effective date of July 1, 2020 through June 30, 2023, for a not to exceed annual amount of \$148,500.00 and a not to exceed total aggregate amount of \$445,500 to be funded from the General Fund Professional Services/Autopsies Account. (Carol Akers, cakers@carson.org and Sheriff Ken Furlong, kfurlong@carson.org)

Staff Summary: Under this proposed three-year Agreement, the WCRMEO will provide forensic autopsies, medical examinations and medicolegal consultations to CCSO on an as-needed basis, for the fees established by the Fee Schedule attached to the Agreement.

## **23. Finance**

23.A For Discussion Only: Discussion and presentation on financial highlights of the current year Comprehensive Annual Financial Report ("CAFR") by Carson City staff, and information from BDO USA, LLP ("BDO") relating to their audit procedures and the results of those procedures concerning the Carson City CAFR for the fiscal year ended June 30, 2020. (Sheri Russell, srussell@carson.org)

Staff Summary: BDO has been retained by the City to conduct an audit of the Carson City CAFR for the fiscal year ended June 30, 2020. Generally accepted auditing standards require the auditor to provide those charged with governance information about their responsibilities as well as certain information related to the planned scope, timing and results of the audit.

23.B For Possible Action: Discussion and possible action regarding recommended acceptance of the Carson City Comprehensive Annual Financial Report for the fiscal year ended June 30, 2020. (Sheri Russell, srussell@carson.org)

Staff Summary: NRS 354.624 requires the City to provide for an annual audit of all of its financial statements. In addition, the opinion and findings of the auditor contained in the report of the audit must be presented at a meeting of the governing body of the City held not more than 30 days after the report is submitted to it - the Audit Report was submitted on December 9, 2020. The annual audit must be accepted by the Board of Supervisors prior to filing with the State of Nevada and distribution to outside agencies such as bond holders.

## **24. 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

**-- LUNCH BREAK - RETURN 1:30 P.M --**

## **25. Community Development - Planning**

25.A For Possible Action: Discussion and possible action on whether to suspend, cancel or revoke Business License No. BL-003942-2020, issued to Environmental Resources, Inc. dba Easy Rooter Plumbing ("Environmental Resources"), for the alleged continuous operation of a business in violation of the Carson City Municipal Code ("CCMC"). (Hope Sullivan, [hsullivan@carson.org](mailto:hsullivan@carson.org))

Staff Summary: The Carson City Fire Marshall has filed a complaint alleging that the portable grease vacuums that Environmental Resources is distributing to Carson City restaurants pose a significant hazard. Although the Fire Marshall issued a cease and desist order in September 2019, the Fire Inspectors have observed that this equipment is continuing to be distributed by Environmental Resources to area businesses. CCMC 4.04.210 establishes the process for suspending, canceling or revoking a business license based on "good cause", which includes the existence of conditions that injuriously affects the public health, safety and welfare. This agenda item is the "show cause" hearing required by CCCM 4.04.120, which is an opportunity for the business owner to show cause to the Board of Supervisors ("Board") why his or her business license should not be suspended, canceled or revoked.

25.B For Possible Action: Discussion and possible action regarding a Final Subdivision Map known as Schulz Ranch Subdivision Phase 5 for the creation of 29 residential lots on property zoned Single Family 6,000-Specific Plan Area (SF6-SPA), located at the southern terminus of Wheeler Peak Drive and the western terminus of Chalk Bluff Drive, APN 009-311-47 (SUB-2020-0005). (Heather Ferris, [hferris@carson.org](mailto:hferris@carson.org))

Staff Summary: The Board of Supervisors ("Board") granted approval of the Tentative Subdivision Map for Schulz Ranch Phase 5 on September 19, 2019. Since that time, the applicant has obtained a Site Improvement Permit and has secured for the improvements. Additionally, the applicant has petitioned the Board for inclusion of Phase 5 in the Schulz Ranch Maintenance District and received approval on September 3, 2020. 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.

## **26. Public Works**

26.A For Discussion Only: Discussion and presentation regarding the first year of waste collection services provided by Waste Management under the Collection Services Franchise Agreement that went into effect on July 1, 2019. (Darren Schulz, dschulz@carson.org and Rick Cooley, rcooley@carson.org).

Staff Summary: On December 20, 2018, the Board of Supervisors approved a new Collection Services Franchise Agreement with Waste Management for a period of 15 years for the term of July 1, 2019 through June 30, 2034. On July 1, 2020, after the first year of service, a scheduled rate increase for waste collection services took effect due to an increase in the Consumer Price Index (“CPI”), as well as an increase for the collection of recyclable materials due to a drop in commodity prices and additional processing due to contamination. Both of these increases were within the allowable increases specified in the contract. Waste Management will give a presentation about the first 17 months of service under the franchise agreement.

## **27. City Manager**

27.A For Possible Action: Discussion and possible action regarding a proposed amendment to the Interlocal Agreement for Administrative Services and Facility Use and Management between Carson City (“City”), the Carson City District Attorney’s Office (“CCDA”) and the Carson City Culture and Tourism Authority (“CTA”) to amend and delete provisions related to the administration of the 1% Transient Lodging Tax dedicated to the implementation of the City’s Arts & Culture Master Plan and the development of a Cultural Tourism Campaign (the “1% Tax”), to transfer \$118,000.00, the proceeds from the 1% tax, from the City’s Arts and Culture Fund to CTA, and to close the City’s Arts and Culture Fund. (Nancy Paulson, npaulson@carson.org)

Staff Summary: The 1% Tax is currently administered by the City but was previously administered by the CTA. During a special joint meeting of the Carson City Cultural Commission (“Commission”) and the CTA, the Commission and the CTA approved a recommendation to the Board of Supervisors to move the administration of the 1% Tax back under the authority of the CTA given the CTA’s expertise in attracting visitors to Carson City, marketing special events and the promotion of arts and culture. The proposed amendments to the agreement will remove the provisions for the transfer of the 1% Tax to, and administration of the 1% Tax by, the City, effectively transferring the administration of the 1% Tax back to CTA.

## **28. Human Resources**

28.A For Possible Action: Discussion and possible action regarding a proposed City Manager Employment Agreement (“Agreement”) between Carson City Manager Nancy Paulson and Carson City, to be effective December 17, 2020 to June 30, 2025, for a starting annual base salary of \$190,500 for the first year and a 5% increase beginning on July 1, 2021 and on July 1 of each subsequent year of the Agreement. (Melanie Bruketta, mbruketta@carson.org)



Staff Summary: Nancy Paulson is employed as the City Manager for Carson City. Her current employment agreement expires on December 20, 2020. This new Agreement for Ms. Paulson is being submitted for review, discussion and proposed approval by the Board of Supervisors (“Board”) before execution by the parties. The Agreement incorporates various provisions establishing the duties and obligations of the parties, the term of the Agreement and salary and other benefits.

**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**

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**\*\*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.

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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.

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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.

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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.

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To request a copy of the supporting materials for this meeting contact Janet Busse at [jbusse@carson.org](mailto:jbusse@carson.org) or call (775) 887-2100.

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**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://www.carson.org/agendas)**

**<http://notice.nv.gov>**