

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

Day: Thursday
Date: September 15, 2022
Time: Beginning at 8:30 am
Location: Community Center, Robert ‘Bob’ Crowell Board Room
851 East William Street
Carson City, Nevada

AGENDA

NOTICE TO THE PUBLIC:

Members of the public who wish to view the meeting 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. Livestream of the meeting is provided solely as a courtesy and convenience to the public. Carson City does not give any assurance or guarantee that the livestream or cable channel access will be reliable. Although all reasonable efforts will be made to provide livestream, unanticipated technical difficulties beyond the control of City staff may delay, interrupt, or render unavailable continuous livestream capability.

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. Public comment during a meeting is limited to three minutes for each speaker.

1. Call to Order - Board of Supervisors
2. Roll Call
3. Invocation - Gavin Jarvis, Living Stones
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 - August 18, 2022

7. Special Presentations

7.A Presentation of Length of Service certificates to City Employees. (Alana Mills, amills@carson.org)

Staff Summary: Every month the Board of Supervisors presents Length of Service certificates to employees who have completed 5, 10, 15, 20, 25 and 30 years of City service.

7.B Presentation of a Proclamation to recognize September 17, 2022, as Constitution Day.

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 August 5, 2022 through September 2, 2022. (Nancy Paulson, npaulson@carson.org)

Staff Summary: Pursuant to Carson City Municipal Code ("CCMC") Chapter 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 September 2, 2022, 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. Parks and Recreation

10.A For Possible Action: Discussion and possible action regarding the dedication of Carson City Assessor's Parcel Numbers ("APN") 010-751-17, 010-751-33, 010-751-32, 010-753-18 and 010-754-01, which were offered to Carson City for public use as Common Areas A, B, C, D and E ("Common Areas") in the Final Map for Schulz Ranch Subdivision - Phase 4, recorded as Map Number 2976 on October 7, 2019 ("Final Map"). (Jennifer Budge, jbudge@carson.org and Robert Nellis, rnellis@carson.org)

Staff Summary: In 2015, the City entered into a development agreement creating the Schulz Ranch Landscape Maintenance District (“LMD”). The City’s LMD ordinance requires that common areas maintained through a LMD be dedicated to the City. The Final Map provides that the Common Areas are dedicated to the City for public use, but the City will not accept the dedication until all improvements are complete and a notice of completion has been issued. The Final Map’s conditions are now satisfied; therefore, staff recommends accepting dedication of the Common Areas.

11. Purchasing and Contracts

11.A For Possible Action: Discussion and possible action regarding authorization to purchase one new Chevrolet Traverse for Carson City Juvenile Services ("Juvenile Services") for a not to exceed amount of \$34,802.93 utilizing joinder contract 99SWC-NV21-8888 between the State of Nevada and Michael Hohl Motor Company. (Carol Akers, cakers@carson.org and Ali Banister, abanister@carson.org)

Staff Summary: Juvenile services is seeking the purchase of a new vehicle to be used by the mental health counselor and outreach specialist personnel.

11.B For Possible Action: Discussion and possible action regarding authorization to purchase various equipment for the Carson City Parks, Recreation and Open Space Department (“Parks Department”), utilizing a cooperative purchasing agreement available through Sourcewell, for a total not to exceed amount of \$225,201.09. (Carol Akers, cakers@carson.org and David Navarro, dnavarro@carson.org)

Staff Summary: Approval of this item would authorize the purchase of various equipment for the Parks Department, as approved by the Board of Supervisors (“Board”) in the Capital Improvement Program ("CIP") and the General Fund / Parks Maintenance Department annual equipment replacement account for Fiscal Year ("FY") 2023. The purchase amounts with vendors exceed \$50,000 and therefore require approval by the Board.

11.C For Possible Action: Discussion and possible action regarding a proposed amendment (“Amendment”) to Contract No. 20300341 (“Contract”) with T&T Lawns Plus, LLC (“T&T”) to exercise the first of two renewal options in the Contract for T&T to provide landscape maintenance services for the South Carson Neighborhood Improvement District (“SCNID”), for a not to exceed amount of \$110,295 through Fiscal Year (“FY”) 2023, with a new total not to exceed amount under the Contract of \$220,590. (Carol Akers, cakers@carson.org and Rick Cooley, rcooley@carson.org)

Staff Summary: T&T’s landscape maintenance services for the SCNID include general cleanup, plant maintenance, lawn mowing, weed control and other tasks. This is the first of two potential one-year renewal options under the Contract, leaving an additional one-year renewal option for FY 2024. The Amendment provides T&T the same compensation it received in FY 2022.

11.D For Possible Action: Discussion and possible action regarding a proposed amendment (“Amendment”) to Contract No. 21300262 (“Contract”) with H+K Architects for additional structural engineering design services for the Carson City Senior Center (“Senior Center”) remodel project, for an additional \$22,500, resulting in a new total not to exceed amount under the Contract of \$164,500. (Carol Akers, cakers@carson.org and Randall Rice, rrice@carson.org)

Staff Summary: During the design of the Senior Center building remodel, H+K Architects discovered additional structural design elements are needed for modifications to the dining room/kitchen wall and the restroom wall. Both walls were found to be structural support for the building. The Contract's original scope for H+K Architects did not include structural engineering design for these areas, because the structural significance of the dining room and restroom walls were unknown until after the project design began.

11.E For Possible Action: Discussion and possible action regarding a proposed \$309,000 increase in Fiscal Year ("FY") 2023 purchase authority, beyond the previously approved \$160,000, for the purchase of Sodium Hypochlorite ("Bleach") utilizing joinder contract 212528 between the City of Tucson ("Tucson") and Thatcher Company of Arizona, Inc. ("Thatcher"), resulting in a new not to exceed amount of \$469,000 for FY 2023. (Carol Akers, cakers@carson.org and Andy Hummel, ahummel@carson.org)

Staff Summary: If approved, the \$309,000 increase in purchase authority will be used to purchase important chemicals for the treatment and disinfection at the City's water, wastewater and aquatic facilities for the remainder of FY 2023. The joinder contract between Tucson and Thatcher was recently renewed for another year, through September 30, 2023.

12. Sheriff

12.A For Possible Action: Discussion and possible action regarding an interlocal agreement between Carson City and the State of Nevada Department of Public Safety ("DPS"), Investigations Division ("DPS-ID") regarding interagency use of radio talk groups and frequencies. (Jerome Tushbant, jtushbant@carson.org)

Staff Summary: This interlocal agreement will permit the Carson City Sheriff's Office ("CCSO") and DPS personnel to communicate on specific radio talk groups and frequencies in support of interagency communications and joint operational capability.

13. Treasurer

13.A For Possible Action: Discussion and possible action regarding the Treasurer's monthly statement of all money on deposit, outstanding checks and cash on hand for August 2022 submitted per Nevada Revised Statutes ("NRS") 354.280. (Andrew Rasor, arasor@carson.org)

Staff Summary: NRS 354.280 requires the Treasurer to keep a record of the source and amount of all receipts, apportionments to, payments from and balances in all funds and to submit to the Board of Supervisors each month a statement containing that information for the previous month. The Treasurer must report the balance in each county, state and special fund, together with a statement of all money on deposit, outstanding checks against that money and cash on hand.

(End of Consent Agenda)

Ordinances, Resolutions, and Other Items

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

15. Finance

15.A For Possible Action: Discussion and possible action regarding a proposed Notice to Submit a Letter of Intent for the American Rescue Plan Act ("ARPA") funding for programs or projects that support the Carson City Housing Plan ("Housing Plan"). (Sheri Russell, srussell@carson.org)

Staff Summary: The Board has designated ARPA funding for projects that support the Housing Plan. The funding will be awarded through a competitive grant process for a two-year program or project with a grant period from February 1, 2023, through December 31, 2024. The total available funding is \$1,160,414. The first step in the application process for these funds is the submission of a Letter of Intent. At its August 18, 2022, meeting, the Board of Supervisors asked to review the proposed Notice to Submit a Letter of Intent before its public release to ensure that it contains specific goals in support of the Housing Plan.

16. Community Development - Planning

16.A For Possible Action: Discussion and possible action to adopt, on second reading, Bill No. 117, an ordinance relating to marijuana; establishing various provisions governing curbside pickup service for medical marijuana dispensaries and retail marijuana stores; and providing other matters properly related thereto. (Heather Ferris, hferris@carson.org)

Staff Summary: The Board of Supervisors ("Board") directed staff to submit an ordinance establishing provisions to regulate curbside pickup service for medical marijuana dispensaries and retail marijuana stores. If adopted, this ordinance would establish development standard provisions specifying the requirement of a Special Use Permit for such services and the related conditions limiting the manner in which the services may be provided. Pursuant to Nevada Revised Statutes ("NRS") Chapter 237, a business impact statement is not required to be prepared with this ordinance.

16.B For Possible Action: Discussion and possible action regarding a request from Qualcan, LLC ("Applicant") to adopt, on second reading, Bill No. 118, an ordinance revising provisions to increase the number of authorized marijuana retail stores; revising provisions governing co-location requirements for marijuana retail stores and medical marijuana dispensaries; revising provisions to remove prohibitions against drive-through services for marijuana retail stores and medical marijuana dispensaries; and providing other matters properly relating thereto. (Heather Ferris, hferris@carson.org)

Staff Summary: Currently, only two marijuana retail stores are authorized to operate in Carson City, and such stores must be co-located with an existing medical marijuana dispensary. The Applicant originally proposed to amend the Carson City Municipal Code ("CCMC") to authorize another retail marijuana store to be located in Carson City, to amend the co-location requirement such that medical marijuana dispensaries must be jointly located within the same premises of a marijuana retail store and to authorize drive-through sales for both types of facilities. At first reading, the Board of Supervisors ("Board") introduced the ordinance and increased the number

of authorized retail marijuana stores to four stores. Pursuant to Nevada Revised Statutes ("NRS") Chapter 237, a business impact statement is not required to be prepared with this ordinance.

17. Parks and Recreation

17.A For Possible Action: Discussion and possible action regarding a proposed Carson City Public Art Policy ("Policy") to establish procedures for the acquisition, maintenance and display of public art. (Jennifer Budge, jbudge@carson.org and Dan Earp, djearp@carson.org).

Staff Summary: City staff along with the Carson City Culture and Tourism Authority's ("CTA's") Arts and Culture Program Manager have worked to develop the proposed Policy. The Policy will further Carson City's support for the arts and public art programming.

17.B For Possible Action: Discussion and possible action regarding a proposed Memorials Policy ("Policy") to establish policies and guidelines related to memorials within Carson City parks, trails and open space. (Jennifer Budge, jbudge@carson.org and Lyndsey Boyer, lboyer@carson.org)

Staff Summary: This policy is proposed to establish guidelines for a consistent and equitable process related to the acceptance, placement, management and long-term maintenance of memorials requested by the public within the City's parks, trails and open space.

18. 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

Closed Non-Meeting to Confer with Management Representatives and Counsel:

Following a recess or adjournment, the Carson City Board of Supervisors may gather to meet with its management representatives or to receive information from an attorney employed or retained by the City regarding potential and/or existing litigation involving matters over which the public body has supervision, control, jurisdiction or advisory power and to deliberate toward decisions on the matters.

19. 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.

20. 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. 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. **Public comment will be limited to three minutes per speaker to facilitate the efficient conduct of a meeting and to provide reasonable opportunity for comment from all members of the public who wish to speak.** Testimony from a person who is directly involved with an item, such as City staff, an applicant or a party to an administrative hearing or appeal, is not considered public comment and is not subject to the three-minute time limitation.

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 Alexis Philippi at aphilippi@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.

This notice has been posted at the following locations:
City Hall 201 North Carson Street
www.carson.org/agendas
<http://notice.nv.gov>