

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

Day: Thursday
Date: December 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 - Bruce Henderson, Church of Christ**
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 17, 2022 and November 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.

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. Airport Authority

8.A For Possible Action: Discussion and possible action regarding a proposed 50-year ground lease (“Ground Lease”) between Carson City and the Carson City Airport Authority (“CCAA”), together as landlord, and Arrowhead Tenant, LLC (“Arrowhead”), as tenant, with Arrowhead paying a base rent of \$23,681.28 per year, subject to future adjustments based on the Consumer Price Index, to lease approximately 74,004 square feet at the Carson City Airport, a portion of Assessor's Parcel Number ("APN") 005-011-01, (“Premises”) for the construction of aircraft storage hangars. (Corey Jenkins, cjenkins@flycarsoncity.com and Steven E. Tackes, Esq., stackes@kcnvlaw.com)

Staff Summary: On November 16, 2022, the CCAA approved the Ground Lease with Arrowhead. Per section 9(2)(b) of the Airport Authority Act for Carson City, Chapter 844 of the 1989 Statutes of Nevada, leases approved by CCAA must also be approved by the Board of Supervisors ("Board") to become effective. The Ground Lease’s annual base rental rate is \$0.32 per square foot, which is equal to the independently appraised rental value for the Premises, as required by NRS 496.080(3). The remaining Ground Lease terms are consistent with those approved for other hangar projects.

9. Assessor

9.A For Possible Action: Discussion and possible action regarding a request to correct a clerical error and increase the taxes for Fiscal Year ("FY") 2022/2023 in the amount of \$414.29 for the property described as Parcel 1, Map #1536A, Assessor's Parcel Number ("APN") 009-021-02 and increase the taxes for FY 2022/2023 in the amount of \$2,399.76 for the property described as North 1/2 Northwest 1/4 of Sec 30 T15N R20E, APN 009-291-05, for a corrected combined total tax amount of \$2,814.05. (Kimberly Adams, kadams@carson.org)

Staff Summary: The Carson City Assessor's Office is requesting the increase of taxes under Nevada Revised Statutes ("NRS") 361.765 to the FY 2022/2023 Real Property Tax Rolls for the subject properties due to a clerical error.

10. City Manager

10.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 5, 2022 through December 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.

11. Courts

11.A For Possible Action: Discussion and possible action regarding ratification of (1) the acceptance of a Trial Court Subaward ("Subaward") of the American Rescue Plan Act ("ARPA") Fiscal Recovery Funds ("FRF") administered by the Nevada Supreme Court in the amount of \$230,015 for the Court Record Digital Conversion project ("Project") in the First Judicial District Court ("Court") effective retroactively from June 1, 2022 through December 21, 2024; and (2) an Allocation Agreement effective retroactively from June 1, 2022 through December 21, 2024 for the allocation of the Subaward. (Max Cortes, mcortes@carson.org)

Staff Summary: The Court applied for a Subaward of ARPA FRF through the Nevada Supreme Court on August 10, 2022 to assist with converting old records on microfiche and film to electronic images in WebEx Imaging to improve efficiency and improve service to the public. There is no match requirement. The Allocation Agreement is required by the Nevada Supreme Court for disbursement of the Subaward.

12. Finance

12.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 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.

13. Purchasing and Contracts

13.A For Possible Action: Discussion and possible action regarding authorization to purchase various kitchen appliances for the Carson City Sheriff's Office Jail ("Jail") for a not to exceed amount of \$80,226.48 utilizing joinder contract (#R180202) between Region 4 Education Service Center, Houston, Texas and National Restaurant Supply. (Carol Akers, cakers@carson.org and Sheriff Ken Furlong, kfurlong@carson.org)

Staff Summary: Approval of this item would authorize the purchase of various kitchen equipment for the Jail, as approved in the Capital Improvement Program ("CIP") for Fiscal Year ("FY") 2023. The amount of the purchase with this vendor will exceed \$50,000 and therefore requires approval by the Board of Supervisors ("Board").

14. Treasurer

14.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 November 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

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

16. Finance

16.A For Discussion Only: Presentation and discussion on financial highlights of the current year Annual Comprehensive Financial Report ("ACFR") by Carson City staff and information from HintonBurdick CPAs & Advisors relating to their audit procedures and the results of those procedures concerning the Carson City ACFR for the fiscal year ended June 30, 2022. (Sheri Russell-Benabou, srussell@carson.org)

Staff Summary: HintonBurdick CPAs & Advisors has been contracted to conduct an audit of the Carson City ACFR for the fiscal year ended June 30, 2022. 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.

16.B For Possible Action: Discussion and possible action regarding recommended acceptance of the Carson City Annual Comprehensive Financial Report for the fiscal year ended June 30, 2022. (Sheri Russell-Benabou, 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 (Audit Report was issued November 23, 2022). 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.

17. Public Works

17.A For Possible Action: Discussion and possible action regarding a proposed Exclusive Negotiating Rights Agreement ("Phase 2 Agreement") between Carson City and PalaSeek LLP ("PalaSeek"), to expire on or before December 31, 2023, for the potential development of an affordable housing project ("Phase 2 Project") located on 3.41 acres of City-owned land

designated as Assessor's Parcel Number ("APN") 010-037-06. (Dan Stucky, dstucky@carson.org)

Staff Summary: In December 2021, the Board of Supervisors ("Board") authorized the City to enter into an exclusive negotiating rights agreement, expiring December 31, 2022, for the City and PalaSeek to negotiate a development agreement for the Phase 2 Project ("Existing Agreement") on approximately 3.40 acres of City-owned land within APN 010-037-04. Since then, a parcel map has been completed resulting in the division of APN 010-037-04 into three new child parcels, including APN 010-037-06, comprising 3.41 acres, where the Phase 2 project will be constructed. The Existing Agreement allowed PalaSeek to demonstrate "site control" for the City-owned land designated for the Phase 2 Project. The Phase 2 Agreement is appropriate if the Board still wants to pursue a development agreement with PalaSeek for the Phase 2 Project.

18. Clerk Recorder

18.A For Discussion Only: Presentation and discussion regarding the status of completed and pending projects for the Carson City Clerk-Recorder's Office and the transition plan for the newly elected Clerk-Recorder. (Aubrey Rowlett, arowlett@carson.org).

Staff Summary: The current Clerk-Recorder will provide an update to the Board of Supervisors ("Board") before the Clerk-Recorder elect takes office on January 2, 2023.

19. Community Development - Planning

19.A For Possible Action: Discussion and possible action regarding the implementation of proposed special event policies in calendar year 2023 and a possible review of the policies at the end of 2023. (Hope Sullivan, hsullivan@carson.org)

Staff Summary: At the Board of Supervisor's ("Board's") retreat on February 25, 2022, the Board discussed rules, policies and procedures governing special events. This item is for the Board to consider implementation of special event policies for calendar year 2023, with review and possible modification of the policies at the end of the year.

20. Board of Supervisors

Non-Action Items:

City Manager Update

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.

21. 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.

22. For Possible Action: To Adjourn as the Board of Supervisors

Board of Health

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

24. 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.

25. For Possible Action: Approval of Minutes - August 18, 2022

26. Health and Human Services

26.A For Possible Action: Discussion and possible action regarding the proposed acceptance of a report of the Carson City Health Officer. (Nicki Aaker, naaker@carson.org)

Staff Summary: This item is to provide an update on: (1) the Health Officer's activities; (2) clinical oversight and policy input; (3) training and education; and (4) general information for the Carson City Board of Health. Input is requested from the Board of Health regarding the Health Officer's report concerning activities the Health Officer is engaged in both internally and externally for the Carson City Department of Health and Human Services.

26.B For Discussion Only: Discussion and presentation regarding the regionalization of public health in Nevada. (Nicki Aaker, naaker@carson.org and Taylor Allison, Public Health Coordinator, Nevada Association of Counties)

Staff Summary: This presentation will focus on the State of Nevada's overarching vision for public health and the potential benefits of regionalization, and will provide an overview of a newly developed health district, the Central Nevada Health District, comprised of Churchill, Pershing, Eureka and Mineral counties.

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

Staff Summary: The CCHHS Director's report will provide: (1) an update on Title X funding; (2) an overview of services provided to teens; (3) update on the third Community Health Needs Assessment progress and next steps; and (4) a review of the Regional Behavioral Health Policy Board's bill draft requests.

26.D For Possible Action: Discussion and possible action regarding the second biannual 2022 report from Vitality Unlimited as required by Contract #1718-118 between Carson City and Vitality Unlimited, with an emphasis on Civil Protective Custody ("CPC") admissions. (Nicki Aaker, naaker@carson.org)

Staff Summary: As part of the services agreement between Carson City and Vitality Unlimited, Vitality Unlimited agreed to provide biannual reports to the Carson City Board of Health to include information on the following: (1) CPC admissions; (2) CPC denied/medical; (3) CPC no show; (4) CPC to residential; (5) women residential; (6) women detox; (7) men residential; (8) men detox; (9) number of Carson City residents treated at the Carson City facility; (10) number of Carson City residents treated at the Elko Facility; and (11) any other statistics requested by the Board of Health as determined reasonable by both parties.

27. 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.

28. 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 agendized item.

Notice to persons with disabilities: Members of the public who are disabled and require special assistance or accommodations at the meeting are requested to notify the City Manager's Office in writing at 201 North Carson Street, Carson City, NV, 89701, or by calling (775) 887-2100 at least 24 hours in advance.

To request a copy of the supporting materials for this meeting contact Rachael Evanson revanson@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>