

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

Day: Thursday
Date: June 1, 2023
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 - Fred Kingman, Pastor, LifePoint 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 – May 4, 2023**

7. Special Presentations

- 7.A. Presentation from Mission Critical Partners (“MCP”) regarding progress toward a new system to replace the Tiburon Computer Aided Dispatch System, Records Management System and Jail Management System (“CAD/RMS/JMS”). (Ken Furlong Kfurlong@carson.org)

Staff Summary: Carson City has retained MCP to assist with the selection of a prospective CAD/RMS/JMS vendor and the negotiations for the contract.

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 grant of utility easement (“Easement”) from Carson City to Sierra Pacific Power Company, d/b/a NV Energy (“NV Energy”) to build and maintain electric utility infrastructure on portions of Assessor Parcel Numbers (“APN”) 005-021-10 and 005-091-30 at the Carson City Airport (“Airport”). (Corey Jenkins, cjenkins@flycarsoncity.com; Steve Tackes, stackes@kcnvlaw.com)

Staff Summary: NV Energy installed electric utilities in the proposed Easement area approximately 12 years ago; however, NV Energy recently discovered that infrastructure was placed without a utility easement. NV Energy is requiring a duly executed easement from the City before providing utility improvements needed for certain development undertaken by an Airport tenant, Echo Delta Community Association.

- 8.B. For Possible Action: Discussion and possible action regarding a proposed amendment (“Amendment”) to a Carson City Airport lease (“Lease”) between Carson Tahoe Executive, LLC (“CTE”), as tenant, and Carson City and the Carson City Airport Authority (“CCAA”), together as Landlord, to allow CTE to conduct temporary fuel storage and distribution under conditions approved by the CCAA. (Corey Jenkins, cjenkins@flycarsoncity.com and Steven E. Tackes, Esq., stackes@kcnvlaw.com)

Staff Summary: If approved, the Amendment will allow CTE to establish a

temporary truck-to-truck fuel operation in conjunction with the construction of a permanent bulk fuel facility that the CCAA approved at its March 15, 2023 meeting. The Amendment modifies Lease language to include a fuel flowage fee on the truck-to-truck fuel delivered to the Carson City Airport for sale by CTE.

9. Finance

- 9.A. For Possible Action: Discussion and possible action regarding a proposed resolution to appoint Andrew Rasor, Carson City Treasurer, and Pamala Ganger, Carson City Deputy Chief Financial Officer, and to reappoint Lee Plemel, former Carson City employee and retiree, as trustees of the Carson City Other Post-Employment Benefits ("OPEB") Board of Trustees for two-year terms expiring on June 30, 2025. (Sheri Russell-Benabou, srussell@carson.org)

Staff Summary: Pursuant to Resolution No. 2021-R-16, the Board of Supervisors appointed Lee Plemel, former Carson City employee and retiree, Beth Huck, Carson City Deputy Treasurer and Sheri Russell-Benabou, Carson City Chief Financial Officer, as trustees of the OPEB Board of Trustees for two-year terms. Their terms expire on June 30, 2023. Staff recommends reappointing Lee Plemel to a second two-year term and appointing Andrew Rasor to replace Beth Huck and Pamala Ganger to replace Sheri Russell-Benabou, each for a two-year term expiring on June 30, 2025.

- 9.B. 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 May 19, 2023, per NRS 251.030 and NRS 354.290. (Sheri Russell-Benabou, 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 amendment to an interlocal agreement, reference number C 17855 ("Agreement"), between the Carson City Justice/Municipal Court and the Division of Public and Behavioral Health-Rural Clinics of the State of Nevada's Department of Health and Human Services to provide collaborative case coordination for Mental Health Court participants at no cost, effective July 1, 2023, through June 30, 2025. (Carol

Akers, CAkers@carson.org)

Staff Summary: The proposed amendment to the current contract would be effective from July 1, 2023, to June 30, 2025. Rural Clinics receives funding from the State for the Carson City Justice/Municipal Court's Mental Health Court Program. The funding is budgeted and expended by Rural Clinics. The funding pays for one full-time psychiatric caseworker and for ancillary program needs.

- 10.B. For Possible Action: Discussion and possible action regarding authority for the Carson City Fire Department ("CCFD") to purchase personal protective equipment ("PPE"), including turnouts, and other safety equipment utilizing joinder contracts PS20060 and PS20015 between the League of Oregon Cities and L.N. Curtis & Son for a not to exceed amount of \$125,000 through Fiscal Year ("FY") 2024. (Carol Akers, CAkers@carson.org and Sean Slamon, SSlamon@carson.org)

Staff Summary: CCFD is responsible for providing PPE, turnouts and other safety equipment to all the CCFD personnel who are active in the field. These items must meet the National Fire Protection Association's ("NFPA") safety standards. This purchase authority will allow CCFD to purchase PPE, turnouts and other safety equipment throughout FY 2024, as needed.

- 10.C. For Possible Action: Discussion and possible action regarding purchase authority for emergency medical equipment and supplies utilizing joinder contract PS20180 ("Joinder Contract") between the League of Oregon Cities and Life-Assist, Inc. for a not to exceed amount of \$80,000, through June 30, 2024. (Carol Akers, CAkers@carson.org and Sean Slamon, SSlamon@carson.org)

Staff Summary: Through this Joinder Contract, the Carson City Fire Department ("CCFD") purchases emergency medical equipment and supplies used on a daily basis for emergency medical response. Equipment and supplies include items such as IV supplies, medications, bandages, splints and other items used in the treatment of patients at the scene of medical calls and during transport.

- 10.D. For Possible Action: Discussion and possible action regarding a proposed interlocal agreement ("Agreement") with the State of Nevada, Department of Conservation and Natural Resources, Nevada Division of Forestry ("Division") for wildfire management services for a not to exceed amount of \$18,820, effective July 1, 2023, through June 30, 2025. (Carol Akers, CAkers@carson.org)

Staff Summary: Under this proposed two-year Agreement, the Division and the Carson City Fire Department mutually agree to reduce risk from wildland fire through services and mutual aid to include, but not limited to, fuel reduction, pursuing fire adaptive program support, equipment, training and supplies. The Agreement also establishes a means for financial assistance to be provided to

Carson City through the State of Nevada fire fund, which is used to pay for operational expenses incurred in fighting wildland fire and other emergencies that last more than 24 hours.

- 10.E. For Possible Action: Discussion and possible action regarding a proposed second amendment (“Amendment”) to Contract No. 20300341 (“Contract”) with T&T Lawns Plus, LLC (“T&T”) to exercise the final renewal option 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”) 2024, with a new total not to exceed amount under the Contract of \$330,885. (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 last of two potential one-year renewal options under the Contract. The Amendment provides T&T the same compensation it received in FY 2022 and FY 2023.

- 10.F. For Possible Action: Discussion and possible action regarding a proposed \$5,000 increase in purchase authority for the rental of portable restrooms and portable ADA (Americans with Disabilities Act) compliant restrooms through Quick Space for a new not to exceed total amount of \$54,999 through June 30, 2023 (File No. 23300044). (Carol Akers, cakers@carson.org and David Navarro, dnavarro@carson.org)

Staff Summary: Each year the Parks, Recreation and Open Space Department (“Department”) utilizes portable restrooms at a variety of parks for special events and at locations where there are no permanent restroom facilities available. If approved, the additional \$5,000 would be used to rent additional portable restrooms.

11. Sheriff

- 11.A. For Possible Action: Discussion and possible action regarding an interlocal contract between Carson City, through the Carson City Sheriff’s Office (“CCSO”), and the State of Nevada Department of Public Safety, Records, Communications and Compliance Division (“Central Repository”) at no cost, effective from the date of approval by both parties and expiring upon termination by either party. (Jerome Tushbant, JTushbant@carson.org)

Staff Summary: Under state law, CCSO must compile and report certain statistical data to the Central Repository. This interlocal contract sets forth the CCSO’s and the Central Repository’s duties and obligations.

(End of Consent Agenda)

Ordinances, Resolutions, and Other Items

12. Item(s) pulled from the consent agenda will be heard at this time.

13. Airport Authority

13.A. For Possible Action: Discussion and possible action regarding the Carson City Airport Authority's ("CCAA") 2023-2028 Airport Capital Improvement Plan ("ACIP"), and four related Federal Fiscal Year ("FFY") 2023 grant applications to the Federal Aviation Administration ("FAA") for \$6,868,013 in grant funds, with an additional 6.25% match from CCAA in the amount of \$457,867, to fund phase three of the approach lighting installation project, construction of a new snow removal equipment building and construction of a general aviation terminal building. (Corey Jenkins, cjenkins@flycarsoncity.com)

Staff Summary: Guidance from the FAA Airports District Office ("ADO") requires CCAA to prepare and annually submit a five-year, forward-looking ACIP to enable the ADO to prepare its regional ACIP program. For FFY 2023, CCAA's ACIP lists three capital projects to be funded by four FAA grants, subject to a 6.25% CCAA match. Those grant applications are included with CCAA's ACIP for review by the Board of Supervisors ("Board").

14. City Manager

14.A. For Possible Action: Discussion and possible action regarding coordination of legislative activity on pending state legislation before the Nevada Legislature and whether to adopt an official policy position or direct staff to advocate for or against any such legislation, including the submittal of proposed amendatory language. (Stephen Wood, swood@carson.org and Nancy Paulson, npaulson@carson.org)

Staff Summary: The Nevada Legislature is currently in its 82nd Regular Session. This item is for the Board of Supervisors to coordinate legislative efforts on pending state legislation that may have an impact on Carson City, including the adoption of official policy positions, if any, and direction to staff to advocate for or against any such legislation. Due to unpredictable timing constraints inherent in the legislative process, the City will maintain a list of legislation that the City has identified in advance and which may be discussed and acted on by the Board during this agenda item. A copy of the list will be posted not less than three days before the date of each Board of Supervisors meeting during which this agenda item appears and may be obtained at the following Internet website: <https://www.carson.org/legislature>.

14.B. For Possible Action: Discussion and possible action regarding (1) a proposed corrective action plan under Nevada Revised Statutes ("NRS") 180.450 between

Carson City and the Nevada Department of Indigent Defense Services ("DIDS") to address the inability of the Nevada State Public Defender's Office ("SPD") to provide the full range of indigent defense services in Carson City; (2) a proposed amendment to Carson City's Indigent Defense Services Plan ("IDS Plan"), a plan required by NRS 260.070 for the provision of indigent defense legal services, to establish the provision of primary indigent defense services from a newly created Carson City Office of Public Defender ("CCPD"); and (3) a proposed budget of \$2,010,513.40 necessary to establish the CCPD beginning July 1, 2023. (Nancy Paulson, npaulson@carson.org)

Staff Summary: Carson City's existing IDS Plan requires the SPD to provide the primary layer of indigent defense representation in Carson City. However, the SPD has advised Carson City that the SPD has become critically short-staffed and can no longer provide indigent defense services to eligible defendants in Carson City. As a result, Carson City and DIDS have agreed to work together to develop a corrective action plan under NRS 180.450 to remedy the situation. Under the corrective action plan, Carson City will establish and staff an Office of the Public Defender to provide the primary layer of indigent defense services in Carson City.

- 14.C. For Possible Action: Discussion and possible action to introduce, on first reading, a proposed ordinance establishing the Carson City Office of the Public Defender. (Nancy Paulson, npaulson@carson.org)

Staff Summary: This is the first reading of a proposed ordinance which, if enacted, will establish an Office of the Public Defender in Carson City to provide the primary layer of legal and indigent defense services when appointed by the courts in Carson City. Pursuant to Nevada Revised Statutes ("NRS") Chapter 237, a business impact statement was not required to be prepared with this ordinance.

- 14.D. For Possible Action: Discussion and possible action on a proposed collective bargaining agreement ("CBA") between Carson City and the Carson City Deputy District Attorneys Association ("CCDDAA"), to be effective on July 1, 2023, and expiring June 30, 2026, with an estimated fiscal impact of \$981,508 above the 3-year projections included in the Fiscal Year ("FY") 2024 City budget which was previously approved by the Board of Supervisors ("Board"). (Nancy Paulson, npaulson@carson.org)

Staff Summary: CCDDAA is a new employee organization. Carson City and CCDDAA have engaged in extensive labor negotiations for the first collective bargaining agreement ("CBA") between the parties. This matter is being considered in accordance with the public hearing process set forth in NRS 288.153.

15. 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.

16. Recess as the Board of Supervisors

Board of Health

17. Call To Order - Board of Health

18. Roll Call

19. 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.

20. For Possible Action: Approval of Minutes – March 2, 2023

21. Health and Human Services

- 21.A. For Discussion Only: Discussion and presentation on the "2023 Nevada County Health Rankings and Roadmaps," along with strategies to improve community health, by John Packham, PhD, Associate Dean for the Office of Statewide Initiatives, University of Nevada, School of Medicine. (Nicki Aaker; NAker@carson.org)

Staff Summary: The information to be presented during this agenda item is intended to raise awareness of the different factors that have an impact on health within a community and includes a discussion on different strategies that may be used for the improvement of community health.

- 21.B. 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. Direction 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.

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

Staff Summary: The CCHHS Director's report will address: (1) CCHHS workforce challenges; (2) Public Health funding from the State of Nevada; (3) Youth Vaping Prevention funding; (4) Centers for Disease Control and Prevention (CDC) Public Health Workforce Infrastructure funding; (5) updates on homelessness as it relates to the Carson City Housing Plan; and (6) requests for assistance for (a) workforce challenges, (b) continued support for Senate Bill 118 (2023), (c) support for Youth Vaping Prevention funding, (d) support for enhancing CCHHS public health workforce and (e) the Community Health Improvement Plan.

- 21.D. For Possible Action: Discussion and possible action regarding a proposed acceptance of the 2022 Annual Report of the Carson City Department of Health and Human Services ("CCHHS"). (Nicki Aaker, naaker@carson.org)

Staff Summary: The 2022 Annual Report provides an overview of CCHHS, including its mission, vision, values and the services provided in 2022, 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 in Carson City.

22. 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.

23. For Possible Action: To Adjourn as Board of Health

--TIME SPECIFIC - 5:30 P.M. --

24. Reconvene as the Board of Supervisors

25. Community Development - Planning

- 25.A. For Possible Action: Discussion and possible action regarding a request from Andersen-Colard Ranch Enterprises, LLC ("Applicant") concerning a tentative

subdivision map (SUB-2022-0374) known as Andersen Ranch West to create 61 single family residential lots and a 50.33-acre remainder parcel with an existing residence on an ±80.53 acre site zoned Single Family 1 Acre (“SF1A”) and Single Family 12,000 Square Feet (“SF12”), located west of Ormsby Boulevard and north of Kings Canyon Road, Assessor’s Parcel Numbers (“APNs”) 009-012-20 and -21. (Heather Manzo, hmanzo@carson.org)

Summary: The Applicant is requesting to subdivide an ±80.53-acre site consisting of 2 parcels into 61 single family residential lots with a minimum lot size of ±14,380 square feet, 3.89 acres of common open space and a 50.33-acre remainder parcel with an existing residence, using the former provisions of Carson City Municipal Code (“CCMC”) Chapter 17.10 - Common Open Space Development. The Board of Supervisors (“Board”) is authorized to approve or deny a Tentative Subdivision Map following a recommendation from the Planning Commission. The Planning Commission recommended denial of the tentative subdivision map.

26. 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.

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

***This agenda notice has been revised to include new agenda item 7.A and replaces the previous agenda. The remaining agenda items have been renumbered. Revised language is reflected in red. This agenda notice has been reposted in accordance with the Open Meeting Law.**

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 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>