

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

Day: Thursday
Date: September 17, 2020
Time: Beginning at 8:30 am
Location: Community Center, Sierra Room
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: 146 847 8022

- 1. Call to Order - Board of Supervisors**
- 2. Roll Call**
- 3. Invocation - Louie Locke, Fountainhead Foursquare**

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 20, 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 on ratifying the approval of bills and other requests for payments by the City Manager for the period of August 8, 2020 through September 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.

9. Courts

9.A For Possible Action: Discussion and possible action regarding the Office of Criminal Justice Assistance Grant Award #20CSEF-02 in the amount of \$56,532 for the Judicial Response and Needs to Combat COVID-19 project in Carson City Courts. (Max Cortes, mcortes@carson.org)

Staff Summary: The Courts applied for COVID-19 grant funding through the Office of Criminal Justice Assistance (OCJA) to assist with purchasing technology equipment, online subscriptions for interviews, funding for deep cleaning the Detention Facility and Online Dispute Resolution (ODR) to assist with combating COVID-19. OCJA awarded Carson City a grant in the amount of \$56,532, effective January 20, 2020 through June 30, 2021. This grant is provided through the 2020 COVID Emergency Funding Program (CESF). Due to the current state of emergency and the State's request for a quick turnaround to apply for the funds and sign the grant award, there was not ample time to obtain prior Board of Supervisor approval. The grant award was signed by the City Manager and this item is for the Board to ratify the acceptance of the grant.

10. Finance

10.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 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.

11. Purchasing and Contracts

11.A For Possible Action: Discussion and possible action regarding the purchase of Asset Management On-Premise Software Licensing and Integration Services with LLumin, Inc. for a one-time lump sum total amount not to exceed \$104,500, plus an annual amount of \$29,088 beginning on August 1, 2021 for support fees with automatic renewal in each subsequent year, and authorization for the Chief Information Officer (CIO) to sign the agreement. (File No. 20300163). (Carol Akers, CAkers@carson.org and Matt Lawton, MLawton@carson.org)

Staff Summary: This contract is proposed to further Carson City's Asset Management Program. Through this contract, the City will increase on-premise licensing of LLumin's READYAsset software and LLumin will build interfaces between the READYAsset software and the City's Munis Enterprise Resource Planning (ERP) system and the GeoTab Automatic Vehicle Location (AVL) fleet GPS system.

(End of Consent Agenda)

Ordinances, Resolutions, and Other Items

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

13. Treasurer

13.A For Possible Action: Discussion and possible action regarding the Carson City Treasurer's proposed City policy for the investment of surplus money and a presentation on the performance of Carson City's investment portfolio. (Gayle Robertson, GRobertson@carson.org)

Staff Summary: Art. 3, sec. 3.045 of the Carson City Charter requires the Treasurer to establish and maintain a policy for the investment of the surplus money of Carson City and also requires the Board of Supervisors to review that policy at least once each year during a public hearing at which public comment is accepted. The policy has not changed since it was approved by the Board of Supervisors in October 2019. This item will include a presentation by Rick Phillips, President & Chief Investment Officer of FHN Financial Main Street Advisors, LLC concerning the performance of the City's portfolio over the last year.

14. Sheriff

14.A For Possible Action: Discussion and possible action regarding a request to reclassify the Prevention Program Coordinator position (CCEA T42), and to move that position from its existing inclusion in the Carson City Employees Association (CCEA) to the Carson City Deputy Sheriff's Association (CCDSA). (Sheriff Furlong, kfurlong@carson.org)

Staff Summary: The Carson City Sheriff's Office (CCSO) Prevention Program Coordinator position is currently vacant due to a staff member's retirement. This request is to reclassify the position of Prevention Program Coordinator from its existing inclusion in CCEA to CCDSA so that the position can meet the Drug Abuse Resistance Education (DARE) program requirements of a sworn officer with Nevada Peace Officer Standards and Training (POST) certification. With this reclassification, the salary will no longer be a CCEA grade/group of T42 and will instead be subject to a Deputy Sheriff's merit step salary range as provided for in the CCDSA collective bargaining agreement.

15. Fire

15.A For Possible Action: Discussion and possible action regarding authorization for the Carson City Fire Department (CCFD) to apply for a grant in the amount of \$1,802,033 through the Nevada Division of Forestry (NDF) from money appropriated by Senate Bill (SB) 508 (2019), to fund hazardous fuel reduction projects in the Carson City wildland urban interface areas. (Dave Ruben, druben@carson.org)

Staff Summary: Money appropriated by SB 508, which was enacted during the 80th (2019) Regular Session of the Nevada Legislature, provides grant funding for hazardous fuel reduction efforts in the wildland urban interface areas in and adjacent to power line utility rights-of-way. By reducing the fuels in these strategic locations, the potential impact of a wildfire will be greatly reduced. The grant application will seek \$1,802,033 in funding for equipment, vehicles and personnel costs. The grant provides 100 percent funding; therefore, there is no match requirement.

16. Public Works

16.A For Possible Action: Discussion and possible action regarding two proposed grant applications totaling \$2,090,000 to the Nevada Division of Emergency Management for the design and construction of detention basins in the Goni Watershed. (Darren Schulz, DSchulz@carson.org and Dan Stucky, DStucky@carson.org)

Staff Summary: The Public Works Department is seeking approval from the Board of Supervisors to submit two grant applications to the Nevada Division of Emergency Management (NDEM) for detention basins in the Goni Watershed approved under the North Carson Area Drainage Plan. The first grant application in the amount of \$1,925,000 is for the design and construction of the Maxwell Basin. The second application in the amount of \$165,000 is for the preliminary design, environmental clearance and cost benefit analysis for the Sutro Terrace Storm Drain & Basins. The City's grant policy requires any grant application over \$50,000 be approved by the Board of Supervisors prior to submittal by City staff.

17. Community Development - Planning

17.A For Possible Action: Discussion and possible action regarding shade structure alternatives at the Brewery Arts Center, 3rd Street Parking Lot, and McFadden Plaza. (Lee Plemel, LPlemel@carson.org; Darren Schulz, DSchulz@carson.org and Dan Stuck, DStucky@carson.org)

Staff Summary: As directed by the Redevelopment Authority, City staff worked with a design consultant to develop shade structure concepts and preliminary cost estimates for shade structures in the downtown area at Brewery Arts Center, 3rd Street Parking Lot, and McFadden Plaza. The Board of Supervisors may provide direction to staff regarding which alternatives to pursue and bring back to the Redevelopment Authority and Board of Supervisors for funding authorization.

17.B For Possible Action: Discussion and possible action regarding long-term stay motels and direction to staff regarding possible amendments to the Transient Lodging Tax (TLT) provisions of Carson City Municipal Code ("CCMC") Chapter 4.08 (Room Rental Tax) and the transient occupancy requirements for hotels and motels in CCMC Title 18 (Zoning). (Lee Plemel, lplemel@carson.org)

Staff Summary: During the last Board of Supervisors' strategic planning session, the Board identified various issues related to long-term stay motels as a priority for consideration. In particular, the Board of Supervisors requested information related to the prevalence of the use of hotel and motel rooms for long-term stays (28 days or more) versus transient occupancy of less than 28 days. The Culture and Tourism Authority ("CTA") has provided information regarding TLT collections in 2019, and City staff has provided additional estimates on the number of motel rooms in Carson City used for long-term stays.

17.C For Possible Action: Discussion and possible action regarding a proposed emergency ordinance establishing provisions extending the period of use of a storage container or metal storage container under certain circumstances. (Lee Plemel, lplemel@carson.org)

PURSUANT TO ARTICLE 2 OF THE CARSON CITY CHARTER, THIS ORDINANCE MUST BE ADOPTED BY A UNANIMOUS VOTE OF THE BOARD OF SUPERVISORS.

Staff Summary: Currently, Carson City Municipal Code ("CCMC") provisions require a special use permit for the use of a storage container or metal storage container on commercially zoned property for more than 90 days. Due to COVID-19 emergency directives issued by the Governor, businesses are required to provide physical space for social distancing, which has resulted in some businesses needing to temporarily remove items from within their businesses and store them elsewhere to create the required social distancing space. If adopted, this proposed ordinance would authorize the Director of the Department of Community Development to authorize the extended use of such containers beyond 90 days without a special use permit for the duration of the COVID-19 state of emergency.

18. Finance

18.A For Possible Action: Discussion and possible action regarding an allocation of up to \$283,213 of Community Development Block Grant - Coronavirus (CDBG-CV) funding for Fiscal Year (FY) 2021. (Mirjana Gavric, MGavric@carson.org)

Staff Summary: The CDBG-CV provides funds for a range of eligible activities that prevent and respond to the spread of the coronavirus (COVID-19). The CDBG-CV funding granted to Carson City for FY 2021 is \$283,213 - no additional funding is expected. Four public service project applications were submitted, for a total request of \$208,682. Staff is requesting that \$28,322 be allocated for administration of the grant, and \$208,682 be allocated to the four applications that were received for public services projects for COVID-19: \$79,826 to the Boys and Girls Club of Western Nevada, \$20,080 to St. Vincent de Paul Society, \$57,191 to the Nevada Health Centers, and \$51,585 to Spirit of Hope. The remaining \$46,209 will not be allocated in this grant cycle but will be advertised alongside the regular CDBG funding in fall of 2020.

19. 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. --

20. Finance

20.A For Possible Action: Discussion and possible action on the proposed Carson City Capital Improvement Program (CIP) for Fiscal Years (FY) 2021 - 2025 and recommended Supplemental Requests for the FY 2021 operating budget. (Sheri Russell, srussell@carson.org)

Staff Summary: This agenda item is to revise the CIP and Supplemental Requests which, if approved, will be added to the Carson City FY 2021 Budget. Due to the unprecedented events related to the COVID-19 pandemic, staff recommended very little with respect to the CIP and staff did not recommend approval of any of the Supplemental Requests during the normal budget cycle. At the April 16, 2020 meeting, staff explained to the Board that if the government shutdown of nonessential businesses is not as extensive as anticipated, staff would likely bring Capital and Supplemental Requests back for approval during the month of September, after staff has a firm picture of the final FY 2020 outcome. The FY 2021 Final Budget was filed with the State of Nevada on June 1, 2020. If approved, the capital and supplemental items will be incorporated into the first round of budget augmentations that will be brought before the Board in January 2021. Staff will make recommendations regarding the available funding and the projects to be funded.

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)

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.

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

****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>