

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

Day: Thursday
Date: February 4, 2021
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:

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: 146 501 0770

- 1. Call to Order - Board of Supervisors**
- 2. Roll Call**
- 3. Invocation - Fred Kingman, 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 - January 7, 2021

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.

7. Finance

7.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 January 22, 2021, 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.

8. Purchasing and Contracts

8.A For Possible Action: Discussion and possible action regarding Contract No. 20300170, Carson City Juvenile Detention Center Needs Assessment, with H+K Architects, for a not to exceed amount of \$79,000 through December 30, 2021. (Carol Akers, cakers@carson.org and Dan Stucky, dstucky@carson.org)

Staff Summary: A formal Request for Qualifications (RFQ 20300170) was released on September 3, 2020 requesting qualified firms to submit statements of qualifications to provide planning, architectural and engineering services for the Carson City Juvenile Detention Center Needs Assessment. The project includes performing a facility needs assessment and developing a comprehensive plan for renovating/expanding the existing facility or rebuilding a new facility to satisfy industry standards and meet the current and future operational needs of Carson City Juvenile Services.

(End of Consent Agenda)

Ordinances, Resolutions, and Other Items

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

10. Treasurer

10.A For Possible Action: Discussion and possible action on whether to order and direct the Carson City Treasurer to sell, after giving notice of sale, for a total amount not less than the amount of taxes, costs, penalties and interest legally chargeable against the properties, the following properties: APNs 002-764-06; 008-241-01; 008-334-23; and 008-874-15. (Gayle Robertson, grobertson@carson.org)

Staff Summary: Nevada Revised Statutes ("NRS") 361.595(2) provides that if a "property is to be sold, the board of county commissioners may make an order, to be entered on the record of its proceedings, directing the county treasurer to sell the property particularly described therein, after giving notice of sale, for a total amount not less than the amount of the taxes, costs, penalties and interest legally chargeable against the property as stated in the order."

11. District Attorney

11.A For Possible Action: Discussion and possible action regarding a proposed approval of three interrelated contracts, two with Karpel Solutions and one with Karpel Solutions and Escrowtech International, Inc. for an initial total contract amount of \$175,300 for: (1) the purchase and implementation of a case management system and associated services for a not to exceed amount of \$144,700; (2) the engagement of Karpel Solutions for support services related to the case management system for a one-year term in an additional amount not to exceed \$29,600; and (3) a software escrow agreement with Karpel Solutions and Escrowtech International, Inc. for a one-year term in an additional amount not to exceed \$1,000. (Jason D. Woodbury, jwoodbury@carson.org)

Staff Summary: The Carson City District Attorney's Office ("CCDA") must replace its existing case management system as technical support for its current system will no longer be available as of July 1, 2021. After thoroughly researching the available alternatives to its existing system the District Attorney, in consultation with the Carson City Information Technology Department ("IT") has determined that Prosecutor by Karpel Solutions is the best choice to replace the existing case management system.

12. City Manager

12.A For Possible Action: Discussion and possible action regarding the appointment of a representative member to the Nevada Local Justice Reinvestment Coordinating Council ("NLJRCC") pursuant to NRS 176.014 for a two-year term. (Nancy Paulson, npaulson@carson.org)

Staff Summary: The NLJRCC was created by the Nevada Legislature with the enactment of Assembly Bill ("AB") 236 during the 80th (2019) Legislative Session. Pursuant to section 7 of AB 236, subsequently codified as NRS 176.014, the Carson City Board of Supervisors is required to appoint one member to the NLJRCC. Although the statute does not specify required qualifications for members to be appointed, the Sentencing Commission has indicated that the NLJRCC should be comprised of stakeholders from the criminal justice system and mental health

and treatment communities. District Attorney Jason Woodbury has recommended Deputy District Attorney Garrit Pruyt for appointment.

12.B For Discussion Only: Discussion and presentation on the "UNR Extension, Carson City Needs Assessment Results" by Lisa Taylor, Carson City Extension Educator, relating to the University of Nevada, Reno ("UNR") Cooperative Extension and its provision of 4-H, STEM, youth development programs and other programs and activities. (Nancy Paulson, npaulson@carson.org)

Staff Summary: The UNR Cooperative Extension is dedicated to providing family-friendly 4-H, STEM and youth development programs, along with adult offerings that address important issues, including water quality, sustainable food availability, health and wellness and vocationally relevant training. A Carson City Extension Needs Assessment was completed in July of 2020. A summary of results identified through the Extension's online survey and 28 leader interviews will be highlighted during this presentation.

13. Purchasing and Contracts

13.A For Possible Action: Discussion and possible action regarding a determination that Triumph Electric Company, Inc., is the lowest responsive and responsible bidder pursuant to NRS Chapter 338 and whether to award Contract No. 20300228, Production Wells Permanent Emergency Generators Project, to Triumph Electric Company, Inc., for a total not to exceed amount of \$605,000. (Carol Akers, cakers@carson.org and Dan Stucky, dstucky@carson.org)

Staff Summary: The permanent emergency generator projects consist of installing generators at four sites to provide backup power to four wells and one sewer lift station. The construction contract is for the base bid amount of \$550,000 plus a 10% contingency amount of \$55,000. The engineer's estimate was \$847,000.

14. Public Works

14.A For Possible Action: Discussion and possible action regarding a proposed lease of 813 N. Carson Street to the Children's Museum of Northern Nevada, a non-profit Nevada corporation, to be used for a charitable or civic purpose pursuant to Nevada Revised Statutes ("NRS") 244.284, at the rate of \$1.00 per year for a term of 3 years and 5 months, commencing on February 4, 2021 and terminating on June 30, 2024, with an option to request renewal for an additional 3-year term commencing on July 1, 2024 and terminating on June 30, 2027. (Darren Schulz, dschulz@carson.org, Dan Stucky, dstucky@carson.org and Robert Nellis, rnellis@carson.org)

Staff Summary: The City leased the premises to the Children's Museum on January 1, 2001 for an initial 10-year term at \$1.00 per year. The Children's Museum exercised an option to renew the lease for an additional 10 years that expired on December 31, 2020. Staff recommends utilizing an updated City lease template that was revised in 2018 rather than renewing the current lease for another 10-year term. At the Board of Supervisor's previous directions to enter into agreements with shorter timeframes, the initial term of the new lease is for 3 years, 5 months expiring on June 30, 2024 with one option to renew for a 3-year term. Section 9 of the lease template has been revised to provide for the premises to be sublet at the City Manager's discretion. The proposed consideration remains at \$1.00 annually.

15. Finance

15.A For Possible Action: Discussion and possible action regarding an application to remove \$420,235.82 in uncollectible accounts receivable from the records of the Ambulance Fund. (Sheri Russell, srussell@carson.org)

Staff Summary: The Carson City Fire Department's emergency medical billing and collection services contractor, Wittman Enterprises, notified Carson City that certain accounts receivable on the records of the Ambulance Fund are uncollectible. Under NRS 354.256, the Carson City Auditor applies to the Board of Supervisors for permission to remove uncollectible accounts receivable from the records of Carson City.

15.B For Possible Action: Discussion and possible action regarding the Carson City Cost Allocation Plan for the Fiscal Year ended June 30, 2020. (Sheri Russell, srussell@carson.org)

Staff Summary: City staff is requesting that the Board of Supervisors accept the Cost Allocation Plan prepared by Mahoney and Associates using financial information for the Fiscal Year ended June 30, 2020, for use in preparing the Fiscal Year 2022 Carson City Budget. The City will use the Cost Allocation Plan for amounts charged to Special Revenue and Enterprise Funds.

16. Health and Human Services

16.A For Possible Action: Discussion and possible action regarding a proposed interlocal agreement between the Board of Regents of the Nevada System of Higher Education through Western Nevada College ("WNC") and Carson City, through its Department of Health and Human Services ("CCHHS"), for use of CCHHS facilities and outreach events for the purpose of providing clinical experience for nursing students through June 30, 2026 for no monetary compensation, and authorization for the City Manager to sign the agreement. (Nicki Aaker, naaker@carson.org)

Staff Summary: CCHHS is requesting approval of this interlocal agreement to provide public health and clinical nursing experience to WNC students, which is part of the required educational curriculum for nurses. By providing this educational opportunity, the City is supporting the future nursing workforce.

17. Board of Supervisors

17.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.

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

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. **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>