

**CARSON CITY CONSOLIDATED MUNICIPALITY
NOTICE OF MEETING OF THE
BOARD OF SUPERVISORS
AND JOINT MEETING WITH THE CARSON CITY
SCHOOL DISTRICT BOARD OF TRUSTEES**

Day: Thursday
Date: February 20, 2020
Time: Beginning at 8:30 am
Location: Community Center, Sierra Room
851 East William Street
Carson City, Nevada

AGENDA

- 1. Call to Order - Board of Supervisors**
- 2. Roll Call**
- 3. Invocation - Micheal Hurlbert, First Christian 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 16, 2020**
- 7. For Possible Action: Adoption of Agenda**
- 8. Special Presentations**

8.A For Discussion Only: Introduction and welcome of the new District Ranger, Matthew Zumstein, of the Carson Ranger District of the Humboldt-Toiyabe National Forest. (Stephanie Hicks, SHicks@carson.org)

Staff Summary: District Ranger Zumstein will discuss his background and his focus for the future of the Carson Ranger District.

8.B Presentation of Length of Service certificates to City employees. (Melanie Bruketta, mbruketta@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.

9. City Manager

9.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 January 4, 2020 through February 7, 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.

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 February 7, 2020, per NRS 251.030 and NRS 354.290. (Pamala Ganger, pganger@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. Public Works

11.A For Possible Action: Discussion and possible action regarding a grant of easement from Carson City to Danny Couste, owner of 94 Paul Way, for the installation of a sewer lateral in support of the construction of a new single family residence on APN 008-045-04. (Darren Schulz, DSchulz@Carson.org; Dan Stucky, DStucky@Carson.org; and Cory Kleine, CKleine@Carson.org)

Staff Summary: As part of the construction of a new single family residence located at 94 Paul Way, the owner has requested to connect to the Carson City sanitary sewer system. The City sewer line is located on City-owned property adjacent to 94 Paul Way. It is necessary for the City to grant an easement over APN 008-754-27 for the benefit of the owner of 94 Paul Way to allow for the construction of a sewer lateral to serve the residence. The proposed easement contains approximately 120 square feet.

12. Purchasing and Contracts

12.A For Possible Action: Discussion and possible action regarding Amendment No. 2 to Contract No. 1718-127 for Federal Lobbying Services with Porter Group, LLC, to extend the contract term for an additional year through February 20, 2021 and for a not to exceed additional amount of \$49,800.00. (Carol Akers, CAkers@carson.org and Nancy Paulson, NPaulson@carson.org)

Staff Summary: The original contract term was effective February 20, 2018 to February 20, 2019 with two one-year options. Amendment 1 expires February 20, 2020.

(End of Consent Agenda)

Ordinances, Resolutions, and Other Items

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

14. Health and Human Services

14.A For Possible Action: Discussion and possible action regarding authorization for Carson City Health and Human Services (CCHHS) to accept a grant in the amount of \$120,655.00 from the State of Nevada, Department of Health and Human Services, Division of Public and Behavioral Health (DPBH), which will be used over a period of 17 months to implement education and outreach programs to decrease tobacco, e-cigarette and vaping use among Carson City's youth. (Nicki Aaker, naaker@carson.org)

Staff Summary: The 2019 Legislature approved Senate Bill 263 relating to the regulation and taxation of certain vapor products, alternative nicotine products and tobacco products. The new legislation makes an appropriation to the Nevada Department of Health and Human Services dedicated to the development of programs for the control and prevention of tobacco use. This grant, if accepted by CCHHS, will be used on education, training, outreach and messaging to decrease youth tobacco, e-cigarette and vaping use in Carson City pursuant to the standards and timelines set forth in the Grant Conditions and Assurances.

15. City Manager

15.A For Possible Action: Discussion and possible action regarding the appointment of one member to the Carson City Planning Commission for a four-year term set to expire in January, 2024. (Nancy Paulson, npaulson@carson.org)

Staff Summary: Pursuant to NRS 278.030 and 278.040, the Carson City Planning Commission was created by ordinance, codified as CCMC 18.02.010, and consists of seven members who are appointed by the Board of Supervisors. Under Carson City's Boards, Committees, and Commissions Policies and Procedures, appointments to the Planning Commission during the first meeting of the year in which new or re-elected members of the Board of Supervisors are sworn in are made through a recommendation and appointment process whereby each Supervisor may make recommendations for appointment by majority vote. Vacancies occurring in years between elections for the Board of Supervisors must be filled by the Mayor from the City at large, with the approval of the Board, through the acceptance of applications submitted by interested

applicants. There is one open position due to the expiration of a term, and this vacancy is in between election years for the Board of Supervisors. New applications were submitted by Maxine Nietz, Richard Perry and Lorraine Entner.

16. Community Development - Planning

16.A For Possible Action: Discussion and possible action regarding a Tentative Subdivision Map known as the Emerson Cottages to create 37 single family lots on a 5.5 acre parcel zoned neighborhood Business (NB), on property located on Emerson Drive, north of College Parkway (APN 002-751-07). (Heather Ferris, hferris@carson.org)

Staff Summary: The applicant is requesting a Tentative Subdivision Map (2019-00000165) to subdivide 5.5 acres into 37 single family lots with a minimum lot size of 2,933 square feet and an average lot size of 3,811 square feet. The project will also include 0.9 acres of common area and an internal roadway. At its meeting of January 29, 2020, the Planning Commission reviewed the request and voted 5-1 (1 vacant) to recommend approval. The Board of Supervisors is authorized to approve a Tentative Subdivision Map.

16.B For Possible Action: Discussion and possible action regarding a proposed Resolution to initiate the process for declaring a moratorium on the acceptance and processing of planning applications or other applications for hemp cultivation or hemp product manufacturing. (Lee Plemel, lplemel@carson.org)

Staff Summary: Federal and Nevada laws allow the cultivation of hemp and manufacturing of certain products from hemp. Though similar in appearance, hemp has different characteristics than cannabis (marijuana) and is regulated separately from cannabis. However, the cultivation of hemp has some of the same potential negative impacts as the cultivation of marijuana, such as objectionable odors that may create a public nuisance to adjacent properties. The initiation of a moratorium on hemp cultivation and product manufacturing will allow the City time to develop appropriate regulations for such operations. Should the Board of Supervisors initiate the moratorium, an ordinance to declare a moratorium would go to the Planning Commission for a recommendation then back to the Board of Supervisors for final action.

Closed Non-meeting to Confer with Management Representatives or 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 and to deliberate toward decisions regarding potential and/or existing litigation involving matters over which the public body has supervision, control, jurisdiction or advisory power.

17. Fire

17.A For Possible Action: Discussion and possible action regarding a memorandum of understanding between the Carson City Employees Association (CCEA), the Carson City Fire Fighters Association, International Association of Fire Fighters Local 2251 (Local 2251), and Carson City transferring the Patient Care Technician positions at the Fire Department from the bargaining unit represented by CCEA to the non-supervisory bargaining unit represented by Local 2251. (Sandy Wartgow, swartgow@carson.org)

Staff Summary: This memorandum of understanding transfers the patient care technician positions from CCEA to Local 2251. Transferring the positions provides the Fire Department with additional training and operational flexibility to meet the needs of the Fire Department in providing services to the public and in meeting contractual obligations.

18. City Manager

18.A For Discussion Only: Presentation and discussion regarding the City Manager update on current City projects, activities and other items of interest to the Board of Supervisors and the community. (Nancy Paulson, npaulson@carson.org)

Staff Summary: The City Manager will present an update on current City projects, activities and other items of interest to the Board of Supervisors and the community. This will include an overview of Internal Finance Committee (IFC) and Community Development activities, as well as upcoming City events.

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

-- EVENING SESSION - 6:00 P.M. --

JOINT MEETING WITH THE CARSON CITY SCHOOL DISTRICT BOARD OF TRUSTEES

20. Call to Order & Roll Call

21. Flag Salute - Brad Bonkowski

22. For Possible Action: Adoption of the Agenda

Please note: The Board reserves the right to take items in a different order to accomplish the business of the agenda in the most efficient manner.

23. 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.

24. Welcoming Remarks and Introductions of Members of Each Board -

CCSD Board President Mike Walker

Mayor Robert Crowell

25. Carson City School District and Carson City

25.A For Discussion Only: Discussion and presentation on the K-12 Tesla Investment Fund Gift awarded to the Carson City School District in the amount of \$712,250 to fund District-Wide

Sustainability Initiatives for the next three years. (Mark Korinek, mkorinek@carson.k12.nv.us and Chris Reilly)

Staff Summary: Mr. Mark Korinek, Director, Operation Services, along with Chris Reilly will provide an update on the recent award the District received as part of Tesla's K-12 Investment Fund in the amount of \$712,250. The money will help fund district-wide sustainability initiatives for the next three years.

25.B For Discussion Only: Introduction of the new Carson City Library Director, Tod Colegrove. (Nancy Paulson, npaulson@carson.org)

25.C For Discussion Only: Discussion and presentation on the collaborative programs and efforts between the Carson City Library and the Carson City School District. (Maria Klesta, mklesta@carson.org)

Staff Summary: The Carson City Library has developed a range of collaborative programs with the Carson City School District to support student learning and literacies in all age groups.

25.D For Discussion Only: Presentation and discussion of a proposed agreement between the Carson City School District and Carson City continuing the School Resource Officers (SRO) Program at the School District, and through which the City and the School District will split the personnel costs of three SROs, approximately \$430,438.81 for FY 2021. (Ken Furlong, KFurlong@Carson.org and Ann Cyr, acyr@carson.k12.nv.us)

Staff Summary: Over the past several years, the Carson City Sheriff's Office (CCSO) has provided SROs to the School District as part of a grant program. The SRO Program has been successful at reducing crime in the School District's schools, but the grant has expired. This agreement continues the SRO Program, reestablishing and clarifying the working relationship between, and the respective duties of, the City, CCSO, and School District. The agreement provides that the City and the School District will split the personnel costs of the first three SROs and may agree to fund, or find funding for additional SROs. The School District has previously obtained grant funding for two additional SROs.

25.E For Discussion Only: Discussion and update on the draft Joint Use Agreement of Facilities between Carson City and the Carson City School District. (Jennifer Budge, jbudge@carson.org; Dan Earp, djearp@carson.org; and Richard Stokes, rstokes@carson.k12.nv.us)

Staff Summary: The current Joint Use Agreement between Carson City and the Carson City School District (CCSD) was written in 1980. The agreement is outdated and does not accurately reflect the current use by both organizations. At the Board of Supervisors meeting on June 20, 2019, staff was provided with feedback and guidance regarding potential general terms for future agreement and discussion. This item will update the boards on the progress made and further discuss continued movement in this matter.

25.F For Discussion Only: Discussion regarding a formal dedication of Richmond Avenue by the Carson City School District to Carson City and the resulting remnant parcels that will be created by the dedication. (Dan Stucky, DStucky@Carson.org and Cory Kleine, CKleine@Carson.org)

Staff Summary: Carson City has recently determined that a formal offer or dedication and acceptance of Richmond Avenue have never occurred. The City has historically maintained Richmond Avenue as part of the current road system. The area of the dedication lies within the Carson City School District parcel, known as Carson Middle School, APN 003-171-01. The City is seeking to complete this formal dedication from the Carson City School District for the area known as Richmond Avenue. The dedication of this road will split the Carson Middle School parcel, creating two small remnant parcels on the east side of the dedication.

25.G For Discussion Only: Discussion and presentation on the epidemic of vaping and e-cigarette use among young adults, specifically as it relates to Carson City's youth. (Nicki Aaker, naaker@carson.org and Toni Orr, torr@carson.org)

Staff Summary: In 2018, the United States Surgeon General declared a national epidemic of vaping and e-cigarette use among young adults. Toni Orr, Carson City Health and Human Services' Public Health Nurse, gives presentations to Carson High School students during their health classes on the impact of this epidemic on Carson City youth. Her presentation discusses the variety of products used by young adults in our community. She has also conducted presentations for school nurses and health teachers at local conferences.

25.H For Discussion Only: Discussion and presentation regarding the Flu Vaccination Outreach and Partnership between Carson City Health and Human Services (CCHHS) and the Carson City School District (CCSD). (Jeanne Freeman, jmfreeman@carson.org and Nicki Aaker, naaker@carson.org)

Staff Summary: In 2019, approximately 15% of CCSD students were vaccinated at one of the school-located vaccination clinics. While the number of school-administered flu vaccines has declined over the last three years, the percentage of CCSD students receiving flu vaccines through the CCHHS school vaccination clinics has consistently been between 15% and 15.5%. Students are out of class an average of 7 minutes which is significantly shorter than the time it takes for a guardian to take the student from school to a doctor's appointment and then return the student to school. The partnership between CCHHS and CCSD continues to be positive and beneficial to the goals of both organizations.

25.I For Discussion Only: Discussion and presentation on proposed Phase I changes to the middle school attendance zones in the Carson City School District, primarily affecting families residing in the Fremont Elementary School attendance zone, beginning with the fall semester of the 2020-2021 school year. (Richard Stokes, rstokes@carson.k12.nv.us)

Staff Summary: As part of the plan to manage current and projected student enrollment growth, modifications to the District's Middle School attendance zones are being proposed. For the 2020-2021 school year, it is proposed that the Eagle Valley Middle School (EVMS) attendance zone be modified to accept all 5th grade students who are promoting from or residing in the Fremont Elementary attendance zone. Currently, approximately one-quarter or about 25 of the promoting 5th graders at Fremont Elementary School are zoned to attend EVMS and the remaining three-quarters or about 75 students are zoned to attend Carson Middle School. This proposal is an early effort to help reduce some of the over-crowding at Carson Middle School for the 2020-2021 school year. District staff will work closely with the schools, staff (if any), and patrons involved in this proposed change.

25.J For Discussion Only: Informational update regarding ongoing studies of the property located at 1600 Snyder Avenue as a possible school location in the Carson City School District. (Richard Stokes, rstokes@carson.k12.nv.us)

Staff Summary: Mr. Stokes will provide an update on the steps the District has taken regarding the property located at 1600 Snyder Avenue, Carson City Nevada as a possible school location in the District.

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

****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. In addition, it is Carson City’s aspirational goal to also provide for item-specific public comment as follows: In order for members of the public to participate in the public body’s consideration of an agenda item, the public is strongly encouraged to comment on an agenda item when called for by the mayor/chair during the item itself. 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.

This notice has been posted at the following locations:
Community Center 851 East William Street
Courthouse 885 East Musser Street
City Hall 201 North Carson Street
Carson City Library 900 North Roop Street
Community Development Permit Center 108 East Proctor Street
<http://notice.nv.gov>