

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

**Day:** Thursday  
**Date:** January 2, 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** - Bruce Henderson, Airport Rd 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** - December 5, 2019
- 7. For Possible Action: Adoption of Agenda**
- 8. Special Presentations**
  - 8.A Presentation of a Proclamation recognizing January 2020 as National Radon Month.  
(Nadia Noel, Radon Education Coordinator)

**Consent Agenda**

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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.  
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## 9. Finance

9.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 22, 2019, 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.

**(End of Consent Agenda)**

### **Ordinances, Resolutions, and Other Items**

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

## 11. Assessor

11.A For Possible Action: Discussion and possible action regarding the appointment of a member to the Carson City Board of Equalization to fill a term set to expire January 5, 2023. (Dave Dawley, ddawley@carson.org)

Staff Summary: NRS 361.340 establishes the Carson City Board of Equalization (CCBE) consisting of 5 members. Supervisor Bagwell's previously recommended member (Mallory Wilson), who was nominated and appointed to the CCBE, has moved outside of Carson City. Therefore, Supervisor Bagwell is recommending that the Mayor nominate Margaret E Green-Wilson, under NRS 361.340, for approval by the Board of Supervisors to serve the remainder of Ms. Wilson's term on the CCBE.

## 12. City Manager

12.A For Possible Action: Discussion and possible action regarding the appointment of two members to the Carson City Parks and Recreation Commission each to fill a term set to expire January 1, 2024. (Nancy Paulson, npaulson@carson.org)

Staff Summary: CCMC 2.16.010 provides for a Parks and Recreation Commission to consist of no more than nine members appointed by the Board of Supervisors. There are two positions available. A reappointment request was received from Lee-ann Keever and a new application was received from Janice Caldwell.

## 13. Finance

13.A For Possible Action: Discussion and possible action regarding the adoption of the Carson City Plan of Corrective Action for the FY 18-19 statutory violations included in the annual audit. (Sheri Russell, srussell@carson.org)

Staff Summary: Within 60 days after the delivery of the annual audit to the local government, the governing body shall advise the Department of Taxation what action has been taken to prevent recurrence of each violation of law or regulation included in the annual audit.

13.B For Possible Action: Discussion and possible action to prioritize the appropriation of excess undesignated General Fund ending fund balance from fiscal year (FY) 2019 in the amount of \$2,523,236. (Sheri Russell srussell@carson.org)

Staff Summary: At the December 5, 2019 Board of Supervisors meeting, the Board requested that staff bring back an item for Board discussion and possible action on how to prioritize the \$2,523,236 in General Fund savings from FY 19. The following are staff recommendations based on FY 20 Board actions, Board direction, and future capital needs:

|  |              |
|--|--------------|
| Rifle and Pistol Range Safety Improvements   | \$ 432,039   |
| Subscriber Radio Replacement FY 21 and FY 22 | 1,091,690    |
| Capital Needs FY 21                          | 999,507      |
| Total FY 19 Savings                          | \$ 2,523,236 |

#### 14. Purchasing and Contracts

14.A For Possible Action: Discussion and possible action regarding a determination that Four Point Engineering is the lowest responsive and responsible bidder pursuant to NRS Chapter 338 and whether to award Contract No. 19300095, Carson City Rifle and Pistol Range Improvement Project, to Four Point Engineering for a total not to exceed amount of \$809,410 (Carol Akers, CAkers@carson.org and Jennifer Budge, jbudge@carson.org)

Staff Summary: This project consists of re-grading the long range and shooting bays, installing target frame holders and completing site drainage improvements. An additive alternate is included for similar improvements to the short range. The construction contract is for the base bid \$628,162 and bid alternate \$107,665, for a total bid of \$735,827, plus a 10% contingency amount of \$73,583, to be funded from multiple funding sources, including a Nevada Department of Wildlife (NDOW) Grant, Quality of Life Fund, Capital Projects Fund and the General Fund (Contingency). The engineer's estimate for construction was \$933,960.

14.B For Possible Action: Discussion and possible action regarding Contract No. 19300103, Nevada Legislative Representation, with Walker & Associates for a not to exceed amount of \$65,250 through June 30, 2021. (Carol Akers, CAkers@carson.org and Nancy Paulson, NPaulson@carson.org)

Staff Summary: For over twenty years, Carson City has been part of the Western Nevada Legislative Coalition with Lyon County, Douglas County and Storey County. This regional lobbying effort provides the four counties a greater voice when lobbying the Nevada State Legislature. All counties in the coalition will be retaining the services of Walker and Associates through the next legislative session (2021). The contract term is for 18 months at \$3,625 per month, effective January 2, 2020 through June 30, 2021.

#### 15. Community Development - Planning

15.A For Possible Action: Discussion and possible action to introduce, on first reading, an ordinance related to parking, amending Title 18 Appendix, Division 2, Section 2.3 of the

Carson City Municipal Code (CCMC) to allow tandem parking spaces to count towards the required minimum number of parking spaces in single-family residential developments. (Heather Ferris, hferris@carson.org)

Staff Summary: Title 18 Appendix, Division 2, Section 2.3(6) of the Development Standards in the CCMC prohibits driveways or other areas required to move cars in and out of parking spaces (tandem parking) from being counted towards the minimum number of required off-street spaces, except in mobile home parks, RV parks, and planned unit developments. Currently, only one parking space is counted towards meeting the required number of parking spaces when tandem parking is used in single-family residential developments. Title 18 Appendix, Division 6, Section 6.6.5(5) of the Development Standards also allows for tandem parking in the Downtown Mixed-Use zoning district for residential developments if at least one space is within an enclosed garage or parking structure. The proposed ordinance will allow tandem parking in single-family residential developments.

**16. Recess as the Board of Supervisors**

**Redevelopment Authority**

**17. Call to Order & Roll Call - Redevelopment Authority**

**18. 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.

**19. City Manager**

19.A For Possible Action: Discussion and possible action regarding the election of the chair and vice chair of the Redevelopment Authority each for one-year terms ending December 31, 2020. (Nancy Paulson, npaulson@carson.org)

Staff Summary: NRS 279.448 states the agency shall elect a chair from among its members. Unless otherwise prescribed by the legislative body, the term of office as chair is for the calendar year, or for that portion remaining after he or she is designated or elected.

**20. 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.

**21. For Possible Action: To Adjourn as the Redevelopment Authority**

**22. Reconvene as the Board of Supervisors**

**23. City Manager**

23.A For Possible Action: Discussion and possible action regarding the appointment of members of the Board of Supervisors to various positions on boards, committees and commissions as required or authorized by law, including to: (1) the position of Mayor Pro Tempore on the Board of Supervisors; (2) the Carson City Parks and Recreation Commission;

(3) the Carson City Regional Transportation Commission; (4) the Carson City Audit Committee; (5) the Nevada Association of Counties; and (6) the Western Nevada Legislative Coalition. (Nancy Paulson, npaulson@carson.org)

Staff Summary: Board members serve on various boards, committees, and commissions. Each January, appointments are made for the upcoming calendar year.

## **24. 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

## **25. 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.

## **26. For Possible Action: To Adjourn**

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**\*\*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.

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**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.

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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.

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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.

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To request a copy of the supporting materials for this meeting contact Janet Busse at [jbusse@carson.org](mailto:jbusse@carson.org) or call (775) 887-2100.

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This agenda and backup information are available on the City's website at [www.carson.org/agendas](http://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.

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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>