

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

**Day:** Thursday  
**Date:** October 1, 2020  
**Time:** Beginning at 8:30 am  
**Location:** Community Center, Sierra Room  
851 East William Street  
Carson City, Nevada

**AGENDA**

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**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](http://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](mailto: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: 146 587 7646**

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- 1. Call to Order - Board of Supervisors**
- 2. Roll Call**
- 3. Invocation - Ken Haskins, 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 - September 3, 2020**

**7. For Possible Action: Adoption of Agenda**

**8. Special Presentations**

8.A Proclamation to recognize the week of October 4-10, 2020 as Fire Prevention Week. (Sean Slamon, sslamon@carson.org)

8.B Proclamation to recognize the week of October 5-9, 2020 as Walk to School Week. (Kelly Norman, knorman@carson.org)

**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. Assessor**

9.A For Possible Action: Discussion and possible action regarding a proposed partial removal and possible partial refund of the 2020/2021 real property taxes from Assessor's Parcel Numbers (APNs) 004-092-24 (911 E. Second St.) and 004-092-28 (211 S. Pratt Ave.) per NRS 361.125 in the amount of \$12,146.32 for the time period that these parcels are exempt from September 1, 2020 through June 30, 2021. (Kimberly Adams, kadams@carson.org)

Staff Summary: The Assessor's Office is requesting the partial removal and possible partial refund of the 2020/2021 real property taxes for APNs 004-092-24 (\$10,042.49) and 004-092-28 (\$2,103.83) in the amount of \$12,146.32. These parcels were sold to The Salvation Army on September 1, 2020 and are now tax exempt per NRS Chapter 361.

**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 18, 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](http://www.carson.org).

## **11. Purchasing and Contracts**

11.A For Possible Action: Discussion and possible action regarding Amendment No. 1 to Contract No. 20300031, On-call Geographic Information System Services, with Michael Baker International, to increase the contract amount by \$75,001 for a total contract amount of \$125,000 through June 30, 2021 to be funded from the GIS-Professional Services Account. (Carol Akers, [CAkers@carson.org](mailto:CAkers@carson.org) and Matthew Lawton, [MLawton@carson.org](mailto:MLawton@carson.org))

Staff Summary: Michael Baker International provides on-call support to the Carson City Geographic Information System (GIS) for internal services, external (public) services and optimizing/upgrading workflows to save time/money. Staff recommends continuing the engagement of Michael Baker International. With the proposed amendment, the total contract amount exceeds \$50,000 and therefore requires Board of Supervisors' approval.

**(End of Consent Agenda)**

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

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

## **13. Purchasing and Contracts**

13.A For Possible Action: Discussion and possible action regarding the purchase of personal protective equipment (PPE) and sanitation supplies from various vendors through December 31, 2020, for a total not to exceed amount of \$901,659. (Carol Akers, [CAkers@carson.org](mailto:CAkers@carson.org) and Dan Stucky, [DStucky@carson.org](mailto:DStucky@carson.org))

Staff Summary: The Board of Supervisors approved \$1 million in federal Coronavirus Aid, Relief, and Economic Security (CARES) Act funding for the purchase of PPE and sanitation supplies for citywide distribution. To keep up with demand, the Department of Public Works is requesting authority to proceed with purchases of PPE and sanitation supplies from various vendors, including Silver State Industries, Apex Safety & Supply Inc., Sunrise Environmental and Inland Supply Company. Under NRS 332.112 and the President's National Emergency Declaration for Coronavirus Disease 2019 (COVID-19), Carson City may procure PPE via noncompetitive methods.

## **14. Public Works**

14.A For Possible Action: Discussion and possible action regarding proposed amendments to the "Carson City Public Works Placement of Small Cell Wireless Equipment in Carson City Right-of-Way" policy (Policy) to implement aesthetic requirements, procedures, and fees for small cell equipment installation on poles and street lights in the City rights-of-way. (Darren Schulz, [Dschulz@carson.org](mailto:Dschulz@carson.org) and Dan Stucky, [DStucky@carson.org](mailto:DStucky@carson.org))

Staff Summary: On April 4, 2019, the Board of Supervisors adopted the first version of the Policy to implement procedures and aesthetic requirements and for placing small cell wireless equipment on poles and streetlights located in the City rights-of-way. At the time, the application process, including finalizing the time frame within which applications must be processed, was still being formulated in order to meet the Federal Communication Commission ("FCC") orders and regulations. Working with wireless providers, staff has finalized the application process and also incorporated fees and other changes within the Policy to conform the Policy to federal law and to facilitate the placement of small cell wireless equipment within the City rights-of-way.

14.B For Possible Action: Discussion and possible action regarding a form Master License Agreement (MLA), and authorization for the Mayor to enter into MLAs, between Carson City and wireless providers for the placement and operation of small cell wireless equipment on City-owned and third-party poles and street lights located within the City rights-of-way, including an application fee of \$1,400.00 per installation and an annual attachment fee of up to \$1,036.00 per installation. (Darren Schulz, Dschulz@carson.org and Dan Stucky, DStucky@carson.org)

Staff Summary: In conjunction with a proposed ordinance governing the installation of small cellular wireless equipment in Carson City and the "Carson City Public Works Placement of Small Cell Wireless Equipment in Carson City Right-of-Way" policy ("Policy"), Carson City has developed a MLA to govern installation of small cell wireless equipment on poles and street lights located in the City rights-of-way. The MLA contains the terms including, but not limited to, licensing of the City's rights-of-way, fees, permits, design, installation, alteration and maintenance of the small cell equipment. The MLA builds on the ordinance and Policy to establish a comprehensive licensing scheme for the installation of small cell equipment. The fees in the MLA include a building permit application fee of \$1,400.00 per installation, and an annual attachment fee per installation in an amount up to \$1,036.00.

14.C For Possible Action: Discussion and possible action to adopt, on second reading, Bill No. 112, an ordinance amending Title 5 of the Carson City Municipal Code (CCMC) to add Chapter 5.14 establishing licensing requirements, policies, procedures, and other provisions relating to the installation of small cell wireless equipment within City-owned rights-of-way. (Darren Schulz, Dschulz@carson.org and Dan Stucky, DStucky@carson.org)

Staff Summary: Providers of wireless communications are rolling out 5G, a new standard of communications that is touted to provide faster speeds, lower latency, and much greater capacity than the current wireless standards. The Federal Communications Commission has issued orders setting forth how local municipalities may govern the implementation of the 5G standards. This proposed ordinance adds new provisions to CCMC Chapter 5.14, allowing the installation of small cell wireless equipment within City-owned rights-of-way and establishing licensing requirements, fees, and policies and procedures through a "Master License Agreement" ("MLA") and the "Carson City Public Works Placement of Small Cell Wireless Equipment in Carson City Right-of-Way" policy ("Policy").

## 15. Fire

15.A For Possible Action: Discussion and possible action regarding the proposed acceptance of a Staffing for Adequate Fire and Emergency Response (SAFER) Grant Program grant award in the amount of \$3,613,711.86 to hire an additional nine firefighter / paramedics. (Sean Slamon, sslamon@carson.org)

Staff Summary: The SAFER Program grant provides funding for three years to hire additional firefighter / paramedics, providing 100% of the total cost of salary and benefits based on the salary and benefits for a first-year (entry level) firefighter / paramedic.

## **16. Community Development - Planning**

16.A For Discussion Only: Discussion and presentation regarding possible amendments to Title 18 of the Carson City Municipal Code (CCMC), which establishes local ordinance provisions relating to zoning. (Lee Plemel, lplemel@carson.org)

Staff Summary: The Planning Commission is in the process of conducting workshops to take public comment regarding possible updates to Title 18 of CCMC, which establishes local ordinance provisions relating to zoning. This item is to allow an opportunity for the Board of Supervisors to provide comments regarding proposed amendments to CCMC Chapters 18.02 (administrative provisions), 18.03 (definitions) and 18.04 (use districts). Final action regarding these chapters will not be taken by the Board of Supervisors until additional recommendations are considered by the Planning Commission to bring back to the Board at future meetings and after the District Attorney's Office has reviewed and finalized ordinance language for legality, style and convention. Other chapters of Title 18 will be reviewed separately at future meetings.

## **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**

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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. **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.  
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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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**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://www.carson.org/agendas)  
<http://notice.nv.gov>**