

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

**Day:** Thursday  
**Date:** January 7, 2021  
**Time:** Beginning at 8:30 am  
**Location:** Community Center, Bob Boldrick Theater  
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: 146 847 8022**

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**1. Call to Order - Board of Supervisors**

**2. Roll Call**

**3. Invocation** - Bruce Henderson, 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 3, 2020

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

**8. Special Presentations**

8.A A Proclamation to recognize the month of January as National Radon Action Month.  
(Susan Howe, UNR Radon Program Director)

**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 24, 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.

**10. Purchasing and Contracts**

10.A For Possible Action: Discussion and possible action regarding a proposed increase to Central Infusion Alliance ("CIA") Purchase Order (PO 21200276) for the purchase of personal protective equipment ("PPE") in response to COVID-19, from the current amount of \$39,250 to a new total amount not to exceed \$65,000 for Fiscal Year ("FY") 2021. (Carol Akers, cakers@carson.org and Nicki Aaker, naaker@carson.org)

Staff Summary: The Carson City Department of Health and Human Services ("CCHHS") utilizes multiple vendors, including CIA, to purchase various supplies and equipment in response to COVID-19. Purchases will be grant funded. Due to ongoing efforts to effectively mitigate against COVID-19 transmission and infection, CCHHS has been reaching out to all available vendors and purchasing as much PPE as needed.

**(End of Consent Agenda)**

**Ordinances, Resolutions, and Other Items**

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

**12. City Manager**

12.A For Possible Action: Discussion and possible action regarding the appointment of one member to the Carson City Regional Transportation Commission, to fill a term that expires in December, 2022. (Nancy Paulson, npaulson@carson.org)

Staff Summary: NRS 277A.170 and CCMC 11.20.030 provide for the creation and organization of a five-member Regional Street and Highway Commission. Staggered two-year terms are served by two members of the Board of Supervisors and three representatives of the public-at-large. Members of the RTC also serve on the Carson Area Metropolitan Planning Organization ("CAMPO"). There is one vacancy due to the expiration of term. A new application was submitted by John Terry.

**13. Sheriff**

13.A For Discussion Only: Presentation of a biannual report on Carson City jail conditions and information concerning deaths of prisoners within the jail. (Jim Primka, jprimka@carson.org)

Staff Summary: During the 2019 Legislative Session, the Nevada Legislature enacted Assembly Bill (AB) 301, which requires the Sheriff to submit to the Board of Supervisors a biannual report containing aggregated data similar to the information required to be submitted pursuant to the federal Death in Custody Reporting Act of 2013, Public Law 113-242, concerning the deaths of prisoners in the jail during the immediately preceding 6 months and the circumstances surrounding any such deaths. AB 301 also requires the Board, at least twice each year, to include as an item on the agenda of a public meeting a consideration of the conditions of the jail, the number of deaths of prisoners in the jail and the known circumstances surrounding any such deaths during the immediately preceding 6 months.

**14. Public Works**

14.A For Possible Action: Discussion and possible action regarding a proposed staffing addition for a limited duration, grant funded, full-time Senior Traffic Systems Technician position in the Carson City Employees Association "CCEA" T3 job classification, for the Carson City Public Works Department to support the Carson Area Transportation System Management Plan ("CATSMP"). (Darren Schulz, dschulz@carson.org; Lucia Maloney, lmaloney@carson.org and James Jacklett, jjacklett@carson.org)

Staff Summary: Staff is requesting approval to hire a full-time Senior Traffic Systems Technician to support the CATSMP project. This position will be fully reimbursable through an existing federal grant through the use of Planning Cooperative Agreement No. P301-19-804 with the Nevada Department of Transportation ("NDOT").

14.B For Possible Action: Discussion and possible action regarding a proposed waterline reimbursement agreement between Roventini, LLC, and Carson City providing for reimbursement from the benefitted parcel to Roventini for 50 percent of the cost of a water line extension along Overland Street between Voltaire Street and Cochise Street, less a 15 percent administrative fee to be paid to the City, that benefits both Roventini's parcels (APNs 009-263-06, 009-263-10, and 009-861-01 through 009-861-28) and the benefitted parcel (APN 009-267-13), if the benefitted parcel owner begins to plat, parcel, develop or build upon the benefitted parcel within the next 10 years. (Darren Schulz, dschulz@carson.org; Randall Rice, rrice@carson.org and Dan Stucky, dstucky@carson.org)

Staff Summary: Roventini will construct and fully pay for the necessary waterline improvements along Overland Street between Voltaire Street and Cochise Street, approximately 500 feet east of Voltaire Street. The improvements include a waterline extension and a pressure reducing station that must meet all City requirements and standards. The proposed waterline improvements connect existing waterline in Overland Street to the termination of the existing waterline in Overland Street just west of Cochise Street. Because the proposed waterline also benefits adjacent, undeveloped parcels, Roventini is eligible for partial reimbursement at the time that the benefitting parcel owners begin to plat, parcel, develop or build upon the benefitted parcel. Carson City Municipal Code ("CCMC") 12.01.210(6) details the process for reimbursement, including the establishment of the proposed reimbursement agreement with the City for the City to administer the reimbursement and seek future reimbursement from the beneficiary on behalf of Roventini.

## 15. Finance

15.A For Possible Action: Discussion and possible action on the awarding of Community Development Block Grant-COVID 19 ("CDBG-CV") funds for Fiscal Year ("FY") 2021, to be granted to nonprofit organizations in the amount of \$70,426 from the first allocation of funding received by Carson City and \$80,995 from the second allocation of funding received by the City, for a total recommended award of \$151,381. (Mirjana Gavric, mgavric@carson.org)

Staff Summary: The CDBG-CV provides funding for a range of eligible activities that respond to and prevent the spread of COVID-19. Carson City has received a total of \$884,182 from three CDBG-CV allocations in FY 2021: the first was in the amount of \$307,430 ("CDBG-CV I"); the second was in the amount of \$205,504 ("CDBG-CV II"); and the third was in the amount of \$371,248 ("CDBG-CV III"). On September 17, 2020 the Board of Supervisors ("Board") approved \$237,004 to be granted to four local non-profits from the first allocation, leaving \$70,426 in available grant funding. On October 23, 2020, the Carson City Grants Administrator solicited applications from local non-profits a second time. The Application Review Work Group ("ARWG") reviewed and scored the received applications and is recommending that the Board approve a total amount of \$151,381 in awards. If approved, the awards will be funded by the \$70,426 remaining from the first allocation received by the City and \$80,955 from the second allocation.

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

16.A For Possible Action: Discussion and possible action to introduce, on first reading, an ordinance to change the zoning from General Commercial (GC) to Limited Industrial (LI) on property located at 900 Mallory Way, APN 009-551-03. (Heather Ferris, hferris@carson.org)

Staff Summary: The proposed ordinance, if adopted, would rezone property back to what it was prior to being changed to GC for a school use on the subject property. The proposed LI zoning is consistent with the current zoning of surrounding properties to the east and west as well as with the current uses of the property. The Board of Supervisors is authorized to approve the zoning map amendment.

16.B For Possible Action: Discussion and possible action regarding a proposed emergency ordinance establishing a temporary suspension on the assessment of penalties for the late renewal of certain business licenses. (Hope Sullivan, hsullivan@carson.org)

**THIS ORDINANCE MUST BE ADOPTED BY UNANIMOUS VOTE OF THE BOARD OF SUPERVISORS.**

Staff Summary: This agenda item is for the consideration and possible adoption of a proposed emergency ordinance to establish a temporary suspension on the assessment of penalties for the late renewal of certain business licenses. Because this is an emergency ordinance that is introduced pursuant to Art. 2, Sec. 2.110 of the Carson City Charter ("Charter"), two separate readings of the ordinance are not required but the ordinance may only be passed by unanimous consent of the full, current membership of the Board of Supervisors ("Board"), thereby requiring five votes in favor of the ordinance.

## **17. Recess as the Board of Supervisors**

### **Redevelopment Authority**

## **18. Call to Order & Roll Call - Redevelopment Authority**

## **19. 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.

## **20. For Possible Action: Approval of Minutes - November 5, 2020**

## **21. City Manager**

21.A For Possible Action: Discussion and possible action regarding the election of a chair and vice-chair of the Redevelopment Authority, each for one-year terms ending on December 31, 2021. (Nancy Paulson, npaulson@carson.org)

Staff Summary: NRS 279.448 requires the Redevelopment Authority, as Carson City's redevelopment agency, to elect a chair from among its members. Unless otherwise prescribed by the Board of Supervisors, the term of office as chair is for the calendar year, or for that portion remaining after he or she is designated or elected.

21.B For Possible Action: Discussion and possible action regarding the appointment of a member of the Redevelopment Authority to the Redevelopment Authority Citizens Committee ("RACC") to fill a three-year term ending in January 2024. (Nancy Paulson, npaulson@carson.org)

Staff Summary: Pursuant to Resolution No. 2011-RA-R-3 and 2011-R-41, the membership of RACC includes a member of the Redevelopment Authority appointed by the Redevelopment Authority, who may or may not be the Redevelopment Authority Chair. Former Supervisor John Barrette, who did not seek re-election and whose term of office as Supervisor expired on January 3, 2021, previously held this position on RACC.

**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 as the Redevelopment Authority**

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

**25. City Manager**

25.A For Possible Action: Discussion and possible action regarding the appointment of members of the Board of Supervisors and any other designees or representatives 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 Water Subconservancy District; (5) the Carson City Airport Authority; (6) the Carson City Audit Committee; (7) the Carson City Debt Management Commission; (8) the Carson City Cultural Commission; (9) the Nevada Association of Counties; (10) the Nevada League of Cities Board of Directors; (11) Nevada Works; (12) the Northern Nevada Development Authority; (13) the Western Nevada Development District; (14) the Western Nevada Legislative Coalition; (15) the Nevada Commission for the Reconstruction of the V&T Railway; and (16) the Tahoe Regional Planning Agency. (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. In addition, a Board member or another representative must be appointed to the Tahoe Regional Planning Agency in accordance with Article III of the Tahoe Regional Planning Compact set forth in NRS Chapter 277.

25.B For Possible Action: Discussion and possible action regarding a recommendation to the Nevada Governor to appoint a representative of Carson City to the State Land Use Planning Advisory Council ("SLUPAC") for a three-year term from January 2021 through December 2023. (Lee Plemel, lplemel@carson.org)

Staff Summary: The SLUPAC is the State Lands Administrator's advisory board on land use issues across Nevada. The Governor appoints the 17 members of SLUPAC, one from each county in Nevada. The SLUPAC generally meets quarterly (or less frequently) to discuss state-wide land use planning issues. The State Land Use Planning staff provides administrative support for this

council. Staff recommends the appointment of Planning Manager Hope Sullivan or a member of the Board of Supervisors to the SLUPAC.

25.C For Possible Action: Discussion and possible action regarding the nomination of Kevin Hill to the Tahoe Regional Planning Agency ("TRPA") for reappointment to serve as Carson City's lay member of the Advisory Planning Commission ("APC") for a two-year term. (Nancy Paulson, npaulson@carson.org)

Staff Summary: The TRPA makes the appointment to the APC. The term of office is two years and appointed persons may be reappointed. Kevin Hill was previously appointed to the APC for a term that expired on December 31, 2020 and has expressed his interest in reappointment.

25.D For Possible Action: Discussion and possible action regarding the Mayor's appointment of Nathaniel Killgore and Sena Loyd to the Planning Commission, with the approval of the Board of Supervisors, each for a four-year term ending on January 1, 2025. (Nancy Paulson, npaulson@carson.org)

Staff Summary: NRS 278.040(2) provides the following: "In Carson City, the members of the planning commission established as provided in Nevada Revised Statutes ("NRS") 278.030 are appointed by the Mayor from the city at large, with the approval of the Board of Supervisors." Additionally, in accordance with the Planning Commission Bylaws and the City's Boards, Committees, and Commissions Policies and Procedures as required by Carson City Municipal Code ("CCMC") 18.02.010, each Supervisor recommends one person from the city at large for consideration and approval by the Board as a whole. Newly elected Supervisor White's nominee is Nathaniel Killgore and newly elected Supervisor Schuette's nominee is Sena Loyd.

25.E For Possible Action: Discussion and possible action regarding the appointment of Timothy Guthrie to the position of Interim Chief of the Department of Alternative Sentencing ("DAS"), and direction to staff on the recruitment of a new Chief of DAS for appointment by the Board of Supervisors. (Nancy Paulson, npaulson@carson.org)

Staff Summary: This item is for the Board of Supervisors to consider the temporary appointment of Mr. Guthrie to the position of Interim Chief of DAS due to the retirement of Tad Fletcher, who previously served as the Chief of DAS, and to provide direction to staff, if any, on the recruitment of a new Chief of DAS for appointment by the Board of Supervisors.

## **26. Board of Supervisors**

26.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.

## 27. 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

## 28. 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.

## 29. 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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**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>**