

**CARSON CITY CONSOLIDATED MUNICIPALITY  
NOTICE OF MEETING OF THE  
BOARD OF SUPERVISORS  
AND LIQUOR AND ENTERTAINMENT BOARD**

**Day:** Thursday  
**Date:** March 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](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: 187 418 5134**

---

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

3. **Invocation** - Louie Locke, Fountainhead Foursquare 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** - February 4, 2021

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

7. **Purchasing and Contracts**

7.A For Possible Action: Discussion and possible action regarding Contract No. 20300285 for the Jail Video Surveillance Project, with Desert Hills Electric, Inc., for a not to exceed amount of \$132,612. (Carol Akers, cakers@carson.org and James Underwood, junderwood@carson.org)

Staff Summary: The video surveillance system in the Carson City jail is vital to the safety and security of the facility, staff and inmates. The current system is over 18 years old, and it is no longer possible to upgrade the system's software or reliably find replacement parts. This contract is for the purchase and installation of updated cameras and cabling for the jail, and this contract can be fully funded through the Sheriff's Capital Projects Fund for Miscellaneous Equipment and Fixtures. Completing the jail's video surveillance update will require additional expenditures for things like licenses, servers, and network storage, but those additional items are adequately funded under the Fiscal Year ("FY") 2021 budget through various accounts.

7.B For Possible Action: Discussion and possible action regarding authorization to purchase network equipment from Thinkmate, for a not to exceed amount of \$87,507. (Carol Akers, cakers@carson.org and James Underwood, junderwood@carson.org)

Staff Summary: This purchase will provide for two data storage units with approximately 500 Terabytes (TB) of capacity each, expandable to approximately 800TB each. Staff expects these to supply anticipated video data storage needs for both the Jail Video Surveillance Project and General Video Surveillance Project over the next three years including failover for the jail. Expansion capabilities for this hardware extends that three-year expectation to five years.

7.C For Possible Action: Discussion and possible action regarding a determination that Central Sierra Construction, Inc. is the lowest responsive and responsible bidder pursuant to NRS Chapter 338 and whether to award Contract No. 20300256, Community Development Block Grant (CDBG) Ross Gold ADA Restroom Renovation Project, to Central Sierra Construction, Inc., for a total amount not to exceed \$120,528.00. (Carol Akers, cakers@carson.org and Nick Wentworth, nwentworth@carson.org)

Staff Summary: The Ross Gold Park ADA Restroom Renovation Project includes demolition, grading, sleeves, aggregate base, 6" concrete, wood framing, restroom remodeling to ADA compliance, masonry patch work, painting, epoxy floors, plumbing, electrical, signs, accessories, drinking fountain, sprinkler modifications and sod replacement. The construction contract is for

the base bid amount of \$100,440.00 plus a 20% contingency amount of \$20,088.00. The engineer's estimate was \$123,185.

7.D For Possible Action: Discussion and possible action regarding purchase authority for food for Carson City jail inmates, from vendors including, but not limited to, BakeMark, National Food Group, Nicholas and Company and Franco American Baking Company, for a total not to exceed amount of \$227,600 through June 30, 2021. (Carol Akers, cakers@carson.org and Sheriff Ken Furlong, kfurlong@carson.org)

Staff Summary: The Carson City Sheriff's Office ("CCSO") has an annual budget of \$227,600 to purchase food for the jail inmates. There are four main vendors from which to make the purchases: BakeMark, National Food Group, Nicholas and Company and Franco American Baking Company. Over the course of Fiscal Year ("FY") 2021, CCSO has to date purchased approximately \$125,000 from the four vendors, but has not exceeded \$50,000 from any one vendor. Pursuant to City policy, approval from the Board of Supervisors is required when the total amount spent with any one vendor exceeds \$50,000. The amounts spent with individual vendors are approaching \$50,000 and therefore approval from the Board of Supervisors is requested.

## 8. Fire

8.A For Possible Action: Discussion and possible action regarding a grant award from the United States Forest Service ("USFS") through the Nevada Division of Forestry for the Hazardous Fuels-Community Protection grant for the amount of \$230,500, which includes an award of \$207,000 and a \$23,500 cash match by Carson City which has been committed by third parties. (Dave Ruben, druben@carson.org)

Staff Summary: The Hazardous Fuels-Community Protection grant provides funds for fuel reduction efforts to modify fire behavior and protect life and property on properties adjacent to federal lands. The total project is estimated to be \$230,500. The City will be receiving approximately \$207,000 in federal funds with the remaining balance of approximately \$23,500 (cash match) to be funded by the property owners.

8.B For Possible Action: Discussion and possible action regarding the proposed acceptance of a grant in the amount of \$86,250 from the Federal Emergency Management Agency ("FEMA") through the State of Nevada, Department of Public Safety – Division of Emergency Management, which requires a 25% grant match by Carson City in the amount of \$28,750, to fund the update of the Carson City Hazard Mitigation Plan from 2021 through 2026. (Jason Danen, jdanen@carson.org)

Staff Summary: If accepted, this grant funding will be used to update the Carson City Hazard Mitigation Plan from 2021 to 2026. This plan is required by FEMA based on the Federal Disaster Mitigation Act of 2000. FEMA's hazard mitigation plan requirement is a condition for receiving certain types of emergency and non-emergency disaster assistance, including funding for disaster relief mitigation projects. The total cost to update the Carson City Hazard Mitigation Plan is estimated at \$115,000. This grant will cover 75% of the cost at \$86,250 and Carson City will need to cover the 25% match of \$28,750.

## **9. Community Development - Planning**

9.A For Possible Action: Discussion and possible action regarding a request for a Historical Tax Deferment on property located within the Historic District and zoned Residential Office, located at 408 West Robinson, APN 003-236-01. (Hope Sullivan, [hsullivan@carson.org](mailto:hsullivan@carson.org))

Staff Summary: The subject property is eligible for the Open Space Use Assessment as a result of its conformance to specific standards and its historical status in Carson City.

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

### **Liquor and Entertainment Board**

## **11. Call to Order & Roll Call - Liquor and Entertainment Board**

### **12. 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.

## **13. For Possible Action: Approval of Minutes - February 6, 2020**

## **14. Community Development**

14.A For Possible Action: Discussion and possible action regarding the 2020 Annual Report of the Carson City Liquor Hearings Officer and recommendations concerning proposed amendments to chapter 4.13 of the Carson City Municipal Code ("CCMC") governing the Liquor Board and liquor licensing and sales in Carson City. (Hope Sullivan, [hsullivan@carson.org](mailto:hsullivan@carson.org))

Staff Summary: Pursuant to chapter 4.13 of CCMC, the Liquor Board is required to appoint a Hearings Officer who has authority to review, approve, approve with conditions or disapprove liquor license applications. CCMC 4.13.150 requires the Hearings Officer to prepare and present an annual activity report to the Liquor Board. The report must include the disciplinary actions and penalties resulting from the Hearings Officer's decisions as well as the administrative citation process. This item includes a report on liquor licenses approved in 2020 as well as compliance checks, in addition to a general overview and discussion of the existing provisions of chapter 4.13 of CCMC and whether the local regulatory process for liquor licensing and sales should be amended for technical clarity or other substantive changes.

### **15. 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.

## **16. For Possible Action: To Adjourn as the Liquor and Entertainment Board**

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

## **18. Finance**

18.A For Possible Action: Discussion and possible action regarding recommendations of the Carson City Audit Committee to approve the completed remediation plans and remove the completed findings from the Audit Findings Tracking Summary Report. (Sheri Russell, srussell@carson.org)

Staff Summary: The completed remediation plans for various recommendations and findings have been presented and approved by the Audit Committee. Upon approval by the Board of Supervisors, the completed recommendations and findings will be considered closed and removed from the Audit Findings Tracking Summary Report maintained by the internal auditor and City staff.

18.B For Possible Action: Discussion and possible action regarding an application to remove \$66,175.26 in uncollectible accounts receivable from the records of the Landfill Department, General Fund. (Sheri Russell, srussell@carson.org)

Staff Summary: Landfill staff informed the Finance Department that certain accounts receivable on their records are uncollectible. Under NRS 354.256, the Carson City Auditor (Chief Financial Officer of Carson City) applies to the Board of Supervisors for permission to remove uncollectible accounts receivable from the records of Carson City.

18.C 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 19, 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](http://www.carson.org).

## **19. Public Works**

19.A For Possible Action: Discussion and possible action regarding an assessment methodology to implement the South Carson Street Neighborhood Improvement District ("NID"). (Dan Stucky, dstucky@carson.org and Lee Plemel, lplemel@carson.org)

Staff Summary: The purpose of establishing the South Carson Street NID is to assess the property owners within the area for the cost of ongoing cleaning and maintenance of the sidewalk, pathways and landscape improvements as part of the South Carson Complete Streets Project to provide for consistent maintenance of the improvements. The proposed NID includes properties directly fronting or accessing South Carson Street between Fifth Street and the I-580/South Carson Street Interchange and properties located between S. Carson Street and Curry Street. Staff will present and discuss the recommended assessment methodology, NID maintenance standards and the process for implementing the South Carson Street NID.

19.B For Possible Action: Discussion and possible action regarding a draft license agreement template and license fee methodology, which is proposed to be a per square foot charge calculated by multiplying 50 percent of the Assessor's taxable value per square foot of the adjoining owner's parcel(s) multiplied by the prime interest rate plus two percent, to be utilized for granting licenses for use of the City's right-of-way for purposes other than landscaping, sidewalks, ingress and egress, and authorization for the City Engineer or designee to execute license agreements with adjacent property owners and adjust the license fee in accordance with the approved license fee methodology. (Dan Stucky, dstucky@carson.org and Robert Nellis, rnellis@carson.org)

Staff Summary: Pursuant to Highway Agreement No. R386-04-002 with NDOT, Carson City agreed to take ownership of right-of-way along South Carson Street extending from the northerly right-of-way line of IR-580 to the southerly right-of-way line of Fairview Drive. Through the transfer of ownership, Carson City owns some portions of the South Carson Street right-of-way in fee simple and owns others as easements. Much of the right-of-way is located outside of the active roadway prism and is utilized by adjacent commercial property owners for, among other things, parking or landscape areas. In August 20, 2020, Board of Supervisors directed staff to license the use of surplus right-of-way by the adjoining property owners. Since the meeting, staff has created a draft license agreement template for the Board of Supervisors' consideration along with a proposed license fee methodology that may be applied to similar encroachments citywide. Encroachment permits have been granted to the affected property owners pending the Board of Supervisors' direction on licensing agreements. This item is for the Board of Supervisors to provide any further direction to staff on the proposal, after which time a business impact statement will be prepared in accordance with NRS Chapter 237 prior to adoption and implementation of the license fee methodology.

## 20. City Manager

### 20.A PUBLIC HEARING:

For Discussion Only: Presentation and report of the City Manager on the fiscal impact and recommended approval of a proposed Memorandum of Understanding ("MOU") between Carson City and the Carson City Fire Fighters Association, International Association of Firefighters Local 2251 ("Local 2251"), effective July 1, 2020 to June 30, 2023, for the supervisory (Battalion Chiefs') bargaining unit at the Carson City Fire Department ("CCFD") with an estimated fiscal impact of \$272,821.03 for the term of the MOU. (Nancy Paulson, npaulson@carson.org)

Staff Summary: Carson City and Local 2251 have engaged in negotiations for a successor collective bargaining agreement ("CBA") for the Battalion Chiefs' bargaining unit at CCFD as the current CBA expired on June 30, 2020. The proposed MOU extends the current CBA for a 3-year term, retroactive to July 1, 2020, and expires on June 30, 2023. The proposed MOU continues 3 percent cost of living adjustments for the term of the MOU. The MOU is set to expire at the same time as the Third Amended Collective Bargaining Agreement between Carson City and Local 2251 for the non-supervisory (Fire Fighters) bargaining unit at CCFD so that the supervisory and non-supervisory bargaining units can negotiate together for one CBA covering both bargaining units.

20.B For Possible Action: Discussion and possible action regarding a proposed Memorandum of Understanding ("MOU") between Carson City and the Carson City Fire Fighters Association, International Association of Firefighters Local 2251 ("Local 2251"), effective July 1, 2020 to

June 30, 2023, for the supervisory (Battalion Chiefs’) bargaining unit at the Carson City Fire Department (“CCFD”) with an estimated fiscal impact of \$272,821.03 for the term of the MOU. (Nancy Paulson, npaulson@carson.org)

Staff Summary: Carson City and Local 2251 have engaged in negotiations for a successor collective bargaining agreement (“CBA”) for the Battalion Chiefs’ bargaining unit at CCFD as the current CBA expired on June 30, 2020. The proposed MOU extends the current CBA for a 3-year term, retroactive to July 1, 2020, and expires on June 30, 2023. The proposed MOU continues 3 percent cost of living adjustments for the term of the MOU. The MOU is set to expire at the same time as the Third Amended Collective Bargaining Agreement between Carson City and Local 2251 for the non-supervisory (Fire Fighters) bargaining unit at CCFD so that the supervisory and non-supervisory bargaining units can negotiate together for one CBA covering both bargaining units.

20.C For Possible Action: Discussion and possible action regarding a business impact statement concerning a proposed ordinance amending Title 4 of the Carson City Municipal Code (“CCMC”) to establish a reporting requirement and remove the expiration of an existing 1% transient lodging tax supporting the Carson City Arts and Cultural Master Plan and the development of a cultural tourism campaign. (Nancy Paulson, npaulson@carson.org)

Staff Summary: NRS 237.080 requires that Carson City prepare a business impact statement when a new ordinance or a new rule that imposes a fee that is paid by businesses is proposed. This business impact statement concerns a proposed ordinance which, if adopted, will eliminate the expiration of a 1% transient lodging tax supporting the Carson City Arts and Cultural Master Plan and the development of a cultural tourism campaign. It will also establish a reporting requirement to the Carson City Culture and Tourism Authority (“CTA”) and the Carson City Board of Supervisors on the proceeds and use of the proceeds from the tax. The proposed business impact statement finds that the proposed ordinance will not impose a direct and significant economic burden upon a business or directly restrict the formation, operation or expansion of a business.

20.D For Possible Action: Discussion and possible action to introduce, on first reading, a proposed ordinance amending Title 4 of the Carson City Municipal Code (“CCMC”) to establish a reporting requirement and remove the expiration of an existing 1% transient lodging tax supporting the Carson City Arts and Cultural Master Plan and the development of a cultural tourism campaign. (Nancy Paulson, npaulson@carson.org)

Staff Summary: This will be the first reading of a proposed ordinance which, if enacted, will remove the expiration of an existing 1% transient lodging tax supporting the Carson City Arts and Cultural Master Plan and the development of a cultural tourism campaign. It will also establish a reporting requirement to the Carson City Culture and Tourism Authority (“CTA”) and the Carson City Board of Supervisors on the proceeds and use of the proceeds from the tax.

20.E For Discussion Only: Discussion and presentation regarding Carson City's draft 2021-2025 Strategic Plan, which concerns long-term goals and strategic objectives of Carson City as a political subdivision of the State of Nevada. (Stephanie Hicks, shicks@carson.org)

Staff Summary: Staff will present to the Board of Supervisors the draft 2021-2025 Strategic Plan, online public survey results and any additional public comments received on the draft plan.

## 21. Board of Supervisors

21.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.

21.B For Possible Action: Discussion and possible action regarding coordination of legislative activity on pending state legislation before the Nevada Legislature and whether to adopt an official policy position or direct staff and Carson City's retained lobbyist to advocate for or against any such legislation, including the submittal of proposed amendatory language. (Nancy Paulson, npaulson@carson.org)

Staff Summary: The Nevada Legislature is currently in its 81st Regular Session. This item is for the Board of Supervisors to coordinate legislative efforts on pending state legislation that may have an impact on Carson City, including the adoption of official policy positions, if any, and direction to staff and the City's retained lobbyist to advocate for or against any such legislation. Due to unpredictable timing constraints inherent in the legislative process, the City will maintain a list of legislation that the City has identified in advance and which may be discussed and acted on by the Board during this agenda item. A copy of the list will be posted not less than three days before the date of each Board of Supervisors meeting during which this agenda item appears and may be obtained at the following Internet website: <https://www.carson.org/government/2021-legislative-matters-carson-city>.

## 22. 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

### **Closed Non-meeting to Confer with Counsel:**

Following a recess, the Carson City Board of Supervisors will gather to receive information from an attorney employed or retained by the City regarding potential and/or existing litigation involving matters



over which the public body has supervision, control, jurisdiction or advisory power and to deliberate toward decisions on the matters.

**23. 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.

**24. 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. Comments may be limited to three minutes per person or topic at the discretion of the Mayor, Mayor Pro-Tem and Chair in order to facilitate the meeting.

---

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](mailto: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](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.

---

**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>**