

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

Day: Thursday
Date: August 19, 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 applicable Directives issued under authority of the Governor’s Declaration of Emergency, including Directive 045 and 047, and subject to any potential changes in state or federal mandates or guidelines, face coverings are required to be worn when attending this meeting in person.**

• **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 and by clicking on “In progress” next to the meeting date, or by tuning in to cable channel 191. Livestream of the meeting is provided solely as a courtesy and convenience to the public. Carson City does not give any assurance or guarantee that the livestream or cable channel access will be reliable. Although all reasonable efforts will be made to provide livestream, unanticipated technical difficulties beyond the control of City staff may delay, interrupt or render unavailable continuous livestream capability.**

• **The public may provide public comment in advance of a meeting by written submission to the following email address: 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 via telephonic appearance in lieu of physical attendance may do so during the designated public comment periods indicated on the agenda 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: 146 932 8403

- 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 - July 15, 2021

7. Special Presentations

7.A Presentation of Length of Service certificates to City Employees. (Alana Mills, amills@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.

8. City Manager

8.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 July 3, 2021 through August 6, 2021. (Nancy Paulson, npaulson@carson.org)

Staff Summary: Pursuant to CCMC Chapter 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.

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 August 6, 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.

10. Purchasing and Contracts

10.A For Possible Action: Discussion and possible action regarding a determination that Sierra Nevada Construction, Inc. ("SNC") is the lowest responsive and responsible bidder pursuant to Nevada Revised Statutes ("NRS") Chapter 338 and whether to award Contract No. 21300048 for the Health Parking Lot Rehabilitation Project ("Project") to SNC to rehabilitate parking lots on two City-owned parcels (APN 002-121-16 and 002-121-19) on which the Carson City Department of Health and Human Services ("CCHHS") and the Senior Center are located, for a total amount not to exceed \$255,207.70. (Carol Akers, cakers@carson.org and Randall Rice, rrice@carson.org)

Staff Summary: This contract is for all labor, materials, tools and equipment necessary for the Project, and includes treating the existing parking lot surface with a double-fiberized, micro-surface seal, patching the parking lot surface, sealing cracks, saw cutting and patching cracks, concrete work, striping, and related improvements. The not to exceed amount of \$255,207.70 is comprised of SNC's base bid amount of \$232,007.00, plus a 10% contingency of \$23,200.70. The engineer's base bid estimate was \$216,450. This project was approved as part of the Fiscal Year 2021 Capital Improvement Plan.

11. Treasurer

11.A For Possible Action: Discussion and possible action regarding the Treasurer's monthly statement of all money on deposit, outstanding checks and cash on hand for July 2021, submitted per Nevada Revised Statute ("NRS") 354.280. (Andrew Rasor, arasor@carson.org)

Staff Summary: NRS 354.280 requires the Treasurer to keep a record of the source and amount of all receipts, apportionments to, payments from and balances in all funds and to submit to the Board of Supervisors each month a statement containing that information for the previous month. The Treasurer must report the balance in each county, state and special fund, together with a statement of all money on deposit, outstanding checks against that money and cash on hand.

(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 a determination that Aspen Developers Corp. ("Aspen") is the lowest responsive and responsible bidder pursuant to Nevada Revised Statutes ("NRS") Chapter 338 and whether to award Contract No. 21300033 to Aspen for the replacement of sewer and/or water lines on West Caroline Street, West Robinson Street, West Spear Street and West Telegraph Street, as well as roadway reconstruction on West Robinson Street ("Project"), for a total amount not to exceed \$2,936,986.80. (Carol Akers, cakers@carson.org and Randall Rice, rrice@carson.org)

Staff Summary: This contract is for all labor, materials, tools and equipment necessary for the Project and includes replacement of: (1) sewer mains and laterals; and/or (2) water mains and services on the above-identified streets between Mountain Street and Nevada Street. In addition, the Project includes reconstruction of the roadway on W. Robinson Street, also between Mountain Street and Nevada Street. The not to exceed amount of \$2,936,986.80 is comprised of Aspen's base bid amount of \$2,669,988, plus a 10% contingency of \$266,998.80. The engineer's base bid estimate was \$2,500,000.

14. Community Development - Planning

14.A For Possible Action: Discussion and possible action regarding proposed Amendment No. 3 to Contract No. 1415-050 with Charles Abbott Associates, Inc. ("CAA"), titled "Building Permit Services," to: (1) revise the percentage of the building permit fees paid to CAA as compensation to a rate of 60 percent of fees collected from all non-Carson City sponsored building permits and 25 percent of fees collected from all Carson City sponsored building permits; (2) specify the percentage of fees to be paid to CAA if the City does not provide a permit technician and CAA does provide a technician, at a rate of seven percent of fees collected; and (3) extend the contract to September 1, 2024. (Carol Akers, cakers@carson.org and Hope Sullivan, hsullivan@carson.org)

Staff Summary: City staff has negotiated a modification in the fees paid to CAA that is based on a percentage of the total monthly building permit fees collected, specifically a flat rate of 60 percent of fees paid for permit revenues for non-Carson City sponsored projects and 25 percent of the fees for Carson City sponsored projects. Additionally, the current contract recognizes that if the City does not provide a permit technician, CAA can bill the City at an agreeable percentage of the fees, but the percentage is not articulated. The amendment would set the percentage at seven percent. If approved, the amendment would also extend the contract to September 1, 2024.

14.B For Possible Action: Discussion and possible action regarding a proposed resolution providing for the transfer of Carson City's 2021 Private Activity Bond Volume Cap to the Nevada Rural Housing Authority ("NRHA"). (Hope Sullivan, hsullivan@carson.org)

Staff Summary: According to the provisions of NAC Chapter 348A and NRS Chapter 348A, Carson City may annually allocate a share of State money that is set aside for tax exempt loans to fund industrial development and affordable housing projects. The Private Activity Bond Cap provides lower-interest financing for eligible projects and can be transferred to another local government. If no application is received by the City for the use of the Bond Volume Cap and the City does not allocate its share to a specific entity such as the NRHA, the allocation goes back into the State-wide pool for re-allocation. The City has received no other requests for the allocation, and the NRHA is requesting the City's unused portion of the allocation. For 2021, Carson City's share of the Bond Volume Cap is \$3,097,034.98.

14.C For Possible Action: Discussion and possible action regarding a request for a Tentative Subdivision Map (SUB-2021-0211) for a development known as East Nye Lane to create 61 single family residential lots on a 17.0+/- acre parcel zoned Mobile Home 12,000 (MH12), located east of Otha Street and west of Debbie Way between E. Nye Lane and College Parkway, APN 008-192-71. (Heather Ferris, hferris@carson.org)

Staff Summary: The applicant is requesting to subdivide a 17.0+/- acre parcel into 61 single family residential lots with a minimum lot size of 8,000 square feet and an average lot size of 8,477 square feet. The proposed subdivision will also include 0.61 acres of common open space and an average of 4,280 square feet of private open space per lot. The applicant is seeking to subdivide the land as a Common Open Space development per the provisions of Chapter 17.10 of the Carson City Municipal Code (CCMC). The Board of Supervisors is authorized to approve a Tentative Subdivision Map, following recommendation from the Planning Commission.

14.D For Possible Action: Discussion and possible action regarding an appeal of the Planning Commission's decision to not approve a request for a variance to reduce the setback along the south-eastern property line, adjacent to John Mankins Park, on 3.45 acres zoned Neighborhood Business Planned Unit Development (NB-P), located at 1147 W. College Parkway, APNs 007-462-16 and 007-462-17. (Heather Ferris, hferris@carson.org)

Staff Summary: Title 18 Appendix of the Carson City Municipal Code ("CCMC") (Carson City Development Standards ("CCDS")), Division 1.18, subsection 4(a) requires a minimum setback of 20 feet when adjacent to a residential zoning district with an additional 10 feet for each story above 1 story. The applicant is proposing two-story, attached single-family homes and is requesting a variance to allow for a 10-foot setback along the south-eastern property line, adjacent to John Mankins Park. The Planning Commission is authorized to approve a variance. At its meeting of July 28, 2021, the Planning Commission did not approve the variance request when a motion for approval failed by a vote of 3 to 3. Per CCMC 18.02.060, a decision of the Planning Commission may be appealed by the applicant or any aggrieved party to the Board of Supervisors ("Board"). The Board may affirm, modify, or reverse the decision of the Planning Commission.

14.E For Possible Action: Discussion and possible action regarding a request for a Tentative Subdivision Map (SUB-2021-0215) for a development known as Silver Oak at College Parkway to create 52 lots for attached single family residences on two parcels totaling 3.45 acres, zoned Neighborhood Business Planned Unit Development (NB-P), located at 1147 W College Parkway, APNs 007-462-16 and 007-462-17. (Heather Ferris, hferris@carson.org)

Staff Summary: The applicant is proposing to subdivide 3.45 acres into 52 lots for attached single family residential development, with a lot size of 1,237 square feet. Common open space will be provided throughout the development and each unit will have a private patio and deck area. This application is made in conjunction with LU-2021-0218 and VAR-2021-0232. The Board of Supervisors is authorized to approve a Tentative Subdivision Map, following recommendation from the Planning Commission.

15. City Manager

15.A For Possible Action: Discussion and possible action regarding a proposed interlocal agreement between Carson City ("City"), the Carson City District Attorney's Office ("CCDA") and the Carson City Culture and Tourism Authority ("CTA"), for administrative services and facility use and management to be funded by 1% of the total 11% transient lodging tax rate (approximately \$209,000 in Fiscal Year ("FY") 2022, \$215,270 in FY 2023, \$221,728 in FY 2024, \$228,380 in FY 2025 and \$235,231 in FY 2026). (Nancy Paulson, npaulson@carson.org)

Staff Summary: The CTA seeks to work with the City to program the City facilities and venues for events that will draw visitors from outside the region and create a positive economic impact for Carson City. In addition, the CTA would like the City and the CCDA to perform certain administrative and legal services in an effort to reduce costs. These services include Financial Administration, Purchasing Services, Human Resources, Information Technology, Parks and Recreation, Arts & Culture, Public Works, Community Development and Legal Services.

16. 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

17. 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.

18. 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. **Public comment will be taken at the beginning of the agenda before any action is taken and again at the end before adjournment.** 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 or Chair may call for or allow additional individual-item public comment at the time of the body's consideration of the item when: (1) the comment will be provided from a person who is directly involved with the item, such as City staff or an applicant; or (2) 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 or 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 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:
City Hall 201 North Carson Street
www.carson.org/agendas
<http://notice.nv.gov>