

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

**Day:** Thursday  
**Date:** September 16, 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](http://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](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 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. Public comment will be limited to three minutes per person. 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: 2481 779 4466**

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

**3. Invocation - Don Baumann, Hilltop Community 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 - August 19, 2021**

**7. Special Presentations**

7.A Presentation of a Proclamation to recognize September 17, 2021 as Constitution Day.

7.B 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**

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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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**8. Assessor**

8.A For Possible Action: Discussion and possible action regarding a proposed partial removal of real property taxes for the 2021/2022 fiscal year for Assessor's Parcel Number (APN) 009-102-19, 2207 Birch Street, per NRS 361.765 in the amount of \$863.94 (Kimberly Adams, kadams@carson.org).

Staff Summary: The Carson City Assessor's Office is requesting that the Board of Supervisors partially remove taxes from the subject property. Due to a clerical error, the property owner did not receive the entitled Disabled Veteran Exemption on real property taxes.

**9. City Manager**

9.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 August 7, 2021 through September 3, 2021. (Nancy Paulson, npaulson@carson.org)

Staff Summary: Pursuant to Carson City Municipal Code ("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.

## **10. Courts**

10.A For Possible Action: Discussion and possible action regarding a proposed no-cost interlocal contract between the State of Nevada, acting by and through its Department of Health and Human Services, Division of Public and Behavioral Health (“Rural Clinics”), and the Carson City Justice/Municipal Court to facilitate collaborative case coordination for Mental Health Court Program participants, to be effective through June 30, 2023. (Max Cortes, mcortes@carson.org)

Staff Summary: Rural Clinics receives funding from the State for the Carson City Justice/Municipal Court’s Mental Health Court Program. The funding is budgeted and expended by Rural Clinics. The funding pays for one full-time Psychiatric Caseworker and an additional \$19,998 for ancillary program needs.

## **11. Finance**

11.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 3, 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.

## **12. Parks and Recreation**

12.A For Possible Action: Discussion and possible action regarding Interlocal Contract #NDOC21029 between Carson City, on behalf of the Parks, Recreation and Open Space Department ("Department") and the State of Nevada, on behalf of the Department of Corrections ("NDOC"), to provide inmate services for park maintenance through June 30, 2025 at the beginning rate of \$1 per hour, with incremental increases in the hourly rate up to a maximum rate of \$2.50 per hour based on continuous employment, for a total not to exceed amount of \$188,000. (Jennifer Budge, jbudge@carson.org)

Staff Summary: This Interlocal Contract authorizes Carson City to utilize inmate services year-round to support park maintenance throughout Carson City's parks system. The proposed contract is for a term beginning upon approval through June 30, 2025 and includes provisions for earlier termination if desired by the City. The Department will pay inmate workers \$1.00 per hour to start with incremental increases up to a maximum of \$2.50 per hour based on continuous employment. The use of inmate services provides an effective, low-cost alternative to augment Carson City's parks maintenance labor force within the Department.

## **13. Treasurer**

13.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 August 2021, submitted per Nevada Revised Statutes ("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.

## 14. Purchasing and Contracts

14.A For Possible Action: Discussion and possible action regarding a determination that Justin Wilson Construction ("JWC") is the lowest responsive and responsible bidder pursuant to Nevada Revised Statutes ("NRS") Chapter 338, and whether to award Contract No. 21300153 for the Conte Drive Drainage Improvements Project ("Project") to JWC for a total amount not to exceed \$242,679.80. (Carol Akers, cakers@carson.org and Randall Rice, rrice@carson.org)

Staff Summary: The Project consists of constructing curb and gutter along the eastern side of Conte Drive between Hudson Drive and Snyder Avenue and installing rock for erosion control from the back of the new curb to the end of the City's right-of-way line. In addition, existing driveways will be replaced in order to match the new curb and gutter along Conte Drive. The not to exceed amount of \$242,679.80 comprises the base bid amount of \$220,618, plus a 10% contingency of \$22,061.80. The engineer's base bid estimate was \$238,000 and the project was approved as part of the Fiscal Year 2022 Capital Improvement Program.

14.B For Possible Action: Discussion and possible action regarding Conflict Counsel Attorney Services Contract No. 20300005-B between Carson City and John E. Malone for conflict counsel services, effective October 1, 2021 through June 30, 2023, in the amount of \$12,500 per month for October 1, 2021 through June 30, 2022, and \$14,583.34 per month for July 1, 2022 through June 30, 2023, for a total contract amount of \$287,500.08 to be funded from the General Fund Courts Professional Services/Conflict Account. (Carol Akers, CAkers@carson.org and Max Cortes; Mcortes@carson.org)

Staff Summary: The City received a letter of resignation submitted from Daniel J. Spence, who provides conflict counsel services to Carson City, effective September 30, 2021. Due to the nature of Mr. Spence's representation of indigent clients, it is imperative to have no lapse in representation of his former clients. Mr. Malone has been approved by the Department of Indigent Defense Services ("DIDS") to provide representation to indigent persons.

14.C For Possible Action: Discussion and possible action regarding amendments to Conflict Counsel Attorney Services Contract No. 20300003, with Walter B. Fey, and Contract No. 20300004, with Noel S. Waters, for conflict counsel services effective October 1, 2021 through June 30, 2023, increasing the amount of each contract from \$10,802.92 to \$12,500 per month for October 1, 2021 through June 30, 2022, from \$11,127.00 to \$14,583.34 per month for July 1, 2022 through June 30, 2023, for a total increase per contract of \$56,749.72, for a new per contract total amount of \$445,768.00 from July 1, 2020 through June 30, 2023 to be funded from the General Fund Courts Professional Services/Conflict Account. (Carol Akers, CAkers@carson.org and Max Cortes; Mcortes@carson.org)

Staff Summary: The new Department of Indigent Defense Services (“DIDS”) Regulations for attorneys providing indigent defense services, including the City’s contracted conflict counsel, require mandated statistical time and case load reporting and a specific amount of time the attorneys are required to spend on each case. Two of the three conflict attorneys have advised that they will be unable to take private cases due to time restraints and will need to hire clerical staff to adhere to DIDS’ mandated requirements. The conflict attorneys have advised the City that the current contract amounts are not sufficient to cover their time and expenses to provide conflict counsel services.

14.D For Possible Action: Discussion and possible action regarding Contract No. 21300191 for the Jail and Courthouse New IDF Control Room Project, with Conway Communications, for a not to exceed amount of \$90,995. (Carol Akers, CAkers@carson.org and Frank Abella, FAbella@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. In March 2021, the Board of Supervisors approved the purchase of the cameras and equipment for this project as well as additional data storage units. At that time, costs for cabling of fiber optic and Ethernet were estimated at \$35,745 and therefore the anticipated purchase was not brought before the Board of Supervisors. However, the initial quote from Conway Communications needed to be revised to completely modernize the system and to add electrical. This contract is for the cabling and electrical and is the final funding piece to move forward with this project.

**(End of Consent Agenda)**

**Ordinances, Resolutions, and Other Items**

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

**16. City Manager**

16.A For Discussion Only: Discussion and presentation by Mark Wlaschin, Deputy Secretary for Elections, on the Nevada Secretary of State's voter outreach program which is intended to provide clear, factual and nonpartisan information concerning impacts and changes to voter and elections processes, improvements to voter and elections integrity and opportunities for citizen involvement leading up to and during the 2022 election cycle. (Mark Wlaschin, mwlaschin@sos.nv.gov)

Staff Summary: Due to the recent passage of numerous election-related legislative measures by the Nevada Legislature and in recognition of the importance of an informed electorate, this presentation is for the Nevada Secretary of State to discuss its formal voter outreach campaign.

16.B For Possible Action: Discussion and possible action regarding a proposed no-cost Renewal to Cooperative Agreement for Airport Authority to Manage Carson City's Airport ("Renewal Agreement"), to be effective upon the date of approval and final execution by Carson City (the "City") and the Carson City Airport Authority ("CCAA") through June 30, 2026, with automatic renewal of successive terms of one year unless earlier terminated for cause or by mutual agreement. (Nancy Paulson, npaulson@carson.org and shicks@carson.org)

Staff Summary: The City and CCAA extended the term of the original agreement between the parties for the management of the Carson City Airport, entered into on May 17, 1990, to November 17, 2021. The parties have concluded negotiations for a successor agreement which is intended to be a comprehensive memorialization of the rights and obligations of the City and CCAA as set forth in this proposed Renewal Agreement.

16.C For Possible Action: Discussion and possible action regarding Carson City's Indigent Defense Services Plan ("Plan"), a plan required by Nevada Revised Statutes ("NRS") 260.070 for the provision of legal services to persons accused of certain crimes who are unable to afford an attorney. (Nancy Paulson, npaulson@carson.org, and Max Cortes, mcortes@carson.org)

Staff Summary: Carson City is required, under NRS 260.070, to provide an annual report to the Nevada Department of Indigent Defense Services ("DIDS"), which must include Carson City's Plan. While the full report is not currently due, DIDS promulgated temporary regulations requiring Carson City's Plan to be submitted to DIDS by September 3, 2021. Carson City received an extension of time from DIDS to submit the Plan by October 31, 2021.

## **17. Purchasing and Contracts**

17.A For Possible Action: Discussion and possible action regarding a determination that ARMAC Construction ("ARMAC") is the lowest responsive and responsible bidder pursuant to Nevada Revised Statutes ("NRS") Chapter 338, and whether to award Contract No. 21300144 to repair and improve up to 2.5 miles of dirt road beyond the Kings Canyon Trailhead ("Project") to ARMAC for a total amount not to exceed \$164,239.35. (Carol Akers, CAkers@carson.org and Nick Wentworth, NWentworth@carson.org)

Staff Summary: The not to exceed amount of \$164,239.35 includes two potential additive alternatives (\$19,616.25 and \$8,440, respectively), plus a 10% contingency (\$14,930.85); however, staff recommends declining the additive alternatives and approving a contract with a not to exceed amount of \$133,377.48, which is the sum of the \$121,252.25 base bid and a 10% contingency of \$12,125.23. The base Project consists of repair, drainage improvement, and erosion control for approximately two miles of dirt road. Additive Alternative 1 includes an additional half mile of improvements and the installation of a sign for \$19,616.25. Additive Alternative 2 would add slope repair and additional erosion control to the Project for \$8,440. Staff recommends foregoing Additive Alternatives 1 and 2.

## **18. Parks and Recreation**

18.A For Possible Action: Discussion and possible action on a recommendation from the Carson City Open Space Advisory Committee ("OSAC") for the naming of six Open Space properties located throughout Carson City. (Lyndsey Boyer, lboyer@carson.org)

Staff Summary: Several properties acquired by the Open Space Division of the Carson City Department of Parks, Recreation and Open Space do not have official names. Working with the Washoe Tribe of Nevada and California, nominations were provided for six properties throughout Carson City that hold cultural significance for the Washoe Tribe. An online survey was made available to the public to vote on the names or provide additional recommendations.

The results were reviewed at the OSAC meeting on April 19, 2021, and OSAC provided recommendations to the Board of Supervisors for final approval.

## **19. Fire**

19.A For Possible Action: Discussion and possible action regarding a proposed resolution for the approval and adoption of a Hazard Mitigation Plan ("Plan") establishing public safety goals to reduce long-term risk from hazards that could impact Carson City. (Jason Danen, JDanen@carson.org)

Staff Summary: The Plan identifies and analyzes various potential hazards and disasters that could affect the City and provides data on potential damages and other impacts to community assets. The Plan also provides strategies for protecting property within the City and the City's residents from identified hazards. An approved Plan is required for the City to receive pre- and post-disaster funding from the Federal Emergency Management Agency ("FEMA").

## **20. Community Development - Planning**

20.A For Possible Action: Discussion and possible action regarding a proposed amendment to the Master Plan Land Use Map to re-designate from Industrial to Low Density Residential a 1-acre parcel located at 1449 S. Sutro Terrace, APN 008-683-01. (Heather Ferris, hferris@carson.org)

Staff Summary: The proposed Master Plan amendment would designate the property Low Density Residential consistent with the existing on-site single family residential use and properties located to the west. The Board of Supervisors is authorized to amend the Master Plan Land Use Map after recommendation from the Planning Commission.

20.B For Possible Action: Discussion and possible action to introduce, on first reading, an ordinance approving a change of zoning from Limited Industrial (LI) to Single Family 1 acre (SF1A), for a 1 acre parcel located at 1449 S. Sutro Terrace, APN 008-683-01. (Heather Ferris, hferris@carson.org)

Staff Summary: The proposed zoning map amendment would rezone the property to be consistent with the current zoning and use of properties to the west. The Board of Supervisors is authorized to amend the zoning map.

## **21. Human Resources**

21.A For Possible Action: Discussion and possible action on a proposed collective bargaining agreement ("CBA") between Carson City and the Carson City Employees Association ("CCEA"), effective on the date of execution by the City and CCEA through June 30, 2026 with an estimated fiscal impact of \$1,844,319 above the 5-year projections included in the City budget which was previously approved by the Board of Supervisors ("Board"). (Nancy Paulson, npaulson@carson.org and Melanie Bruketta, mbruketta@carson.org)

Staff Summary: Carson City and CCEA have engaged in extensive labor negotiations for a successor CBA as the current CBA term expired on June 30, 2021 but with the CBA remaining in effect in accordance with automatic renewal under the "evergreen" clause. This newly

proposed CBA is for a 5-year term, effective on the date of execution by the City and CCEA through June 30, 2026 and includes changes to contract provisions concerning recognition (Article 1), compensatory time off (Article 9), grievance (Article 12), compensation (Article 14), holiday pay (Article 16), annual leave (Article 17), bereavement leave (Article 19), health insurance (Article 24) and various clerical, non-substantive changes throughout. This matter is being considered in accordance with the public hearing process set forth in NRS 288.153.

21.B For Possible Action: Discussion and possible action regarding a proposed resolution setting forth various employment benefits for unclassified City employees, including a one-time 1% cost-of-living ("COLA") increase on January 1, 2022 and a 2.0% COLA on July 1, 2022 and each July 1 thereafter, and a reduction in the maximum performance pay salary increase from 5% to 3% for employees who receive a performance review rating of "meets expectations" or above. (Melanie Bruketta, mbruketta@carson.org)

Staff Summary: The Board of Supervisors ("Board") last approved a compensation and benefits plan for unclassified employees (employees who are exempted from overtime provisions under the federal Fair Labor Standards Act) on June 17, 2021 with the adoption of Resolution 2021-R-19. This agenda item is for the consideration of a new proposed resolution which includes revisions for consistency with a tentatively agreed upon collective bargaining agreement ("CBA"), negotiations for which were recently concluded between the City and the Carson City Employees Association ("CCEA").

## 22. City Manager

22.A For Possible Action: Discussion and possible action regarding a proposed reorganization of the Carson City Manager's Office to eliminate the existing Department Business Manager position and to correspondingly create a Government Affairs Liaison/Public Information Officer ("PIO") position, and to eliminate the existing Office Specialist position and to correspondingly create an Office Manager position. (Nancy Paulson, npaulson@carson.org)

Staff Summary: With the upcoming retirement of the current Department Business Manager within the City Manager's Office, the City Manager proposes to use this circumstance as an opportunity for an office reorganization that will better meet the needs of the office and provide better customer service.

## 23. 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 Management Representatives and Counsel:**

Following a recess or adjournment, the Carson City Board of Supervisors will gather to meet with its management representatives or 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.



**24. 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.

**25. 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. **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 will be limited to three minutes per person to facilitate the efficient conduct of a meeting and to provide reasonable opportunity for comment from all members of the public who wish to speak.**

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 Rachael Evanson at [revanson@carson.org](mailto:revanson@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.

This notice has been posted at the following locations:  
City Hall 201 North Carson Street  
[www.carson.org/agendas](http://www.carson.org/agendas)  
<http://notice.nv.gov>