

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

**Day:** Thursday  
**Date:** January 6, 2022  
**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: 2496 526 1009**

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

**3. Invocation - Bruce Henderson**

**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 2, 2021**

**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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**7. Assessor**

7.A For Possible Action: Discussion and possible action regarding a request to remove the taxes and penalties from the Unsecured Tax Rolls for Fiscal Years ("FY") 2018/19, 2019/20 and 2020/21 per NRS 361.5607 in the amount of \$224.74. (Kimberly Adams, kadams@carson.org)

Staff Summary: The Carson City Assessor's Office is requesting the Board of Supervisors remove those taxes and penalties that have been deemed uncollectable from the Personal Property Tax Roll. The Assessor's Office has attempted to collect the taxes and penalties using the approved methods under NRS 361.450 and NRS 361.535 and those efforts have been unsuccessful.

7.B For Possible Action: Discussion and possible action regarding the appointment of one member to the Carson City Board of Equalization ("CCBOE"), to fill the remainder of a term ending in January 2023. (Kimberly Adams, kadams@carson.org)

Staff Summary: NRS 361.340 establishes the CCBOE, consisting of 5 members. The Mayor shall nominate persons to serve on the CCBOE and the nominees must be appointed by a majority vote of the Board of Supervisors. Jill Rasner, who was previously nominated upon recommendation of Supervisor Giomi and appointed to CCBOE by the Board of Supervisors, is unable to complete her term. Supervisor Giomi is now recommending that the Mayor nominate Colette Buraou to fill the remainder of Ms. Rasner's four-year term, ending in January 2023.

**8. Finance**

8.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 27, 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).

8.B For Possible Action: Discussion and possible action regarding the adoption of the Carson City Plan of Corrective Action for the Fiscal Year 2020-2021 statutory violations included in the annual audit. (Sheri Russell [srussell@carson.org](mailto:srussell@carson.org))

Staff Summary: Pursuant to NRS 354.6245, within 60 days after the delivery of the annual audit to Carson City, the Board of Supervisors is required to advise the Department of Taxation what action has been taken to prevent recurrence of each violation of law or regulation included in the annual audit.

## **9. Parks, Recreation & Open Space**

9.A For Possible Action: Discussion and possible action regarding the dedication of Carson City Assessor's Parcel Numbers ("APN") 010-733-03, 010-733-06, 010-731-01 and 010-733-18, which were offered to Carson City for public use as Common Areas B, C, D and E ("Common Areas") in the Final Map for Schulz Ranch Subdivision - Phase 3, recorded as Map Number 2929 on November 16, 2017 ("Final Map"). (Jennifer Budge, [JBudge@carson.org](mailto:JBudge@carson.org); Robert Nellis, [RNellis@carson.org](mailto:RNellis@carson.org))

Staff Summary: In 2015, the City entered into a development agreement creating the Schulz Ranch Landscape Maintenance District ("LMD"). The City's LMD ordinance requires that common areas maintained through a LMD be dedicated to the City. The Final Map provides that the Common Areas are dedicated to the City for public use, but the City will not accept the dedication until all improvements are complete and a notice of completion has been issued. The Final Map's conditions are now satisfied; therefore, staff recommends accepting dedication of the Common Areas.

## **10. Purchasing and Contracts**

10.A For Possible Action: Discussion and possible action regarding authorization to purchase two vehicles for the Carson City Health and Human Services Department ("CCHHS"), for a total not to exceed amount of \$72,033.36 utilizing joinder contract #99SWC-NV21-8813 between the State of Nevada and Carson City Toyota Scion. (Carol Akers, [cakers@carson.org](mailto:cakers@carson.org), and Nicki Aaker, [naaker@carson.org](mailto:naaker@carson.org))

Staff Summary: This item is for the purchase of two vehicles for CCHHS to be used for COVID-19 response events. The funds for the purchase of the vehicles will come from the Epidemiology and Laboratory Capacity ("ELC") COVID-19 grant.

10.B For Possible Action: Discussion and possible action regarding a determination that MKD Construction, Inc. ("MKD") is the lowest responsive and responsible bidder pursuant to Nevada Revised Statutes ("NRS") Chapter 338 and whether to award Contract No. 21300232 to MKD

for the Highway 50 East Water Main Replacement Project ("Project") for a total amount not to exceed \$328,878. (Carol Akers, CAkers@carson.org and Randall Rice, RRice@carson.org)

Staff Summary: This Project consists of installing 660 linear feet of 8-inch water main, four water meter services, two fire hydrants and one air release valve, relocating a fire hydrant and fire service, concrete work, temporary asphalt patching, removing the existing 6-inch water main, and associated work. The not to exceed amount of \$328,878 comprises the base bid amount of \$298,980, plus a 10% contingency of \$29,898. The engineer's estimate was \$324,000. This Project was approved as part of the Fiscal Year ("FY") 2022 Capital Improvement Plan.

## **11. Sheriff**

11.A For Possible Action: Discussion and possible action regarding authorization for the Carson City Sheriff's Office ("CCSO") to submit to the Nevada Office of Criminal Justice, National Criminal History Improvement Program ("NCHIP"), an application for a grant in the amount of \$82,000 for dispatch interface modernization. (Jerome Tushbant, jtushbant@carson.org)

Staff Summary: The Nevada State Police, Records, Communications and Compliance Division ("RCCD") will be requiring criminal justice public safety digital communication to be modernized, resulting in an interface between CCSO's Records Management System and its state/federal partners. If awarded, this grant would provide funds in an effort to increase the ability for CCSO to address efficiencies and public safety through technology. This application is for a vendor to perform the work required for this interface. Funding is based on a "first come, first served basis", as long as funding is still available.

**(End of Consent Agenda)**

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

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

## **13. City Manager**

13.A For Possible Action: Discussion and possible action regarding the appointment of three members to the Carson City Cultural Commission, each for a term that will expire in January 2025. (Nancy Paulson, npaulson@carson.org)

Staff Summary: Chapter 2.41 of the Carson City Municipal Code ("CCMC") provides for the creation and organization of a seven-member Cultural Commission. CCMC requires that the terms of the seven members be staggered. There are three vacancies due to expirations of terms. Reappointment requests have been submitted by Amy Clemens and Sierra Scott. New applications have been submitted by Bethany Drysdale, Christophor Pattison, Jacqueline Carlin and Susan Mowers.

13.B For Possible Action: Discussion and possible action regarding the appointment of two members to the Carson City Planning Commission, each for a four-year term ending on January 1, 2026. (Nancy Paulson, npaulson@carson.org)

Staff Summary: Pursuant to NRS 278.030 and 278.040, the Carson City Planning Commission was created by ordinance, codified as CCMC 18.02.010, and consists of seven members who are appointed by the Board of Supervisors ("Board"). Currently, there are two vacancies. Under Carson City's Boards, Committees, and Commissions Policies and Procedures, the Mayor shall recommend one person from Carson City at large for consideration and approval, by a majority vote, of the Board for appointment by the Mayor to the Planning Commission in the first year after the new or re-elected Mayor is sworn in. Mayor Bagwell is recommending Charles Borders, whose term expires in January 2022, for reappointment. An application for reappointment was received from Theresa "Teri" Green-Preston, whose term expires in January 2022. New applications for consideration and possible appointment to Ms. Green-Preston's position were submitted by Maxine Nietz, Delacy Sheck, Aaron Sims, Michael Pelham and Tod Jennings.

13.C 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 Regional Transportation Commission; (3) the Carson City Audit Committee; (4) the Nevada Association of Counties; and (5) the Nevada League of Cities Board of Directors. (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.

### Redevelopment Authority

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

#### **15. 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.

#### **16. For Possible Action: Approval of Minutes - November 18, 2021**

#### **17. City Manager**

17.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, 2022. (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.

17.B For Possible Action: Discussion and possible action regarding the appointment of two members to the Redevelopment Authority Citizens Committee ("RACC"), each for the position of Business Operator or Property Owner from Redevelopment Area 1, one to fill a partial term ending in January 2023 and one to fill a three-year term ending in January 2025. (Nancy Paulson, npaulson@carson.org)

Staff Summary: RACC is a seven-member committee that advises the Redevelopment Authority on matters pertaining to the Redevelopment District. There are two vacant positions; one is a vacancy due to a member resignation and the other is due to the expiration of term. New applications were submitted by Nicole Kastens and Richard Bragiel.

**18. 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.

**19. For Possible Action: To Adjourn as the Redevelopment Authority**

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

**21. Sheriff**

21.A For Discussion Only: Presentation of a biannual report on Carson City jail conditions and information concerning deaths of prisoners within the jail. (Earl A. Mays III, emays@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.

**22. Purchasing and Contracts**

22.A For Possible Action: Discussion and possible action regarding Contract No. 21300204 with Nichols Consulting Engineers, CHTD ("NCE") to provide feasibility and design services for a Complete Streets Project on East William Street from Carson Street to Interstate 580, for a not to exceed amount of \$390,242.50. (Carol Akers, CAkers@carson.org and Randall Rice, RRice@carson.org)

Staff Summary: This design services contract is necessary to begin evaluation of a Complete Streets Project along William Street. The overall goal of the project is to revitalize the William Street Corridor between Carson Street and Interstate 580. City staff completed a formal Request for Qualifications process (RFQ 21300204) before selecting NCE.

**23. Fire**

23.A For Possible Action: Discussion and possible action regarding authorization for the Carson City Fire Department ("CCFD") to submit an application for a grant in the amount of \$1,021,840 as part of a regional grant application to the Federal Emergency Management Agency Assistance to Firefighters Grant ("FEMA's AFG") program for the purchase of 80 Self-Contained Breathing Apparatus ("SCBAs"). (Aaron Lowe, alowe@carson.org)

Staff Summary: CCFD is seeking approval from the Board of Supervisors to submit a grant application to FEMA's AFG program to secure funding for the replacement of 80 SCBAs. If awarded, the grant would fund 90% of the covered costs with a 10% local match. The current SCBA's are over ten years old and will be required to be replaced in 2024. The City's grant policy requires any grant application over \$50,000 be approved by the Board of Supervisors before submission of the grant application.

## **24. Community Development - Planning**

24.A For Possible Action: Discussion and possible action regarding a request for a tentative subdivision map for a common open space development known as East Robinson Street and North Saliman Road – Blackstone Ranch North to create 137 single family residential lots on a ±41.07 acre portion of a ±78.81 acre site within the Lompa Ranch North Specific Plan Area on property zoned Multi-Family Duplex (“MFD”), Multi-Family Apartments (“MFA”), and General Commercial (“GC”), located west of Interstate 580, north and east of Robinson Street, and south of East William Street, APNs 010-041-39 and 010-041-52. (Heather Manzo, Associate Planner)

Staff Summary: The applicant is requesting to subdivide a ±41.07 acre site into 137 single family residential lots with a minimum lot size of 3,500 square feet and a maximum lot size of 6,791 square feet. The proposed subdivision will also include ±5.89 acres of common open space including a clubhouse. 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 a recommendation from the Planning Commission.

## **25. 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 may 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.

## **26. 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.

## **27. 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 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>