

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

**Day:** Thursday  
**Date:** March 3, 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:**

• **Members of the public who wish to view the meeting 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. Public comment during a meeting is limited to three minutes for each speaker.**

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

**2. Roll Call**

**3. Invocation - Louie Locke, Founding Pastor, 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 3, 2022**

**7. Special Presentations**

7.A Presentation of a Proclamation to recognize March 2022 as a month to celebrate the 50th Anniversary of the Older American Act Nutrition Program. (Courtney Warner, [cwarner@carson.org](mailto:cwarner@carson.org))

## 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. 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 February 18, 2022, 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.

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

9.A For Possible Action: Discussion and possible action regarding proposed revisions to the Parks, Recreation and Open Space Department ("Department") Fee Policy and Schedule. (Jennifer Budge, jbudge@carson.org)

Staff Summary: This item, if approved, will update policies, procedures and fees related to facilities, programs and services provided by the Department. Fees are based on a comparative market analysis, facility and program use, cost recovery, legal mandates and staff input.

### **10. Purchasing and Contracts**

10.A For Possible Action: Discussion and possible action regarding a proposed resolution determining that Carson City Asset No. 1002, a reserve Type 1 Fire Engine with Vehicle No. 7007 ("Equipment"), has reached the end of its useful life and authorizing its donation, as-is, to Western Nevada College Foundation ("WNCF"), a non-profit organization. (Carol Akers, CAkers@carso.org and Jason Danen, JDanen@carson.org)

Staff Summary: The City's Fleet Services Division and Fire Department believe the Equipment has reached the end of its useful life. NRS 244.1505(2) allows the Board of Supervisors to donate equipment by resolution to a non-profit organization when the Board determines it has reached the end of its useful life. The proposed Resolution attaches and incorporates a Warranty Agreement providing that WNCF is taking the Equipment as-is, where-is and disclaiming any warranty by the City.

10.B For Possible Action: Discussion and possible action regarding a determination that West Coast Paving, Inc. ("WCP") is the lowest responsive and responsible bidder pursuant to Nevada

Revised Statutes (“NRS”) Chapter 338 and whether to award Contract No. 21300256 to WCP to provide Storm Drain Improvements for the Lakeview Subdivision Project (“Project”) for a total amount not to exceed \$568,700. (Carol Akers, CAkers@carson.org and Randall Rice, RRice@carson.org)

Staff Summary: This Project will upgrade existing storm drain infrastructure in the Lakeview Subdivision that is beginning to age. The not to exceed amount of \$568,700 comprises the base bid amount of \$517,000, plus a 10% contingency of \$51,700. The engineer’s estimate was \$435,000. 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 the proposed acceptance of a grant from the Nevada Department of Conservation and Natural Resources, Off-Highway Vehicles Program ("State"), to fund development of an off-highway vehicles program by the Carson City Sheriff's Office ("CCSO") for the period of January 1, 2022 through December 31, 2023 in the amount of \$62,654 with a required local match in the amount of \$14,545, and whether to approve a project funding agreement between the State and CCSO memorializing the issuance and acceptance of the grant award. (Jerome Tushbant, jtushbant@carson.org)

Staff Summary: If approved, acceptance of this grant award will help support CCSO's current off-highway vehicles program by funding equipment and training to enhance enforcement of off-highway vehicle laws and the patrol of recreational areas and public lands. The grant is in the amount of \$62,654 and requires a local match in the amount of \$14,545.

**(End of Consent Agenda)**

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

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

## **13. District Attorney**

13.A For Possible Action: Discussion and possible action to adopt, on second reading, Bill No. 104, a proposed ordinance amending general administrative provisions of the Carson City Municipal Code. (Jason D. Woodbury, jwoodbury@carson.org)

Staff Summary: This is the second reading of a proposed ordinance which, if enacted, would make various changes pertaining to the general administrative provisions of the Carson City Municipal Code ("CCMC").

## **14. 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.

**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 Board of Supervisors**

**Board of Health**

**17. Call to Order & Roll Call - Board of Health**

**18. 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.

**19. For Possible Action: Approval of Minutes - December 2, 2021**

**20. Health and Human Services**

20.A For Possible Action: Discussion and possible action regarding the proposed acceptance of a report of the Carson City Health Officer. (Nicki Aaker; NAaker@carson.org)

Staff Summary: This item is to provide an update on: (1) the Health Officer’s activities; (2) clinical oversight and policy input; (3) training and education; and (4) general information for the Carson City Board of Health. Direction is requested from the Board of Health regarding the Health Officer’s report concerning activities the Health Officer is engaged in both internally and externally for the Carson City Department of Health and Human Services.

20.B For Possible Action: Discussion and possible action regarding a proposed acceptance of the report of the Carson City Department of Health and Human Services (“CCHHS”) Director, Nicki Aaker. (Nicki Aaker, naaker@carson.org)

Staff Summary: The CCHHS Director’s report will provide: (1) a welcome to new CCHHS employees; (2) an overview of National Public Health Week, April 4-10; (3) an update on COVID-19 matters; (4) a video of the services available through the Chronic Disease Prevention and Health Promotion Division; (5) a presentation on youth vaping in the media: “Attracting Addictions” social media posts and KOLO Morning Break interview; (6) congratulations to Christie Contreras for completing the Community Health Worker certification; (7) an overview of 3rd Community Health Needs Assessment process; (8) a discussion of vacant positions within CCHHS; (9) an overview of CCHHS challenges; and (10) a calendar of events that may be of interest to the Board of Health and members of the public.

20.C For Possible Action: Discussion and possible action regarding a proposed acceptance of the 2021 Annual Report of the Carson City Department of Health and Human Services (“CCHHS”). (Nicki Aaker, [naaker@carson.org](mailto:naaker@carson.org))

Staff Summary: The 2021 Annual Report provides an overview of CCHHS, including its mission, vision, values and the services provided in 2021, along with a funding overview. The public may access the report online at [www.gethealthycarsoncity.org](http://www.gethealthycarsoncity.org) or a printed copy may be obtained at CCHHS, located at 900 E. Long Street.

20.D For Discussion Only: Discussion and presentation on Sexual Assault Awareness Month and resources for sexual assault victim-survivors in Carson City. (Nicki Aaker, [naaker@carson.org](mailto:naaker@carson.org))

Staff Summary: April is Sexual Assault Awareness Month. Representatives from the Carson City Sheriff’s Office, Advocates to End Domestic Violence and the Carson City Department of Health and Human Services will provide information about their collaborative efforts to coordinate awareness and prevention of sexual assault and to support the victims of sexual assault in the community.

**21. 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.

**22. 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. 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. **Public comment will be limited to three minutes per speaker 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.** Testimony from a person who is directly involved with an item, such as City staff, an applicant or a party to an administrative hearing or appeal, is not considered public comment and is not subject to the three-minute time limitation.

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.

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City Hall 201 North Carson Street

[www.carson.org/agendas](http://www.carson.org/agendas)

<http://notice.nv.gov>