

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

**Day:** Thursday  
**Date:** November 17, 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 - Brian Underwood, Sierra Lutheran High School**
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 - October 20, 2022**
7. **Special Presentations**

7.A Presentation of Length of Service certificates to City Employees. (Alana Mills, [amills@carson.org](mailto: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. Airport Authority**

8.A For Possible action: Discussion and possible action regarding a proposed amendment (“Amendment”) to the lease agreement (“Lease”) between Mountain West Aviation, LLC (“Mountain West”) and the Carson City Airport Authority (“Airport”) that would correct and reduce the amount of square footage being leased by Mountain West. (Steve Tackes, [kcnvlaw.com](mailto:kcnvlaw.com) and Corey Jenkins, [cjenkins@flycarsoncity.com](mailto:cjenkins@flycarsoncity.com))

Staff Summary: The Lease was originally executed by Eagle Valley Fuel, LLC (“Eagle Valley”) in 1996, then subsequently assigned to Mountain West and amended. The current Lease will expire on September 4, 2050. A recent survey of the area leased by Mountain West showed that the area used and improved by Mountain West is smaller than the area leased under the Agreement. The Amendment would reduce the leased area from 0.89 acres (38,768.40 square feet) to 0.8575 acres (37,351 square feet) so that the leased area corresponds to Mountain West’s actual use. The Amendment would also, prospectively and retroactively, reduce Mountain West’s annual lease payment, resulting in a \$552.63 refund to Mountain West for past overpayments.

#### **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 September 30, 2022 through November 4, 2022. (Nancy Paulson, [npaulson@carson.org](mailto: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. Community Development**

10.A For Possible Action: Discussion and possible action regarding an application from Manhard Consulting (“Applicant”) for a two-year extension of time for the approved tentative subdivision map known as Plateau (TSM-18-154) on property zoned Single-family 6,000 (“SF6”), General Commercial (“GC”), Multi-Family Apartment (“MFA”) and Public Regional (“PR”), located south of Highway 50 E and east of N Deer Run Road within the V&T Specific

Plan Area, Assessor's Parcel Numbers ("APNs") 008-522-23; -24; -25; -26; -27; -28; -29; -30; & -31. (Heather Ferris, hferris@carson.org)

Staff Summary: The Board of Supervisors ("Board") approved the tentative subdivision map on December 20, 2018. The developer has been working towards recording the first phase of the map; however, the conditions of approval require the developer to obtain Carson City and Nevada Department of Transportation ("NDOT") approval of the required Highway 50 intersection improvements. The NDOT approvals have been unexpectedly delayed. The Applicant is seeking Board approval for a two-year extension of time for the tentative subdivision map to allow the first phase of the map to be recorded no later than December 20, 2024.

## 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 November 4, 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.

## 12. Public Works

12.A For Possible Action: Discussion and possible action regarding the proposed grant of a 6,080 square foot permanent drainage easement ("Easement") located on Assessor Parcel Number ("APN") 005-072-07 ("Property") from Click Bond, Inc. ("Click Bond") to Carson City, at no cost. (Robert Nellis, rnellis@carson.org and Randall Rice, rrice@carson.org).

Staff Summary: The City received a permit application from R&K Ready Mixed Concrete ("R&K") to begin developing the parcel abutting the Property, APN 005-072-06 ("Neighboring Parcel"). A condition for approval of that permit, ENG-2021-2288, was securing the Easement on the Property, which is necessary based on the planned development on the Neighboring Parcel. Click Bond has agreed to grant the Easement to the City for the purposes of access, maintenance, construction, removal, operation and modification of storm water improvements.

12.B For Possible Action: Discussion and possible action regarding a Water and Sewer Assistance Program ("WSAP") Vendor Agreement ("Agreement") between the Nevada Department of Health and Human Services' Division of Welfare and Supportive Services ("DWSS") and Carson City for the City to accept water and sewer utility payments from DWSS on behalf of eligible users, and authorization for the Carson City Public Works Department Director to sign the Agreement. (Darren Schulz, dschulz@carson.org and Andy Hummel, ahummel@carson.org)

Staff Summary: A federal Low Income Household Water Assistance Program ("LIHWAP") was created through the Consolidated Appropriations Act of 2021 and American Rescue Plan Act. DWSS was charged with administering the LIHWAP for the State of Nevada, as well as a

successor program known as the WSAP. This program provides for payment of water and sewer utility bills by DWSS, on the behalf of eligible users who meet low-income household requirements and are in arrears on their account. The Agreement details the relationship and requirements between DWSS and the City.

### **13. Purchasing and Contracts**

13.A For Possible Action: Discussion and possible action regarding a modification to the Fiscal Year (“FY”) 2022 vehicle purchase authority to (1) purchase ten Chevrolet Silverado trucks, in lieu of ten Ford trucks, and (2) purchase one additional Chevrolet Silverado truck for the Carson City Sheriff’s Office (“CCSO”) Drug Awareness Resistance Education (“DARE”) program, for a not to exceed amount of \$510,291.23, an increase of \$107,347.18 and an additional \$58,633.13 for the DARE truck, utilizing joinder contract 99SWC-NV21-8888 between the State of Nevada and Michael Hohl Motor Company (“Michael Hohl”). (Carol Akers, cakers@carson.org and Mike Shaffer, mshaffer@carson.org)

Staff Summary: On December 2, 2021, the Board of Supervisors (“Board”) approved the purchase of replacements for 26 City vehicles, including ten vehicles planned to be replaced with Ford trucks. However, due to global supply chain issues, those ten Ford trucks have been unavailable for purchase. Therefore, the Carson City Public Works Department, Fleet Services Division (“Fleet”) is now seeking authority to replace those ten vehicles with Chevrolet Silverado trucks instead of Ford trucks. Additionally, this item seeks authority to purchase a new DARE truck for the CCSO. These eleven purchases were planned and are funded as part of the approved FY 2022 Capital Improvement Vehicle Replacement Program.

13.B For Possible Action: Discussion and possible action regarding authority to purchase four replacement vehicles for various City departments, for a not to exceed amount of \$1,212,686.95 utilizing the following three joinder contracts: (1) 99SWC-NV21-8888 between the State of Nevada and Michael Hohl Motor Company; (2) 99SWC-NV21-8817 between the State of Nevada and Carson Dodge Chrysler; and (3) HGAC SM10-20 between the Houston-Galveston Area Counsel (“Houston”) and C & C Manufacturing, LLC. (Carol Akers, cakers@carson.org and Mike Shaffer, mshaffer@carson.org)

Staff Summary: The Carson City Public Works Department, Landfill and Street Operations Divisions, the Carson City Library, and the Carson City Sheriff’s Office are seeking to replace vehicles due to the age and/or condition of those vehicles. The four vehicles sought to be replaced are at the end of their useful lives and are no longer cost-effective to maintain. These requested purchases were planned for and are funded as part of the approved Fiscal Year (“FY”) 2023 Capital Improvement Vehicle Replacement Program.

13.C For Possible Action: Discussion and possible action regarding: (1) authorization to purchase roofing materials to resurface the roof of the Juvenile Courts facility (“Project”) for a not to exceed amount of \$189,771.68 utilizing joinder Contract No. PW1925 between Racine County, WI and Garland/DBS, Inc.; and (2) a determination that Eberhard Southwest Roofing, Inc., (“Eberhard”) is the lowest responsive and responsible bidder pursuant to Nevada Revised Statutes (“NRS”) Chapter 338 and whether to award Contract No. 23300221 for installation of the Project to Eberhard for a not to exceed amount of \$200,266; for a total not to exceed amount for the Project of \$390,037.68. (Carol Akers, cakers@carson.org and Randall Rice, rrice@carson.org)

Staff Summary: For this Project, the City would purchase roofing materials through joinder Contract No. PW1925 for \$189,771.68, which includes sales tax, as required by NRS 338.1423 for City-purchased materials to be installed by a private contractor. The City would contract with Eberhard through Contract No. 23300221 for permitting, labor and equipment to install the Project. The not to exceed amount of \$200,266 for Contract No. 23300221 is composed of a base bid amount of \$182,060, plus a 10% contingency amount of \$18,206. The engineer's estimate for labor only was \$400,000, and this Project was part of the Fiscal Year ("FY") 2023 Capital Improvement Program ("CIP").

13.D For Possible Action: Discussion and possible action regarding: (1) authorization to purchase roofing materials to resurface the roof of Fuji Hall ("Project") for a not to exceed amount of \$82,855.34 utilizing joinder Contract No. PW1925 between Racine County, WI and Garland/DBS, Inc.; (2) a determination that CTR Roofing Ltd. ("CTR") is the lowest responsive and responsible bidder pursuant to Nevada Revised Statutes ("NRS") Chapter 338 and whether to award Contract No. 23300220 for installation of the Project to CTR for a not to exceed amount of \$59,400; for a total not to exceed amount for the Project of \$142,255.34; and (3) authorization for a not to exceed amount of \$10,005.34 to be used for this Project from savings on the Juvenile Courts facility roofing project. (Carol Akers, cakers@carson.org and Randall Rice rrice@carson.org)

Staff Summary: For this Project, the City would purchase roofing materials through joinder Contract No. PW1925 for \$82,855.34, which includes sales tax, as required by NRS 338.1423 for City-purchased materials to be installed by a private contractor. The City would contract with CTR through Contract No. 23300220 for permitting, labor and equipment to install the Project. The not to exceed amount of \$59,400 for Contract No. 23300220 is composed of a base bid amount of \$54,000, plus a 10% contingency amount of \$5,400. The engineer's estimate for labor only was \$57,000, and this Project was part of the Fiscal Year ("FY") 2023 Capital Improvement Program ("CIP").

#### **14. Treasurer**

14.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 October 2022 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.

**(End of Consent Agenda)**

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

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

## 16. Treasurer

16.A For Possible Action: Discussion and possible action regarding whether to order and direct the Carson City Treasurer to sell, after giving notice of sale, for a total amount not less than the amount of taxes, costs, penalties and interest legally chargeable against the following properties listed by Assessor Parcel Number (“APN”): APNs 001-102-21 (1836 N. Nevada St.); 008-141-14 (2600 E. Nye Ln.); 008-172-14 (2190 Dori Way); 008-591-23 (31 Kit Sierra Loop); and 009-741-07 (3539 Ashford Dr.). (Andrew Rasor, arasor@carson.org)

Staff Summary: Nevada Revised Statutes (“NRS”) 361.595(2) provides that if a "property is to be sold, the board of county commissioners may make an order to be entered on the record of its proceedings, directing the county treasurer to sell the property particularly described therein, after giving notice of sale, for a total amount not less than the amount of the taxes, costs, penalties and interest legally chargeable against the property as stated in the order."

## 17. Community Development - Planning

17.A For Possible Action: Discussion and possible action regarding a request from Sarah Martin (the “Applicant”) to adopt, on second reading, Bill No. 121, a proposed ordinance revising the definition of "hotel", decreasing the number of required guest rooms and providing other revisions thereto. (Hope Sullivan, hsullivan@carson.org)

Staff Summary: The Applicant is proposing to amend Carson City Municipal Code (“CCMC”) 18.03.010 to change the definition of hotel from a building containing six or more guest rooms to a building containing three or more guest rooms. Staff has proposed additional revisions to update and clarify the definition of hotel consistent with the ongoing efforts to revise CCMC Title 18. Per CCMC 18.02.075, the Planning Commission conducts a public hearing and makes a recommendation to the Board of Supervisors (“Board”) regarding a request for a zoning code amendment. The Board is authorized to amend the code.

17.B For Possible Action: Discussion and possible action regarding a request from Carson City Holdings LLC (“Applicant”) to adopt, on second reading, Bill No. 122, a proposed ordinance adding a brewery with a tasting room to the list of conditional uses in the Tourist Commercial use district. (Hope Sullivan, hsullivan@carson.org)

Staff Summary: The Applicant is proposing to amend Carson City Municipal Code (“CCMC”) 18.04.140 to allow breweries with tasting rooms in the Tourist Commercial use district. Per CCMC 18.02.075, the Planning Commission conducts a public hearing and makes a recommendation to the Board of Supervisors (“Board”) regarding a request for a zoning code amendment. The Board is authorized to amend the CCMC.

17.C For Possible Action: Discussion and possible action regarding a proposed resolution providing for the transfer of Carson City’s 2023 Private Activity Bond Volume Cap (“Bond Cap”) to the Director (“Director”) of the State of Nevada Department of Business and Industry (“Department”) for construction of the Sierra Flats Apartments Phase II located at 3320 Butti Way, Assessor’s Parcel Number (“APN”) 010-037-06. (Hope Sullivan, hsullivan@carson.org)

Staff Summary: Under Nevada Revised Statutes (“NRS”) Chapter 348A and Nevada Administrative Code (“NAC”) 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. This program provides lower-interest financing for eligible projects and the Bond Cap can be transferred to the Director. The City has received a request to allocate its 2023 Bond Cap to help fund construction of Sierra Flats Apartments Phase II, an 80-unit affordable housing apartment complex. The exact dollar amount of the 2023 Bond Cap allocation to Carson City will not be known until March / April 2023. Carson City's share of the 2022 Bond Cap was \$3,124,556.93.

## **18. Public Works**

18.A For Discussion Only: Discussion and presentation by the Carson City Public Works Department ("Public Works") regarding snowplow operations during storm events. (Rick Cooley, rcooley@carson.org)

Staff Summary: Public Works will provide a brief summary and update on the Public Works, Streets Division's snow-plowing operations in the City.

## **19. City Manager**

19.A For Possible Action: Discussion and possible action to adopt, on second reading, Bill No. 119, a proposed ordinance repealing the Carson City building permit enterprise fund advisory committee. (Nancy Paulson, npaulson@carson.org)

Staff Summary: This item is for the second reading of a proposed ordinance which, if enacted, will repeal the Carson City building permit enterprise fund advisory committee ("Advisory Committee").

19.B For Possible Action: Discussion and possible action to adopt, on second reading, Bill No. 120, a proposed ordinance repealing various provisions relating to the Shade Tree Council. (Nancy Paulson, npaulson@carson.org)

Staff Summary: The Shade Tree Council was previously repealed by ordinance after the adoption of Ordinance No. 2021-6 on April 15, 2021. This item is for the second reading of a proposed ordinance which, if enacted, will repeal remaining provisions of the Carson City Municipal Code ("CCMC") which reference the Shade Tree Council and also make various other conforming and clerical changes.

19.C For Possible Action: Discussion and possible action regarding a request from the Carson City Deputy District Attorney Association ("CCDDAA") to be recognized as an employee organization pursuant to NRS 288.160 and a determination on whether the group of employees comprised of attorneys occupying the positions of Deputy District Attorney, Senior Deputy District Attorney and Supervising Deputy District Attorney in the Criminal and Juvenile Divisions of the Carson City District Attorney's Office constitute an appropriate bargaining unit for negotiating pursuant to NRS 288.170. (Nancy Paulson, npaulson@carson.org)

Staff Summary: CCDDAA, a newly formed employee association, has requested union recognition from the Board of Supervisors and a determination that the group of employees who occupy attorney positions in the Criminal Division and Juvenile Division of the District Attorney's Office constitute an appropriate bargaining unit for negotiating with the City. Under

state law, attorneys employed in the Civil Division of the District Attorney's Office are prohibited from membership in CCDDAA and are therefore not represented.

## 20. Board of Supervisors

Non-Action Items:

City Manager Update

20.A For Discussion Only: Discussion and presentation by the City Manager regarding an update on current City projects, activities and other items of interest to the Board of Supervisors and the community. (Nancy Paulson, npaulson@carson.org)

Staff Summary: The City Manager will present an update on current City projects, activities and other items of interest to the Board of Supervisors and the community. This will include an overview of Internal Finance Committee and Community Development activities, as well as upcoming City events.

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.

## 21. 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.

## 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 [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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[www.carson.org/agendas](http://www.carson.org/agendas)  
<http://notice.nv.gov>