

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

Day: Thursday
Date: September 21, 2023
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 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. 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 - Nick Emery, Pastor, Hope Crossing 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 17, 2023**

7. Special Presentations

7.a. Presentation of a proclamation to recognize September 18-22, 2023, as Adult Education Family Literacy Week. (Angela Holt, Director of College and Career Readiness, Western Nevada College)

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.

7.c. Presentation of a proclamation to recognize September 22, 2023, as National Centenarian's Day and to recognize Carson City residents who have reached the 100-year milestone. (Mayor Lori Bagwell, lbagwell@carson.org)

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 August 5, 2023, through September 8, 2023. (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.

8.b. For Possible Action: Discussion and possible action regarding a proposed amendment to the Interlocal Agreement for Administrative Services and Facility Use and Management between Carson City ("City"), the Carson City District Attorney's Office ("CCDA") and the Carson City Culture and Tourism Authority ("CTA") to provide that CTA will host its website and register its domains. (Nancy Paulson, npaulson@carson.org)

Staff Summary: The City currently hosts the CTA website. For security reasons, the City is transferring the hosting of its websites to a new platform and currently blocks certain functionality from its websites. CTA, however, seeks to use blocked technology on its website and enable international traffic for tourism. To resolve many of these technological issues, the City and CTA have agreed that CTA should provide for the hosting of its website and register its domains. The proposed amendment does not affect other provisions of the existing agreement and does not alter the fee payment by CTA to the City.

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 September 8, 2023, per NRS 251.030 and NRS 354.290. (Sheri Russell-Benabou, rsrussell@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. Fire

- 10.a. For Possible Action: Discussion and possible action regarding the submittal of an application to the State of Nevada, Division of Emergency Management (“DEM”), acting on behalf of the Federal Emergency Management Agency (“FEMA”), to receive \$75,484 from the Homeland Security Grant Program (“HSGP”) with no local match requirement, to purchase supplies and provide travel funding and part-time staffing for the Community Emergency Response Team (“CERT”) program. (Jon Bakkedahl, jbakkedahl@carson.org)

Staff Summary: The CERT program is a volunteer team supporting the community that would benefit from HSGP funds for supplies, travel reimbursement for meetings and staffing support, which would be contracted on a part-time basis. To ensure compliance with DEM's deadline for HSGP applications, the Carson City Fire Department's Emergency Management Division (“Emergency Management”) has already submitted the HSGP application. Carson City's Grants Policy requires any grant application over \$50,000 be approved by the Board of Supervisors (“Board”).

- 10.b. For Possible Action: Discussion and possible action regarding authorization for

the Carson City Fire Department’s Emergency Management Division to submit an application to the State of Nevada, Division of Emergency Management (“DEM”), acting on behalf of the Federal Emergency Management Agency and the Cybersecurity and Infrastructure Security Agency (collectively “CISA”), to receive \$191,039.10 from CISA’s State and Local Cybersecurity Grant Program (“SLCGP”), with a 20% local match not to exceed \$38,207.82, to purchase proximity access and video surveillance equipment and related supplies and software for the new fire station. (Jon Bakkedahl, jbakkedahl@carson.org)

Staff Summary: The new fire station will include shared facilities for an emergency operations center, a backup dispatch station and information technology offices. The application seeks SLCGP funds for that new facility’s physical cybersecurity needs. If awarded, the grant would fund 80% of the improvement costs with a 20% local match that can be fulfilled, in whole or in part, by in-kind match. Carson City’s Grants Policy requires any grant application over \$50,000 be approved by the Board of Supervisors (“Board”).

11. Parks and Recreation

- 11.a. For Possible Action: Discussion and possible action regarding a proposed interlocal agreement ("Agreement") between Carson City ("City") and the Board of Regents of the Nevada System of Higher Education (“NSHE”) on behalf of Western Nevada College (“WNC”), for use of the Community Center/Bob Boldrick Theater, Marv Teixeira Pavilion and other City-owned parks and recreation facilities with fees to be paid on a per reservation basis in accordance with the Fees and Charges Policy previously adopted by the Board of Supervisors, for a term retroactive from July 1, 2023, to June 30, 2025. (Jennifer Budge, jbudge@carson.org)

Staff Summary: This Agreement, if approved, would authorize WNC to use the Community Center, Bob Boldrick Theater, Marv Teixeira Pavilion and other parks facilities in accordance with the adopted Parks, Recreation and Open Space Fees and Charges Policy.

12. Treasurer

- 12.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 2023, 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.

- 12.b. For Possible Action: Discussion and possible action regarding a resolution determining that the disposal and sale of a Carson City-owned property located between 816 W. Fifth Street and 807 W. Fourth Street, Assessor's Parcel Number ("APN") 003-133-39, consisting of a parcel approximately 3-feet wide by 88.25-feet in length, for not less than \$1,606.25 plus any required fees or costs for transacting the disposal and sale, to the adjacent property owners Dr. Susan Pintar and Mr. Sheldon Kop, is in the best interest of the City and that the parcel is too small to establish an economically viable use by anyone other than the adjacent property owners pursuant to NRS 244.281(1)(e)(i). (Andrew Rasor, arasor@carson.org)

Staff Summary: In 2021, the Carson City Treasurer's Office issued a tax deed for APN 003-133-39 due to delinquent property taxes. While preparing the list of properties for tax sale, the Treasurer determined that the parcel was landlocked between the backyards of two properties, and that the parcel was actually located within the fenced backyard of one of these properties rendering the small size of the parcel economically unviable for a regular tax sale by auction. The Treasurer is proposing that the City sell the property to the adjacent property owners residing at 816 W. Fifth Street for \$1,606.25 plus any required fees or costs for transacting the disposal and sale.

(END OF CONSENT AGENDA)

ORDINANCES, RESOLUTIONS, AND OTHER ITEMS

- 13. Item(s) pulled from the consent agenda will be heard at this time.**

14. Fire

- 14.a. For Possible Action: Discussion and possible action regarding the proposed adoption of an updated Carson City Community Wildfire Protection Plan ("CWPP"). (Kevin Nyberg, KNyberg@carson.org)

Staff Summary: The CWPP is a comprehensive plan developed by members of the Carson City Fire Department ("CCFD") and state and federal agencies with expertise in the fields of fire management and suppression and geographic information systems ("GIS"). Carson City's existing CWPP was created in 2009. The updated CWPP being presented to the Board of Supervisors ("Board") provides a detailed analysis of wildfire risks and hazards in and around Carson City's Wildland Urban Interface ("WUI").

15. Community Development

- 15.a. For Possible Action: Discussion and possible action to adopt, on second reading, Bill No. 111, a proposed ordinance changing the zoning from Public Regional ("PR") to Single Family 6,000 Square Feet ("SF6") on a ±0.7 acre property located on Fleischmann Way ±275 feet to the west of its intersection with North Division Street, Assessor's Parcel Number ("APN") 001-141-67. (Heather Manzo, hmanzo@carson.org)

Staff Summary: This is the second reading of a proposed ordinance to rezone a ±0.7 acre property from PR to SF6 (ZA-2023-0184).

- 15.b. For Possible Action: Discussion and possible action to adopt, on second reading, Bill No. 112, a proposed ordinance changing the zoning of a property within the Lompa Ranch North Specific Plan Area ("SPA") from Multifamily Duplex ("MFD-SPA") to Public Neighborhood ("PN-SPA") on a ±10.15 acre parcel identified in the Lompa Ranch North Specific Plan Area as a park site, located to the east of the terminus of East Robinson Street and to the north of East 5th Street, Assessor's Parcel Number ("APN") 010-041-44. (Heather Manzo, hmanzo@carson.org)

Staff Summary: This is the second reading of an ordinance to rezone a ±10.15 acre parcel from MFD-SPA to PN-SPA (ZA-2023-0186). The project is associated with a Master Plan amendment (MPA-2023-0185) that was accepted by the Board of Supervisors ("Board") on August 17, 2023.

- 15.c. For Possible Action: Discussion and possible action to adopt, on second reading, Bill No. 113, a proposed ordinance changing the zoning of a property within the Lompa Ranch North Specific Plan Area ("SPA") from Single Family 6,000 ("SF6-SPA") and Public Regional ("PR") to Public Neighborhood ("PN-SPA") on a ±3 acre parcel identified in the Lompa Ranch North Specific Plan Area as a park site, located to the west of the intersection of Airport Road and Butti Way, Assessor's Parcel Number ("APN") 010-741-01. (Heather Manzo, hmanzo@carson.org)

Staff Summary: This is the second reading of an ordinance to rezone a ±3 acre parcel from SF6-SPA and PR to PN-SPA (ZA-2023-0188). This project is associated with a Master Plan amendment (MPA-2023-0187) that was accepted by the Board of Supervisors on August 17, 2023.

- 15.d. For Possible Action: Discussion and possible action (1) regarding a proposed Order to Appear and Show Cause why Business License BL-005136-2020 issued to Remedys Bar LLC, dba Remedys, located at 306 East William Street, Carson City, Nevada should not be suspended, cancelled or revoked pursuant to Carson City Municipal Code ("CCMC") 4.04.210(1) for continued operation of the business in violation of the CCMC, (2) to fix the time and place for the show cause

hearing, and (3) to direct staff to serve notice of the Order to Appear and Show Cause. (Hope Sullivan, hsullivan@carson.org)

Staff Summary: Remedys is a bar that serves alcoholic beverages. The business does not currently have a liquor manager as required by CCMC. CCMC 4.04.210 establishes the process for suspending, canceling or revoking a business license based on "good cause," which includes the "commission of, or permitting of any act in the operation of the business which act is made unlawful or is prohibited by any ordinance, rule or law of Carson City, or state or federal government."

16. City Manager

- 16.a. For Possible Action: Discussion and possible action regarding (1) the appointment of Sandra Doughty as the Public Guardian for a four-year term beginning on November 7, 2023, through November 6, 2027, and (2) the starting compensation for the position, proposed at \$90,000 in the first year. (Nancy Paulson, npaulson@carson.org)

Staff Summary: Nevada Revised Statutes ("NRS") 253.150 requires the Board of Supervisors ("Board") to establish the office of public guardian and to appoint a public guardian to serve at the pleasure of the Board for a term of four years. The City Manager recommends the appointment of Sandra Doughty for a four-year term beginning on November 7, 2023.

- 16.b. For Possible Action: Discussion and possible action regarding a proposed mural to be painted on an exterior wall of the Carson City Library ("Library") as part of the Carson City Murals and Music Festival ("Festival"), and authorization for the Mayor to execute a Muralist Agreement ("Agreement"), a three-year, no cost agreement between Hayley Meadows, the artist; the Brewery Arts Center ("BAC"), the promoter of the Festival; and the City, authorizing the artist to paint the mural on an exterior Library wall, committing the City to maintain the mural for three years and granting the City a license to use an image of the mural. (Nancy Paulson, npaulson@carson.org)

Staff Summary: The Festival will create an estimated 21 murals on walls throughout Carson City over the course of the weekend of September 28-30, 2023. Most of the murals will be painted on walls belonging to private owners; however, one mural is proposed for the eastern exterior wall of the Library. At the Carson City Cultural Commission ("Commission") meeting on September 11, 2023, the Commission recommended approval of the Library mural.

17. Board of Supervisors

Non-Action Items:

City Manager Update

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.

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: 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. 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 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.

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Community Center 851 East William Street

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