

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

Day: Thursday
Date: October 19, 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 - Ken Haskins, Pastor, First Christian 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 – September 21, 2023**

7. Special Presentations

- 7.a. 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.b. Proclamation and presentation of the Employee-of-the-Quarter award to Lorena Gonzalez, Youth Advisor. (Alana Mills, amills@carson.org)

Staff Summary: The Employee-of-the-Quarter program recognizes outstanding employees whose efforts have helped the City achieve the strategic goals adopted by the Board of Supervisors and who have demonstrated an effort to fulfill the City's mission, vision and values.

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 September 9, 2023, through October 6, 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 authorization for Converse Consultants ("Converse") to access Carson City Airport ("Airport") property located at 2600 College Parkway to perform a Phase I Environmental Site Assessment. (Nancy Paulson, npaulson@carson.org)

Staff Summary: The Carson City Airport Authority ("CCAA") is working with Northern Nevada Development Authority ("NNDA") to conduct a Phase I Environmental Site Assessment of the Airport which will enable CCAA to access federal grant opportunities and obtain funding for improvements at the Airport.

9. Community Development

- 9.a. For Possible Action: Discussion and possible action regarding the proposed closure of 2nd Street from Carson Street to Curry Street beginning on October 27, 2023, at 8:00 AM and ending on October 28, 2023, at 7:00 PM, for events related to the Nevada Day Parade. (Hope Sullivan, hsullivan@carson.org)

Staff Summary: At its meeting of September 7, 2023, the Board of Supervisors ("Board") approved a number of street closures to accommodate the Nevada Day Parade. Since then, a local business has requested the closure of 2nd Street during the Nevada Day Parade. This item is for the Board to consider the requested street closure.

10. Finance

- 10.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 October 6, 2023, per NRS 251.030 and NRS 354.290. (Sheri Russell-Benabou, 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.

11. Purchasing and Contracts

- 11.a. For Possible Action: Discussion and possible action regarding a proposed interlocal agreement with reference number 26871 ("Agreement") between Carson City and the State of Nevada, Division of Child and Family Services ("DCFS"), for the Department of Alternative Sentencing ("DAS") to provide random drug testing for an annual amount of \$4,500 for 4 years totaling \$18,000, effective through September 30, 2027. (Carol Akers, CAkers@carson.org and Marlina Stone, MStone@carson.org)

Staff Summary: Under this proposed Agreement, DAS will provide random, observed drug and alcohol testing services for clients of DCFS. DCFS will

reimburse DAS \$15 per test which will cover the cost of both the presumptive test and laboratory costs.

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 September 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.

(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 authorization for the submittal of a grant application by the Carson City Fire Department ("CCFD") to the U.S. Department of Agriculture Forest Service ("USDAFS"), for the Fiscal Year 2023 Community Wildfire Defense Grant ("CWDG") in the amount of \$4,508,255, effective July 2024 through June 2029, for wildfire prevention activities in the Southeast Quadrant of Carson City, the Prison Hill Recreation Area, and authorization to accept the grant, if awarded. (Sean Slamon, sslamon@carson.org and knyberg@carson.org)

Staff Summary: If submission of the CWDG application is authorized and the grant is awarded, CCFD would be able to staff a new wildland hand crew (3 full-time and 10 part-time seasonal employees) and a full-time grant analyst. A 25% cash match or \$1,127,064 may be required unless a cost-share waiver is approved based on Carson City's status as an underserved and disadvantaged community.

15. Purchasing and Contracts

- 15.a. For Possible Action: Discussion and possible action regarding Contract No. 24300090 ("Contract") for Clarion and Associates ("Clarion") to perform the update of the Carson City Land Use Master Plan Project ("Project") for a total not

to exceed amount of \$199,871. (Carol Akers, cakers@carson.org and Hope Sullivan, hsullivan@carson.org)

Staff Summary: The current Carson City Master Plan was adopted on April 6, 2006. The City's Fiscal Year ("FY") 2022 – 2026 Strategic Plan states that the Master Plan is to be updated in FY 2025. The proposed contract with Clarion would facilitate the update.

16. Public Works

- 16.a. For Possible Action: Discussion and possible action regarding the 90% design concepts for the East William Street Complete Streets Project ("Project") and authorization to finalize the Project design. (Randall Rice, RRice@carson.org and Darren Anderson, DAnderson@carson.org)

Staff Summary: This Project includes complete street improvements along East William Street between North Carson Street and the I-580/U.S. Highway 50 interchange, including pavement reconstruction and preservation, utility replacement, safety enhancements, undergrounding of overhead utilities and multi-modal transportation infrastructure. Staff will present the 90% design concepts that have been developed for the Project, which incorporate previous input and direction from the public, Redevelopment Authority Citizens Committee ("RACC"), Carson City Regional Transportation Commission ("RTC") and Board of Supervisors ("Board"). Staff will also discuss completing the design and advertising the Project for contractor bids.

- 16.b. For Possible Action: Discussion and possible action to introduce, on first reading, a proposed ordinance amending various provisions of the Carson City Municipal Code ("CCMC") relating to flood damage prevention. (Brianna Greenlaw, bgreenlaw@carson.org and Randall Rice, rrice@carson.org)

Staff Summary: This proposed ordinance revises chapter 12.09 of CCMC to include minor language and content changes necessary for Carson City to fulfill prerequisites to maintain its existing Community Rating System ("CRS") Class 6 rating and earn additional credit from the Federal Emergency Management Agency ("FEMA") for having higher regulatory standards than the National Flood Insurance Program's ("NFIP") minimum requirements. Pursuant to Nevada Revised Statutes ("NRS") Chapter 237, a business impact statement was not required to be prepared with this ordinance.

17. Health and Human Services

- 17.a. For Possible Action: Discussion and possible action regarding the proposed acceptance of a grant from the Centers for Disease Control and Prevention's ("CDC") Strengthening U.S. Public Health Infrastructure, Workforce, and Data

Systems grant, Strategy A-1 Workforce, in an amount up to \$198,663, effective September 1, 2023, through November 30, 2024, passed through the State of Nevada, Department of Health and Human Services, Division of Public and Behavioral Health ("DPBH") to the Carson City Department of Health and Human Services ("CCHHS"), for the recruitment, hiring and training of public health staff. (Nicki Aaker, naaker@carson.org)

Staff Summary: The purpose of this grant is to recruit, hire and train new public health staff to support and expand CCHHS' infrastructure. If accepted, this grant will help provide funding for the vacant Public Health Program Manager (Chronic Disease Prevention and Health Promotion Division Manager) position, 15 percent of a vacant Public Health Communication Specialist position and one part-time public health intern position. This grant also covers travel, training, operating, other and indirect charges. The grant provides 100 percent funding; therefore, there is no match requirement.

- 17.b. For Possible Action: Discussion and possible action regarding (1) ratification of the prior submittal of grant documents by the Carson City Department of Health and Human Services ("CCHHS") to the State of Nevada, Department of Health and Human Services, Division of Public and Behavioral Health ("DPBH"), for the Public Health Infrastructure grant ("Grant"), (2) the proposed acceptance of the Grant award in an amount up to \$749,634, effective July 1, 2023, through June 30, 2024; and (3) proposed Grant-funded staffing additions to CCHHS to address growing community health needs in the Quad-County Region. (Nicki Aaker, naaker@carson.org)

Staff Summary: The purpose of the Grant is to support CCHHS in recruiting, hiring and retaining public health workers to address growing community health needs in the Quad-County Region. Staff is requesting approval to create the following five full-time and one part-time fully grant-funded positions: (1) Accreditation and Assessment Coordinator; (2) Community Health Worker; (3) Administration Administrative Assistant; (4) Data Analyst; (5) Plan Review Environmental Health Specialist 2 in Carson City and Douglas County; and (6) a part-time seasonal Vector Control Technician. If approved, the Grant will also partially or fully fund the following existing positions: (1) Grant and Fiscal Analyst; (2) part-time Registered Nurses for vaccinations; (3) Public Health Communication Specialist; and (4) Public Health Nurse. The Grant provides 100 percent funding; therefore, there is no match requirement.

- 17.c. For Possible Action: Discussion and possible action regarding a proposed reclassification of the Public Health Communication Specialist position from CCEA A402 to CCEA P102 due to an increase in job duties and responsibilities. (Nicki Aaker, naaker@carson.org)

Staff Summary: The Public Health Communication Specialist position is currently vacant. The current job description does not align with the needs of the Carson City Department of Health and Human Services (“CCHHS”) or its programs. If the reclassification is approved, the position will be moved from the Public Health Preparedness Division to the Administration Division to provide services at a higher level than previously required.

- 17.d. For Possible Action: Discussion and possible action regarding the ratification of a prior submittal of a grant application and the proposed acceptance of the grant award from the State of Nevada Department of Health and Human Services, Division of Public and Behavioral Health, in a not to exceed amount of \$1,274,800 reimbursed in Fiscal Year (“FY”) 2024 through FY 2027, effective upon approval through December 31, 2026, to support reproductive health services. (Nicki Aaker, NAaker@carson.org)

Staff Summary: The purpose of this grant is to support reproductive health services in Carson City. If accepted, this grant will support the funding of existing personnel and vacant positions in the Carson City Community Health Clinic (“Clinic”) which are needed to support clinical staff during comprehensive reproductive health patient visits. The grant provides 100 percent funding; therefore, there is no match requirement.

18. Community Development - Planning

- 18.a. For Possible Action: Discussion and possible action regarding a Master Plan amendment, MPA-2023-0329, requested by Carson City ("Applicant"), to change the Master Plan designation from Low Density Residential, Open Space and Mixed-Use Commercial to Low Density Residential on a parcel located to the west of the terminus of Rhodes and Betts Streets, Assessor's Parcel Number (“APN”) 009-031-29. (Heather Manzo, hmanzo@carson.org)

Staff Summary: Through the annual review of the Master Plan and zoning map, the Board of Supervisors ("Board") and staff have identified the subject parcel as appropriate for consideration of a mapping correction. The requested Master Plan amendment is being made concurrently with a request for a zoning map amendment (ZA-2023-0330). At the Planning Commission meeting of September 27, 2023, the Commission adopted a resolution approving the Master Plan amendment and recommended approval of the amendment to the Board.

- 18.b. For Possible Action: Discussion and possible action to introduce, on first reading, a proposed ordinance changing the zoning from Single Family 12,000 ("SF12"), Conservation Reserve ("CR") and Limited Industrial ("LI") to Single Family 21,000 ("SF21") on properties located to the west of the terminus of Rhodes and Betts Streets, Assessor's Parcel Numbers ("APNs") 009-031-05, 009-031-07, 009-031-08 and 009-031-29. (Heather Manzo, hmanzo@carson.org)

Staff Summary: Through the annual review of the Master Plan and zoning map, the Board of Supervisors ("Board") and staff have identified the subject parcels as appropriate for consideration of a mapping correction. The requested zoning map amendment (ZA-2023-0330) is being made concurrently with a request for a Master Plan amendment (MPA-2023-0329). At the Planning Commission meeting on September 27, 2023, the Commission recommended approval of the zoning map amendment. Pursuant to NRS Chapter 237, a business impact statement was not required to be prepared with this ordinance.

- 18.c. For Possible Action: Discussion and possible action regarding a possible zoning map amendment to change the zoning designation from Single Family 12,000 ("SF12") and Limited Industrial ("LI") to Multifamily Apartment ("MFA") on parcels totaling ±8.38 acres located to the north of Betts Street, to the south of Rhodes Street and ±290 feet to the west of South Curry Street, Assessor's Parcel Numbers ("APNs") 009-031-09, 009-031-10, 009-031-11, 009-031-19 and 009-031-20. (Heather Manzo, hmanzo@carson.org)

Staff Summary: At the Planning Commission meeting on September 27, 2023, the Commission considered a request for a zoning map amendment from Carson City ("Applicant"), recommended the zone change not be approved and discussed the Master Plan and zoning map designations for the properties and whether the general area should be evaluated.

- 18.d. For Possible Action: Discussion and possible action regarding whether to authorize the issuance of a business license to Five Star Motel LLC, dba Royal Inn Motel (or "Applicant"), under Carson City Municipal Code ("CCMC") 4.04.010 to operate a motel at 1718 North Carson Street, Assessor's Parcel Number ("APN") 001-15-301. (Hope Sullivan, hsullivan@carson.org)

Staff Summary: At its meeting of May 20, 2021, the Board of Supervisors ("Board") revoked business license BL-001033-2020 for Five Star Motel LLC, dba Royal Inn Motel, finding that there were acts "in the operation of the business [that are] made unlawful or [are] prohibited by any ordinance, law or rule of Carson City" as well as "the existence of unsanitary conditions ... at, near or in the premises which cause or tend to create a public nuisance or which injuriously affect the public health, safety or welfare." In revoking the business license, the Board identified conditions under which the business license can be reinstated, including a requirement that the Board find that the conditions are met prior to reinstatement. Information relevant to the conditions and whether those conditions have been met will be presented to the Board for its consideration.

19. 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.

20. 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.

21. 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.

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