

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

**Day:** Thursday  
**Date:** March 18, 2021  
**Time:** Beginning at 8:30 am  
**Location:** Community Center, Robert ‘Bob’ Crowell Board Room  
851 East William Street  
Carson City, Nevada

**AGENDA**

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**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 Governor’s Declaration of Emergency Directive 006, which has suspended the provisions of NRS 241.020 requiring the designation of a physical location for meetings of public bodies where members of the public are permitted to attend and participate, public meetings of Carson City will NOT have a physical location open to the public until such time this Directive is removed.

- 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.
- 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 may do so during the designated public comment periods, indicated on the agenda, via telephonic appearance by dialing the numbers listed below. 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: 187 677 8803**

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- 1. Call to Order - Board of Supervisors**
- 2. Roll Call**
- 3. Invocation - Don Baumann, Hilltop 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 - February 18, 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. City Manager**

7.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 February 6, 2021 through March 5, 2021. (Nancy Paulson, npaulson@carson.org)

Staff Summary: Pursuant to CCMC 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. 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 March 4, 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.

#### **9. Treasurer**

9.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 February 2021, submitted per Nevada Revised Statute ("NRS") 354.280. (Gayle Robertson, grobertson@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**

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

**11. Health & Human Services**

11.A For Possible Action: Discussion and possible action regarding directives and recommendations concerning Carson City departmental and staff functions in Carson City as a consolidated municipality in relation to the exercise of emergency powers pursuant to NRS Chapters 244 and 414 and CCMC Chapter 6.02 for the purpose of ensuring the health, safety and welfare in Carson City in response to the global coronavirus (COVID-19) pandemic. (Nancy Paulson, npaulson@carson.org)

Staff Summary: As the status of the global coronavirus is constantly in a state of unpredictability and a rapidly changing landscape with regard to the rate of infection, exposure to infection and the issuance of international, federal and state guidelines and recommendations to mitigate exposure to and the transmission of infectious disease, various staff will present an update on Carson City's role in protecting the health, safety and welfare of its residents. In addition, this item is for the Board of Supervisors to issue, if it elects to do so, certain directives to City staff and departments concerning City-related functions, as well as any recommendations to the public or directives pursuant to the City's emergency powers under a state of emergency in accordance with legal authority expressly granted by state and local law.

**12. Public Works**

12.A For Possible Action: Discussion and possible action regarding the adoption, on second reading, of Bill No. 103, a proposed ordinance amending Title 12 and Title 18 Appendix of the Carson City Municipal Code ("CCMC") to establish various provisions implementing low impact development standards, establishing general requirements for compliance with low impact development standards, authorizing exemptions to compliance with low impact development standards under certain circumstances, adopting and incorporating by reference the Carson City Drainage Manual and repealing various provisions of Division 14 of Title 18 Appendix. (Dan Stucky, dstucky@carson.org and Robb Fellows, rfellows@carson.org)

Staff Summary: This will be the second reading of a proposed ordinance which, if enacted, will add a new chapter to Title 12 of the CCMC to implement low impact development ("LID") practices and standards in Carson City. The existing provisions of Division 14 of Title 18 Appendix of the CCMC would mostly be repealed, but a new section would be codified to adopt and incorporate by reference the "Carson City Drainage Manual" which contains the LID development standards.

### **13. Community Development - Planning**

13.A For Possible Action: Discussion and possible action to adopt, on second reading, Bill No. 104, an ordinance relating to zoning and establishing various provisions to change the zoning from Single Family 1 acre (SF1A) to Single Family 6,000 (SF6) on property located at the northeast corner of Silver Sage Drive and Clearview Drive, APN 009-124-03. (Heather Ferris, hferris@carson.org)

Staff Summary: The Board of Supervisors introduced this ordinance at its meeting of February 18, 2021. The applicant is seeking to rezone a vacant 5.27 acre parcel from SF1A to SF6 consistent with the Master Plan designation of Medium Density Residential. The Board is authorized to approve the zoning map amendment. Tentative Subdivision Map, SUB-2020-0016, was considered concurrently with the introduction of this ordinance, at which time the Board approved the Tentative Subdivision Map.

13.B For Possible Action: Discussion and possible action regarding a proposed Order of Abandonment for the abandonment of a portion of a public right-of-way totaling approximately 0.39 acres along the south side of Beverly Drive and the east side of N. Roop Street, adjacent to properties located at 911 and 1101 Beverly Drive, APNs 002-121-15 and 002-121-16. (Heather Ferris, hferris@carson.org)

Staff Summary: The proposed Order, if approved, would abandon a 13-foot-wide by 1,328.62-foot-long portion of Beverly Drive in front of the Senior Center and Autumn Village Apartments, continuing along the N. Roop Street frontage of the Senior Center parcel (APN 002-121-16). This area has been improved by the adjacent property owners with landscaping and is no longer needed for right-of-way purposes. If approved, this area will be absorbed into the adjacent parcels. Per Carson City Municipal Code ("CCMC") Chapter 17.15, the Planning Commission makes a recommendation to the Board of Supervisors regarding requests for right-of-way purposes. The Board of Supervisors is authorized to abandon the right-of-way.

### **14. City Manager**

14.A For Possible Action: Discussion and possible action regarding the appointment of one member to the Carson City Culture and Tourism Authority ("CTA") as a representative for other commercial interests, for a two-year term expiring in July, 2023. (Nancy Paulson, npaulson@carson.org)

Staff Summary: NRS 244A.599 requires the Board of Supervisors to appoint representatives to the CTA in accordance with the following: two members must represent the hotel and motel industry operators in the City; one member must represent the other commercial interests in the City; one member must be a member of the Carson City Board of Supervisors; and one member must represent the City at large. New applications were received by Deborah Billings and Steven Reynolds.

### **15. Carson City Airport Authority**

15.A For Possible Action: Discussion and possible action regarding the proposed acceptance of a Federal Aviation Administration ("FAA") grant award in the amount of \$23,000 to the

Carson City Airport under the Coronavirus Response and Relief Supplemental Appropriations Act (Public Law 116-260) ("CRRSA"). (Kenneth Moen, kmoen@flycarsoncity.com)

Staff Summary: As announced by the Secretary of Transportation on February 12, 2021, the Carson City Airport is eligible for funds under the CRRSA. These funds will assist airport sponsors to address the COVID-19 public health emergency. The FAA will distribute these grants under the new Airport Coronavirus Response Grant Program ("ACRGP").

15.B For Possible Action: Discussion and possible action regarding authorization of a proposed option, lease and easement agreement between the Carson City Airport Authority ("CCAA") and T-Mobile West, LLC to give T-Mobile: the option, for \$1,000 for a period of 1 year, to install a cellular antenna on the airport rotating beacon mono pole (a portion of APN 005-011-01) and a ground lease of approximately 625 square feet for associated cellular support equipment and, if the option is exercised, a lease and easement across the referenced property for \$2,020 per month, increasing by 3% each year, for an initial 5-year term, with 5 successive automatic renewal terms of 5 years each and then 9 successive automatic terms of one year each, for a total potential term of 39 years. (Kenneth Moen, kmoen@flycarsoncity.com)

Staff Summary: On July 8, 2019, T-Mobile West, LLC submitted a proposal to the CCAA expressing interest in entering into a long-term lease agreement with the CCAA to install, operate and maintain a wireless communications facility. The proposed 2020 schedule was moved to 2021 as a result of T-Mobile's merger with Sprint. On July 22, 2020, T-Mobile West, LLC informed the CCAA that T-Mobile was ready to proceed with lease negotiation. On January 20, 2021, the CCAA approved the lease agreement with T-Mobile West, LLC. The total potential term is 39 years. The option payment is \$1,000.00 for the first year during the installation period. If the option is exercised, the rent is \$24,240.00 annually (\$2,020.00 monthly) beginning on the date that the option is exercised or the "on-air" date, whichever occurs first. The rent is subject to CPI Increases of 3% annually as set forth in the lease agreement.

## 16. Finance

16.A For Possible Action: Discussion and possible action regarding Amendment No. 1 to Contract No. 1718-137 for Internal Audit Services with Eide Bailly, LLC, to extend the contract term for an additional year through June 30, 2022 and for a not to exceed amount of \$110,000. (Carol Akers, cakers@carson.org and Sheri Russell, srussell@carson.org)

Staff Summary: The City is required to have an internal audit function to perform the duties described in Section 3.075(2) of the Carson City Charter. The original contract term was effective July 1, 2018 to June 30, 2019 with two one-year options through June 30, 2021. Eide Bailly, LLP has agreed to extend the contract term for an additional year with all other terms of the contract remaining the same.

16.B For Possible Action: Discussion and possible action regarding the recommended designation of HintonBurdick CPAs & Advisors as Carson City's audit firm for Fiscal Year ("FY") 2020-2021 pursuant to NRS 354.624, and whether to award Contract No. 20300264, External Audit Services with HintonBurdick CPAs & Advisors, for a total not to exceed amount of \$296,750 for three years and terminating on March 31, 2024, which includes an annual contingency amount of \$3,000 if needed for the auditing of any additional federal funding programs, for the audits of FYs 2021, 2022 and 2023, plus two one-year renewal options by

mutual consent in the amount of \$98,250 for FY 2024 and \$100,750 for FY 2025. (Sheri Russell, srussell@carson.org)

Staff Summary: NRS 354.624 requires Carson City to designate an auditor or audit firm to audit its financial statements not later than three months before the close of the fiscal year. Carson City must also notify the Department of Taxation of this designation by March 31, 2021. If approved, the total not to exceed contract amount of \$296,750 will be paid annually over the next three years in the following amounts: \$98,250 in year 1 (April 1, 2021 - March 31, 2022); \$93,250 in year 2 (April 1, 2022 - March 31, 2023); and \$96,250 in year 3 (April 1, 2023 - March 31, 2024). The contract sum for each year includes an annual contingency amount of \$3,000 if needed for the auditing of any additional federal funding programs. Staff recommends an initial three-year contract with the option of two one-year extensions, if agreed to by both parties, in the amount of \$98,250 for FY 2024 and \$100,750 for FY 2025.

## 17. City Manager

17.A For Possible Action: Discussion and possible action regarding a request to acknowledge an application from Redwood Materials, Inc. for state incentives through the Governor's Office of Economic Development ("GOED"). (Nancy Paulson, npaulson@carson.org and Andrew Haskin, Northern Nevada Development Authority)

Staff Summary: Northern Nevada Development Authority will present an overview of Redwood Materials and its application for state incentives.

17.B For Possible Action: Discussion and possible action regarding: (1) a proposed resolution creating the Subcommittee for the Review of Carson City Zoning and Development Standards ("Zoning Subcommittee"); and (2) the appointment of a Supervisor from the Board of Supervisors ("Board") to the Zoning Committee pursuant to the resolution. (Nancy Paulson, npaulson@carson.org)

Staff Summary: This proposed resolution, if adopted by the Board, would create an advisory body for the purpose of: (1) reviewing Title 18 and Title 18 Appendix of the Carson City Municipal Code ("CCMC") and any related laws and regulations governing zoning and development standards in Carson City; and (2) providing to the Planning Commission and the Board recommendations for relevant revisions to CCMC.

17.C For Possible Action: Discussion and possible action on the selection of a process by which to fill an anticipated vacancy in the office of Carson City Treasurer. (Nancy Paulson, npaulson@carson.org)

Staff Summary: The current office of the Carson City Treasurer is held by Gayle Robertson. Ms. Robertson has tendered her resignation as Treasurer, to be effective prospectively on April 8, 2021. In accordance with Nevada Revised Statutes ("NRS") 245.170, the Board of Supervisors ("Board") is required to appoint a person to fill the anticipated vacancy for the remainder of Ms. Robertson's unexpired term. This agenda item is for the Board to select the process by which the vacancy will be filled.

17.D For Possible Action: Discussion and possible action: (1) regarding a business impact statement concerning a proposed ordinance repealing the Shade Tree Council; and (2) to

introduce, on first reading, a proposed ordinance repealing the Shade Tree Council. (Nancy Paulson, npaulson@carson.org)

Staff Summary: This item is for the first reading of a proposed ordinance which, if enacted, will repeal chapter 2.18 of the Carson City Municipal Code ("CCMC") establishing the Shade Tree Council. NRS 237.080 requires a business impact statement to be prepared whenever an ordinance by the adoption of which the governing body of a local government exercises legislative powers. The business impact statement finds that the proposed ordinance will not impose a direct and significant economic burden upon a business or directly restrict the formation, operation or expansion of a business.

## **18. Board of Supervisors**

18.A For Possible Action: Discussion and possible action regarding coordination of legislative activity on pending state legislation before the Nevada Legislature and whether to adopt an official policy position or direct staff and Carson City's retained lobbyist to advocate for or against any such legislation, including the submittal of proposed amendatory language. (Nancy Paulson, npaulson@carson.org)

Staff Summary: The Nevada Legislature is currently in its 81st Regular Session. This item is for the Board of Supervisors to coordinate legislative efforts on pending state legislation that may have an impact on Carson City, including the adoption of official policy positions, if any, and direction to staff and the City's retained lobbyist to advocate for or against any such legislation. Due to unpredictable timing constraints inherent in the legislative process, the City will maintain a list of legislation that the City has identified in advance and which may be discussed and acted on by the Board during this agenda item. A copy of the list will be posted not less than three days before the date of each Board of Supervisors meeting during which this agenda item appears and may be obtained at the following Internet website: <https://www.carson.org/government/2021-legislative-matters-carson-city>.

## **19. 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

## **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**

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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. **Although it has been the ordinary practice of these public bodies to provide an opportunity for additional public comment during each specific item designated for possible action on the agenda, public comment will be temporarily limited to the beginning of the agenda before any action is taken and again at the end before adjournment. This policy will remain effective during the period of time the State of Nevada is under a State of Emergency as declared by the Governor due to the COVID-19 pandemic, and is intended to achieve the efficient conduct of meetings while facilitating public participation via telephonic means.** 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 and Chair, also retain discretion to only provide for the Open Meeting Law's minimum public comment and not call for or allow additional individual-item public comment at the time of the body's consideration of the item when: 1) it is deemed necessary by the mayor/chair to the orderly conduct of the meeting; 2) it involves an off-site non-action facility tour agenda item; or 3) it involves any person's or entity's due process appeal or hearing rights provided by statute or the Carson City Municipal Code. Comments may be limited to three minutes per person or topic at the discretion of the Mayor, Mayor Pro-Tem and Chair in order to facilitate the meeting.

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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.

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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.

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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.

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To request a copy of the supporting materials for this meeting contact Janet Busse at [jbusse@carson.org](mailto:jbusse@carson.org) or call (775) 887-2100.

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**NOTICE TO PUBLIC: In accordance with the Governor's Emergency Declaration Directive 006 suspending state law provisions requiring the posting of public meeting agendas at physical locations, this agenda was posted electronically at the following Internet websites:**

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