

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

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

AGENDA

NOTICE TO 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 applicable Directives issued under authority of the Governor's Declaration of Emergency, including Directive 045 and 047, and subject to any potential changes in state or federal mandates or guidelines, face coverings are required to be worn when attending this meeting in person.**

• **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 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.**

• **Members of the public who wish to provide live public comment via telephonic appearance in lieu of physical attendance may do so during the designated public comment periods indicated on the agenda by dialing the numbers listed below. Public comment will be limited to three minutes per person. 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: 2486 683 9282

1. Call to Order - Board of Supervisors

2. Roll Call

3. Invocation - Pastor Nick Emery, 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 - October 21, 2021

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 Charlene Foerschler, APRN. (Melanie Bruketta, mbruketta@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.

7.C Presentation of the 2021 American Public Works Association Transportation Project of the Year. (Dan Stucky; DStucky@carson.org)

Staff Summary: The Nevada Chapter of the American Public Works Association ("APWA") will recognize and present the 2021 Transportation Project of the Year to the Carson City Board of Supervisors and staff for the South Carson Complete Streets Project.

7.D Presentation recognizing Jennifer Diamond, Carson City's Wastewater Operations Supervisor, who recently earned the certification of Professional Operator Wastewater Grade 4, bringing national recognition and prestige to the Carson City wastewater program. (Darren Schulz, dschulz@carson.org)

Staff Summary: The Professional Operator certification program administered by the Certification Commission for Environmental Professionals ("C2EP") provides the water industry's first professional designation for operators. Certification requires a combination of education, training, experience, and state-level certification. A rigorous exam is also administered. Only three wastewater operators in the state of Nevada have obtained the Professional Operator certification; Jennifer Diamond is the first in Northern Nevada. The mission of C2EP is to protect public health and the environment through certification and professional designation of water industry professionals. By obtaining her Professional Operator

Wastewater Grade 4, Jennifer confirms her dedication to the protection of Carson City's water resources.

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 October 2, 2021 through November 5, 2021. (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.

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 November 5, 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.

10. Parks and Recreation

10.A For Possible Action: Discussion and possible action regarding a proposed acceptance of a subgrant award from the Nevada Department of Wildlife ("NDOW") in the amount of \$137,476.80, with a \$15,275.20 cash match required from Quality-of-Life funds, retroactive to July 1, 2021, for improvements to the Carson City Rifle and Pistol Range and authorization for the Director of the Carson City Parks, Recreation and Open Space Department ("Director") to sign all documents related to the grant on behalf of the City. (Jennifer Budge, jbudge@carson.org)

Staff Summary: Acceptance of this reimbursable NDOW subgrant would enable the Parks, Recreation and Open Space Department ("Parks") to complete improvements to the Carson City

Rifle and Pistol Range. Improvements will include electrical design and construction, purchase and installation of an automatic pay kiosk, engineering/design for a baffle system and eyebrow for the long range, firing line cover improvements, and purchase of security cameras and trash cans. The 10% required cash match is budgeted and available from the City's Quality-of-Life Capital Fund.

11. Purchasing and Contracts

11.A For Possible Action: Discussion and possible action regarding a determination that ACCO Engineered Systems, Inc. ("ACCO") is the lowest responsive and responsible bidder pursuant to Nevada Revised Statutes ("NRS") Chapter 338, and whether to award Contract No. 21300211 for the Library Multi-Zone HVAC Unit Replacement Project ("Project") to ACCO for a total amount not to exceed \$223,845.60. (Carol Akers, cakers@carson.org and Randall Rice, rrice@carson.org)

Staff Summary: The Project consists of replacing one multi-zone HVAC unit located on the 2nd Floor of the Carson City Library. The not to exceed amount of \$223,845.60 comprises the base bid amount of \$203,496, plus a 10% contingency of \$20,349.60. The engineer's base bid estimate was \$200,000. The Project was approved as part of the Fiscal Year ("FY") 2022 Capital Improvement Plan and is approved for use of American Rescue Plan Act ("ARPA") Funds.

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 October 2021, submitted per Nevada Revised Statute ("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. City Manager

14.A For Discussion Only: Discussion and presentation regarding the Nevada Rural Counties RSVP Program, Inc. (Molly Walt, mwalt@nrvsvp.com and Nancy Paulson, npaulson@carson.org)

Staff Summary: RSVP will provide the Carson City Board of Supervisors with an update on the services RSVP is providing to Carson City area seniors and disabled adults.

15. Treasurer

15.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 properties, the following properties listed by Assessor Parcel Number (“APN”): APNs 002-662-06; 008-222-16; 008-591-11; 008-874-15; and 008-241-01. (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."

16. Recess as the Board of Supervisors

Redevelopment Authority

17. Call to Order & Roll Call - Redevelopment Authority

18. 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.

19. Community Development

19.A For Possible Action: Discussion and possible action regarding a recommendation to the Board of Supervisors for the expenditure of a not to exceed amount of \$30,000 from the fiscal year (“FY”) 2022 Redevelopment Revolving Fund Park Signs for a new sign at the Marv Teixeira Pavilion located at Mills Park, with an option of 36-inch or 48-inch letter sizes, as an expense incidental to the carrying out of the Redevelopment Plan. (Hope Sullivan, hsullivan@carson.org)

Staff Summary: NRS 279.628 permits the expenditure of money from the Redevelopment Revolving Fund for the purpose of any expenses necessary or incidental to the carrying out of the Redevelopment Plans by the adoption of a resolution by a two-thirds majority vote of the Board of Supervisors upon recommendation by the Redevelopment Authority. The proposed expenditure was recommended for approval by the Redevelopment Authority Citizens Committee (“RACC”) on October 4, 2021. RACC discussed the size of the lettering, 36 inches or 48 inches, as well as font and color. The Signage Master Plan specifies “SanSerif” as the font. The Signage Master Plan is silent on color for signs placed on buildings, and the applicant's proposal is to use black letters that will read white at night. The applicant has provided renderings with 36-inch and 48-inch letter sizes for consideration by the Redevelopment Authority.

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 as the Redevelopment Authority

22. Reconvene as the Board of Supervisors

23. Community Development

23.A For Possible Action: Discussion and possible action regarding a proposed resolution authorizing the expenditure of a not to exceed amount of \$30,000 from the fiscal year (“FY”) 2022 Redevelopment Revolving Fund Park Signs for a new sign at the Marv Teixeira Pavilion located at Mills Park, as an expense incidental to the carrying out of the Redevelopment Plan. (Hope Sullivan, hsullivan@carson.org)

PURSUANT TO NRS 279.628, THIS RESOLUTION MUST BE ADOPTED BY A TWO-THIRDS VOTE OF THE BOARD OF SUPERVISORS.

Staff Summary: NRS 279.628 permits the expenditure of money from the Redevelopment Revolving Fund for the purpose of any expenses necessary or incidental to the carrying out of the Redevelopment Plans by the adoption of a resolution by a two-thirds majority vote of the Board of Supervisors upon recommendation by the Redevelopment Authority. The proposed expenditure was recommended for approval by the Redevelopment Authority Citizens Committee (“RACC”) on October 4, 2021.

23.B For Possible Action: Discussion and possible action regarding a request for a two-year extension of time for Phase II of the final subdivision map known as Sierra Skyways, Inc. on property zoned Public Regional (“PR”), located at 2600 E. College Parkway, APN 005-091-30. (Heather Manzo, hmanzo@carson.org)

Staff Summary: The first phase of the final map (FSM-19-163) was recorded on November 25, 2019. Per Carson City Municipal Code (“CCMC”), a subsequent final map must be approved by the Board of Supervisors (“Board”) within 2 years of the recordation of the preceding final map or an extension of up to 2 years must be granted prior to the expiration of the final map approval. The applicant is seeking Board approval of a time extension to allow for the next phase of the final map to be approved by the Board and recorded no later than November 18, 2023.

24. Finance

24.A For Possible Action: Discussion and possible action regarding the appropriation of \$209,586 in grant funds from the \$1.3 million approved on August 5, 2021 by the Carson City Board of Supervisors for non-profit and governmental entities in Carson City's Plan of Expenditure for the American Rescue Plan Act of 2021 (“ARPA”) grant funds. (Mirjana Gavric, mgavric@carson.org)

Staff Summary: Carson City's Plan of Expenditure for ARPA grant funds dedicated \$1.3 million to be awarded to non-profit and governmental entities located in Carson City, who apply and are eligible for the financial assistance program. The funds are intended to support recovery from the COVID-19 pandemic, and to respond to the secondary effects of the pandemic. Recovery includes continued response efforts and addresses the systemic public health and economic challenges that have contributed to the unequal impact of the pandemic on certain populations. On October 19, 2021, an Application Review Work Group (“ARWG”) reviewed and ranked thirteen eligible applications, using federal guidelines, for recommendation to the Board of Supervisors. ARWG recommends that five applicants be awarded for a total amount of

\$209,586. Staff recommends that the remaining funds be placed on hold until the final guidelines are published, at which time the City can evaluate the potential funding of two building design requests. Any remaining funds will be advertised in a second round of applications during Fiscal Year 2023.

25. Public Works

25.A For Possible Action: Discussion and possible action regarding authorization for Carson City staff to perform due diligence for the conveyance, without consideration, of approximately 2.91 acres of undeveloped land at the western end of Assessor's Parcel Number ("APN") 010-037-04 ("Property"), more commonly known as 3410 Butti Way, which is owned by Carson City, to Oikos Development Corporation ("Oikos"), a nonprofit organization, under NRS 244.287 for the development of an affordable housing project. (Dan Stucky, DStucky@carson.org and Robert Nellis, RNellis@carson.org).

Staff Summary: On January 17, 2019, the Board of Supervisors ("Board") directed staff to initiate due diligence on conveying a portion of APN 010-037-04 to a qualified developer for development of affordable/workforce housing. The Board subsequently selected PalaSeek LLP's proposed affordable housing project for the negotiation of a Development Agreement. Since that time, Oikos and Sierra Flats Senior LP ("Sierra Flats") have joined PalaSeek LLP's development team, and that team has secured a significant amount of affordable housing tax credits and drafted a Development Agreement for an affordable housing project on the Property. If the Board approves the Development Agreement, Carson City would convey the Property to Oikos without consideration. Based on the present circumstances, staff recommends utilizing NRS 244.287 to formalize the conveyance of the Property, and to schedule the conveyance of the Property so that it coincides with second reading of the Development Agreement.

25.B For Possible Action: Discussion and possible action to introduce, on first reading, a proposed ordinance approving a development agreement between Carson City and PalaSeek LLP, Oikos Development Corporation, and Sierra Flats Senior LP concerning the conveyance of approximately 2.91 acres of City-owned land and the development of an affordable housing project on that land, located within Assessor's Parcel Number ("APN") 010-037-04 ("Property"). (Dan Stucky, DStucky@carson.org)

Staff Summary: On January 17, 2019, the Board of Supervisors ("Board") directed staff to initiate diligence to convey a portion of the Property under NRS Chapter 244 to a qualified developer for development of affordable/workforce housing. On December 5, 2019, the Board selected PalaSeek LLP's proposed project for the pursuit and negotiation of a development agreement. The City, PalaSeek LLP, Oikos Development Corporation, and Sierra Flats Senior LP have drafted the development agreement to be approved and executed prior to any land transfer or construction. The development agreement sets forth specific requirements for development on the Property, including the number and kind of affordable housing units and binding affordability requirements benefitting future tenants.

TIME SPECIFIC: 1:30 P.M.

26. Community Development

26.A For Possible Action: Discussion and possible action regarding two appeals of the Growth Management Commission’s decision to allow for a daily water usage of 29,500 gallons per day for a proposed drive-through carwash on property zoned Retail Commercial, located at 3390 South Carson Street, APN 009-111-28. (Hope Sullivan, hsullivan@carson.org)

Staff Summary: At its meeting of September 29, 2021, the Growth Management Commission voted to allow for a daily water usage of 29,500 gallons per day (“gpd”) for a proposed drive-through carwash subject to conditions of approval. Appeals were of the decision to the Board of Supervisors ("Board") were received from Capitol Carwash, LLC, the applicant, and from Raceway Car Wash Company in accordance with Section 18.02.060 (Appeals) of the Carson City Municipal Code (“CCMC”). Capitol Carwash, LLC appealed the decision to preserve its rights. The Board of Supervisors may affirm, modify, or reverse the decision of the Planning Commission.

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.

27. 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

28. 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.

29. 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. **Public comment will be taken at the beginning of the agenda before any action is taken and again at the end before 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. The Mayor, Mayor Pro-Tem or Chair may call for or allow additional individual-item public comment at the time of the body’s consideration of the item when: (1)

the comment will be provided from a person who is directly involved with the item, such as City staff or an applicant; or (2) it involves any person's or entity's due process appeal or hearing rights provided by statute or the Carson City Municipal Code. **Comments will be limited to three minutes per person 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.**

Agenda Management Notice - Items on the agenda may be taken out of order; the public body may combine two or more agenda items for consideration; and the public body may remove an item from the agenda or delay discussion relating to an item on the agenda at any time.

Titles of agenda items are intended to identify specific matters. If you desire detailed information concerning any subject matter itemized within this agenda, you are encouraged to call the responsible agency or the City Manager's Office. You are encouraged to attend this meeting and participate by commenting on any agenda item.

Notice to persons with disabilities: Members of the public who are disabled and require special assistance or accommodations at the meeting are requested to notify the City Manager's Office in writing at 201 North Carson Street, Carson City, NV, 89701, or by calling (775) 887-2100 at least 24 hours in advance.

To request a copy of the supporting materials for this meeting contact Rachael Evanson at revanson@carson.org 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.

This notice has been posted at the following locations:
City Hall 201 North Carson Street
www.carson.org/agendas
<http://notice.nv.gov>