

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

Day: Thursday
Date: December 30, 2021
Time: Beginning at 9:00 am
Location: Community Center, Robert ‘Bob’ Crowell Board Room
851 East William Street
Carson City, Nevada

AGENDA

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 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: 2496 492 4928

- 1. Call to Order - Board of Supervisors**

- 2. Roll Call**

3. Pledge of Allegiance

4. 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.

Ordinances, Resolutions, and Other Items

5. Clerk Recorder

5.A For Possible Action: Discussion and possible action to adopt, on second reading, Bill No. 116, an ordinance revising various provisions of the Carson City Municipal Code (“CCMC”) governing the process by which election ward boundaries may be realigned, revising various CCMC provisions relating to meetings of the Board of Supervisors and repealing CCMC provisions describing districts of wards. (Aubrey Rowlatt, arowlatt@carson.org)

Staff Summary: The proposed ordinance, if adopted, would make various changes to CCMC Chapter 2.02 which establishes certain administrative provisions governing the Board of Supervisors, including the manner by which election ward boundaries may be realigned and the conduct of meetings of the Board of Supervisors.

5.B For Possible Action: Discussion and possible action to adopt, on second reading, Bill No. 117, an ordinance realigning the boundaries of election wards by adoption of a new Carson City, Nevada Official Board of Supervisors Ward Boundaries Map, as required by the Carson City Charter and the Carson City Municipal Code (“CCMC”) and pursuant to the results of the 2020 United States decennial census. (Aubrey Rowlatt, arowlatt@carson.org)

Staff Summary: In accordance with applicable law, once every ten years the Board of Supervisors must redistrict and reapportion the boundaries for the four election wards in Carson City following the federal decennial census. The proposed ordinance, if adopted, would redistrict and reapportion by realignment the boundaries for the four wards represented by the Supervisors of the Board of Supervisors, based on data from the 2020 United States decennial census.

6. 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

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.

7. 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.

8. 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>



STAFF REPORT

Report To: Board of Supervisors **Meeting Date:** December 30, 2021

Staff Contact: Aubrey Rowlett, Clerk Recorder

Agenda Title: For Possible Action: Discussion and possible action to adopt, on second reading, Bill No. 116, an ordinance revising various provisions of the Carson City Municipal Code (“CCMC”) governing the process by which election ward boundaries may be realigned, revising various CCMC provisions relating to meetings of the Board of Supervisors and repealing CCMC provisions describing districts of wards. (Aubrey Rowlett, arowlett@carson.org)

Staff Summary: The proposed ordinance, if adopted, would make various changes to CCMC Chapter 2.02 which establishes certain administrative provisions governing the Board of Supervisors, including the manner by which election ward boundaries may be realigned and the conduct of meetings of the Board of Supervisors.

Agenda Action: Ordinance - Second Reading **Time Requested:** 5 minutes

Proposed Motion

I move to adopt Bill No. 116, Ordinance No. _____.

Board's Strategic Goal

Efficient Government

Previous Action

On December 16, 2021, the Board of Supervisors introduced the ordinance on first reading by a vote of 5-0.

On December 6, 2011, the Board of Supervisors adopted Ordinance No. 2011-21, amending CCMC Chapter 2.02 to remove ward descriptions and providing that the four election ward boundaries must be adopted by resolution.

Background/Issues & Analysis

CCMC Chapter 2.02 contains various administrative provisions relating to the Board of Supervisors, including the manner by which election ward boundaries may be established and the conduct of meetings of the Board of Supervisors.

CCMC 2.02.010, which pertains to ward boundaries of Supervisors of the Board of Supervisors, was last amended in 2011 via the adoption of Ordinance No. 2011-21 to establish ward boundary realignments following the 2010 Federal Census population count. Currently, CCMC 2.02.010 provides, in pertinent part, that the boundaries as set forth in the Official Ward Map must be adopted by resolution of the Board of Supervisors and filed and recorded in the Office of the Carson City Clerk-Recorder. However, article 1, § 1.060 of the Carson City Charter expressly provides that the “boundaries of wards must be established and realigned, if necessary, by ordinance ...” Therefore, although Ordinance No. 2011-21 was properly adopted and the realignment of the ward boundaries in 2011 was made in compliance with the City Charter, the existing language in CCMC

2.02.010 authorizing the realignment of ward boundaries via the adoption of a resolution to change the Official Ward Map is inconsistent with the City Charter which requires the adoption of an ordinance. To remove this ambiguity in the CCMC language, this proposed ordinance revises CCMC 2.02.010 to clarify that the realignment of ward boundaries may only be effectuated through the adoption of an ordinance.

This proposed ordinance also makes various other clerical corrections to the existing language set forth in CCMC 2.02.010 as well as CCMC 2.02.040, which establishes provisions relating to the meetings of the Board of Supervisors. These clerical revisions mostly comprise non-substantive changes in text for grammatical clarity and consistency with current legislative drafting style and convention, but also update the official title of the ward map and the Board of Supervisors meeting room, which was recently renamed after the late Mayor Robert Crowell.

Finally, this proposed ordinance repeals CCMC 2.02.020, which correlates ward numbers to districts. CCMC 2.02.020 was adopted in 1974 and has since never been amended. Because election wards for the Supervisors have long been consecutively numbered as Ward One, Ward Two, Ward Three and Ward Four and correspond to the ward map, the reference to former districts corresponding to each of the four wards is now obsolete.

Applicable Statute, Code, Policy, Rule or Regulation

NRS Chapter 244; Articles 1 and 2 of the Carson City Charter

Financial Information

Is there a fiscal impact? No

If yes, account name/number:

Is it currently budgeted?

Explanation of Fiscal Impact:

Alternatives

Do not adopt the ordinance on second reading, or provide alternative direction, or both.

Attachments:

[Ordinance_Board_of_Supervisors_Admin_Provisions_Second_Reading .pdf](#)

Board Action Taken:

Motion: _____	1) _____	Aye/Nay
	2) _____	_____

(Vote Recorded By)

Summary: Revises various provisions relating to the Board of Supervisors.

BILL NO. 116

ORDINANCE NO. 2021 - _____

AN ORDINANCE RELATING TO THE BOARD OF SUPERVISORS; REVISING VARIOUS PROVISIONS GOVERNING THE PROCESS BY WHICH ELECTION WARD BOUNDARIES MAY BE REALIGNED; REVISING VARIOUS PROVISIONS RELATING TO MEETINGS OF THE BOARD OF SUPERVISORS; REPEALING PROVISIONS DESCRIBING DISTRICTS OF WARDS; AND PROVIDING OTHER MATTERS PROPERLY RELATING THERETO.

The Board of Supervisors of Carson City do ordain:

SECTION I:

That Title 2 (ADMINISTRATION AND PERSONNEL), CHAPTER 2.02 (BOARD OF SUPERVISORS), SECTION 2.02.010 (WARD BOUNDARIES) is hereby amended (**bold, underlined text** is added, [~~stricken~~] text is deleted) as follows:

2.02.010 – Ward boundaries. (art. 1, § 1.060 and art. 2, §§ 2.090, 2.100 and 2.110 of the Carson City Charter)

[~~It~~] **There are hereby established in** Carson City [~~there are hereby established four (4)~~] **four (4)** contiguous election wards numbered consecutively as Ward One, Ward Two, Ward [~~Three,~~] **Three** and Ward Four [~~and having~~] **, with each ward corresponding to the alignment of** boundaries as [~~shown on~~] **depicted in** the Carson City, Nevada Official **Board of Supervisors** Ward [~~Map, demonstrating boundaries along the jurisdictional boundaries of Carson City and variously named roads, streets, highways or landmarks to the centerline of each, which official Ward Map shall be:~~] **Boundaries Map, which may be amended from time to time in accordance with article 1, § 1.060 of the Carson City Charter. Any ordinance and amendment to the Carson City, Nevada Official Board of Supervisors Ward Boundaries Map that realigns the boundaries of a ward must be:**

1. Adopted by [~~resolution of~~] the Carson City Board of [~~Supervisors;~~] **Supervisors in the manner prescribed by the Carson City Charter; and**
2. Filed and recorded [~~with the Board's resolution in the official records~~] **in the Office** of the Carson City [~~Clerk Recorder as File No. 417563, Book No. 10, Page No. 2771, on the 1st day of December, 2011.~~] **Clerk-Recorder and published on its official Internet website.**

SECTION II:

That Title 2 (ADMINISTRATION AND PERSONNEL), CHAPTER 2.02 (BOARD OF SUPERVISORS), SECTION 2.02.040 (MEETINGS OF THE BOARD) is hereby amended (**bold, underlined text** is added, ~~stricken~~ text is deleted) as follows:

2.02.040 - Meetings of the ~~[board.] Board of Supervisors. (art. 2, §§ 2.050 and 2.090-2.110, inclusive, of the Carson City Charter; NRS 244.085)~~

1. ~~[Regular]~~ **Except as otherwise provided in this subsection, regular** meetings of the ~~[board of supervisors shall]~~ **Board of Supervisors must** be held in Carson City on the first and third ~~[Thursdays in]~~ **Thursday of** each calendar month, unless such day falls on a holiday or on a nonjudicial day, in which event the regular meeting ~~[shall]~~ **must** be held on the ~~[immediately following]~~ **next** judicial day. By a motion made in a ~~[property]~~ **properly** noticed meeting, the ~~[board]~~ **Board of Supervisors** may take action to change the date of ~~[a]~~ **an ensuing**, regularly scheduled ~~[future board]~~ meeting if ~~[the board]~~ :

(a) The Board of Supervisors finds that it is in the best interest of the public **to change the date;** and ~~[if the board acts to]~~

(b) The change **in** the meeting date ~~[at least twenty (20)]~~ **is made not less than 20** days before the date ~~[of]~~ **on which** the meeting ~~[to be changed.]~~ **is to occur.**

2. The official meeting place of the ~~[board of supervisors]~~ **Board of Supervisors** is the ~~[Sierra Room,]~~ **Robert ‘Bob’ Crowell Board Room, located at the** Carson City Community Center, 851 E. Williams Street, Carson City, Nevada.

3. The ~~[board of supervisors]~~ **Board of Supervisors** may, **as it deems necessary,** hold additional regular, work session or special meetings during ~~[a]~~ **any** calendar month ~~[as needed and may specify]~~ **by specifying** the **date,** time, place and purpose of ~~[the]~~ **any such** meeting in ~~[the meeting notice.]~~ **a notice properly made pursuant to applicable law.**

4. Nothing contained in this section ~~[prohibits the board of supervisors]~~ **shall be construed to prohibit the Board of Supervisors** from recessing a regularly scheduled meeting and continuing ~~[such]~~ **the** meeting to a later time and place ~~[certain, provided]~~ **certain if** such time and place are ~~[indicated in]~~ **established by** an appropriate motion made during the regularly scheduled meeting.

~~[5. The dates of the regular meetings of the board of supervisors for the month of January, 1997 are January 9th and January 23rd.]~~

SECTION III:

That Title 2 (ADMINISTRATION AND PERSONNEL), CHAPTER 2.02 (BOARD OF SUPERVISORS), SECTION 2.02.020 (CREATION OF BOARD OF SUPERVISORS) is hereby repealed with reservation of the section number as follows:

CCMC 2.02.020 [—Meetings of the board.] Reserved.

(Editor's note: Ord. No. 2021- , § III, adopted , repealed CCMC 2.02.020 – Creation of board of supervisors.)

SECTION IV

That no other provisions of Title 2 of the Carson City Municipal Code are affected by this ordinance.

PROPOSED on _____, 2021 by _____.

PASSED on _____, 2021 by the following vote:

AYES: _____

NAYS: _____

ABSENT: _____

LORI BAGWELL, Mayor

ATTEST:

AUBREY ROWLATT, Clerk-Recorder

This ordinance shall be in force and effect from and after the first day of January, 2022.

TEXT OF REPEALED SECTIONS

~~2.02.020 Creation of board of supervisors.~~

~~_____ In Carson City four (4) board of supervisors districts are hereby amended as follows:~~

~~1. District No. 1 shall correspond and be identical with the boundaries of Ward One in Section 2.02.010(1).~~

~~2. District No. 2 shall correspond and be identical with the boundaries of Ward Two in Section 2.02.010(2).~~

~~3. District No. 3 shall correspond and be identical with the boundaries of Ward Three in Section 2.02.010(3).~~

~~4. District No. 4 shall correspond and be identical with the boundaries of Ward Four in Section 2.02.010(4).~~



STAFF REPORT

Report To: Board of Supervisors **Meeting Date:** December 30, 2021

Staff Contact: Aubrey Rowlett, Clerk Recorder

Agenda Title: For Possible Action: Discussion and possible action to adopt, on second reading, Bill No. 117, an ordinance realigning the boundaries of election wards by adoption of a new Carson City, Nevada Official Board of Supervisors Ward Boundaries Map, as required by the Carson City Charter and the Carson City Municipal Code (“CCMC”) and pursuant to the results of the 2020 United States decennial census. (Aubrey Rowlett, arowlett@carson.org)

Staff Summary: In accordance with applicable law, once every ten years the Board of Supervisors must redistrict and reapportion the boundaries for the four election wards in Carson City following the federal decennial census. The proposed ordinance, if adopted, would redistrict and reapportion by realignment the boundaries for the four wards represented by the Supervisors of the Board of Supervisors, based on data from the 2020 United States decennial census.

Agenda Action: Ordinance - Second Reading **Time Requested:** 5 minutes

Proposed Motion

I move to adopt Bill No. 117, Ordinance No. _____.

Board's Strategic Goal

Efficient Government

Previous Action

On December 16, 2021, the Board of Supervisors introduced the ordinance on first reading by a vote of 5-0.

In December, 2011, the Board of Supervisors adopted Resolution No. 2011-R-40, directing the Carson City Clerk-Recorder to file and record an official ward map to establish newly reapportioned ward boundaries based on the results of the 2010 United States decennial census.

Background/Issues & Analysis

Carson City is divided into four wards – Ward One, Ward Two, Ward Three and Ward Four - that must be as nearly equal in population as possible. The territory comprising each ward must be contiguous. Article 1, § 1.060 of the Carson City Charter requires the ward boundaries to be realigned to account for changes in population based on the decennial census conducted by the U.S. Census Bureau. Pursuant to CCMC 2.02.010, boundaries must be demonstrated by an official ward map to be adopted by the Board of Supervisors and filed and recorded with the Carson City Clerk-Recorder.

Based on data from the 2020 United States decennial census, the population of Carson City is 58,639. This is an increase of 3,365 people from the 2010 population of 55,274 (based on the 2010 United States decennial census). For the 2021 redistricting/reapportionment process, the target population density for each of the four

election wards represented by Supervisors of the Board of Supervisors is 14,660 people per Ward. The largest ward (Ward 1) has a proposed redistricting/reapportionment population of 14,665 and the smallest ward (Ward 4) has a population of 14,651, leaving a difference of 14 people between the largest and the smallest ward.

Applicable Statute, Code, Policy, Rule or Regulation

Article 1, Sec. 13 of the Nevada Constitution; NRS Chapter 244; Articles 1 and 2 of the Carson City Charter

Financial Information

Is there a fiscal impact? No

If yes, account name/number:

Is it currently budgeted?

Explanation of Fiscal Impact:

Alternatives

Do not adopt the ordinance on second reading, or provide alternative direction, or both.

Attachments:

[Ordinance_Amended_Ward_Map_Second_Reading.pdf](#)

[BOS_Ward_Boundaries_2021_24X36_PROPOSED Final.pdf](#)

[BOS_Ward_Boundaries_2021_24X36_CURRENT final.pdf](#)

[BOS_Ward_Boundaries_2021_24X36_COMBINED Final.pdf](#)

Board Action Taken:

Motion: _____

- 1) _____
- 2) _____

Aye/Nay

(Vote Recorded By)

Summary: Revises various provisions relating to the Board of Supervisors.

BILL NO. 117

ORDINANCE NO. 2021 - _____

AN ORDINANCE RELATING TO THE BOARD OF SUPERVISORS; REALIGNING THE BOUNDARIES OF ELECTION WARDS BY ADOPTION OF A NEW CARSON CITY, NEVADA OFFICIAL BOARD OF SUPERVISORS WARD BOUNDARIES MAP; AND PROVIDING OTHER MATTERS PROPERLY RELATING THERETO.

The Board of Supervisors of Carson City do ordain:

SECTION I:

WHEREAS, there are four single-member Board of Supervisor election wards within Carson City; and

WHEREAS, after each decennial United States Census and in accordance with Nevada law and the Carson City Charter, the Board of Supervisors must reapportion and realign each ward to make them as equal in population as possible; and

WHEREAS, the most recent Federal Census conducted shows a change in the population of Carson City from 55,274 in 2010 to 58,639 in 2020, representing an increase of 3,365 residents;

NOW, THEREFORE, the Board of Supervisors hereby resolves that the reapportioned Carson City, Nevada Official Board of Supervisors Ward Boundaries Map, attached hereto as Exhibit A and incorporated by reference, is adopted and the Clerk-Recorder is directed to file the map for recordation.

SECTION II

That no other provisions of the Carson City Municipal Code are affected by this ordinance.

PROPOSED on _____, 2021 by _____.

PASSED on _____, 2021 by the following vote:

AYES: _____

NAYS: _____

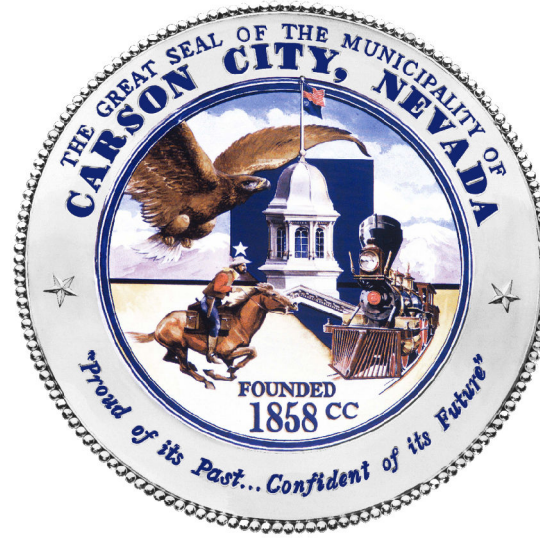
ABSENT: _____

LORI BAGWELL, Mayor

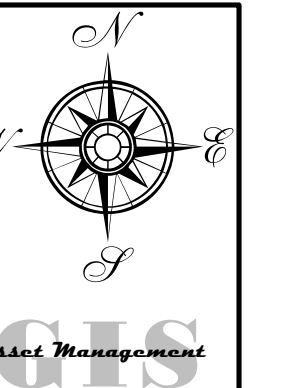
ATTEST:

AUBREY ROWLATT, Clerk-Recorder

This ordinance shall be in force and effect from and after the first day of January, 2022.



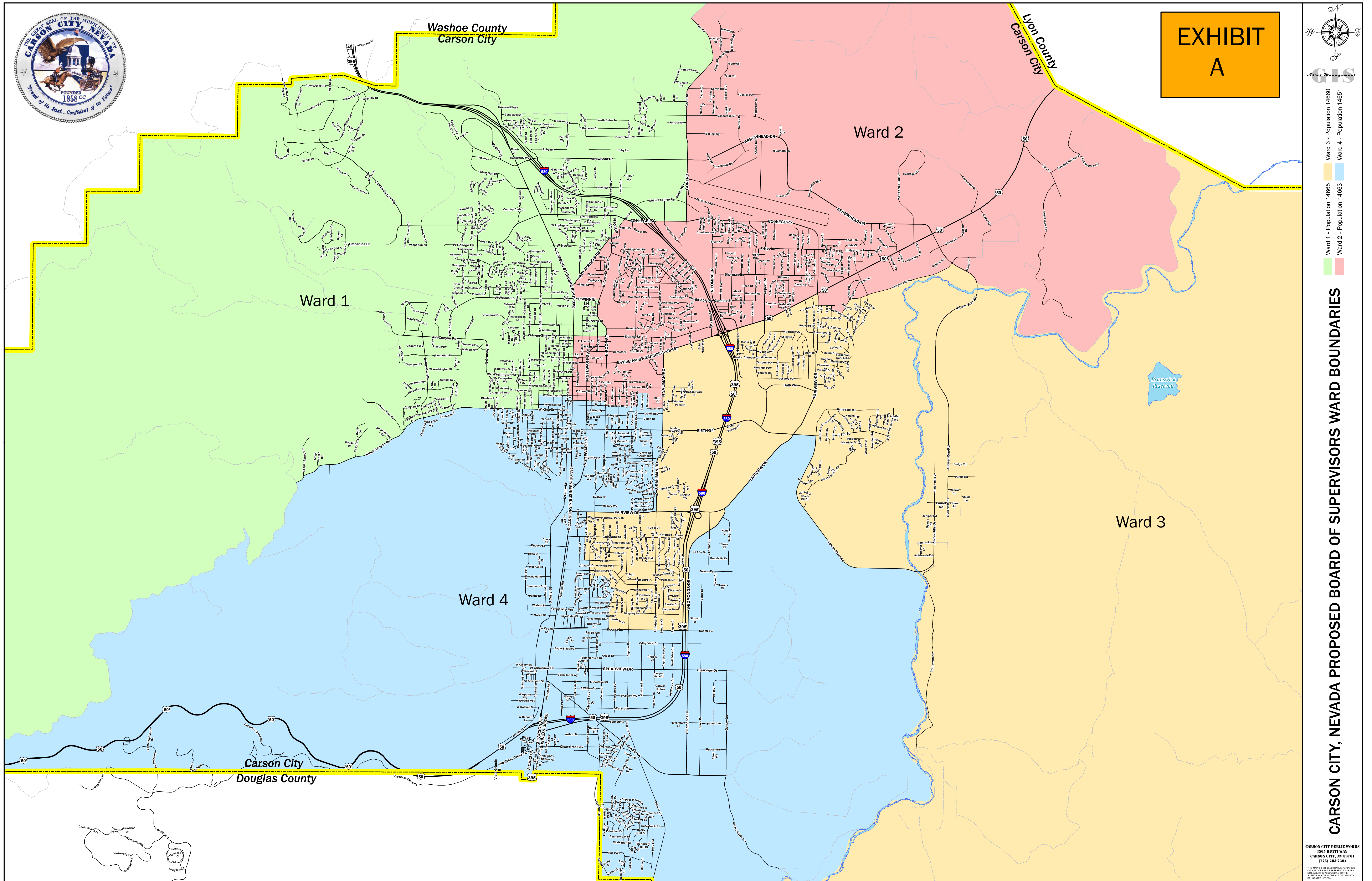
**EXHIBIT
A**

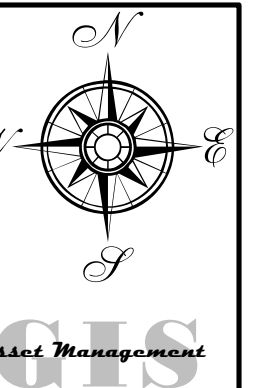
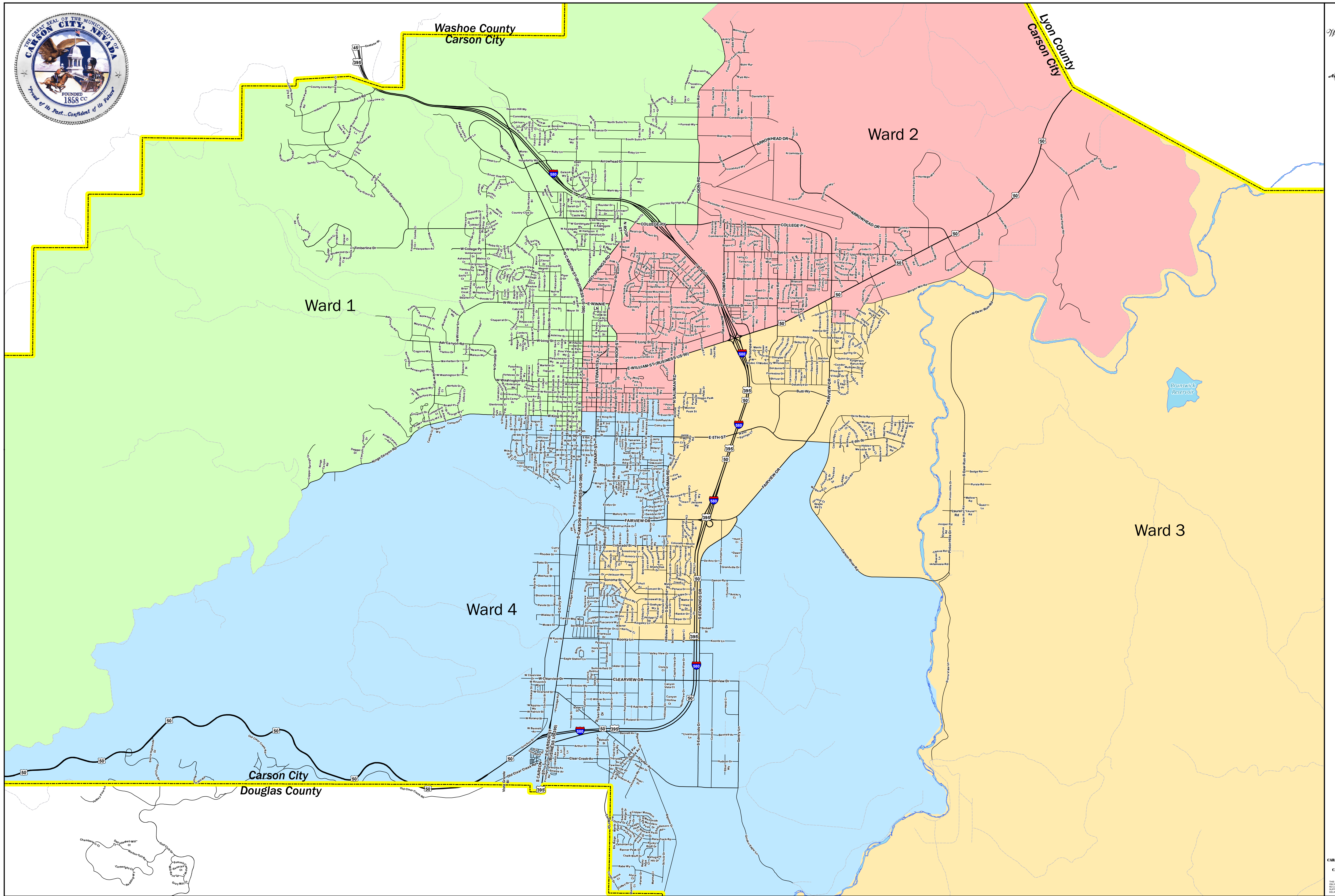


Ward 1 - Population 14665
Ward 2 - Population 14663
Ward 3 - Population 14660
Ward 4 - Population 14651

CARSON CITY, NEVADA PROPOSED BOARD OF SUPERVISORS WARD BOUNDARIES

CARSON CITY PUBLIC WORKS
3505 BUTTE WAY
CARSON CITY, NV 89701
475.263.2384

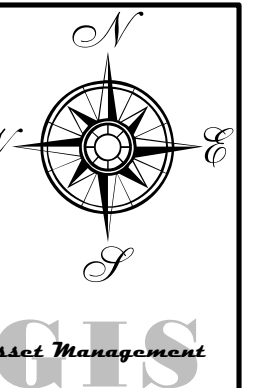
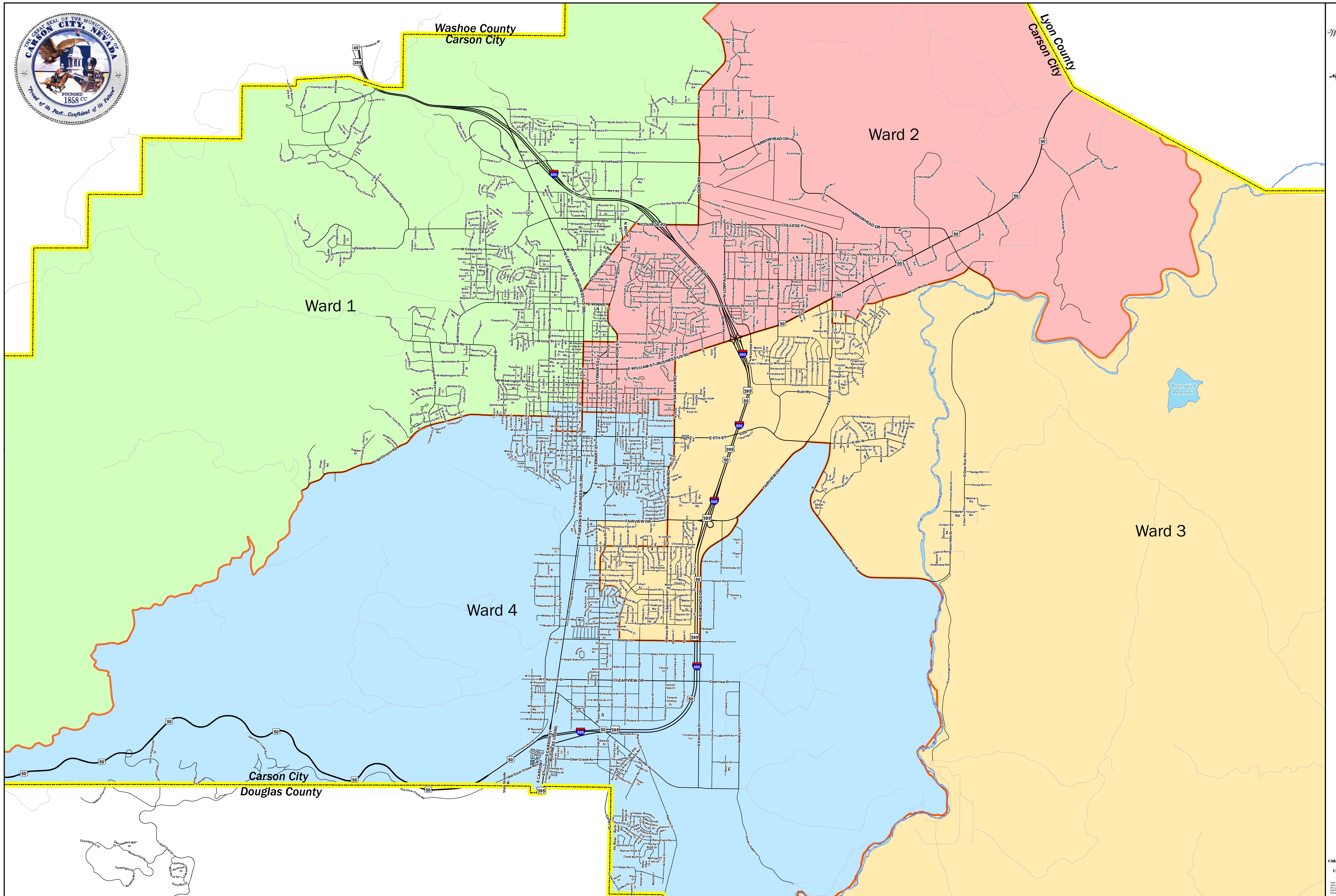




Ward 1 - Population 13826
Ward 2 - Population 13815
Ward 3 - Population 13815
Ward 4 - Population 13818

CARSON CITY, NEVADA CURRENT BOARD OF SUPERVISORS WARD BOUNDARIES

CARSON CITY PUBLIC WORKS
3505 BUTTE WAY
CARSON CITY, NV 89701
475.253.2394



- Current BOS Ward Boundary
- Ward 1 - Population 14665
- Ward 2 - Population 14663
- Ward 3 - Population 14660
- Ward 4 - Population 14651

CARSON CITY, NEVADA COMBINED BOARD OF SUPERVISORS WARD BOUNDARIES

CARSON CITY PUBLIC WORKS
3505 BUTTE WAY
CARSON CITY, NV 89701
475.253.2394

THIS MAP IS FOR ILLUSTRATIVE PURPOSES ONLY. IT IS NOT A GUARANTEE OF ACCURACY. BOUNDARIES ARE SUBJECT TO THE SUPERVISORS' REVISIONS OF THE DATA. DEMONSTRATED HEREIN.