

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

**Day:** Thursday  
**Date:** May 5, 2022  
**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](http://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](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. 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 - Bruce Henderson, Minister, Church of Christ**
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 - April 7, 2022**
7. **Special Presentations**

7.A Presentation of a proclamation recognizing May 2022 as National Drug Court Month. (Thomas R. Armstrong, Justice of the Peace/Municipal Court Judge, Kristin N. Luis, Justice of the Peace/Municipal Court Judge, Senior District Court Judge Archie Blake)

7.B Presentation of a proclamation to recognize the month of May as Historic Preservation and Archaeological Awareness Month, and presentation of the 2022 Historic Preservation Award. (Heather Ferris, hferris@carson.org)

Staff Summary: Each year, Carson City recognizes significant preservation accomplishments to celebrate the community's history and heritage as part of Historic Preservation and Archaeological Awareness Month during the month of May. All over the state, activities are held to serve as reminders of the important historic resources that give meaning and a sense of place to communities, and to focus attention on how critical it is to make sure those resources are preserved. Mayor Bagwell and Mike Drews, Historic Resources Commission chairman, will present the 2022 Historic Preservation Award to the Nevada Builders Alliance for their preservation of the Bank Saloon.

7.C Presentation of a proclamation recognizing May 15 - May 21, 2022 as National Public Works Week. (Darren Schulz, dschulz@carson.org)

7.D Presentation of a proclamation recognizing May-October 2022 as the Nevada Wildfire Awareness Campaign. (Sean Slamon, sslamon@carson.org)

7.E Presentation of a proclamation recognizing May 2022 as Bike Month. (Chelsea Kincheloe, Evelyn Grime, Muscle Powered)

## 8. City Manager

8.A For Discussion Only: Discussion and presentation regarding Nevada League of Cities' Strategic Plan and the implementation of the "One Nevada Plan." (Wesley Harper, Executive Director)

Staff Summary: Wesley Harper, Executive Director, Nevada League of Cities ("NLC") will provide a presentation regarding NLC's 2022 Strategic Plan and the implementation of the One Nevada Plan that were both ratified on January 31, 2022, by the Board of Directors. Consistent with the October 2021 survey results and in combination with NLC's philosophy, guiding principle and mission, the 2022 Strategic Plan includes four core objectives: Advocacy, Communication, Education and Economic Development. Beyond these core objectives, NLC shall be involved in any activity that advances or promotes NLC's philosophy, guiding principle or mission.

### 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.  
-----

## 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 April 22, 2022, 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.B For Possible Action: Discussion and possible action regarding an application to remove \$8,249.55 in uncollectible accounts receivable from the records of the Carson City Landfill, General Fund. (Sheri Russell, srussell@carson.org)

Staff Summary: Landfill staff notified the Finance Department that certain accounts receivable on their records are uncollectible. Under NRS 354.256, the Carson City Auditor (Chief Financial Officer of Carson City) applies to the Board of Supervisors for permission to remove uncollectible accounts receivable from the records of Carson City.

## 10. Public Works

10.A For Possible Action: Discussion and possible action regarding a proposed resolution and agreement (“Resolution”) for the Nevada Department of Transportation (“NDOT”) to relinquish and transfer to Carson City portions of cul-de-sacs at Monk Court and Hospitality Way that fall within or about Carson City Assessor’s Parcel Number (“APN”) 002-763-01. (Robert Nellis, RNellis@carson.org; Randall Rice, RRice@carson.org)

Staff Summary: NDOT owns APN 002-763-01, and it plans to dispose of it. Staff has requested that, prior to disposal, NDOT relinquish the existing cul-de-sacs on or adjacent to that parcel for City right-of-way. City staff has determined the rights-of-way are necessary for emergency vehicle access.

## 11. Purchasing and Contracts

11.A For Possible Action: Discussion and possible action regarding a determination that Sierra Nevada Construction, Inc. (“SNC”) is the lowest responsive and responsible bidder pursuant to Nevada Revised Statutes (“NRS”) Chapter 338 and whether to award Contract No. 21300283 for the Asphalt Pathways Maintenance Project (“Project”) to SNC for a total amount not to exceed \$126,507.71. (Carol Akers, CAkers@carson.org and Nick Wentworth, NWentworth@carson.org)

Staff Summary: This Project consists of crack sealing, slurry seal and striping of more than 18,000 linear feet of asphalt multi-use pathways all over Carson City and the Pony Express Airpark’s entire surface. The not to exceed amount of \$126,507.71 comprises SNC’s base bid amount of \$63,741.85, additive alternates 1, 2, 3 and 4 for \$51,265.15 plus a 10% contingency

of \$11,500.71. The engineer's estimate was \$76,291. This Project was approved as part of the Fiscal Year ("FY") 2021 Capital Improvement Plan.

11.B For Possible Action: Discussion and possible action regarding Contract No. 21300262 ("Contract") with H+K Architects to provide design and construction service for the Carson City Senior Citizens Center ("Senior Center") facilities remodel project ("Project"), for a not to exceed amount of \$142,000 through December 1, 2023. (Carol Akers; CAkers@carson.org and Randall Rice, RRice@carson.org)

Staff Summary: Request for Qualifications 21300262 ("RFQ") was released on January 25, 2022, requesting that design firms submit qualifications to provide architectural, structural engineering, mechanical engineering and electrical engineering services for the Project, which covers dining room renovations, kitchen floor replacement and bathroom remodel at the Senior Center.

## **12. Sheriff**

12.A For Possible Action: Discussion and possible action regarding approval to submit an application for grant funding from the FY2023 United We Stand Grant, for Fiscal Year ("FY") 2023 in the amount of \$32,000. (kfurlong@carson.org)

Staff Summary: The Carson City Sheriff's Office ("CCSO") is requesting approval to apply for the FY2023 United We Stand Grant; the funding request is for \$32,000 and no match is required. The United We Stand Grant is through the State of Nevada Emergency Response Commission and is direct State of Nevada funding. The CCSO SWAT team is applying for a mobile camera platform or "robot" model Vantage Tactical.

**(End of Consent Agenda)**

### **Ordinances, Resolutions, and Other Items**

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

## **14. District Attorney**

14.A For Possible Action: Discussion and possible action to introduce, on first reading, a proposed ordinance establishing various provisions governing administrative appeals related to land use and zoning. (Jason D. Woodbury, jwoodbury@carson.org)

Staff Summary: This is the first reading of a proposed ordinance which, if enacted, would establish various provisions governing administrative appeals related to land use and zoning in the Carson City Municipal Code ("CCMC"). Pursuant to Nevada Revised Statutes ("NRS") Chapter 237, a business impact statement is not required to be prepared with this ordinance.

## **15. Community Development - Planning**

15.A For Possible Action: Discussion and possible action regarding authorization for the Mayor to sign a letter acknowledging and supporting an application from Northern Nevada Community Housing to the State of Nevada for the use of HOME Investment Partnership Funds

as part of the financing for the affordable housing project located at the northeast and southeast corners of the intersection of North Roop Street and Northridge Drive (APNs 002-104-01 and 002-101-77), and further acknowledging that the HOME funds participation will trigger a property tax exemption. (Hope Sullivan, hsullivan@carson.org)

Staff Summary: The HOME Funds program is a grant program for building, buying and/or rehabilitating affordable housing for rent or home ownership, or providing direct rental assistance to low-income people. The proposed project would include construction of a 126-unit, multi-family, affordable housing project on a 4.73 acre property. A requirement of the HOME Funds application is that the applicant must provide evidence that the local government is aware of the project's affordable status and that the project may be awarded HOME funds and be eligible for a property tax exemption.

## 16. Human Resources

16.A For Possible Action: Discussion and possible action regarding proposed health, dental and life insurance contracts for Carson City to provide benefits coverage to City employees and retirees with the following providers: (1) health insurance benefits through Anthem as a one-year contract renewal with a 10.23% rate increase for the PPO plan and a 9.10% rate increase for the high deductible plan, with monthly contributions to health savings accounts for employees in the amounts of \$195.29 (employee only), \$297.85 (employee plus spouse), \$285.00 (employee plus children) and \$403.62 (employee plus family); (2) dental insurance benefits through Renaissance as a two-year contract with no rate increase over the rates presently charged by Cigna as the City's current provider; and (3) life insurance benefits through Kansas City Life as a two-year contract renewal with no rate increase. (Melanie Bruketta, mbruketta@carson.org)

Staff Summary: This item is for the Board of Supervisors ("Board") to consider the approval of contracts with benefits providers for the provision of health, dental and life insurance for City employees and retirees.

## 17. Finance

17.A For Possible Action: Discussion and possible action regarding the adoption of a proposed resolution authorizing expenditures of \$399,864 in total funds from community support services grants ("CSSG") and the Quality of Life Initiative to non-profit organizations for Fiscal Year ("FY") 2023. (Mirjana Gavric, MGavric@carson.org)

Staff Summary: NRS 244.1505 requires that any funds granted by the Board of Supervisors to private, non-profit organizations be made by resolution. The Board of Supervisors initially authorized funding on April 21, 2022. The decision to allocate CSSG competitive funding to Carson City non-profit organizations is in accordance with the recommendation of the Application Review Work Group ("ARWG") and the Partnership Carson City Executive Board. The community-based ARWG reviewed and scored adult program applications on March 22, 2022 for recommendation to the Board of Supervisors.

## **18. Parks and Recreation**

18.A For Possible Action: Discussion and possible action regarding proposed updates to the Fuji Park Master Plan. (nwentworth@carson.org)

Staff Summary: This item is to consider an update to the Fuji Park Master Plan. The plan update incorporates feedback from stakeholders and the public to add parking and park amenities to better support tourism, park users, community activities and events.

18.B For Possible Action: Discussion and possible action regarding direction to staff on the initiation of due diligence and the commencement or completion of any other preparatory tasks for the acquisition of 81.55 acres of privately owned property in Ash Canyon, APN 007-091-28 (“Property”) for open space and passive recreation purposes, and a proposed resolution related to an offer to purchase the Property. (Lyndsey Boyer, lboyer@carson.org; Robert Nellis, rnellis@carson.org).

Staff Summary: Staff has learned that the Property has been listed for sale. The Property has been identified as a high priority by the City's Open Space program for acquisition based on important natural resource values such as wildlife habitat, watershed protection, water quality protection and trail connectivity. The Property is currently owned by the Carson Lodge #1 and is listed on the open market for \$750,999. The sellers have indicated they are willing to entertain an offer from Carson City, not to exceed the appraised value for the Property. If approved, and depending on the results of the appraisal, funds for the fee title acquisition would come from the Quality of Life - Open Space budget.

## **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

### **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 at [revanson@carson.org](mailto: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](http://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://www.carson.org/agendas)

<http://notice.nv.gov>