

CARSON CITY BOARD OF SUPERVISORS
Minutes of the October 6, 2022 Meeting
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A regular meeting of the Carson City Board of Supervisors was scheduled for 8:30 a.m. on Thursday, October 6, 2022, in the Community Center Robert “Bob” Crowell Boardroom, 851 East William Street, Carson City, Nevada.

PRESENT:

Mayor Lori Bagwell
Supervisor Stacey Giomi, Ward 1
Supervisor Maurice White, Ward 2
Supervisor Stan Jones, Ward 3
Supervisor Lisa Schuette, Ward 4

STAFF:

Nancy Paulson, City Manager
Stephanie Hicks, Deputy City Manager
Todd Reese, Senior Deputy District Attorney
Tamar Warren, Senior Deputy Clerk

NOTE: A recording of these proceedings, the Board’s agenda materials, and any written comments or documentation provided to the Clerk, during the meeting, are part of the public record. These materials are available for review, in the Clerk’s Office, during regular business hours. All meeting minutes are available for review at: <https://www.carson.org/minutes>.

1 - 4. CALL TO ORDER, ROLL CALL, INVOCATION, AND PLEDGE OF ALLEGIANCE

(8:30:20) – Mayor Bagwell called the meeting to order at 8:30 a.m. Ms. Warren called roll and noted the presence of a quorum. Bruce Henderson, Airport Road Church of Christ Minister, provided the invocation. At Mayor Bagwell’s request, Carson City Fire Chief Sean Slamon led the Pledge of Allegiance.

5. PUBLIC COMMENT

(8:33:22) – Mayor Bagwell entertained public comments; however, none were forthcoming. She also reminded everyone of the “Think Pink” campaign in honor of breast cancer month in October. Mayor Bagwell also acknowledged the volunteerism of the local Lowe’s employees and the Rebuilding Together team, who had painted the Carson City home of a veteran. She thanked members of the community who had volunteered to join her in the Lone Mountain Cemetery Community Cleanup, adding that the activity would start with registration at 8:45 a.m.

6. FOR POSSIBLE ACTION: APPROVAL OF MINUTES – SEPTEMBER 1, 2022

(8:34:47) – Mayor Bagwell introduced the item and entertained comments, corrections, or a motion.

(8:34:58) – Supervisor Giomi moved to approve the minutes of the September 1, 2022 Board of Supervisors meeting as presented. The motion was seconded by Supervisor Jones and carried 5-0-0.

7. SPECIAL PRESENTATIONS

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7.A PRESENTATION OF A PROCLAMATION RECOGNIZING OCTOBER 9-15, 2022, AS FIRE PREVENTION WEEK.

(8:35:17) – Mayor Bagwell introduced the item and invited Mr. Slamon and members of the Carson City Fire Department to join her as she read into the record a Proclamation recognizing October 9-15, 2022, as Fire Prevention Week. Mr. Slamon explained that community members, especially the elderly or those unable to climb a ladder may request assistance from the Fire Department by calling the non-emergency dispatch number to have their smoke alarm tested and to receive a fire escape plan. Mr. Slamon recommended changing smoke detector batteries proactively and recommended daylight savings times as reminders. He also advised purchasing carbon monoxide detectors. The team joined the mayor in a commemorative photograph.

CONSENT AGENDA

(8:41:16) – Mayor Bagwell introduced the item and inquired whether the Board or members of the public wished to pull items from the Consent Agenda; however, none were forthcoming. She entertained a motion.

(8:41:50) – Supervisor Giomi moved to approve the Consent Agenda consisting of items 8.A, 9.A, 10.A, 10.B, 11.A, 12.A, 12.B, 12.C, 12.D, and 13.A as presented. Supervisor White seconded the motion.

RESULT:	APPROVED (5-0-0)
MOVER:	Supervisor Giomi
SECONDER:	Supervisor White
AYES:	Supervisors Giomi, Jones, Schuette, White, and Mayor Bagwell
NAYS:	None
ABSTENTIONS:	None
ABSENT:	None

8. ASSESSOR

8.A FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING A REQUEST TO CORRECT A CLERICAL ERROR AND INCREASE THE TAXES FOR FISCAL YEARS ("FYS") 2021/2022 AND 2022/2023 IN THE AMOUNT OF \$718.82 FOR THE PROPERTY LOCATED AT 607 PAT LANE, ASSESSOR'S PARCEL NUMBER ("APN") 009-068-06, PER NRS 361.765 FOR A CORRECTED COMBINED TOTAL TAX AMOUNT OF \$1,809.53. (KIMBERLY ADAMS, KADAMS@CARSON.ORG)

STAFF SUMMARY: THE CARSON CITY ASSESSOR'S OFFICE IS REQUESTING THE INCREASE OF TAXES TO THE FYS 2021/2022 AND 2022/2023 REAL PROPERTY TAX ROLLS FOR THE SUBJECT PROPERTY DUE TO A CLERICAL ERROR.

9. FINANCE

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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 SEPTEMBER 23, 2022, PER NRS 251.030 AND NRS 354.290.

10. HEALTH AND HUMAN SERVICES

10.A FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING THE PROPOSED ACCEPTANCE OF THE ACCOUNT FOR AFFORDABLE HOUSING TRUST FUNDS (“AAHTF”) GRANT FROM THE STATE OF NEVADA DEPARTMENT OF BUSINESS AND INDUSTRY NEVADA HOUSING DIVISION, IN THE AMOUNT OF \$70,000, EFFECTIVE JULY 1, 2022, THROUGH JUNE 30, 2025.

10.B FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING A PROPOSED RATIFICATION OF THE ACCEPTANCE OF THE SHELTER PLUS CARE (“SPC”) GRANT FROM THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (“HUD”) THROUGH THE RURAL NEVADA CONTINUUM OF CARE, IN THE AMOUNT OF \$56,312 REIMBURSED IN FISCAL YEAR (“FY”) 2023, EFFECTIVE SEPTEMBER 2022, THROUGH AUGUST 31, 2023.

11. PARKS AND RECREATION

11.A FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING A PROPOSED AMENDMENT (“AMENDMENT”) TO THE NON-EXCLUSIVE EASEMENT APPURTENANT DEED AND AGREEMENT (“AGREEMENT”) BETWEEN CARSON CITY, NEVADA, A CONSOLIDATED MUNICIPALITY AND POLITICAL SUBDIVISION OF THE STATE OF NEVADA (“CITY”), AND CARLOS AND HILARY MENDEGUIA (“GRANTEES”) THAT WOULD MODIFY AND REPLACE SECTION 20 OF THE AGREEMENT, REGARDING AN ACCESS CONTROL GATE AT THE END OF EMPIRE RANCH ROAD, ASSESSOR'S PARCEL NUMBER (“APN”) 010-581-17, AND REQUIRE THAT ANY REPLACEMENT OF THE GATE BE COMPLIANT WITH THE AMERICANS WITH DISABILITIES ACT (“ADA”), THE GATE BE OPEN FOR PUBLIC USE DURING DAYTIME HOURS AND COSTS TO MAINTAIN, REPAIR OR REPLACE THE GATE BE SPLIT EVENLY BETWEEN THE CITY AND THE GRANTEES.

12. PURCHASING AND CONTRACTS

12.A FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING AUTHORIZATION TO PURCHASE EQUIPMENT, SOFTWARE, AND RELATED SUPPORT SERVICES FOR A VIRTUAL REALITY TRAINING SYSTEM FOR THE CARSON CITY SHERIFF’S OFFICE (“CCSO”) THROUGH INVERIS TRAINING SOLUTIONS, INC. (“IVTS”) FOR A TOTAL AMOUNT NOT TO EXCEED \$62,500.

12.B FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING A PROPOSED CONTRACT WITH ILOOKABOUT (“ILA”) FOR THE STREETScape IMAGE

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DELIVERY SYSTEM AND FOR A GEOVIEWPORT SUBSCRIPTION FOR AN AMOUNT NOT TO EXCEED \$69,000, FOR A ONE-YEAR TERM, INCLUDING ONE YEAR OF ACCESS TO THE IMAGERY DATABASE UPON DELIVERY OF THE STREETScape IMAGERY, AND AUTHORIZATION FOR THE ASSESSOR TO SIGN THE CONTRACT.

12.C FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING AUTHORIZATION TO PURCHASE THREE AUTOPULSE RESUSCITATION SYSTEMS, PLUS RELATED ACCESSORIES, AND THREE ONE-YEAR SERVICE PLANS, FOR THE CARSON CITY FIRE DEPARTMENT (“CCFD”) THROUGH JOINDER CONTRACT PS20200 BETWEEN THE LEAGUE OF OREGON CITIES AND ZOLL MEDICAL CORPORATION (“ZOLL”) FOR AN AMOUNT NOT TO EXCEED \$60,254.10.

12.D FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING AUTHORIZATION TO PURCHASE ALIENVault CYBERSECURITY SOFTWARE, PROVIDED THROUGH ESCAPE VELOCITY HOLDINGS, INC. DBA TRACE3 LLC (“TRACE3”), FOR ONE YEAR, FOR A NOT TO EXCEED ANNUAL AMOUNT OF \$82,039.70.

13. SHERIFF

13.A FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING PROPOSED REVISIONS TO THE 911 SURCHARGE MASTER PLAN FOR FISCAL YEARS 2023 THROUGH 2027.

END OF CONSENT AGENDA

ORDINANCES, RESOLUTIONS, AND OTHER ITEMS

14. ITEM(S) PULLED FROM THE CONSENT AGENDA WILL BE HEARD AT THIS TIME

No items were pulled from the Consent Agenda.

15. INFORMATION TECHNOLOGY

15.A FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING THE SUBMISSION OF A DEPARTMENT OF HOMELAND SECURITY STATE AND LOCAL CYBERSECURITY GRANT APPLICATION THROUGH THE NEVADA DIVISION OF EMERGENCY MANAGEMENT (“NDEM”) FOR A NOT TO EXCEED AMOUNT OF \$350,000.

(8:42:18) – Mayor Bagwell introduced the item and entertained Board and/or public comments; however, none were forthcoming. She then entertained a motion.

(8:42:48) – Supervisor Schuette moved to approve submittal of the grant application. Supervisor White seconded the motion.

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RESULT:	APPROVED (5-0-0)
MOVER:	Supervisor Schuette
SECONDER:	Supervisor White
AYES:	Supervisors Giomi, Jones, Schuette, White, and Mayor Bagwell
NAYS:	None
ABSTENTIONS:	None
ABSENT:	None

16. FINANCE

16.A FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING RECOMMENDATIONS OF THE CARSON CITY AUDIT COMMITTEE TO APPROVE THE COMPLETED REMEDIATION PLANS AND REMOVE FINDINGS FROM THE AUDIT FINDINGS TRACKING SUMMARY REPORT.

(8:43:06) – Mayor Bagwell introduced the item and read into the record a prepared disclosure statement applicable to both items 16.A and 16.B, advised of no disqualifying conflict of interest and stated that she would participate in discussion and action. Carson City Chief Financial Officer Sheri Russell presented the internal audit report and reviewed the closure recommendations by the Audit Committee, both of which are incorporated into the record. She also responded to clarifying questions by the Supervisors. Mayor Bagwell invited Community Development Director Hope Sullivan and Chief Information Officer Frank Abella to respond to Board questions. She also inquired about Finding No. 7 of the Community Development internal audit: *CAA contract states that the Building Official with CAA is to provide building code enforcement. Based on interviews and discussions with Director and Building Official, CAA is not providing building code enforcement.* Ms. Sullivan clarified that after meeting with the City Manager’s Office, the District attorney’s Office, and Charles Abbott Associates, Inc. (CAA) it was determined that CAA had “a code enforcement role as part of their contract and they are pursuing that.”

(8:59:26) – Mayor Bagwell clarified that due to confidentiality, the IT Vulnerability Update internal audit details would not be discussed; however, she was informed by Mr. Abella that he found the external review valuable, especially the resource allocation recommendations, citing the rapid changes in technology. Ms. Russell explained that the third-party audit would take place every two years and Mr. Abella noted that the Information Technology team is constantly evaluating and resolving external threats. Supervisor Giomi inquired about the internal audit for body cameras and Ms. Russell stated that the policies were reviewed, and it was determined “they were aligned with the Nevada Revised Statute (NRS). Mayor Bagwell entertained public comments and when none were forthcoming, a motion.

(9:01:57) – Supervisor Jones moved to approve the Audit Committee's recommendation as presented. Supervisor Giomi seconded the motion.

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RESULT:	APPROVED (5-0-0)
MOVER:	Supervisor Jones
SECONDER:	Supervisor Giomi
AYES:	Supervisors Giomi, Jones, Schuette, White, and Mayor Bagwell
NAYS:	None
ABSTENTIONS:	None
ABSENT:	None

16.B FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING THE FISCAL YEAR ("FY") 2023 AUDIT WORK PROGRAM AND AUDIT SERVICES RECOMMENDED BY THE AUDIT COMMITTEE TO BE PERFORMED BY THE CITY'S RETAINED INTERNAL AUDITOR, EIDE BAILLY, LLP, FOR AN AMOUNT NOT TO EXCEED \$110,000.

(9:02:22) – Mayor Bagwell introduced the item and noted her disclosure during item 16.A would apply to this item as well. Ms. Russell presented the Staff Report and the FY 2022/2023 proposed internal audits, all of which are incorporated into the record. She also alerted the Board that a supplemental budget for FY 2023/2024 request would be presented as the budget had not changed for over 10 years. Mayor Bagwell entertained Board and/or public comments and when none were forthcoming, a motion.

(9:05:19) – Supervisor Schuette moved to direct Eide Bailly, LLP to proceed with the Fiscal Year 2023 Audit Work Program as discussed. Supervisor White seconded the motion.

RESULT:	APPROVED (5-0-0)
MOVER:	Supervisor Schuette
SECONDER:	Supervisor White
AYES:	Supervisors Giomi, Jones, Schuette, White, and Mayor Bagwell
NAYS:	None
ABSTENTIONS:	None
ABSENT:	None

17. RECESS AS THE BOARD OF SUPERVISORS

(9:05:44) – Mayor Bagwell recessed the Board of Supervisors meeting.

REDEVELOPMENT AUTHORITY

18. CALL TO ORDER & ROLL CALL - REDEVELOPMENT AUTHORITY

(9:05:39) – Chairperson Bagwell called the Redevelopment Authority meeting to order. Roll was called and a quorum was present.

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19. PUBLIC COMMENT

(9:06:12) – Chairperson Bagwell entertained public comments; however, none were forthcoming.

20. FOR POSSIBLE ACTION: APPROVAL OF MINUTES - JULY 7, 2022

(9:06:21) – Chairperson Bagwell introduced the item and entertained comments, changes, and/or a motion.

(9:06:29) – Vice Chair Giomi moved to approve the minutes of the July 7, 2022 Redevelopment Authority meeting as presented. Member Jones seconded the motion which carried 5-0-0.

21. COMMUNITY DEVELOPMENT - PLANNING

21.A FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION CONCERNING A RECOMMENDATION TO THE BOARD OF SUPERVISORS REGARDING THE EXPENDITURE OF \$2,348,998 FROM THE FISCAL YEAR (“FY”) 2023 REDEVELOPMENT REVOLVING FUND TO SUPPORT VARIOUS EVENTS, INCENTIVES AND CAPITAL IMPROVEMENT PROJECTS AS INCLUDED IN THE FY 2023 REDEVELOPMENT BUDGET AND CAPITAL IMPROVEMENT PROGRAM.

(9:06:50) – Chairperson Bagwell introduced the item and stated that the discussion of the item would be based on the late material which requested authorization for the expenditure of \$2,301,998 from the FY 2023 Redevelopment Revolving Fund and not \$2,348,998 as noted in the earlier Staff Report. Ms. Sullivan clarified that the request was “consistent with the approved budget.” There were no public comments. Member White explained that he could not support the Façade Improvement Program; therefore, he would vote against the item.

(9:07:59) – Vice Chair Giomi moved to recommend to the Board of Supervisors approval of the expenditures from the FY 2023 Redevelopment Revolving Fund as presented in the late material with an authorization for the expenditure of \$2,301,998. The motion was seconded by Member Schuette.

RESULT:	APPROVED (4-1-0)
MOVER:	Vice Chair Giomi
SECONDER:	Member Schuette
AYES:	Chair Bagwell, Vice Chair Giomi, Members Jones and Schuette
NAYS:	Member White
ABSTENTIONS:	None
ABSENT:	None

22. PUBLIC COMMENT

(9:08:32) – Chairperson Bagwell entertained final public comments; however, none were forthcoming.

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23. FOR POSSIBLE ACTION: TO ADJOURN AS THE REDEVELOPMENT AUTHORITY

(9:08:39) – Chairperson Bagwell adjourned the Redevelopment Authority meeting at 9:08 a.m.

24. RECONVENE AS THE BOARD OF SUPERVISORS

(9:08:41) – Mayor Bagwell reconvened the Board of Supervisors meeting. A quorum was still present.

25. COMMUNITY DEVELOPMENT - PLANNING

25.A FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING A PROPOSED RESOLUTION AUTHORIZING THE EXPENDITURE OF \$2,348,998 FROM THE FISCAL YEAR (“FY”) 2023 REDEVELOPMENT REVOLVING FUND TO SUPPORT VARIOUS EVENTS, INCENTIVES AND CAPITAL IMPROVEMENT PROJECTS AS INCLUDED IN THE FY 2023 REDEVELOPMENT BUDGET AND CAPITAL IMPROVEMENT PROGRAM.

Pursuant to NRS 279.628, this Resolution must be adopted by a two-thirds vote of the Board of Supervisors.

(9:08:56) – Mayor Bagwell introduced the item and referenced the action taken by the Redevelopment Authority (item 21.A). She entertained additional Board and/or public comments, noting that Supervisor White’s previous comment “still stands.” There were no additional comments; therefore, she entertained a motion.

(9:09:12) – Supervisor Giomi moved to adopt Resolution No. 2022-R-30 as presented in late material. Supervisor Jones seconded the motion.

RESULT:	APPROVED (4-1-0)
MOVER:	Supervisor Giomi
SECONDER:	Supervisor Jones
AYES:	Supervisors Giomi, Jones, Schuette, and Mayor Bagwell
NAYS:	Supervisor White
ABSTENTIONS:	None
ABSENT:	None

motion

26. 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**

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(9:10:01) – Mayor Bagwell entertained Board and Staff comments and noted that the Board (Team Chasing the Ice Cream Truck) was ready for the K-9 Unit Challenge event to be held on Saturday, October 15, 2022, at Fuji Park from 11 a.m. to 4 p.m. She invited members of the community to attend the event. Supervisor Giomi announced that the Pumpkin Patch at Seeliger Elementary School would also take place on Saturday, Oct. 15, 2022, from 9 a.m. to 3 p.m. Mayor Bagwell also announced the ribbon cutting and Disc Golf Tournament at Carson Ridge Disc Golf Course on Sunday, October 16, 2022. Supervisor Schuette explained that the Nevada Railroad Museum Harvest Train would run on October 15 and 16, 2022.

(9:13:56) – Ms. Paulson noted that a presentation on snowplowing procedures and the William Street Project 30 percent review would be provided by the Carson City Public Works Department as future agenda items.

CLOSED NON-MEETING TO CONFER WITH MANAGEMENT REPRESENTATIVES AND COUNSEL

This item took place after adjournment (item 28).

27. PUBLIC COMMENT

(9:14:31) – Mayor Bagwell entertained final public comments; however, none were forthcoming.

28. FOR POSSIBLE ACTION: TO ADJOURN

(9:16:50) – Mayor Bagwell adjourned the meeting at 9:16 a.m.

The Minutes of the October 6, 2022 Carson City Board of Supervisors meeting are so approved on this 3rd day of November 2022.

LORI BAGWELL, Mayor

ATTEST:

AUBREY ROWLATT, Clerk-Recorder

PROCLAMATION

Supporting Operation Green Light for Veterans

November 7-13, 2022

WHEREAS, the residents of Carson City have great respect, admiration, and the utmost gratitude for all of the men and women who have selflessly served our country and this community in the Armed Forces; and

WHEREAS, the contributions and sacrifices of the men and women who served in the Armed Forces have been vital in maintaining the freedoms and way of life enjoyed by our residents; and

WHEREAS, Carson City seeks to honor these individuals who have paid the high price for freedom by placing themselves in harm's way for the good of all; and

WHEREAS, Veterans, service members, and their families continue to serve our community in the American Legion, Veterans of Foreign Wars, Vietnam Veterans of America, Marine Corps League, Navy League of the United States, Fleet Reserve Association, Military Officers Association of America, and other organizations within our community to help former and active service members; and

WHEREAS, Approximately 5,500 veterans currently reside in Carson City; and

WHEREAS, studies indicate that 44-72 percent of service members experience high levels of stress during transition from military to civilian life; and

WHEREAS, Active Military Service Members transitioning from military service are at a high risk for suicide during their first year after military service; and

WHEREAS, Carson City appreciates the sacrifices of our United States Military Personnel and believes specific recognition should be granted; and

WHEREAS, that in observance of Veterans Day and Operation Green Light, Carson City encourages its citizens in patriotic tradition to recognize the importance of honoring all those who made immeasurable sacrifices to preserve freedom by displaying a green light in a window or outside of their place of business or residence.

NOW, THEREFORE, I, Lori Bagwell, Mayor of Carson City, Nevada on behalf of the Board of Supervisors, do hereby proclaim November 7, 2022 through November 13, 2022, a time to salute and honor the service and sacrifice of our men and women in uniform transitioning from Active Service.

Dated this 3rd day of November 2022.



Lori Bagwell, Mayor

PROCLAMATION

Nevada Flood Awareness Week

November 13-19, 2022

WHEREAS, Carson City recognizes the significant threat flooding poses to residents, the City and our local economy; and

WHEREAS, Carson City has endured repeated flood events from our watershed in the Carson River basin, including the historic floods of 1986, 1997, 2005 and 2017; and

WHEREAS, Carson City is at particular risk of flooding, mostly from rain causing rapid melting of snow; and

WHEREAS, during Nevada Flood Awareness Week, local, state and federal agencies across the state are working together to inform the public about the dangers of flooding, how to protect their homes and families from a flood, and plan for recovery; and

WHEREAS, the theme for Nevada Flood Awareness Week 2022 is “Preparing your Community for the Future” and the corresponding website is www.NevadaFloods.org

NOW, THEREFORE, I, Lori Bagwell, Mayor of Carson City, Nevada on behalf of the Board of Supervisors, do hereby proclaim November 13th-19th, as Flood Awareness Week, and supports increased public awareness of flood threats, and encourages all city residents to act and be prepared for flood events.

Dated this 3rd day of November 2022.



Lori Bagwell, Mayor



STAFF REPORT

Report To: Board of Supervisors **Meeting Date:** November 3, 2022

Staff Contact: Kimberly Adams, Chief Deputy Assessor

Agenda Title: For Possible Action: Discussion and possible action regarding a request for partial removal of real property taxes for Fiscal Year ("FY") 2022/2023 from Assessor's Parcel Number ("APN") 010-281-41 (Sec 9, T14N, R20E NE4 SE4), per NRS 361.055 in the amount of \$195.76, and authorization for a refund of taxes in the amount of \$195.76. (Kimberly Adams, kadams@carson.org)

Staff Summary: The Carson City Assessor's Office is requesting the partial removal and partial refund from the FY 2022/2023 real property taxes for the subject property due to the sale of the parcel, APN 010-281-41, to the State of Nevada, Division of State Lands on September 22, 2022. Pursuant to NRS 361.055, the property is now tax exempt.

Agenda Action: Formal Action / Motion **Time Requested:** Consent

Proposed Motion

I move to approve the partial removal and partial refund of the real property taxes as requested.

Board's Strategic Goal

Efficient Government

Previous Action

N/A

Background/Issues & Analysis

This parcel was sold to the State of Nevada, Division of State Lands on September 22, 2022, and is now tax exempt per NRS Chapter 361. The property remains taxable from July 1, 2022 through September 22, 2022. The remaining part of the fiscal year, September 23, 2022 through June 30, 2023, is exempt from taxation per NRS 361.055. Therefore, this request is to remove a portion of the real property taxes from the FY 2022/2023 tax roll and to refund the amount of any taxes already paid for the fiscal year past the September 23, 2022 purchase date.

Applicable Statute, Code, Policy, Rule or Regulation

NRS 361.055

Financial Information

Is there a fiscal impact? Yes

If yes, account name/number: FY 2022/2023 Real Property Taxes, various taxing entities.

Is it currently budgeted? No

Explanation of Fiscal Impact: Reduction and refund of \$195.76 from the FY 2022/2023 Real Property Taxes from APN 010-281-41.

Alternatives

Approve, modify or deny the request, and/or provide alternative direction to staff.

Attachments:

Board Action Taken:

Motion: _____

1) _____

2) _____

Aye/Nay

(Vote Recorded By)



STAFF REPORT

Report To: Board of Supervisors **Meeting Date:** November 3, 2022

Staff Contact: Kimberly Adams, Chief Deputy Assessor

Agenda Title: For Possible Action: Discussion and possible action regarding a request for removal of real property taxes in the amount of \$499.80 from the Real Property Tax Roll and an adjustment in penalties and interest in the amount of \$17.49 for Fiscal Year ("FY") 2022/2023 for the property located on Sean Drive (Common Area), Assessor's Parcel Number ("APN") 009-603-14, per NRS 361.765 for a total of \$517.29. (Kimberly Adams, kadam@carson.org)

Staff Summary: The Carson City Assessor's Office is requesting the removal of taxes from the FY 2022/2023 Real Property Tax Roll and an adjustment of penalties/interest for the subject property due to a land value being added to the common area parcel, APN 009-603-14, in error.

Agenda Action: Formal Action / Motion **Time Requested:** Consent

Proposed Motion

I move to approve the removal of the real property taxes, penalties and interest as requested.

Board's Strategic Goal

Efficient Government

Previous Action

N/A

Background/Issues & Analysis

Due to a clerical error, a land value was added to APN 009-603-14, which is a common area parcel and the values that are attributed to this property are divided amongst the adjacent properties within the subdivision or parcel map. The property owner has not made any payments as of 10/25/2022, so a refund is not necessary. The special assessment on the parcel is still due and the penalty and interest will be adjusted down from \$17.67 to \$.18 for the payment of the special assessment not being received in a timely manner. The correction will result in \$499.80 being removed from the FY 2022/2023 real property tax roll and a reduction in penalties and interest in the amount of \$17.49.

Applicable Statute, Code, Policy, Rule or Regulation

NRS 361.765

Financial Information

Is there a fiscal impact? Yes

If yes, account name/number: FY 2022/2023 Real Property Taxes, Various taxing entities.

Is it currently budgeted? No

Explanation of Fiscal Impact: Reduction of \$499.80 from the FY 2022/2023 Real Property Tax Roll from APN 009-603-14 and a reduction of \$17.49 in penalty/interest.

Alternatives

Approve, modify or deny the request, and/or provide alternative direction to staff.

Attachments:

Board Action Taken:

Motion: _____

- 1) _____
- 2) _____

Aye/Nay

(Vote Recorded By)



STAFF REPORT

Report To: Board of Supervisors **Meeting Date:** November 3, 2022

Staff Contact: Hope Sullivan, Community Development Director

Agenda Title: For Possible Action: Discussion and possible action regarding the appointment of Heather Ferris, AICP, Planning Manager, as a Hearing Examiner under Carson City Municipal Code (“CCMC”) 18.02.052 to review Administrative Permits received by the Community Development Department. (Hope Sullivan, hsullivan@carson.org)

Staff Summary: CCMC 18.02.110 authorizes a Hearing Examiner to review and render final decisions on zoning matters and development proposals that are identified as requiring an Administrative Permit. Community Development Director Hope Sullivan is currently the only Hearing Examiner appointed by the Board of Supervisors (“Board”). Per CCMC 18.02.052, a Hearing Examiner shall be appointed by formal action of the Board and must meet qualifications established in NRS 278.263. These qualifications include being a planner certified by the American Institute of Certified Planners (“AICP”). Ms. Ferris meets the qualifications to be a Hearing Examiner and staff requests her appointment to provide another Hearing Examiner within the Community Development Department.

Agenda Action: Formal Action / Motion **Time Requested:** 5 minutes

Proposed Motion

I move to appoint Heather Ferris as a Hearing Examiner.

Board's Strategic Goal

Efficient Government

Previous Action

N/A

Background/Issues & Analysis

Currently, Hope Sullivan is the only person appointed as a Hearing Examiner. Appointing Ms. Ferris will provide the City with backup for the efficient review of Administrative Permits within the Planning Division of the Community Development Department.

Under CCMC 18.02.110, an Administrative Permit is required in the following cases:

- a. A proposed accessory structure with a total size that is more than 50% and up to 75% of the size of the primary structure. (A Special Use Permit is required for accessory structures more than 75% of the size of the primary structure.)
- b. All non-exempt antennas, satellite dishes and wireless telecommunication identified in CCMC 18.15 (Communication Facilities and Equipment) as requiring an Administrative Permit.

c. Restaurant or bank drive-thru windows that face a street or frontage of a parcel.

Applicable Statute, Code, Policy, Rule or Regulation

NRS 278.262 through .265; CCMC 18.02.052 and 18.02.110

Financial Information

Is there a fiscal impact? No

If yes, account name/number:

Is it currently budgeted? No

Explanation of Fiscal Impact:

Alternatives

Do not appoint Heather Ferris as a Hearing Examiner and/or provide alternative direction.

Attachments:

[CCMC 18.02.052 \(Hearing Examiners\).pdf](#)

[CCMC 18.02.110 \(Administrative Permits\).pdf](#)

[NRS 278.262-265 \(Hearing Examiners\).pdf](#)

Board Action Taken:

Motion: _____

1) _____

2) _____

Aye/Nay

(Vote Recorded By)

18.02.052 Hearing examiners.

1. Appointment. A hearing examiner shall be appointed by formal action of the board and must meet the qualifications as established in NRS 278.263.
2. Compensation. The hearing examiner is entitled to no extra compensation for the hearing examiner duties.
3. Powers and Duties. The hearing examiner shall have the following power and duty to study, review, approve, disapprove or approve with conditions applications for all proposed work at hearings.
4. Procedure.
 - a. All hearings conducted by the hearing examiner in Title 18 must be at a meeting for which notice is given in accordance with the state open meeting law contained in NRS.
 - b. Notice of a hearing to be sent by U.S. Mail and to be consistent with Title 18 (Notice of Commission Hearings).
 - c. An audio recording of the hearing must be made and copies of the tapes must be made available.
 - d. The hearing examiner shall produce his decision in writing within ten days from the hearing.
5. Decision. Where Title 18 indicates the hearing examiner process may be used, the decision of the hearing examiner is final unless appealed in accordance with Title 18 (Appeals).

(Ord. 2004-13 § 13, 2004: Ord. 2001-23 § 2 (part), 2001).

18.02.110 Administrative permits.

1. Purpose. The purpose of administrative permits is to provide for the method of reviewing proposed uses which possess characteristics that have the potential to adversely affect other land uses, transportation or facilities in the vicinity. The hearing examiner may require conditions of approval necessary to eliminate or reduce any adverse effects of a use.
2. Applicability. This chapter establishes a process that authorizes the hearing examiner to review and render final decisions on zoning matters and development proposals identified within this chapter as requiring an administrative permit pursuant to the provisions of CCMC 18.02.052 (Hearing Examiners).
3. Permit Required. An administrative permit shall be required in the following cases:
 - a. A proposed accessory structure pursuant to Title 18 (General Provisions) with a total size that is more than 50 percent and up to 75 percent of the size of the primary structure.
 - b. All non-exempt antennas, satellite dishes and wireless telecommunication facilities identified in CCMC 18.15 (Communication Facilities and Equipment) as requiring an administrative permit.
 - c. Restaurant or bank drive-thru windows which face a street or frontage of a parcel.
4. Process. Applications for administrative permits may be initiated by the property owner or the property owner's authorized agent. Applications shall be filed with the director. A request for an administrative permit shall include a site plan which clearly delineates the location and characteristics of the proposed use. No administrative permit shall be processed until the information necessary to review and decide the proposed administrative permit is deemed complete by the director. Noticing requirements shall be consistent with Title 18 (Notice of Commission Hearings).

This title delegates certain authority for making decisions relating to various development applications, uses and similar approvals to the hearing examiner. The hearing examiner shall review all complete applications, make necessary findings and render a decision on the application. The director or hearing examiner may refer the application to the planning commission for its review and decision prior to rendering a decision on the application.

5. Findings. In approving an administrative permit, the hearing examiner shall make the findings as required by Section 18.02.080 (special use permit).
6. Notification and Appeal of Decision by Hearing Examiner. The hearing examiner shall notify the applicant within ten days of the decision. The decision of the hearing examiner may be appealed to the commission by the applicant or any aggrieved party pursuant to Title 18 (Appeals).

(Ord. 2007-9 § 3, 2007: Ord. 2006-13 § 1, 2006: Ord. 2004-13 § 20, 2004: Ord. 2001-23 § 2 (part), 2001).

NRS 278.262 Hearing examiners: Power of governing body to appoint. The governing body of any county or city may appoint as many full-time or part-time hearing examiners as are necessary or appropriate to assist the planning commission and the governing body in acting upon proposals for changes in zoning classification, zoning districts, special use permits, variances and other matters affecting zoning.

(Added to NRS by [1973, 337](#); A [1977, 1017](#); [1979, 371](#))

NRS 278.263 Hearing examiners: Compensation; qualifications; removal.

1. Hearing examiners appointed under the authority of [NRS 278.262](#) are entitled to receive such compensation as is considered necessary by the governing body and shall possess qualifications similar to those of a licensed architect, attorney, engineer or a member of the American Institute of Certified Planners.

2. Hearing examiners serve at the pleasure of the governing body in accordance with any appropriate personnel ordinance or regulation.

(Added to NRS by [1973, 337](#); A [1995, 453](#))

NRS 278.264 Hearing examiners: Rules of procedure. Upon the determination of any governing body that a hearing examiner is to be employed and before any hearings are conducted utilizing his or her services, an ordinance shall be enacted setting forth rules of procedure for the processing and hearing of applications which are to be considered by a hearing examiner.

(Added to NRS by [1973, 338](#))

NRS 278.265 Hearing examiners: Notice and hearing; duties and powers; final action on certain matters; appeal of final action.

1. Any ordinance enacted pursuant to the provisions of [NRS 278.264](#) must provide, in substance, the same notice of hearing and conduct of hearing safeguards required by [NRS 278.315](#) or [278.480](#), whichever is applicable.

2. The governing body shall, by ordinance, set forth the duties and powers of the hearing examiner, including a statement of whether the hearing examiner may take final action on any matter assigned to the hearing examiner by the governing body.

3. Except as otherwise provided in subsection 4, the governing body may authorize the hearing examiner to take final action on matters relating to a variance, vacation, abandonment, special use permit, conditional use permit and other special exception or application specified in the ordinance.

4. The governing body shall not authorize the hearing examiner to take final action on:

(a) Matters relating to a zoning classification, zoning district or an amendment to a zoning boundary.

(b) An application for a conditional use permit that is filed pursuant to [NRS 278.147](#).

5. An applicant or protestant may appeal any final action taken by the hearing examiner in accordance with the ordinance adopted pursuant to [NRS 278.3195](#).

(Added to NRS by [1973, 338](#); A [1995, 453](#); [1997, 2422](#); [1999, 1137](#); [2001, 2805](#))



STAFF REPORT

Report To: Board of Supervisors **Meeting Date:** November 3, 2022

Staff Contact: Sheri Russell, Chief Financial Officer

Agenda Title: For Possible Action: Discussion and possible action regarding the report on the condition of each fund in the treasury and the statements of receipts and expenditures through October 21, 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.

Agenda Action: Formal Action / Motion **Time Requested:** Consent

Proposed Motion

I move to accept the report.

Board's Strategic Goal

Efficient Government

Previous Action

N/A

Background/Issues & Analysis

A “Condition of the Treasury Report” is attached indicating the beginning balance, receipts, disbursements and the ending balance of each cash account for every fund in the City as of October 21, 2022.

It is important to note that there will always be timing differences with these balances - for example, while all departments take deposits to the bank on a daily basis, there is usually a delay between when the reports are prepared and when they are entered into the system.

Applicable Statute, Code, Policy, Rule or Regulation

NRS 251.030 and 354.290

Financial Information

Is there a fiscal impact? No

If yes, account name/number:

Is it currently budgeted?

Explanation of Fiscal Impact: N/A

Alternatives

N/A

Attachments:

[BOS Cash Report 10-21-2022.pdf](#)

Board Action Taken:

Motion: _____

1) _____

2) _____

Aye/Nay

(Vote Recorded By)

CONDITION OF THE TREASURY REPORT

CASH ACTIVITY BETWEEN 10/06/2022 & 10/21/2022

FUND	FUND NAME	BEGINNING BALANCE	RECEIPTS	DISBURSEMENTS	ENDING BALANCE
101	GENERAL FUND	\$ 23,223,551.92	\$ 2,295,946.90	\$ 2,841,605.75	\$ 22,677,893.07
201	AIRPORT FUND	0.07	-	-	0.07
202	COOPERATIVE EXTENSION FUND	292,714.53	5,152.02	558.92	297,307.63
208	SUPPLEMENTAL INDIGENT FUND	2,769,957.50	46,282.43	13,655.40	2,802,584.53
210	CAPITAL PROJECTS FUND	25,496,746.91	40,972.21	126,064.11	25,411,655.01
215	SENIOR CENTER FUND	566,696.63	20,122.66	22,801.26	564,018.03
225	CARSON CITY TRANSIT FUND	(414,666.29)	1,096,456.00	6,437.16	675,352.55
230	LIBRARY GIFT FUND	104,197.68	80.00	-	104,277.68
235	LANDSCAPE MAINTENANCE FUND	526,459.69	3,494.10	1,608.89	528,344.90
236	ADMINISTRATIVE ASSESSMENT FUND	37,186.87	1,344.00	3,408.36	35,122.51
237	S. CARSON NEIGHBORHOOD IMPROV. DIST.	98,797.37	2,527.25	229.00	101,095.62
240	TRAFFIC/TRANSPORTATION FUND	19,125.87	215.00	402.34	18,938.53
245	CAMPO FUND	4,271.40	-	8,044.83	(3,773.43) ¹
250	REGIONAL TRANSPORTATION FUND	3,030,636.90	50,109.88	28,552.53	3,052,194.25
253	V & T INFRASTRUCTURE FUND	2,634,972.59	-	67.20	2,634,905.39
254	QUALITY OF LIFE FUND	5,387,542.91	-	162,603.71	5,224,939.20
256	STREET MAINTENANCE FUND	1,662,741.07	-	176,134.01	1,486,607.06
275	GRANT FUND	19,579,570.35	100,555.08	321,682.64	19,358,442.79
280	COMMISSARY FUND	134,990.61	-	3,780.78	131,209.83
287	911 SURCHARGE FUND	1,166,580.14	-	5,993.93	1,160,586.21
310	INFRASTRUCTURE TAX FUND	1,858,719.83	-	1,697.03	1,857,022.80
340	EXTRAORDINARY MAINTENANCE FUND	11,511,031.99	-	21,397.37	11,489,634.62
350	RESIDENTIAL CONSTRUCTION TAX FUND	1,062,331.20	1,000.00	-	1,063,331.20
410	DEBT SERVICE FUND	2,039,066.94	-	750.00	2,038,316.94
501	AMBULANCE FUND	4,316,773.67	138,461.06	150,834.69	4,304,400.04
505	STORMWATER FUND	1,216,360.40	125,924.68	47,719.80	1,294,565.28
510	WASTEWATER FUND	24,884,657.75	738,262.99	202,170.90	25,420,749.84
520	WATER FUND	27,359,147.67	1,233,548.93	463,377.65	28,129,318.95
525	BUILDING PERMITS FUND	1,175,385.94	37,554.96	12,707.94	1,200,232.96
530	CEMETERY FUND	549,618.52	2,815.00	9,195.59	543,237.93
560	FLEET MANAGEMENT FUND	2,447,261.08	33.00	46,173.07	2,401,121.01
570	GROUP MEDICAL INSURANCE FUND	13,442.10	406,195.45	666,622.34	(246,984.79) ²
580	WORKERS COMPENSATION FUND	3,254,416.22	18,530.00	39,735.08	3,233,211.14
590	INSURANCE FUND	1,609,306.86	-	6,532.85	1,602,774.01
602	REDEVELOPMENT ADMINISTRATIVE FUND	40,547.27	600.00	9,161.06	31,986.21
603	REDEVELOPMENT REVOLVING FUND	2,624,500.39	-	24,676.45	2,599,823.94
604	REDEVELOPMENT TAX INCREMENT FUND	2,122,987.88	137,434.71	-	2,260,422.59
730	SCHOOL DEBT FUND	12,529,133.25	252,788.21	-	12,781,921.46
740	CARSON CITY TOURISM AUTHORITY	2,879,199.16	138,734.23	78,187.77	2,939,745.62
748	CARSON CITY SCHOOL OPERATING FUND	2,183,507.24	407,146.36	-	2,590,653.60
750	STATE OF NEVADA FUND	2,302,388.88	170,953.43	-	2,473,342.31
752	RANGE IMPROVEMENT FUND	131.71	-	-	131.71
756	EAGLE VALLEY WATER DISTRICT FUND	34,102.92	69.99	-	34,172.91
760	WATER SUB-CONSERVANCY FUND	88,201.81	9,917.56	29,815.83	68,303.54
765	FISH AND GAME FUND	7,118.06	-	-	7,118.06
770	FORFEITURE ACCOUNT	85,018.27	1,500.00	-	86,518.27
780	DOWNTOWN NEIGHBORHOOD IMPROV. DIST.	138,271.04	1,058.50	-	139,329.54
793	CONTROLLER'S TRUST FUND	2,976.29	-	-	2,976.29
850	CARSON CITY OPEB TRUST FUND	2,790,763.45	86,411.59	131,411.07	2,745,763.97
TOTAL		\$ 197,448,442.51	\$ 7,572,198.18	\$ 5,665,797.31	\$ 199,354,843.38

¹ Timing difference - awaiting grant reimbursements.

² Timing difference - insurance bill paid prior to employee insurance withholdings.



STAFF REPORT

Report To: Board of Supervisors

Meeting Date: November 3, 2022

Staff Contact: Nicki Aaker, Health and Human Services Director and Jeanne Freeman, Deputy Director and acting Public Health Preparedness Division Manager

Agenda Title: For Possible Action: Discussion and possible action regarding a proposed acceptance of the COVID-19 Immunization Round 3 subgrant from the State of Nevada, Department of Health and Human Services, Division of Public and Behavioral Health (“State”), in the amount of \$417,586 reimbursed in Fiscal Year (“FY”) 2023, effective July 1, 2022, through June 30, 2023. (Nicki Aaker, naaker@carson.org and Jeanne Freeman, jmfreeman@carson.org)

Staff Summary: If accepted, this subgrant will provide funds to the Carson City Department of Health and Human Services (“CCHHS”) for personnel, travel, operating expenses, equipment, contractual/consultant and other expenses related to COVID-19 vaccinations and boosters, as well as other emergent infectious diseases and routine vaccinations, for residents and vaccination providers in the Quad-County region (Carson City and Douglas, Lyon and Storey counties). The grant provides 100 percent funding; there is no match requirement. CCHHS has received the subgrant since 2021.

Agenda Action: Formal Action / Motion

Time Requested: Consent

Proposed Motion

I move to accept the subgrant as presented.

Board's Strategic Goal

Quality of Life

Previous Action

N/A

Background/Issues & Analysis

A discussion and presentation of this subgrant took place at the Board of Supervisors (“Board”) meeting on May 6, 2021, item 15B, and is a pass through subgrant from the United States Centers for Disease Control and Prevention (CDC) through the State. The subgrant period was originally three years; however, federal oversight set forth the requirement that the grant and its respective subgrants have one-year periods.

The funds will be used for personnel, travel, operating expenses, equipment, contractual/consultant and other expenses. The funds will cover existing personnel, a portion of the Bilingual Public Health Nurse position and a Grant/Fiscal Analyst position. The Public Health Nurse position was approved by the Board on June 2, 2022, item 10A, and the Grant/Fiscal Analyst position was approved through the FY 2023 budget. Funds will be used for positions already approved by the Board or vacant positions deemed necessary.

The large purchase within this subgrant is an ADA compliant, and wind and weather sturdy emergency tent including a HVAC system, flooring and lighting, an ADA compliant bathroom for staff, and a trailer for

transporting the tent. The total budgeted amount is \$97,700 (\$87,930 - non equity portion and \$9,770 - equity portion). This purchase will replace an original tent purchased in 2008 which is not functionable since it will not stay inflated, cannot be repaired, is not wind and weather resistant, nor ADA compliant. The new tent will serve as an alternative care facility which is a requirement for Public Health Preparedness programs. It will be mobile and can be transported to locations where assistance is needed. It can be used for mass vaccination events as well as many other situations. Two examples of different uses are to serve as an alternative hospital site should there be a surge of hospital patients due to an infectious disease, such as influenza, or during an outbreak of a vaccine preventable disease like the measles. Many jurisdictions used these types of tents for the COVID-19 response. Carson Valley Medical Center used ours to reduce some of the burden experienced in the Emergency Department.

Applicable Statute, Code, Policy, Rule or Regulation

Carson City Grant Administration Policy

Financial Information

Is there a fiscal impact? Yes

If yes, account name/number: IZ COVID Vax Rd 3, Grant Fund Salaries, Benefits, Operating, Other, Equipment and Contractual under G680023043; 2756800-500101, 2756800-501202, and 2756800-501225.

Is it currently budgeted? Yes

Explanation of Fiscal Impact: If accepted, the revenues and expenses of \$270,977 will be added to the CCHHS grant budget during budget augmentations. This grant is reoccurring from last budget year, and the Carson City Finance Department budgeted ongoing salaries and benefits of \$146,609 for FY 2023 in anticipation of a new award. Finance did not have the final award amount when the FY 2023 budget was prepared.

Alternatives

Do not authorize acceptance of the grant and/or provide alternative direction to staff.

Attachments:

[Funding Map_COVID IZ Rd 3 Grant-.pdf](#)

[SG 25887- CC Health and Human Services \(06.30.2023\) FINAL.pdf](#)

Board Action Taken:

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

(Vote Recorded By)

Health Department Funding Map - COVID IZ Rd. 3
7/1/22 - 6/30/23

Employee	Position	City/ Contract	FT/PT	COVID IZ Rd. 3	COVID IZ Rd. 3 Equity	COVID Rd 4	COVID Rd 4- Equity	Public Health Emerg Prep	PHP Health Protect &Prep	STD Supple	Clinic Servs - 0.5%; State Vaccine - 0.5%; Priv Vaccine - 05%	State FP	SAPTA TB - 1.5%; AHEP SRAE -2.5%; AHEP - PREP - 2.5%	Title X	MCH - 4%; IZ - 4%	Human Services Grants	Gen. Fund	Total % for Each Employee
Vacant - recruiting	Bilingual Public Health Nurse	City	FT	45.00%	5.00%					50.00%								100.00%
Vacant - recruiting	COVID Vaccine Incident Commander (PHP Manager)	City	FT	7.50%	2.50%			55.00%	35.00%									100.00%
Cari Rioux	Field Vaccine Coordinator (Planner)	City	FT	7.50%	2.50%	7.50%	2.50%	40.00%	40.00%									100.00%
Lauren Staffen	Field Vaccine Coordinator (Planner)	City	FT	7.50%	2.50%	7.50%	2.50%	40.00%	40.00%									100.00%
Jessica Rapp	Communications/PIO (Planner)	City	FT	7.50%	2.50%	7.50%	2.50%	70.00%	10.00%									100.00%
Paul Micah Chalk	Fiscal Analyst	City	FT	7.50%	2.50%	1.25%	3.75%	5.00%	5.00%		1.50%	5.00%	6.50%	4.00%	8.00%		50.00%	100.00%
Martha Lopez	Administrative Assistant	City	FT	7.50%	2.50%	7.50%	2.50%	70.00%	10.00%									100.00%
Sydney Gamer	Public Health Program Specialist	City	FT	45.00%	5.00%			45.00%	5.00%									100.00%
Vacant - recruiting	Fiscal Analyst	City	FT	7.50%	2.50%											40.00%	50.00%	100.00%



State of Nevada
 Department of Health and Human Services
Division of Public & Behavioral Health
 (hereinafter referred to as the Department)

Agency Ref. #: **SG 25887**
 Budget Account: 3213
 Category: 18
 GL: 8501
 Sub Org: C6
 Job Number: 9326821V

NOTICE OF SUBAWARD

Program Name: Nevada State Immunization Program Office of Bureau of Child, Family & Community Wellness Kristy Zigenis, kzigenis@health.nv.gov	Subrecipient's Name: Carson City Health and Human Services (CCHHS)
Address: 4150 Technology Way, Suite 210 Carson City, NV 89706-2009	Address: 900 E. Long St. Carson City, NV 89706
Subaward Period: 07/01/2022 through 06/30/2023	Subrecipient's: EIN: <u>88-6000189</u> Vendor #: <u>T80990941 J</u> UEI #: <u>DTBPJMA2QFC8</u>

Purpose of Award: To plan and implement COVID-19 vaccination services with strike teams and mass vaccination events.

Region(s) to be served: Statewide Specific county or counties: Carson City, Douglas, Storey and Lyon

Approved Budget Categories:	
1. Personnel	\$159,918.00
2. Travel	\$6,083.00
3. Operating	\$26,556.00
4. Equipment	\$97,700.00
5. Contractual/Consultant	\$105,457.00
6. Training	\$0.00
7. Other	\$21,872.00
TOTAL DIRECT COSTS	\$417,586.00
8. Indirect Costs	\$0.00
TOTAL APPROVED BUDGET	\$417,586.00

FEDERAL AWARD COMPUTATION:	
Total Obligated by this Action:	\$ 417,586.00
Cumulative Prior Awards this Budget Period:	\$ 519,352.39
Total Federal Funds Awarded to Date:	\$ 936,938.39
Match Required <input type="checkbox"/> Y <input checked="" type="checkbox"/> N	
Amount Required this Action:	\$ 0.00
Amount Required Prior Awards:	\$ 0.00
Total Match Amount Required:	\$ 0.00
Research and Development (R&D) <input type="checkbox"/> Y <input checked="" type="checkbox"/> N	

Federal Budget Period:
 07/01/2020 – 06/30/2024
Federal Project Period:
 07/01/2019 – 06/30/2024

FOR AGENCY USE, ONLY

Source of Funds: Immunization and Vaccines for Children	% Funds: 100%	CFDA: 93.268	FAIN: NH23IP922609	Federal Grant #: 6 NH23IP922609-02-05 & 06	Grant Award Date by Federal Agency: 01/15/2021
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Agency Approved Indirect Rate: 6.7%

Subrecipient Approved Indirect Rate: N/A

Terms and Conditions:

In accepting these grant funds, it is understood that:

1. This award is subject to the availability of appropriate funds.
2. Expenditures must comply with any statutory guidelines, the DHHS Grant Instructions and Requirements, and the State Administrative Manual.
3. Expenditures must be consistent with the narrative, goals and objectives, and budget as approved and documented.
4. Subrecipient must comply with all applicable Federal regulations.
5. Quarterly progress reports are due by the 30th of each month following the end of the quarter, unless specific exceptions are provided in writing by the grant administrator.
6. Financial Status Reports and Requests for Funds must be submitted monthly, unless specific exceptions are provided in writing by the grant administrator.

Incorporated Documents:

Section A: Grant Conditions and Assurances;
 Section B: Description of Services, Scope of Work and Deliverables;
 Section C: Budget and Financial Reporting Requirements;
 Section D: Request for Reimbursement;

Section E: Audit Information Request;
 Section F: Current/Former State Employee Disclaimer; and
 Section G: DHHS Business Associate Addendum.

Name	Signature	Date
Lori Bagwell Mayor		
Kyle Devine, MSW Health Bureau Chief		
for Lisa Sherych Administrator, DPBH		

**STATE OF NEVADA
DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC & BEHAVIORAL HEALTH
NOTICE OF SUBAWARD
SECTION A
GRANT CONDITIONS AND ASSURANCES**

General Conditions

1. Nothing contained in this Agreement is intended to, or shall be construed in any manner, as creating or establishing the relationship of employer/employee between the parties. The Recipient shall at all times remain an "independent contractor" with respect to the services to be performed under this Agreement. The Department of Health and Human Services (hereafter referred to as "Department") shall be exempt from payment of all Unemployment Compensation, FICA, retirement, life and/or medical insurance and Workers' Compensation Insurance as the Recipient is an independent entity.
2. The Recipient shall hold harmless, defend and indemnify the Department from any and all claims, actions, suits, charges and judgments whatsoever that arise out of the Recipient's performance or nonperformance of the services or subject matter called for in this Agreement.
3. The Department or Recipient may amend this Agreement at any time provided that such amendments make specific reference to this Agreement, and are executed in writing, and signed by a duly authorized representative of both organizations. Such amendments shall not invalidate this Agreement, nor relieve or release the Department or Recipient from its obligations under this Agreement.
 - The Department may, in its discretion, amend this Agreement to conform with federal, state or local governmental guidelines, policies and available funding amounts, or for other reasons. If such amendments result in a change in the funding, the scope of services, or schedule of the activities to be undertaken as part of this Agreement, such modifications will be incorporated only by written amendment signed by both the Department and Recipient.
4. Either party may terminate this Agreement at any time by giving written notice to the other party of such termination and specifying the effective date thereof at least 30 days before the effective date of such termination. Partial terminations of the Scope of Work in Section B may only be undertaken with the prior approval of the Department. In the event of any termination for convenience, all finished or unfinished documents, data, studies, surveys, reports, or other materials prepared by the Recipient under this Agreement shall, at the option of the Department, become the property of the Department, and the Recipient shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents or materials prior to the termination.
 - The Department may also suspend or terminate this Agreement, in whole or in part, if the Recipient materially fails to comply with any term of this Agreement, or with any of the rules, regulations or provisions referred to herein; and the Department may declare the Recipient ineligible for any further participation in the Department's grant agreements, in addition to other remedies as provided by law. In the event there is probable cause to believe the Recipient is in noncompliance with any applicable rules or regulations, the Department may withhold funding.

Grant Assurances

A signature on the cover page of this packet indicates that the applicant is capable of and agrees to meet the following requirements, and that all information contained in this proposal is true and correct.

1. Adopt and maintain a system of internal controls which results in the fiscal integrity and stability of the organization, including the use of Generally Accepted Accounting Principles (GAAP).
2. Compliance with state insurance requirements for general, professional, and automobile liability; workers' compensation and employer's liability; and, if advance funds are required, commercial crime insurance.
3. These grant funds will not be used to supplant existing financial support for current programs.
4. No portion of these grant funds will be subcontracted without prior written approval unless expressly identified in the grant agreement.
5. Compliance with the requirements of the Civil Rights Act of 1964, as amended, and the Rehabilitation Act of 1973, P.L. 93-112, as amended, and any relevant program-specific regulations, and shall not discriminate against any employee for employment because of race, national origin, creed, color, sex, religion, age, disability or handicap condition (including AIDS and AIDS-related conditions).
6. Compliance with the Americans with Disabilities Act of 1990 (P.L. 101-136), 42 U.S.C. 12101, as amended, and regulations adopted there under contained in 28 CFR 26.101-36.999 inclusive, and any relevant program-specific regulations.
7. Compliance with Title 2 of the Code of Federal Regulations (CFR) and any guidance in effect from the Office of Management and Budget (OMB) related (but not limited to) audit requirements for grantees that expend \$750,000 or more in Federal awards during the grantee's fiscal year must have an annual audit prepared by an independent auditor in accordance with the terms and requirements of the appropriate circular. To acknowledge this requirement, Section E of this notice of subaward must be completed.
8. Compliance with the Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended—Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).
9. Certification that neither the Recipient nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency. This certification is made pursuant to regulations implementing Executive Order 12549, Debarment and Suspension, 28 C.F.R. pt. 57 § 67.510, as published as pt. VII of May 26, 1988, Federal Register (pp. 19150-19211).

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10. No funding associated with this grant will be used for lobbying.
11. Disclosure of any existing or potential conflicts of interest relative to the performance of services resulting from this grant award.
12. Provision of a work environment in which the use of tobacco products, alcohol, and illegal drugs will not be allowed.
13. An organization receiving grant funds through the Department of Health and Human Services shall not use grant funds for any activity related to the following:
 - Any attempt to influence the outcome of any federal, state or local election, referendum, initiative or similar procedure, through in-kind or cash contributions, endorsements, publicity or a similar activity.
 - Establishing, administering, contributing to or paying the expenses of a political party, campaign, political action committee or other organization established for the purpose of influencing the outcome of an election, referendum, initiative or similar procedure.
 - Any attempt to influence:
 - The introduction or formulation of federal, state or local legislation; or
 - The enactment or modification of any pending federal, state or local legislation, through communication with any member or employee of Congress, the Nevada Legislature or a local governmental entity responsible for enacting local legislation, including, without limitation, efforts to influence State or local officials to engage in a similar lobbying activity, or through communication with any governmental official or employee in connection with a decision to sign or veto enrolled legislation.
 - Any attempt to influence the introduction, formulation, modification or enactment of a federal, state or local rule, regulation, executive order or any other program, policy or position of the United States Government, the State of Nevada or a local governmental entity through communication with any officer or employee of the United States Government, the State of Nevada or a local governmental entity, including, without limitation, efforts to influence state or local officials to engage in a similar lobbying activity.
 - Any attempt to influence:
 - The introduction or formulation of federal, state or local legislation; or
 - The enactment or modification of any pending federal, state or local legislation; or
 - The introduction, formulation, modification or enactment of a federal, state or local rule, regulation, executive order or any other program, policy or position of the United States Government, the State of Nevada or a local governmental entity, by preparing, distributing or using publicity or propaganda, or by urging members of the general public or any segment thereof to contribute to or participate in any mass demonstration, march, rally, fundraising drive, lobbying campaign or letter writing or telephone campaign.
 - Legislative liaison activities, including, without limitation, attendance at legislative sessions or committee hearings, gathering information regarding legislation and analyzing the effect of legislation, when such activities are carried on in support of or in knowing preparation for an effort to engage in an activity prohibited pursuant to subsections 1 to 5, inclusive.
 - Executive branch liaison activities, including, without limitation, attendance at hearings, gathering information regarding a rule, regulation, executive order or any other program, policy or position of the United States Government, the State of Nevada or a local governmental entity and analyzing the effect of the rule, regulation, executive order, program, policy or position, when such activities are carried on in support of or in knowing preparation for an effort to engage in an activity prohibited pursuant to subsections 1 to 5, inclusive.
14. An organization receiving grant funds through the Department of Health and Human Services may, to the extent and in the manner authorized in its grant, use grant funds for any activity directly related to educating persons in a nonpartisan manner by providing factual information in a manner that is:
 - Made in a speech, article, publication, or other material that is distributed and made available to the public, or through radio, television, cable television or other medium of mass communication; and
 - Not specifically directed at:
 - Any member or employee of Congress, the Nevada Legislature or a local governmental entity responsible for enacting local legislation;
 - Any governmental official or employee who is or could be involved in a decision to sign or veto enrolled legislation; or
 - Any officer or employee of the United States Government, the State of Nevada or a local governmental entity who is involved in introducing, formulating, modifying or enacting a Federal, State or local rule, regulation, executive order or any other program, policy or position of the United States Government, the State of Nevada or a local governmental entity.

This provision does not prohibit a recipient or an applicant for a grant from providing information that is directly related to the grant or the application for the grant to the granting agency.

To comply with reporting requirements of the Federal Funding and Accountability Transparency Act (FFATA), the sub-grantee agrees to provide the Department with copies of all contracts, sub-grants, and or amendments to either such documents, which are funded by funds allotted in this agreement.

Compliance with this section is acknowledged by signing the subaward cover page of this packet.

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SECTION B

Description of Services, Scope of Work and Deliverables

The intent of this subgrant is to perform activities deemed effective in planning for and implementing COVID-19 vaccination services.

Carson City Health and Human Services, hereinafter referred to as Subrecipient, agrees to provide the following services and reports according to the identified timeframes:

Scope of Work for Carson City Health and Human Services (July 1, 2022 to June 30, 2023)

Project Period Objective 01: Increase COVID-19 vaccination and other CDC Recommended vaccination capacity across the jurisdiction, including among high-risk and underserved populations.				
Objective	Activities	Phase	Target Population	Performance Measure
1.1 Train new vaccine providers each month, including pharmacies, to store, handle and administer vaccines for COVID-19, other emerging infectious diseases, and routine vaccinations.	<ul style="list-style-type: none"> Engage Outbreak response vaccine staff in private/public vaccine provider training and compliance oversight. Train new private/public vaccine providers each month. Create virtual training program to include federal training modules and region-specific modules as needed. Host in-person and virtual training refreshers as needed 	1b, 1c, 2	<ul style="list-style-type: none"> Rural and frontier healthcare providers Non-traditional vaccine providers 	(PM) 1.2: Number of vaccine providers trained in proper vaccine administration and in vaccine storage/handling in the past quarter communicated through a quarterly report to NSIP.
1.2 LHA will communicate with up to 3 non-vaccinating adult healthcare providers per quarter per health jurisdiction to determine if (1) area providers are recommending COVID-19 vaccine, other adult vaccines, and those for emerging infectious diseases and (2) where they are sending their patients to obtain recommended vaccines.	<ul style="list-style-type: none"> In collaboration with the CCHHS Public Information Officer, communicate with at least 3 non-vaccinating adult healthcare providers who are not providing COVID-19 vaccines, other adult vaccines, or vaccines for emerging infectious diseases to assess vaccine recommendation practices and location to obtain vaccine. Create at least one provider respiratory disease prevention campaign in collaboration with Immunize NV and non-vaccinating healthcare provider input Distribute respiratory disease mitigation and prevention information to regional healthcare providers. 	1b, 1c, 2	<ul style="list-style-type: none"> Non-vaccinating healthcare providers High-risk populations throughout the Quad-Counties Region 	(PM) 1.3: Number of adult health care providers trained in the past quarter communicated through a quarterly report to NSIP for the purposes of ensuring patients are appropriately screened and immunized or referred for vaccinations.
1.3 LHA will recruit and train public health staff and/or public health partners as needed to support outbreak response vaccine outreach efforts towards engaging underserved and high-risk populations. <i>A minimum of 10 percent of each subaward must be spent on activities</i>	<ul style="list-style-type: none"> Hire staff as needed to support outreach and education efforts across the Quad-Counties Region. Partner with community service groups and coalitions to provide culturally sensitive training regarding vaccination safety and outbreak information to underserved and high-risk populations Train environmental health staff to distribute education materials to employers on COVID-19 and other vital vaccination's efficacy and safety. Train social services staff in the Quad-Counties Region to distribute education materials to clients 	1b, 1c, 2	<ul style="list-style-type: none"> Public health workforce Underserved and high-risk populations in the Quad-Counties Region (e.g., rural communities, migrant farmworkers, low-literacy community members) 	(PM) 1.5.1: Number of new public health workers hired (FTE, contractor, etc.) in the past quarter communicated through a quarterly report to NSIP.

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<p>to address COVID-19 vaccine and CDC-recommended routine vaccine catch-up inequities.</p>	<p>on COVID-19 and other emerging infectious diseases, and routine vaccination's efficacy and safety.</p> <ul style="list-style-type: none"> • Collaborate with State of Nevada's Community Health Nurses to provide education to clients on COVID-19 and other emerging infectious diseases, and routine vaccination's efficacy and safety. • Collaborate with private/public partners to complete After-Action Review and an Improvement Plan regarding vaccination PODs and outreach. 			
<p>1.3.a LHA will recruit and train public health staff and/or public health partners, as needed, to support vaccination outreach efforts for COVID-19, other emerging infectious diseases, and routine vaccinations amongst underserved and high-risk populations.</p> <p><i>A minimum of 10 percent of each subaward must be spent on activities to address COVID-19 and routine CDC-Recommended vaccination catch up vaccine inequities.</i></p>	<ul style="list-style-type: none"> • Engage data management staff, as needed, for report generation and analyses to support regional leadership in community decision making. • Hire staff as needed to support outreach and education efforts across the Quad-Counties Region. • Partner with community service groups and coalitions to provide culturally sensitive training regarding vaccines for COVID-19, other emerging infectious diseases, and routine CDC-recommended vaccinations to underserved and high-risk populations. • Train environmental health staff to educate employers on outbreak response, as well as vaccination efficacy and safety. • Train social services staff in the Quad-Counties Region to educate clients on outbreak vaccination, as well as vaccination efficacy and safety. • Collaborate with the State of Nevada's Community Health Nurses to provide education to clients on outbreak response, and vaccination efficacy and safety. 	1b, 1c, 2	<ul style="list-style-type: none"> • Public health workforce • Underserved and high-risk populations in the Quad-Counties Region (e.g., rural communities, migrant farmworkers, low-literacy community members) 	<p><i>(PM) 1.5.1: Number of new public health workers hired and trained (FTE, contractor, etc.) in the past quarter communicated through a quarterly report to NSIP. Number of new public health partners recruited and trained.</i></p>
<p>1.4 LHA and counties within the Quad-Counties Region will consider recommendations made by IZNV regarding accessing underserved communities to deploy vaccine strike teams, mobile vaccine clinics, satellite clinics, temporary, or off-site clinics to close coverage gaps among underserved communities.</p> <p><i>A minimum of 10 percent of each subaward must be spent on activities to address COVID-19 and routine</i></p>	<ul style="list-style-type: none"> • Collaborate with Immunize NV, and local coalitions to offer vaccination events in small rural communities through strike teams or mobile clinics. • Utilize strike teams to serve homebound population. • Provide COVID-19, other emerging infectious diseases, and routine vaccination clinics in each county as needed based upon data. • Provide outbreak response vaccination clinics at varied times of the day to meet the needs of the workforce. • Purchase mobile medical tent and supplies that can be used in diverse weather conditions to support mobile vaccination efforts across the Quad-Counties Region. 	1b, 1c, 2	<ul style="list-style-type: none"> • All Quad-Counties Region residents • Hard-to-reach rural and workforce populations 	<p><i>(PM) 1.6.3: Number of vaccine doses provided by LHA/counties through strike teams, mobile clinics, or temporary off-site clinics in the past quarter in underserved communities communicated through a quarterly report to NSIP.</i></p>

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CDC-Recommended vaccination catch up vaccine inequities.				
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Project Period Objective 02: Ensure high-quality customer service and safe administration of COVID-19 vaccines, CDC routine recommended vaccines, and vaccines for other emerging infectious diseases				
Objective	Activities	Phase	Target Population	Performance Measure
2.1.a: Perform compliance visits with 4.2% of enrolled COVID-19 and VFC providers in jurisdiction per month.	<ul style="list-style-type: none"> Hire compliance staff, as needed. Conduct rotating compliance checks (either in-person or virtually) with COVID-19 and other VFC vaccine providers. Collaborate with NSIP staff to revise CDC compliance checklist document, as needed, to meet NSIP data needs. Maintain compliance check documentation and submit to NSIP on a quarterly basis. Coordinate with NSIP to have CCHHS PIN 2182 compliance completed on a quarterly basis by outside unbiased entity. Collaborate with vaccine providers to identify solutions to any identified issues regarding storage, handling, and administration. 	1b, 1c, 2	<ul style="list-style-type: none"> Pandemic vaccine providers in the Quad-Counties Region 	<i>(PM) 2.1.1 Number and percent of site visits (in-person and virtual) to COVID-19 and other routine vaccines vaccination clinics in the past quarter communicated through a quarterly report to NSIP for the purposes of ensuring proper vaccine administration, proper vaccine storage and handling, and improved quality assurance. Describe key issues identified and how resolved.</i>
2.1.b: Complete all the questions in the RedCap compliance survey.	<ul style="list-style-type: none"> Complete CDC compliance check document with outbreak response vaccine providers each month. Enter CDC compliance check document data into RedCap as required. 	1b, 1c, 2	<ul style="list-style-type: none"> Pandemic vaccine providers in the Quad-Counties Region 	<i>(PM) 2.1.2 Percentage of all surveys completed through a quarterly report to NSIP.</i>
2.1.c Run all the NV WebIZ reports to assess COVID-19 and VFC vaccine administration data entry, to evaluate COVID-19 and VFC vaccine wastage, and to assess COVID-19 and VFC vaccine ordering. Review temperature data from vaccine storage units.	<ul style="list-style-type: none"> Run WebIZ reports on a weekly basis for the pandemic and VFC vaccinators in the Quad-Counties Region. Track provider data entry as compared to vaccine ordering practices. Assess need for provider refresher training according to data metrics. Review doses wasted data and, if needed, educate the provider to resolve any issues identified. 	1b, 1c, 2	<ul style="list-style-type: none"> Pandemic vaccine providers in the Quad-Counties Region 	<i>(PM) 2.1.3 Percentage of all WEBIZ reports ran communicated through a quarterly report to NSIP. Each compliance visit should have a report ran.</i>
2.2 LHA will answer all outbreak response vaccine provider questions received by email or voice mail.	<ul style="list-style-type: none"> CCHHS will collaborate with State partners to either host or share information about bi-monthly Doc Talks to answer questions about outbreak response CCHHS will ensure local outbreak response vaccine provider questions are answered by the lead training and vaccination nurse or the compliance lead as appropriate. 	1b, 1c, 2	<ul style="list-style-type: none"> Pandemic vaccine providers in the Quad-Counties Region 	<i>(PM) 2.2.3 Number of COVID-19 provider sites supported in the past quarter through response to issues/questions.</i>

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<p>2.3b Administer all vaccine using proper technique and proper administration site.</p>	<ul style="list-style-type: none"> • Train all volunteer and paid vaccinators regarding vaccine types, manufacturer recommended administration, and handling processes. • All volunteer and paid vaccinators will be offered the opportunity to shadow a senior vaccination staff member at outbreak response vaccination POD events for just-in-time training regarding vaccine administration. • All volunteer and paid vaccinators will demonstrate vaccination administration proficiency to a senior vaccination staff member from CCHHS or their home agency. • All volunteer and paid vaccinators will be trained in the monitoring of adverse vaccine side effects and how to utilize first aid kit. 	<p>1b, 1c, 2</p>	<ul style="list-style-type: none"> • Vaccination staff in the Quad-Counties Region 	<p><i>(PM) 2.3.3: Providers prepare vaccine per manufacturer recommendations. Utilize the proper size needle and syringe for the patient. Locate the correct injection site depending on age and size of the person and use sterile technique. Observe the patient for at least 15 minutes post injection for adverse reactions. Number of training resources or the number of individuals trained communicated through a quarterly report to NSIP.</i></p>
<p>2.4 During all compliance visits, evaluate provider's protocols for responding to adverse events after vaccination. Check all expiration dates of epinephrine and Benadryl.</p>	<ul style="list-style-type: none"> • Review provider adverse event protocols during compliance visits. • Review expiration dates of epinephrine and other medications to support adverse reactions to ensure response kits are kept current. Assess adverse events safety kit to ensure equipment to measure vital signs are included such as a blood pressure cuff, sphygmomanometer, and pulse oximeter. 	<p>1c, 2</p>	<ul style="list-style-type: none"> • Pandemic vaccination providers in the Quad-Counties Region 	<p><i>(PM) 2.4.1: Number and percent of outbreak response administration sites that have been assessed by the awardee per quarter as capable of addressing adverse events including anaphylaxis in the past quarter communicated through a quarterly report to NSIP. The assessment should include that the provider has epinephrine on site, equipment to measure vital signs, and antihistamines.</i></p>

Project Period Objective 03: Ensure equitable distribution and administration of COVID-19 vaccines, CDC recommended routine vaccines, and vaccines for other emerging infectious diseases

Objective	Activities	Phase	Target Population	Performance Measure
<p>3.1.a Utilize available data to identify populations with lower COVID-19, other emerging infectious diseases, and routine vaccination uptake.</p>	<ul style="list-style-type: none"> • Utilize data from the emPOWER database to identify individuals who use durable medical equipment and thus may be at greater risk for COVID-19 and infectious disease health effects. • Request raw data from State OPHIE office on a monthly basis to analyze vaccination efforts for rural and other minority groups. • Create monthly vaccination reports for the Quad-Counties Region and each individual county regarding vaccination uptake. 	<p>1b, 1c, 2</p>	<ul style="list-style-type: none"> • Hard-to-reach vulnerable rural and minority groups • County leaders in support of mitigation and response measures 	<p><i>(PM) 3.1.1: Number of people and percent of population vaccinated with outbreak response vaccine or other CDC recommended routine vaccinations, by subgroups, communicated through a quarterly report to NSIP.</i></p>
<p>3.1.b Identify at least 2 interventions for population with low vaccination uptake.</p>	<ul style="list-style-type: none"> • Collaborate with respected community leaders to provide culturally sensitive education materials to encourage vaccination uptake. • Collaborate with the CCHHS Diversity Epidemiologist to review best practices reported through public health forums regarding interventions to increase vaccination uptake. 	<p>1b, 1c, 2</p>	<ul style="list-style-type: none"> • Groups with low vaccination uptake which may include, but not limited to, certain employment groups, races, ethnicities, age groups, etc. 	<p><i>(PM) 3.1.1: Number of people and percent of population vaccinated with COVID-19, other emerging infectious diseases, and other routine vaccinations, by subgroups, communicated through a quarterly report to NSIP.</i></p>

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	<ul style="list-style-type: none"> • Ensure all materials are 508 compliant, reviewed for health competence literacy, and translated. 			
3.1.c Evaluate the two interventions by analyzing key data to see if they have impacted the uptake for the outbreak response vaccine or other CDC-recommended routine vaccinations.	<ul style="list-style-type: none"> • Request raw data from State OPHIE office on a monthly basis to analyze vaccination efforts for rural and minority groups. • Create monthly vaccination reports for the Quad-Counties Region and each individual county regarding vaccination uptake. • Develop a historical timeline that incorporates significant events regarding vaccine uptake such as media campaigns, celebrity influence, new vaccine release, endorsements by key leaders, and intervention implementation. 	1b, 1c, 2	<ul style="list-style-type: none"> • Hard-to-reach vulnerable rural and minority groups • County leaders in support of mitigation and response measures Groups with low vaccination uptake which may include, but not be limited to, certain employment groups, races, ethnicities, age groups, etc. 	<i>(PM) 3.1.1: Number of people and percent of population vaccinated for COVID-19, other emerging infectious diseases, or other routine vaccines, by subgroups, communicated through a quarterly report to NSIP.</i>
3.2.a Implement appropriate (Nevada's or CCHHS') pandemic response plan and vaccine catch-up plans.	<ul style="list-style-type: none"> • Collaborate with Quad-County Healthcare Coalition to conduct vaccination events across the region as needed. • Partner with traditional and non-traditional vaccination partners including private and public entities. • Identify agencies who serve hard-to-reach populations in the Quad-Counties Region and are willing to host a vaccination event. • Create multiple vaccination POD teams. • Assess the intent of every event to serve the Quad-Counties Region in a fair and equitable manner. 	1b, 1c, 2	<ul style="list-style-type: none"> • All Quad-Counties Region employees and residents 	<i>(PM) 3.5.1: Number and type of partner organizations that have implemented outbreak response vaccination activities in the past quarter communicated through a quarterly report to NSIP. Also include a short explanation of the activities conducted.</i>
3.2.b Partner with private/public organizations to meet community need.	<ul style="list-style-type: none"> • Partner with various private/public organizations to provide increased availability access points for vaccination. 	1b, 1c, 2	<ul style="list-style-type: none"> • All Quad-Counties Region employees and residents 	<i>(PM) 3.5.1: Number and type of partner organizations that have implemented COVID-19, other emerging infectious diseases, and routine vaccination catch-up activities in the past quarter communicated through a quarterly report to NSIP. Also include a short explanation of the activities conducted.</i>
3.3.a Partner with at least 2 employers each year who employ frontline essential workers.	<ul style="list-style-type: none"> • Collaborate with industry leaders across the Quad-Counties Region to ensure public workers are vaccinated. This includes, but is not limited to, education institutions, private industry, manufacturing entities, food/agricultural companies, end-to-end supply chain employers, and first responder agencies. 	1b, 1c, 2	<ul style="list-style-type: none"> • Frontline essential workers in the Quad-Counties Region 	<i>(PM) 3.6.1: Has the awardee initiated vaccination planning (or implemented vaccination activities) with the following industries or business sectors in the past reporting period: first responders, corrections, food/agricultural workers, postal workers, manufacturing workers, grocery store workers, public transit workers, teachers and educational support staff, childcare workers. The number or type of employers engaged will be communicated through a quarterly report to NSIP.</i>

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<p>3.3.b Hold vaccination events at places of employment to meet community need for outbreak response or emerging infectious diseases.</p>	<ul style="list-style-type: none"> • Host mass vaccination events, in collaboration with employers, to serve essential workers. • Host mass vaccination events in neutral locations to serve entire employment category/group without the perception of favoritism. • Utilize strike teams to support vaccination events for employers who have security issues that hinder staff participation in mass vaccination clinics 	<p>1b, 1c, 2</p>	<ul style="list-style-type: none"> • Essential workforce within the Quad-Counties Region 	<p><i>(PM) 3.6: Has the awardee initiated vaccination planning (or implemented vaccination activities) with the following industries or business sectors in the past reporting period: first responders, corrections, food/agricultural workers, postal workers, manufacturing workers, grocery store workers, public transit workers, teachers and educational support staff, childcare workers. The number of events or doses administered to targeted populations will be communicated through a quarterly report to NSIP.</i></p>
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Project Period Objective 04: Increase vaccine awareness and confidence through education, outreach, and partnerships				
Objective	Activities	Phase	Target Population	Performance Measure
<p>4.1 LHA will promote immunizations and increase vaccine confidence using at least two strategies per quarter among rural, hard-to-reach communities, racial and ethnic minority groups as well as increase access among individuals with disabilities by selecting and implementing two or more strategies per quarter for the duration of the award period.</p> <p><i>A minimum of 10 percent of each subaward must be spent on activities to address COVID-19 and routine CDC-Recommended vaccination catch up vaccine inequities.</i></p>	<ul style="list-style-type: none"> • Collaborate with the Nevada Governor's Council on Developmental Disabilities to distribute information to their partner agencies and clients regarding vaccine awareness, confidence, and eligibility. • Provide information to increase vaccine awareness and vaccine confidence and eligibility in multiple formats to support those who are hard of seeing or hard of hearing, Spanish, and low-health literacy. • Develop a robust media plan for vaccine confidence and eligibility that includes messages to support racial and ethnic minorities, those with disabilities, and those in rural communities incorporating media developed by Immunize NV. • Evaluate developed materials for cultural competency and have materials translated as appropriate. 	<p>1b, 1c, 2</p>	<p>Rural, hard-to-reach communities, racial and ethnic minority groups as well as increase access among individuals with disabilities</p>	<p><i>(PM) 4.5.1: Describe the type and amount of work in the past quarter conducted (communicated through a quarterly report to NSIP) to increase vaccine accessibility for individuals with disabilities, address vaccine misinformation and to increase vaccine confidence and uptake, especially within racial and ethnic minority populations communicated to NSIP through a quarterly report.</i></p>

Compliance with this section is acknowledged by signing the subaward cover page of this packet.

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SECTION C

Budget and Financial Reporting Requirements

Identify the source of funding on all printed documents purchased or produced within the scope of this subaward, using a statement similar to: "This publication (journal, article, etc.) was supported by the Nevada State Division of Public and Behavioral Health through Grant Number 6 NH23IP922609-02-05 & 6 NH23IP922609-02-06 from The Centers for Disease Control and Prevention (CDC). Its contents are solely the responsibility of the authors and do not necessarily represent the official views of the Division nor The CDC."

Any activities performed under this subaward shall acknowledge the funding was provided through the Division by Grant Number 6 NH23IP922609-02-05 & 6 NH23IP922609-02-06 from The Centers for Disease Control and Prevention (CDC).

Funding Sources: Nevada Immunization & Vaccine for Children Federal Grant (CDC) COVID-19 Funds **% Funds:** 100%

Subrecipient agrees to adhere to the following budget:

Applicant Name: Carson City Health and Human Services- July 1, 2022 - June 30, 2023						
BUDGET NARRATIVE						
					Budget Ceiling	\$ 358,976.00
Total Personnel Costs			including fringe	Total:		\$ 134,395.00
-						
	<u>Annual Salary</u>	<u>Fringe Rate</u>	<u>% of Time</u>	<u>Months</u>	<u>Percent of Months worked Annual</u>	<u>Amount Requested</u>
<u>Vacant, Public Health Nurse, Bilingual</u>	\$76,326.02	50.000%	45.000%	12	100.00%	\$51,520
Justification: This staff member is responsible for offering information and to answer questions for all patients who come to the Carson City Health and Human Services clinic. Individuals from around the Quad-County Region come to the clinic for well-child checks, family planning, and well women checks. The clientele tends to speak Spanish and it is essential to have a bi-lingual nurse to support effective communications.						
	<u>Annual Salary</u>	<u>Fringe Rate</u>	<u>% of Time</u>	<u>Months</u>	<u>Percent of Months worked Annual</u>	<u>Amount Requested</u>
<u>Jeanne Freeman, COVID Vaccine Incident Commander</u>	\$90,229.78	48.130%	7.500%	12	100.00%	\$10,024
Justification: The COVID response is still identified as a public health emergency by the federal government. As such, Carson City Health and Human Services is still operating a Department Operations Center based on the operations of investigations and vaccination outreach. This staff member serves as the leader of the CCHHS vaccination outreach portion of the response.						
	<u>Annual Salary</u>	<u>Fringe Rate</u>	<u>% of Time</u>	<u>Months</u>	<u>Percent of Months worked Annual</u>	<u>Amount Requested</u>
<u>Cari Rioux Field Vaccine Coordinator</u>	\$73,656.04	59.400%	7.500%	12	100.00%	\$8,806
Justification: This staff member is responsible for providing direction and support for COVID vaccine points of dispensing throughout the Quad-County region.						
	<u>Annual Salary</u>	<u>Fringe Rate</u>	<u>% of Time</u>	<u>Months</u>	<u>Percent of Months worked Annual</u>	<u>Amount Requested</u>
<u>Lauren Staffen, Field Vaccine Coordinator</u>	\$75,288.48	33.500%	7.500%	12	100.00%	\$7,538
Justification: This staff member is responsible for providing direction and support for COVID vaccine points of dispensing throughout the Quad-County region. This staff member also serves as the back-up for regional distribution of COVID-19 vaccine.						
	<u>Annual Salary</u>	<u>Fringe Rate</u>	<u>% of Time</u>	<u>Months</u>	<u>Percent of Months worked Annual</u>	<u>Amount Requested</u>
<u>Jessica Rapp, Communication Specialist/PIO</u>	\$61,473.89	46.330%	7.500%	12	100.00%	\$6,747
Justification: This staff member is responsible for creating all media information to include social media, flyers, and newspaper advertisements for COVID-19 outreach events.						

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	<u>Annual Salary</u>	<u>Fringe Rate</u>	<u>% of Time</u>	<u>Months</u>	<u>Percent of Months worked Annual</u>	<u>Amount Requested</u>
Paul Micah Chalk, Fiscal Analyst	\$71,668.26	40.500%	7.500%	12	100.00%	\$7,552
Justification: This staff member is responsible for putting together fiscal reports and documents for the subgrant.						
	<u>Annual Salary</u>	<u>Fringe Rate</u>	<u>% of Time</u>	<u>Months</u>	<u>Percent of Months worked Annual</u>	<u>Amount Requested</u>
Martha Lopez, Administrative Assistant (Bi-Lingual)	\$51,404.70	37.000%	7.500%	12	100.00%	\$5,282
Justification: This staff member provides administrative support for all staff working on COVID-19 projects. This staff member keeps minutes for meetings and oversees data entry of vaccination records into the State vaccination database.						
	<u>Annual Salary</u>	<u>Fringe Rate</u>	<u>% of Time</u>	<u>Months</u>	<u>Percent of Months worked Annual</u>	<u>Amount Requested</u>
Sydney Gamer, Public Health Program Specialist; Regional Vaccine Coordinator	\$56,259.96	39.100%	45.000%	12	100.00%	\$35,216
Justification: This staff member is the primary lead for COVID-19 vaccination outreach events across the Quad-County region as well as managing the regional distribution of vaccine across the region. This staff member coordinates regional efforts with State and local partners, is responsible for vaccine reconciliation and ensuring CCHHS is compliant with federal and state vaccine handling/storage requirements.						
	<u>Annual Salary</u>	<u>Fringe Rate</u>	<u>% of Time</u>	<u>Months</u>	<u>Percent of Months worked Annual</u>	<u>Amount Requested</u>
Vacant, Fiscal Tech	\$21,819.00	4.500%	7.500%	12	100.00%	\$1,710
Justification: This staff member helps gather fiscal documents to support request for reimbursement submission each month.						
Total Fringe Cost \$41,315						
Total Budgeted FTE 1.42500						
Total Salary Cost: \$93,079						
Travel						
Out-of-State Travel						\$4,617
<i>NACCHO Preparedness Summit: Atlanta, GA</i>	<u>Cost</u>	<u># of Trips</u>	<u># of days</u>	<u># of Staff</u>		
Airfare: \$800 cost per trip (Reno to Atlanta) x 1 of trips x 2 staff	\$800	1		1.8	\$1,440	
Baggage fee: \$100 amount per person x 1 of trips x 2 staff	\$100	1		1.8	\$180	
Per Diem: \$74 per day per GSA rate for area x 1 of trips x 2 staff	\$74	1	5	1.8	\$666	
Lodging: (\$163 hotel + \$25 for resort charge) per day + \$33.84 tax (18%) = total \$221.84 x 1 trip x 4 of nights x 2 staff	\$222	1	4	1.8	\$1,597	
Ground Transportation: \$60 per r/trip x 1 of trips x 5 days x 2 staff	\$60	1	5	1.8	\$540	
Mileage: (\$0.625 per mile x 60 of miles per r/trip) x 1 of trips x 2 staff	\$37.500	1		1.8	\$68	
Parking: \$14 per day x 1 of trips x 5 days x 2 staff	\$14	1	5	1.8	\$126	

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Justification: This conference is strongly recommended for attendance by the CDC. One staff members will attend to review best practices regarding pandemic response and recovery, volunteer management, and the varied role of local health authorities in mass vaccinator efforts. The regional distribution coordinator and public health nurse will attend.					
In-State Travel					\$0
<i>Origin & Destination</i>	<i>Cost</i>	<i># of Trips</i>	<i># of days</i>	<i># of Staff</i>	
Mileage:					\$0
Operating				Total:	\$24,331.00
Office supplies \$ 100 X 11 months			\$1,100.00		
Copier Rental: \$ 50 per/mo. x 11 months			\$550.00		
Data logger calibration for vaccine transport and event monitoring (8 data loggers x \$100/each * 90%)			\$720.00		
Sanitizer, trash bags, and cleaning supplies for vaccination events (\$100/month x 11 months)			\$1,100.00		
POD supplies to include, but not be limited to, pens, clipboards, labels, highlighters, folders, binder clips, sanitary table coverings, painters tape, sterile gauze) \$150/month x 11 months			\$1,650.00		
Band-aids and sharps containers (\$410/month x 11 months)			\$4,510.00		
Needles and syringes (\$600/month x 11 months)			\$6,600.00		
Virtual vaccinator training development program (\$15/month x 11 months)			\$165.00		
Portable trash cans (4 trash cans @ \$16/each x 4 POD locations)			\$256.00		
ESRI Data Dashboard and website upgrades for compliance * 90%			\$1,080.00		
Vaccine and respiratory illness prevention education and outreach material reproduction (\$600/month x 11 months)			\$6,600.00		
Justification: <i>Operating Costs</i>					
Equipment				Total:	\$87,930.00
Describe equipment					
ADA compliant weather sturdy tent structure for mobile outdoor vaccination events to include HVAC system, flooring, and lighting (90%)			\$52,290.00		

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ADA compliant bathroom tent for vaccination staff (90%)			\$14,040.00			
Trailer for transportation of tent structure and bathroom tent to rural locations across Quad-County region			\$21,600.00			
Contractual						\$94,911.00
Name of Contractor, Subrecipient: TBD			Total	\$34,200		
Method of Selection: Competitive bid						
Period of Performance: July 1, 2022-June 30, 2023						
Scope of Work: Complete After-Action/Improvement Plan for COVID vaccinations within the Quad-Counties Region						
* Sole Source Justification: Define if sole source method, not needed for competitive bid						
Budget						
Personnel			\$34,200.00			
Travel			\$0.00			
Total Budget	-	-	\$34,200.00			
Method of Accountability: The Department Director and Public Health Preparedness Manager are responsible for staff oversight and timeliness of submitted work.						
Name of Contractor, Subrecipient: Marathon			Total	\$14,433		
Method of Selection: Competitive bid; state joinder contract						
Period of Performance: July 1, 2022-June 30, 2023						
Scope of Work: Vaccination nurses (up to to 8) operate with vaccine oversight at various POD locations across the Quad-County region. Paid at rate of \$40/hour plus the administration rate added by Marathon for a rate of \$50.27/hour.						
* Sole Source Justification: Define if sole source method, not needed for competitive bid						
Budget						
Personnel			\$14,433.00			
Travel			\$0.00			
Total Budget	-	-	\$14,433.00			
Method of Accountability: Oversight will be provided by the Lead Vaccination Nurse to ensure properly trained and implementing vaccines safely.						
Name of Contractor, Subrecipient: Marathon			Total	\$46,278		
Method of Selection: Competitive bid; state joinder contract						
Period of Performance: July 1, 2022-June 30, 2023						
Scope of Work: Data entry specialists (9) to ensure vaccination data is entered in to the Statewide database accurately and on a timely basis. Pay rate: \$24.72/hour						
* Sole Source Justification: Define if sole source method, not needed for competitive bid						
Budget						
Personnel			\$46,278.00			
Travel			\$0.00			
Total Budget	-	-	\$46,278.00			
Method of Accountability: Oversight will be provided by the Public Health Preparedness Manager						
-	-	-	-	-	-	-
Training				Total:		\$0
Describe training			\$0.00			
Other				Total:		\$12,792.00

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NOTICE OF SUBAWARD**

External printing Services for consent forms and patient education materials: \$ 500/mo. x 12 months	\$6,000					
Internal printing services for labels and operations copies: \$ 25 X 12 months	\$300					
Medical waste disposal - sharps \$50/month x 12months)	\$600					
Hot spots for on-site check-in and second dose appointment scheduling (\$43/month x 2 hotspots x 12 months	\$1,032					
Document shredding services: \$30/month x 12 months	\$360					
Data logger replacement: \$100/data logger x 6 data loggers	\$600					
Virtual Conference Call and Training Service: \$ 25 per mo. x 12 months	\$300					
POD signs for multiple POD sites (\$80/sign x 16 signs)	\$1,280					
Ultra Cold Freezer Maintenance (\$100/month x 12 months)	\$1,200					
NACCHO Conference Registration \$700/person x 1.8 staff)	\$1,120					
Justification: <i>Other Costs</i>						
TOTAL DIRECT CHARGES						
						\$358,976.00
Indirect Charges				Indirect Rate:	0.000%	\$0
Indirect Methodology: N/A						
TOTAL BUDGET						
					Total:	\$358,976.00

10% Equity

Applicant Name: Carson City Health and Human Services- July 1, 2022 - June 30, 2023							
BUDGET NARRATIVE							
						Budget Ceiling	\$58,610.00
Total Personnel Costs				including fringe	Total:	\$25,523.00	
-							
	<u>Annual Salary</u>	<u>Fringe Rate</u>	<u>% of Time</u>	<u>Months</u>	<u>Percent of Annual</u>	<u>Amount Requested</u>	
Vacant, Public Health Nurse, Bilingual	\$76,326.02	50.000%	5.000%	12	100.00%	\$5,724	
Justification: This staff member is responsible for offering information and to answer questions for all patients who come to the Carson City Health and Human Services clinic. Individuals from around the Quad-County Region come to the clinic for well-child checks, family planning, and well women checks. The clientele tends to speak Spanish and it is essential to have a bi-lingual nurse to support effective communications.							
	<u>Annual Salary</u>	<u>Fringe Rate</u>	<u>% of Time</u>	<u>Months</u>	<u>Percent of Months worked Annual</u>	<u>Amount Requested</u>	
Jeanne Freeman, COVID Vaccine Incident Commander	\$90,229.78	48.130%	2.500%	12	100.00%	\$3,341	

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Justification: The COVID response is still identified as a public health emergency by the federal government. As such, Carson City Health and Human Services is still operating a Department Operations Center based on the operations of investigations and vaccination outreach. This staff member serves as the leader of the CCHHS vaccination outreach portion of the response.						
	<u>Annual Salary</u>	<u>Fringe Rate</u>	<u>% of Time</u>	<u>Months</u>	<u>Percent of Months worked Annual</u>	<u>Amount Requested</u>
<u>Cari Rioux</u> <u>Field Vaccine Coordinator</u>	\$73,656.04	59.400%	2.500%	12	100.00%	\$2,935
Justification: This staff member is responsible for providing direction and support for COVID vaccine points of dispensing throughout the Quad-County region.						
	<u>Annual Salary</u>	<u>Fringe Rate</u>	<u>% of Time</u>	<u>Months</u>	<u>Percent of Months worked Annual</u>	<u>Amount Requested</u>
<u>Lauren Staffen</u> <u>Field Vaccine Coordinator</u>	\$75,288.48	33.500%	2.500%	12	100.00%	\$2,513
Justification: This staff member is responsible for providing direction and support for COVID vaccine points of dispensing throughout the Quad-County region. This staff member also serves as the back-up for regional distribution of COVID-19 vaccine.						
	<u>Annual Salary</u>	<u>Fringe Rate</u>	<u>% of Time</u>	<u>Months</u>	<u>Percent of Months worked Annual</u>	<u>Amount Requested</u>
<u>Jessica Rapp</u> <u>Communication Specialist/PIO</u>	\$61,473.89	46.330%	2.500%	12	100.00%	\$2,249
Justification: This staff member is responsible for creating all media information to include social media, flyers, and newspaper advertisements for COVID-19 outreach events.						
	<u>Annual Salary</u>	<u>Fringe Rate</u>	<u>% of Time</u>	<u>Months</u>	<u>Percent of Months worked Annual</u>	<u>Amount Requested</u>
<u>Paul Micah Chalk</u> <u>Fiscal Analyst</u>	\$71,668.26	40.500%	2.500%	12	100.00%	\$2,517
Justification: This staff member is responsible for putting together fiscal reports and documents for the subgrant.						
	<u>Annual Salary</u>	<u>Fringe Rate</u>	<u>% of Time</u>	<u>Months</u>	<u>Percent of Months worked Annual</u>	<u>Amount Requested</u>
<u>Martha Lopez</u> <u>Administrative Assistant (Bi-Lingual)</u>	\$51,404.70	37.000%	2.500%	12	100.00%	\$1,761
Justification: This staff member provides administrative support for all staff working on COVID-19 projects. This staff member keeps minutes for meetings and oversees data entry of vaccination records into the State vaccination database.						
	<u>Annual Salary</u>	<u>Fringe Rate</u>	<u>% of Time</u>	<u>Months</u>	<u>Percent of Months worked Annual</u>	<u>Amount Requested</u>
<u>Sydney Gamer</u> <u>Public Health Program Specialist; Regional Vaccine Coordinator</u>	\$56,259.96	39.100%	5.000%	12	100.00%	\$3,913
Justification: This staff member is the primary lead for COVID-19 vaccination outreach events across the Quad-County region as well as managing the regional distribution of vaccine across the region. This staff member coordinates regional efforts with State and local partners, is responsible for vaccine reconciliation and ensuring CCHHS is compliant with federal and state vaccine handling/storage requirements.						
	<u>Annual Salary</u>	<u>Fringe Rate</u>	<u>% of Time</u>	<u>Months</u>	<u>Percent of Months worked Annual</u>	<u>Amount Requested</u>
<u>Vacant</u> <u>Fiscal Tech</u>	\$21,819.00	4.500%	2.500%	12	100.00%	\$570
Justification: This staff member helps gather fiscal documents to support request for reimbursement submission each month.						
Total Fringe Cost		\$7,756			Total Salary Cost:	\$17,768
Total Budgeted FTE		0.27500				

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DIVISION OF PUBLIC & BEHAVIORAL HEALTH
NOTICE OF SUBAWARD**

Travel				Total:		\$1,466.00
Out-of-State Travel						\$513
<i>NACCHO Preparedness Summit: Atlanta, GA</i>	<u>Cost</u>	<u># of Trips</u>	<u># of days</u>	<u># of Staff</u>		
Airfare: \$800 cost per trip (Reno to Atlanta) x 1 of trips x 2 staff	\$800	1		0.2		\$160
Baggage fee: \$100 amount per person x 1 of trips x 2 staff	\$100	1		0.2		\$20
Per Diem: \$74 per day per GSA rate for area x 1 of trips x 2 staff	\$74	1	5	0.2		\$74
Lodging: (\$163 hotel + \$25 for resort charge) per day + \$33.84 tax (18%) = total \$221.84 x 1 trip x 4 of nights x 2 staff	\$222	1	4	0.2		\$177
Ground Transportation: \$60 per r/trip x 1 of trips x 5 days x 2 staff	\$60	1	5	0.2		\$60
Mileage: (\$.625 per mile x 60 of miles per r/trip) x 1 of trips x 2 staff	\$37.500	1		0.2		\$8
Parking: \$14 per day x 1 of trips x 5 days x 2 staff	\$14	1	5	0.2		\$14
Justification: This conference is strongly recommended for attendance by the CDC. One staff members will attend to review best practices regarding pandemic response and recovery, volunteer management, and the varied role of local health authorities in mass vaccination efforts. The regional distribution coordinator and public health nurse will attend.						
In-State Travel						\$953
<i>Origin & Destination</i>	<u>Cost</u>	<u># of Trips</u>	<u># of days</u>	<u># of Staff</u>		
Mileage: (\$.625 per mile x 127 miles per r/trip) x 1 trip per month x 1 staff x 12 months	\$79.375	12		1		\$953
Justification: Staff will travel to rural areas of Quad-Counties to deliver vaccine events where people live and to conduct immunization after-action/improvement plan meetings						
Operating				Total:		\$2,225.00
Office supplies \$ 100 X 1 months			\$100.00			
Copier Rental: \$ 50 per/mo. x 1 months			\$50.00			
Data logger calibration for vaccine transport and event monitoring (8 data loggers x \$100/each* 10%)			\$80.00			
Sanitizer, trash bags, and cleaning supplies for vaccination events (\$100/month x 1 months)			\$100.00			
POD supplies to include, but not be limited to, pens, clipboards, labels, highlighters, folders, binder clips, sanitary table coverings, painters tape, sterile gauze) \$150/month x 1 months			\$150.00			
Band-aids and sharps containers (\$410/month x 1 months)			\$410.00			
Needles and syringes (\$600/month x 1 months)			\$600.00			
Virtual vaccinator training development program (\$15/month x 1 months)			\$15.00			
ESRI Data Dashboard and website upgrades for compliance (10%)			\$120.00			

**STATE OF NEVADA
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Vaccine and respiratory illness prevention education and outreach material reproduction (\$600/month x 1 months)			\$600.00			
Justification: Operating Costs						
Equipment				Total:		\$9,770
ADA compliant weather sturdy tent structure for mobile outdoor vaccination events to include HVAC system, flooring, and lighting (10%)			\$5,810.00			
ADA compliant bathroom tent for vaccination staff (10*)			\$1,560.00			
Trailer for transportation of tent structure and bathroom tent to rural locations across Quad-County region (10%)			\$2,400.00			
Contractual						\$10,546.00
Name of Contractor, Subrecipient: TBD			Total	\$3,800		
Method of Selection: Competitive bid						
Period of Performance: July 1, 2022-June 30, 2023						
Scope of Work: Complete After-Action/Improvement Plan for COVID vaccinations within the Quad-Counties Region						
* Sole Source Justification: Define if sole source method, not needed for competitive bid						
Budget						
Personnel			\$3,800.00			
Travel			\$0.00			
Total Budget	-	-	\$3,800.00			
Method of Accountability:						
The Department Director and Public Health Preparedness Manager are responsible for staff oversight and timeliness of submitted work.						
Name of Contractor, Subrecipient: Marathon			Total	\$1,604		
Method of Selection: Competitive bid; state joinder contract						
Period of Performance: July 1, 2022-June 30, 2023						
Scope of Work: Vaccination nurses (up to to 8) operate with vaccine oversight at various POD locations across the Quad-County region. Paid at rate of \$40/hour plus the administration rate added by Marathon for a rate of \$50.27/hour.						
* Sole Source Justification: Define if sole source method, not needed for competitive bid						
Budget						
Personnel			\$1,604.00			
Travel			\$0.00			
Total Budget	-	-	\$1,604.00			
Method of Accountability:						
Oversight will be provided by the Lead Vaccination Nurse to ensure properly trained and implementing vaccines safely.						
Name of Contractor, Subrecipient: Marathon			Total	\$5,142		
Method of Selection: Competitive bid; state joinder contract						
Period of Performance: July 1, 2022-June 30, 2023						
Scope of Work: Data entry specialists (9) to ensure vaccination data is entered in to the Statewide database accurately and on a timely basis. Pay rate: \$24.72/hour						
* Sole Source Justification: Define if sole source method, not needed for competitive bid						
Budget						
Personnel			\$5,142.00			
Travel			\$0.00			
Total Budget	-	-	\$5,142.00			
Method of Accountability:						
Oversight will be provided by the Public Health Preparedness Manager						
-	-	-	-	-	-	-

STATE OF NEVADA
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DIVISION OF PUBLIC & BEHAVIORAL HEALTH
NOTICE OF SUBAWARD

Training				Total:		\$0
Describe training			\$0.00			
Other				Total:		\$9,080.00
Printing Services of Translated Materials: \$ 200/mo. x 12 months	\$2,400					
Spanish Radio Spots: \$ 150 x 12 months	\$1,800					
Spanish Social Media Commercials: \$150 x 12 months	\$1,800					
Sign Language Social Media Commercials: \$ 150 per mo. x 12 months	\$1,800					
NACCHO Conference Registration (\$700/person x .2 staff)	\$280					
Ground Transportation (Bus vouchers): \$5 r/trip x 2 trips x 100 residents	\$1,000					
Justification: <i>Other Costs</i> . Bus vouchers provided for those without transportation to be able to get to vaccination sites and home.						
TOTAL DIRECT CHARGES						\$58,610.00
Indirect Charges				Indirect Rate:	0.000%	\$0
Indirect Methodology: N/A						
TOTAL BUDGET				Total:		\$58,610.00

STATE OF NEVADA
DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC & BEHAVIORAL HEALTH
NOTICE OF SUBAWARD

Applicant Name: Carson City Health and Human Services- July 1, 2022 - June 30, 2023
PROPOSED BUDGET SUMMARY

Form 2

A. PATTERN BOXES ARE FORMULA DRIVEN - DO NOT OVERRIDE - SEE INSTRUCTIONS

<u>FUNDING SOURCES</u>	<i>COVID Rd3</i>	COVID Rd3 10% Equity	Other Funding	Other Funding	Other Funding	Other Funding	Other Funding	Program Income	TOTAL
SECURED									
ENTER TOTAL REQUEST	\$ 358,976.00	\$58,610.00							\$417,586.00

EXPENSE CATEGORY

Personnel	\$134,395.00	\$25,523.00							\$159,918.00
Travel	\$4,617.00	\$1,466.00							\$6,083.00
Operating	\$24,331.00	\$2,225.00							\$26,556.00
Equipment	\$87,930.00	\$9,770.00							\$97,700.00
Contractual/Consultant	\$94,911.00	\$10,546.00							\$105,457.00
Training	\$0.00	\$0.00							\$0.00
Other Expenses	\$12,792.00	\$9,080.00							\$21,872.00
Indirect	\$0.00	\$0.00							\$0.00

TOTAL EXPENSE	\$358,976.00	\$58,610.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$417,586.00
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These boxes should equal 0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
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Total Indirect Cost	\$0.00
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Total Agency Budget	\$417,586.00
Percent of Subrecipient Budget	100%

B. Explain any items noted as pending:

C. Program Income Calculation:

**STATE OF NEVADA
DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC & BEHAVIORAL HEALTH
NOTICE OF SUBAWARD**

- Department of Health and Human Services policy allows no more than 10% flexibility of the total not to exceed amount of the subaward, within the approved Scope of Work/Budget. Subrecipient will obtain written permission to redistribute funds within categories. **Note: the redistribution cannot alter the total not to exceed amount of the subaward. Modifications in excess of 10% require a formal amendment.**
- Equipment purchased with these funds belongs to the federal program from which this funding was appropriated and shall be returned to the program upon termination of this agreement.
- Travel expenses, per diem, and other related expenses must conform to the procedures and rates allowed for State officers and employees. It is the Policy of the Board of Examiners to restrict contractors/ Subrecipients to the same rates and procedures allowed State Employees. The State of Nevada reimburses at rates comparable to the rates established by the US General Services Administration, with some exceptions (State Administrative Manual 0200.0 and 0320.0).

The Subrecipient agrees:

To request reimbursement according to the schedule specified below for the actual expenses incurred related to the Scope of Work during the subaward period.

- Nevada State Immunization Program must receive Requests for Reimbursement no later than the fifteenth (15th) day of each month for the prior month's actual expenses;
- **Total reimbursement through this subaward will not exceed \$417,586.00;**
- Requests for Reimbursement will be accompanied by supporting documentation, including a line item description of expenses incurred;
- Reimbursements will not be processed without all mandatory reporting documents:
 - Request for Reimbursement Form
 - Reimbursement Worksheet and Declining balance spreadsheet provided by DPBH
 - Receipts for supplies, travel, equipment, and other items purchased
- Reimbursement is based on actual expenditures incurred during the period being reported. The Reimbursement Worksheet supplied should be used to tabulate and summarize the expenses by grant category and should be submitted with the other documents as described below:
 - Submit one copy via email of original, signed Request for Reimbursement, Reimbursement Worksheet, and copies of receipts;
- Additional expenditure detail will be provided upon request from the Division.

Additionally, the Subrecipient agrees to provide:

- A complete financial accounting of all expenditures to the Department within 30 days of the **CLOSE OF THE SUBAWARD PERIOD**. Any un-obligated funds shall be returned to the Department at that time, or if not already requested, shall be deducted from the final award.
- Any work performed after the BUDGET PERIOD will not be reimbursed.
- If a Request for Reimbursement (RFR) is received after the 45-day closing period, the Department may not be able to provide reimbursement.
- If a credit is owed to the Department after the 45-day closing period, the funds must be returned to the Department within 30 days of identification.
- Notification to NSIP of changes in personnel funded by this award within 5-10 business days of the personnel action.

The Department agrees:

- To provide technical assistance to subgrantee, upon request;
- Reimburse subgrantee for Scope of Work accomplished per subgrant upon proper documentation from subgrantee;
- Submit reimbursement request to the Division of Public and Behavioral Health Fiscal Services within five (5) business days but only upon receipt of all mandatory reporting documentation; and
- The Division reserves the right to hold reimbursement under this subaward until any delinquent forms, reports, and expenditure documentation are submitted to and accepted by the Division.

Both parties agree:

- Site visits will be conducted by the Division of Public and Behavioral Health on an annual basis, during this grant period, to ensure grant compliance. The subrecipient monitoring program is designed to meet the federal requirement of Subpart F—Audit Requirements as outlined in Title 2 CFR-Part 200. During the Site Visit the administrative, programmatic and financial activities related to the administration and compliance requirements of federal and state laws, regulations and grant programs will be reviewed.
- The Subrecipient will, in the performance of the Scope of Work specified in this subaward, perform functions and/or activities that could involve confidential information; therefore, the Subrecipient is requested to fill out Section G, which is specific to this subaward, and will be in effect for the term of this subaward.
- Participate in monthly fiscal and programmatic progress monitoring calls as requested by NSIP.
- All reports of expenditures and requests for reimbursement processed by the Department are SUBJECT TO AUDIT.
- This subaward agreement may be TERMINATED by either party prior to the date set forth on the Notice of Subaward, provided the termination shall not be effective until 30 days after a party has served written notice upon the other party. This agreement may be terminated by mutual consent of both parties or unilaterally by either party without cause. The parties expressly agree that this Agreement shall be terminated immediately if for any reason the Department, state, and/or federal funding ability to satisfy this Agreement is withdrawn, limited, or impaired.

Financial Reporting Requirements

- A Request for Reimbursement is due monthly, based on the terms of the subaward agreement, no later than the 15th of the month.
- Reimbursement is based on actual expenditures incurred during the period being reported.
- Payment will not be processed without all reporting being current.
- Reimbursement may only be claimed for expenditures approved within the Notice of Subaward.

**STATE OF NEVADA
DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC & BEHAVIORAL HEALTH
NOTICE OF SUBAWARD
SECTION D**

Agency Ref. #: **SG 2588**
Budget Account: 3213
GL: 8501
Draw #: _____

Request for Reimbursement

Program Name: Nevada State of Immunization Program Bureau of Child, Family & Community Wellness	Subrecipient Name: Carson City Health and Human Services (CCHHS)
Address: 4150 Technology Way, Suite 210 Carson City, NV 89706-2009	Address: 900 E. Long St. Carson City, NV 89706-3100
Subaward Period: 07/01/2022-06/30/2023	Subrecipient's: EIN: 88-6000189 Vendor #: T80990941 J

FINANCIAL REPORT AND REQUEST FOR REIMBURSEMENT

(must be accompanied by expenditure report/back-up)

	Month(s)	Calendar year				
Approved Budget Category	A Approved Budget	B Total Prior Requests	C Current Request	D Year to Date Total	E Budget Balance	F Percent Expended
1. Personnel	\$159,918.00	\$0.00	\$0.00	\$0.00	\$159,918.00	0.0%
2. Travel	\$6,083.00	\$0.00	\$0.00	\$0.00	\$6,083.00	0.0%
3. Operating	\$26,556.00	\$0.00	\$0.00	\$0.00	\$26,556.00	0.0%
4. Equipment	\$97,700.00	\$0.00	\$0.00	\$0.00	\$97,700.00	0.0%
5. Contractual/Consultant	\$105,457.00	\$0.00	\$0.00	\$0.00	\$105,457.00	0.0%
3. Training	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	-
7. Other	\$21,872.00	\$0.00	\$0.00	\$0.00	\$21,872.00	0.0%
3. Indirect	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	-
Total	\$417,586.00	\$0.00	\$0.00	\$0.00	\$417,586.00	0.0%
MATCH REPORTING						
	Approved Match Budget	Total Prior Reported Match	Current Match Reported	Year to Date Total	Match Balance	Percent Completed
<i>INSERT MONTH/QUARTER</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	-

I, a duly authorized signatory for the applicant, certify to the best of my knowledge and belief that this report is true, complete and accurate; that the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the grant award; and that the amount of this request is not in excess of current needs or, cumulatively for the grant term, in excess of the total approved grant award. I am aware that any false, fictitious or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims, or otherwise. I verify that the cost allocation and backup documentation attached is correct.

Authorized Signature	Title	Date
FOR Department USE ONLY		

Is program contact required? ___ Yes ___ No Contact Person: _____

Reason for contact: _____

Fiscal review/approval date: _____

Scope of Work review/approval date: _____

Chief (as required): _____ Date _____

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SECTION E

Audit Information Request

1. Non-Federal entities that **expend** \$750,000.00 or more in total federal awards are required to have a single or program-specific audit conducted for that year, in accordance with 2 CFR § 200.501(a).
2. Did your organization expend \$750,000 or more in all federal awards during your organization's most recent fiscal year? YES NO
3. When does your organization's fiscal year end? _____
4. What is the official name of your organization? _____
5. How often is your organization audited? _____
6. When was your last audit performed? _____
7. What time-period did your last audit cover? _____
8. Which accounting firm conducted your last audit? _____

Compliance with this section is acknowledged by signing the subaward cover page of this packet.

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SECTION F

Current or Former State Employee Disclaimer

For the purpose of State compliance with NRS 333.705, subrecipient represents and warrants that if subrecipient, or any employee of subrecipient who will be performing services under this subaward, is a current employee of the State or was employed by the State within the preceding 24 months, subrecipient has disclosed the identity of such persons, and the services that each such person will perform, to the issuing Agency. Subrecipient agrees they will not utilize any of its employees who are Current State Employees or Former State Employees to perform services under this subaward without first notifying the Agency and receiving from the Agency approval for the use of such persons. This prohibition applies equally to any subcontractors that may be used to perform the requirements of the subaward.

The provisions of this section do not apply to the employment of a former employee of an agency of this State who is not receiving retirement benefits under the Public Employees' Retirement System (PERS) during the duration of the subaward.

Are any current or former employees of the State of Nevada assigned to perform work on this subaward?

YES If "YES", list the names of any current or former employees of the State and the services that each person will perform.

NO Subrecipient agrees that if a current or former state employee is assigned to perform work on this subaward at any point after execution of this agreement, they must receive prior approval from the Department.

Name	Services
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Subrecipient agrees that any employees listed cannot perform work until approval has been given from the Department.

Compliance with this section is acknowledged by signing the subaward cover page of this packet.

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SECTION G

Business Associate Addendum

BETWEEN

Nevada Department of Health and Human Services

Hereinafter referred to as the "Covered Entity"

and

Carson City Health and Human Services

Hereinafter referred to as the "Business Associate"

PURPOSE. In order to comply with the requirements of HIPAA and the HITECH Act, this Addendum is hereby added and made part of the agreement between the Covered Entity and the Business Associate. This Addendum establishes the obligations of the Business Associate and the Covered Entity as well as the permitted uses and disclosures by the Business Associate of protected health information it may possess by reason of the agreement. The Covered Entity and the Business Associate shall protect the privacy and provide for the security of protected health information disclosed to the Business Associate pursuant to the agreement and in compliance with the Health Insurance Portability and Accountability Act of 1996, Public Law 104-191 ("HIPAA"), the Health Information Technology for Economic and Clinical Health Act, Public Law 111-5 ("the HITECH Act"), and regulation promulgated there under by the U.S. Department of Health and Human Services (the "HIPAA Regulations") and other applicable laws.

WHEREAS, the Business Associate will provide certain services to the Covered Entity, and, pursuant to such arrangement, the Business Associate is considered a business associate of the Covered Entity as defined in HIPAA, the HITECH Act, the Privacy Rule and Security Rule; and

WHEREAS, Business Associate may have access to and/or receive from the Covered Entity certain protected health information, in fulfilling its responsibilities under such arrangement; and

WHEREAS, the HIPAA Regulations, the HITECH Act, the Privacy Rule and the Security Rule require the Covered Entity to enter into an agreement containing specific requirements of the Business Associate prior to the disclosure of protected health information, as set forth in, but not limited to, 45 CFR Parts 160 & 164 and Public Law 111-5.

THEREFORE, in consideration of the mutual obligations below and the exchange of information pursuant to this Addendum, and to protect the interests of both Parties, the Parties agree to all provisions of this Addendum.

I. DEFINITIONS. The following terms shall have the meaning ascribed to them in this Section. Other capitalized terms shall have the meaning ascribed to them in the context in which they first appear.

1. **Breach** means the unauthorized acquisition, access, use, or disclosure of protected health information which compromises the security or privacy of the protected health information. The full definition of breach can be found in 42 USC 17921 and 45 CFR 164.402.
2. **Business Associate** shall mean the name of the organization or entity listed above and shall have the meaning given to the term under the Privacy and Security Rule and the HITECH Act. For full definition refer to 45 CFR 160.103.
3. **CFR** stands for the Code of Federal Regulations.
4. **Agreement** shall refer to this Addendum and that particular agreement to which this Addendum is made a part.
5. **Covered Entity** shall mean the name of the Department listed above and shall have the meaning given to such term under the Privacy Rule and the Security Rule, including, but not limited to 45 CFR 160.103.
6. **Designated Record Set** means a group of records that includes protected health information and is maintained by or for a covered entity or the Business Associate that includes, but is not limited to, medical, billing, enrollment, payment, claims adjudication, and case or medical management records. Refer to 45 CFR 164.501 for the complete definition.
7. **Disclosure** means the release, transfer, provision of, access to, or divulging in any other manner of information outside the entity holding the information as defined in 45 CFR 160.103.
8. **Electronic Protected Health Information** means individually identifiable health information transmitted by electronic media or maintained in electronic media as set forth under 45 CFR 160.103.
9. **Electronic Health Record** means an electronic record of health-related information on an individual that is created, gathered, managed, and consulted by authorized health care clinicians and staff. Refer to 42 USC 17921.
10. **Health Care Operations** shall have the meaning given to the term under the Privacy Rule at 45 CFR 164.501.
11. **Individual** means the person who is the subject of protected health information and is defined in 45 CFR 160.103.
12. **Individually Identifiable Health Information** means health information, in any form or medium, including demographic information collected from an individual, that is created or received by a covered entity or a business associate of the covered entity and relates to the past, present, or future care of the individual. Individually identifiable health information is information that identifies the individual directly or there is a reasonable basis to believe the information can be used to identify the individual. Refer to 45 CFR 160.103.
13. **Parties** shall mean the Business Associate and the Covered Entity.
14. **Privacy Rule** shall mean the HIPAA Regulation that is codified at 45 CFR Parts 160 and 164, Subparts A, D and E.
15. **Protected Health Information** means individually identifiable health information transmitted by electronic media, maintained in electronic media, or transmitted or maintained in any other form or medium. Refer to 45 CFR 160.103 for the complete definition.

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16. **Required by Law** means a mandate contained in law that compels an entity to make a use or disclosure of protected health information and that is enforceable in a court of law. This includes but is not limited to: court orders and court-ordered warrants; subpoenas, or summons issued by a court; and statutes or regulations that require the provision of information if payment is sought under a government program providing public benefits. For the complete definition refer to 45 CFR 164.103.
17. **Secretary** shall mean the Secretary of the federal Department of Health and Human Services (HHS) or the Secretary's designee.
18. **Security Rule** shall mean the HIPAA regulation that is codified at 45 CFR Parts 160 and 164 Subparts A and C.
19. **Unsecured Protected Health Information** means protected health information that is not rendered unusable, unreadable, or indecipherable to unauthorized individuals through the use of a technology or methodology specified by the Secretary in the guidance issued in Public Law 111-5. Refer to 42 USC 17932 and 45 CFR 164.402.
20. **USC** stands for the United States Code.

II. OBLIGATIONS OF THE BUSINESS ASSOCIATE.

1. **Access to Protected Health Information.** The Business Associate will provide, as directed by the Covered Entity, an individual or the Covered Entity access to inspect or obtain a copy of protected health information about the Individual that is maintained in a designated record set by the Business Associate or, its agents or subcontractors, in order to meet the requirements of the Privacy Rule, including, but not limited to 45 CFR 164.524 and 164.504(e)(2)(ii)(E). If the Business Associate maintains an electronic health record, the Business Associate or, its agents or subcontractors shall provide such information in electronic format to enable the Covered Entity to fulfill its obligations under the HITECH Act, including, but not limited to 42 USC 17935.
2. **Access to Records.** The Business Associate shall make its internal practices, books and records relating to the use and disclosure of protected health information available to the Covered Entity and to the Secretary for purposes of determining Business Associate's compliance with the Privacy and Security Rule in accordance with 45 CFR 164.504(e)(2)(ii)(H).
3. **Accounting of Disclosures.** Promptly, upon request by the Covered Entity or individual for an accounting of disclosures, the Business Associate and its agents or subcontractors shall make available to the Covered Entity or the individual information required to provide an accounting of disclosures in accordance with 45 CFR 164.528, and the HITECH Act, including, but not limited to 42 USC 17935. The accounting of disclosures, whether electronic or other media, must include the requirements as outlined under 45 CFR 164.528(b).
4. **Agents and Subcontractors.** The Business Associate must ensure all agents and subcontractors to whom it provides protected health information agree in writing to the same restrictions and conditions that apply to the Business Associate with respect to all protected health information accessed, maintained, created, retained, modified, recorded, stored, destroyed, or otherwise held, transmitted, used or disclosed by the agent or subcontractor. The Business Associate must implement and maintain sanctions against agents and subcontractors that violate such restrictions and conditions and shall mitigate the effects of any such violation as outlined under 45 CFR 164.530(f) and 164.530(e)(1).
5. **Amendment of Protected Health Information.** The Business Associate will make available protected health information for amendment and incorporate any amendments in the designated record set maintained by the Business Associate or, its agents or subcontractors, as directed by the Covered Entity or an individual, in order to meet the requirements of the Privacy Rule, including, but not limited to, 45 CFR 164.526.
6. **Audits, Investigations, and Enforcement.** The Business Associate must notify the Covered Entity immediately upon learning the Business Associate has become the subject of an audit, compliance review, or complaint investigation by the Office of Civil Rights or any other federal or state oversight agency. The Business Associate shall provide the Covered Entity with a copy of any protected health information that the Business Associate provides to the Secretary or other federal or state oversight agency concurrently with providing such information to the Secretary or other federal or state oversight agency. The Business Associate and individuals associated with the Business Associate are solely responsible for all civil and criminal penalties assessed as a result of an audit, breach, or violation of HIPAA or HITECH laws or regulations. Reference 42 USC 17937.
7. **Breach or Other Improper Access, Use or Disclosure Reporting.** The Business Associate must report to the Covered Entity, in writing, any access, use or disclosure of protected health information not permitted by the agreement, Addendum or the Privacy and Security Rules. The Covered Entity must be notified immediately upon discovery or the first day such breach or suspected breach is known to the Business Associate or by exercising reasonable diligence would have been known by the Business Associate in accordance with 45 CFR 164.410, 164.504(e)(2)(ii)(C) and 164.308(b) and 42 USC 17921. The Business Associate must report any improper access, use or disclosure of protected health information by: The Business Associate or its agents or subcontractors. In the event of a breach or suspected breach of protected health information, the report to the Covered Entity must be in writing and include the following: a brief description of the incident; the date of the incident; the date the incident was discovered by the Business Associate; a thorough description of the unsecured protected health information that was involved in the incident; the number of individuals whose protected health information was involved in the incident; and the steps the Business Associate is taking to investigate the incident and to protect against further incidents. The Covered Entity will determine if a breach of unsecured protected health information has occurred and will notify the Business Associate of the determination. If a breach of unsecured protected health information is determined, the Business Associate must take prompt corrective action to cure any such deficiencies and mitigate any significant harm that may have occurred to Individual(s) whose information was disclosed inappropriately.
8. **Breach Notification Requirements.** If the Covered Entity determines a breach of unsecured protected health information by the Business Associate has occurred, the Business Associate will be responsible for notifying the individuals whose unsecured protected health information was breached in accordance with 42 USC 17932 and 45 CFR 164.404 through 164.406. The Business Associate must provide evidence to the Covered Entity that appropriate notifications to individuals and/or media, when necessary, as specified in 45 CFR 164.404 and 45 CFR 164.406 has occurred. The Business Associate is responsible for all costs associated with notification to individuals, the media or others as well as costs associated with mitigating future breaches. The Business Associate must notify the Secretary of all breaches in accordance with 45 CFR 164.408 and must provide the Covered Entity with a copy of all notifications made to the Secretary.
9. **Breach Pattern or Practice by Covered Entity.** Pursuant to 42 USC 17934, if the Business Associate knows of a pattern of activity or practice of the Covered Entity that constitutes a material breach or violation of the Covered Entity's obligations under the Contract or Addendum, the Business Associate must immediately report the problem to the Secretary.
10. **Data Ownership.** The Business Associate acknowledges that the Business Associate or its agents or subcontractors have no ownership rights with respect to the protected health information it accesses, maintains, creates, retains, modifies, records, stores, destroys, or otherwise holds, transmits, uses or discloses.
11. **Litigation or Administrative Proceedings.** The Business Associate shall make itself, any subcontractors, employees, or agents assisting the Business Associate in the performance of its obligations under the agreement or Addendum, available to the Covered Entity, at no cost

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to the Covered Entity, to testify as witnesses, or otherwise, in the event litigation or administrative proceedings are commenced against the Covered Entity, its administrators or workforce members upon a claimed violation of HIPAA, the Privacy and Security Rule, the HITECH Act, or other laws relating to security and privacy.

12. **Minimum Necessary.** The Business Associate and its agents and subcontractors shall request, use and disclose only the minimum amount of protected health information necessary to accomplish the purpose of the request, use or disclosure in accordance with 42 USC 17935 and 45 CFR 164.514(d)(3).
13. **Policies and Procedures.** The Business Associate must adopt written privacy and security policies and procedures and documentation standards to meet the requirements of HIPAA and the HITECH Act as described in 45 CFR 164.316 and 42 USC 17931.
14. **Privacy and Security Officer(s).** The Business Associate must appoint Privacy and Security Officer(s) whose responsibilities shall include: monitoring the Privacy and Security compliance of the Business Associate; development and implementation of the Business Associate's HIPAA Privacy and Security policies and procedures; establishment of Privacy and Security training programs; and development and implementation of an incident risk assessment and response plan in the event the Business Associate sustains a breach or suspected breach of protected health information.
15. **Safeguards.** The Business Associate must implement safeguards as necessary to protect the confidentiality, integrity, and availability of the protected health information the Business Associate accesses, maintains, creates, retains, modifies, records, stores, destroys, or otherwise holds, transmits, uses or discloses on behalf of the Covered Entity. Safeguards must include administrative safeguards (e.g., risk analysis and designation of security official), physical safeguards (e.g., facility access controls and workstation security), and technical safeguards (e.g., access controls and audit controls) to the confidentiality, integrity and availability of the protected health information, in accordance with 45 CFR 164.308, 164.310, 164.312, 164.316 and 164.504(e)(2)(i)(B). Sections 164.308, 164.310 and 164.312 of the CFR apply to the Business Associate of the Covered Entity in the same manner that such sections apply to the Covered Entity. Technical safeguards must meet the standards set forth by the guidelines of the National Institute of Standards and Technology (NIST). The Business Associate agrees to only use or disclose protected health information as provided for by the agreement and Addendum and to mitigate, to the extent practicable, any harmful effect that is known to the Business Associate, of a use or disclosure, in violation of the requirements of this Addendum as outlined under 45 CFR 164.530(e)(2)(f).
16. **Training.** The Business Associate must train all members of its workforce on the policies and procedures associated with safeguarding protected health information. This includes, at a minimum, training that covers the technical, physical and administrative safeguards needed to prevent inappropriate uses or disclosures of protected health information; training to prevent any intentional or unintentional use or disclosure that is a violation of HIPAA regulations at 45 CFR 160 and 164 and Public Law 111-5; and training that emphasizes the criminal and civil penalties related to HIPAA breaches or inappropriate uses or disclosures of protected health information. Workforce training of new employees must be completed within 30 days of the date of hire and all employees must be trained at least annually. The Business Associate must maintain written records for a period of six years. These records must document each employee that received training and the date the training was provided or received.
17. **Use and Disclosure of Protected Health Information.** The Business Associate must not use or further disclose protected health information other than as permitted or required by the agreement or as required by law. The Business Associate must not use or further disclose protected health information in a manner that would violate the requirements of the HIPAA Privacy and Security Rule and the HITECH Act.

III. PERMITTED AND PROHIBITED USES AND DISCLOSURES BY THE BUSINESS ASSOCIATE. The Business Associate agrees to these general use and disclosure provisions:

1. Permitted Uses and Disclosures:

- a. Except as otherwise limited in this Addendum, the Business Associate may use or disclose protected health information to perform functions, activities, or services for, or on behalf of, the Covered Entity as specified in the agreement, provided that such use or disclosure would not violate the HIPAA Privacy and Security Rule or the HITECH Act, if done by the Covered Entity in accordance with 45 CFR 164.504(e)(2)(i) and 42 USC 17935 and 17936.
- b. Except as otherwise limited by this Addendum, the Business Associate may use or disclose protected health information received by the Business Associate in its capacity as a Business Associate of the Covered Entity, as necessary, for the proper management and administration of the Business Associate, to carry out the legal responsibilities of the Business Associate, as required by law or for data aggregation purposes in accordance with 45 CFR 164.504(e)(2)(A), 164.504(e)(4)(i)(A), and 164.504(e)(2)(i)(B).
- c. Except as otherwise limited in this Addendum, if the Business Associate discloses protected health information to a third party, the Business Associate must obtain, prior to making any such disclosure, reasonable written assurances from the third party that such protected health information will be held confidential pursuant to this Addendum and only disclosed as required by law or for the purposes for which it was disclosed to the third party. The written agreement from the third party must include requirements to immediately notify the Business Associate of any breaches of confidentiality of protected health information to the extent it has obtained knowledge of such breach. Refer to 45 CFR 164.502 and 164.504 and 42 USC 17934.
- d. The Business Associate may use or disclose protected health information to report violations of law to appropriate federal and state authorities, consistent with 45 CFR 164.502(j)(1).

2. Prohibited Uses and Disclosures:

- a. Except as otherwise limited in this Addendum, the Business Associate shall not disclose protected health information to a health plan for payment or health care operations purposes if the patient has required this special restriction and has paid out of pocket in full for the health care item or service to which the protected health information relates in accordance with 42 USC 17935.
- b. The Business Associate shall not directly or indirectly receive remuneration in exchange for any protected health information, as specified by 42 USC 17935, unless the Covered Entity obtained a valid authorization, in accordance with 45 CFR 164.508 that includes a specification that protected health information can be exchanged for remuneration.

IV. OBLIGATIONS OF COVERED ENTITY

1. The Covered Entity will inform the Business Associate of any limitations in the Covered Entity's Notice of Privacy Practices in accordance with 45 CFR 164.520, to the extent that such limitation may affect the Business Associate's use or disclosure of protected health information.

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2. The Covered Entity will inform the Business Associate of any changes in, or revocation of, permission by an individual to use or disclose protected health information, to the extent that such changes may affect the Business Associate's use or disclosure of protected health information.
3. The Covered Entity will inform the Business Associate of any restriction to the use or disclosure of protected health information that the Covered Entity has agreed to in accordance with 45 CFR 164.522 and 42 USC 17935, to the extent that such restriction may affect the Business Associate's use or disclosure of protected health information.
4. Except in the event of lawful data aggregation or management and administrative activities, the Covered Entity shall not request the Business Associate to use or disclose protected health information in any manner that would not be permissible under the HIPAA Privacy and Security Rule and the HITECH Act, if done by the Covered Entity.

V. TERM AND TERMINATION

1. Effect of Termination:

- a. Except as provided in paragraph (b) of this section, upon termination of this Addendum, for any reason, the Business Associate will return or destroy all protected health information received from the Covered Entity or created, maintained, or received by the Business Associate on behalf of the Covered Entity that the Business Associate still maintains in any form and the Business Associate will retain no copies of such information.
 - b. If the Business Associate determines that returning or destroying the protected health information is not feasible, the Business Associate will provide to the Covered Entity notification of the conditions that make return or destruction infeasible. Upon a mutual determination that return, or destruction of protected health information is infeasible, the Business Associate shall extend the protections of this Addendum to such protected health information and limit further uses and disclosures of such protected health information to those purposes that make return or destruction infeasible, for so long as the Business Associate maintains such protected health information.
 - c. These termination provisions will apply to protected health information that is in the possession of subcontractors, agents, or employees of the Business Associate.
- 2. Term.** The Term of this Addendum shall commence as of the effective date of this Addendum herein and shall extend beyond the termination of the contract and shall terminate when all the protected health information provided by the Covered Entity to the Business Associate, or accessed, maintained, created, retained, modified, recorded, stored, or otherwise held, transmitted, used or disclosed by the Business Associate on behalf of the Covered Entity, is destroyed or returned to the Covered Entity, or, if it not feasible to return or destroy the protected health information, protections are extended to such information, in accordance with the termination.
- 3. Termination for Breach of Agreement.** The Business Associate agrees that the Covered Entity may immediately terminate the agreement if the Covered Entity determines that the Business Associate has violated a material part of this Addendum.

VI. MISCELLANEOUS

1. **Amendment.** The parties agree to take such action as is necessary to amend this Addendum from time to time for the Covered Entity to comply with all the requirements of the Health Insurance Portability and Accountability Act (HIPAA) of 1996, Public Law No. 104-191 and the Health Information Technology for Economic and Clinical Health Act (HITECH) of 2009, Public Law No. 111-5.
2. **Clarification.** This Addendum references the requirements of HIPAA, the HITECH Act, the Privacy Rule and the Security Rule, as well as amendments and/or provisions that are currently in place and any that may be forthcoming.
3. **Indemnification.** Each party will indemnify and hold harmless the other party to this Addendum from and against all claims, losses, liabilities, costs and other expenses incurred as a result of, or arising directly or indirectly out of or in conjunction with:
 - a. Any misrepresentation, breach of warranty or non-fulfillment of any undertaking on the part of the party under this Addendum; and
 - b. Any claims, demands, awards, judgments, actions, and proceedings made by any person or organization arising out of or in any way connected with the party's performance under this Addendum.
4. **Interpretation.** The provisions of the Addendum shall prevail over any provisions in the agreement that may conflict or appear inconsistent with any provision in this Addendum. This Addendum and the agreement shall be interpreted as broadly as necessary to implement and comply with HIPAA, the HITECH Act, the Privacy Rule and the Security Rule. The parties agree that any ambiguity in this Addendum shall be resolved to permit the Covered Entity and the Business Associate to comply with HIPAA, the HITECH Act, the Privacy Rule and the Security Rule.
5. **Regulatory Reference.** A reference in this Addendum to a section of the HITECH Act, HIPAA, the Privacy Rule and Security Rule means the sections as in effect or as amended.
6. **Survival.** The respective rights and obligations of Business Associate under Effect of Termination of this Addendum shall survive the termination of this Addendum.

Compliance with this section is acknowledged by signing the subaward cover page of this packet.



STAFF REPORT

Report To: Board of Supervisors **Meeting Date:** November 3, 2022

Staff Contact: Jennifer Budge, Parks, Recreation and Open Space Director

Agenda Title: For Possible Action: Discussion and possible action regarding a Limited Indemnity Agreement ("Agreement") between Carson City and Greenlaw Carson City Owners, LLC ("Indemnitor") as required by the Amended Easement, Grant of Limited Parking Rights and Recognition of Collateral Agreements ("Amended Easement") dated December 20, 2001 and recorded in the Official Records of Carson City, Nevada as file no. 271522, which provides for Indemnitor's limited use of a portion of City parking spaces at Governor's Field and limited indemnification of City in the amount of \$2,000,000, and to authorize the Mayor to sign the Agreement. (Jennifer Budge, jbudge@carson.org)

Staff Summary: Indemnitor is in the process of purchasing real property at 580 Mallory Way (APN 009-551-29). As part of the purchase, the Indemnitor is required to provide the City with a new limited indemnity agreement pursuant to the terms of the Amended Easement. The Agreement raises the amount of the indemnity from \$1,000,000 to \$2,000,000. The Agreement indemnifies the City from liability, consequences, injuries, damages, costs, expenses and causes of action suffered by the City caused by the use of City's parking spaces by the Indemnitor.

Agenda Action: Formal Action / Motion **Time Requested:** consent

Proposed Motion

I move to approve, and authorize the Mayor to sign, the Agreement as presented.

Board's Strategic Goal

Efficient Government

Previous Action

N/A

Background/Issues & Analysis

On March 9, 1995, Harry R. Eberlin ("Eberlin") entered into an easement agreement with the City recorded in the Official Records of Carson City, Nevada on March 28, 1995 as file No. 173602 to allow the owners of APNs 009-551-28 and 009-551-29 limited use of the City's property, APN 004-016-03 (now APNs 004-017-01, 004-016-04, and 004-016-06).

On April 30, 1995, Eberlin, HRE Properties, Inc. ("HREP"), Mallory, Inc., and Automotive Specialty Accessory Parts, Inc. entered into a Reciprocal Ingress, Egress, Parking Easement and Maintenance Agreement on APNs 009-551-28 and 009-551-29 recorded in the Official Records of Carson City, Nevada on May 4, 1995 as file No. 175257.

On December 20, 2001: 1) Eberlin and HREP entered into a Second Reciprocal Ingress, Egress, Parking Easement and Maintenance Agreement superseding the first agreement dated April 30, 1995; and 2) Eberlin and HREP entered into a Limited Indemnity Agreement with Carson City requiring Eberlin and HREP to indemnify the City in the amount of \$1,000,000 for the use of the easement on the City's property.

On December 24, 2001, Carson City granted an Amended Easement and Grant of Limited Parking Rights and Recognition of Collateral Agreements (the "Amended Easement"). Simultaneously, HREP entered into an Assignment of Amended Easement, Grant of Limited Parking Rights and Recognition of Collateral Agreements with Mount Rose Publishing Co., a Nevada Corporation ("MRPC") recorded as one document in the Official Records of Carson City, Nevada on December 28, 2001 as file No. 271522. The Amended Easement required transferee to provide the City with a new Limited Indemnity Agreement in the amount of \$1,000,000, adjusted for inflation from the date of the Amended Easement until the date any new transferee takes title to the parcel.

On January 29, 2002, MPRC entered into a Limited Indemnity Agreement with the City agreeing to indemnify the City in the amount of \$1,000,000 recorded in the Official Records of Carson City, Nevada on March 26, 2002 as file No. 275516.

Applicable Statute, Code, Policy, Rule or Regulation

N/A

Financial Information

Is there a fiscal impact? No

If yes, account name/number:

Is it currently budgeted?

Explanation of Fiscal Impact:

Alternatives

Do not approve the agreement, and/or provide alternative direction to staff.

Attachments:

[9.21.22 - Limited Indemnity Agreement_FINAL_clean.pdf](#)

[2002.01.29 - Governor's Field Easement and Parking - MRPC Ltd Indemnity Agmt.pdf](#)

[Amended Parking Easement_Doc#271522.pdf](#)

Board Action Taken:

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

(Vote Recorded By)

APN 009-551-29, 004-017-01, 004-016-04, and 004-016-06

Limited Indemnity Agreement

This Limited Indemnity Agreement (the "Agreement") is made and is effective as of this ____ day of _____, 2022 by and between Greenlaw Carson City Owners, LLC, a California limited liability company ("Indemnitor") and Carson City, a consolidated municipality and political subdivision of the State of Nevada ("Indemnitee").

RECITALS

WHEREAS, Indemnitor is in the process of purchasing the real property commonly known as 580 Mallory Way, Carson City, Nevada and more particularly described on Exhibit "A" attached hereto and incorporated by this reference ("Lot A");

WHEREAS, the Indemnitee is the owner of the real property commonly known as Governor's Field and the street commonly known as Evalyn Drive, Carson City, Nevada as shown on Parcel Map no. 2104 recorded in the office of the Clerk-Recorder of Carson City, State of Nevada on May 4, 1995 as file no. 175253 of Official Records; and more particularly described on Exhibit "B" attached hereto and incorporated by this reference ("Lot B");

WHEREAS, Indemnitor, as part of the purchase of Lot A, will also be the assignee of that certain Amended Easement dated December 20, 2001, and recorded in the Official Records of Carson City, Nevada (the "Amended Easement") which allows for the limited use of a portion of the parking spaces located on Lot B by the owners, successors, assigns, tenants and operators of Lot A;

WHEREAS, as an express condition for the grant of certain rights contained in the Amended Easement, the Indemnitee has required certain conditions, one of which is an agreement to indemnify the Indemnitee in the aggregate sum of two million dollars (\$2,000,000.00) and the requirement that such indemnity be required of all future transferees, successors and assigns in order for the grant to continue; and

WHEREAS, the Indemnitor considers it to be in its best interest to comply with such conditions as required by the Indemnitee.

NOW, THEREFORE, in consideration of the mutual promises, agreements and covenants set forth herein, the parties hereto expressly promise, agree and covenant as follows.

1. Subject to any limitations set forth herein, the Indemnitor hereto expressly covenants and agrees to indemnify and hold the Indemnitee, as well as any of its employees, agents, representatives and invitees, harmless from any and all consequences, losses, damages, liabilities, claims, causes of action, expenses and attorneys' fees suffered by the Indemnitee as well as any of its employees, agents, representatives and invitees, caused by the use, in any manner whatsoever, by the Indemnitor, or any of its successors, assigns, tenants, operators, shareholders, affiliates, divisions, subsidiaries, employees, agents, representatives and invitees, of the rights granted to the Indemnitor and its successors and assigns by the Amended Easement.

2. The amount of the indemnity granted by the Indemnitor to the Indemnitee hereunder shall be expressly limited to the sum of two million dollars (\$2,000,000.00). In no event shall there be any joint and several liability amongst the Indemnitor and any of the other parties indemnifying the Indemnitee pursuant to separate agreements. Each such party indemnifying the Indemnitee shall be solely liable for any claims of indemnity by the Indemnitee due to the use, in any manner whatsoever, by any such party, or any of its successors, assigns, tenants, operators, shareholders, affiliates, divisions, subsidiaries, employees, agents, representatives and invitees, of the rights granted to any such party and its successors and assigns by the Amended Easement.

3. In the event of any future assignment or transfer of Lot A by the Indemnitor, the Indemnitee shall, in order for the continuation of certain of the rights granted by the Amended Easement, be provided with a new limited indemnity agreement in the amount of two million dollars (\$2,000,000.00), from any such future successor, assign or transferee.

4. Indemnitee shall not, in any manner whatsoever, be liable for any consequences, injuries, damages, costs, expenses (including payment of reasonable attorneys' fees and costs) or causes of action, of any nature whatsoever, arising out of or suffered by the Indemnitor, or its parent corporation, or any of its affiliates, divisions, subsidiaries, employees, agents, representatives, invitees, vendors, service providers or any other entity or person affiliated, in any manner whatsoever, with the Indemnitor as a result, whether direct or indirect, from the use, in any manner whatsoever, by the

Indemnitor, or any of its successors, assigns, tenants, operators, shareholders, affiliates, divisions, subsidiaries, employees, agents, representatives and invitees, of the rights granted to the Indemnitor and its successors and assigns by the Amended Easement.

5. This Agreement constitutes the entire agreement and understanding between the parties and supersedes any and all other agreements, communications, understandings, promises, stipulations, arrangements, whether any of the same are either oral or in writing, or express or implied, between the parties hereto with respect to the subject matter hereof. No change to or modification of this Agreement shall be valid or binding unless the same shall be in writing and signed by a duly authorized representative of Indemnitee and a duly authorized representative of the Indemnitor.

6. A waiver of any provision of this Agreement shall not be valid unless such waiver is in writing and signed by the party or person to be charged, and no waiver of any provision hereof shall be deemed or construed as a waiver of the same or any different provision in the future. Furthermore, the failure of a party to insist upon strict adherence to any term of this Agreement, or to object to any failure to comply with any provision of this Agreement, shall not be a waiver of that term or provision by laches. The receipt of a party of any benefit from this Agreement shall not effect a waiver or estoppel of the right of that party to enforce any provision of this Agreement.

7. If any provision of this Agreement is found, by a court of competent jurisdiction, to be invalid or unenforceable, such provision shall (i) be modified to the minimum extent necessary to render it valid and enforceable or (ii) if it cannot be so modified, be deemed not to be part of this Agreement and shall not affect the validity or enforceability of the remaining provisions of this Agreement.

8. The indemnity created hereby is an obligation that runs with the benefit created by the Amended Easement. The Amended Easement is an encumbrance/benefit running with Lot A and Lot B, and should Indemnitor sell, transfer, convey or otherwise no longer hold to title ownership of Lot A, or should Indemnitor be deprived of any rights created under the Amended Easement, this Agreement shall be of no further force or effect as against Indemnitor.

9. Subject to the provisions hereof, this Agreement shall be binding upon and shall inure to the benefit of the parties hereto and their respective heirs, executors, legal representatives, administrators, successors and assigns, and wherever a reference in this Agreement is made to either of the parties hereto such reference shall be deemed to include, wherever applicable, also a reference to the heirs, executors, legal

representatives, administrators, successors and assigns of such party, as if in every case so expressed.

10. Nothing contained in this Agreement shall be construed to create the relationship of principal and agent, partnership, joint venture or any other relationship between the parties hereto.

11. This Agreement may be executed in counterparts with the understanding that so long as each of the parties signs one or more such counterpart, this Agreement shall have the same force and effect as though all signatures appeared on one document. The parties expressly agree that a facsimile signature shall be deemed to have the same validity as an original signature.

12. Time is of the essence in this Agreement and each and every provision hereof.

13. This Agreement shall be governed and construed under the laws of the State of Nevada.

IN WITNESS WHEREOF, the parties hereto set their hands hereunto to be effective as of the day and date first set forth above.

**GREENLAW CARSON CITY OWNERS
INDEMNITOR**

By _____

Date: _____

CARSON CITY

By _____

Date: _____

Exhibit "A"

All that certain real property situated in the City of Carson City, State of Nevada described as follows:

Parcel 2 of the Parcel Map recorded at Book 7, Page 2104, Document No. 175253 recorded in the Official Records of Carson City, Nevada on May 4, 1995.

Assessor's Parcel No. 009-551-29

Together with that Certain Easement and Right of Way as Granted by Document Recorded March 28, 1995 as Document No. 173602. Said Easement affects that portion of Evalyn Drive lying Northerly of Parcel 1 and Parcel 2 of Parcel Map No. 2104.

Exhibit "B"

All that certain real property situated in the City of Carson City, State of Nevada commonly known as Governor's Field and more particularly described as follows:

Assessor's Parcel Nos. 004-017-01, 004-016-04, and 004-016-06

Together with:

All that certain real property situated in the City of Carson City, State of Nevada commonly known as Evalyn Drive and more particularly described as follows:

A strip of land being thirty feet (30') in width lying within the NW 1/4 of Section 20, Township 15 North, Range 20 East, M.D.M., Carson City, Nevada, and being more particularly described as follows:

Beginning at a point on the West 1/4 of Section 20 thence South 89° 14' 46" East, a distance of 131.55 feet, thence along Roop Street, North 00° 20' 11" East a distance of 659.10 feet, thence North 89° 07' 25" West a distance of 30.00 feet to a spike and the true point of beginning, thence East along Evalyn Drive and the northern property lines of the above-referenced parcel numbers, as follow: South 89° 07' 25" East 866.04 feet to a 5/8 rebar with tag PLS 6497, thence North 00° 20' 11" East a distance of 30.00 feet, thence continuing West and parallel to the Northernmost parcel line previously referred to, South 89° 07' 25" West a distance of 866.04 feet, thence South 00° 20' 11" West a distance of 30.00 feet to a spike and the true point of beginning.

RECEIVED
APR 8 2002
CARSON CITY PARKS DEPT

LIMITED INDEMNITY AGREEMENT

This Limited Indemnity Agreement (the "Agreement") is made and is effective as of this 29 day of Jan, 2002 by and between the Mount Rose Publishing Co., a Nevada Corporation, sometimes referred to herein as "MRPC" (the "Indemnitor") and the City of Carson City, Nevada, acting through its Board of Supervisors (the "Indemnitee").

RECITALS

WHEREAS, MRPC is the owner of the real property commonly known as 580 Mallory Way, Carson City, Nevada and more particularly described on Exhibit "A" attached hereto and incorporated by this reference ("Lot A");

WHEREAS, the Indemnitee is the owner of the real property commonly known as Governor's Field and the street commonly known as Evalyn Drive, Carson City, Nevada and more particularly described on Exhibit "B" attached hereto and incorporated by this reference ("Lot B");

WHEREAS, Indemnitor is the assignee of that certain Amended Easement dated December 20, 2001, and recorded in the Official Records of Carson City, Nevada (the "Amended Easement") which allows for the limited use of a portion of the parking spaces located on Lot B by the owners, successors, assigns, tenants and operators of Lot A;

WHEREAS, as an express condition for the grant of certain rights contained in the Amended Easement, the Indemnitee has required certain conditions, one of which is an agreement to indemnify the Indemnitee in the aggregate sum of one million dollars (\$1,000,000.00) and the requirement that such indemnity, adjusted for inflation, be required of all future transferees, successors and assigns, other than MRPC, in order for the grant to continue; and

WHEREAS, the Indemnitor considers it to be in its best interest to comply with such conditions as required by the Indemnitee.

NOW, THEREFORE, in consideration of the mutual promises, agreements and covenants set forth herein, the parties hereto expressly promise, agree and covenant as follows.

1. Subject to any limitations set forth herein, the Indemnitor hereto expressly covenants and agrees to indemnify and hold the Indemnitee, as well as any of its employees, agents, representatives and invitees, harmless from any and all consequences, losses, damages, liabilities, claims, causes of action, expenses and attorneys' fees suffered by the Indemnitee as well as any of its employees, agents, representatives and invitees, caused by the use, in any manner whatsoever, by the Indemnitor, or any of its successors, assigns, tenants, operators, shareholders, affiliates, divisions, subsidiaries, employees, agents, representatives and invitees, of the rights granted to the Indemnitor and its successors and assigns by the Amended Easement.

2. The amount of the indemnity granted by the Indemnitor to the Indemnitee hereunder shall be expressly limited to the sum of one million dollars (\$1,000,000.00). In no event shall there be any joint and several liability amongst the Indemnitor and any of the other parties indemnifying the Indemnitee pursuant to separate agreements. Each such party indemnifying the Indemnitee shall be solely liable for any claims of indemnity by the Indemnitee due to the use, in any manner whatsoever, by any such party, or any of its successors, assigns, tenants, operators, shareholders, affiliates, divisions, subsidiaries, employees, agents, representatives and invitees, of the rights granted to any such party and its successors and assigns by the Amended Easement.

3. In the event of any future assignment or transfer of Lot A by the Indemnitor, the Indemnitee shall, in order for the continuation of certain of the rights granted by the Amended Easement, be provided with a new limited indemnity agreement in the amount of one million dollars (\$1,000,000.00), from any such future successor, assign or transferee, adjusted for inflation from the date of the Amended Easement until the date any such transferee, successor or assign of said parcel takes title to Lot A. Said adjustment for inflation shall be based on the cumulative increases in the cost of living, if any, and shall be calculated based upon the United States Department of Labor, Bureau of Labor Statistics Consumer Price Index for All Urban Consumers (CPI-U) for the Western Urban Area, Subgroup "all items" (1982-84=100) (the "Index"). The Index published as of the month of the effective date of this Amended Easement shall be considered the "Base Index". Such adjustment shall reflect a percentage equal to the cumulative percentage increase, if any, in the Index over the Base Index as of the month prior to the date of transfer of title to any such parcel. Notwithstanding any subsequent decrease in the Index, the amount of the new limited indemnity agreement shall be no less than as expressly set forth herein.

4. Indemnitee shall not, in any manner whatsoever, be liable for any consequences, injuries, damages, costs, expenses (including payment of reasonable attorneys' fees and costs) or causes of action, of any nature whatsoever, arising out of or suffered by the Indemnitor, or its parent corporation, or any of its affiliates, divisions, subsidiaries, employees, agents, representatives, invitees, vendors, service providers or any other entity or person affiliated, in any manner whatsoever, with the Indemnitor as a result, whether direct or indirect, from the use, in any manner whatsoever, by the Indemnitor, or any of its successors, assigns, tenants, operators, shareholders, affiliates, divisions, subsidiaries, employees, agents, representatives and invitees, of the rights granted to the Indemnitor and its successors and assigns by the Amended Easement.

5. This Agreement constitutes the entire agreement and understanding between the parties and supersedes any and all other agreements, communications, understandings, promises, stipulations, arrangements, whether any of the same are either oral or in writing, or express or implied, between the parties hereto with respect to the subject matter hereof. No change to or modification of this Agreement shall be valid or binding unless the same shall be in writing and signed by a duly authorized representative of Indemnitee and a duly authorized representative of the Indemnitor.

6. A waiver of any provision of this Agreement shall not be valid unless such waiver is in writing and signed by the party or person to be charged, and no waiver of any provision hereof shall

be deemed or construed as a waiver of the same or any different provision in the future. Furthermore, the failure of a party to insist upon strict adherence to any term of this Agreement, or to object to any failure to comply with any provision of this Agreement, shall not be a waiver of that term or provision by laches. The receipt of a party of any benefit from this Agreement shall not effect a waiver or estoppel of the right of that party to enforce any provision of this Agreement.

7. If any provision of this Agreement is found, by a court of competent jurisdiction, to be invalid or unenforceable, such provision shall (i) be modified to the minimum extent necessary to render it valid and enforceable or (ii) if it can not be so modified, be deemed not to be part of this Agreement and shall not affect the validity or enforceability of the remaining provisions of this Agreement.

8. The indemnity created hereby is an obligation that runs with the benefit created by the Amended Easement. The Amended Easement is an encumbrance/benefit running with Lot A and Lot B, and should Indemnitor sell, transfer, convey or otherwise no longer hold to title ownership of Lot A, or should MRPC be deprived of any rights created under the Amended Easement, this Agreement shall be of no further force or effect as against MRPC.

9. Subject to the provisions hereof, this Agreement shall be binding upon and shall inure to the benefit of the parties hereto and their respective heirs, executors, legal representatives, administrators, successors and assigns, and wherever a reference in this Agreement is made to either of the parties hereto such reference shall be deemed to include, wherever applicable, also a reference to the heirs, executors, legal representatives, administrators, successors and assigns of such party, as if in every case so expressed.

10. Nothing contained in this Agreement shall be construed to create the relationship of principal and agent, partnership, joint venture or any other relationship between the parties hereto.

11. This Agreement may be executed in counterparts with the understanding that so long as each of the parties signs one or more such counterpart, this Agreement shall have the same force and effect as though all signatures appeared on one document. The parties expressly agree that a facsimile signature shall be deemed to have the same validity as an original signature.

12. Time is of the essence in this Agreement and each and every provision hereof.

13. This Agreement shall be governed and construed under the laws of the State of Nevada.

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IN WITNESS WHEREOF, the parties hereto set their hands hereunto to be effective as of the day and date first set forth above.

Mount Rose Publishing Co., a Nevada Corporation

By: 
Arne Hoel, Its President

City of Carson City

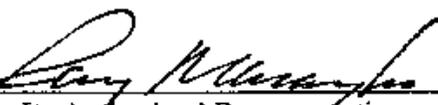
By: 
Its Authorized Representative

Exhibit "A"

All that certain real property situated in the City of Carson City, State of Nevada described as follows:

Parcel 2 of the Parcel Map recorded at Book 7, Page 2104, Document No. 175253 recorded in the Official Records of Carson City, Nevada on May 4, 1995.

Assessor's Parcel No. 009-551-29

Together with that Certain Easement and Right of Way as Granted by Document Recorded March 28, 1995 as Document No. 173602. Said Easement affects that portion of Evalyn Drive lying Northerly of Parcel 1 and Parcel 2 of Parcel Map No. 2104.

Exhibit "B"

All that certain real property situated in the City of Carson City, State of Nevada commonly known as Governor's Field and more particularly described as follows:

Assessor's Parcel No. 004-016-03

Together with:

All that certain real property situated in the City of Carson City, State of Nevada commonly known as Evalyn Drive and more particularly described as follows:

A strip of land being thirty feet (30') in width lying within the NW 1/4 of Section 20, Township 15 North, Range 20 East, M.D.M., Carson City, Nevada, and being more particularly described as follows:

Beginning at a point on the West 1/4 of Section 20 thence South 89° 14' 46" East, a distance of 131.55 feet, thence along Roop Street, North 00° 20' 11" East a distance of 659.10 feet, thence North 89° 07' 25" West a distance of 30.00 feet to a spike and the true point of beginning, thence East along Evalyn Drive and the northern property lines of the above-referenced parcel numbers, as follow: South 89° 07' 25" East 866.04 feet to a 5/8 rebar with tag PLS 6497, thence North 00° 20' 11" East a distance of 30.00 feet, thence continuing West and parallel to the Northernmost parcel line previously referred to, South 89° 07' 25" West a distance of 866.04 feet, thence South 00° 20' 11" West a distance of 30.00 feet to a spike and the true point of beginning.

FILED FOR RECORD
AT THE REQUEST OF
CARSON CITY CLERK TO
THE BOARD
02 MAR 26 12:46

FILE NO. 275516
ALAN SLOVER
CARSON CITY RECORDER
FEE \$10.00

WHEREAS, Eberlin and HREP are parties to that certain Second Reciprocal Ingress, Egress, Parking Easement and Maintenance Agreement affecting Lot A and Lot B dated as of December _____, 2001 and recorded in the Official Records of Carson City (the "Second Parking Agreement") which expressly replaces and supersedes the First Parking Agreement;

WHEREAS, the Agreement has never been recorded by Eberlin or the City nor has it been officially recognized by the City; and

WHEREAS, the parties hereto deem it desirable and necessary to enter into this Amended Easement to accurately establish the rights and obligations of the owners of Lots A, B and C and for this Amended Easement to replace and supersede the Easement and, to the extent set forth herein, to modify the Agreement.

NOW, THEREFORE, for and in consideration of the recitals set forth above and the agreements set forth below, the parties hereto agree as follows.

Section I
Grant of Evalyn Drive Easement

The City does hereby grant, in perpetuity, to Eberlin and HREP, and their respective tenants, operators, heirs, successors and assigns, an easement and right of way for the purpose of ingress, egress, turning around, backing up, driving over, or other wise accessing the northern property lines of Assessor's Parcels Numbered 009-551-28 and 009-551-29 across, upon, in, over and under the following described real property (the "Evalyn Drive Easement").

A strip of land being thirty feet (30') in width lying within the NW 1/4 of Section 20, Township 15 North, Range 20 East, M.D.M., Carson City, Nevada, and being more particularly described as follows:

Beginning at a point on the West 1/4 of Section 20 thence South 89° 14' 46" East, a distance of 131.55 feet, thence along Roop Street, North 00° 20' 11" East a distance of 659.10 feet, thence North 89° 07' 25" West a distance of 30.00 feet to a spike and the true point of beginning, thence East along Evalyn Drive and the northern property lines of the above-referenced parcel numbers, as follow: South 89° 07' 25" East 866.04 feet to a 5/8 rebar with tag PLS 6497, thence North 00° 20' 11" East a distance of 30.00 feet, thence continuing West and parallel to the Northernmost parcel line previously referred to, South 89° 07' 25" West a distance of 866.04 feet, thence South 00° 20' 11" West a distance of 30.00 feet to a spike and the true point of beginning.

This grant shall be one that runs with the land for the benefit of Assessor's Parcels Numbered 009-551-28 and 009-551-29.

Section II
Grant of Mallory Way Parking Easement

Eberlin and HREP, subject to the conditions set forth herein, do hereby grant, in perpetuity, to the City, and its successors and assigns, an easement and right of way for the purpose of ingress, egress, parking, driving over, or other wise accessing the common parking areas of Assessor's Parcels Numbered 009-551-28 and 009-551-29 across, upon, in, over and under said real property (the "Mallory Way Easement"). This grant is subject to the following conditions.

1. The hours of access to the parking areas shall be after 5:00 PM, Monday through Friday, and all day on Saturdays and Sundays.

2. The City shall continue to hold Eberlin and his successors and assigns harmless as provided for in the Agreement.

This grant shall be one that runs with the land for the benefit of Assessor's Parcel Number 004-016-03 provided that any transferee, successor or assign of either parcel agrees to and complies with the following conditions. Failure to do so shall render this grant void and of no further force and effect.

1. The hours of access to the parking areas shall be after 5:00 PM, Monday through Friday, and all day on Saturdays and Sundays.

2. Any successor or assign of the City shall continue to hold Eberlin and his successors and assigns harmless as provided for in the Agreement.

Section III Grant of Limited Governor's Field Parking Rights

The City, subject to the conditions set forth herein, does hereby grant, in perpetuity, to Eberlin and HREP, and their respective heirs, successors, assigns, tenants and operators, limited rights for the purpose of ingress, egress, parking, driving over, or other wise accessing the parking areas of Assessor's Parcel Number 004-016-03 across, upon, in, over and under said real property (the "Governor's Field Rights"). This grant is subject to the following conditions.

1. The City shall be provided with a limited indemnity agreement in the amount of one million dollars (\$1,000,000.00).

2. The hours of access to the parking areas shall be 7:30 AM until 5:15 PM, Monday through Friday.

3. The maximum number of parking spaces that can be utilized shall be forty five (45) spaces.

This grant shall be one that runs with the land for the benefit of Assessor's Parcels Numbered 009-551-28 and 009-551-29 provided that any transferee, successor or assign of either parcel agrees to and complies with the following conditions. Failure to do so shall render this grant void and of no further force and effect.

1. The City shall be provided with a new limited indemnity agreement from any such transferee, successor or assign in the amount of one million dollars (\$1,000,000.00), adjusted for inflation from the date of this Amended Easement until the date any such transferee, successor or assign to either of said parcels takes title to such parcel. Said adjustment for inflation shall be based on the cumulative increases in the cost of living, if any, and shall be calculated based upon the United States Department of Labor, Bureau of Labor Statistics Consumer Price Index for All Urban Consumers (CPI-U) for the Western Urban Area, Subgroup "all items" (1982-84=100) (the "Index"). The Index published as of the month of the effective date of this Amended Easement shall be considered the "Base Index". Such adjustment shall reflect a percentage equal to the cumulative percentage increase, if any, in the Index over the Base Index as of the month prior to the date of transfer of title to any such parcel. Notwithstanding any subsequent decrease in the Index, the amount of the hold harmless agreement shall be no less than as expressly set forth herein. Furthermore, notwithstanding anything to the contrary set forth herein, the foregoing adjustment to the hold harmless agreement shall not be applicable to any transfer of title from HREP to the Mount Rose Publishing Co., or any successor or assign of it taking title from

HREP.

2. The hours of access to the parking areas shall be 7:30 AM until 5:15 PM, Monday through Friday.

3. The maximum number of parking spaces that can be utilized shall be forty five (45) spaces.

Section IV
Indemnity

Subject to any limitations set forth herein, each party hereto expressly covenants and agrees to indemnify and hold each other party, as well as any of its shareholders, affiliates, divisions, subsidiaries, employees, agents, representatives and invitees, harmless from any and all consequences, losses, damages, liabilities, claims, causes of action, expenses and attorneys' fees suffered by another party, or parties, hereto, as well as any of their shareholders, affiliates, divisions, subsidiaries, employees, agents, representatives and invitees, caused by the use, in any manner whatsoever, by any other party hereto, or any of its shareholders, affiliates, divisions, subsidiaries, employees, agents, representatives and invitees, of the rights accorded by the Evalyn Drive Easement, the Mallory Way Easement or the Governor's Field Rights.

Section V
Maintenance

Each party hereto agrees to maintain its respective driveways, access ways and parking lots located on its real property in good condition and repair at the sole cost and expense of each respective party.

Section VI
Further Building

Eberlin and HREP hereby re-acknowledge and re-affirm that, as a condition of granting a building permit for Lot B, no further structures may be constructed within the west sixty (60) feet of the building that was constructed on Lot B.

Section VII
Fire Hydrant Easement/Maintenance

Eberlin agrees to continue maintain the check valve, water line and fire hydrant located adjacent to the Premises for the mutual benefit of both Lots A and B. HREP hereby reaffirms the grant, in perpetuity, to Eberlin, his tenants, his operators and/or his successors and assigns of an easement for such maintenance. This grant shall be one that runs with the land on Lot B for the benefit of Lot A. Further, Eberlin, HREP and their tenants, operators, successors and assigns hereby re-acknowledge that a right of entry was also granted to the City of Carson City for use of the check valve, water line and fire hydrant when Parcel Map 1434 was recorded in the Official Records of Carson City. This right of entry was a condition to obtaining the lot split that created Lot A and Lot B.

Section VIII
Acknowledgement of the Second Parking Agreement

The City hereby acknowledges the Second Parking Agreement, in the form as is recorded in

the Official Records of Carson City and confirms that it provides parking for both Lot A and Lot B in conformity with the City's Municipal Code requirements as are applicable to said lots.

Section IX
Acknowledgement of the Agreement

Eberlin, HREP and the City hereby acknowledge, confirm and ratify the Agreement, as it may be amended or modified hereby. Furthermore Eberlin and the City hereby covenant and agree to execute a recordable form of the Agreement, and cause it to be recorded concurrently herewith, in the event that any party hereto deems it to be advisable.

Section X
Correction of Legal Description

The parties hereto expressly understand and agree that any reference to an "Evelyn Way" in any document affecting Lot A, Lot B or Lot C shall be deemed to be a reference to "Evalyn Drive" and any reference to an "Evelyn Drive" in any document affecting Lot A, Lot B or Lot C shall be deemed to be a reference to "Evalyn Way".

Section XI
Binding Effect

This Amended Easement shall, subject to any conditions set forth herein, bind and inure to the benefit of the respective heirs, personal representatives, successors and assigns of each of the parties hereto as well as any of the tenants and/or operators of Eberlin and HREP and their respective successors and assigns.

Section XII
Governing Law

This Amended Easement shall be governed and construed under the laws of the State of Nevada.

Section XIII
Attorney's Fees

In any action or proceeding which any party hereto may take to enforce such party's rights hereunder, or to which such party may be made a party because of any matters arising or growing out of this Amended Easement, and due to the act or default of some other party, the party whose act or default caused the other party, without fault to become involved in such litigation, or who shall be defeated in such litigation, agrees to pay all costs incurred by the winning or other party therein, including reasonable attorney's fees.

Section XIV
Invalidity of Particular Provisions

If any term or provision of this Amended Easement, or the application thereof to any person or circumstance shall, to any extent, be invalid or unenforceable, the remainder of this Amended Easement, or the application of such term or provision to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected thereby, and each remaining term and provision of this Amended Easement shall be valid and be enforced to the fullest extent permitted by law.

Section XV
Entire Agreement

This document contains the entire agreement between the parties hereto relating to the rights granted and the obligations assumed pursuant to this document. This Amended Easement represents the entire agreement between the parties hereto and expressly replaces and supersedes any and all previous agreements, oral or verbal, including, but not limited to, the Easement made by and between the City and Eberlin. Notwithstanding anything to the contrary contained herein, the terms and conditions of the Agreement shall remain in full force and effect except for those set forth in Paragraph 7 (hereof and as to the Evalyn Drive Easement as set forth in Exhibit "A" thereto. This Amended Easement may not be modified or amended except by an amendment, in writing and in recordable form, executed by all parties hereto.

IN WITNESS WHEREOF, the parties hereto have executed this Amended Easement to be effective as of this 20th day of December, 2001.

City of Carson City

By: 
Its Authorized Representative


Harry R. Eberlin

HRE Properties, Inc., a Nevada Corporation

By: 
Gregg W. Koechlein, Its President

UNOFFICIAL COPY

Exhibit "A"

All that certain real property situated in the City of Carson City, State of Nevada described as follows:

Parcel 1 of the Parcel Map recorded at Book 7, Page 2104, Document No. 175253 recorded in the Official Records of Carson City, Nevada on May 4, 1995.

Assessor's Parcel No. 009-551-28

Together with that Certain Easement and Right of Way as Granted by Document Recorded March 28, 1995 as Document No. 173602. Said Easement affects that portion of Evalyn Drive lying Northerly of Parcel 1 and Parcel 2 of Parcel Map No. 2104.

UNOFFICIAL COPY

Exhibit "B"

All that certain real property situated in the City of Carson City, State of Nevada described as follows:

Parcel 2 of the Parcel Map recorded at Book 7, Page 2104, Document No. 175253 recorded in the Official Records of Carson City, Nevada on May 4, 1995.

Assessor's Parcel No. 009-551-29

Together with that Certain Easement and Right of Way as Granted by Document Recorded March 28, 1995 as Document No. 173602. Said Easement affects that portion of Evalyn Drive lying Northerly of Parcel 1 and Parcel 2 of Parcel Map No. 2104.

UNOFFICIAL COPY

Exhibit "C"

All that certain real property situated in the City of Carson City, State of Nevada commonly known as Governor's Field and more particularly described as follows:

Assessor's Parcel No. 004-016-03

Together with:

All that certain real property situated in the City of Carson City, State of Nevada commonly known as Evalyn Drive and more particularly described as follows:

A strip of land being thirty feet (30') in width lying within the NW 1/4 of Section 20, Township 15 North, Range 20 East, M.D.M., Carson City, Nevada, and being more particularly described as follows:

Beginning at a point on the West 1/4 of Section 20 thence South 89° 14' 46" East, a distance of 131.55 feet, thence along Roop Street, North 00° 20' 11" East a distance of 659.10 feet, thence North 89° 07' 25" West a distance of 30.00 feet to a spike and the true point of beginning, thence East along Evalyn Drive and the northern property lines of the above-referenced parcel numbers, as follow: South 89° 07' 25" East 866.04 feet to a 5/8 rebar with tag PLS 6497, thence North 00° 20' 11" East a distance of 30.00 feet, thence continuing West and parallel to the Northernmost parcel line previously referred to, South 89° 07' 25" West a distance of 866.04 feet, thence South 00° 20' 11" West a distance of 30.00 feet to a spike and the true point of beginning.

OFFICIAL COPY

STATE OF NEVADA

)

:SS

CITY OF CARSON CITY

)

On December 20, 2001 before me, the undersigned a Notary Public in and for said City and State, personally appeared Ray Masayko personally known to me (or proved to me on the basis of satisfactory evidence) to be the person whose name is subscribed to the within instrument and acknowledged to me that he executed the same in his authorized capacity, and that by his signature on the instrument the person, or the entity upon behalf of which the person acted, executed the instrument.

WITNESS my hand and official seal.

Signature Katherine L. McLaughlin

My Commission Expires: 9/21/03



STATE OF CALIFORNIA

)

:SS

COUNTY OF SAN DIEGO

)

On December 13, 2001 before me, the undersigned a Notary Public in and for said County and State, personally appeared Harry R. Eberlin personally known to me (or proved to me on the basis of satisfactory evidence) to be the person whose name is subscribed to the within instrument and acknowledged to me that he executed the same in his authorized capacity, and that by his signature on the instrument the person, or the entity upon behalf of which the person acted, executed the instrument.

WITNESS my hand and official seal.

Signature Sandra White

My Commission Expires: May 4, 2005



STATE OF NEVADA)
)
COUNTY OF WASHOE)

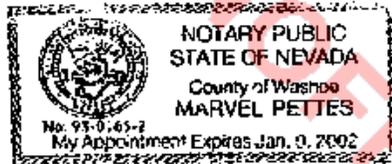
:SS

On December 17, 2001 before me, the undersigned a Notary Public in and for said County and State, personally appeared Gregg W. Koechlein personally known to me (or proved to me on the basis of satisfactory evidence) to be the person whose name is subscribed to the within instrument and acknowledged to me that he executed the same in his authorized capacity, and that by his signature on the instrument the person, or the entity upon behalf of which the person acted, executed the instrument.

WITNESS my hand and official seal.

Signature Marvel Pettes

My Commission Expires: Jan 9, 2002



FILED FOR RECORD
AT THE REQUEST OF
FIRST AMERICAN TITLE CO.
'01 DEC 28 P2:34

FILE NO. 271522
ALAN GLOVER
CARSON CITY REC'DR
FEES: 24 DEP. PA



STAFF REPORT

Report To: Board of Supervisors **Meeting Date:** November 3, 2022

Staff Contact: Daniel Gonzales, Assistant Sheriff

Agenda Title: For Possible Action: Discussion and possible action regarding the award of a grant from the Fiscal Year ("FY") 2020 U.S. Department of Justice, Bureau of Justice Assistance, ("BJA") Northern and Middle States Rural Law Enforcement Training and Technical Assistance Grant Program in the amount of \$57,743.99, effective October 1, 2020 through September 30, 2023, and authorization for the Sheriff to sign the grant agreement. (Daniel Gonzales, dgonzales@carson.org)

Staff Summary: The Carson City Sheriff's Office ("CCSO") has been awarded a grant in the amount of \$57,743.99 from a BJA grant, administered by the National White Collar Crime Center ("NW3C") for investigations-related equipment. The equipment sought to be purchased with this funding will provide the CCSO with equipment to enhance digital forensic and drug investigative abilities. The Board of Supervisors ("Board") must accept grants of \$50,000 or more.

Agenda Action: Formal Action / Motion **Time Requested:** Consent

Proposed Motion

I move to accept the grant as presented and authorize the Sheriff to sign it.

Board's Strategic Goal

Safety

Previous Action

January 20, 2022 (Item 14C) – The Board approved submission of the application for this grant.

Background/Issues & Analysis

The CCSO: Investigations Division applied for grant funding in the amount of \$149,690.49 from the BJA grant program, administered by the NW3C. On September 20, 2022, partial funding was awarded in the amount of \$57,743.99. The following items were approved for funding:

1. 1 Contraband Interdiction Kit "Density Buster"
2. 1 Digital Forensics Desktop Computer
3. 1 Portable License Plate Reader Camera (Two year license)
4. 1 SQLite Forensic Toolkit to investigate Mobile Devices
5. 1 TruNarc Handheld Narcotics Analyzer

The items will enhance the CCSO's ability to properly handle digital evidence, conduct lawful surveillance and safely screen dangerous drugs.

Applicable Statute, Code, Policy, Rule or Regulation

Carson City Grant Administration Policy

Financial Information

Is there a fiscal impact? Yes

If yes, account name/number: Grant Account 2752005 500675 - Grant Number 2020-MU-BX-K001, munis grant number will be assigned if approved.

Is it currently budgeted? No

Explanation of Fiscal Impact: If accepted, revenues and expenses of \$57,743.99 will be added to the grant fund during budget augmentations.

Alternatives

Do not accept the grant award and/or provide alternative direction.

Attachments:

[Carson City SO NV SRAG.pdf](#)

[CarsonCitySO NV.pdf](#)

Board Action Taken:

Motion: _____

- 1) _____
- 2) _____

Aye/Nay

(Vote Recorded By)



Subrecipient Contract for Services- Microgrant/Subaward

Contract # **72-114**

This agreement is effective as of **September 25, 2022** between the National White Collar Crime Center (hereinafter referred to as NW3C or prime recipient), a Virginia corporation, located at 4901 Dickens Road, Suite 110, Richmond, VA 23230 and **Carson City Sheriff's Office** (hereinafter referred to as "**CCSO**" or the "subrecipient") for work performed under the U.S. Department of Justice, Office of Justice Programs, Bureau of Justice Assistance ("BJA" or "grantor"), for Grant Award Number Cooperative Agreement No. 2020-17373, federal CFDA number **16.738** for the initiative entitled, "**Northern and Middle States Rural Law Enforcement Training and Technical Assistance Grant Program**".

1.0 Agreement of the Parties:

1.1 **WHEREAS**, NW3C has received funds under Cooperative Agreement No. 2020-17373 from the U.S. Department of Justice, Office of Justice Programs, Bureau of Justice Assistance, to conduct a project entitled, "**Northern and Middle States Rural Law Enforcement Training and Technical Assistance Grant Program**" **WHEREAS**, NW3C wishes to engage and provide resources and Training and Technical Assistance (TTA) to sheriffs, and rural and tribal law enforcement agencies, located in the northern and middle states of the United States to support their efforts to address precipitous increases of all types of crime unique to this region, including human trafficking and sexual assaults, drug trafficking, and other forms of violent crime.

1.2 The subrecipient agrees to provide services in accordance with the terms and conditions contained herein.

1.3 In consideration of the promises and mutual covenants contained in this Agreement and other good and valuable consideration, the receipt and sufficiency of which is acknowledged by both parties, NW3C and the subrecipient agree to the following terms and conditions.

2.0 Term of Agreement:

This Agreement shall be in effect for the period October 2020 through September 30, 2023.

3.0 Scope of Service:

The subrecipient will provide NW3C with the services described in Schedule A, Scope of Services, which is attached to and made a part of this Agreement, during the period described in Section 2.0 above.

4.0 Compensation and Method of Payment:

4.1 NW3C agrees to pay the subrecipient a total, not to exceed, **\$57,743.99**, for any and all services and materials, described in Schedule A, arising under the Agreement, provided that the services are performed by the subrecipient as

required by, and upon the deadlines specified by NW3C during the Term of the Agreement. All payments are subject to the availability of funding from OJP/BJA.

Funds shall not be paid by NW3C until services have been rendered and documented by the subrecipient to the satisfaction of NW3C's designated Contract Coordinator for this contract: **James Lee**

- 4.2 The subrecipient acknowledges and agrees that, except as provided in this Section 4.0 and Schedule A, the subrecipient shall not be entitled to, and NW3C shall not be obligated to pay, any monies or other compensation for the services or materials provided and rights granted under this Agreement.
- 4.3 Invoices will be provided to NW3C based on actual expenditures incurred. Actual expenditures incurred should be supported by a financial report and receipts detailing expenses. The total amount to be paid by NW3C shall not exceed **\$57,743.99** over the award period. To document completion of the work required under this contract, the subrecipient agrees to submit to NW3C, at the Notice Address listed below quarterly reports on accomplishments, lessons learned, and promising practices that could be replicated.
- 4.4 The subrecipient understands that any invoices or receipts shall remain available for audit as may be required by law. Upon receipt of the completed invoice and supporting documentation, approval by the Contractor Coordinator, and the availability of federal funds, NW3C shall send payment to the subrecipient at the Notice Address listed below.
- 4.5 Notwithstanding the total amount to be paid by NW3C as listed above and elsewhere in this agreement, NW3C may, in its discretion, provide additional compensation to address inflationary factors. Nothing in subsection obligates NW3C to pay compensation beyond the amounts listed in this agreement.

5.0 Contractor Status:

- 5.1 The subrecipient warrants and represents to NW3C that the subrecipient is acting solely as an Independent Contractor and not as a NW3C employee, and that the subrecipient has the full right and authority to enter into this Agreement and to perform all the subrecipient obligations under this Agreement. The parties to this Agreement recognize that this Agreement does not create any actual or apparent agency, partnership, franchise, or relationship of employer and employee between NW3C and the subrecipient. The subrecipient is not authorized to enter into or commit NW3C to any agreements, and the subrecipient shall not represent itself as the agent or legal representative of NW3C.
- 5.2 Further, the subrecipient acknowledges and agrees that the subrecipient shall not be entitled to (i) participate in any of NW3C's benefits, including without limitation any employee benefits or health or retirement plans, and (ii) receive any additional remuneration or payment of expenses other than as specifically provided for in this Agreement.
- 5.3 The subrecipient is responsible for payment of all applicable state and federal taxes relating to payments made under the terms of this Agreement. NW3C shall not be liable for taxes, Worker's Compensation, unemployment insurance, employers' liability, employer's FICA, social security, withholding tax, or other taxes or withholding for or on behalf of the subrecipient or any other person consulted or employed by the subrecipient in performing Services under this Agreement. The subrecipient acknowledges and

agrees that all of the costs specified in Section 5.0 and any cost required to complete the work specified in Schedule A of this Agreement are the responsibility of the subrecipient.

- 5.4 By signing this Agreement, the subrecipient attests and certifies that the subrecipient meets all U. S. Department of Labor or the Bureau of Citizenship and Immigration Services requirements for eligibility to receive payments.
- 5.5 Subrecipient acknowledges that the Services and the products have been specially commissioned or ordered by NW3C as “works made-for-hire” as that term is used in the Copyright Law of the United States, and that NW3C is deemed to be the author of, and the owner of all copyrights in and to the materials created; however, NW3C grants to subrecipient a nonexclusive license to use the products and materials created under this Agreement. Subrecipient must get written permission from NW3C prior to any such use of the products and materials created under this Agreement.
- 5.6 The subrecipient agrees that the subrecipient will not use NW3C’s name or the name of any member of NW3C’s staff in any form of promotion or publicity without the prior written consent of NW3C.

6.0 Eligibility Requirements:

Applicants must meet the following eligibility requirements to be considered for this program.

- 6.1 Be a small, rural, or tribal law enforcement agency located within the Northern or Middle States of Arkansas, Oklahoma, Missouri, Kansas, Iowa, Nebraska, South Dakota, Minnesota, North Dakota, Montana, Wyoming, Colorado, Utah, Idaho, Nevada, Louisiana, Oregon, Washington, Illinois, Indiana, Michigan, Wisconsin, or Alaska.
- 6.2 A small or rural law enforcement agency is one that serves a population size of 100,000 or less AND is located in either; An area or community, respectively, where no part is within an area designated as a standard metropolitan statistical area, or an area or community, respectively, that is within an area designated as a metropolitan statistical area or considered as a part of a metropolitan statistical area but is located within a rural census tract.
- 6.3 A tribal law enforcement entity must be one that is part of a federally recognized Indian Tribe and is located within Arkansas, Oklahoma, Missouri, Kansas, Iowa, Nebraska, South Dakota, Minnesota, North Dakota, Montana, Wyoming, Colorado, Utah, Idaho, Nevada, Louisiana, Oregon, Washington, Illinois, Indiana, Michigan, Wisconsin, or Alaska.
- 6.4 Have permission from the agency governing authority to receive the award
- 6.5 Be able to comply with Post Award reporting requirements
- 6.6 If applicable, be able to provide to law enforcement staff members with necessary training on the use and implementation of purchased equipment or systems
- 6.7 Those agencies receiving awards for specialized equipment that would normally require officer or personnel training on the appropriate and legal use of those items, especially privacy implications, will be required to provide confirmation of receipt of training.
- 6.8 Agencies receiving awards to fund subscriptions, or access to an intelligence information system or service, will be required to provide certificates of completion of 28 CFR Part 23 training, available at www.ncirc.gov/28cfr/

7.0 Subrecipient Requirements

As a condition of receiving the Cooperative Agreement from the Bureau of Justice Assistance, is required to ensure that any subrecipient of grant funds complies with the conditions shown on Schedule B to this Agreement and with the following requirements from the Office of Justice Programs' Financial Guide (<https://www.ojp.gov/funding/financialguidedoj/overview>). As a subrecipient under the BJA/OVC grant, subrecipient agrees to:

1. Maintain financial records and other records for invoicing purposes in the format specified in this Agreement for a period of three (3) years from the completion of the Project.
2. Allow NW3C to conduct on-site audits and/or review of all documentation created and maintained by subrecipient to comply with the OJP/BJA cooperative agreement, including financial data, work products, and data relating to deliverables.
3. Provide closeout information and reports as requested by NW3C at least 120 days prior to the date the grant or any GAN terminates.
4. Meet with NW3C regularly to discuss program activities and performance.
5. Comply with applicable special conditions specified in the OJP/BJA cooperative agreement, which have been incorporated into this Agreement as Schedule B.
6. Complete the work specified in Schedule A, as requested by NW3C.
7. Provide timely reports and data in the format specified by NW3C upon NW3C's request.
8. Provide a Debarment and Suspension Certification in the form specified in Schedule C.
9. Maintain property records for equipment acquired under this Agreement, including in such records a description of the equipment, a serial number or other identification number, the title holder, the acquisition date, and cost of the property, the location, use and condition of the property, and any ultimate disposition data including the date of disposal and sale price of the property. The Subrecipient agrees to provide NW3C with property records within five (5) business days of a request for a copy of property records by NW3C.
10. Ensure the title to equipment acquired under this Agreement remains unencumbered until the Subrecipient receives disposition instructions from NW3C.
11. Maintain policies and procedures to ensure equipment acquired under this Agreement is safeguarded against damage, loss, and theft.
12. Ensure any equipment acquired under this Agreement is disposed of in accordance with NW3C's disposition instructions. NW3C will provide the subrecipient with disposition instructions prior to the termination of this agreement.

13. Prepare and submit to NW3C for approval a budget showing costs associated with deliverables and reports and identify any property or equipment that subrecipient intends to purchase with award funds.
14. Submit only those costs which are included in the budget approved by NW3C.
15. Comply with all applicable civil rights nondiscrimination requirements.
16. Certify to NW3C that subrecipient is in compliance with the lobbying restrictions in 28 C.F.R. Part 69, and provide a certification in the form specified in Schedule C.
17. Comply with requirements associated with the operation of motor vehicles while conducting business under this Agreement, including requiring all individuals who are performing award-related work to wear seat belts and are prohibited from texting while driving.
18. Certify that subrecipient has established and maintains an accounting system and financial records that are sufficient to accurately account for award funds.
19. At the time the Agreement is signed by subrecipient, provide a fully executed original of the Lobbying, Drug-free Workplaces, and Suspension Certification, which is attached to this Agreement as Schedule C and incorporated by reference.

8.0 Partial Performance or Early Termination:

- 8.1 This Agreement is funded by a federal Cooperative Agreement. Should funding not be available, NW3C will notify subrecipient and this Agreement shall be rendered null and void immediately. Payments are subject to the availability of funds from OJP/BJA and subrecipient providing the required documentation as per Section 4.3.
- 8.2 This Agreement may be terminated immediately at the option of NW3C if the subrecipient fails to perform the services under this Agreement to the satisfaction of NW3C.
- 8.3 In the event of partial performance by the subrecipient, NW3C's obligation to pay the subrecipient shall be limited to only those services performed, invoiced, and documented to the sole satisfaction of NW3C.

9.0 Notices:

All notices and other communications required by this Agreement shall be in writing and shall be delivered either by Express Mail or by certified or registered mail. All notices and any other written communications under this Agreement shall be addressed as indicated below, or as specified by subsequent written notice delivered by the party whose address has changed.

Notices To **Carson City Sheriff's Office**
Attention: Captain Daniel Gonzales
911 E. Musser Street
Carson City, NV 89701
Email: dgonzales@carson.org
Telephone: **775-283-7850**

Notices to NW3C:

Kathie Alexander
Contract Administrator and Risk Manager
NW3C, Inc., d/b/a the National White Collar Crime Center
4901 Dickens Road; Suite 110
Richmond, VA 23230
Email: kalexander@nw3c.org
Telephone: 804-217-5624

10.0 Indemnification:

- 10.1 The subrecipient agrees to defend, indemnify and hold NW3C harmless from any claim, action, or cause of action, or liabilities, including reasonable attorney's fees to the prevailing party, arising out of the **subrecipient's** performance of subrecipient's obligations pursuant to this Agreement to the extent allowed by applicable law.
- 10.2 This Section 9.0 shall survive the termination of this Agreement.

11.0 Choice of Law:

This Agreement shall be governed by the laws of the Commonwealth of Virginia.

12.0 Force Majeure:

- 12.1 Neither party shall be liable for delay in performance due to fire, flood, strike, or other labor difficulty, act of God, act of any governmental authority, acts or omissions of the other party, riot, fuel or energy shortage, or due to any other cause beyond the party's reasonable control.
- 12.2 In the event of delays in performance due to any of the events specified in Section 11.1, the dates for performance by the parties will be postponed by a period of time equal to the delay period.

13.0 Assignment:

This Agreement shall not be assigned by either party without the prior written consent of the other party.

14.0 Severability:

The illegality or invalidity of any provisions of this Agreement shall not impair, affect, or invalidate the other provisions of this Agreement.

15.0 Attorney Fees and Costs:

If any action at law or in equity is necessary to enforce or interpret the terms of this Agreement, the prevailing party in litigation shall be entitled to reasonable attorney's fees, costs and necessary disbursements incurred before or after judgment.

16.0 Entire Agreement and Amendment:

- 16.1 This Agreement contains the entire Agreement between the parties and supersedes all previous agreements and understandings of the parties relating to the Scope of Services to be performed under this Agreement.

16.2 This Agreement may be amended only by another written Agreement duly executed by both parties.

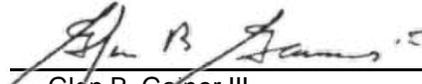
IN WITNESS WHEREOF, the parties have caused this contract to be duly executed intending to be bound thereby.

NW3C, INC.

BY:

Carson City Sheriff's Office

BY:



Glen B. Gainer III
President and CEO

DATE: _____

DATE: 9-12-2022

**SCHEDULE A
SCOPE OF SERVICES
TO CONTRACT # 72-114
BETWEEN NW3C AND Subrecipient**

I. SERVICES:

NW3C desires to have the subrecipient provide services in support of Federal Cooperative Agreement 2020-17373 FY 20“**Northern and Middle States Rural Law Enforcement Training and Technical Assistance Grant Program**” awarded to NW3C by the Department of Justice (“DOJ”), Office of Justice Programs (“OJP”), Bureau of Justice Assistance. Subrecipients will identify and request resources to assist in:

- Improving the agency’s investigative, intelligence, and/or interdiction capabilities
- Enhancing information sharing, including investigative and intelligence data sharing with other agencies
- Enabling agencies to participate in projects within the Northern and Middle states
- Assisting in projects/initiatives unique to an agency or its region
- Improving dedicated communications capabilities
- Reducing precipitous increases in crime

Subrecipient will provide the following services under the Program:

Project: **FY20 “Northern and Middle States Rural Law Enforcement Training and Technical Assistance Grant Program”**

Period of Performance: October 1, 2020 through September 30, 2023

Contract Price: \$57,743.99

Subrecipient Contact: **Carson City Sheriff’s Office**
Attention: Captain Daniel Gonzales
911 E. Musser Street
Carson City, NV 89701
Email: dgonzales@carson.org
Telephone: 775-283-7850

NW3C Contact: James Lee
Program Manager
NW3C, Inc., d/b/a the National White Collar Crime Center
5000 NASA Blvd., STE 2100
Fairmont, WV 26554 Email:
jlee@nw3c.org Telephone:
(304) 368-2883

A. Project:

Subrecipient STATEMENT OF WORK

The Subrecipient will provide the following services under this Agreement:

- 1) **Applications/Documentation:** Upon being selected as a subrecipient, agencies will be required to update their applications and provide proper financial documentation to include bids, invoices, and receipts of purchase prior to funds being reimbursed by NW3C.
- 2) **Quarterly Reports:** Following implementation, the subrecipient will be contacted and surveyed by NW3C Program Manager on a quarterly basis. This survey will report accomplishments, lessons learned, and promising practices that could be replicated. **Questions may include:**
 - What was the problem identified to be addressed through the funding?
 - How was/were the item(s) used/implemented?
 - How was the information and/or intelligence sharing improved?
 - What other benefits, if any, were gained through this award?
 - How many officers were given/use the items(s) or benefited from the award?
 - What best practices can be recommended based on the agency's use/implementation experience?
 - What lessons learned (and challenges faced) can you share from the use/implementation?
 - Did this award help reduce crime in your area?
 - Was the project or implementation completed by the target date?

II. PAYMENT SCHEDULE:

Upon selection, subrecipients will provide NW3C all financial documentation to include bids, invoices, and receipts of approved purchase based on actual expenditures incurred. Actual expenditures incurred should be supported by a financial report detailing expenses. The subrecipient will monitor the total budget by category, and current period expenditures. The total amount to be paid by NW3C shall not exceed **\$57,743.99** over the award period. To document completion of the work required under this contract, the subrecipient agrees to submit to NW3C, at the Notice Address listed below an Invoice, documenting the services provided under Schedule A, by listing (i) the period of service, (ii) the grant number, (iii) a description of the work performed and supporting documentation for actual expenses, and the amount.

NW3C shall pay the subrecipient for approved purchases, subject to the availability of federal funds from OJP/BJA. NW3C will not be obligated to make any payment if the applicable payment request (the Invoice) is not received or if the required deliverable is not received and approved by NW3C. If OJP/BJA funds are available, NW3C will make payment thirty (30) days from receipt of the invoice and approval by the NW3C Contract Coordinator.

SCHEDULE B

TO THE AGREEMENT BETWEEN NW3C AND subrecipient

DOJ OFFICE OF JUSTICE PROGRAMS, Bureau of Justice Assistance

PROJECT NUMBER: BJA-2020-17373

AWARD DATE: September 25, 2022

SPECIAL CONDITIONS

The following Special Conditions are applicable to the use of funds from OJP/BJA by NW3C, as the Cooperative Agreement recipient, and by Carson City Sheriff's Office, as a subrecipient:

1. Requirements of the award; remedies for non-compliance or for materially false statements

The conditions of this award are material requirements of the award. Compliance with any assurances or certifications submitted by or on behalf of the recipient that relate to conduct during the period of performance also is a material requirement of this award.

Limited Exceptions. In certain special circumstances, the U.S. Department of Justice ("DOJ") may determine that it will not enforce, or enforce only in part, one or more requirements otherwise applicable to the award. Any such exceptions regarding enforcement, including any such exceptions made during the period of performance, are (or will be during the period of performance) set out through the Office of Justice Programs ("OJP") webpage entitled "Legal Notices: Special circumstances as to particular award conditions" (ojp.gov/funding/Explore/LegalNotices-AwardReqts.htm), and incorporated by reference into the award.

By signing and accepting this award on behalf of the recipient, the authorized recipient official accepts all material requirements of the award, and specifically adopts, as if personally executed by the authorized recipient official, all assurances or certifications submitted by or on behalf of the recipient that relate to conduct during the period of performance.

Failure to comply with one or more award requirements -- whether a condition set out in full below, a condition incorporated by reference below, or an assurance or certification related to conduct during the award period -- may result in OJP taking appropriate action with respect to the recipient and the award. Among other things, the OJP may withhold award funds, disallow costs, or suspend or terminate the award. DOJ, including OJP, also may take other legal action as appropriate.

Any materially false, fictitious, or fraudulent statement to the federal government related to this award (or concealment or omission of a material fact) may be the subject of criminal prosecution (including under 18 U.S.C. 1001 and/or 1621, and/or 34 U.S.C. 10271-10273), and also may lead to imposition of civil penalties and administrative remedies for false claims or otherwise (including under 31 U.S.C. 3729-3730 and 3801-3812).

Should any provision of a requirement of this award be held to be invalid or unenforceable by its terms, that provision shall first be applied with a limited construction so as to give it the maximum effect permitted by law. Should it be held, instead, that the provision is utterly invalid or - unenforceable, such provision shall be deemed severable from this award.

2. Applicability of Part 200 Uniform Requirements

The Uniform Administrative Requirements, Cost Principles, and Audit Requirements in 2 C.F.R. Part 200, as adopted and supplemented by DOJ in 2 C.F.R. Part 2800 (together, the "Part 200 Uniform Requirements") apply to this FY 2020 award from OJP.

The Part 200 Uniform Requirements were first adopted by DOJ on December 26, 2014. If this FY 2020 award supplements funds previously awarded by OJP under the same award number (e.g., funds awarded during or before December 2014), the Part 200 Uniform Requirements apply with respect to all funds under that award number (regardless of the award date, and regardless of whether derived from the initial award or a supplemental award) that are obligated on or after the acceptance date of this FY 2020 award.

For more information and resources on the Part 200 Uniform Requirements as they relate to OJP awards and subawards ("subgrants"), see the OJP website at <https://ojp.gov/funding/Part200UniformRequirements.htm>.

Record retention and access: Records pertinent to the award that the recipient (and any subrecipient ("subgrantee") at any tier) must retain -- typically for a period of 3 years from the date of submission of the final expenditure report (SF 425), unless a different retention period applies -- and to which the recipient (and any subrecipient ("subgrantee") at any tier) must provide access, include performance measurement information, in addition to the financial records, supporting documents, statistical records, and other pertinent records indicated at 2 C.F.R. 200.333.

In the event that an award-related question arises from documents or other materials prepared or distributed by OJP that may appear to conflict with, or differ in some way from, the provisions of the Part 200 Uniform Requirements, the recipient is to contact OJP promptly for clarification.

3. Compliance with DOJ Grants Financial Guide

References to the DOJ Grants Financial Guide are to the DOJ Grants Financial Guide as posted on the OJP website (currently, the "DOJ Grants Financial Guide" available at <https://ojp.gov/financialguide/DOJ/index.htm>), including any updated version that may be posted during the period of performance. The recipient agrees to comply with the DOJ Grants Financial Guide.

4. Reclassification of various statutory provisions to a new Title 34 of the United States Code

On September 1, 2017, various statutory provisions previously codified elsewhere in the U.S. Code were editorially reclassified (that is, moved and renumbered) to a new Title 34, entitled "Crime Control and Law Enforcement." The reclassification encompassed a number of statutory provisions pertinent to OJP awards (that is, OJP grants and cooperative agreements), including many provisions previously codified in Title 42 of the U.S. Code.

Effective as of September 1, 2017, any reference in this award document to a statutory provision that has been reclassified to the new Title 34 of the U.S. Code is to be read as a reference to that statutory provision as reclassified to Title 34. This rule of construction specifically includes references set out in award conditions, references set out in material incorporated by reference through award conditions, and references set out in other award requirements.

5. Requirements related to "de minimis" indirect cost rate

A recipient that is eligible under the Part 200 Uniform Requirements and other applicable law to use the "de minimis" indirect cost rate described in 2 C.F.R. 200.414(f), and that elects to use the "de minimis" indirect cost rate, must advise OJP in writing of both its eligibility and its election, and must comply with all associated requirements in the Part 200 Uniform Requirements. The "de minimis" rate may be applied only to modified total direct costs (MTDC) as defined by the Part 200 Uniform Requirements.

6. Requirement to report potentially duplicative funding

If the recipient currently has other active awards of federal funds, or if the recipient receives any other award of federal funds during the period of performance for this award, the recipient promptly must determine whether funds from any of those other federal awards have been, are being, or are to be used (in whole or in part) for one or more of the identical cost items for which funds are provided under this award. If so, the recipient must promptly notify the DOJ awarding agency (OJP or OVW, as appropriate) in writing of the potential duplication, and, if so requested by the DOJ awarding agency, must seek a budget-modification or change-of-project-scope grant adjustment notice (GAN) to eliminate any inappropriate duplication of funding.

7. Requirements related to System for Award Management and Universal Identifier Requirements

The recipient must comply with applicable requirements regarding the System for Award Management (SAM), currently accessible at <https://www.sam.gov/>. This includes applicable requirements regarding registration with SAM, as well as maintaining the currency of information in SAM.

The recipient also must comply with applicable restrictions on subawards ("subgrants") to first-tier subrecipients (first-tier "subgrantees"), including restrictions on subawards to entities that do not acquire and provide (to the recipient) the unique entity identifier required for SAM registration.

The details of the recipient's obligations related to SAM and to unique entity identifiers are posted on the OJP web site at <https://ojp.gov/funding/Explore/SAM.htm> (Award condition: System for Award Management (SAM) and Universal Identifier Requirements), and are incorporated by reference here.

This condition does not apply to an award to an individual who received the award as a natural person (i.e., unrelated to any business or non-profit organization that he or she may own or operate in his or her name).

8. Employment eligibility verification for hiring under the award

- The recipient (and any subrecipient at any tier) must--

A. Ensure that, as part of the hiring process for any position within the United States that is or will be funded (in whole or in part) with award funds, the recipient (or any subrecipient) properly verifies the employment eligibility of the

individual who is being hired, consistent with the provisions of 8 U.S.C. 1324a(a)(1) and (2).

B. Notify all persons associated with the recipient (or any subrecipient) who are or will be involved in activities under this award of both--

(1) this award requirement for verification of employment eligibility, and

(2) the associated provisions in 8 U.S.C. 1324a(a)(1) and (2) that, generally speaking, make it unlawful, in the United States, to hire (or recruit for employment) certain aliens.

C. Provide training (to the extent necessary) to those persons required by this condition to be notified of the award requirement for employment eligibility verification and of the associated provisions of 8 U.S.C. 1324a(a)(1) and (2).

. As part of the recordkeeping for the award (including pursuant to the Part 200 Uniform Requirements), maintain records of all employment eligibility verifications pertinent to compliance with this award condition in accordance with Form I-9 record retention requirements, as well as records of all pertinent notifications and trainings.

- Monitoring

The recipient's monitoring responsibilities include monitoring of subrecipient compliance with this condition.

- Allowable costs

To the extent that such costs are not reimbursed under any other federal program, award funds may be obligated for the reasonable, necessary, and allocable costs (if any) of actions designed to ensure compliance with this condition.

- Rules of construction

A. Staff involved in the hiring process

For purposes of this condition, persons "who are or will be involved in activities under this award" specifically includes (without limitation) any and all recipient (or any subrecipient) officials or other staff who are or will be involved in the hiring process with respect to a position that is or will be funded (in whole or in part) with award funds.

B. Employment eligibility confirmation with E-Verify

For purposes of satisfying the requirement of this condition regarding verification of employment eligibility, the recipient (or any subrecipient) may choose to

participate in, and use, E-Verify (www.e-verify.gov), provided an appropriate person authorized to act on behalf of the recipient (or subrecipient) uses E-Verify (and follows the proper E-Verify procedures, including in the event of a "Tentative Nonconfirmation" or a "Final Nonconfirmation") to confirm employment eligibility for each hiring for a position in the United States that is or will be funded (in whole or in part) with award funds.

C. "United States" specifically includes the District of Columbia, Puerto Rico, Guam, the Virgin Islands of the United States, and the Commonwealth of the Northern Mariana Islands.

D. Nothing in this condition shall be understood to authorize or require any recipient, any subrecipient at any tier, or any person or other entity, to violate any federal law, including any applicable civil rights or nondiscrimination law.

E. Nothing in this condition, including in paragraph 4.B., shall be understood to relieve any recipient, any subrecipient at any tier, or any person or other entity, of any obligation otherwise imposed by law, including 8 U.S.C. 1324a(a)(1) and (2).

Questions about E-Verify should be directed to DHS. For more information about E-Verify visit the E-Verify website (<https://www.e-verify.gov/>) or email E-Verify at E-Verify@dhs.gov. E-Verify employer agents can email E-Verify at VerifyEmployerAgent@dhs.gov.

Questions about the meaning or scope of this condition should be directed to OJP, before award acceptance.

9. Requirement to report actual or imminent breach of personally identifiable information (PII)

The recipient (and any "subrecipient" at any tier) must have written procedures in place to respond in the event of an actual or imminent "breach" (OMB M-17-12) if it (or a subrecipient) -- (1) creates, collects, uses, processes, stores, maintains, disseminates, discloses, or disposes of "personally identifiable information (PII)" (2 CFR 200.79) within the scope of an OJP grant-funded program or activity, or (2) uses or operates a "Federal information system" (OMB Circular A-130). The recipient's breach procedures must include a requirement to report actual or imminent breach of PII to an OJP Program Manager no later than 24 hours after an occurrence of an actual breach, or the detection of an imminent breach.

10. All subawards ("subgrants") must have specific federal authorization

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements for authorization of any subaward. This condition applies to agreements that -- for purposes of federal grants administrative requirements -- OJP considers a "subaward" (and therefore does not consider a procurement "contract").

The details of the requirement for authorization of any subaward are posted on the OJP web site at <https://ojp.gov/funding/Explore/SubawardAuthorization.htm> (Award condition: All subawards ("subgrants") must have specific federal authorization), and are incorporated by reference here.

11. Specific post-award approval required to use a noncompetitive approach in any procurement contract that would exceed \$250,000

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements to obtain specific advance approval to use a noncompetitive approach in any procurement contract that would exceed the Simplified Acquisition Threshold (currently, \$250,000). This condition applies to agreements that -- for purposes of federal grants administrative requirements -- OJP considers a procurement "contract" (and therefore does not consider a subaward).

The details of the requirement for advance approval to use a noncompetitive approach in a procurement contract under an OJP award are posted on the OJP web site at <https://ojp.gov/funding/Explore/NoncompetitiveProcurement.htm> (Award condition: Specific post-award approval required to use a noncompetitive approach in a procurement contract (if contract would exceed \$250,000)), and are incorporated by reference here.

12. Unreasonable restrictions on competition under the award; association with federal government

SCOPE. This condition applies with respect to any procurement of property or services that is funded (in whole or in part) by this award, whether by the recipient or by any subrecipient at any tier, and regardless of the dollar amount of the purchase or acquisition, the method of procurement, or the nature of any legal instrument used. The provisions of this condition must be among those included in any subaward (at any tier).

- No discrimination, in procurement transactions, against associates of the federal government

Consistent with the (DOJ) Part 200 Uniform Requirements -- including as set out at 2 C.F.R. 200.300 (requiring awards to be "manage[d] and administer[ed] in a manner so as to ensure that Federal funding is expended and associated programs are implemented in full accordance with U.S. statutory and public policy requirements") and 200.319(a) (generally requiring "[a]ll procurement transactions [to] be conducted in a manner providing full and open competition" and forbidding practices "restrictive of competition," such as "[p]lacing unreasonable requirements on firms in order for them to qualify to do business" and taking "[a]ny arbitrary action in the procurement process") -- no recipient (or subrecipient, at any tier) may (in any procurement transaction) discriminate against any person or entity on the basis of such person or entity's status as an "associate of the federal government" (or on the basis of such person or entity's status as a parent, affiliate, or subsidiary of such an associate), except as expressly set out in 2 C.F.R. 200.319(a) or as specifically authorized by USDOJ.

- Monitoring

The recipient's monitoring responsibilities include monitoring of subrecipient compliance with this condition.

- Allowable costs

To the extent that such costs are not reimbursed under any other federal program, award funds may be obligated for the reasonable, necessary, and allocable costs (if any) of actions designed to ensure compliance with this condition.

- Rules of construction

A. The term "associate of the federal government" means any person or entity engaged or employed (in the past or at present) by or on behalf of the federal government -- as an employee, contractor or subcontractor (at any tier), grant recipient or subrecipient (at any tier), agent, or otherwise -- in undertaking any work, project, or activity for or on behalf of (or in providing goods or services to or on behalf of) the federal government, and includes any applicant for such employment or engagement, and any person or entity committed by legal instrument to undertake any such work, project, or activity (or to provide such goods or services) in future.

B. Nothing in this condition shall be understood to authorize or require any recipient, any subrecipient at any tier, or any person or other entity, to violate any federal law, including any applicable civil rights or nondiscrimination law.

13. Requirements pertaining to prohibited conduct related to trafficking in persons (including reporting requirements and OJP authority to terminate award)

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements (including requirements to report allegations) pertaining to prohibited conduct related to the trafficking of persons, whether on the part of recipients, subrecipients ("subgrantees"), or individuals defined (for purposes of this condition) as "employees" of the recipient or of any subrecipient.

The details of the recipient's obligations related to prohibited conduct related to trafficking in persons are posted on the OJP web site at <https://ojp.gov/funding/Explore/ProhibitedConduct-Trafficking.htm> (Award condition: Prohibited conduct by recipients and subrecipients related to trafficking in persons (including reporting requirements and OJP authority to terminate award)), and are incorporated by reference here.

14. Determination of suitability to interact with participating minors

SCOPE. This condition applies to this award if it is indicated -- in the application for the award (as approved by DOJ)(or in the application for any subaward, at any tier), the DOJ funding announcement (solicitation), or an associated federal statute -- that a purpose of some or all of the activities to be carried out under the award (whether by the recipient, or a subrecipient at any tier) is to benefit a set of individuals under 18 years of age.

The recipient, and any subrecipient at any tier, must make determinations of suitability before certain individuals may interact with participating minors. This requirement applies regardless of an individual's employment status.

The details of this requirement are posted on the OJP web site at <https://ojp.gov/funding/Explore/Interact-Minors.htm> (Award condition: Determination of suitability required, in advance, for certain individuals who may interact with participating minors), and are incorporated by reference here.

15. Compliance with applicable rules regarding approval, planning, and reporting of conferences, meetings, trainings, and other events

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable laws, regulations, policies, and official DOJ guidance (including specific cost limits, prior approval and reporting requirements, where applicable) governing the use of federal funds for expenses related to conferences (as that term is defined by DOJ), including the provision of food and/or beverages at such conferences, and costs of attendance at such conferences.

Information on the pertinent DOJ definition of conferences and the rules applicable to this award appears in the DOJ Grants Financial Guide (currently, as section 3.10 of "Postaward Requirements" in the "DOJ Grants Financial Guide").

16. Requirement for data on performance and effectiveness under the award

The recipient must collect and maintain data that measure the performance and effectiveness of work under this award. The data must be provided to OJP in the manner (including within the timeframes) specified by OJP in the program solicitation or other applicable written guidance. Data collection supports compliance with the Government Performance and Results Act (GPRA) and the GPRA Modernization Act of 2010, and other applicable laws.

17. OJP Training Guiding Principles

Any training or training materials that the recipient -- or any subrecipient ("subgrantee") at any tier -- develops or delivers with OJP award funds must adhere to the OJP Training Guiding Principles for Grantees and Subgrantees, available at <https://ojp.gov/funding/Implement/TrainingPrinciplesForGrantees-Subgrantees.htm>.

18. Effect of failure to address audit issues

The recipient understands and agrees that the DOJ awarding agency (OJP or OVW, as appropriate) may withhold award funds, or may impose other related requirements, if (as determined by the DOJ awarding agency) the recipient does not satisfactorily and promptly address outstanding issues from audits required by the Part 200 Uniform Requirements (or by the terms of this award), or other outstanding issues that arise in connection with audits, investigations, or reviews of DOJ awards.

19. Potential imposition of additional requirements

The recipient agrees to comply with any additional requirements that may be imposed by the DOJ awarding agency (OJP or OVW, as appropriate) during the period of performance for this award, if the recipient is designated as "high-risk" for purposes of the DOJ high-risk grantee list.

20. Compliance with DOJ regulations pertaining to civil rights and nondiscrimination - 28 C.F.R. Part 42

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements of 28 C.F.R. Part 42, specifically including any applicable requirements in Subpart E of 28 C.F.R. Part 42 that relate to an equal employment opportunity program.

21. Compliance with DOJ regulations pertaining to civil rights and nondiscrimination - 28 C.F.R. Part 54

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements of 28 C.F.R. Part 54, which relates to nondiscrimination on the basis of sex in certain "education programs."

22. Compliance with DOJ regulations pertaining to civil rights and nondiscrimination - 28 C.F.R. Part 38

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements of 28 C.F.R. Part 38 (as may be applicable from time to time), specifically including any applicable requirements regarding written notice to program beneficiaries and prospective program beneficiaries.

Currently, among other things, 28 C.F.R. Part 38 includes rules that prohibit specific forms of discrimination on the basis of religion, a religious belief, a refusal to hold a religious belief, or refusal to attend or participate in a religious practice. Part 38, currently, also sets out rules and requirements that pertain to recipient and subrecipient ("subgrantee") organizations that engage in or conduct explicitly religious activities, as well as rules and requirements that pertain to recipients and subrecipients that are faith-based or religious organizations.

The text of 28 C.F.R. Part 38 is available via the Electronic Code of Federal Regulations (currently accessible at <https://www.ecfr.gov/cgi-bin/ECFR?page=browse>), by browsing to Title 28-Judicial Administration, Chapter 1, Part 38, under e-CFR "current" data.

23. Restrictions on "lobbying"

In general, as a matter of federal law, federal funds awarded by OJP may not be used by the recipient, or any subrecipient ("subgrantee") at any tier, either directly or indirectly, to support or oppose the enactment, repeal, modification, or adoption of any law, regulation, or policy, at any level of government. See 18 U.S.C. 1913. (There may be exceptions if an applicable federal statute specifically authorizes certain activities that otherwise would be barred by law.)

Another federal law generally prohibits federal funds awarded by OJP from being used by the recipient, or any subrecipient at any tier, to pay any person to influence (or attempt to influence) a federal agency, a Member of Congress, or Congress (or an official or employee of any of them) with respect to the awarding of a federal grant or cooperative agreement, subgrant, contract, subcontract, or loan, or with respect to actions such as renewing, extending, or modifying any such award. See 31 U.S.C. 1352. Certain exceptions to this law apply, including an exception that applies to Indian tribes and tribal organizations.

Should any question arise as to whether a particular use of federal funds by a recipient (or subrecipient) would or might fall within the scope of these prohibitions, the recipient is to contact OJP for guidance, and may not proceed without the express prior written approval of OJP.

24. Compliance with general appropriations-law restrictions on the use of federal funds (FY 2020)

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable restrictions on the use of federal funds set out in federal appropriations statutes. Pertinent restrictions that may be set out in applicable appropriations acts are indicated at <https://ojp.gov/funding/Explore/FY20AppropriationsRestrictions.htm>, and are incorporated by reference here. Should a question arise as to whether a particular use of federal funds by a recipient (or a subrecipient) would or might fall within the scope of an appropriations-law restriction, the recipient is to contact OJP for guidance, and may not proceed without the express prior written approval of OJP.

25. Reporting potential fraud, waste, and abuse, and similar misconduct

The recipient, and any subrecipients ("subgrantees") at any tier, must promptly refer to the DOJ Office of the Inspector General (OIG) any credible evidence that a principal, employee, agent,

subrecipient, contractor, subcontractor, or other person has, in connection with funds under this award-- (1) submitted a claim that violates the False Claims Act; or (2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct.

Potential fraud, waste, abuse, or misconduct involving or relating to funds under this award should be reported to the OIG by--(1) online submission accessible via the OIG webpage at <https://oig.justice.gov/hotline/contact-grants.htm> (select "Submit Report Online"); (2) mail directed to: U.S. Department of Justice, Office of the Inspector General, Investigations Division, ATTN: Grantee Reporting, 950 Pennsylvania Ave., NW, Washington, DC 20530; and/or (3) by facsimile directed to the DOJ OIG Investigations Division (Attn: Grantee Reporting) at (202) 616-9881 (fax).

Additional information is available from the DOJ OIG website at <https://oig.justice.gov/hotline>.

26. Restrictions and certifications regarding non-disclosure agreements and related matters

No recipient or subrecipient ("subgrantee") under this award, or entity that receives a procurement contract or subcontract with any funds under this award, may require any employee or contractor to sign an internal confidentiality agreement or statement that prohibits or otherwise restricts, or purports to prohibit or restrict, the reporting (in accordance with law) of waste, fraud, or abuse to an investigative or law enforcement representative of a federal department or agency authorized to receive such information.

The foregoing is not intended, and shall not be understood by the agency making this award, to contravene requirements applicable to Standard Form 312 (which relates to classified information), Form 4414 (which relates to sensitive compartmented information), or any other form issued by a federal department or agency governing the nondisclosure of classified information.

- In accepting this award, the recipient--
 - a. represents that it neither requires nor has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and
 - b. certifies that, if it learns or is notified that it is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of award funds, will provide prompt written notification to the federal agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency.
- If the recipient does or is authorized under this award to make subawards ("subgrants"), procurement contracts, or both--
 - a. it represents that--
 - (1) it has determined that no other entity that the recipient's application proposes may or will receive award funds (whether through a subaward ("subgrant"), procurement contract, or subcontract under a procurement contract) either requires or has required internal confidentiality agreements or statements from employees or contractors

that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and

(2) it has made appropriate inquiry, or otherwise has an adequate factual basis, to support this representation; and

b. it certifies that, if it learns or is notified that any subrecipient, contractor, or subcontractor entity that receives funds under this award is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of award funds to or by that entity, will provide prompt written notification to the federal agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency.

27. Compliance with 41 U.S.C. 4712 (including prohibitions on reprisal; notice to employees)

The recipient (and any subrecipient at any tier) must comply with, and is subject to, all applicable provisions of 41 U.S.C. 4712, including all applicable provisions that prohibit, under specified circumstances, discrimination against an employee as reprisal for the employee's disclosure of information related to gross mismanagement of a federal grant, a gross waste of federal funds, an abuse of authority relating to a federal grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a federal grant.

The recipient also must inform its employees, in writing (and in the predominant native language of the workforce), of employee rights and remedies under 41 U.S.C. 4712.

Should a question arise as to the applicability of the provisions of 41 U.S.C. 4712 to this award, the recipient is to contact the DOJ awarding agency (OJP or OVW, as appropriate) for guidance.

28. Encouragement of policies to ban text messaging while driving

Pursuant to Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," 74 Fed. Reg. 51225 (October 1, 2009), DOJ encourages recipients and subrecipients ("subgrantees") to adopt and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by this award, and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.

29. Requirement to disclose whether recipient is designated "high risk" by a federal grant-making agency outside of DOJ

If the recipient is designated "high risk" by a federal grant-making agency outside of DOJ, currently or at any time during the course of the period of performance under this award, the recipient must disclose that fact and certain related information to OJP by email at OJP.ComplianceReporting@ojp.usdoj.gov. For purposes of this disclosure, high risk includes any status under which a federal awarding agency provides additional oversight due to the recipient's past performance, or other programmatic or financial concerns with the recipient. The recipient's disclosure must include the following: 1. The federal awarding agency that currently designates the recipient high risk, 2. The date the recipient was designated high risk, 3. The high-risk point of contact at that federal awarding agency (name, phone number, and email address), and 4. The reasons for the high-risk status, as set out by the federal awarding agency.

30. Applicants must certify that Limited English Proficiency persons have meaningful access to the services under this program(s). National origin discrimination includes discrimination on the basis of limited English proficiency (LEP). To ensure compliance with Title VI and the Safe Streets Act, recipients are required to take reasonable steps to ensure that LEP persons have meaningful access to their programs. Meaningful access may entail providing language assistance services, including oral and written translation when necessary. The U.S. Department of Justice has issued guidance for grantees to help them comply with Title VI requirements. The guidance document can be accessed on the Internet at www.lep.gov.

31. The recipient agrees to submit to NW3C for review and approval any curricula, training materials, proposed publications, reports, or any other written materials that will be published, including web-based materials and web site content, through funds from this grant at least thirty (30) working days prior to the targeted dissemination date. Any written, visual, or audio publications, with the exception of press releases, whether published at the grantee's or government's expense, shall contain the following statements: "This project was supported by Grant No. 2020-MU-BX-K001 awarded by the Bureau of Justice Assistance. The Bureau of Justice Assistance is a component of the Department of Justice's Office of Justice Programs, which also includes the Bureau of Justice Statistics, the National Institute of Justice, the Office of Juvenile Justice and Delinquency Prevention, the Office for Victims of Crime, and the SMART Office. Points of view or opinions in this document are those of the author and do not necessarily represent the official position or policies of the U.S. Department of Justice." The current edition of the DOJ Grants Financial Guide provides guidance on allowable printing and publication activities.

32. The recipient agrees to cooperate with any assessments, national evaluation efforts, or information or data collection requests, including, but not limited to, the provision of any information required for the assessment or evaluation of any activities within this project.

33. Justification of consultant rate

Approval of this award does not indicate approval of any consultant rate in excess of \$650 per day. A detailed justification must be submitted to and approved by NW3C prior to obligation or expenditure of such funds.

34. Copyright; Data rights

The recipient acknowledges that OJP reserves a royalty-free, non-exclusive, and irrevocable license to reproduce, publish, or otherwise use, and authorize others to use (in whole or in part, including in connection with derivative works), for Federal purposes: (1) any work subject to copyright developed under an award or subaward (at any tier); and (2) any rights of copyright to which a recipient or subrecipient (at any tier) purchases ownership with Federal support.

The recipient acknowledges that OJP has the right to (1) obtain, reproduce, publish, or otherwise use the data first produced under any such award or subaward; and (2) authorize others to receive, reproduce, publish, or otherwise use such data for Federal purposes. "Data" includes data as defined in Federal Acquisition Regulation (FAR) provision 52.227-14 (Rights in Data - General).

It is the responsibility of the recipient (and of each subrecipient (at any tier), if applicable) to ensure that the provisions of this condition are included in any subaward (at any tier) under this award.

The recipient has the responsibility to obtain from subrecipients, contractors, and subcontractors (if any) all rights and data necessary to fulfill the recipient's obligations to the Government under this award. If a proposed subrecipient, contractor, or subcontractor refuses to accept terms affording the Government such rights, the recipient shall promptly bring such refusal to the attention of the OJP

program manager for the award and not proceed with the agreement in question without further authorization from the OJP program office.

35. Confidentiality of data

The recipient (and any subrecipient at any tier) must comply with all confidentiality requirements of 34 U.S.C. 10231 and 28 C.F.R. Part 22 that are applicable to collection, use, and revelation of data or information. The recipient further agrees, as a condition of award approval, to submit a Privacy Certificate that is in accord with requirements of 28 C.F.R. Part 22 and, in particular, 28 C.F.R. 22.23.

36. With respect to this award, federal funds may not be used to pay cash compensation (salary plus bonuses) to any employee of the award recipient at a rate that exceeds 110% of the maximum annual salary payable to a member of the federal government's Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year. (An award recipient may compensate an employee at a higher rate, provided the amount in excess of this compensation limitation is paid with non-federal funds.)

This limitation on compensation rates allowable under this award may be waived on an individual basis at the discretion of the OJP official indicated in the program announcement under which this award is made.

37. Protection of human research subjects

The recipient (and any subrecipient at any tier) must comply with the requirements of 28 C.F.R. Part 46 and all OJP policies and procedures regarding the protection of human research subjects, including obtainment of Institutional Review Board approval, if appropriate, and subject informed consent.

38. FFATA reporting: Subawards and executive compensation

The recipient must comply with applicable requirements to report first-tier subawards ("subgrants") of \$25,000 or more and, in certain circumstances, to report the names and total compensation of the five most highly compensated executives of the recipient and first-tier subrecipients (first-tier "subgrantees") of award funds. The details of recipient obligations, which derive from the Federal Funding Accountability and Transparency Act of 2006 (FFATA), are posted on the OJP web site at <https://ojp.gov/funding/Explore/FFATA.htm> (Award condition: Reporting Subawards and Executive Compensation), and are incorporated by reference here.

This condition, including its reporting requirement, does not apply to-- (1) an award of less than \$25,000, or (2) an award made to an individual who received the award as a natural person (i.e., unrelated to any business or non-profit organization that he or she may own or operate in his or her name).

39. The recipient understands and agrees to track and report data on all training and technical assistance activities and deliverables using the guidance, format, or tool provided by the Program Office or OJP.

40. The recipient agrees to track and report to BJA on its training and technical assistance activities and deliverables progress using the guidance and format provided by BJA.

41. Cooperating with OJP Monitoring

The recipient agrees to cooperate with NW3C monitoring of this award pursuant to OJP's guidelines, protocols, and procedures, and to cooperate with NW3C (including the program manager for this

award and the Chief Financial Officer (CFO)) requests related to such monitoring, including requests related to desk reviews and/or site visits. The recipient agrees to provide to NW3C all documentation necessary for NW3C to complete its monitoring tasks, including documentation related to any subawards made under this award. Further, the recipient agrees to abide by reasonable deadlines set by NW3C for providing the requested documents. Failure to cooperate with NW3C's monitoring activities is a breach of this agreement and may result in actions that affect the recipient's access to funds under this agreement.

42. Recipient integrity and performance matters: Requirement to report information on certain civil, criminal, and administrative proceedings to SAM and FAPIIS

The recipient must comply with any and all applicable requirements regarding reporting of information on civil, criminal, and administrative proceedings connected with (or connected to the performance of) either this OJP award or any other grant, cooperative agreement, or procurement contract from the federal government. Under certain circumstances, recipients of OJP awards are required to report information about such proceedings, through the federal System for Award Management (known as "SAM"), to the designated federal integrity and performance system (currently, "FAPIIS").

The details of recipient obligations regarding the required reporting (and updating) of information on certain civil, criminal, and administrative proceedings to the federal designated integrity and performance system (currently, "FAPIIS") within SAM are posted on the OJP web site at <https://ojp.gov/funding/FAPIIS.htm> (Award condition: Recipient Integrity and Performance Matters, including Recipient Reporting to FAPIIS), and are incorporated by reference here.

SCHEDULE C
OJP CERTIFICATION FORM 4061/6

FOR SIGNATURE BY Carson City Sheriff's Office AS A SUBRECIPIENT
TO THE AGREEMENT BETWEEN NW3C AND U.S. DEPARTMENT OF JUSTICE

CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. The certifications shall be treated as a material representation of fact upon which reliance will be placed when the U.S. Department of Justice ("Department") determines to award the covered transaction, grant, or cooperative agreement.

1. LOBBYING

As required by 31 U.S.C. § 1352, as implemented by 28 C.F.R. Part 69, the Applicant certifies and assures (to the extent applicable) the following:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the Applicant, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, or the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If the Applicant's request for Federal funds is in excess of \$100,000, and any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this Federal grant or cooperative agreement, the Applicant shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities" in accordance with its (and any DOJ awarding agency's) instructions; and

(c) The Applicant shall require that the language of this certification be included in the award documents for all subgrants and procurement contracts (and their subcontracts) funded with Federal award funds and shall ensure that any certifications or lobbying disclosures required of recipients of such subgrants and procurement contracts (or their subcontractors) are made and filed in accordance with 31 U.S.C. § 1352.

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

A. Pursuant to Department regulations on nonprocurement debarment and suspension implemented at 2 C.F.R. Part 2867, and to other related requirements, the Applicant certifies, with respect to prospective participants in a primary tier "covered transaction," as defined at 2 C.F.R. § 2867.20(a), that neither it nor any of its principals—

(a) is presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) has within a three-year period preceding this application been convicted of a felony criminal violation under any Federal law, or been convicted or had a civil judgment rendered against it for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, tribal, or local) transaction or private agreement or

transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion or receiving stolen property, making false claims, or obstruction of justice, or commission of any offense indicating a lack of business integrity or business honesty that seriously and directly affects its (or its principals') present responsibility;

(c) is presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, tribal, or local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and/or

(d) has within a three-year period preceding this application had one or more public transactions (Federal, State, tribal, or local) terminated for cause or default.

- B. Where the Applicant is unable to certify to any of the statements in this certification, it shall attach an explanation to this application. Where the Applicant or any of its principals was convicted, within a three-year period preceding this application, of a felony criminal violation under any Federal law, the Applicant also must disclose such felony criminal conviction in writing to the Department (for OJP Applicants, to OJP at Ojpcompliancereporting@usdoj.gov; for OVC Applicants, to OVW, at OVW.GFMD@usdoj.gov; or for COPS Applicants, to COPS at AskCOPSRC@usdoj.gov), unless such disclosure has already been made.

3. FEDERAL TAXES

- A. If the Applicant is a corporation, it certifies either that (1) the corporation has no unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability, or (2) the corporation has provided written notice of such an unpaid tax liability (or liabilities) to the Department (for OJP Applicants, to OJP at Ojpcompliancereporting@usdoj.gov; for OVW Applicants, to OVW at OVW.GFMD@usdoj.gov; or for COPS Applicants, to COPS at AskCOPSRC@usdoj.gov).
- B. Where the Applicant is unable to certify to any of the statements in this certification, it shall attach an explanation to this application.

4. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, as implemented at 28 C.F.R. Part 83, Subpart F, for grantees, as defined at 28 C.F.R. §§ 83.620 and 83.650:

- A. The Applicant certifies and assures that it will, or will continue to, provide a drug-free workplace by—

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in its workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug-free awareness program to inform employees about—

(1) The dangers of drug abuse in the workplace;

(2) The Applicant's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the award be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the award, the employee will—

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of the employee's conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the Department, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title of any such convicted employee to the Department, as follows:

For COPS award recipients - COPS Office, 145 N Street, NE, Washington, DC, 20530;

For OJP and OVW award recipients - U.S. Department of Justice, Office of Justice Programs, ATTN: Control Desk, 810 7th Street, N.W., Washington, D.C. 20531.

Notice shall include the identification number(s) of each affected award;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted:

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency; and

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

5. COORDINATION REQUIRED UNDER PUBLIC SAFETY AND COMMUNITY POLICING PROGRAMS

As required by the Public Safety Partnership and Community Policing Act of 1994, at 34 U.S.C. § 10382(c)(5), if this application is for a COPS award, the Applicant certifies that there has been appropriate coordination with all agencies that may be affected by its award. Affected agencies may include, among others, Offices of the United States Attorneys; State, local, or tribal prosecutors; or correctional agencies.

I acknowledge that a materially false, fictitious, or fraudulent statement (or concealment or omission of a material fact) in this certification, or in the application that it supports, may be the subject of criminal prosecution (including under 18 U.S.C. §§ 1001 and/or 1621, and/or 34 U.S.C. §§ 10271-10273), and also may subject me and the Applicant to civil penalties and administrative remedies for false claims or otherwise (including under 31 U.S.C. §§ 3729-3730 and 3801-3812). I also acknowledge that the Department's awards, including certifications provided in connection with such awards, are subject to review by the Department, including by its Office of the Inspector General.

As the duly authorized representative of the Subrecipient, I hereby certify that the Subrecipient will comply with the above certifications.

Subrecipient Name and address: Carson City Sheriff's Office
Attention: Captain Daniel Gonzales
911 E. Musser Street
Carson City, NV 89701
Email: dgonzales@carson.org
Telephone: 775-283-7850

Subrecipient IRS/Vendor Number:

BY: _____
Carson City Sheriff's Office

DATE: _____

OJP FORM 4061/6 <https://www.ojp.gov/funding/apply/forms>

SCHEDULE D

**TO THE AGREEMENT BETWEEN NW3C AND subrecipient
NW3C TRAVEL AND EXPENSE MANAGEMENT POLICY**

ADMINISTRATIVE POLICY AND PR
TITLE: TRAVEL AND EXPENSE M
REVISION DATE: 08/17/

a. POLICY:

In order to accomplish NW3C's mission, it is necessary for NW3C's employees and non-employees to travel. An employee or non-employee who is traveling on authorized NW3C business is representing NW3C. NW3C is committed to conducting its travel program in a professional, efficient, cost effective, and ethical manner. Travelers must be familiar and comply with all applicable federal, state, and local laws particularly regarding the use of hand-held cell phone devices, as well as NW3C's prohibition against texting while driving.

NW3C employees, non-employees, or designee, and guests are required to maintain all travel reservations through Concur Solutions (Concur). In order to be eligible for reimbursement for travel and business expenses, NW3C employees and non-employees, or their designee, must submit the appropriate documentation in Concur for reimbursement. Requests for reimbursement of travel expenses arising from federally-funded travel that is not eligible for reimbursement under NW3C's Travel and Expense Management Policy and Procedure will be denied. For Travel that is funded using non-program revenue, NW3C's President, or designee, in his sole discretion, may approve exceptions to NW3C's Travel and Expense Management Policy and Procedure on a case-by-case basis. Violations of NW3C's Travel and Expense Management Policy and Procedure may result in disciplinary action, up to and including dismissal.

b. PURPOSE:

NW3C's Travel and Expense Management Policy and Procedure establishes the process to book authorized travel in Concur and to request expense reimbursement for business expenses when NW3C employees and non-employees Travel.

c. REFERENCES:

This Travel and Expense Management Policy and Procedure is authorized under NW3C's Policies, Procedures, and Forms Manual.

d. DEFINITIONS:

i. Accounting Processor:

These are the Finance staff designated to process, review, approve, and issue payment for Authorized Travel and business expense reimbursements.

ii. Authorized Travel:

This is any travel on NW3C business for which travel has been assigned and approved by the Traveler's manager or supervisor prior to any travel arrangements being made, cancelled, changed, or reimbursed and which results in the Traveler incurring travel expenses for transportation, lodging, meals, mileage or registration.

iii. Concur Expense Approver:

This is the manager or supervisor that must review and approve all Concur Expense Reports submitted by NW3C employees, consultants, the Board of Directors, and guests.

iv. Concur Expense Report: This is the report used to request reimbursement for Authorized Travel or business expenses.

v. Concur Profile:

This is the documentation in Concur, which must be completed by all employees, the Board of Directors, delegates, consultants, and non-employees or their designee prior to requesting travel or business expense reimbursement.

vi. Concur Solutions System (Concur System):

This is the travel and automated expense management system provider used by NW3C to book Authorized Travel and provides expense reimbursement for Travel and Business Expenses

vii. Consultant Travel Form:

This is the NW3C form that must be completed by the any employee who acts as a coordinator for Consultants. The Consultant Travel Form must be completed and sent to the Contract Administrator. The Contract Administrator will conduct an Independent Contractor Review at least once a year or if the Consultant information changes.

viii. Concur Travel Itinerary:

After booking Travel in Concur, the Concur System will provide a Travel Itinerary to the Traveler and the manager, supervisor, coordinator or delegate.

ix. Delegate:

This is a person who books travel and/or submits expense reimbursements on behalf of an employee or non-employee.

x. Guest Traveler:

These are non-employees traveling on behalf of NW3C, up to two times per year, and who are required to submit a Guest Travel Profile and Request for Travel Form that will be submitted to and approved by the manager. This travel will be booked and expenses entered into the Concur System by the Travel Administrator. At the conclusion of the trip, guests must complete a Request for Reimbursement Form with all required receipts attached and forward to the Travel Administrator (or the requesting manager).

xi. Incidental Travel Expenses:

These are the miscellaneous expenses including but not limited to tolls, parking, fees, laundry, rental car fuel, and tips.

xii. Interrupted Travel:

This means Travel interrupted for the convenience of the Traveler. The Traveler will fill out the Acknowledgment/Waiver of NW3C Liability During Interrupted Travel Form (Interrupted Travel Form) and provide the Interrupted Travel Form to their manager, supervisor or coordinator prior to Travel. Once approved, the manager or supervisor will retain the Interrupted Travel Form. The Traveler will indicate on the Concur Expense Report any expenses incurred during the Interrupted Travel that will not be reimbursed as Authorized Travel.

xiii. Point of Origin:

This is the Traveler's departure location from which Travel begins, which is either the Traveler's workstation or the Traveler's home, whichever is closer to the Traveler's final destination.

xiv. Portal / Intranet

Central repository for NW3C documentation, which may include Policies and Procedures and other NW3C materials.

xv. Privately-Owned Vehicle:

This is a vehicle that is owned by a Traveler who uses it when traveling on NW3C business up to fifty (50) miles from the Traveler's Point of Origin or to the Common Carrier transportation location (ex. Fairmont to Pittsburgh International Airport).

xvi. Request for Travel Advance:

This is the NW3C form that the Traveler, or their designee, must complete and submit for Controller approval to request advance payment of funds for use in paying travel expenses incurred during Authorized Travel.

xvii. Traffic Fines:

This includes all fines or tickets related to moving or non-moving traffic violations incurred while on Authorized Travel or when using a NW3C vehicle, POV or rental. NW3C will not reimburse employees for costs incurred for Traffic Fines.

xviii. Travel and Business Expenses:

This refers to those expenses, including travel, meals, lodging, mileage, fees, or taxes, and other business costs that are incurred by a Traveler during Authorized Travel or when conducting business for NW3C.

xix. Traveler:

This is any NW3C employee or non-employee that has been authorized to travel on behalf of NW3C.

e. GENERAL RULES APPLICABLE TO ALL NW3C TRAVEL:

i. AUTHORIZATION:

Prior approval is required for all Authorized Travel. NW3C employees are authorized to make travel arrangements, including, but not limited to, airfare, rental car, and lodging.

ii. CONDUCT:

1. While on travel status, the employee's or non-employee's conduct must be professional at all times, in accordance with NW3C's policies and procedures, and in compliance with applicable federal, state, and local laws and regulations.
2. Any action, behavior, or conduct which reflects negatively on NW3C is prohibited and may result in disciplinary action, including, but not limited to, disallowance of Travel Expenses, partial payment of Travel Expenses, delay in payment, suspension, or dismissal. Any circumstance which occurs during Authorized Travel that would negatively reflect on NW3C must be reported by the next business day to the Traveler's supervisor, manager, or coordinator.

iii. TRAVEL BY COMMON CARRIER:

1. Employees making Authorized Travel arrangements must examine the rates and schedules of all possible common carriers. The Employee will obtain the most economical fare with the most direct routing, after considering all time constraints and ancillary charges. Approval of the manager or supervisor may be required.
2. NW3C will not reimburse the Traveler for business class travel, except for train travel or where business class is equal to or cheaper than economy class. All Travelers, even those on international flights, will fly in economy class or the least expensive class otherwise available. Any deviations must be approved by the President, or designee.
3. Travelers may retain all benefits from any frequent flyer or other club or frequent traveler memberships. It is the responsibility of the Traveler to register, maintain, and pay all dues or fees for club membership and to keep the membership information updated in Concur.
4. Travelers will be reimbursed only for one standard bag fee for air travel per destination, unless prior approval is received from the manager, supervisor, or coordinator.

iv. GROUND TRANSPORTATION:

1. Travelers must determine what type of ground transportation is available and may select the most expedient and reasonable means of ground transportation.
2. If there are two or more Travelers traveling to the same destination together, Travelers must share ground transportation, unless prior approval is received from the manager, supervisor, or coordinator. When multiple Travelers share ground transportation, only one Traveler

may claim reimbursement for this Travel Expense.

3. Ride-sharing companies or transportation network companies, such as Uber, Lyft, or other mobile ride-hailing applications may be used by the Traveler and reimbursed for rideshares if the ride-sharing company's or the transportation network company's rates are an efficient and cost-effective alternative to taxis and rental cars. Travelers must obtain receipts for travel by ride-sharing company and submit electronic copies of the receipts in Concur for reimbursement. Tips for ride-sharing companies should not exceed twenty percent (20%) of the fare.
4. NW3C will reimburse Travelers for compact, mid-size, or intermediate automobiles, unless three or more Travelers are traveling together, in which case a full-size car or comparable vehicle may be utilized. Any deviation from this Policy and Procedure must be noted in the Concur System.
5. When submitting the Concur Expense Report, the Traveler must include a justification for using an alternate vehicle and the approval from their manager, supervisor or coordinator. Travelers will be reimbursed only for the cost of the class of vehicle approved.
6. Travelers are not permitted to request reimbursement for luxury upgrades or certain optional services or equipment, including, but not limited to, optional insurance, prepaid fuel, navigational systems, or any other unapproved extra- cost options.
7. Telecommuter and non-employee Travelers will be reimbursed for mileage while driving a Privately Owned Vehicle (POV) from a reasonable point of origin to the common carrier location. Other NW3C employees will be reimbursed for mileage to the common carrier location only to the extent that the distance exceeds the distance of their regular daily commute to and from their home to their official workstation. All mileage reimbursements will be at the maximum Internal Revenue Service established rate.
8. NW3C's insurance policy covers Travelers on Authorized Travel. Therefore, when renting an automobile, the Traveler must decline the optional insurance coverage. Travelers on Authorized Travel, who use a rental automobile, are required to print and carry a copy of NW3C's Certificate of Liability Insurance. Coordinators must ensure that all Consultant or Guest Travelers receive the Certificate of Liability Insurance. All accidents must be reported in accordance with NW3C's Safety Policy and Procedure. In the event of an accident or injury while traveling, the Traveler or coordinator must notify the automobile rental company, follow the company's accident procedure, and notify NW3C's Safety

Officer/Contract Administrator, the Human Resources Director, and the Traveler's supervisor, manager, or coordinator immediately.

v. PRIVATELY-OWNED VEHICLES:

1. NW3C Travelers must use rental cars when driving on Authorized Travel. When a Traveler uses a Privately-Owned Vehicle for Authorized Travel, NW3C will reimburse the Traveler at the maximum Internal Revenue Service established rate only if (i) there are no NW3C-owned vehicles available, (ii) a rental car is not available or is more expensive, or (iii) the distance of the trip is less than fifty (50) miles from the Traveler's Point of Origin or will be used to travel to a Common Carrier location.
2. Use of a Privately-Owned Vehicle may be approved only if the vehicle is properly licensed, registered, insured, and state inspected (if required by state law), and if the Traveler has a valid driver's license.
3. The Traveler assumes sole responsibility for all traffic fines and for compliance with NW3C's Safety Policy and Procedure. Traffic violations conviction for reckless driving or the suspension or revocation of the Traveler's driver's license must be reported in writing to NW3C's President, or designee, and the Safety Officer/Contract Administrator at least by the first business day following the violation.
4. Employees are prohibited from transferring NW3C's mobile labs in Privately- Owned Vehicles. Mobile labs may be transported only in NW3C vehicles and rental cars. Prior approval from the Traveler's manager, supervisor, or coordinator is required to transport any other NW3C owned property or equipment in a Privately-Owned Vehicle.

vi. LODGING:

1. Lodging expenses incurred by Travelers on Authorized Travel will be reimbursed only to the extent of the prevailing General Services Administration (GSA) Per Diem Rate plus taxes and fees. Any requests for lodging that deviate from the GSA Per Diem Rate must be noted in the Concur System when booking Travel and approved by the manager or supervisor prior to booking.
2. All hotel reservations must be guaranteed by, and charged to, the Traveler's personal credit card or a debit card, unless NW3C has established a direct bill account with the hotel.
3. If cancellation of a reservation is necessary, the Traveler is responsible for canceling hotel reservations in the manner prescribed in the hotel's cancellation policy. Generally, NW3C will not reimburse the Traveler or the hotel for "no

show" fees or early departure fees. Requests for any exceptions to this requirement must be submitted by the Traveler in Concur.

4. The Traveler must submit a lodging receipt with their reimbursement in Concur.
5. Unapproved Incidental and miscellaneous charges incurred at a hotel are the responsibility of the Traveler.

vii. MEALS:

1. Travelers will be reimbursed for meals based on the daily Meals and Incidental Expense (M&IE) Rate published by the General Services Administration (GSA) for the location at which the Traveler will be lodging each travel day. In cases where the Traveler's destination city and county are not listed on the GSA web site, the standard rate will be used. Meal rates for Travel to non-contiguous states and U.S. territories will be reimbursed at the rate specified in the Defense Travel Management Office (DoD) Per Diem Rates. Meal Travel Expenses for foreign Travel may be reimbursed according to the State Department Foreign Per Diem Travel Rates in effect at the time of Travel.
2. If a meal is furnished at any event or at the Traveler's hotel, there will be no reimbursement for those meals. A continental breakfast supplied by the hotel is not considered a meal under the terms of this Policy and Procedure. Any exceptions must be noted in Concur.
3. For any Authorized Travel that requires an overnight stay, the Traveler will be reimbursed at a rate of seventy-five percent (75%) of the established GSA M&IE rate on the first and last day of Authorized Travel using the M&IE rate for the respective lodging location.
4. For single day travel that is more than fifty (50) miles from the Traveler's Point of Origin, the seventy-five percent rule applies. For travel of less than fifty (50) miles that does not require an overnight stay, no meal reimbursement applies.

viii. SUPPORT:

1. All account administration and management for user access will be routed to the NW3C Help Desk: Internal: ext. 4357; External: 304-367-8787; and Email: HelpDesk@nw3c.org. Please refer to the Help Desk Policies and Procedures at <http://portal.nw3c.org/docs/default-source/default-document-library/nw3c-help-desk-policy-and-procedures.pdf>.
2. Assistance pertaining to travel and expenses, including but not limited to, creating expense reports, Concur website

access, per diem rates, etc. should be routed to the NW3C HelpDesk. If additional assistance is required, the NW3C HelpDesk will coordinate and escalate the ticket to the best suited, available support person. For immediate assistance with travel and expense user questions and issues, support is available through the Concur Support Hotline: 1-866-793-4040, 24x7 online chat from the Concur website, Concur frequently asked questions from the Concur website, and the Gant Travel Support Number: 877-924-0303.

f. GENERAL RULES RELATING TO MISCELLANEOUS TRAVEL EXPENSES:

- i. Travelers are responsible for properly completing and submitting the Concur Expense Report when requesting reimbursement for Travel and Business Expenses.
- ii. NW3C employees and non-employees must report actual costs for all expenses other than meals incurred while on Authorized Travel.
- iii. Copies of the following receipts must be attached to the Concur Expense Report: hotel receipts, which include documented business calls and charges for other business expenses (such as fax, telephone, Internet access, or photocopy fees);
 1. all parking, which may include, but not be limited to, hotels, events, airports, long- term/extended stay parking and toll receipts over five dollars (\$5.00) per day;
 2. taxicab receipts; and
 3. receipts for expenses incurred during Authorized Travel, including, but not limited to, travel by air, bus, train, rental car, NW3C-owned automobile or Privately-Owned Vehicle.
- iv. Any personal expenses, or purely optional expenses, are non-reimbursable. Examples of non- reimbursable expenses include, but are not limited to, the following: alcoholic beverages; club dues for airlines or rental car companies, unless President/CEO approved as business necessity; in-air items such as headset rentals, internet, Wi-Fi access, movies or other entertainment; in-room hotel movies or other entertainment items; fines for traffic violations; optional insurances selected by the Traveler; or personal items needed while traveling.

g. RESPONSIBILITIES OF THE MANAGER, SUPERVISOR, OR COORDINATOR:

- i. Travel for NW3C employees must be authorized and assigned by the employee's manager or supervisor. The manager and supervisor will be the Approver for the Concur Expense Report.
- ii. The coordinator for Consultants will fill out the Consultant Travel Information Form and will book Authorized Travel in Concur for the Consultant. The Consultant Travel Information Form must include the non-employee's name, address, email address, occupation, employment status, and purpose for the non-employee Authorized

Travel, the dates of the event, and the funding source. A copy of this Consultant Travel Information Form must be sent to the Contract Administrator to conduct an Independent Contractor Review at least once a year. If any changes occur to the Consultant's or Guest's information previously provided, such as, changing employers, moving to a different state or changing employment status to retired or part-time, the coordinator will submit a new Consultant Travel Form to the Contract Administrator, prior to booking Authorized Travel.

- iii. Guests traveling on behalf of NW3C up to two (2) times per year must complete a Guest Travel Profile and Request for Travel Form that will be approved and submitted by the requesting manager. This Authorized Travel will be booked and expenses entered into Concur by the Travel Administrator. At the conclusion of the trip, Guests must complete a Request for Reimbursement Form and must attach all required receipts and forward to the Travel Administrator or requesting manager.
- iv. Authorized Travel for Guests and Consultants must be authorized and assigned by the coordinator of the training or event and will be approved by the manager or supervisor.
- v. The manager, supervisor, or coordinator is responsible for ensuring that NW3C Travelers are aware of, understand, and comply with all applicable NW3C policies and procedures.
- vi. The manager, supervisor, or coordinator is responsible for reviewing and approving the Concur Expense Report and that all necessary documentation required is included.

h. RESPONSIBILITIES OF THE CONTRACT ADMINISTRATOR/ SAFETY OFFICER:

- i. The Contract Administrator is responsible for conducting an independent contractor review, updating the status of Consultants, as necessary, and receiving and maintaining The Consultant Travel Form.
- ii. The Contract Administrator will receive information on all moving and non-moving traffic violations and reported accidents in accordance with NW3C's Safety Policy and Procedure. The Contract Administrator will notify the appropriate manager, the President, or designee, and the Insurance Company on all accidents and traffic violations.

i. RESPONSIBILITIES OF THE ACCOUNTING PROCESSOR:

- i. After an expense report in Concur has been approved, the expense report will be marked as "Approved & In Accounting Review," and ready for processing. Only NW3C Finance staff identified as the Accounting Processors in Concur may process Concur Expense Reports.
- ii. The Accounting Processor will take one of the following actions

on the Concur Expense Report:

1. Mark the Expense Report as "Approved" for payment;
 2. Return the Expense Report to the Traveler for any necessary edits or corrections; or
 3. Return the Expense Report to the initial Approver for further review.
- iii. The Accounting Processor is responsible for ensuring any Concur Expense Report is accurate, in compliance with the Travel and Expense Management Policy and Procedure, and complete based on the information provided.

j. RESPONSIBILITIES OF THE TRAVELER:

- i. Traveler must complete and maintain Concur Profile including all hotel, airline and rental car reward programs. It is the responsibility of the Traveler to pay all fees associated with club memberships. Charges for club memberships are not eligible for reimbursement. NW3C is not responsible or liable for any misuse, problems, or mistakes relating to club memberships and travel reservations. Travelers may retain all benefits of their club memberships. NW3C will not reimburse Travelers for any estimated value of Reward Program points when used for NW3C Authorized Travel.
- ii. Travelers are authorized to book any airline tickets, hotels and/or rental cars for authorized NW3C Authorized Travel based on the established policy and guidelines. The Traveler should purchase airline tickets in the Concur System thirty (30) days, but not less than ten (10) days, before departure date to obtain the most cost effective means of Travel. Management approval is required for Authorized Travel booked more than thirty (30) days in advance.
- iii. Travelers must complete all required sections in Concur relating to the Authorized Travel. Concur has specific limitations, exclusions, and parameters built into the Concur System to ensure adherence to the Travel and Expense Management Policy and Procedure. As long as the Traveler books travel that does not generate a policy violation and is within allowable variances, the Authorized Travel may be booked, subject to the cancellation policy of the specific vendor. If the Travel item being booked violates a policy or is outside an allowable variance, the Approver will receive an alert and the Travel item will require an exception based approval from the manager or supervisor.
- iv. Travelers must notify their manager, supervisor or coordinator of any cancellations or changes to a reservation. Any changes resulting in additional charges or fees must have management approval and receipts are required for reimbursement. Failure to follow this procedure may result in disallowance of reimbursement of these fees and/or surcharges.
- v. Travelers must make every effort to use original NW3C airline tickets issued for business travel.
- vi. Travelers must submit all required receipts to be eligible

for expense reimbursement.

- vii. Travelers must carry their NW3C identification with them at all times when traveling. NW3C identification may be required by hotels to receive the established government rate.

k. RESPONSIBILITIES OF THE TRAVEL ADMINISTRATOR:

- i. Based on guidelines established by the President, or designee, the Travel Administrator will act as the point of contact for system modifications, updates, corporate travel policies, and required fields in Concur.
- ii. The Travel Administrator will process requests for Guest Travel to include booking and reimbursements.
- iii. The Travel Administrator will receive and distribute unused ticket reports as applicable.
- iv. In an emergency situation, any changes to the Travel Itinerary that does not incur an additional cost to NW3C may be booked by the Traveler. The Traveler must contact the Travel Administrator, their manager or supervisor for approval prior to incurring any additional cost. Any additional costs must be noted and an explanation provided in the Concur Expense Report with the required documentation.

l. INDIRECT ROUTE/INTERRUPTED TRAVEL:

When a Traveler requests Interrupted Travel while on Authorized Travel, reimbursement is limited to the amount that would have been paid for the direct or regularly traveled route.

Travelers must sign a waiver when Authorized Travel will be interrupted using the Acknowledgement Waiver of NW3C Liability During Interrupted Travel. The Interrupted Travel Form must be signed by employees, Consultants, and Guests. Employees must use leave without pay or vacation for those business days during the Interrupted Travel period. Expenses incurred for or during Interrupted Travel days are not reimbursable.

m. EMPLOYEE TRAVEL ADVANCES:

When requesting money in advance of Authorized Travel to pay for Authorized Travel, a NW3C employee must submit a NW3C Request for Travel Advance Form at least two (2) weeks prior to travel to allow for processing of the request. An employee must receive approval by the Controller prior to travel. The Travel Advance will be deducted from the Concur Expense Report when it is processed.

n. TRAVEL TO ALASKA, HAWAII, AND PUERTO RICO:

Authorized Travel to non-contiguous states and U.S. territories must be approved by the President, or designee, prior to booking Authorized Travel in Concur. If approved, lodging and meal expense reimbursement rates will be determined using the Defense Travel Management Office (DoD) Per Diem Rates.

o. FOREIGN TRAVEL:

- i. For the purposes of NW3C's Travel Policy and Procedure, foreign travel is defined as Authorized Travel outside the United States and U.S. territories.
- ii. Because foreign travel using federal funds must be pre-approved in advance by grant-funding agencies, the Traveler must submit a memorandum requesting approval for foreign travel to the President at least sixty (60) business days in advance of the requested foreign travel. The memorandum should describe in detail the purpose, funding source, costs that may be incurred that are specific to the traveler's destination, destination(s), dates, and any other relevant information about the foreign travel. Lodging and meal Travel Expenses for foreign travel may be reimbursed according to the State Department Foreign Per Diem Rates in effect at the time of Authorized Travel.

September 2022

Carson City Sheriff's Office
911 E Musser St
Carson City, NV 89701

Attn: Capt Daniel Gonzales
dgonzales@carson.org

Dear Capt Gonzales,

Congratulations on your award from the Bureau of Justice Assistance (BJA), Office of Justice Programs, U.S. Department of Justice, Northern and Middle States Rural Law Enforcement Assistance Program, supported by the National White Collar Crime Center (NW3C) on behalf of BJA and in accordance with BJA Grant Number 2020-MU-BX-K001.

We are happy to inform you, your agency has received \$ 57,743.99 in funding for the following items requested, as outlined in your application:

- 1 Contraband Interdiction Kit "Density Buster"
- 1 Digital Forensics Desktop Computer
- 1 Portable License Plate Reader Camera (2 Yr license)
- 1 SQLite Forensic Toolkit to investigate Mobile Devices
- 1 TruNarc Handheld Narcotics Analyzer

Note* Purchases must be exactly for the amount awarded. If your purchase amounts do not equal the exact amount awarded, you must get approval prior to the purchase.

Attached is your Letter of Agreement, W-9 form, and direct deposit form for your reimbursement. Please sign, complete the forms, and return them to me at your earliest convenience. Once these forms are received, I will contact you to make your purchases.

Should you have any questions, please feel free to contact me.

Again, congratulations on your award!

Respectfully,



James Lee
Program Manager
NW3C, Inc.
5000 NASA Blvd., Suite 2100
Fairmont, WV 26554
Phone: (304) 368-2883

CARSON CITY LIQUOR AND ENTERTAINMENT BOARD

Minutes of the April 7, 2022 Meeting

Page 1

A regular meeting of the Carson City Liquor and Entertainment Board was held during the regularly scheduled Board of Supervisors meeting on Thursday, April 7, 2022 in the Community Center Robert “Bob” Crowell Boardroom, 851 East William Street, Carson City, Nevada.

PRESENT:

Chairperson Lori Bagwell
Member Ken Furlong
Member Stacy Giomi
Member Stan Jones
Member Lisa Schuette
Member Maurice White

STAFF:

Nancy Paulson, City Manager
Aubrey Rowlett, Clerk-Recorder
Stephanie Hicks, Deputy City Manager
Dan Yu, Assistant District Attorney
Tamar Warren, Senior Public Meetings Clerk

NOTE: A recording of these proceedings, the board's agenda materials, and any written comments or documentation provided to the Clerk, during the meeting, are part of the public record. These materials are available for review, in the Carson City Clerk's Office, during regular business hours.

13. CALL TO ORDER AND ROLL CALL - LIQUOR AND ENTERTAINMENT BOARD

(8:42:42) – Mayor Bagwell called the meeting to order and noted the presence of a quorum.

14. PUBLIC COMMENT

(8:42:45) – Chairperson Bagwell entertained public comments; however, none were forthcoming.

15. FOR POSSIBLE ACTION: APPROVAL OF MINUTES - MARCH 4, 2021

(8:42:52) – Chairperson Bagwell introduced the item and clarified that the Board meets annually; therefore, the minutes are from the previous year’s meeting. She also entertained comments, corrections, or a motion.

(8:43:12) – Member Giomi moved to approve the minutes of the March 4, 2021 meeting as presented. The motion was seconded by Member Jones and carried 5-0-0.

16. COMMUNITY DEVELOPMENT

16.A FOR DISCUSSION ONLY: DISCUSSION AND PRESENTATION REGARDING THE LIQUOR HEARINGS OFFICER'S 2021 ANNUAL REPORT.

CARSON CITY LIQUOR AND ENTERTAINMENT BOARD

Minutes of the April 7, 2022 Meeting

Page 2

(8:43:29) – Chairperson Bagwell introduced the item. Community Development Director and Liquor Hearings Officer Hope Sullivan presented the 2021 Annual Report which is incorporated into the record as part of the Staff Report. She also noted that in 2021 the Sheriff’s Office had participated in the City’s liquor hearings to emphasize server training and compliance. Member Furlong explained to Chairperson Bagwell that the increase in “inattentions” by proprietors could be attributed to the breakdowns caused by the COVID-19 pandemic.

17. PUBLIC COMMENT

(8:46:48) – Chairperson Bagwell entertained final public comments and when none were forthcoming, a motion.

18. FOR POSSIBLE ACTION: TO ADJOURN AS THE LIQUOR AND ENTERTAINMENT BOARD

(8:46:52) – Chairperson Bagwell adjourned the meeting at 8:46 a.m.

The Minutes of the April 7, 2022 Carson City Liquor and Entertainment Board meeting are so approved this 3rd day of November, 2022.

LORI BAGWELL, Chair

ATTEST:

AUBREY ROWLATT, Clerk - Recorder



STAFF REPORT

Report To: Liquor and Entertainment Board **Meeting Date:** November 3, 2022

Staff Contact: Hope Sullivan, Community Development Director

Agenda Title: For Possible Action: Discussion and possible action regarding the appointment of Heather Ferris, AICP, Planning Manager, as a Liquor License Hearings Officer. (Hope Sullivan, hsullivan@carson.org)

Staff Summary: Carson City Municipal Code ("CCMC") 4.13.030 requires the Liquor and Entertainment Board to appoint a Hearings Officer "to grant or deny applications for [liquor] licenses." The Hearings Officer also considers penalties under certain circumstances for violations pursuant to CCMC 4.13.150. Only one Hearings Officer is currently appointed by the Liquor and Entertainment Board. As Liquor License applications are routinely heard by a Hearings Officer, it is prudent to appoint another Hearings Officer to help facilitate scheduling of administrative liquor hearings.

Agenda Action: Formal Action / Motion

Time Requested: 5 minutes

Proposed Motion

I move to appoint Heather Ferris as a Hearings Officer.

Board's Strategic Goal

Safety

Previous Action

April 20, 2017 (Item 26A): The Board of Supervisors ("Board") adopted revision to CCMC 4.13, Liquor Board and Liquor License and Sales, allowing various Liquor Licenses to be reviewed and approved by the Hearings Officer.

May 18, 2017 (Item 13A): The Liquor and Entertainment Board appointed Hope Sullivan, AICP as a Liquor License Hearings Officer.

Background/Issues & Analysis

Heather Ferris, the Planning Manager, currently manages the Business License Division of the Community Development Department, so she is an appropriate choice to make administrative decisions regarding Liquor Licenses.

Applicable Statute, Code, Policy, Rule or Regulation

CCMC Chapter 4.13

Financial Information

Is there a fiscal impact? No

If yes, account name/number:

Is it currently budgeted? No

Explanation of Fiscal Impact:

Alternatives

Do not appoint Heather Ferris as a Hearings Officer and/or provide alternative direction.

Attachments:

Board Action Taken:

Motion: _____

1) _____

2) _____

Aye/Nay

(Vote Recorded By)



STAFF REPORT

Report To: Board of Supervisors **Meeting Date:** November 3, 2022

Staff Contact: Nancy Paulson, City Manager

Agenda Title: For Possible Action: Discussion and possible action regarding the appointment of one member to the Carson City Open Space Advisory Committee for a partial term that will expire in January 2024. (Nancy Paulson, npaulson@carson.org)

Staff Summary: Carson City Municipal Code ("CCMC") 13.06.040 provides for the Board of Supervisors to appoint seven members to the Open Space Advisory Committee who serve staggered four-year terms. Under CCMC 13.06.030, the members must be selected on the basis of expertise in the areas of natural resources, real estate, community planning, community development, outdoor recreation/education or knowledge of the community. There is one opening due to the resignation of a member. New applications were received from Laura Chavez, Jeff Rauh and Traci Nelson.

Agenda Action: Formal Action / Motion **Time Requested:** 45 mins

Proposed Motion

I move to appoint _____ to the Open Space Advisory Committee for a term that will expire in January 2024.

Board's Strategic Goal

Quality of Life

Previous Action

N/A

Background/Issues & Analysis

Applicable Statute, Code, Policy, Rule or Regulation

CCMC Chapter 13.06

Financial Information

Is there a fiscal impact? No

If yes, account name/number:

Is it currently budgeted?

Explanation of Fiscal Impact:

Alternatives

Re-open the position for additional applicants.

Attachments:

[Board Facts.pdf](#)

Board Action Taken:

Motion: _____

1) _____

2) _____

Aye/Nay

(Vote Recorded By)



Board Details

Reporting to the Board of Supervisors, the Open Space Advisory Committee will develop, oversee, and support the Open Space Program by working in concert with staff and the public to acquire, interpret, preserve, and enhance natural landscape, agriculture and cultural resources while balancing the needs of the public's opportunities for passive recreation.

Overview

 **Size** 7 Seats

 **Term Length** 4 Years

 **Term Limit** N/A

Additional

Meetings

•5:30 p.m. •Meets on the third Monday of every other month •Community Center, Robert "Bob" Crowell Board Room
851 East William Street

Powers & Duties

To promote the quality of life for citizens of Carson City through the preservation and protection of the quality of the natural environment. To identify and prioritize for the city potential open space acquisitions and make recommendations. To obtain and consider public input before making recommendations to the Board of Supervisors.

Additional Information

[Chapter 13.06 OPEN SPACE.pdf](#)



Carson City, NV

Open Space Advisory Committee

Board Roster



Mary K Berge

Partial Term May 06, 2021 - Jan 01, 2023



Robert Ghiglieri

Partial Term May 06, 2021 - Jan 01, 2024



Donna N Inversin

4th Term Feb 01, 2017 - Jan 01, 2025

Office/Role Vice Chair



Mark Kimbrough

1st Term Jan 07, 2021 - Jan 01, 2025



Susan Martinovich

1st Term Jan 07, 2021 - Jan 01, 2025



Alan Welch

2nd Term Jan 17, 2019 - Jan 01, 2023

Office/Role Chair



Vacancy

Profile

Laura

First Name

Chavez

Last Name

Middle Initial

shinenv@yahoo.com

Email Address

5500 Gentry Lane

Street Address

Suite or Apt

Carson City

City

NV

State

89701

Postal Code

Mobile: (775) 291-3827

Primary Phone

Alternate Phone

Which Boards would you like to apply for?

Open Space Advisory Committee: Submitted

Question applies to multiple boards

Why would you like to serve on this Board/Committee/Commission?

I have been a resident of Carson City for more than 25 years and love everything about our community. As a resident of Carson City I would like to be more involved and help sustain for future Carson City generations to come.

Question applies to multiple boards

Are you currently a registered voter in Carson City? Yes No

Question applies to multiple boards

Are you currently a member on any other Carson City Board, Committee or Commission? Yes No

Question applies to multiple boards

If yes, please list:

Question applies to multiple boards

Term expiration:

Conflict of Interest

Question applies to multiple boards

Within the past twelve (12) months, have you been employed by Carson City (including as an elected official)?

Yes No

Question applies to multiple boards

Do you currently have a contract with Carson City for services/good?

Yes No

Question applies to multiple boards

If yes, please provide contract details:

Question applies to multiple boards

Have you been convicted of a felony, domestic violence or gross misdemeanor involving moral turpitude (conduct contrary to community standards of justice, honesty and good morals)?

Yes No

Education

College, Professional, Vocational or Other Schools attended:

Western Nevada College-Associates in Applied Science, General Business June 2010 Truckee Meadows Community College-Certificate of Spanish-English Translation Certificate September 2011 University of Nevada Reno-Certificate of Paralegal Studies November 2005

Major Subject:

Business

Degree Conferred:

Associates, paralegal and translation certificate

Briefly describe the qualifications you possess which you feel would be an asset to this Board/Committee/Commission:

Please refer to resume attached-too many to list here

List the community organizations in which you have participated and describe participation:

Please refer to resume attached

List your affiliation with professional or technical societies: *if required for the position.

Please refer to resume attached

Upload a Resume

Declaration to Accept Terms & Conditions

I understand that my submitted application is considered public information. I understand the Board of Supervisors may require a pre-appointment background check for any position if deemed warranted.

I hereby declare that all statements given by me on this form are truthful and complete to the best of my knowledge.

I have read and understand the Carson City's Boards, Committees and Commissions Policies and Procedures.

I Agree *

Laura E Chavez

5500 Gentry Lane
Carson City, NV 89701
775-291-3827 (Evening) / 775-887-1222 x4764 (Day)

SSN: ***-93-8864
Citizenship: USA

Profile

Detail oriented and results-driven Specialist and Energy Coordinator with more than sixteen years of experience with Rural Development. Highly responsible and experience in all aspects and functions of the Business and Cooperatives Programs. Possess strong analytical and problem-solving skills with the ability to function with all levels of support staff or individually. Skilled in current technologies that are integrated daily to improve, streamline processing and service to loans and grants.

Education

American Bankers Association Certificate in Business and Commercial Lending Online, self-led course	December 2019
Nevada Excellence in Leadership Graduate Northern Nevada Latino Alliance Reno, NV	March 2014
Nx Level Spanish course graduate Nevada Small Business Development Center Reno, NV	December 2014
Certificate of Spanish-English Translation Certificate Truckee Meadows Community College Reno, NV	September 2011
Competent Communicator Award, 10 Speech series and Humorous Speech Contest Capital Nevada Club 1813 District 39, Toastmasters Carson City, NV	September 2011
Associates in Applied Science, General Business Western Nevada College Carson City, NV	June 2010
Certificate of Paralegal Studies University of Nevada Reno Reno, NV	November 2005

Professional Summary of Qualifications

- * Strong Analytical skills
- * Strategic Planning
- * Typing 50 – 60 wpm
- * Microsoft Office
- * Technical Assistance
- * Expert in Nevada rural economic factors & trends
- * University of Nevada Cooperative Extension, Peer Reviewer
- *Member of various regional review panel, Washington DC and State of Nevada
- *Hiring panel member
- * Credit & Financial Analysis
- * Loan & Grant Administration
- * Problem Solving Skills
- * Written Correspondence
- * Business Structures & Mngt
- *Team orientated
- *Industry expert of renewable energy
- * Customer Service
- *Bilingual, fluent in Spanish
- *Agency translator and interpreter
- *media and radio presentations for agency
- * National and regional trainer for agency
- *supervisory experience

Current and former affiliations

- Unión de Padres Activos, PTA Carson City School District
Board Member and Treasurer
Carson City, NV 2019-current
- Nevada Builders Foundation
Board Member and Safe Embrace Chairwoman
Carson City, NV 2016- current
- Tazmanian Boxing Club
Grant Writer and Board Member
Carson City, NV 2020-current
- Womens Money
Board Member and Mujer y Dinero Chairwoman
Reno, NV 2017-2019
- Latin American Chamber of Commerce
Board of Director, Special Events Coordinator
Reno, NV 2014-2016

Professional Experience

Energy Coordinator (GS 1165-12/05)
USDA, Rural Development
Carson City, NV

January 2018 to present
40 Hours/week
Current Salary \$98,539

-Supervisor: Chandler Allen 775.443.4766

May Contact: Yes

- 100 % responsible for all energy programs, Rural Energy for America Program, Energy Audit/Renewable Energy Development Assistance and 9005 payment programs
- Present on REAP programs across Nevada
- Media presentations for radio and television
- Oversee over \$1,000,000 in applications and servicing of various grants and guarantee programs
- Review semiannual and annual status reports for all projects
- Independently review REAP applications for completion, funding and servicing
- Prepare and provide technical assistance to complete environmental reviews and civil right impact analysis for all applications
- Answer all program inquiries, email and phone calls daily
- Review energy audits for completion and regulation requirements
- Process and ensure complete fund request as needed

Business Programs Specialist (GS 1165 – 12/05)

USDA, Rural Development
Carson City, NV

May 2015 – Current
40 Hours /Week
Current Salary: \$98,539

-Supervisor: Chandler Allen 775.443.4766

May Contact: Yes

- Processed and currently service loan and grants ranging in size and complexity ranging \$10,000 thousand to 25,000,000 million.
- Applications received vary from business entities and community organizations ranging from mom pop type business to complex multi-affiliated corporations, partnership, limited liability entities, cooperative and non-profit organizations. Businesses assisted have included shopping centers, hotels/motels, agricultural, real estate/commercial building, energy related projects and professional service-orientated businesses.
- Develop and maintain lender relationships with local and out of state bank. Provide ongoing technical assistance regarding eligibility, structuring, underwriting, documenting, monitoring and servicing of Business & Industry Guaranteed Loans and Rural Energy for America Guaranteed Loans.
- Reviewed, analyzed, processed and serviced RBS loans and grants. Presented and made recommendations to the State Loan Review Committee.
- Conducted in-depth review and analysis of loan and grant documents during the application, closing and servicing stage to evaluate the financial stability and performance of the applicant and to identify any credit risk.
- Mentored by Business Program Director regarding all aspects of the Business Programs operations. Being recognized as a key contributor to the Business Programs section, I routinely make recommendations regarding various areas of concern to ensure that Business Programs complies with it's regulatory and program requirements.
- Served as Acting Programs Director on an adhoc basis for the Business Programs section; overseeing a staff of three Loan Specialist and one technician located in the Nevada State Office.
- Develop and maintained various reports and spreadsheets to manage Nevada's active Business Programs loan and grant portfolio.
- Provide administrate expertise and guidance toward meeting RD's strategic goals, initiative and mission areas.
- Develop strong networks through the nation. Participate in successful collaborations with various State Office staff.
- Guaranteed Loan System (GLS) Team leader for the Western region (Nevada, Hawaii, California and Arizona).
- Planned, coordinated, and participated in various training, technical assistance and outreach activities in Nevada. Trainings often provide a brief overview of the various programs administered by RD. Activies have included participation in conducting lender training session, outreach/marketing events and webinars. Lender trainings have varied from informal meetings to comprehensive program training.
- I was one of nine individuals selected to serve in the 2015 Socially Disadvantage Group Grant (SDGG) application review panel in Washington, DC. Participated in interactive debates with panelist to achieve consensus on the score for each grant application. Strong collaborations with panelist and national office staff were forged. I was also required to provide applicable comments to support each scoring criteria that the panel agreed on.
- I continue to be proactive in developing individual job skills by participating in ongoing training and networking activities.

Professional Training

- | | |
|--|--|
| ❖ Civil Rights Training | ❖ Financial Statement & Analysis |
| ❖ Environmental Training | ❖ Microsoft programs various |
| ❖ QuickBooks Software | ❖ Mentoring Fundamentals |
| ❖ Business Bookkeeping | ❖ USDA Federal Appropriations Law Training |
| ❖ Business Programs / Cooperative Service Regional Training | ❖ USDA Cross Training: RUS, FSA , RMA, AMS and NRCS |
| ❖ Risk Management Association graduate Lending Academy 1 and 2 | ❖ Working with Tribal Leaders and Government |
| ❖ Understanding Financial Statements | ❖ Leadership Essentials: Creating your own Development Plan |
| ❖ Analyzing Income Statement & Balance Sheet | ❖ Professionalism, Business Etiquette, & Personal Accountability |
| ❖ The Basics of Budgeting | ❖ Aspiring Leadership Program |
| ❖ Analyzing Annual Report | |

- ❖ Toastmasters/Public Speaking courses
- ❖ Ignite Presentations
- ❖ American Bankers Association:
 - Evaluating & Structuring Commercial Loans: Level 5 – Evaluating & Structuring
- ❖ American Bankers Association:
 - Evaluating & Structuring Commercial Loans: Level 5 - Identifying Viable Secondary & Tertiary Sources of Repayment
- ❖ : American Bankers Association:
 - Evaluating & Structuring Commercial Loans: Level 5 - Key Documents, Loan Agreements, and Covenants
- ❖ American Bankers Association:
 - Evaluating & Structuring Commercial Loans: Level 5 - Loan Pricing & Negotiating
- ❖ American Bankers Association:
 - Evaluating & Structuring Commercial Loans: Budget Tracking
- ❖ NX Level course graduate
- ❖ Leadership in Excellence courses
- ❖ National Renewal Energy Laboratory classroom training on various renewal energy technologies

References

Herb Shedd
 1427 Mary Jo Drive
 Gardnerville, NV 89460
 775-781-8180
hsheddrpra@frontier.com

Michelle Kelly
 USDA Rural Development
 Carson City, NV
Michelle.kelly@usda.gov
 775.443.4765

Personal Experience

- Volunteered for the Carson City review panel for the Community Support Services Grant, 2022
- Wrote and received two awards for the nonprofit-Tazmanian Boxing Club, over \$200,000 in 2022
- Various College and University credits towards Bachelor
- In my spare time, I enjoy exploring Carson City and it's backyards by running or hiking the trails and lately riding my ebike where allowed.
- Resident of Carson City for 27 years

Profile

Jeff _____ Rauh _____
First Name Middle Initial Last Name

jrauh301@gmail.com _____
Email Address

301 Marsh Road _____
Street Address Suite or Apt

Carson City _____ NV _____ 89701 _____
City State Postal Code

Mobile: (775) 230-4786 _____
Primary Phone Alternate Phone

Which Boards would you like to apply for?

Open Space Advisory Committee: Submitted

Question applies to multiple boards

Why would you like to serve on this Board/Committee/Commission?

Open spaces and trails are important resources for our growing community.

Question applies to multiple boards

Are you currently a registered voter in Carson City?

Yes No

Question applies to multiple boards

Are you currently a member on any other Carson City Board, Committee or Commission?

Yes No

Question applies to multiple boards

If yes, please list:

Question applies to multiple boards

Term expiration:

Conflict of Interest

Question applies to multiple boards

Within the past twelve (12) months, have you been employed by Carson City (including as an elected official)?

Yes No

Question applies to multiple boards

Do you currently have a contract with Carson City for services/good?

Yes No

Question applies to multiple boards

If yes, please provide contract details:

Question applies to multiple boards

Have you been convicted of a felony, domestic violence or gross misdemeanor involving moral turpitude (conduct contrary to community standards of justice, honesty and good morals)?

Yes No

Education

College, Professional, Vocational or Other Schools attended:

MBA Northern IL University BS Geology University of IL

Major Subject:

Business Geology

Degree Conferred:

MBA BS

Briefly describe the qualifications you possess which you feel would be an asset to this Board/Committee/Commission:

I am active in hiking, mountain biking, and any other outdoor activity.

List the community organizations in which you have participated and describe participation:

List your affiliation with professional or technical societies: *if required for the position.

Upload a Resume

Declaration to Accept Terms & Conditions

I understand that my submitted application is considered public information. I understand the Board of Supervisors may require a pre-appointment background check for any position if deemed warranted.

I hereby declare that all statements given by me on this form are truthful and complete to the best of my knowledge.

I have read and understand the Carson City's Boards, Committees and Commissions Policies and Procedures.

I Agree *

Profile

Traci _____ Nelson _____
 First Name Middle Initial Last Name

traci4222@yahoo.com _____
 Email Address

1020 North Wind Dr _____
 Street Address Suite or Apt

Carson City _____ NV _____ 89701 _____
 City State Postal Code

Home: (442) 515-2389 _____
 Primary Phone Alternate Phone

Which Boards would you like to apply for?

Open Space Advisory Committee: Submitted

Question applies to multiple boards

Why would you like to serve on this Board/Committee/Commission?

I have an extreme passion for the great outdoors. I enjoy walking, hiking, cycling, mountainbiking, outdoor yoga or simply meditating outdoors. By promoting preservation of our environment and natural settings all of Carson City will be encouraged to venture outdoors into this beautiful area that we all are lucky to reside in.

Question applies to multiple boards

Are you currently a registered voter in Carson City?

Yes No

Question applies to multiple boards

Are you currently a member on any other Carson City Board, Committee or Commission?

Yes No

Question applies to multiple boards

If yes, please list:

Question applies to multiple boards

Term expiration:

Conflict of Interest

Question applies to multiple boards

Within the past twelve (12) months, have you been employed by Carson City (including as an elected official)?

Yes No

Question applies to multiple boards

Do you currently have a contract with Carson City for services/good?

Yes No

Question applies to multiple boards

If yes, please provide contract details:

Question applies to multiple boards

Have you been convicted of a felony, domestic violence or gross misdemeanor involving moral turpitude (conduct contrary to community standards of justice, honesty and good morals)?

Yes No

Education

College, Professional, Vocational or Other Schools attended:

University of Delaware Widener University

Major Subject:

Accounting Taxation

Degree Conferred:

BS Accounting MS Taxation

Briefly describe the qualifications you possess which you feel would be an asset to this Board/Committee/Commission:

Held managerial positions throughout my career Extreme passion for the great outdoors. I enjoy walking, hiking, cycling, mountain biking, outdoor yoga or simply meditating outdoors.

List the community organizations in which you have participated and describe participation:

VITA volunteer income tax assistance YMCA Yoga instructor

List your affiliation with professional or technical societies: *if required for the position.

Upload a Resume

Declaration to Accept Terms & Conditions

I understand that my submitted application is considered public information. I understand the Board of Supervisors may require a pre-appointment background check for any position if deemed warranted.

I hereby declare that all statements given by me on this form are truthful and complete to the best of my knowledge.

I have read and understand the Carson City's Boards, Committees and Commissions Policies and Procedures.

I Agree *

Traci Nelson, CPA
1020 North Wind Dr
Carson, City, NV 89701
442-515-2389
traci4222@yahoo.com

PROFESSIONAL EXPERIENCE

CCH Tax & Accounting, Wolters Kluwer

May 2012 - Present

Senior Technology Pre-Sales Product Engineer– Carson City, NV (Remote)

- Provide in-depth product expertise in a pre-sales environment, by partnering with Sales Representatives to deliver effective presentations of CCH Income Tax and Audit digital end-to end workflow automation solutions.
- Conduct strategically tailored, quality, engaging sales presentations to varied audiences in multiple formats including webinars, individual remote meetings and in-person meetings.

Agilent Technologies Inc

August 2008 – February 2012

Director of Income Tax Accounting (2010 – 2012); Sr Tax Accounting Manager (2008 – 2010)

- Directed all aspects of financial statement reporting of income taxes in a fast paced environment requiring strong analytical, organizational, and project management skills.
- Lead a team of domestic and foreign personnel. Traveled worldwide to lead live multi day training sessions of the same team.
- Participated in preparation and review of earnings forecasts by operating unit.
- Strong communication skills used to interface with upper management (C Suite included), audit, tax and accounting professionals.
- Participate in repatriation projects.
- Managed the worldwide implementation of tax accounting software (One Source/Tax Stream), which fully automated the tax provision calculation.
- SOX 404 process owner for the international and consolidated income tax accounting process.

Deloitte Tax

July 2007 – July 2008

Lead Tax Manager

- Managed a diverse array of large-scale client engagements spanning the pharmaceuticals, manufacturing, real estate management, food services, entertainment and investment management industries. Developed tax seniors and staff level employees to improve their technical and business skills.
- Reviewed and delivered tax return preparation services including but not limited to the following review of: consolidated federal and state income/franchise tax returns, book/tax differences, R&D credit calculations, and review of apportionment, allocation factors, and federal and state adjustments.
- Audited and reviewed income tax provisions in quarterly and year end financial statements.

First Midwest Bancorp, Inc.

May 2005 – June 2007

Tax Manager

- Efficiently managed a federal income and payroll tax audit resulting in a two-thirds reduction from IRS initial estimates of audit cycle time with zero adjustments. Managed state income tax audits.
- Managed preparation of federal and state income (corporate and REIT), personal property, and sales and use tax returns for all affiliates.
- Managed preparation of Forms 5500, 990 and 1041 for benefit and retirement plans.
- Managed resolution of all payroll tax issues.
- Coordinated the integration of tax accounting and compliance process of a billion dollar corporate acquisition.
- Automated the tax compliance process via the evaluation and implementation of tax compliance software and successfully filed the corporation's first electronic tax return.

MBNA America Bank, N.A.

May 1997 – May 2005

Tax Supervisor

- Supported the management of multiple Federal and State tax audits.
- Reviewed and prepared federal and state consolidated income tax filings.
- Managed information reporting compliance for all business areas.

- Prepared sales and use tax returns; filed VAT refund claims.
- Served as tax coordinator for the reengineering of the U.S. Oracle fixed asset system. Coordinated the automation of the UK and Canadian earnings and profit fixed asset accounting.

Faw, Casson, & Company, LLP

August 1994 – May 1997

Senior Accountant

- Planned, administered, and supervised team for audit, review, and compilation engagements. Clients include commercial enterprises, government agencies, and pension plans.
- Drafted financial statements for various engagements and reconciled general ledger account balances.
- Prepared and reviewed federal and state tax returns for corporations, partnerships, individuals, exempt organizations, trusts, and estates.
- Assisted in the conversion of client information systems.

EDUCATION

Licensed Certified Public Accountant in Colorado; Passed all four parts of CPA Examination on first sitting: Spring 1995.

Widener University

August 1997 – December 1999

Masters of Science in Taxation GPA 3.9

An AACBS accredited university in Chester, PA.

University of Delaware

June 1990 – June 1994

B.S. – Accounting; Minor in Management Information Systems/Decision Support Systems; Graduated Cum Laude GPA 3.6

Chapter 13.06 - OPEN SPACE

Sections:

13.06.010 - Purpose.

In the broadest sense, the objective of the open space program is to promote quality of life for citizens of Carson City through the preservation and protection of the quality of the natural environment which has given Carson City much of its character. This natural environment includes many spectacular views of the mountains, Carson River, and Eagle Valley. The natural streams, wetlands and open lands, with their water and related plant and animal life complement the scenic vistas and remind us of the area's early history. These natural areas, water bodies, vistas and panoramas, natural landmarks, and native flora and fauna are intended to be preserved and protected for the enjoyment of this and future generations by the judicious use of funding for open space.

As Carson City continues to grow, open spaces should be provided and woven into the fabric of the city. These open spaces may define developed areas within the community, and in certain areas may define the boundary of the city. They are intended to obtain a balance and harmony between physical development and open space for the benefit of Carson City citizens. Preservation of open space in all parts of the city will foster appreciation of the natural environment, provide increased opportunities for passive recreation, preserve agricultural uses, allow connecting open space corridors, and improve the quality of life.

Carson City encourages residents of this community and other concerned persons or parties to donate certain lands or funds for use in the open space program. The board of supervisors may by resolution accept properties not acquired with open space funds into the open space program after a recommendation from the open space advisory committee.

The open space advisory committee shall provide the oversight over the administration and expenditure of funds from the open space division of the quality of life special revenue fund established by Carson City Municipal Code 21.07. The funding for open space including interest and other income, may be used for the acquisition, restoration of natural resources, development and construction which afford for public access, health and safety, equipping, improvement, maintenance, conservation planning and management of real property for open spaces acquired through the fund; and administrative costs approved by the committee.

(Ord. 1997-30 § 1 (part), 2, 1997).

13.06.020 - Creation of an open space advisory committee.

There is hereby created an open space advisory committee, hereinafter referred to as the committee, consisting of seven (7) members appointed by the board of supervisors.

(Ord. 1997-30 § 1 (part), 3, 1997).

13.06.030 - Committee membership.

1. The members of the committee shall be residents of Carson City, and qualified electors. The members shall be selected on the basis of expertise in the areas of natural resources, real estate, community planning, community development, outdoor recreation/education or knowledge of the community.

(Ord. 1997-30 § 1 (part), 4, 1997).

13.06.040 - Term of office and vacancies.

Members of the committee shall serve for varying term lengths not to exceed four (4) years, provided that the first seven (7) members appointed to the committee shall be appointed two (2) for a two (2) year term, two (2) for a three (3) year term and three (3) for a four (4) year term so that thereafter members shall serve for staggered terms of like duration. (Vacancies shall be filled by board of supervisors from appointed alternates. If an alternate is not available, the vacancy shall be filled for the remainder of the term in the same manner that original appointments are made).

(Ord. 2001-1 § 1, 2001: Ord. 1997-30 § 1 (part), 5, 1997).

13.06.050 - Removal from committee.

1. The board of supervisors may remove a committee member for cause.

(Ord. 1997-30 § 1 (part), 6, 1997).

13.06.060 - Powers and duties of open space advisory committee.

1. The committee shall develop an open space element to the Carson City master plan for adoption by the regional planning commission. The committee shall identify and prioritize for the city potential open space acquisitions and make appropriate recommendations. The committee shall obtain and consider public input before making recommendations to the board of supervisors on prospective open space acquisitions, disposal, and management. The committee shall review and provide input and comment to the city manager's proposed budget as it relates to open space matters. The committee shall solicit comments of other affected advisory committees and commissions of Carson City. The committee shall also perform other duties as may be specifically assigned to it by the board of supervisors.
2. The committee in developing the open space element to the Carson City master plan, and in selecting open space lands for possible acquisition and preservation, shall be consistent with the intent of the 1996 ballot explanation, which was: The committee will work to sustain natural and scenic resources and the long-term quality of life in Carson City. And, acquisition of open space land will help preserve mountains, hills and scenic resources, conserve wildlife habitat, protect our drinking water sources and allow outdoor enjoyment of natural areas. Open space, which is defined as undeveloped land with valued natural resources, will be acquired from willing sellers, or by other mutually agreeable methods.
3. Open space will be acquired and maintained as conservancy areas to be used for the following purposes:
 - a. To provide off-street bicycle, hiking and equestrian trails, and trailhead facilities that connect parks, schools and the valley with the mountains.
 - b. To safeguard water resources: watershed areas, water-well sites and designated groundwater recharge areas.
 - c. To safeguard waterway corridors, floodplains, wetlands, streams and the Carson River.
 - d. To develop regional detention areas and protect floodplains.
 - e. To safeguard scenic vistas and enhance the gateways to our city.
 - f. Utilization of land for shaping the development of the city and defining growth by establishing an urban boundary.
 - g. Strategic acquisitions of land to allow for outdoor relaxation, education and future park settings.
 - h. Preservation or enhancement of significant natural areas, wildlife and culturally important lands.

- i. Connecting open space corridors.

(Ord. 1997-30 § 1 (part), 7, 1997).

13.06.070 - Organization and procedure of the open space advisory committee.

1. The committee shall elect a chair and a vice-chair. The committee shall keep minutes and records of its meetings and transactions.
2. The committee shall have regular meetings not less than once a month, unless otherwise determined by the committee.
3. Four (4) members of the committee shall constitute a quorum. An affirmative vote of a majority of the members present shall be necessary to authorize any action by the committee, except as otherwise expressly provided herein.

(Ord. 1997-30 § 1 (part), 8, 1997).

13.06.080 - Prohibited interest/confidentiality.

Any member appointed to the committee shall, upon the acceptance of such appointment, be deemed as having agreed to not disclose any data, the contents of any report or appraisal, or any information of whatsoever nature concerning any specific, prospective open space acquisition, to any person or entity except to other committee members, to members of the board of supervisors, to city staff members whose specific duties include the administration of the city's open space program, or as such disclosure may be required pursuant to court order. Any member who violates the conduct of confidentiality requirements shall be subject to being summarily suspended from the committee and such a violation may be deemed cause for removal.

(Ord. 1997-30 § 1 (part), 9, 1997).

From: [Jennifer Budge](#)
To: [Alexis Philippi](#)
Cc: [Patti Liebespeck](#); [Stephanie Hicks](#); [Lyndsey Boyer](#); [Nancy Paulson](#)
Subject: FW: Resignation from OSAC
Date: Monday, August 29, 2022 3:28:31 PM

Lexi- Please see the resignation below from Kristine Currie for the Open Space Advisory Committee. Please let Lyndsey and I know when applications open up and interviews/appointments at the BOS. Thanks. -Jen

From: Kristine Currie <kac.4545@gmail.com>
Sent: Monday, August 29, 2022 12:44 PM
To: Jennifer Budge <JBudge@carson.org>; Lyndsey Boyer <LBoyer@carson.org>
Subject: Resignation from OSAC

This message originated outside of Carson City's email system. Use caution if this message contains attachments, links, or requests for information.

Dear Jennifer and Lyndsey

This is to formally let you know that due to a change in family circumstances, I am unable to continue serving on the Open Space Advisory Commission.

It has been a profound privilege to have served on OSAC. I have learned so much from staff and other members of the Commission. Everybody has been welcoming, helpful and professional toward me - the new kid on the block.

I wish I could stay but I hope that as circumstances change in the future, perhaps there will be another opportunity to serve - if not on OSAC perhaps another citizen's group.

Thank you to each of you for your substantial professionalism and warm demeanor. Carson City is fortunate to have not only the two of you but also everybody else I have come in contact with in the Recreation/Open Space department.

Most Sincerely,

Kristine Currie (Casey)
775-400-7162

PS, Let me know when a good time would be for me to swing by the office and drop off my giant reference binder.



STAFF REPORT

Report To: Board of Supervisors **Meeting Date:** November 3, 2022

Staff Contact: Sheri Russell, Chief Financial Officer

Agenda Title: PUBLIC HEARING: For Discussion Only: Public hearing regarding the proposed issuance by Carson City, Nevada of its General Obligation (Limited Tax) Infrastructure Sales Tax Bonds (Additionally Secured by Pledged Revenues), in the aggregate principal amount not to exceed \$5,550,000 for the purpose of acquiring, establishing, constructing, expanding, improving and equipping certain infrastructure projects and paying the related issuance costs. (Sheri Russell, srussell@carson.org)

Staff Summary: NRS 350.020(3) requires that a public hearing be held before the Carson City, Nevada General Obligation Infrastructure Sales Tax Bonds can be issued. The proceeds from the bonds will be used for the purpose of acquiring, establishing, constructing, expanding, improving and equipping certain infrastructure projects as defined in NRS 377B.160(3). Notice was published in the Nevada Appeal on October 5, 2022, October 12, 2022, and October 19, 2022, indicating the City's intent to hold this public hearing.

Agenda Action: Other / Presentation **Time Requested:** 5 minutes

Proposed Motion

Public comment and discussion only.

Board's Strategic Goal

Sustainable Infrastructure

Previous Action

August 4, 2022 (Item 12A) - The Board of Supervisors ("Board") adopted Resolution #2022-R-27 a resolution directing staff to notify the Carson City Debt Management Commission of the City's intent to issue infrastructure sales tax general obligation bonds in an amount not to exceed \$5,550,000.

August 23, 2022 - The Debt Management Commission adopted a resolution approving Carson City's proposed issuance of infrastructure sales tax general obligation bonds.

September 1, 2022 (Item 18A) - The Board approved Resolution #2022-R29, a resolution of intent, proposing the issuance of, and authorizing the publication of, notices related to general obligation (limited tax) infrastructure sales tax bonds (additionally secured by pledged revenues), in the aggregate principal amount not to exceed \$5,550,000.

October 5, 2022, October 10, 2022, and October 19, 2022 - The resolution of intent was published in the Nevada Appeal.

Background/Issues & Analysis

This public hearing is required by statute and is the next step in the process for the City to issue general obligation bonds additionally secured by pledged revenues. Carson City will still need to complete a 90-day petition period, a final hearing and the adoption of a bond ordinance. Staff anticipate these remaining steps will be completed by February 2023.

Carson City is pursuing the issuance of a general obligation bond not to exceed the amount of \$5,550,000 to fund the balance of the William Street Corridor Project that remains unfunded. The total project costs are \$22,240,787. The City received a federal appropriation of \$2 million and \$9.3 million from a RAISE federal grant. In addition, \$5,540,787 is available through Redevelopment, Water, Wastewater and Stormwater Funds for their portion of this project, leaving a remaining project balance of \$5,400,000. The bond issuance costs are included in the total not to exceed amount requested. The City has been able to reduce the amount borrowed based on the federal appropriation and grants received.

The interest rate on the proposed bonds was initially estimated by the City's municipal advisor, JNA Consulting Group, to be 5%. Based on current market conditions, JNA considers this estimate to be conservative. Prior to the adoption of the bond ordinance mentioned above, an updated estimate will be provided to the Board.

Annual debt service on the bonds will be paid from the City's Infrastructure Tax Fund. The bonds are additionally secured by a one-eighth of one percent (0.125%) sales tax.

Applicable Statute, Code, Policy, Rule or Regulation

NRS Chapters 350 and 377B

Financial Information

Is there a fiscal impact? Yes

If yes, account name/number: Infrastructure Tax Fund, Bond Proceeds 3100099-483030; Transfer to Debt service 3100079-507205; and Debt Service Fund, principal, and interest payments 4107100-50XXXX.

Is it currently budgeted? No

Explanation of Fiscal Impact: Bond proceeds and issuance costs would be posted to Infrastructure Tax Fund, Bond Proceeds 3100099-483030. Bond issuance costs will be deducted from the bond proceeds, and remaining amounts available for the project will be approximately \$5,400,000. The estimated annual debt service payments for these bonds are approximately \$553,000 for 15 years. Final amounts of bond proceeds, issuance costs, debt service and capital project proceeds will be added to the Infrastructure Tax Fund and Debt Service Fund budgets through a budget augmentation in Fiscal Year 2023 once bond numbers are finalized.

Alternatives

N/A; public hearing discussion item.

Attachments:

[Funding Model CACI 2023 Infrastructure Bonds \(2022-10-18\) bond issue1.pdf](#)

Board Action Taken:

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

(Vote Recorded By)

Carson City, Nevada
General Obligation (Limited Tax)
Infrastructure Sales Tax Bonds, Series 2023
Sources & Uses of Funds

Issue Summary

Dated Date	03/01/2023
Par Amount	\$5,550,000
Underwriter's Spread	0.750%
Total Costs as % of Par	3.935%
True Interest Cost	3.8070%
All-in TIC	4.2324%
Arbitrage Yield Limit	3.6015%
Weighted Average Maturity	8.885 years

Sources of Funds:

Par Amount	\$5,550,000.00
Original Issue Premium	519,238.65
Cash Contribution	0.00

Total	\$6,069,238.65

Uses of Funds:

Construction Funds	\$5,850,863.65
Net Underwriting	41,625.00
Insurance	0.00
Issuance Costs	176,750.00

Total	\$6,069,238.65

Carson City, Nevada
General Obligation (Limited Tax)
Infrastructure Sales Tax Bonds, Series 2023
Debt Service Schedule

Date	Principal	Rate	Interest	Semi-Annual Debt Service	Annual Debt Service
03/01/2023					
09/01/2023			\$138,750.00	\$138,750.00	
03/01/2024			138,750.00	138,750.00	\$277,500.00
09/01/2024	\$280,000	5.000%	138,750.00	418,750.00	
03/01/2025			131,750.00	131,750.00	550,500.00
09/01/2025	293,000	5.000%	131,750.00	424,750.00	
03/01/2026			124,425.00	124,425.00	549,175.00
09/01/2026	309,000	5.000%	124,425.00	433,425.00	
03/01/2027			116,700.00	116,700.00	550,125.00
09/01/2027	327,000	5.000%	116,700.00	443,700.00	
03/01/2028			108,525.00	108,525.00	552,225.00
09/01/2028	341,000	5.000%	108,525.00	449,525.00	
03/01/2029			100,000.00	100,000.00	549,525.00
09/01/2029	361,000	5.000%	100,000.00	461,000.00	
03/01/2030			90,975.00	90,975.00	551,975.00
09/01/2030	379,000	5.000%	90,975.00	469,975.00	
03/01/2031			81,500.00	81,500.00	551,475.00
09/01/2031	398,000	5.000%	81,500.00	479,500.00	
03/01/2032			71,550.00	71,550.00	551,050.00
09/01/2032	418,000	5.000%	71,550.00	489,550.00	
03/01/2033			61,100.00	61,100.00	550,650.00
09/01/2033	441,000	5.000%	61,100.00	502,100.00	
03/01/2034			50,075.00	50,075.00	552,175.00
09/01/2034	461,000	5.000%	50,075.00	511,075.00	
03/01/2035			38,550.00	38,550.00	549,625.00
09/01/2035	489,000	5.000%	38,550.00	527,550.00	
03/01/2036			26,325.00	26,325.00	553,875.00
09/01/2036	515,000	5.000%	26,325.00	541,325.00	
03/01/2037			13,450.00	13,450.00	554,775.00
09/01/2037	538,000	5.000%	13,450.00	551,450.00	
03/01/2038			0.00	0.00	551,450.00
	\$5,550,000		\$2,446,100.00	\$7,996,100.00	\$7,996,100.00

Carson City, Nevada
General Obligation (Limited Tax)
Infrastructure Sales Tax Bonds, Series 2023
Pricing Schedule

Call Date: 09/01/2033

Call Price: 100

Date	Principal	Coupon	Yield	Price	Prem/(Disc)	Production
03/01/2023						
09/01/2024	\$280,000.00	5.000%	3.040%	102.852	\$7,985.60	\$287,985.60
09/01/2025	293,000.00	5.000%	3.080%	104.585	13,434.05	306,434.05
09/01/2026	309,000.00	5.000%	3.230%	105.813	17,962.17	326,962.17
09/01/2027	327,000.00	5.000%	3.270%	107.184	23,491.68	350,491.68
09/01/2028	341,000.00	5.000%	3.310%	108.434	28,759.94	369,759.94
09/01/2029	361,000.00	5.000%	3.380%	109.382	33,869.02	394,869.02
09/01/2030	379,000.00	5.000%	3.440%	110.235	38,790.65	417,790.65
09/01/2031	398,000.00	5.000%	3.510%	110.868	43,254.64	441,254.64
09/01/2032	418,000.00	5.000%	3.540%	111.691	48,868.38	466,868.38
09/01/2033	441,000.00	5.000%	3.640%	111.780	51,949.80	492,949.80
09/01/2034	461,000.00	5.000%	3.670%	111.502 *	53,024.22	514,024.22
09/01/2035	489,000.00	5.000%	3.760%	110.675 *	52,200.75	541,200.75
09/01/2036	515,000.00	5.000%	3.810%	110.219 *	52,627.85	567,627.85
09/01/2037	538,000.00	5.000%	3.850%	109.855 *	53,019.90	591,019.90

\$5,550,000.00	Par Amount	\$519,238.65	\$6,069,238.65
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<u>477,613.65</u>	+ Premium Bid		
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6,027,613.65	= Amount Bid		
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<u>41,625.00</u>	+ Underwriter's Spread		
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\$6,069,238.65	= Price to Public		
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* Priced to first optional redemption date of September 1, 2033.



STAFF REPORT

Report To: Board of Supervisors **Meeting Date:** November 3, 2022

Staff Contact: Heather Ferris, Planning Manager

Agenda Title: For Possible Action: Discussion and possible action regarding an application from KP Investors, LLC ("Applicant") to introduce, on first reading, an ordinance amending the Zoning Map to change the zoning from Single-Family 12,000 ("SF12") to Single-Family 6,000 ("SF6"), for an 8.41-acre parcel located at 1051 N Ormsby Blvd., Assessor's Parcel Number ("APN") 001-241-14. (Heather Ferris, hferris@carson.org)

Staff Summary: The Applicant is seeking to rezone the 8.41-acre parcel from SF12 to SF6 consistent with the zoning to the south and east. The Applicant, through John Krmpotic, has concurrently applied for a tentative subdivision map, SUB-2022-0375, proposing the creation of 41 single-family residential lots. The Board of Supervisors ("Board") has the authority to approve a zoning map amendment. The Planning Commission recommended approval of the amendment. Pursuant to Nevada Revised Statutes ("NRS") Chapter 237, a business impact statement is not required to be prepared with this ordinance.

Agenda Action: Ordinance - First Reading **Time Requested:** 10 minutes

Proposed Motion

I move to introduce, on first reading, Bill No. _____.

Board's Strategic Goal

Quality of Life

Previous Action

September 28, 2022 (Item 6F): The Planning Commission recommended approval by a vote of 6 - 1, 0 absent.

Background/Issues & Analysis

This zoning map amendment has been requested concurrently with the Ash Canyon SF tentative subdivision map SUB-2022-0375. Please reference the September 28, 2022 Planning Commission staff report attached to SUB-2022-0375 item for additional information.

Except as specifically exempted, 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. Under these exemptions, a business impact statement is not required to be prepared with this ordinance because the ordinance is proposed pursuant to a provision of NRS Chapter 278.

Applicable Statute, Code, Policy, Rule or Regulation

NRS Chapter 237 and 244; Article 2 of the Carson City Charter; and CCMC 18.02.075

Financial Information

Is there a fiscal impact? No

If yes, account name/number:

Is it currently budgeted? No

Explanation of Fiscal Impact:

Alternatives

Do not introduce the ordinance, denying the requested zoning change, and/or provide alternative direction.

Attachments:

[ZA-2022-0376 Ash Canyon- 1st reading.doc](#)

Board Action Taken:

Motion: _____

1) _____

2) _____

Aye/Nay

(Vote Recorded By)

SUMMARY – Amends the Carson City zoning map.

BILL NO. _____
ORDINANCE NO. 2022-__

AN ORDINANCE RELATING TO ZONING; AMENDING THE ZONING FROM SINGLE-FAMILY 12,000 (“SF12”) TO SINGLE-FAMILY 6,000 (“SF6”) FOR APN 001-241-14 LOCATED 1051 N ORMSBY BLVD.

The Board of Supervisors of Carson City do ordain:

SECTION I:

An application for a zoning map amendment affecting Assessor’s Parcel Number (“APN”) 001-241-14; located 1051 N Ormsby Blvd., Carson City, Nevada, was duly submitted to the Planning Division of the Carson City Community Development Department in accordance with section 18.02.075 of the Carson City Municipal Code (“CCMC”) to revise the existing zoning designation from Single-Family 12,000 (“SF12”) to Single-Family 6,000 for APN 001-241-14. After proper noticing in accordance with Chapter 278 of the Nevada Revised Statutes and CCMC Title 18, on September 28, 2022, the Planning Commission, during a public hearing, reviewed the staff report of the Planning Division, received public comment and voted 6 ayes, 1 nays, and 0 absent to recommend to the Board of Supervisors approval of the application for the zoning map amendment.

SECTION II:

The zoning map of Carson City is hereby amended to change the zoning from Single-Family 12,000 (“SF12”) to Single-Family 6,000 for APN 001-241-14, as depicted in Attachment A, based on the findings that the zoning map amendment:

1. Is in substantial compliance with the goals, policies and action programs of the Carson City master plan.
2. Will provide for land uses that are compatible with existing adjacent land uses.
3. Will not have a detrimental impact on other properties within the vicinity.
4. Will not negatively impact existing or planned public services or facilities.
5. Will not adversely impact the health, safety or welfare of the public.
6. Satisfies all other required findings of fact as set forth in CCMC 18.02.075(5).

PROPOSED this _____ day of _____ 2022.

PROPOSED BY Supervisor _____

PASSED on the _____ day of _____ 2022.

VOTE: AYES: _____

NAYS: _____

ABSENT: _____

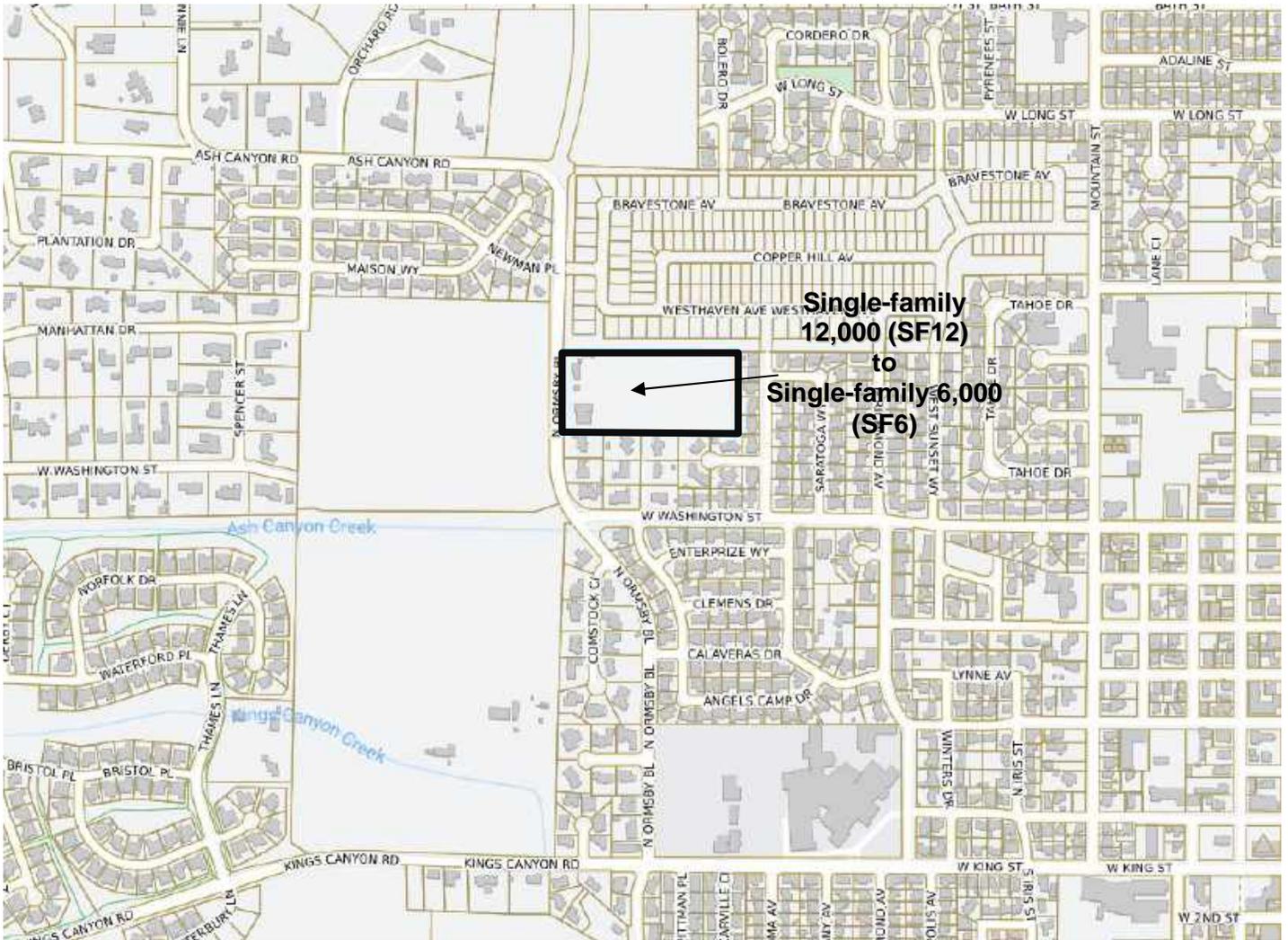
LORI BAGWELL, Mayor

ATTEST:

AUBREY ROWLATT, Clerk-Recorder

This ordinance shall be in force and effect from and after the ____ of _____, 2022.

Attachment A





STAFF REPORT

Report To: Board of Supervisors **Meeting Date:** November 3, 2022

Staff Contact: Heather Ferris, Planning Manager

Agenda Title: For Possible Action: Discussion and possible action regarding an application from John Krmptotic ("Applicant") for a tentative subdivision map (SUB-2022-0375) known as Ash Canyon SF to create 41 single-family residential lots on an 8.41-acre parcel zoned Single-Family 12,000 ("SF12"), located at 1051 N Ormsby Blvd., Assessor's Parcel Number ("APN") 001-241-14. (Heather Ferris, hferris@carson.org).

Staff Summary: The Applicant is proposing to create 41 single-family residential lots, with a minimum lot size of 6,004 square feet, using the provisions of Carson City Municipal Code ("CCMC") Chapter 17.10- Common Open Space Development. The KP Investors, LLC has concurrently applied for a zoning map amendment (ZA-2022-0376) to change the zoning from SF12 to SF6. The Board of Supervisors ("Board") has the authority to approve, conditionally approve or deny a tentative subdivision map. The Planning Commission recommended approval of the tentative subdivision map.

Agenda Action: Formal Action / Motion **Time Requested:** 20 minutes

Proposed Motion

I move to approve the tentative subdivision map as presented.

Board's Strategic Goal

Quality of Life

Previous Action

September 28, 2022 (Item 6G) - The Planning Commission recommended approval by a vote of 6 - 1, 0 absent, based on the findings included in the staff report and subject to the conditions of approval. The conditions of approval recommended by the Planning Commission are included in the attached memo dated October 17, 2022, from staff to the Board.

Background/Issues & Analysis

The Board is authorized to approve tentative subdivision maps. The Planning Commission makes recommendation to the Board. Please reference the attached memo from staff dated October 17, 2022, and the September 28, 2022 staff report to the Planning Commission for additional background and analysis.

Applicable Statute, Code, Policy, Rule or Regulation

NRS 278.330 and 278.349; CCMC Chapters 17.10, 17.07 and 17.05

Financial Information

Is there a fiscal impact? No

If yes, account name/number:

Is it currently budgeted? No

Explanation of Fiscal Impact:

Alternatives

Approve the tentative subdivision map with modified conditions of approval; deny the application; refer the application back to the Planning Commission for further consideration (if agreed to by the Applicant); and/or provide alternative direction.

Attachments:

[SUB-2022-0375_Ash_Canyon_TSM-_BOS.docx](#)

[09-28-2022 Minutes \(PC\) \(excerpt\).pdf](#)

[Ash Canyon PC SR with attachments and Late material.pdf](#)

Board Action Taken:

Motion: _____ 1) _____
2) _____

Aye/Nay

(Vote Recorded By)



108 E. Proctor Street
Carson City, Nevada 89701
(775) 887-2180
Hearing Impaired: 711

MEMORANDUM

Board of Supervisors Meeting of November 3, 2022

TO: Board of Supervisors
FROM: Heather Ferris, Planning Manager
DATE: October 17, 2022

SUBJECT: For Possible Action: Discussion and possible action regarding an application from John Krmptic ("Applicant") for a tentative subdivision map (SUB-2022-0375) known as Ash Canyon SF to create 41 single-family residential lots on an 8.41-acre parcel zoned Single-Family 12,000 ("SF12"), located at 1051N Ormsby Blvd., Assessor's Parcel Number ("APN") 001-241-14.

Staff Summary: The Applicant is proposing to create 41 single-family residential lots, with a minimum lot size of 6,004 square feet, using the provisions of Carson City Municipal Code ("CCMC") Chapter 17.10- Common Open Space Development. The Applicant has concurrently applied for a zoning map amendment (ZA-2022-0376) to change the zoning from SF12 to SF6. The Board of Supervisors ("Board") has the authority to approve a tentative subdivision map. The Planning Commission recommended approval of the tentative subdivision map to the Board.

DISCUSSION: The Planning Commission considered this request, concurrently with the requested zoning map amendment, at their September 28, 2022 meeting. During deliberations, the Planning Commission noted concerns with impacts to the existing residents to the south and east of the proposed project. Concerns noted included providing additional buffering along the south and east side as well as the potential for two-story homes adjacent to the existing homes along the south and east sides of the proposed project. As a result of this discussion the applicant volunteered a condition wherein, he agreed to limit all buildings on the southern and eastern-most lots to single-story and committed to a 20-foot rear setback on those lots, provided that the sidewalk only be required on one-side of the street (Condition 35).

In addition to the new voluntary condition (Condition 35), the Planning Commission also recommended modifications to Conditions 23 and 31, at staff's request. These conditions were modified for clarification. The below conditions reflect the conditions of approval as recommended by the Planning Commission on September 28, 2022.

Following the Planning Commission meeting the Carson City Public Works Department ("Public Works") met internally to discuss Condition 35 and the potential elimination of the sidewalk on one-side of the street, as recommended by the Planning Commission. One of the goals stated in the 2040 Regional Transportation Plan is to "maintain and develop a multi-modal transportation system." To that end, all of Carson City's urban street section details include sidewalk on both sides of the street. By eliminating sidewalk from one side of the street some modes of transportation will be less convenient and accessible for the residents on one side of the street.

Public Works would prefer not to eliminate sidewalk from one side of the street; however, Public Works recognizes that the street in question is a private street, not part of the City's public transportation network, and so would accept elimination of the sidewalk on one side of the street if that is what the Board determines best given this particular situation.

RECOMMENDED CONDITIONS OF APPROVAL:

The following are conditions of approval required per CCMC 18.02.105(5):

1. All final maps shall be in substantial accord with the approved tentative map.
2. Prior to submittal of any final map, the Carson City Public Works Department Development Engineering Group ("Development Engineering") shall approve all on-site and off-site improvements. The applicant shall provide construction plans to Development Engineering for all required on-site and off-site improvements, prior to any submittals for approval of a final map. The plan must adhere to the recommendations contained in the project soils and geotechnical report.
3. Lots not planned for immediate development shall be left undisturbed and mass grading and clearing of natural vegetation shall not be allowed. Any and all grading shall comply with City standards. A grading permit from the Nevada Division of Environmental Protection shall be obtained prior to any grading. Noncompliance with this provision shall cause a cease and desist order to halt all grading work.
4. All lot areas and lot widths shall meet the zoning requirements approved as part of this tentative map with the submittal of any final map.
5. With the submittal of any final maps, the applicant shall provide evidence to the Carson City Community Development Department Planning Division from the Carson City Health and Human Service Department and the Carson City Fire Department indicating the agencies' concerns or requirements have been satisfied. Said correspondence shall be included in the submittal package for any final maps and shall include approval by the Fire Department of all hydrant locations.
6. The following note shall be placed on all final maps stating:

"These parcels are subject to Carson City's Growth Management Ordinance and all property owners shall comply with provisions of said ordinance."
7. Placement of all utilities, including AT&T Cablevision, shall be underground within the subdivision. Any existing overhead facilities shall be relocated prior to the submittal of a final map.
8. The applicant must sign and return the Notice of Decision for conditions for approval within ten (10) days of receipt of notification after the Board of Supervisors meeting. If the Notice of Decision is not signed and returned within ten (10) days, then the item may be rescheduled for the next Planning Commission meeting for further consideration.
9. Hours of construction will be limited to 7:00 a.m. to 7:00 p.m., Monday through Friday, and 7:00 a.m. to 5:00 p.m. on Saturday and Sunday. If the hours of construction are not

adhered to, the Carson City Community Development Department Building Division will issue a warning for the first violation, and upon a second violation, will have the ability to cause work at the site to cease immediately.

10. The applicant shall adhere to all City standards and requirements for water and sewer systems, grading and drainage, and street improvements.
11. The applicant shall obtain a dust control permit from the Nevada Division of Environmental Protection. The site grading must incorporate proper dust control and erosion control measures.
12. A detailed storm drainage analysis, water system analysis, and sewer system analysis shall be submitted to Development Engineering prior to approval of a final map.
13. Prior to the recordation of the final map for any phase of the project, the improvements associated with the project must either be constructed and approved by Carson City, or the specific performance of said work secured, by providing the City with a proper surety in the amount of one hundred fifty percent (150%) of the engineer's estimate. In either case, upon acceptance of the improvements by the City, the developer shall provide the City with a proper surety in the amount of ten percent (10%) of the engineer's estimate to secure the developer's obligation to repair defects in workmanship and materials which appear in the work within one (1) year of acceptance by the City.
14. A "will serve" letter from the water and wastewater utilities shall be provided to the Nevada Health Division prior to approval of a final map.
15. The District Attorney's Office shall approve any Covenants, Conditions & Restrictions ("CC&R's") prior to recordation of the first final map.

The following conditions are required per CCMC 17.10.050

16. Three-Year Maintenance Plan. Provisions shall be made to monitor and maintain, for a period of three (3) years regardless of ownership, a maintenance plan for the common open space area. The maintenance plan for the common open space area shall, at a minimum, address the following:
 - a) Vegetation management;
 - b) Watershed management;
 - c) Debris and litter removal;
 - d) Fire access and suppression;
 - e) Maintenance of public access and/or maintenance of limitations to public access;
and
 - f) Other factors deemed necessary by the commission or the board: vector control and noxious weed control.
17. Permanent Preservation and Maintenance. Provisions shall be made for the permanent preservation and ongoing maintenance of the common open space and other common areas using a legal instrument acceptable to the city. This shall be addressed prior to final map recordation. A homeowner's association ("HOA") or similar entity must be formed for maintenance of common open space and other common areas.

18. Screening and Buffering of Adjoining Development. Provisions shall be made to assure adequate screening and buffering of existing and potential developments adjoining the proposed common open space development. This shall include, at a minimum either a solid privacy fence or wall.
19. Common Open Space Restrictions. Designated common open space shall not include areas devoted to public or private vehicular streets or any land which has been, or is to be, conveyed to a public agency via a purchase agreement for such uses as parks, schools or other public facilities. This shall be demonstrated at the time of final map.

Other Conditions of Approval:

20. The required internal setback shall be as follows:
Front yard: 10 feet to the house and 20 feet to the garage
Side yard: 5 feet
Street Side: 10 feet
Rear yard: 10 feet

These setbacks shall be stated on the final map as well as in the CC&Rs.

21. With the site improvement permit application, the applicant shall provide the following:
 - a) A landscape and irrigation plan demonstrating compliance with the applicable sections of the Development Standards in Division 3 for the common area parcel and any other common area landscaping.
 - b) An open space exhibit demonstrating both quantitatively and qualitatively, compliance with the requirements of CCMC 17.10.046.
22. The final map and site improvement permit shall provide a trail connection to the planned public trail located to the north of this project site and a public access easement shall be provided across the trail. The location and manner of connection shall be approved by the Parks, Recreation and Open Space Director.
23. The Homeowners Association or similar entity required in condition 17 shall maintain all common areas including, but not limited to, the common area parcel, common area landscaping and irrigation, landscaping and irrigation located within the rights-of-way, the drainage basin, on-site trails, private streets, and the private sanitary sewer lift station. The HOA or similar entity shall be responsible to fund, in perpetuity, 100% of the cost to maintain and operate any private sewer infrastructure necessary to serve the development. The declaration forming the HOA must list the private sewer lift station and private sewer infrastructure as common elements for which the HOA is responsible for 100% of the cost for maintenance and repair. The declaration must also state that the declaration's provisions concerning the sewer lift station and private sewer infrastructure may not be amended without Board of Supervisors approval.

A separate deed restriction must be recorded contemporaneously with the declaration providing that if the HOA ceases to exist or fails to properly maintain and operate the private lift station and private sewer infrastructure, all parcels subject to the HOA consent to Carson City's formation of an assessment district; increase in sewer fees; or any other available method of assessment or collection of fees, for 100% of the costs to operate and maintain the private lift station and private sewer infrastructure to permit Carson City to

maintain and operate the private lift station and private sewer infrastructure. The deed restriction language shall be subject to review and approval by the Public Works Director prior to recordation.

24. Carson City is a Bee City USA. As a result, the developer shall use approximately 50% pollinator friendly plant material for any required landscaping on the project site. Also, any remaining landscape plant material selection needs to be consistent with the City's approved tree species list or other tree species, as approved by the city.
25. The developer is required to incorporate "best management practices" into their construction documents and specifications to reduce the spread of noxious weeds. The spread of invasive and noxious weeds is a significant issue in construction projects that involve land disturbance. Earth moving activities contribute to the spread of weeds, as does the use of contaminated construction fill, seed, or erosion-control products. Experience has demonstrated that prevention is the least expensive and most effective way to halt the spread of noxious and invasive weeds.
26. The on-site sewer system shall gravity flow to the northeast corner of the site where a privately owned and maintained sanitary sewer lift station will convey the flow uphill to the existing sanitary sewer main in N Ormsby Boulevard. Alternatively, prior to issuance of the site improvement permit, the developer shall obtain an easement from a neighboring property owner(s) that will allow for the sanitary sewer to gravity feed to Yorktown Drive southeast of the development.
27. Prior to issuance of the site improvement permit, the developer shall enter into a pro-rata share agreement for their contribution, based on trip distribution, to the North Ormsby Boulevard extension.
28. The final map shall provide public utility easements over the private streets for Carson City Utilities to access water and sewer mains as necessary.
29. The developer shall provide a revised geotechnical report with the site improvement permit application to address the high groundwater table, possible corrosive soil, and liquefaction. In the event the revised report requires mitigation to meet the development standards, the project must provide for such mitigation to the satisfaction of the City Engineer.
30. The following note shall be placed on the final map:

"Due to corrosive soils, any concrete with reinforcing steel must have a minimum of 3 inches of concrete cover over steel or other solution as approved by the City Engineer."
31. Prior to the issuance of the site improvement permit, the developer shall provide updated water and sewer analyses to include the Andersen Ranch West Subdivision (SUB-2022-0374) should it be entitled. Additionally, the developer shall analyze the turning movements at North Ormsby Boulevard and both entrances of Ormsby Circle to ensure there are no turning movement conflicts created between this subdivision and the Andersen Ranch West Subdivision. If the updated studies and turning analysis recommend additional project mitigations the developer shall incorporate the recommended mitigations, to the approval of the City Engineer.

32. Half-street improvements must be installed on N Ormsby Boulevard along the project frontage. This will include striping, sidewalk, curb, gutter and paving to meet the City standard detail for a two-lane urban collector with bike lanes.
33. The final map shall include drainage easements where storm drain improvements cross property lines.
34. Each unit shall be constructed with an approved automatic sprinkler system. Alternatively, prior to submittal of the site improvement permit application, the developer may request approval, from the Fire Department, of alternative means and methods to meeting the separation requirements for the two points of access for the project. A note shall be placed on the final map indicating the requirement for automatic sprinklers for each unit or if an alternative means and methods is approved, appropriate notes shall be shown on the map.
35. Based on a voluntary condition offered by the applicant, all buildings on the southern and eastern-most lots (lots 10-23) will be limited to single story and shall have a minimum rear yard setback of 20 feet, provided that the sidewalk is eliminated from one-side of the road.

(8:09:37) – Chairperson Wiggins introduced items 6.F and 6.G noting that both items would be heard concurrently but acted upon separately. Ms. Ferris reviewed the subject property and the agenda materials and responded to clarifying questions. She also made the following correction to the Staff Report: *Additionally, immediately north is the Andersen Ranch Subdivision which includes lots as small as 4,407 5,000 square feet.*

(8:23:45) – Applicant representative John Krmpotic of KLS Planning, representing KP Investments, introduced himself and Michael Vicks of Monte Vista Consulting and reviewed a PowerPoint presentation about the project. He also stated that he agreed with the Conditions of Approval outlined in the Staff Report and the updated Condition No. 31 presented as Staff Memorandum in late material (all of which are incorporated into the record). Mr. Krmpotic also responded to clarifying questions by the Commissioners. Commissioner Borders was informed that a privacy fence and not a sound wall would be installed without gates. Mr. Krmpotic explained to Commissioner Esswein that the front of the house would be placed closer to the street to maximize the size of the backyard. Commissioner Perry was informed that the two existing homes on Ormsby Boulevard could not be relocated; therefore, they would be demolished. Vice Chair Preston inquired about the flood zone and Mr. Pottéy explained that “it was a remapping based on new technology to do a more accurate analysis of the floodplain.” Chairperson Wiggins entertained public comments.

(8:41:58) – Mr. Smith reintroduced himself and believed that the property owners/investment company had been around for only 10 months. He called them “hidden” because the emails sent to them would have to be accepted first, adding that he was still waiting for a reply. Mr. Smith believed that the Goni family, former property owners, had not envisioned the two-story, smaller lot developments.

(8:45:33) – Ms. Nietz reintroduced herself as a civil engineer, a NASA mission controller, and a former Planning Commissioner. She suggested that the Commission focus on rewriting CCMC 17.10 instead of focusing on Title 18, calling the former “a pit bull.” Ms. Nietz believed that developers must not downsize lots but build according to existing zoning. She also believed that Staff should not be recommending alternatives to parking deficiencies and reiterated her earlier requests for changing the construction hours.

(8:48:46) – Kaylie Rooker introduced herself as a Bunker Hill Drive Resident and explained that she had purchased her home because of the SF 12 zoning. She requested that the developer maintain that zoning around their lot line or ensure no two-story homes will be built.

(8:50:38) – Rob Jennings-Teats introduced himself as a Lexington Avenue resident who understood the need for growth and higher-density homes; however, he was concerned about the quality of life of the current and new residents. He believed that creativity was needed for the project and recommended “something a little more interesting.”

(8:52:44) – Dixie Jennings-Teats, a Lexington Avenue resident read the following statement from the KLS website: *Complex land use planning and real estate development projects require coordinated communications between community members, elected officials, government regulators and project*

planners. *KLS Planning & Design Group* is a powerful advocate and master facilitator for community planning and urban development. However, she was concerned that the community members had not been contacted by them. Ms. Jennings-Teats believed that the Commission should listen to those homeowners who owned one-third acre lots.

(8:55:00) – Ruby Lerma introduced herself as a Bunker Hill Drive resident and noted that the passion expressed towards item 6.E should also be expressed for this project, and it should be denied. Ms. Lerma also stated that she had bought her property for the view which she would now lose.

(8:57:23) – Michael Rooker, a Bunker Hill Drive resident, agreed with the issues raised by the Commissioners regarding item 6.E such as exiting the area in case of a fire, and infrastructure issues. He believed smaller homes should not be built on this property as well.

(9:00:08) – Mr. Lachew explained that the new homes “will be in my backyard.” He urged the Commission not to allow the building of a “California-style project” and consider the wildlife that would be displaced. He also reiterated his issue with the noise made by the excavating equipment that would last for five-six hours. He was also concerned with years of ongoing construction.

(9:03:43) – Ms. Strasbourg urged the Commissioners to discuss the advantages and disadvantages of CCMC 17.10, noting that its conditions were no longer applicable because the current developments are only infill.

(9:06:30) – Mr. Nagel recommended following the Master Plan and keeping the current zoning of the lot sizes.

(9:07:45) – Ryan Nylander called the view of their Lexington Avenue home spectacular and urged the Commission not to allow the dense development to ensure “everybody wins” if the project is done right.

(9:09:59) – Ms. Ferris addressed the public comments noting that there were many “repeats” from the discussion of item 6.E. She also clarified that should the Commission choose to require the 12,000 square foot lot size or single-story homes; the Conditions of Approval could be revised to accommodate those requests. Mr. Krmptotic explained that 12,000 square foot zoning required a lot width of 70 feet, adding that their lot width adjacent to the south exceeded that at 78 feet. He also reiterated his comment that by keeping the front of the houses closer to the street, they were providing as much backyard and setback as possible. Mr. Krmptotic stated that they had met with representatives of the Goni family and had gone through several design iterations. He also addressed the “cookie cutter” homes would lead to “a very nice neighborhood” and stated that the narrow streets eliminated speeding and safety issues. Additionally, he believed that by eliminating sidewalks on one side of the street, they would be able to service a closed-off neighborhood. Chairperson Wiggins entertained Commissioner comments or questions.

(9:15:53) – Commissioner Loyd reiterated her concern about the evacuation routes in the development and wondered whether the Anderson Ranch development could connect to this project. Ms. Sullivan noted that was not the case. Ms. Ferris clarified for Commissioner Loyd that it would be better to specify the number

of floors versus the building height and that the zoning and height issues would be part of the tentative map specifications. Commissioner Esswein stated that he was not opposed to the smaller lots; however, he wasn't certain this design would achieve that. He also stated that the homes seemed very "cookie cutter." Vice Chair Preston was in favor of one-story homes and called the two-story ones sprinkled. Commissioner Perry clarified that CCMC 17.10 allowed for trails and open space construction without which there would be blocks of lots with no connectivity. Mr. Pott y believed there was flexibility with private streets that do not have sidewalks. Mr. Rice also believed that Staff could look into eliminating sidewalks from one side of the road; however, he requested that the added condition remain flexible so Staff could work with the applicant on the sidewalk issue. Commissioner Borders suggested requesting that Staff to increase the setback by 10 feet and have them decide how to do it. Commissioner Killgore was concerned about the landlocked situation of the property but was not certain what would work. He was also concerned that by limiting the homes to single-story, they could be built quite high.

(9:29:30) – Ms. Sullivan recommended having a zoning map amendment (ZMA) discussion. She stated that the Commission had been discussing project design; however, the ZMA would determine whether the design conversation would continue. Chairperson Wiggins believed that by widening the street (and eliminating the sidewalk on one side) he would be in favor of the project. Vice Chair Preston believed the project worked well and she did not see how else it could be developed and Commissioner Loyd noted her agreement with the Chair's comments. Chairperson Wiggins entertained motions for items 6.F and 6.G.

6.F ZA-2022-0376 FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING A REQUEST FROM JOHN KRMPOTIC ("APPLICANT") FOR A RECOMMENDATION TO THE BOARD OF SUPERVISORS ("BOARD") CONCERNING A PROPOSED ORDINANCE AMENDING THE ZONING MAP TO CHANGE THE ZONING FROM SINGLE-FAMILY 12,000 ("SF12") TO SINGLE-FAMILY 6,000 ("SF6"), FOR AN 8.41-ACRE PARCEL LOCATED AT 1051 N ORMSBY BLVD., ASSESSOR'S PARCEL NUMBER ("APN") 001-241-14.

(9:31:57) – Commissioner Borders moved to recommend approval of zoning map amendment ZA-2022-0376 based on the ability to make the required findings as outlined in the staff report. The motion was seconded by Chair Wiggins.

RESULT:	APPROVED (6-1-0)
MOVER:	Borders
SECONDER:	Wiggins
AYES:	Wiggins, Preston, Borders, Esswein, Loyd, Perry
NAYS:	Killgore
ABSTENTIONS:	None
ABSENT:	None

Commissioner Killgore cited "lack of input" for his nay vote.

6.G SUB-2022-0375 FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING A REQUEST FROM JOHN KRMPOTIC (“APPLICANT”) FOR A RECOMMENDATION TO THE BOARD OF SUPERVISORS (“BOARD”) CONCERNING A REQUEST FOR A TENTATIVE SUBDIVISION MAP (SUB-2022-0375) KNOWN AS ASH CANYON SF TO CREATE 41 SINGLE FAMILY RESIDENTIAL LOTS ON AN 8.41-ACRE PARCEL ZONED SINGLE-FAMILY 12,000 (“SF12”), LOCATED AT 1051N ORMSBY BLVD., ASSESSOR’S PARCEL NUMBER (“APN”) 001-241-14.

(9:32:31) – Ms. Sullivan recommended a discussion with the applicant’s representative to see whether they will agree to continue the item based on the recommendations by the Commissioners and the City Engineer. Mr. Krmpotic offered either 20-foot setbacks with the sidewalk on one side or commit to single-story homes. Discussion ensued regarding the option offered by the applicant’s representative. Commissioner Borders was more inclined to accept the single-story option if given a choice. Mr. Krmpotic agreed to “single-story [homes], waive the sidewalk [on] one side, we’ll take all of that to the south end and get a 20-foot setback in the rear yard.”

(9:37:02) – Ms. Sullivan clarified that the applicant had volunteered to accept additional conditions to limit the height of the south and east perimeter buildings to single-story and has agreed to a 20-foot rear setback, with the request to provide a sidewalk on one side of the street [pending agreement from the City’s engineering team].

(9:38:43) – Chairperson Wiggins moved to recommend approval of Tentative Subdivision Map SUB-2022-0375 based on the ability to make the required findings and subject to the conditions of approval with the additional conditions as volunteered by the applicant and reiterated by the Community Development director including the modification in Conditions of Approval No. 23 and 31. The motion was seconded by Commissioner Borders.

RESULT:	APPROVED (6-1-0)
MOVER:	Wiggins
SECONDER:	Borders
AYES:	Wiggins, Preston, Borders, Esswein, Loyd, Perry
NAYS:	Killgore
ABSTENTIONS:	None
ABSENT:	None

Commissioner Killgore cited “lack of input and whatever mess we came up with here” for his nay vote.

(9:40:20) – Chairperson Wiggins recessed the meeting.

(9:47:10) – Chairperson Wiggins reconvened the meeting. A quorum was still present.

STAFF REPORT FOR THE PLANNING COMMISSION MEETING OF SEPTEMBER 28, 2022

FILE NO: ZA-2022-0376 & SUB-2022-0375

AGENDA ITEMS: 6.F & 6.G

STAFF CONTACT: Heather Ferris, Planning Manager

AGENDA TITLE:

ZA-2022-0376 For Possible Action: Discussion and possible action regarding a request from John Krmpotic (“Applicant”) for a recommendation to the Board of Supervisors (“Board”) concerning a proposed ordinance amending the Zoning Map to change the zoning from Single-Family 12,000 (“SF12”) to Single-Family 6,000 (“SF6”), for an 8.41-acre parcel located at 1051 N Ormsby Blvd., Assessor’s Parcel Number (“APN”) 001-241-14. (Heather Ferris, hferris@carson.org)

Summary: The Applicant is seeking to rezone the 8.41-acre parcel from SF12 to SF6 consistent with the zoning to the south and east. The Applicant has concurrently applied for a Tentative Subdivision Map, SUB-2022-0375, proposing the creation of 41 single family residential lots. The Board has the authority to approve a zoning map amendment. The Planning Commission makes recommendation to the Board.

SUB-2022-0375 For Possible Action: Discussion and possible action regarding a request from John Krmpotic (“Applicant”) for a recommendation to the Board of Supervisors (“Board”) concerning a request for a Tentative Subdivision Map (SUB-2022-0375) known as Ash Canyon SF to create 41 single family residential lots on an 8.41-acre parcel zoned Single-Family 12,000 (“SF12”), located at 1051N Ormsby Blvd., Assessor’s Parcel Number (“APN”) 001-241-14. (Heather Ferris, hferris@carson.org).

Summary: The Applicant is proposing to create 41 single family residential lots, with a minimum lot size of 6,004 square feet, using the provisions of Carson City Municipal Code (“CCMC”) 17.10-Common Open Space Development. The Applicant has concurrently applied for a zoning map amendment (ZA-2022-0376) to change the zoning from SF12 to SF6. The Board has the authority to approve a Tentative Subdivision Map. The Planning Commission makes a recommendation to the Board.

RECOMMENDED MOTIONS:

“I move to recommend approval of zoning map amendment ZA-2022-0376 based on the ability to make the required findings as outlined in the staff report.”

“I move to recommend approval of Tentative Subdivision Map SUB-2022-0375 based on the ability to make the required findings and subject to the conditions of approval.”

VICINITY MAP:



RECOMMENDED CONDITIONS OF APPROVAL:

The following are conditions of approval required per CCMC 18.02.105(5):

1. All final maps shall be in substantial accord with the approved tentative map.
2. Prior to submittal of any final map, the Carson City Public Works Department Development Engineering Group (“Development Engineering”) shall approve all on-site and off-site improvements. The applicant shall provide construction plans to Development Engineering for all required on-site and off-site improvements, prior to any submittals for approval of a final map. The plan must adhere to the recommendations contained in the project soils and geotechnical report.
3. Lots not planned for immediate development shall be left undisturbed and mass grading and clearing of natural vegetation shall not be allowed. Any and all grading shall comply with City standards. A grading permit from the Nevada Division of Environmental Protection shall be obtained prior to any grading. Noncompliance with this provision shall cause a cease and desist order to halt all grading work.
4. All lot areas and lot widths shall meet the zoning requirements approved as part of this tentative map with the submittal of any final map.
5. With the submittal of any final maps, the applicant shall provide evidence to the Carson City Community Development Department Planning Division from the Carson City Health and Human Service Department and the Carson City Fire Department indicating the agencies' concerns or requirements have been satisfied. Said correspondence shall be included in the submittal package for any final maps and shall include approval by the Fire Department of all hydrant locations.
6. The following note shall be placed on all final maps stating:

"These parcels are subject to Carson City's Growth Management Ordinance and all property owners shall comply with provisions of said ordinance."

7. Placement of all utilities, including AT&T Cablevision, shall be underground within the subdivision. Any existing overhead facilities shall be relocated prior to the submittal of a final map.
8. The applicant must sign and return the Notice of Decision for conditions for approval within ten (10) days of receipt of notification after the Board of Supervisors meeting. If the Notice of Decision is not signed and returned within ten (10) days, then the item may be rescheduled for the next Planning Commission meeting for further consideration.
9. Hours of construction will be limited to 7:00 a.m. to 7:00 p.m., Monday through Friday, and 7:00 a.m. to 5:00 p.m. on Saturday and Sunday. If the hours of construction are not adhered to, the Cason City Community Development Department Building Division will issue a warning for the first violation, and upon a second violation, will have the ability to cause work at the site to cease immediately.
10. The applicant shall adhere to all City standards and requirements for water and sewer systems, grading and drainage, and street improvements.
11. The applicant shall obtain a dust control permit from the Nevada Division of Environmental Protection. The site grading must incorporate proper dust control and erosion control measures.
12. A detailed storm drainage analysis, water system analysis, and sewer system analysis shall be submitted to the Development Engineering prior to approval of a final map.
13. Prior to the recordation of the final map for any phase of the project, the improvements associated with the project must either be constructed and approved by Carson City, or the specific performance of said work secured, by providing the City with a proper surety in the amount of one hundred fifty percent (150%) of the engineer's estimate. In either case, upon acceptance of the improvements by the City, the developer shall provide the City with a proper surety in the amount of ten percent (10%) of the engineer's estimate to secure the developer's obligation to repair defects in workmanship and materials which appear in the work within one (1) year of acceptance by the City.
14. A "will serve" letter from the water and wastewater utilities shall be provided to the Nevada Health Division prior to approval of a final map.
15. The District Attorney's Office shall approve any Covenants, Conditions & Restrictions ("CC&R's") prior to recordation of the first final map.

The following conditions are required per CCMC 17.10.050

16. Three-Year Maintenance Plan. Provisions shall be made to monitor and maintain, for a period of three (3) years regardless of ownership, a maintenance plan for the common open space area. The maintenance plan for the common open space area shall, at a minimum, address the following:
 - a) Vegetation management;
 - b) Watershed management;
 - c) Debris and litter removal;
 - d) Fire access and suppression;
 - e) Maintenance of public access and/or maintenance of limitations to public access;and

- f) Other factors deemed necessary by the commission or the board: vector control and noxious weed control.
- 17. Permanent Preservation and Maintenance. Provisions shall be made for the permanent preservation and ongoing maintenance of the common open space and other common areas using a legal instrument acceptable to the city. This shall be addressed prior to final map recordation. A homeowner’s association (“HOA”) or similar entity must be formed for maintenance of common open space and other common areas.
- 18. Screening and Buffering of Adjoining Development. Provisions shall be made to assure adequate screening and buffering of existing and potential developments adjoining the proposed common open space development. This shall include, at a minimum either a solid privacy fence or wall.
- 19. Common Open Space Restrictions. Designated common open space shall not include areas devoted to public or private vehicular streets or any land which has been, or is to be, conveyed to a public agency via a purchase agreement for such uses as parks, schools or other public facilities. This shall be demonstrated at the time of final map.

Other Conditions of Approval:

- 20. The required internal setback shall be as follows:
 - Front yard: 10 feet to the house and 20 feet to the garage
 - Side yard: 5 feet
 - Street Side: 10 feet
 - Rear yard: 10 feet

These setbacks shall be stated on the final map as well as in the CC&Rs.

- 21. With the site improvement permit application, the applicant shall provide the following:
 - a) A landscape and irrigation plan demonstrating compliance with the applicable sections of the Development Standards in Division 3 for the common area parcel and any other common area landscaping.
 - b) An open space exhibit demonstrating both quantitatively and qualitatively, compliance with the requirements of CCMC 17.10.046.
- 22. The final map and site improvement permit shall provide a trail connection to the planned public trail located to the north of this project site and a public access easement shall be provide across the trail. The location and manner of connection shall be approved by the Park, Recreation and Open Space Director.
- 23. The Homeowners Association or similar entity required in condition 17 shall maintain all common areas including, but not limited to, the common area parcel, common area landscaping and irrigation, landscaping and irrigation located within the rights-of-way, the drainage basin, on-site trails, private streets, and the private sanitary sewer lift station.
- 24. Carson City is a Bee City USA. As a result, the developer shall use approximately 50% pollinator friendly plant material for any required landscaping on the project site. Also, any remaining landscape plant material selection needs to be consistent with the City’s approved tree species list or other tree species, as approved by the city.
- 25. The developer is required to incorporate “best management practices” into their construction documents and specifications to reduce the spread of noxious weeds. The

spread of invasive and noxious weeds is a significant issue in construction projects that involve land disturbance. Earth moving activities contribute to the spread of weeds, as does the use of contaminated construction fill, seed, or erosion-control products. Experience has demonstrated that prevention is the least expensive and most effective way to halt the spread of noxious and invasive weeds.

26. The on-site sewer system shall gravity flow to the northeast corner of the site where a privately owned and maintained sanitary sewer lift station will convey the flow uphill to the existing sanitary sewer main in N Ormsby Boulevard. Alternatively, prior to issuance of the site improvement permit, the developer shall obtain an easement from a neighboring property owner(s) that will allow for the sanitary sewer to gravity feed to Yorktown Drive southeast of the development.
27. Prior to issuance of the site improvement permit, the developer shall enter into a pro-rata share agreement for their contribution, based on trip distribution, to the North Ormsby Boulevard extension.
28. The final map shall provide public utility easements over the private streets for Carson City Utilities to access water and sewer mains as necessary.
29. The developer shall provide a revised geotechnical report with the site improvement permit application to address the high groundwater table, possible corrosive soil, and liquefaction. In the event the revised report requires mitigation to meet the development standards, the project must provide for such mitigation to the satisfaction of the City Engineer.
30. The following note shall be placed on the final map:
“Due to corrosive soils, any concrete with reinforcing steel must have a minimum of 3 inches of concrete cover over steel or other solution as approved by the City Engineer.”
31. With the submittal of the site improvement permit application, the developer shall provide updated analyses (water, sewer, and transportation) to include all projects that have been entitled up to 3 months after this project has been entitled. In the event updated reports shall that mitigation is required to meet development standards; the project must provide mitigation to the satisfaction of the City Engineer.
32. Half-street improvements must be installed on N Ormsby Boulevard along the project frontage. This will include striping, sidewalk, curb, gutter and paving to meet the City standard detail for a two-lane urban collector with bike lanes.
33. The final map shall include drainage easements where storm drain improvements cross property lines.
34. Each unit shall be constructed with an approved automatic sprinkler system. Alternatively, prior to submittal of the site improvement permit application, the developer may request approval, from the Fire Department, of alternative means and methods to meeting the separation requirements for the two points of access for the project. A note shall be placed on the final map indicating the requirement for automatic sprinklers for each unit or if an alternative means and methods is approved, appropriate notes shall be shown on the map.

LEGAL REQUIREMENTS: CCMC 17.05 (Tentative Maps); CCMC 17.07 (Findings); CCMC 17.10 (Common Open Space Development); NRS 278.330

SITE DEVELOPMENT INFORMATION:

SUBJECT SITE AREA: 8.41 +/- acres
EXISTING LAND USE: Single-family residential

MASTER PLAN DESIGNATION: Medium Density Residential (“MDR”)

EXISTING ZONING: Single-Family 12,000 (“SF12”)



PROPOSED ZONING: Single-Family 6,000 (“SF6”)



KEY ISSUES: Is the zoning map amendment consistent with the master plan? Is the zoning map amendment compatible with the adjacent land uses? Will the zoning map amendment negatively impact public services or facilities? Is the Tentative Map consistent with the required findings? Does the proposal meet the Tentative Map requirements and other applicable requirements?

SURROUNDING ZONING AND LAND USE INFORMATION

NORTH: SF12 & SF6 / Andersen Ranch Subdivision
SOUTH: SF6 / Single Family Residences
EAST: SF6 / Single Family Residences
WEST: SF1A / vacant

ENVIRONMENTAL INFORMATION:

FLOOD ZONE: Zone X
SLOPE: Generally flat
FAULT: Beyond 500 feet

DISCUSSION:

The subject property is located on the west side of N Ormsby Boulevard, 430± feet north of W Washington Street, immediately south of the Anderson Ranch Subdivision. There are currently two single family residences on-site with various outbuildings on the western most 1 ± acre portion of the property with the balance of the property being vacant. According to the Assessor's Office the parcel is 8.41± acres in size. However, according to a boundary survey completed by the applicant, the parcel is 7.98 acres in size.

The applicant is seeking a zoning map amendment from SF12 to SF6 for the subject parcel concurrently with a request for a Tentative Subdivision Map, SUB-2022-0375, to create 41 single family residential lots with a minimum lot size of 6,004 square feet, using the provisions of CCMC Chapter 17.10-Common Open Space Development. Common Open Space developments must comply with the allowable density of the zoning district, but may have flexibility on lot size, lot width, and setbacks. The allowable density in the proposed SF6 zoning district is 7.26 units per acre. The applicant proposes 5.14 units per acre (based on a 7.98-acre parcel).

The current zoning of the subject parcel is SF12, and the underlying Master Plan is Medium Density Residential. Per the Master Plan, the Medium Density Residential designation provides for single family residential neighborhoods at a density of 3-8 dwelling units per acre. Compatible zoning districts include Single Family 6,000, Mobilehome 6,000, Single Family 12,000, and Mobilehome 12,000. Properties to the south and east of this parcel are zoned SF6 and designated as Medium Density Residential. Additionally, immediately north is the Andersen Ranch Subdivision which includes lots as small as 4,407 square feet. The applicant is proposing to change the zoning of the parcel from SF12 to SF6 which is consistent with the underlying Master Plan.

The overall design concept is the creation of lots that are on average 6,306 square feet with the smallest lot being 6,004 square feet and the largest being 8,058 square feet. The subdivision is proposed to be accessed via a looped road with access at 2 points on N Ormsby Blvd. The internal roadways are proposed to be 36 feet in width with sidewalk on both sides of the street and on-street parking. Homes will have a standard two-car garage and a minimum 20-foot-long driveway.

Per CCMC 17.10.030.3 setbacks requirements are to be established as part of the tentative map approval. The proposed setbacks are as follows:

Front yard:	10 feet to the house and 20 feet to the garage
Side yard:	5 feet
Street Side:	10 feet
Rear yard:	10 feet

Per CCMC 17.10.030.4 the periphery boundary setbacks shall be those established for yard areas by the underlying zoning district. The proposed periphery setbacks meet or exceed the required setbacks for the SF6 zoning district. Of note, all lots will front the internal streets system; therefore, the rear setback is the setback that may impact adjacent development. The required rear setback in the SF6 zoning district is 10 feet; therefore, the future homes will not be any closer to adjacent development than if using the base zoning without the Common Open Space

Development provisions. Per CCMC 17.10.050 a Common Open Space development shall provide for adequate screening and buffering of existing and potential development adjoining the proposed development. Staff has included a condition of approval requiring privacy a fence or wall to be installed along the perimeter (rear yards) of the project.

The Board has the authority to approve a zoning map amendment and Tentative Subdivision Map. The Planning Commission makes recommendation to the Board.

PUBLIC COMMENTS: Public notices were mailed to 90 property owners within 600 feet of the subject site pursuant to the provisions of NRS and CCMC for the Zoning Map Amendment and Tentative Subdivision Map applications. Staff has received 1 written public comment (attached). Any written comments that are received after this report is completed will be submitted prior to or at the Planning Commission meeting on September 28, 2022, depending upon their submittal date to the Planning Division.

OTHER CITY DEPARTMENT OR OUTSIDE AGENCY COMMENTS: The following comments were received from City departments. Recommendations have been incorporated into the recommended conditions of approval, where applicable.

Development Engineering:

Development Engineering has no preference or objection to the zoning change. Information submitted with the application has demonstrated that infrastructure can support the request within standard development practices and is not in conflict with any engineering related master plans.

Development Engineering has reviewed the request within our areas of purview relative to adopted standards and practices and to the provisions of CCMC 18.02.075 Zoning map amendments and zoning code amendments. The following discussion is offered.

CCMC 18.02.075 (5)(b)(1) – Compliance with Master Plan

The zoning map amendment is not in conflict with the intent of master plan elements for water, sewer, transportation, or storm water. Any project will need to meet Carson City Development Standards which will include extension of water and sewer mains along the property frontage and project impact reports for water, sewer, storm drain, and traffic. Other standards may apply depending on the impact and design of the project proposed.

CCMC 18.02.075 (5)(b)(2&3) – Compatible Land Use

Development Engineering has no comment on these findings.

CCMC 18.02.075 (5)(b)(4) – Impact on Public Services, Facilities, Health and Welfare

Any new project that is proposed must complete project impact reports to show that existing facilities can meet demands within the standards set by municipal code. Any project approved in the new zoning area that would cause impacts beyond those allowed by municipal code, would be required by municipal code to mitigate those impacts as part of the design of the new development. These impact reports must include demand imposed by neighboring entitled projects in the existing demand on mains and streets.

Development Engineering has no preference or objection to the tentative map request and offers the following conditions of approval:

- The City's Transportation Master Plan includes extending North Ormsby Boulevard to West Winnie Lane. A Pro Rata share contribution for the North Ormsby Boulevard

extension will be required prior to issuance of the site improvement permit based on the trip distribution.

- Private streets will be incumbered with Public Utility Easements for Carson City Utilities to access water and sewer mains as necessary
- A new geotechnical report will be required with the site improvement permit addressing the high groundwater table, possible corrosive soil, and liquefaction. In the event that the new report shows that mitigation is required to meet development standards, the project must provide mitigation to the satisfaction of the City Engineer.
- Per the Geotechnical report, any concrete with reinforcing steel must have a minimum of 3-inches of concrete cover over steel or other solution as approved by City Engineer. This shall be noted on Tentative Map and mitigated at time of Site Improvement Permit submittal.
- All analyses (water, sewer, and transportation) are to be updated to include all projects that have been entitled up to 3 months after this project has been entitled at the time of the site improvement permit. In the event that the updated reports show that mitigation is required to meet development standards, the project must provide mitigation to the satisfaction of the City Engineer.
- A Homeowners Association is to be established that will maintain all common areas including but not limited to the proposed drainage basin, trails, and private street. The CC&Rs will address operation and maintenance of proposed project elements.
- Either the proposed Sanitary Sewer Lift Station will be privately owned and maintained by the HOA or an easement will be obtained for sanitary sewer to gravity to Yorktown Drive. Any alternate design would require further review by the City Engineer.”
- The project must meet Carson City Development Standards and Standard Details including but not limited to:
 - Half-street improvements must be installed on North Ormsby Boulevard along the project frontage. This will include striping, sidewalk, curb, gutter, and paving to meet the City standard detail for a two-lane urban collector with bike lanes.
 - Main locations must meet standard detail C-1.2.4
 - Lot public utility easements must meet minimum width standards.
 - All proposed Storm Drain Improvements shall include Drainage easements when crossing property lines.
 - The unified pathways master plan indicates bike lanes on N Ormsby Blvd. The street has sufficient width to meet the standard detail for a 2-lane urban collector with bike lanes with parking on one side only.
 - A full water main and sewer main analysis must be submitted with the site improvement permit application, which analyzes the capacity and pressures of the proposed and existing mains and includes any entitled projects.

Development Engineering has reviewed the application within our areas of purview relative to adopted standards and practices and to the provisions of CCMC 17.07.005. The following Tentative Map Findings by Development Engineering are based on approval of the above conditions of approval:

1. *Environmental and health laws and regulations concerning water and air pollution, the disposal of solid waste, facilities to supply water, community or public sewage disposal and, where applicable, individual systems for sewage disposal.*

The approved subdivision is served by municipal sewer and water. The developer will be required to meet all applicable development standards related to sewer and water design.

2. *The availability of water which meets applicable health standards and is sufficient in quantity for the reasonably foreseeable needs of the subdivision.*

The City has sufficient system capacity and water rights to meet the required water allocation for the subdivision.

3. *The availability and accessibility of utilities.*

Water and sanitary sewer utilities are available and accessible.

4. *The availability and accessibility of public services such as schools, police protection, transportation, recreation and parks.*

The road network necessary for the subdivision is available and accessible.

5. *Access to public lands. Any proposed subdivision that is adjacent to public lands shall incorporate public access to those lands or provide an acceptable alternative.*

The Anderson Ranch Estates project to the north of the development will include open space and a multi-use path along the northern property line of the development. The development does connect to the Anderson Ranch Estates trail system through sidewalk along N. Ormsby.

6. *Conformity with the zoning ordinance and land use element of the city's master plan.*

Development engineering has no comment on this finding.

7. *General conformity with the city's master plan for streets and highways.*

The development is in conformance with the city's master plan for streets and highways.

8. *The effect of the proposed subdivision on existing public streets and the need for new streets or highways to serve the subdivision.*

The development will produce 387 trips per day and will generate 31 AM Peaks hour trips and 41 PM Peak hour trips. Based on these numbers, the threshold for requiring a Traffic Impact Study for this development will not be met.

Local intersections: The site is north of the corner of Washington St and N Ormsby Blvd. Washington St and N Ormsby Blvd are minor collectors.

Parking and internal circulation: There will be on-site driveway parking at each lot, along with parking on both sides of the street of Ormsby Circle.

Adjacent Streets On-Street Parking: Half-street improvements must be installed on North Ormsby Boulevard along the project frontage. This will include striping, curb, gutter, and paving to meet the City standard detail for a two-lane urban collector with bike lanes. Right-of-way must be dedicated as necessary to contain the required improvements with the final map.

9. *The physical characteristics of the land such as flood plains, earthquake faults, slope and soil.*

Earthquake faults: The closest fault is over 500 feet with a slip rate of less than 0.2 mm/yr.

FEMA flood zones: The FEMA flood zone is Zone X (shaded).

Site slope: The site's slope is between 0% to 2%.

Soils: The geotechnical report states liquefaction is a potential at this site. Final geotechnical report shall indicate what mitigations measures are required to take place in order to avoid liquefaction potential based on known seismicity of nearby fault. Additionally, the report discusses the presence of clays and the shallow groundwater conditions present at the site. It also indicates the presence of soil corrosivity. Due to corrosivity all reinforcing steel needs to have 3 inches of concrete cover unless another solution is approved by City Engineer.

10. *The recommendations and comments of those entities reviewing the subdivision request pursuant to NRS 278.330 thru 278.348, inclusive.*

Development Engineering has no comment on this finding.

11. *The availability and accessibility of fire protection including, but not limited to, the availability and accessibility of water and services for the prevention and containment of fires including fires in wild lands.*

The subdivision has sufficient secondary access, and sufficient fire water flows.

12. *Recreation and trail easements.*

Development engineering has no comment on this finding.

Carson City Fire Department:

1. Project must comply with the International Fire Code and Northern Nevada Fire Code Amendments as adopted by Carson City.
2. The project as presented does not comply with IFC Appendix D requirements for two points of access with remoteness to serve the subdivision. As noted in the Alternative Means and Methods note, and AM&M shall be approved prior to final map and site improvement permit.
 - a. Per Appendix D107.1 exception: Provide each dwelling unit with an approved automatic sprinkler system in accordance with section 903.3.11, 903.3.1.2, or 903.3.1.3, the remoteness requirement shall not be required.

ZONING MAP AMENDMENT FINDINGS: Staff recommends the following findings for approval of the Zoning Map Amendment pursuant to CCMC 18.02.075, Zoning Map Amendments and Zoning Code Amendments.

1. **That the proposed amendment is in substantial compliance with and supports the goals and policies of the master plan.**

The zoning map amendment is consistent with the zoning of the parcels to the east and south. Moreover, the Andersen Ranch Subdivision located immediately north of the subject parcel has been approved for development with lots as small as 4,407 square feet. The applicant has concurrently applied for a Tentative Subdivision map. The proposed subdivision is a medium density residential development that proposes 5.14 units per acre with 41 lots.

The Master Plan designation of the subject parcel is Medium Density Residential. The Master Plan is a policy document that outlines the City's vision and goals for the future and provides guidance for making choices regarding the long-range needs of the community. The Zoning Map is a tool to implement the Master Plan. Pursuant to Nevada Revised statutes (NRS) 278.250 the zoning map designation shall be consistent with the Master Plan designation. The current zoning designation of Single-Family 12,000 is consistent with the underlying Master Plan of Medium Density Residential. Likewise, the proposed zoning of Single-Family 6,000 is also consistent with the underlying master plan.

Per the Master Plan, the Medium Density Residential designation provides for single family residential neighborhoods at a density of 3-8 dwelling units per acre. Compatible zoning districts include Single Family 6,000, Mobilehome 6,000, Single Family 12,000 and Mobilehome 12,000. The range of density in this master plan designation is 3-8 units per acre. The proposed zoning map amendment is consistent with the master plan.

2. **That the proposed amendment will provide for land uses compatible with existing adjacent land uses and will not have detrimental impacts to other properties in the vicinity.**

The proposed zoning map amendment will not have a detrimental impact on other properties in the vicinity. The proposed SF6 zoning will be consistent with the zoning to the south and east and allow for lot sizes similar to those to the north within the Andersen Ranch Subdivision. The proposed zoning is compatible with the adjacent single family residential uses in the area.

3. That the proposed amendment will not negatively impact existing or planned public services or facilities and will not adversely impact the public health, safety and welfare.

The proposed zoning map amendment will not negatively impact existing or planned public services or facilities in the area and will not adversely impact the public health, safety and welfare. The capacities of the city sewer, water, storm drain, and transportation systems are sufficient to meet the demand that may result. The zoning map amendment itself will not result in impacts to public services or facilities; however future projects could cause impacts that require mitigation. The applicant has concurrently applied for a Tentative Subdivision map. Staff has recommended conditions of approval for the Tentative Map to address the impacts resulting from the project.

TENTATIVE MAP FINDINGS: Staff recommends approval of the Tentative Subdivision Map based on the findings below and in the information contained in the attached reports and documents, pursuant to CCMC 17.05 (Tentative Maps); 17.07 (Findings), 17.10 (Common Open Space Development), and NRS 278.349, subject to the recommended conditions of approval, and further substantiated by the applicant's written justification. In making findings for approval, the Planning Commission and Board of Supervisors must consider:

1. *Environmental and health laws and regulations concerning water and air pollution, the disposal of solid waste, facilities to supply water, community or public sewage disposal and, where applicable, individual systems for sewage disposal.*

The development is required to comply with all applicable environmental and health laws concerning water and air pollution and disposal of solid waste. A copy of the proposed tentative map was submitted to the Nevada Division of Water Resources and the Nevada Division of Environmental Protection ("NDEP") for review. An intent to serve or a will serve letter from the municipal sewer service provider is required at the time the final map is presented to the State for final approval and signature. The Carson City Public Works Department has advised of adequate capacity in the City systems to meet water demand and sewage disposal needs. The utility design is required to meet all applicable development standards related to water and sewer design.

2. *The availability of water which meets applicable health standards and is sufficient in quantity for the reasonably foreseeable needs of the subdivision.*

Water supplied to the development will meet applicable health standards. The City has sufficient system capacity and water rights to meet the required water allocation for the subdivision.

3. *The availability and accessibility of utilities.*

All utilities are available in the area to serve this development. The utility design will be reviewed at the time of a site improvement permit to ensure it meets all applicable standards.

4. *The availability and accessibility of public services such as schools, police protection, transportation, recreation and parks.*

The project is located adjacent to existing single-family developments which are served by the existing public services including schools, sheriff, transportation facilities, and parks. As noted in

the June 29, 2022 annual report to the Growth Management Commission the School District has indicated that they do not have any concerns with the number of children resulting from the new construction. Development Engineering has reviewed the development for impacts to water, sewer, storm drainage, and roadway systems. As conditioned, the existing infrastructure has been found to be sufficient to supply water and sanitary sewer and the City has capacity to meet the demand. This project will be required to enter a pro-rata share agreement for the extension of N Ormsby Boulevard to West Winne Lane. Staff is recommending conditions of approval half-street improvements to be installed on North Ormsby along the project frontage, including striping, sidewalk, curb, gutter and paving with bike lanes. The Fire Department has reviewed the project and has indicated that the project will either be required to provide approved automatic sprinkler systems in each dwelling unit or receive approval of alternative means and methods to meeting the separation requirements for the two points of access for the project. At the time a site improvement permit is submitted and prior to recordation of the final map the project will be reviewed to ensure compliance with the currently adopted edition of the International Fire Code and the Northern Nevada Fire Code Amendments as adopted by Carson City.

5. Access to public lands. Any proposed subdivision that is adjacent to public lands shall incorporate public access to those lands or provide an acceptable alternative.

Access will be provided to the planned public trails to the north of this project site. Staff is recommending a condition of approval requiring the final map and site improvement permit to provide the trail connection including a public access easement across the trail.

6. Conformity with the zoning ordinance and land use element of the City's Master Plan.

The proposed common open space development must comply with the allowable density of the zoning district, but may have flexibility on lot size, lot width, and setbacks. The allowable density in the SF6 zoning district is 7.26 units per acre. The applicant proposes 5.14 units per acre.

Per Division 2 of the Development Standards, the applicant must provide two parking spaces per dwelling unit provided the internal or abutting streets provide for on-street parking. The internal streets will provide for on-street parking and each lot will provide for a minimum of two parking spaces, typically via a two-car garage.

As part of the requirements for a Common Open Space Development the applicant must provide for 250 square feet of open space per dwelling unit, which may include private open space and/or common open space. At least 100 square feet per dwelling unit of common open space must be designed for recreational use. This translates to a total open space requirement of 14,350 square feet (0.33 acres). The applicant proposes approximately 615 square feet of private open space in the backyard of each residence and an additional 8,544 square feet of common open space which will be landscaped and include amenities such as a walking path, benches, and a bike path. Staff has recommended a condition of approval that an open space diagram be submitted at the time of application for site improvement permit, demonstrating compliance with the open space requirements. Additionally, a landscaping plan will be required to be submitted with the site improvement permit application to confirm compliance with Division 3 of the Development Standards.

The proposed periphery setbacks meet or exceed the required setbacks for the SF6 zoning. Of note, all lots will front the internal streets system; therefore, the rear setback is the setback that may impact adjacent development. The required rear setback in the SF6 zoning district is 10 feet; therefore, the future homes will not be any closer to adjacent development than if using the based zoning without the Common Open Space Development provisions. Per the standard conditions

for a Common Open Space Development, the project must provide for adequate screening and buffering of existing and potential development adjoining the proposed development. The proposal does not address proposed screening and buffering; therefore, staff has included a condition of approval requiring privacy a fence or wall to be installed along the perimeter (rear yards) of the project.

The Master Plan designation of the subject parcel is Medium Density Residential. The Medium Density Residential designation provides for single family residential neighborhoods at a density of 3-8 dwelling units per acre. Compatible zoning districts include Single Family 6,000, Mobilehome 6,000, Single Family 12,000, and Mobilehome 12,000. Properties in this area are of similar size and density to the proposed subdivision.

7. *General conformity with the City's Master plan for streets and highways.*

The development is in conformance with the City's Master Plan for streets and highways.

8. *The effect of the proposed subdivision on existing public streets and the need for new streets or highways to serve the subdivision.*

As conditioned, the road network will be adequate to serve the project. Staff is recommending conditions of approval requiring the applicant to enter into an agreement with the City to pay for its pro rata share of the extension of N Ormsby Boulevard to W Winnie Lane. Additionally, staff is recommending a condition requiring the applicant to construct half street improvements on N Ormsby along the project frontage.

9. *The physical characteristics of the land such as flood plains, earthquake faults, slope and soil.*

The site is relatively flat, and there are no faults within 500 feet. The site includes areas designated as FEMA zone X shaded. The geotechnical report provided with the application states that liquefaction is a potential issue at this site. Additionally, staff is aware of high groundwater in the area. To mitigate potential impacts, staff is recommending a condition requiring a revised geotechnical report be submitted with the site improvement permit application. Any mitigations required to meet the requirements of the City's development standards will be required to be implemented by the developer to the satisfaction of the City Engineer.

10. *The recommendations and comments of those entities reviewing the subdivision request pursuant to NRS 278.330 thru 278.348, inclusive.*

The proposed tentative map has been routed to the Nevada Department of Environmental Protection (NDEP) and the Nevada Division of Water Resources. A will serve letter for the sewer and water will be required prior to the State signing the Final Map.

11. *The availability and accessibility of fire protection including, but not limited to, the availability and accessibility of water and services for the prevention and containment of fires including fires in wild lands.*

The Carson City Public Works Department has reviewed the project in conjunction with the Carson City Fire Department. However, the Fire Department has reviewed the project does not meet the necessary separation requirements for the two points of access. Therefore, staff is recommending a condition of approval requiring either approved automatic sprinkler systems in each dwelling unit or approval of alternative means and methods to meeting the separation requirements for the two points of access for the project. At the time a site improvement permit is submitted and prior to

recordation of the final map the project will be reviewed to ensure compliance with the currently adopted edition of the International Fire Code and the Northern Nevada Fire Code Amendments as adopted by Carson City.

12. Recreation and trail easements.

Access will be provided to the planned public trails to the north of this project site. Staff is recommending a condition of approval requiring the final map and site improvement permit to provide the trail connection including a public access easement over the on-site trail as well as the connection to the planned public trails to the north.

Attachments

Public Comments

Application- ZA-2022-0376 & SUB-2022-0375

Ash Canyon

Application to City of Carson City for a:

Tentative Subdivision Map Zoning Map Amendment

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Appendix A

Application Materials

- Tentative Subdivision Map Application
- Property Owner’s Affidavit
- Tentative Subdivision Map Submittal Checklist
- Carson City Road Name Reservation/Approval Application
- Master Plan Policy Checklist
- Carson City Conceptual Map Letter
- Zoning Map Amendment Application
- Zoning Map Amendment Checklist
- Documentation of Taxes Paid
- Common Area Landscape Site Plan

Appendix B

Civil Reports/Studies

- Tentative Onsite Drainage Study
- Tentative Sewer Letter
- Preliminary Geotechnical Report
- Traffic Letter

Civil Plan Set

- C1.0 - Title Sheet
- C2.0 - Geometric Site Plan
- C3.0 - Site and Utility Plan
- C4.0 - Grading Plan
- C5.0 - Drainage Plan

Project Request

This application is a request for a **Tentative Subdivision Map** to include 41 Single Family detached lots and a **Zoning Map Amendment** to the SF-6 zone. This is a 7.98-acre site on one parcel located on Ormsby Drive just north of Washington Street (See *Figure 1 – Vicinity Map* below).



Figure 1 – Vicinity Map

Zoning and Land Uses

The site is adjacent to SF-6 zoning to the east and south and has an established SF neighborhood abutting on those sides (See *Figure 2 – Existing Zoning Map below*). To the north is the approved Andersen Ranch PUD with lots sizes that average 6,140 sq. ft. On the west boundary is N. Ormsby Boulevard.

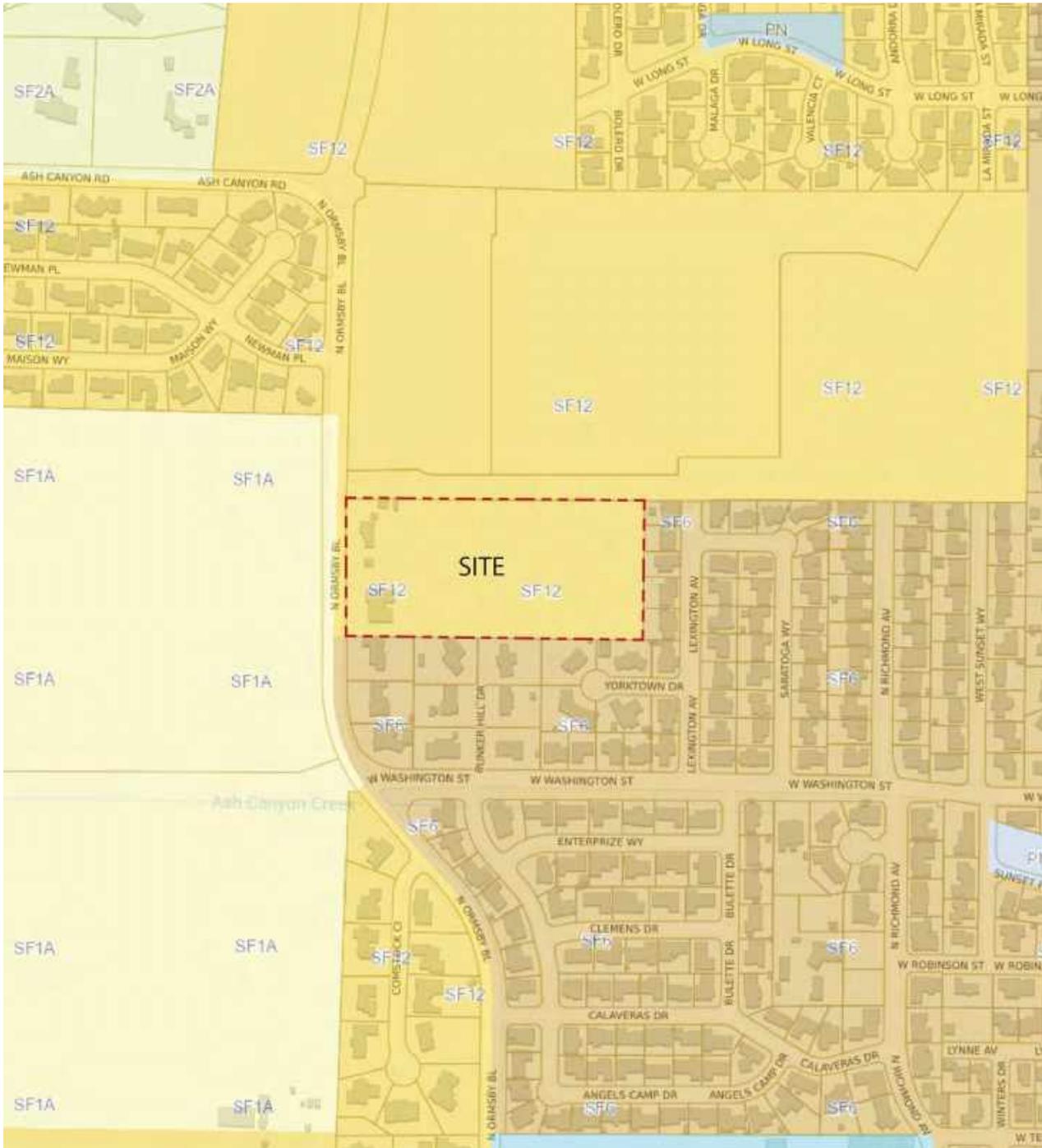


Figure 2 – Existing Zoning Map



Figure 3 – Proposed Zoning Map



Figure 4 – Conceptual Development Plan

Project Description

- This is a 41-lot single family detached project
- Proposed density is 5.14 du per acre
- Home sizes shown are footprints of roughly 1,800 sf to 2,300 sf to provide scale
- All homes will have a minimum 2-car garage and driveway spaces for parking
- The minimum lot size is 6,004 square feet with larger lots on the perimeter
- Average lot size is 6,306 sf and the largest lot is 8,058 sf
- Street widths meet the Carson City Special Street Section for private streets with parking & sidewalk on both sides.

Proposed Setbacks (Per SF-6):

Front Yard = 10' to the house and 20' to the garage

Side yard = 5'

Rear yard = 10' minimum depth

The street side setbacks refer to the corner lots within the project which are 10' setbacks. The lots adjacent to Ormsby Blvd are also side street lots with a 10' setback being proposed.

Key Planning Issues

The design approach of the site considers the surrounding area and neighborhoods, along with proposed density and home pricing in the area. Fitting into the area and being sensitive to the adjacent neighborhood is a primary consideration of forming this plan. The design basic design features include:

- A "loop street" configuration will help create a quiet neighborhood and no "punch through" streets to adjacent parcels and/or streets
- The mid-range of density for the SF-6 zone at 5.14 du per acre that allows up to 7 du per acre
- A proposed density that is just below the middle of the density range of the MDR master plan land use designation with a range of 3 to 8 du per acre
- Access to Ormsby Blvd with two connections to meet Carson City Municipal Code Standards and fire access standards
- Wider than typical lot sizes to help with neighborhood compatibility on the south and east property lines where existing lots are wider
- Above average home prices in this neighborhood because of the location and sensitive surroundings and lower density proposal
- Several floor plans with several elevations proposed for the project to create variation and interest at the street level

Common Open Space Development

In an effort to efficiently use the land for the site and provide open space, front setbacks are varied, and a common open space element is included in the northeast corner of the site. The code requirements regarding the open space are listed below.

CCMC 17.10.035 – Site Analysis.

A site analysis showing development opportunities and constraints shall be prepared as a key consideration, along with the project design objectives, to determine the total area covered by lots and roads, lot areas and the total area to be designated as common open space. The site analysis

shall include information and maps, including a site opportunities and constraints map, describing all significant physical and contextual features or factors which may affect the development of the property. The elements of the site analysis shall include, as a minimum, the following information:

1. Location Map. A general location map providing the context of location and vicinity of the site.

See Figure 1 – Vicinity Map above.

2. Land Use and Zoning. Current and planned land use and adopted zoning on the site and adjacent adopted zoning and current, planned and approved, but unbuilt land uses.

The current and proposed land use is Medium Density Residential (MDR) in the master plan. Current zoning is SF-12 and proposed zoning is SF-6 which is consistent with the MP land use designation.

3. Existing Structures. A description of the location, physical characteristics, condition and proposed use of any existing structures.

The site contains two single-family, single-story units and a shed on the western boundary accessible from Ormsby Blvd. Both homes are unutilized and to be demolished in preparation for the project.

4. Existing Vegetation. A description of existing vegetation, including limits of coverage, and major tree sizes and types. In the instance of heavily wooded sites, typical tree sizes, types and limits of tree coverage may be substituted.

The site is covered with pasture grass and is generally free of any other existing vegetation besides the trees in the yards of the single-family homes, which are to be removed and replaced.

5. Topography. An analysis of slopes on the site, and adjacent to the site, using a contour interval of 5 feet, or at a contour interval appropriate for the site and agreed to by the director, identifying areas with 15 percent or greater slope, areas with 33 percent or greater slope and areas identified as "skyline" on the adopted Carson City skyline map.

The site is mostly flat with an average slope of less than two percent. There is an elevation change of 4760ft on the western edge to 4744ft on the eastern edge and a site width of 870ft. The average slope of 2% is also a constant slope so nowhere near any areas that have greater than 15 percent slope or is identified as "skyline" on the Carson City map.

6. Soil. An analysis of the soil characteristics of the site using Soil Conservation Service (SCS) information.

The soil characteristics of the site are analyzed in the Geotechnical Report. In summary, there are two loam soils typical of level floodplains and recommendations to accommodate this soil type for development are outlined in the report. We have not engaged the Soil Conservation Service for this effort but will, if necessary, over time.

7. Natural Drainageways. Identification of natural drainageways on and adjacent to the site.
There is no natural drainageway on the property. There is a historical pattern of drainage that runs thru the site into Anderson Ranch that carries storm waters. It is a drainage course that is fundamentally different than a drainageway.
8. Wetlands and Water Bodies. Identification of existing or potential wetlands and water bodies on the site.
There are no existing or potential wetlands or water bodies on the site.
9. Flood Hazards. Identification of existing and potential flood hazards using Federal Emergency Management Agency (FEMA) information.
The site is in FEMA Flood Zone Shaded X which will be addressed one of two ways. Either we elevate the structures one foot above that defined elevation. We have been informed that the city is leading a CLOMR process to remove an adjacent property from the flood plain. This site is part of the same watershed and it would be prudent to consider this site as part of that CLOMR if appropriate. Further analysis and recommendations can be found in the Tentative Drainage Report.
10. Seismic Hazards. Identification of seismic hazards on and/or near the site, including location of any Holocene faults.
The Geotechnical Report found no faults that cross the property, and the nearest Holocene fault is 0.20 miles north of the property.
11. Easements. A description of the type and location of any easements, public and/or private, on the site.
There are currently no easements encumbering the property.
12. Utilities. A description of existing or available utilities, and an analysis of appropriate locations for water, power, sanitary sewer and storm water sewer facilities.
All necessary utilities are located adjacent to the site in Ormsby Blvd. The included Utility Plan shows the locations to connect these utilities to efficiently serve the project. There is proven capacity for Water in the main located in Ormsby Blvd per the staff comments in the Conceptual Development letter.
13. Appropriate Access Points. An analysis of appropriate access points based upon existing and proposed streets and highways and site opportunities and constraints.
A proposed private loop road within the project will create two access points to existing Ormsby Blvd, see Tentative Site Plan.

CCMC 17.10.046 - Open Space.

A minimum of 250 square feet of open space per dwelling unit shall be provided, which may include private open space and/or common open space subject to the following provisions.

250 square feet of open space per dwelling unit equates to a minimum of 10,250 square feet of combined private and/or common open space in the development. The private open space provided is 32,569 square feet and the common open space provided is 8,544 square feet. This is a combined 41,1134 square feet of open space, meeting this requirement.

1. Private Open Space. Private open space may include private yard areas with no dimension less than 15 feet.

Each lot has a private yard with a minimum of 615 square feet. We currently have only setback diagrams that are based on code required setbacks and not house footprints. The applicant will accept a condition of approval to meet this requirement.

2. Common Open Space. Common open space may include common areas with no dimension less than 25 feet and:
 - a. Shall serve those lots developed with less than the minimum per lot open space requirement; and
 - b. At least 100 square feet of common open space per residential unit shall be designed for recreation, which may include but not be limited to picnic areas, sports courts, a softscape surface covered with turf, sand or similar materials acceptable for use by young children, including play equipment and trees, with a slope of 5 percent or less.

The common open space provided is 8,544 square feet, which equals 208 square feet per residential unit, exceeding the 100 square feet minimum requirement. The common open space is landscaped area with amenities including a pond, walking path, benches, synthetic turf, a picnic table, and bike rack. The area is landscaped with ornamental and trees and shrubs and deciduous shade trees. This does satisfy 17.10.046 (2) b. See Common Area Landscape Site Plan in Appendix A.

Tentative Subdivision Map Findings

The tentative subdivision map application requires findings responses for Carson City Municipal Code, Section 17.07 and NRS 278.349(3), both of which are found below with responses in *italics* below each section.

(1) CCMC 17.07.005 - Findings

In considering parcel maps, planned unit developments and tentative subdivision maps the director shall consider the following:

1. Environmental and health laws and regulations concerning water and air pollution, the disposal of solid waste, facilities to supply water, community or public sewage disposal and, where applicable, individual systems for sewage disposal.

Yes, the project does connect to community water and sewer utilities owned by Carson City. The solid waste service will be provided by Waste Management.

2. The availability of water which meets applicable health standards and is sufficient in quantity for the reasonably foreseeable needs of the subdivision.
Water is connected to the project via the main in Ormsby and looped with a second connection to Ormsby. This is required in the Public Works Design Manual and the Carson City engineering staff.
3. The availability and accessibility of utilities.
All utilities are located adjacent to the site in Ormsby Blvd. Connections are made to those utilities as needed to serve the project. The sanitary sewer connection will require a private lift station.
4. The availability and accessibility of public services such as schools, police protection, transportation, recreation and parks.
The site is zoned for Fritsch Elementary School, Carson Middle School, and Carson High School. There are existing established police and fire run districts, and several parks exist within a half mile of the site.
5. Access to public lands. Any proposed subdivision that is adjacent to public lands shall incorporate public access to those lands or provide an acceptable alternative
This is not applicable as the site is not adjacent to any public lands. This is an infill Suburban project with existing/impending development in all directions abutting the site.
6. Conformity with the zoning ordinance and land use element of the city's master plan.
This project does conform with the SF-6 zoning ordinance as proposed which allows for the use. Similarly, the Master Plan Policy Checklist shows conformance with the Master Plan for those applicable goals and policies.
7. General conformity with the city's master plan for streets and highways.
The project generates 41 p.m. peak hour trips which is well below the 80 p.m. peak hour trips threshold, and it is consistent with the collector street classification of Ormsby Blvd and its capacity restrictions.
8. The effect of the proposed subdivision on existing public streets and the need for new streets or highways to serve the subdivision.
The proposed subdivision traffic is routinely managed on the existing public streets without necessary mitigation. There is one new local street being created to serve the project named Ormsby Circle.
9. The physical characteristics of the land such as flood plains, earthquake faults, slope and soil.

The physical characteristics of the land are ideally suited for a single-family project of this order. There are no environmental constraints, no topographic constraints, and no earthquake faults to restrict development of this nature. There shaded X flood zone designation on the property is addressed with raised lots near Ormsby Blvd and walls along the eastern side of the site that help with sewer depth challenges.

10. The recommendations and comments of those entities reviewing the subdivision request pursuant to NRS 278.330 thru 278.348, inclusive.

This is not applicable at the time of this application submittal. Any recommendations and comments from reviewers will be addressed once received.

11. The availability and accessibility of fire protection including, but not limited to, the availability and accessibility of water and services for the prevention and containment of fires including fires in wild lands.

Fire protection services will be provided by the station located on South Stewart Street about 1.7 miles from the site. The applicant understands this is about a 3-minute response time (travel time only) from that station. There are fire hydrants located on Ormsby Drive in the immediate vicinity of the site. Fire hydrants within subdivision will be added to the satisfaction of the Fire Marshal. An alternate means and methods proposal will need to be approved by the Fire Department in order to address the remoteness deficiencies in the two site access points.

12. Recreation and trail easements.

There are no recreation areas or trails immediately abutting the site that would require easements.

(2) NRS 278.349(3)

NRS 278.349 Action on tentative map by governing body; considerations in determining action on tentative map; final disposition.

3. The governing body, or planning commission if it is authorized to take final action on a tentative map, shall consider:

- (a) Environmental and health laws and regulations concerning water and air pollution, the disposal of solid waste, facilities to supply water, community or public sewage disposal and, where applicable, individual systems for sewage disposal;

Yes, the project does connect to community water and sewer utilities owned by Carson City. The solid waste service will be provided by Waste Management.

- (b) The availability of water which meets applicable health standards and is sufficient in quantity for the reasonably foreseeable needs of the subdivision;

Water is connected to the project via the main in Ormsby and looped with a second connection to Ormsby. This is required in the Public Works Design Manual and the Carson City engineering staff.

- (c) The availability and accessibility of utilities;
All utilities are located adjacent to the site in Ormsby Blvd. Connections are made to those utilities as needed to serve the project. The sanitary sewer connection will require a private lift station.
- (d) The availability and accessibility of public services such as schools, police protection, transportation, recreation and parks;
The site is zoned for Fritsch Elementary School, Carson Middle School, and Carson High School. There are existing established police and fire run districts, and several parks exist within a half mile of the site.
- (e) Conformity with the zoning ordinances and master plan, except that if any existing zoning ordinance is inconsistent with the master plan, the zoning ordinance takes precedence;
This project does conform with the SF-6 zoning ordinance as proposed which allows for the use. Similarly, the Master Plan Policy Checklist shows conformance with the Master Plan for those applicable goals and policies.
- (f) General conformity with the governing body's master plan of streets and highways; *The project generates 41 p.m. peak hour trips which is well below the 80 p.m. peak hour trips threshold, and it is consistent with the collector street classification of Ormsby Blvd and its capacity restrictions.*
- (g) The effect of the proposed subdivision on existing public streets and the need for new streets or highways to serve the subdivision;
The proposed subdivision traffic is routinely managed on the existing public streets without necessary mitigation. There is one new local street being created to serve the project named Ormsby Circle.
- (h) Physical characteristics of the land such as floodplain, slope and soil;
The physical characteristics of the land are ideally suited for a single-family project of this order. There are no environmental constraints, no topographic constraints, and no earthquake faults to restrict development of this nature. There shaded X flood zone designation on the property is addressed with raised lots near Ormsby Blvd and walls along the eastern side of the site that help with sewer depth challenges.
- (i) The recommendations and comments of those entities and persons reviewing the tentative map pursuant to NRS 278.330 to 278.3485, inclusive;

This is not applicable at the time of this application submittal. Any recommendations and comments from reviewers will be addressed once received.

- (j) The availability and accessibility of fire protection, including, but not limited to, the availability and accessibility of water and services for the prevention and containment of fires, including fires in wild lands; and

Fire protection services will be provided by the station located on South Stewart Street about 1.7 miles from the site. The applicant understands this is about a 3-minute response time (travel time only) from that station. There are fire hydrants located on Ormsby Drive in the immediate vicinity of the site. Fire hydrants within subdivision will be added to the satisfaction of the Fire Marshal.

- (k) The submission by the subdivider of an affidavit stating that the subdivider will make provision for payment of the tax imposed by [chapter 375](#) of NRS and for compliance with the disclosure and recording requirements of subsection 5 of [NRS 598.0923](#), if applicable, by the subdivider or any successor in interest.

An affidavit from the subdivider will be submitted to ensure compliance with all state requirements.

Master Plan Policy Analysis for Tentative Subdivision Map

The following is information addressing the five items that appear in the Carson City Master Plan as outlined in the Master plan Policy Checklist. Each theme looks at how the proposed development can help achieve the goals of the Carson City Master Plan.

Chapter 3: A Balanced Land Use Pattern

The Carson City Master Plan seeks to establish a balance of land uses within the community by providing employment opportunities, a diverse choice of housing, recreational opportunities, and retail services.

This project provides residential use at the intended density and location as was planned out for the Carson City Master Plan. The single-family development will include a variety of housing models and will provide the resources and services necessary for new housing choices for Carson City residents.

Chapter 4: Equitable Distribution of Recreational Opportunities

The Carson City Master Plan seeks to continue providing a diverse range of park and recreational opportunities to include facilities and programming for all ages and varying interests to serve both existing and future neighborhoods.

Within the project, each lot contains a private yard that exceeds the minimum open space requirement for this zoning district. In addition, there is a common open space element that will include a landscaped pond and open pedestrian area that will be available to the subdivision residents. Considering the additional parks within a half mile of the site, there is ample space to host facilities and programming for the varying interests of the new residents.

Chapter 5: Economic Vitality

The Carson City Master Plan seeks to maintain its strong diversified economic base by promoting principles which focus on retaining and enhancing the strong employment base, include a broader range of retail services in targeted areas, and include the roles of technology, tourism, recreational amenities, and other economic strengths vital to a successful community.

This project adds to the city housing opportunity and can improve the quality of life for new residents that are interested in this medium density, single-family style of living. This is an exceptional location for a single-family neighborhood given the surrounding and the views to the west of the Carson Range.

Chapter 6: Livable Neighborhoods and Activity Centers

The Carson City Master Plan seeks to promote safe, attractive and diverse neighborhoods, compact mixed-use activity centers, and a vibrant, pedestrian-friendly Downtown.

The subdivision is designed to match the character of the surrounding neighborhoods while keeping visual and street level interest with a variety of housing models. The height and density ensure a smooth transition to and from the abutting residential surroundings.

Chapter 7: A Connected City

The Carson City Master Plan seeks promote a sense of community by linking its many neighborhoods, employment areas, activity centers, parks, recreational amenities and schools with an extensive system of interconnected roadways, multi-use pathways, bicycle facilities, and sidewalks.

The internal loop road allows for two connections to Ormsby Boulevard and the city's street network while keeping the road quiet as it is intended to serve only those residents.

Zoning Map Amendment Findings

CCMC 18.02.075 - Zoning map amendments and zoning code amendments.

5. Findings. The applicant for a zoning map amendment or zoning code amendment shall have the burden of proof to provide facts supporting the proposed zoning map amendment or zoning code amendment. For purposes of legal clarity, this shall include the burden of going forward with the evidence and the burden of persuasion on all questions of fact which are to be determined by the commission and the board. Additionally, the applicant shall provide adequate information in the application and on the site plan to substantiate the findings required in this section. The commission and board shall determine if the information presented is adequate to support their decisions.

- a. Before a zoning map amendment may be recommended for approval, the applicant shall provide evidence to the commission and board concerning the physical use of land and zoning currently existing in the general vicinity, and which have occurred in the previous five (5) year time period, and describe:

- (1) How the proposal will impact the immediate vicinity,

The proposal aims to create housing at a density that is compatible and consistent with its surroundings. The abutting neighborhoods have lot sizes and characteristics that transition smoothly to and from the project site.

- (2) How the proposal supports the goals, objectives and recommendations of the master plan concerning land use and related policies for the neighborhood where the subject project is situated,

The site's land use is Medium Density Residential, which is consistent with the proposed SF-6 zoning. From the Carson City Master Plan, the intended use and density for the MDR category are single-family residences at 3-8 dwelling units/acre, where this project proposes the middle of this range at 5.14 dwelling units/acre. In addition, the Master Plan characterizes MDR land use with a mix of housing types in a neighborhood setting, a recognizable center, and connective green spaces to unify the development. This project will include multiple housing models with a layout that efficiently uses the land that is available and can give the neighborhood a distinct character while maintaining compatibility and smoothly transitioning with the adjacent neighborhoods.

- (3) If the proposed amendment will impact properties within that use district,

The project meets the SF-6 development standards and will not directly impact other SF-6 properties as there is no proposed amendment to the use district itself. The city established SF-6 abutting the site and this matches that designation. This amendment fundamentally will match the predominant designation in the area.

- (4) Any impacts on public services and facilities.

Public services and facilities in the vicinity already serve the existing neighborhoods and are equipped to serve the new development and provide new residents with necessary resources. There is roadway capacity, established utility capacities, and acceptable fire response time from the station that will serve the site.

Application Questionnaire

GENERAL REVIEW OF PERMITS

Source: CCMC 18.02.050 (Review) and 18.02.075 (ZMA). The Board of Supervisors and the Planning Commission in reviewing and judging the merit of a proposal for a variance, special use permit, or a zoning map amendment, shall direct its considerations to, and find that in addition to other standards in this title, the following conditions and standards are met:

1. That the proposed amendment is in substantial compliance with and supports the goals and policies of the Master Plan.
 - a) In reviewing the attached Carson City Master Plan Policy Checklist, determine which Policies are applicable to the proposal. Explain what features of the proposed project support your selection of Goals and Policies concerning land use and related policies for the neighborhood where the subject project is located.

The proposed project considers the goals of each of the five themes in the Carson City Master Plan in its design and use, and it is aligned with the MDR land use category that was intended for the site. See Master Plan Policy Analysis above.

2. That the proposed amendment will provide for land uses compatible with existing adjacent land uses and will not have detrimental impacts to other properties in the vicinity.
 - a) Describe the land uses and zoning adjoining your property (for example: North: two houses, Single-Family One Acre zoning; East: restaurant, Retail Commercial zoning, etc.), and how your zoning will be compatible with those uses and not cause detrimental impacts.

The site has neighborhoods to the north, east, and south that are also medium density, single-family detached homes. The site is adjacent to SF-6 zoning on the east and south boundaries which make the use and design of this project compatible with its surroundings. To the west of the site is undeveloped land reserved for single family parcels across Ormsby Boulevard.

- b) Describe land use and zoning changes in the general vicinity which have occurred in the previous five-year period.

The site's vicinity is entirely residential use. The north of the site has had the recent approval of the Andersen Ranch Estates development with minimum lot sizes of 5,000 sq. ft. in its PUD zoning district.

3. That the proposed amendment will not negatively impact existing or planned public services or facilities and will not adversely impact the public health, safety and welfare.

There is no conceivable detriment to the public health, safety, and welfare of any citizens with this proposed amendment.

4. That sufficient consideration has been exercised by the applicant in adapting the project to existing improvements in the area. Be sure to indicate the source of the information that you are providing (private engineer, development engineering, title report, or other sources). Describe how your proposed Zoning Map Amendment will not adversely impact drainage, sewer, water, traffic, schools, emergency services, roadways and other city services.

- a) Is drainage adequate in the area to support the density that may occur with the rezoning? How will drainage be accommodated? How have you arrived at this conclusion?

Please see the attached Drainage Study in this application. We responsibly meet all drainage criteria requires in the PWDM to safely and adequately drain the site.

- b) Are the water supplies in the area of your project adequate to meet your needs without degrading supply and quality to others? Is there adequate water pressure?

Are the lines in need of replacement? Talk to the Utilities Department for the required information.

Yes, there is a main located in Ormsby Blvd that will serve the site. The loop thru the site will the design criteria as required by the city. Per the comments received from Engineering staff on the conceptual development map, we found there is adequate water pressure to serve the project.

- c) Are roadways sufficient in the area to serve the density that may occur from the rezoning? How have you arrived at this conclusion?

Yes, Ormsby is an arterial street with adequate capacity to accommodate the project without significant impact. It was noted in Conceptual Development Plan review that a traffic study will be required if the project generates 80 p.m. peak hour trips. The project as proposed is well below that threshold.

- d) Will the school district be able to serve the student population that may occur from the rezoning? How have you arrived at this conclusion?

We must defer to the school district for projections on the student population that can be expected for this project.

- e) Are adequate means of access available for emergency vehicles to serve the site? What is the approximate response time for emergency vehicles? If your application is approved to rezone the property, will additional means of access be required for increased density? Or will existing access ways be adequate? How have you arrived at this conclusion?

There are two means of access provided to the site as designed. An alternate means and methods proposal will need to be approved by the Fire Department in order to address the remoteness deficiencies in the two site access points. The street widths meet the city standard for fire access.

Appendix A

Application Materials

Tentative Subdivision Map Application
Property Owner's Affidavit
Tentative Subdivision Map Submittal Checklist
Carson City Road Name Reservation/Approval Application
Master Plan Policy Checklist
Carson City Conceptual Map Letter
Zoning Map Amendment Application
Zoning Map Amendment Checklist
Documentation of Taxes Paid
Common Area Landscape Site Plan

Carson City Planning Division
 108 E. Proctor Street· Carson City NV 89701
 Phone: (775) 887-2180 • E-mail: planning@carson.org

FOR OFFICE USE ONLY:

CCMC 17.06 and 17.07

FILE #

TENTATIVE SUBDIVISION MAP

APPLICANT PHONE #

FEE*: \$3,500.00 + noticing fee

*Due after application is deemed complete by staff

MAILING ADDRESS, CITY, STATE, ZIP

EMAIL

SUBMITTAL PACKET – 5 Complete Packets (1 Unbound Original and 4 Copies) including:

- Application Form including Applicant's Acknowledgment
- Property Owner Affidavit
- Copy of Conceptual Subdivision Map Letter
- Detailed Written Project Description
- Proposed Street Names
- Master Plan Policy Checklist
- Wet Stamped Tentative Map (24" x 36")
- Reduced Tentative Map (11" x 17")
- Conceptual Drainage Study
- Geotechnical Report
- Traffic Study (if applicable)
- Documentation of Taxes Paid to Date

PROPERTY OWNER PHONE #

MAILING ADDRESS, CITY, STATE, ZIP

EMAIL

CD or USB DRIVE with complete application in PDF

STATE AGENCY SUBMITTAL including:

- 2 Wet-stamped copies of Tentative Map (24" x 36")
- Check made out to NDEP for \$400.00 + \$3/lot
- Check made out to Division of Water Resources for \$180.00 + \$1/lot

APPLICANT AGENT/REPRESENTATIVE PHONE #

MAILING ADDRESS, CITY, STATE, ZIP

EMAIL

Application Reviewed and Received By:

Project's Assessor Parcel Number(s)

Project's Street Address

Nearest Major Cross Street(s)

Submittal Deadline: Planning Commission application submittal [schedule](#).

Project's Master Plan Designation

Note: Submittals must be of sufficient clarity and detail for all departments to adequately review the request. Additional information may be required.

Project's Current Zoning

Project Name

Total Project Area

Number of Lots

Smallest Parcel Size

Please provide a brief description of your proposed project below. Provide additional pages to describe your request in more detail.

NOTE: If your project is located within the Historic District or airport area, it may need to be scheduled before the Historic Resources Commission or the Airport Authority in addition to being scheduled for review by the Planning Commission. Planning staff can help you make this determination.

ACKNOWLEDGMENT OF APPLICANT: (a) I certify that the foregoing statements are true and correct to the best of my knowledge and belief; (b) I agree to fulfill all conditions established by the Board of Supervisors.

Applicant's Signature

Date

PROPERTY OWNER'S AFFIDAVIT

EDWARD P. OWENS, being duly deposed, do hereby affirm that I am the record owner of the
(Print Name)

subject property located at 1051+1089 N. CARMSLEY, CARSON CITY, NV and that I have knowledge of, and I agree to, the
(Property Address and APN) 001-241-14

filing of this Tentative Subdivision Map application.

[Signature]
Signature

12460 SPRUCE LN, RENO, NV AUG 16, 2022
Address Date

Use additional page(s) if necessary for other names.

STATE OF NEVADA)
COUNTY)

On August 16th, 2022, personally appeared before me, a notary public,
Edward Patrick Owens, personally known (or proved) to me to be the person whose name is
subscribed to the foregoing document and who acknowledged to me that
he/she executed the foregoing document.

[Signature]
Notary Public



TENTATIVE SUBDIVISION MAP SUBMITTAL CHECKLIST

Each application must include the following information:

- ✗ Copy of Conceptual Map Letter from Carson City. Completing the Conceptual Subdivision Map process is required prior to submitting for a Tentative Subdivision Map. If you have not completed this step, your Tentative Subdivision Map application will not be accepted. Please contact the Planning Division for additional information.
- ✗ Detailed Written Project Description including the following:
 - ✗ General project details (number of lots, lot sizes, setbacks, proposed uses, etc.)
 - ✗ Information indicating the benefits of the development to Carson City, any impacts which may arise from the development and the mitigation programs, how the proposed development will enhance or benefit the surrounding areas and how dust will be controlled.
 - ✗ Address how your project complies with the findings outlined in Carson City Municipal Code, Section 17.07 and NRS 278.349(3), listing each finding and providing a separate response for each.
 - ✗ Information addressing the Master Plan Policy Checklist for a Tentative Subdivision Map of the five items that appear in the Carson City Master Plan. Each theme looks at how a proposed development can help achieve the goals of the Carson City Master Plan. Address each theme in the checklist and provide written support of the policy statement in your own words. For additional guidance, please refer to the Carson City Master Plan document on our website at www.carson.org/planning or you may contact the Planning Division to review the document in our office or request a copy.
 - ✗ A master plan for potential development of the property under the ownership or control of the developer in the area of the proposed development, if applicable.
 - ✗ In the case of plans which call for development over a period of years, a schedule showing proposed time within which applications for final approval of all sections of the development are intended to be filed.
 - ✗ An indication of the type of water system to be used, its water sources and engineering data flows.
 - ✗ Solid waste provision.
 - ✗ An indication of method of sewage disposal to be used and the area of disposal.
 - ✗ The form of organization proposed to own and maintain any common open space, if applicable.
- ✗ Completed Carson City Road Name Reservation/Approval Application.
- ✗ Completed Master Plan Policy Checklist.
- ✗ Tentative Subdivision Map drawn to scale including:
 - ✗ Subdivision name.
 - ✗ North arrow, scale and all sheets numbered.
 - ✗ Name and address of developer and engineer and date of map.
 - ✗ Ownership interest in land.
 - ✗ Legal description of land described by 40 acre subdivision, section, township and range.
 - ✗ Vicinity map.
 - ✗ Existing Master Plan and zoning of site.
 - ✗ Adjacent subdivision(s), land uses, zoning and ownership abutting the project.
 - ✗ Location of existing buildings and improvements, if any.
 - ✗ Areas not a part of the subdivision to be designated as "Not a Part".
 - ✗ Table showing the total project area, number of lots, calculation of residential densities and percentage designated for each proposed use. The density shall be described in terms of units per acre (gross and net building areas).
 - ✗ Topography at 2.5-foot contour intervals for slopes of less than 10 percent and 5-foot contour intervals for slopes of greater than 10 percent. The location of natural features including trees may be required.
 - ✗ Proposed lot layout, lot sizes and setbacks. Blocks and parcels are to be numbered consecutively and the dimensions of all parcels are to be shown.
 - ✗ Typical lot detail.
 - ✗ Height, size, location and use of all structures, fences and walls shown.
 - ✗ Location and size of proposed parks, common areas and/or open space and amount of recreational improvements.
 - ✗ Conceptual landscape plan, if applicable.

- ✗ Proposed circulation system showing all public and private streets (including proposed street names), sidewalks, and bikeways, the width of all streets, typical street cross sections, location of adjoining streets (with street names), sidewalks and bikeways.
- ✗ Proposed parking.
- ✗ Proposed boat and/or RV parking, if applicable.
- ✗ Layout of proposed water, sewer and storm drainage facilities.
- ✗ Location of all natural drainages shown.
- ✗ Show 100-year floodplain, as determined by FEMA Flood Insurance Maps or recognized methods, for those areas subject to flooding.
- ✗ Show earthquake fault lines through the proposed development with building setbacks from fault line as recommended by a geotechnical study.
- ✗ Grading plan for the site (including streets) meeting Carson City Development Standards and requirements showing all cuts, fills and retaining walls.
- ✗ Erosion control plan including stream protection, road drainage, erosion prevention and prevention of untreated discharge to streams, if applicable.
- ✗ All existing and proposed easements.
- ✗ Conceptual Drainage Study per Carson City Development Standards Sections 14.6 and 14.8. Contact Development Engineering at (775) 887-2300 for additional information.
- ✗ Geotechnical Report including soil types, seasonal high water table and percolation rates.
- ✗ Traffic Study per Carson City Development Standards Section 12.13.1 (if applicable).
- ✗ Documentation of property taxes paid to date on all parcels associated with the proposed project.

Once staff has determined your application is complete, you will be required to provide 15 hard copies of the entire application packet, including a wet stamped tentative map (24"x36") and a reduced copy of the map (11"x17").

STATE AGENCY SUBMITTALS

To assure the necessary reviews are completed, the Planning Division will submit the Tentative Subdivision Map on your behalf to the Nevada Division of Environmental Protection and the Nevada Division of Water Resources.

To complete these submittals, we will require two wet-stamped copies of the Tentative Subdivision Map and payment of the State fees at the time of the City application submittal. This can be handled by submitting two checks to the Planning Division office: one payable to NDEP for \$400 per map plus \$3.00 per lot; the second payable to STATE WATER RESOURCES in the amount of \$180 per map plus \$1.00 per lot. The checks will be routed to the State offices with their copy of the Tentative Subdivision Map.

NOTE: Fees are subject to change. While Carson City makes every effort to keep this application up to date, it is the applicant's responsibility to ensure State agency checks submitted are for the current fee amounts.



Carson City Planning Division

108 E. Proctor St.
Carson City, Nevada 89701
(775) 887-2180
Planning@carson.org
www.carson.org

Carson City Road Name Reservation/Approval Application

All road names must conform to the Carson City Municipal Ordinance Title 18 Appendix Division 22: Street Naming and Address Assignment Regulation.

Street Naming Guidelines:

- A primary street name shall be used only once and shall not be used in any other alignment. The same primary street name cannot be repeated with a different suffix nor may a name be separated and used again (e.g. Bitterroot St. - Bitter Root St.).
- Once a primary street name is assigned to any alignment it shall not change anywhere along the extension of that alignment unless the subject primary street name does not and cannot in the future connect to the existing public right-of-way.
- Names that are the same or pronounced the same (homonyms) or similarly with different spellings may be used only once, e.g., Ellis: Alice, Allen: Alan, Hinson: Henson.
- Only the common or correct spelling of street names will be accepted. E.g. Jane not Jayne, or Frederick not Phrederyck.
- Street names in a foreign language will not be considered unless accompanied by a common English translation and their meaning is inoffensive and/or reasonable.
- Foreign language suffixes (e.g. Via, Camino, Rua, Chemin, Rue, etc.) shall not be used in any part of a street.
- Names that tend to be slurred or difficult to pronounce by emergency response services shall not be used.
- Street names are restricted to a maximum of 20 characters (includes street name, space, prefix, and suffix).
- Directional prefixes and suffixes are not permitted as primary street names (e.g. Northgate Rd.).
- No street names can be a stand-alone preposition, conjunction, numbers or letters.
- Driveways shall not be named.

The proposed street names shall be reserved as long as a Tentative Map has not expired. Street names are to be confirmed and are to be placed on the Final Map, including all private street names. The developer must specify any unusual addressing requirements. Street addresses shall not be issued until recordation of the plat.

Submittal Requirements:

- The application form must be fully completed and accompanied by a road layout plan, including future road extensions and existing surrounding roads. Please number the new roads for identification.



Master Plan Policy Checklist

Conceptual & Tentative Subdivisions, PUD's & Parcel Maps

PURPOSE

The purpose of a development checklist is to provide a list of questions that address whether a development proposal is in conformance with the goals and objectives of the 2006 Carson City Master Plan that are related to subdivisions of property. This checklist is designed for developers, staff, and decision-makers and is intended to be used as a guide only.

Development Name: _____

Reviewed By: _____

Date of Review: _____

DEVELOPMENT CHECKLIST

The following five themes are those themes that appear in the Carson City Master Plan and which reflect the community's vision at a broad policy level. Each theme looks at how a proposed development can help achieve the goals of the Carson City Master Plan. A check mark indicates that the proposed development meets the applicable Master Plan policy. The Policy Number is indicated at the end of each policy statement summary. Refer to the Comprehensive Master Plan for complete policy language.

CHAPTER 3: A BALANCED LAND USE PATTERN



The Carson City Master Plan seeks to establish a balance of land uses within the community by providing employment opportunities, a diverse choice of housing, recreational opportunities, and retail services.

Is or does the proposed development:

- Consistent with the Master Plan Land Use Map in location and density?
- Meet the provisions of the Growth Management Ordinance (1.1d, Municipal Code 18.12)?
- Encourage the use of sustainable building materials and construction techniques to promote water and energy conservation (1.1e, f)?
- Located in a priority infill development area (1.2a)?
- Provide pathway connections and easements consistent with the adopted Unified Pathways Master Plan and maintain access to adjacent public lands (1.4a)?

- Encourage cluster development techniques, particularly at the urban interface with surrounding public lands, as appropriate, and protect distinctive site features (1.4b, c, 3.2a)?
- At adjacent county boundaries, coordinated with adjacent existing or planned development with regards to compatibility, access and amenities (1.5a)?
- Located to be adequately served by city services including fire and sheriff services, and coordinated with the School District to ensure the adequate provision of schools (1.5d)?
- In identified Mixed-Use areas, promote mixed-use development patterns as appropriate for the surrounding context consistent with the land use descriptions of the applicable Mixed-Use designation, and meet the intent of the Mixed-Use Evaluation Criteria (2.1b, 2.2b, 2.3b, Land Use Districts, Appendix C)?
- Provide a variety of housing models and densities within the urbanized area appropriate to the development size, location and surrounding neighborhood context (2.2a, 9.1a)?
- Protect environmentally sensitive areas through proper setbacks, dedication, or other mechanisms (3.1b)?
- If at the urban interface, provide multiple access points, maintain defensible space (for fires) and are constructed of fire resistant materials (3.3b)?
- Sited outside the primary floodplain and away from geologic hazard areas or follow the required setbacks or other mitigation measures (3.3d, e)?
- Provide for levels of services (i.e. water, sewer, road improvements, sidewalks, etc.) consistent with the Land Use designation and adequate for the proposed development (Land Use table descriptions)?
- If located within an identified Specific Plan Area (SPA), meet the applicable policies of that SPA (Land Use Map, Chapter 8)?

CHAPTER 4: EQUITABLE DISTRIBUTION OF RECREATIONAL OPPORTUNITIES



The Carson City Master Plan seeks to continue providing a diverse range of park and recreational opportunities to include facilities and programming for all ages and varying interests to serve both existing and future neighborhoods.

Is or does the proposed development:

- Provide park facilities commensurate with the demand created and consistent with the City's adopted standards (4.1b, c)?
- Consistent with the Open Space Master Plan and Carson River Master Plan (4.3a)?

CHAPTER 5: ECONOMIC VITALITY



The Carson City Master Plan seeks to maintain its strong diversified economic base by promoting principles which focus on retaining and enhancing the strong employment base, include a broader range of retail services in targeted areas, and include the roles of technology, tourism, recreational amenities, and other economic strengths vital to a successful community.

Is or does the proposed development:

- Incorporating public facilities and amenities that will improve residents' quality of life (5.5e)?
- Promote revitalization of the Downtown core (5.6a)?
- Incorporate additional housing in and around Downtown, including lofts, condominiums, duplexes, live-work units (5.6c)?

CHAPTER 6: LIVABLE NEIGHBORHOODS AND ACTIVITY CENTERS



The Carson City Master Plan seeks to promote safe, attractive and diverse neighborhoods, compact mixed-use activity centers, and a vibrant, pedestrian-friendly Downtown.

Is or does the proposed development:

- Promote variety and visual interest through the incorporation of varied lot sizes, building styles and colors, garage orientation and other features (6.1b)?
- Provide variety and visual interest through the incorporation of well-articulated building facades, clearly identified entrances and pedestrian connections, landscaping and other features consistent with the Development Standards (6.1c)?
- Provide appropriate height, density and setback transitions and connectivity to surrounding development to ensure compatibility with surrounding development for infill projects or adjacent to existing rural neighborhoods (6.2a, 9.3b 9.4a)?
- If located in an identified Mixed-Use Activity Center area, contain the appropriate mix, size and density of land uses consistent with the Mixed-Use district policies (7.1a, b)?
- If located Downtown:
 - Integrate an appropriate mix and density of uses (8.1a, e)?
 - Include buildings at the appropriate scale for the applicable Downtown Character Area (8.1b)?
 - Incorporate appropriate public spaces, plazas and other amenities (8.1d)?

CHAPTER 7: A CONNECTED CITY



The Carson City Master Plan seeks promote a sense of community by linking its many neighborhoods, employment areas, activity centers, parks, recreational amenities and schools with an extensive system of interconnected roadways, multi-use pathways, bicycle facilities, and sidewalks.

Is or does the proposed development:

- Promote transit-supportive development patterns (e.g. mixed-use, pedestrian-oriented, higher density) along major travel corridors to facilitate future transit (11.2b)?
- Maintain and enhance roadway connections and networks consistent with the Transportation Master Plan (11.2c)?
- Provide appropriate pathways through the development and to surrounding lands, including parks and public lands, consistent with the Unified Pathways Master Plan (12.1a, c)?



108 E. Proctor Street
Carson City, Nevada 89701
(775) 887-2180
Hearing Impaired: 711

July 8, 2022

John Krmpotic
KLS Planning & Design
1 East 1st Street, Suite 1400
Reno, NV 89501
Via Email: johnk@klsdesigngroup.com

Conceptual Map: CSM-2022-0010

Project Description: Proposed subdivision of 8.41 acres into 41 single family residential lots ranging in size from 6,181 to 8,360 square feet; and a zoning map amendment from Single Family 12,000 to Single Family 6,000.

Review Date: June 21, 2022

Conceptual Map Comments

The Conceptual Map Committee has reviewed the proposed plans for the proposed subdivision. The following requirements and comments are provided for your use in preparing final plans and submittals for the project. Please be advised that the comments presented in this letter are based on the plans submitted with the Conceptual Map application and may not include all the requirements or conditions which may be placed on the project at the time of submittal of tentative map. It is hoped, however, that this review will expedite the completion of your project.

Some of the requirements noted below may have already been shown or otherwise indicated in the plans and need only be submitted in the final improvement plan form. Final on- and off-site improvement plans shall be submitted to the Permit Center, (108 E. Proctor Street). These plans must contain all appropriate requirements of Development Engineering, Health, Utilities, Fire, and Planning Divisions/Departments.

SITE INFORMATION:

Address: 1051 North Ormsby Blvd
APN: 001-241-14
Parcel Size: 8.41 acres
Master Plan Designation: Medium Density Residential (MDR)
Zoning: Single Family 12,000 (SF12)

PLANNING DIVISION

Contact Heather Ferris, Planning Manager
hferris@carson.org; 775-283-7080

1. To achieve the requested lot size, a zoning map amendment to Single Family 6,000 will be required.
2. The proposed map will require Tentative Map approval by the Planning Commission and the Board of Supervisors.
3. Please note, if parking cannot be accommodated on-street, separate on-site guest parking is required to be provided at a ratio of 1 space for every 2 units per Division 2 of the Development Standard.
4. As currently proposed, this is a regular subdivision therefore the setbacks outlined in CCMC 18.04.190 for the SF6 zoning district must be met. You are proposing reduced setbacks along the front property lines as small as 10 feet to the front of the house. The project must either be redesigned to meet the setbacks outlined in CCMC 18.04.190 or you may consider applying for a [Planned Unit Development](#) or a [Common Open Space Development](#), both of which offer the ability to reduce setbacks in exchange for a percentage of open space.
 - a. If you pursue either a Planned Unit Development or a Common Open Space Development, the application should include:
 - i. An exhibit demonstrating, both quantitatively and qualitatively, how the project will meet the open space requirements.
 - ii. Street side and periphery setbacks.
 - b. If you pursue a Common Open Space Development your application must include a site analysis per CCMC 17.10.035.

Development Engineering

Contact Stephen Pottey, Senior Project Manager
spottey@carson.org; 775-283-7079

Transportation:

1. A memo signed by a professional engineer must be provided with the tentative map application showing that the project will not generate more than 80 peak hour trips and will not generate more than 500 trips per day according to ITE trip generation rates. If either of these limits is expected to be exceeded, a traffic impact study signed by a professional engineer must be provided, meeting the requirements of CCDS 12.13. Please contact Bryan Byrne for traffic impact study scoping at 775-283-7431.
2. The City's transportation master plan includes extending North Ormsby Boulevard north to West Winnie Lane. This subdivision will be required to contribute its pro rata share to the extension of North Ormsby Boulevard. In addition to the trip generation rate, a trip distribution must be provided with the tentative map to determine this pro rata share.

3. Half-street improvements must be installed on North Ormsby Boulevard along the project frontage. This will include striping, curb, gutter, sidewalk and paving to meet the city standard detail for a two-lane urban collector with bike lanes. Bike lane striping must be installed on both sides of the street. Right-of-way must be dedicated as necessary to contain the required improvements with the final map.
4. Please ensure driveways are a minimum of 50 feet from the entrances of the subdivision.
5. The city cannot accept the proposed streets as public streets due to the City's current streets funding deficit and due to the fact that these streets only serve the subject project.
 - a. Please note that other developers in the past have obtained City approval of public streets by volunteering to provide the City, prior to approval of the final map, with a check equal to the cost of a slurry seal of the internal public roads (square footage of the asphalt section of the road multiplied by the price per square foot that Carson City has negotiated with its seasonal provider) plus estimated inflation for 5 years and all costs associated with slurry seal to the satisfaction of the public works director.
6. The internal street must meet either Carson City Standard Detail C-5.1.8 for public streets, or C-5.1.8.1 for private streets. Both street sections require sidewalk on both sides. There is an optional road verge in C-5.1.8.1.

Water:

7. With the tentative map, a water main analysis signed by a professional engineer must be submitted in accordance with CCDS 15.3.1(a) to show that adequate pressure will be delivered to the meter and fire flows meet the minimum requirements of the Carson City Fire Department. Please see attached fire flow sheet. The entire development will be in the 4960-pressure zone.
8. New Water mains shall be hot tapped into the existing 12-inch main in Ormsby Blvd and looped.
9. All water services shall be perpendicular to water mains.
10. All water services and mains shall have proper clearance from other utilities.

Sewer:

11. The proposed sewer lift station must be located on private property and be privately owned and maintained.
12. The lift station must meet the requirements of CCDS 15.3.3
13. There is an existing 8" AC main in N Ormsby Blvd. This main is approximately 45% full (d/D).

14. With the tentative map, a sewer main analysis signed by a professional engineer must be submitted that includes addressing the effect of flows on the existing City system. See section 15.3.2 of CCDS.

Storm Drainage and Flooding:

15. With the tentative map a conceptual drainage study must be provided. In July 2021 the Carson City Drainage Manual became effective and is required for all new and redeveloped parcels. The detention design storm requirements changed from a 5-year, 24-hour event to a 10-year 24-hour event. The Drainage Manual includes Low Impact Development (LID) design requirements. The manual is available here:
<https://www.carson.org/home/showpublisheddocument/76280/637624691903200000>
16. Explanation provided for proposed drainage improvements seem reasonable. Coordination with developer of Andersen Ranch Estates shall be continued to ensure drainage system will function as designed.
17. Please explain how the existing irrigation and water rights will be handled.

General Comments:

18. Any engineering work done on this project must be wet stamped and signed by an engineer licensed in Nevada. This will include site, grading, utility and erosion control plans as well as standard details.
19. All construction work must be to Carson City Development Standards (CCDS) and meet the requirements of the Carson City Standard Details.
20. Fresh water must be used for Dust control. Contact the Water Operations Supervisor Public Works at 283-7382 for more information.
21. A private testing agreement will be necessary for the compaction and material testing in the street right of way. The form can be obtained through Carson City Permit Engineering.
22. An erosion control plan meeting section 13 of CCDS will be required in the plan set.
23. New electrical service must be underground.
24. Please show sufficient utility information to ensure that minimum spacing is met between water meters and dry utilities.
25. Any work performed in the street right of way will require a traffic control plan and a timeline type schedule to be submitted before the work can begin. A minimum of one week notice must be given before any work can begin in the street right of way.

26. Please show any easements on the construction drawings.
27. A Construction Stormwater Permit from the Nevada Division of Environmental Protection (NDEP) will be required for the construction of projects 1 acre or greater.
28. A Dust Control Permit from NDEP will be required for any project 5 acres or greater.

These comments are based on a very general site plan and do not indicate a complete review. All pertinent requirements of Nevada State Law, Carson City Code, and Carson City Development Standards will still apply whether mentioned in this letter or not.

Environmental Control

Contact Jen Churchward, Environmental Control Officer
jchurchward@carson.org; 775-283-7409

1. An asbestos assessment is required on all applicable materials being demolished, per CCMC 12.12.065 and 40 CFR Part 61.
2. After receiving results back from the asbestos assessment, complete Carson City's Acknowledgement of Asbestos Assessment Form. Submit a copy of this form along with a copy of the asbestos assessment at the Carson City Building Department, per CCMC 12.12.065.
3. An EPA 10 Day Notification is required. Submit a completed copy of this document to the Carson City Building Department along with proof that the Notification was sent to EPA Region IX, per CCMC 12.12.065.
4. Please note: if any asbestos containing material is to be taken to the Carson City Landfill for disposal, you must first obtain an Industrial Waste Manifest from the ECA Department before this material will be allowed to enter the landfill, per CCMC 12.12.050. If asbestos containing material is taken to Lockwood Landfill, ECA will require the receipt from Lockwood to be submitted to Carson City Building Department.

These comments are based on a very general site plan and do not indicate a complete review. All pertinent requirements of Federal Code, Nevada State Law, Carson City Municipal Code, and Carson City Development Standards will still apply whether mentioned in this letter or not.

Fire Department

Contact Jenny Williamson, Fire Inspector II/Investigator, CFI
jwilliamson@carson.org; 775-283-7152

1. Project must comply with the International Fire Code and northern Nevada fire code amendments as adopted by Carson City.

2. As noted on the plans, the project as presented does not comply with IFC Appendix D requirements for two points of access with remoteness to serve the subdivision. As noted in the Alternative Means and Methods note, an AM&M shall be approved prior to the final map and site improvement permit.
 - a. Per Appendix D107.1 exception: Provide each dwelling unit with an approved automatic sprinkler system in accordance with section 903.3.1.1, 903.3.1.2, or 903.3.1.3, the remoteness requirement shall not be required.

Parks, Recreation and Open Space

Contact Nick Wentworth, Project Manager

nwentworth@carson.org; 775-283-7733

1. The City will not be responsible for any landscape or irrigation system maintenance on the project. All landscaping and landscape maintenance in the right of way will be the sole responsibility of the owner. The developer is required to maintain all common landscape and open space areas within the development including any landscaping in the street(s) right of ways in perpetuity.
2. Carson City is a Bee City, USA. As a result, the developer shall use approximately 50% pollinator friendly plant material for any required landscaping on the project site. Also, any remaining landscape plant material selection needs to be consistent with the City's approved tree species list or other tree species, as approved by the City.
3. The developer is required to incorporate "best management practices" into their construction documents and specifications to reduce the spread of noxious weeds. The spread of invasive and noxious weeds is a significant issue in construction projects that involve land disturbance. Earth moving activities contribute to the spread of weeds, as does the use of contaminated construction fill, seed, or erosion-control products. Experience has demonstrated that prevention is the least expensive and most effective way to halt the spread of noxious and invasive weeds. Preventing the establishment or spread of weeds relies upon:
 - Educating workers about the importance of managing weeds on an ongoing basis;
 - Properly identifying weed species to determine most appropriate treatment strategies;
 - Avoiding or treating existing weed populations; and
 - Incorporating measures into projects that prevent weed seeds or other plant parts from establishing new or bigger populations such as certification of weed-free products.
4. Deciduous trees must be planted a minimum of 5' from any city/public street, sidewalk or pathway. Evergreen trees must be planted a minimum of 10' from any city/public street, sidewalk or pathway. Fruit bearing, "non-fruiting" flowering or any other trees that drop debris such as seed pods will not be permitted near or placed where they will eventually hang over city/public sidewalks or pathways.

5. Carson City Municipal Code: Title 18, Division 3 should be reviewed by any/all parties involved in the proposed landscape design prior to landscape plans being submitted to the city for final approval of a building or site improvement permit. Note: Special care and consideration should be taken in the protection of existing trees on-site.
6. The project is subject to the collection of Residential Construction Tax (RCT), compliant with NRS Chapter 278 and Carson City Municipal Code (CCMC 15.60).

Building Division

Contact Corey Coleman, Building Official

ccoleman@carson.org; 775-283-7052

1. If side yards are less than or equal 10' AC units may be required to be located in back yards.

We look forward to working with you on this project.

Sincerely,

Community Development Department, Planning Division



Heather Ferris
Planning Manager

cc: CSM-2022-0010

Carson City Planning Division
 108 E. Proctor Street· Carson City NV 89701
 Phone: (775) 887-2180 • E-mail: planning@carson.org

FOR OFFICE USE ONLY:

ZONING MAP AMENDMENT

FILE

FEE: \$2,450.00 + noticing fee

APPLICANT PHONE #

SUBMITTAL PACKET

MAILING ADDRESS, CITY, STATE, ZIP

- Application Form
- Written Project Description
- Site Plan
- Proposal Questionnaire With Both Questions and Answers Given, Supporting Documentation
- Applicant's Acknowledgment Statement
- 5 Completed Application Packets (1 Original + 4 Copies)
- Documentation of Taxes Paid-to-Date (1 copy)
- Project Impact Reports (Engineering-4 copies)
- CD containing application data (all to be submitted once application is deemed complete by staff)

EMAIL ADDRESS

PROPERTY OWNER PHONE #

MAILING ADDRESS, CITY, STATE, ZIP

EMAIL ADDRESS

Application Reviewed and Received By:

APPLICANT AGENT/REPRESENTATIVE PHONE #

Submittal Deadline: Planning Commission application submittal [schedule](#).

MAILING ADDRESS, CITY, STATE, ZIP

Note: Submittals must be of sufficient clarity and detail such that all departments are able to determine if they can support the request. Additional Information may be required.

EMAIL ADDRESS

Project's Assessor Parcel Number(s)

Street Address

ZIP Code

Project's Master Plan Designation

Project's Current Zoning

Nearest Major Cross Street(s)

Briefly describe the components of the proposed project: in accordance with Carson City Municipal Code (CCMC), Section 18.02.075. In addition to the brief description of your project and proposed use, provide additional page(s) to show a more detailed summary of your project and proposal.

PROPERTY OWNER'S AFFIDAVIT

I, _____, being duly deposed, do hereby affirm that I am the record owner of the subject property, and that I have knowledge of, and I agree to, the filing of this application.

Signature

Address

Date

Use additional page(s) if necessary for other names.

On _____, 2____, _____, personally appeared before me, a notary public, personally known (or proved) to me to be the person whose name is subscribed to the foregoing document and who acknowledged to me that he/she executed the foregoing document.

Notary Public

Carson City Planning Division
 108 E. Proctor Street • Carson City NV 89701
 Phone: (775) 887-2180 • E-mail: planning@carson.org

FOR OFFICE USE ONLY:

ZONING MAP AMENDMENT

FILE

FEE: \$2,450.00 + noticing fee

APPLICANT

PHONE

EDWARD P. OWENS 775-544-8464

SUBMITTAL PACKET

MAILING ADDRESS, CITY, STATE, ZIP

- Application Form
- Written Project Description
- Site Plan
- Proposal Questionnaire With Both Questions and Answers Given, Supporting Documentation
- Applicant's Acknowledgment Statement
- 5 Completed Application Packets (1 Original + 4 Copies)
- Documentation of Taxes Paid-to-Date (1 copy)
- Project Impact Reports (Engineering-4 copies)
- CD containing application data (all to be submitted once application is deemed complete by staff)

PATOWENS@USA.COM

EMAIL ADDRESS

KP INVESTORS, LLC SAME

PROPERTY OWNER

PHONE

12460 SPRUCE LN, DENO NV 89511

MAILING ADDRESS, CITY, STATE, ZIP

EMAIL ADDRESS

SAME

APPLICANT AGENT/REPRESENTATIVE

PHONE

OWENS/MARRAGE 775-544-8464

Application Reviewed and Received By:

MAILING ADDRESS, CITY, STATE, ZIP

SAME

Submittal Deadline: Planning Commission application submittal schedule.

EMAIL ADDRESS

SAME

Note: Submittals must be of sufficient clarity and detail such that all departments are able to determine if they can support the request. Additional Information may be required.

Project's Assessor Parcel Number(s)

Street Address

ZIP Code

001-241-14

1051+1089 ORMSBY BLVD, CARSON CITY, NV 89703

Project's Master Plan Designation

Project's Current Zoning

Nearest Major Cross Street(s)

Briefly describe the components of the proposed project: in accordance with Carson City Municipal Code (CCMC), Section 18.02.075. In addition to the brief description of your project and proposed use, provide additional page(s) to show a more detailed summary of your project and proposal.

PROPERTY OWNER'S AFFIDAVIT

I, EDWARD PATRICK OWENS, being duly deposed, do hereby affirm that I am the record owner of the subject property, and that I have knowledge of, and I agree to, the filing of this application.

[Signature]
Signature

12460 SPRUCE LN
Address

AUG. 16, 2022
Date

Use additional page(s) if necessary for other names.

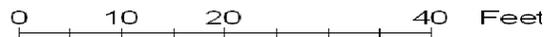
On August 16th, 2022, Edward Patrick Owens, personally appeared before me, a notary public, personally known (or proved) to me to be the person whose name is subscribed to the foregoing document and who acknowledged to me that he/she executed the foregoing document.

Garrett Pettiplace
Notary Public

ZONING MAP AMENDMENT CHECKLIST

Each application must contain the following information:

1. Detailed Written Project Description
2. Site Plan drawn at an appropriate scale or dimension to depict the parcel and containing the following information:
 - a. Show a north point arrow and plot plan scale. A bar scale is preferred because when the drawings are reduced, it will still show an accurate scale. A bar scale could appear like this for a project that has a scale of one inch equals twenty feet on the original plot plan:



- b. Vicinity map must be shown on map must be shown on the plot plan. This is a map, not to scale, that you would provide a visitor unfamiliar with the area as directions to get to your property. It will show adjacent streets.
 - c. Title block in lower right-hand corner including:
 - i. Applicant's name, mailing address, and daytime phone number (including area code).
 - ii. The name, mailing address, and daytime phone number of the person preparing the plot plan, if different from applicant.
 - iii. The name, mailing address, and daytime phone number of the record owner of the subject property, if different from applicant.
 - iv. Assessor Parcel Number(s) and address (or location if no address) of the subject property.
 - v. Project title and permit request. (Example: variance, special use permit)
 - d. Property lines of the subject property with dimensions indicated.
 - e. All existing structures shall be shown, including:
 - i. Distances from property lines indicated by dimensions.
 - ii. Distances between buildings shall be indicated on the plot plan.
 - iii. Clearly label existing structures and show dimensions.
 - iv. Square footage of all existing structures.
 - v. If a commercial or multi-family project, show all elevations and submit roof plans showing all proposed roof equipment and means of screening from view along with plans for trash receptacle screening.
 - f. Project access:
 - i. Show the location of street access.
 - ii. Show adjoining street names.
 - iii. Show all curb cuts with dimension.
 - g. Show the Assessor Parcel Number(s) of the adjoining parcels.
 - h. Show all existing parking and traffic aisles with dimensions.
 - i. Show location of existing utilities and indicate whether overhead or underground.
3. Response to Fining and Questionnaire (attached)
4. Documentation of Taxes Paid-To-Date
5. Project impact reports - documentation regarding project impacts related to traffic, drainage, water, and sewer, including supportive calculations and/or reports per the Carson City Development Standards Divisions 12, 14 and 15.

ZONING MAP AMENDMENT FINDINGS

The Carson City Municipal Code (CCMC 18.02.075) sets out the required findings. These can be paraphrased as:

- a. The Zoning Map Amendment must support the goals and policies of the Carson City Master Plan for the neighborhood of the subject project.
- b. The Zoning Map Amendment and subsequent development of the property will not be or have detrimental impacts on other property in the neighborhood.
- c. The Zoning Map Amendment will have a general benefit to the people of the City as a whole.
- d. The applicant shall have the burden of proof of going forward with the evidence and the burden of persuasion on all questions of fact, and must provide adequate information in the application and on the site plan to substantiate required "Findings".

In order for you to meet the requirement that "proof of satisfying the findings come from the applicant," you are going to need to do some background work to provide the facts and evidence.

Here are the ways you can get the facts:

1. Review the goals listed in the Master Plan and identify those policies that support your proposal. The Master Plan Policy Checklist is attached to this application. You may want to acquire a free CD or purchase a paper copy of the Master Plan from the Planning Division, or review the copy in the Planning Office or in the reference section of the Carson City Public Library on Roop Street, or use our website at www.carson.org

In addition to the land use element, you may find other objectives or recommendations in the Master Plan's other elements. You may review the Parks and Recreation Master Plan or Transportation Master Plan among other Master Plan elements to see if there are recommendations supporting your proposal.

2. Show on your plot plan and describe in writing, how you are planning to incorporate design, landscaping, or other features to protect the neighborhood from any potential adverse effects. Look at your proposal objectively. Try to consider what you would feel if you lived next door and someone were to be proposing this Zoning Map Amendment next to your business or home.
3. The more information you assemble before turning your project into the Planning Division helps to ensure that there are few or no "surprises" when other departments and agencies look at your proposal.

Complete information provided with your application and quality drawings or plans you submit make it easier for the Commission and the Board to arrive at their decision.

Remember, it's your job to ensure that the Commission and Board have the information and legible drawings to make the required findings. The Planning Division can offer some help, but we cannot do the work for you. If you have any questions, please give us a call.

PROPOSAL DOCUMENTATION

In the introduction, there are a number of findings of fact listed that must be supported by data in your application. These findings are enumerated in Sections 18.02.075 of the Carson City Municipal Code. State law requires that the Planning Commission and the Board of Supervisors consider and support these issues with facts in the record. You need to complete the attached Proposal Questionnaire with as much detail as possible to ensure that there is adequate evidence supporting your proposal.

The questionnaire lists the findings in the exact language found in the Carson City Municipal Code, then follows this with a series of questions seeking information to support the findings. Answer the questions as completely as possible so that you provide the Commission and Board with the details that they will need to consider your project.

Before a Zoning Map Amendment may be recommended for approval, the applicant shall provide evidence to the Commission and Board concerning the physical use of land and zoning currently existing in the general vicinity, and which have occurred in the previous five-year time period, that the proposal will not be detrimental to the immediate vicinity, and that the proposal supports the goals, objectives, and recommendations of the master plan elements concerning land use and related policies for the neighborhood where the subject project is situated.

The applicant for a Zoning Map Amendment shall have the burden of proof to provide facts supporting the proposed Zoning Map Amendment. For purposes of legal clarity, this shall include the burden of going forward with the evidence and the burden of persuasion on all questions of fact which are to be determined by the Commission and the Board. Additionally, the applicant shall provide adequate information in the application and on the site plan to substantiate the findings required in this section. The Commission and Board shall determine if the information presented is adequate to support their decision.

APPLICATION QUESTIONNAIRE

Please type or print in black ink on separate sheets. Attach to your application. List each question, then respond in your own words.

GENERAL REVIEW OF PERMITS

Source: CCMC 18.02.050 (Review) and 18.02.075 (ZMA). The Board of Supervisors and the Planning Commission in reviewing and judging the merit of a proposal for a variance, special use permit, or a zoning map amendment, shall direct its considerations to, and find that in addition to other standards in this title, the following conditions and standards are met:

1. That the proposed amendment is in substantial compliance with and supports the goals and policies of the Master Plan.

A. In reviewing the attached Carson City Master Plan Policy Checklist, determine which Policies are applicable to the proposal. Explain what features of the proposed project support your selection of Goals and Policies concerning land use and related policies for the neighborhood where the subject project is located.

2. That the proposed amendment will provide for land uses compatible with existing adjacent land uses and will not have detrimental impacts to other properties in the vicinity.

A. Describe the land uses and zoning adjoining your property (for example: North: two houses, Single-Family One Acre zoning; East: restaurant, Retail Commercial zoning, etc.), and how your zoning will be compatible with those uses and not cause detrimental impacts.

B. Describe land use and zoning changes in the general vicinity which have occurred in the previous five-year period.

3. That the proposed amendment will not negatively impact existing or planned public services or facilities and will not adversely impact the public health, safety and welfare.

4. That sufficient consideration has been exercised by the applicant in adapting the project to existing improvements in the area. Be sure to indicate the source of the information that you are providing (private engineer,

development engineering, title report, or other sources). Describe how your proposed Zoning Map Amendment will not adversely impact drainage, sewer, water, traffic, schools, emergency services, roadways and other city services.

- A. Is drainage adequate in the area to support the density that may occur with the rezoning? How will drainage be accommodated? How have you arrived at this conclusion?
 - B. Are the water supplies in the area of your project adequate to meet your needs without degrading supply and quality to others? Is there adequate water pressure? Are the lines in need of replacement? Talk to the Utilities Department for the required information.
 - C. Are roadways sufficient in the area to serve the density that may occur from the rezoning? How have you arrived at this conclusion?
 - D. Will the school district be able to serve the student population that may occur from the rezoning? How have you arrived at this conclusion?
 - E. Are adequate means of access available for emergency vehicles to serve the site? What is the approximate response time for emergency vehicles? If your application is approved to rezone the property, will additional means of access be required for increased density? Or will existing access ways be adequate? How have you arrived at this conclusion?
-

APPLICATION FOR A Zoning Map Amendment

WHAT IS ZONING?

Carson City is divided into land use categories called “zoning districts”, or more commonly just “zones”. These categories include rural areas, residential areas in various densities, commercial areas, industrial areas, and lands set aside for public uses.

Each zone is intended to establish the standards that are used to determine where buildings are placed on a lot, the types of development standards (parking, landscaping, and similar items), and what types of uses are allowed in the district. Each zone has a stated “purpose” that provides a broad guideline as to the intent of the zone. The specific requirements are listed in the Nevada Revised Statutes (NRS) and the Carson City Municipal Code (CCMC). Copies are available at the Planning Division or the Carson City Library.

In order to obtain a zoning district change for a parcel, the land owner must first look at the Carson City Master Plan. The Master Plan is the blueprint for long-term land development and uses in Carson City.

The Master Plan land use map shows where in the City various zones are permitted and which category (residential, commercial, etc.) is allowed. The Master Plan allocates both general land uses and a range of densities.

The review of the Master Plan is very important when a property owner is considering a change in the land use zone for a parcel. It is not possible to request a commercial zoning district when the Master Plan shows the property in a residential classification. In this situation, in order to make a change from Residential to Commercial, a Master Plan Amendment is also required.

The “zoning ordinance” is actually a series of ordinances adopted and enacted by the Board of Supervisors over the years. The composite of all the various zoning ordinances are contained in Title 18 of the CCMC. This is called the “Zoning Code” or “the zoning ordinance.” Whenever someone refers to zoning, the person is referring to Title 18 of the Municipal Code.

HOW DOES ONE CHANGE A ZONE?

In order to change a zone, an application for a Zoning Map Amendment must be filed with the Planning Division. A Zoning Map Amendment requires a recommendation from the Planning Commission and then the preparation of an ordinance for enactment by the Board of Supervisors. Because an ordinance is required, the Board must hold both a first and second reading of the ordinance prior to giving final approval to the Zoning Map Amendment. In addition, the Commission and the Board must be able to substantiate certain findings prior to approval (see next page).

The application is first submitted to the Planning Division for review. It is distributed to various City departments and other agencies for their comments. Then a staff report is prepared, making a recommendation to the Commission. The Commission holds a public hearing for which notices are mailed to your neighboring property owners seeking their comments or inquiries.

The Commission, at its hearing, may approve, approve a modified version of your request, or deny the Zoning Map Amendment. The Commission’s decision is a recommendation forwarded to the Board of Supervisors.

Next, staff prepares the text of the ordinance for a “first reading” by the Board of Supervisors. At the first reading, the Board considers the recommendation from the Commission, the Planning Division’s staff report, and any public comments.

The Board then takes action on the first reading. The Board may approve the ordinance as recommended by the Commission, it may modify the Commission’s recommendation, or it may deny the Zoning Map Amendment.

If the Board approves the first reading, the ordinance is then scheduled for a second reading. At the second reading, the Board takes final action to enact a change in the City’s Municipal Code to approve the Zoning Map Amendment. When the Board takes its final action, the zone change is effective the following Monday after the date of Board approval.

WHAT IF I DON'T WANT TO CHANGE MY ZONE, BUT A USE IN THE ZONE?

The zoning ordinance dictates the specific land uses permitted within a zoning district. You may be in a situation where you have the general category of zoning you require for your desired use (for example, commercial zoning), but the use that you want to establish is not permitted in the specific zone.

In this case, it is possible to apply to change the zoning ordinance itself. The application is similar to a Zoning Map Amendment, but there is more detailed data required from you. In addition, because of a change in the zoning code has a much greater effect on the City as a whole, there may be a greater reluctance on the part of the Planning Commission or Board of Supervisors to approve ordinance changes of this type.

Excerpts From the Carson City Master Plan

LAND USE

Carson City is located in Northwestern Nevada approximately 25 miles east of the California-Nevada state line at Lake Tahoe and approximately 25 miles south of Reno. The City is served by U. S. Highways 50 and 395 which trisect the community.

The City is approximately 25 miles long from east and west and varies from four to eleven miles wide. There are five major topographical features: Lake Tahoe, the Carson Range, the Virginia Range, the Pine Nut Mountains and Eagle Valley. The most prominent feature, when viewed from the populated areas of the city, are the steep slopes of the Carson Range which rise some 4,000 feet to exceed a 9,000 foot elevation. On the western border, Lake Tahoe provides inspirational vistas and unlimited recreational opportunities. The Pine Nut and Virginia Ranges exhibit contrast to the lush vegetation of the Carson Range with the granite foothills of the Pine Nuts and the rolling hills of the Virginia Range. The mountain ranges which surround populated Eagle Valley total 73.9% of the land area within Carson City.

Because of the mountainous terrain of Carson City's non-urbanized areas, use for other than recreation is limited. It does provide a wealth of opportunities for camping, hunting, fishing, and hiking and such winter activities as skiing and tobogganing.

Growth in Carson City has primarily occurred in Eagle Valley, which has been a commercial and trade area for more than a century. The City is divided into an urban area and a rural/suburban area. The urban area is primarily that portion of the Eagle Valley that lies within the 15% slope contour. It totals approximately 18,740 acres and comprises approximately 18.6% of the total surface area of Carson City.

The City's urban district represents the boundaries of the City prior to its consolidation with Ormsby County in 1969. There have, in recent years, been annexations of small portions in the rural district into the urban boundaries which have increased the size slightly from its original 2,570 acres. Growth in the urban district has been consistent in all directions. The mid-1970's saw a shift in population from the urban district to the rural as urban land neared its capacity for sustained growth. From approximately 1975 to the present, growth in the rural district has increased at a rate which exceeds the increase displayed in the urban district.

During the last ten years of growth the proportion of properties developed for residential uses in the urban district has decreased from approximately 36.6% in 1970 to approximately 20% of the developed portions of the District in 1980. This has been a result of a marked increase in commercial development in the urban district in 1980.

The communities' residential uses consist of single family dwellings, multi-family dwellings and mobile homes.

Commercial uses are predominately located within 500 feet of Carson and East William Streets. Approximately 70% of commercial uses continue to be of a general retail nature, while tourist oriented uses (service stations, restaurants, motels, hotels and casinos) comprise the remaining 30%.

Industrial uses consume the smallest amount of land area of any designated use. Development of an industrial nature has occurred primarily in the northern and southern sections of the City with some manufacturing and storage uses developing in the Eastern sections.

Billing Fiscal Year (2022 - 2023)							
Installment	Date Due	Tax Billed	Cost Billed	Penalty/Interest	Total Due	Amount Paid	Total Unpaid
1	8/15/2022	\$1,651.79	\$0.00	\$0.00	\$1,651.79	\$0.00	\$1,651.79
2	10/3/2022	\$1,649.83	\$0.00	\$0.00	\$1,649.83	\$0.00	\$1,649.83
3	1/2/2023	\$1,649.83	\$0.00	\$0.00	\$1,649.83	\$0.00	\$1,649.83
4	3/6/2023	\$1,649.83	\$0.00	\$0.00	\$1,649.83	\$0.00	\$1,649.83
Total		\$6,601.28	\$0.00	\$0.00	\$6,601.28	\$0.00	\$6,601.28

Payment History				
	Fiscal Year	Total Due	Total Paid	Amount Unpaid
+	(2022 - 2023)	\$6,601.28	\$0.00	\$6,601.28
+	(2021 - 2022)	\$6,112.45	\$6,112.45	\$0.00
+	(2020 - 2021)	\$5,951.74	\$5,951.74	\$0.00
+	(2019 - 2020)	\$5,688.05	\$5,688.05	\$0.00
+	(2018 - 2019)	\$5,427.52	\$5,427.52	\$0.00
+	(2017 - 2018)	\$5,260.89	\$5,260.89	\$0.00
+	(2016 - 2017)	\$5,077.49	\$5,077.49	\$0.00
+	(2015 - 2016)	\$5,068.89	\$5,068.89	\$0.00
+	(2014 - 2015)	\$4,911.60	\$4,911.60	\$0.00
+	(2013 - 2014)	\$4,768.58	\$4,768.58	\$0.00
Show 5 More (17)				

+ Related Names

+ Structure 1 of 4

+ Structure 2 of 4

+ Structure 3 of 4

+ Structure 4 of 4

[Carson City Property Inquiry](#)

- [New Search](#)
- [Other Resources](#)
 - [County Website](#)
- [Other Resources](#)
 - [County Website](#)

County Seal

Successful Payment Receipt

Please print this receipt for your records

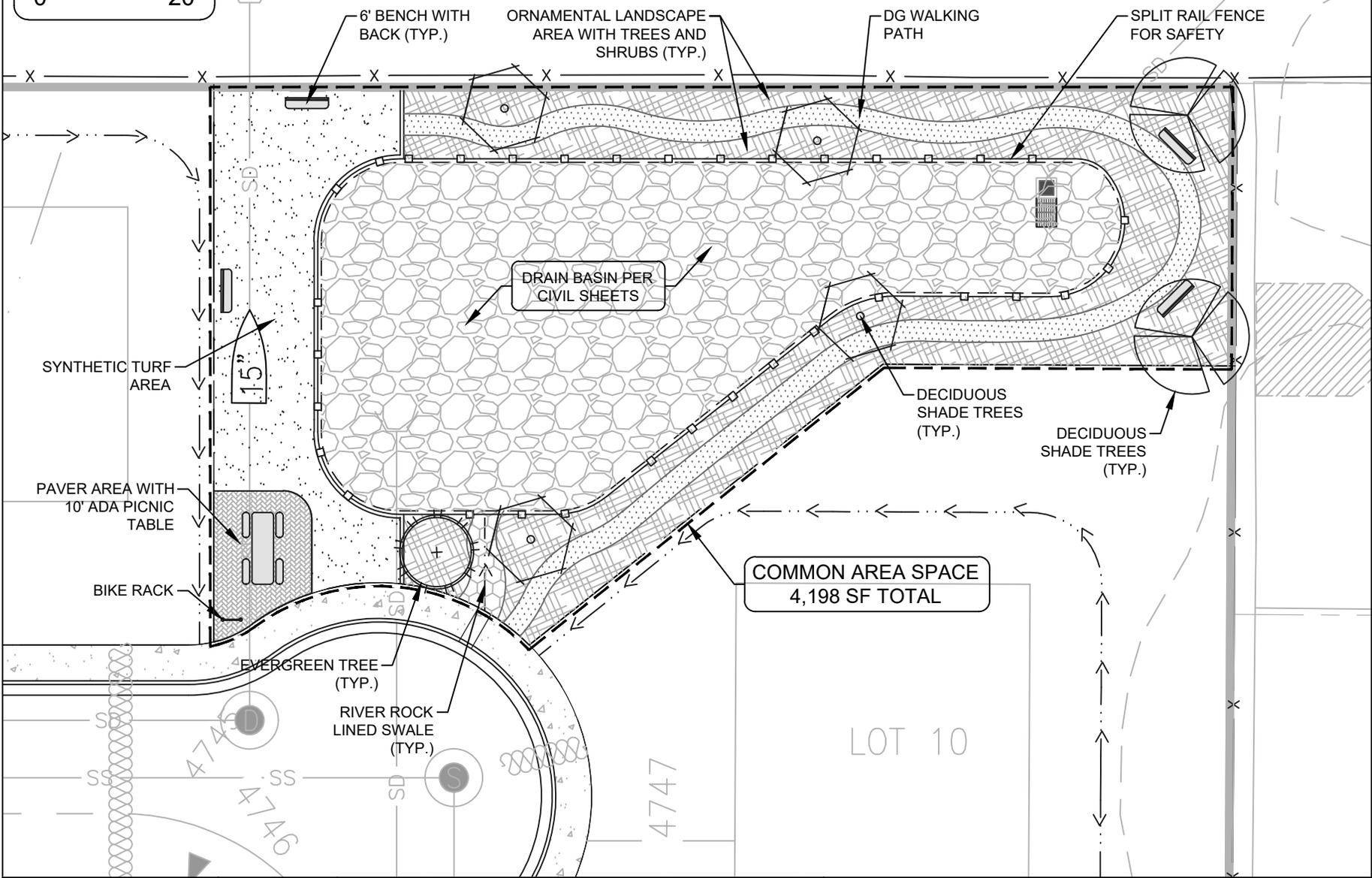
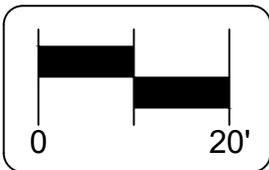
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Received: August 18, 2022 10:29AM PDT
Customer Email: kastle@bfba.com
Customer Phone Number: 9167091337
Amount: **\$3,301.62**
Service Fee: \$80.89
Service Fee Type: Dual Transaction
Total Amount: \$3,382.51
Transaction Type: Authorization and Capture
Card Information: Visa
KENNETH ASTLE
*****0356
Billing Information: Address Line 1: 3299 Old Orchard Lane
Country: United States
City: Loomis
State: CA
ZIP Code: 95650

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Data updated: 2020/03/20

wEdge Version 5.0.7368.15458

Assembly Date: 2020/03/04



Scale: 1:20
Date: 10/14/2021



JA DESIGN STUDIO
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COMMON AREA LANDSCAPE SITE PLAN

Goni-Ormsby Neighborhood
Common Area Amenities

SHEET:
L1

Appendix B

Civil Reports/Studies

Tentative Onsite Drainage Study

Tentative Sewer Letter

Preliminary Geotechnical Report

Traffic Letter

TENTATIVE DRAINAGE REPORT

FOR
Ash Canyon SF



Prepared For:

KLS Planning & Design Group
Attn: John Krmptic
1 E. 1st Street, Suite 1400
Reno, NV 89501

Prepared By:



575 E. Plumb Lane, Suite 101
Reno, NV 89502
775.636.7905

August 2022

21.034

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- Tentative Onsite Drainage Calculations
- Vicinity Map
- Tentative Drainage Plan C5.0
- Appendix
 - FEMA FIRM Map
 - NOAA Atlas 14 Point Precipitation Frequency Estimates
 - TMRDM Rational Method Runoff Coefficients (Table 701)
 - TMRDM Travel Time Velocity (Figure 701)
 - USDA Web Soil Survey

References

- Truckee Meadows Regional Drainage Manual (TMRDM)

Tentative Onsite Drainage Report

Project: Ash Canyon SF

Date: August 2022

Description: The proposed Goni-Ormsby Neighborhood will create 41 new single-family residences. Improvements will include a single looped street, utilities and drainage improvements.

Location: 1051 N. Ormsby Blvd. Carson City, Nevada

APN: 001-241-14

Site Area: 7.98 ac

Developed Area: 7.98 ac

Disturbance: 7.98 ac

Flood Zone: Shaded X

Firm: 3200010092G

Restrictions: Yes

Pre-Development Discussion

Existing Development & Drainage Facilities:

The site is mostly open pasture land with two existing single-family residences located at the western property line near N. Ormsby Blvd. In addition to the two homes, there are several detached structures. The site slopes from west to east at a grade between 1%-2%. Storm flows generated onsite mostly infiltrate in smaller storm events and then shed to the east in larger events. An irrigation interceptor channel is located along the eastern property line which intercepts flow from the pasture to the west. This flow is routed to an existing 10" culvert near the midpoint of the eastern property line where flow is then routed to Lexington Avenue where it discharges into the curb and gutter. This flow continues to the public storm drain system located at the corner of W. Washington Street and Saratoga Way. Any flow exceeding the capacity of this 10" culvert will break to the northeast corner of the site prior to entering the residential properties to the east. There is very little elevation differential along the eastern property line therefore, any inconsistencies or blockages could cause the residential properties directly to the east to receive runoff from the subject site. The site is part of "Watershed A" which discharges into the existing detention facility located east of I-580 and north of E. 5th Street. From there flow is ultimately released to the Carson River.

Surrounding Properties:

- North: Undeveloped Residential Property (Anderson Ranch Estates Proposed)
 - South: Existing Residential Development (SF6 zoning)
 - East: Existing Residential Development (SF6 zoning)
 - West: Undeveloped Residential Property (SF1A zoning)
-

Post-Development Discussion

Proposed Drainage Improvements:

The site will maintain existing 100-year drainage patterns with the proposed development while eliminating the irrigation channel discharge to the east. Additionally, in order to address the requirements of being located in FEMA Flood Zone Shaded X, the proposed structures will be elevated a minimum of 1.0' above existing grade. The flow generated on individual lots will be collected in the streets and directed to the northeast corner of the site via curb and gutter and underground storm drain improvements. A portion of flow generated by the (5) lots along the eastern property line of the

development will drain to a valley gutter running along the eastern side of the development. This flow will discharge directly to the stormwater detention pond via surface flow.

The storm drain improvements are designed to fully capture the 100-year storm event and the streets have the required additional capacity to convey 100-year storm flows. The storm drain network will discharge into a new detention pond proposed at the northeast corner of the site.

The detention pond is sized to accommodate the 10-Year 24-Hour storm event in accordance with the recently adopted drainage standards. Based on conversations with the Carson City Public Works Department, the channel being constructed in association with the Anderson Ranch Estates development to the north will be under Carson City jurisdiction. Carson City Public Works had indicated an orifice-controlled pond outlet into this channel will be acceptable which will provide a reliable detention facility. Flow in excess of the orifice capacity will back up into the pond maintaining pre-development discharge rates. In events exceeding the design event, flow will be allowed to freely discharge through an overflow outlet structure. The pond outlet will discharge directly into the drainage channel along the southern property of Anderson Ranch Estates. This flow will be routed through the storm drain system proposed with Anderson Ranch Estates and will maintain its current downstream drainage pattern contributing to the Carson River.

Low Impact Development Features:

This site will utilize a bio-retention pond to promote sedimentation and infiltration addressing LID requirements.

Conclusions:

The proposed development will be constructed in accordance with Carson City Design Standards. Peak flow from the site will be limited to pre-development conditions and the proposed bio-retention basin will address the post construction stormwater quality requirements.

Onsite Drainage Calculations - Rational Method

Project: Ash Canyon SF

Hydrology Methodology

Rational Method Analysis is used for all calculations in this report. Peak runoff is determined using equation 708 of the TMRDM:

$$Q = CiA$$

Q = Peak Flow (cfs)
C = Runoff Coefficient

The runoff coefficient is determined by land use type and surface type. For typical surfaces standard runoff coefficients can be determined utilizing Table 701 of the TMRDM. For this analysis, a composite runoff coefficient can be determined utilizing weighted averaging of the individual surface runoff coefficients.

i = Rainfall Intensity (in/hr)

Rainfall intensity is determined utilizing the NOAA Atlas Point Precipitation Frequency Estimates which give rainfall intensities based on average recurrence intervals and duration. The duration of a storm is also known as the time of concentration. For small urbanized paved areas shall be 5 minutes & 10 minutes for vegetated landscape areas.

A = Basin Area (acres)

Site Runoff Coefficients

5-Year	$C_{\text{Undeveloped}} = 0.2$	$C_{\text{Impervious}} = 0.88$	$C_{\text{Landscape}} = 0.2$	$C_{\text{open Space}} = 0.05$	$C_{\text{Residential } 0.25} = 0.5$
100-Year	$C_{\text{Undeveloped}} = 0.5$	$C_{\text{Impervious}} = 0.93$	$C_{\text{Landscape}} = 0.5$	$C_{\text{open Space}} = 0.3$	$C_{\text{Residential } 0.25} = 0.65$

Pre-Development Condition

1.1 Time of Concentration Calculations

Basin	Initial/Overland Time (ti)			Travel Time (tt)			tc (ti + tt)	tc Urbanized Basins Check		Final tc (min)	
	Length (ft)	Slope (%)	ti (min)	Length (ft)	Slope (%)	Vel. (fps)		tt (min)	tc (min)		Length (ft)
X1	870	1.87	43.25	0	0.00	1.00	0.00	43.2	870	14.8	14.8

1.2 Intensity Calculations

Event	NOAA Atlas PPFE 90%		Intensity (in/hr)	
	5	100	5	100
5	0.163	0.394	1.956	4.728
10	0.248	0.600	1.488	3.600
15	0.308	0.744	1.232	2.976
30	0.414	1.000	0.828	2.000
60	0.513	1.240	0.513	1.240
Basin	Tc	I5	I100	
X1	14.8	1.241	2.997	

1.3 Composite Runoff Coefficient

Basin	Area (s.f.)	Impervious Area (s.f.)	Undeveloped Area (s.f.)	C ₅	C ₁₀₀
X1	347483	19441	328042	0.10	0.34
Totals	347483	19441	328042	0.10	0.34

1.4 Rational Flow Calculations

Basin	Area (ac)	i ₅ (in/hr)	i ₁₀₀ (in/hr)	Q ₅ (cfs)	Q ₁₀₀ (cfs)	Q ₁₀ (24 hr) (cfs)	Target
X1	7.98	1.24	3.00	0.954	8.014	0.261	Offsite
Totals	7.98			0.954	8.014	0.261	

Post-Development Condition

2.1 Time of Concentration Calculations

Basin	Initial/Overland Time (ti)			Travel Time (tt)				tc (ti + tt)	tc Urbanized Basins Check		tc (min)	Final tc (min)
	Length (ft)	Slope (%)	ti (min)	Length (ft)	Slope (%)	Vel. (fps)	tt (min)		Length (ft)	tc=L/180+10		
	1	141	1.90	10.35	891	1.77	2.75	5.40	15.8	1032	15.7	15.7
2	141	2.00	10.18	1027	1.56	2.50	6.85	17.0	1168	16.5	16.5	16.5
3	123	1.20	11.27	367	0.50	1.40	4.37	15.6	490	12.7	12.7	12.7
4	18	4.70	2.77	0	0.00	1.00	0.00	2.8	18	10.1	2.8	10.0

2.2 Intensity Calculations

Event	NOAA Atlas PPFE 90%		Intensity (in/hr)	
	5	100	5	100
5	0.163	0.394	1.956	4.728
10	0.248	0.600	1.488	3.600
15	0.308	0.744	1.232	2.976
30	0.414	1.000	0.828	2.000
60	0.513	1.240	0.513	1.240

Basin	Tc	I5	I100
1	15.7	1.212	2.928
2	16.5	1.192	2.879
3	12.7	1.349	3.260
4	10.0	1.488	3.600

2.3 Composite Runoff Coefficient

Basin	Area (s.f.)	Impervious Area (s.f.)	Landscape Area (s.f.)	Cs	C100
1	147752	147752	0	0.50	0.65
2	170206	170206	0	0.50	0.65
3	20981	20981	0	0.50	0.65
4	8544	0	8544	0.20	0.50
Totals	347483	338939	8544	0.49	0.65

2.3 Rational Flow Calculations

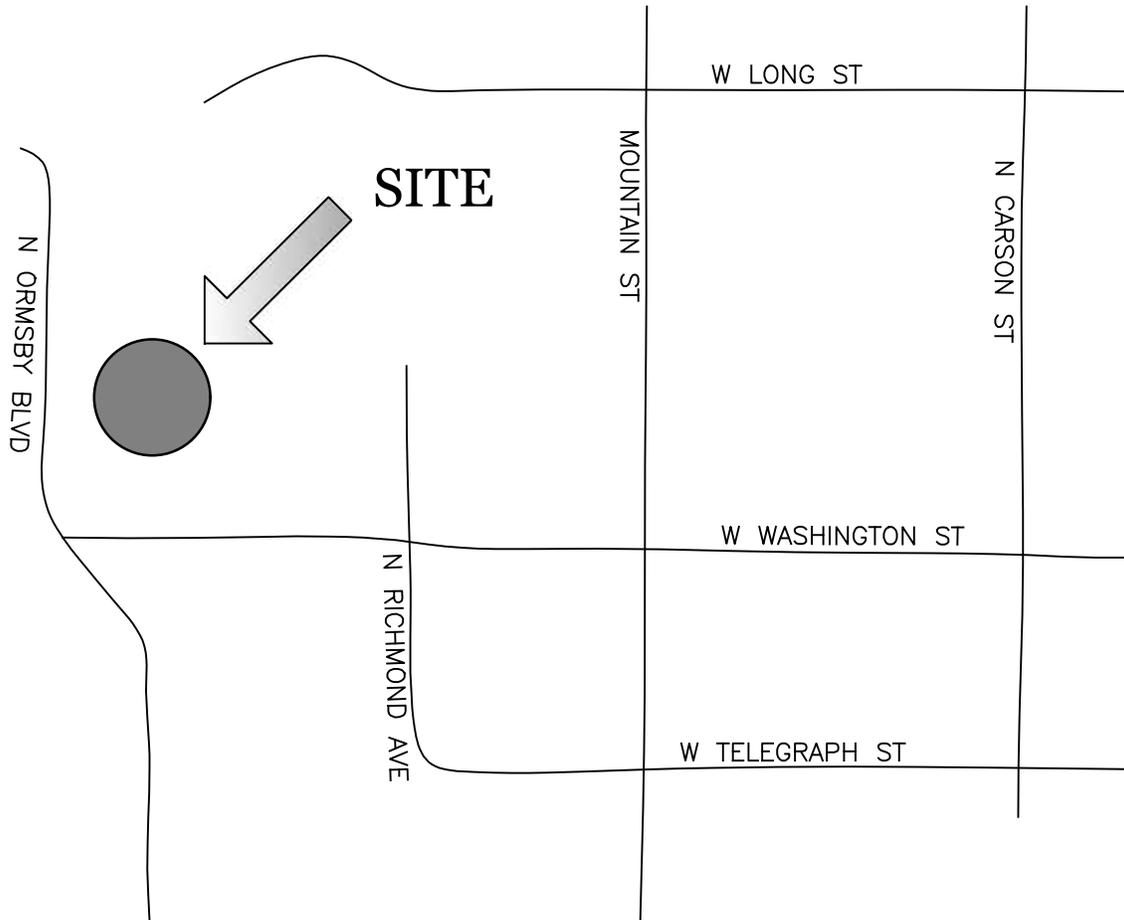
Basin	Area (ac)	i ₅ (in/hr)	i ₁₀₀ (in/hr)	Q ₅ (cfs)	Q ₁₀₀ (cfs)	Q ₁₀ (24 hr) (cfs)	Target Inlet
1	3.39	1.21	2.93	2.056	6.456	0.215	CB#1
2	3.91	1.19	2.88	2.329	7.312	0.248	CB#2
3	0.48	1.35	3.26	0.325	1.021	0.031	Valley Gutter
4	0.20	1.49	3.60	0.058	0.353	0.010	Pond
Totals	7.98			4.768	15.142	0.503	

2.6 Detention Calculations

Event	Pre-Dev Q ₁₀ (cfs)	Post-Dev Q ₁₀ (cfs)	Required Detention (cfs)	Required Detention (ft ³)
24 hr	0.26	0.50	0.24	20903

Pond	Area (ft ²)	Volume (ft ³)	Infiltration Rate (in/hr)	Volume Capacity (cfs)	Infiltration Capacity (cfs)	Total Capacity (cfs)	Q ₁₀₀ (24hr) (cfs)	Bypassed Flow (cfs)	Target	Factor of Safety
1	6080	22400	0.8	0.259	0.113	0.37	0.50	0.13	Offsite	1.5

Infiltration Rate per Web Soil Survey (percolation test will be required in association with the final civil design)



Ash Canyon SF

1051 N Ormsby Blvd

APN: 001-241-14

21.034

Vicinity Map



575 E. Plumb Lane #101, Reno, NV 89502

775.636.7905

montevistaconsulting.com

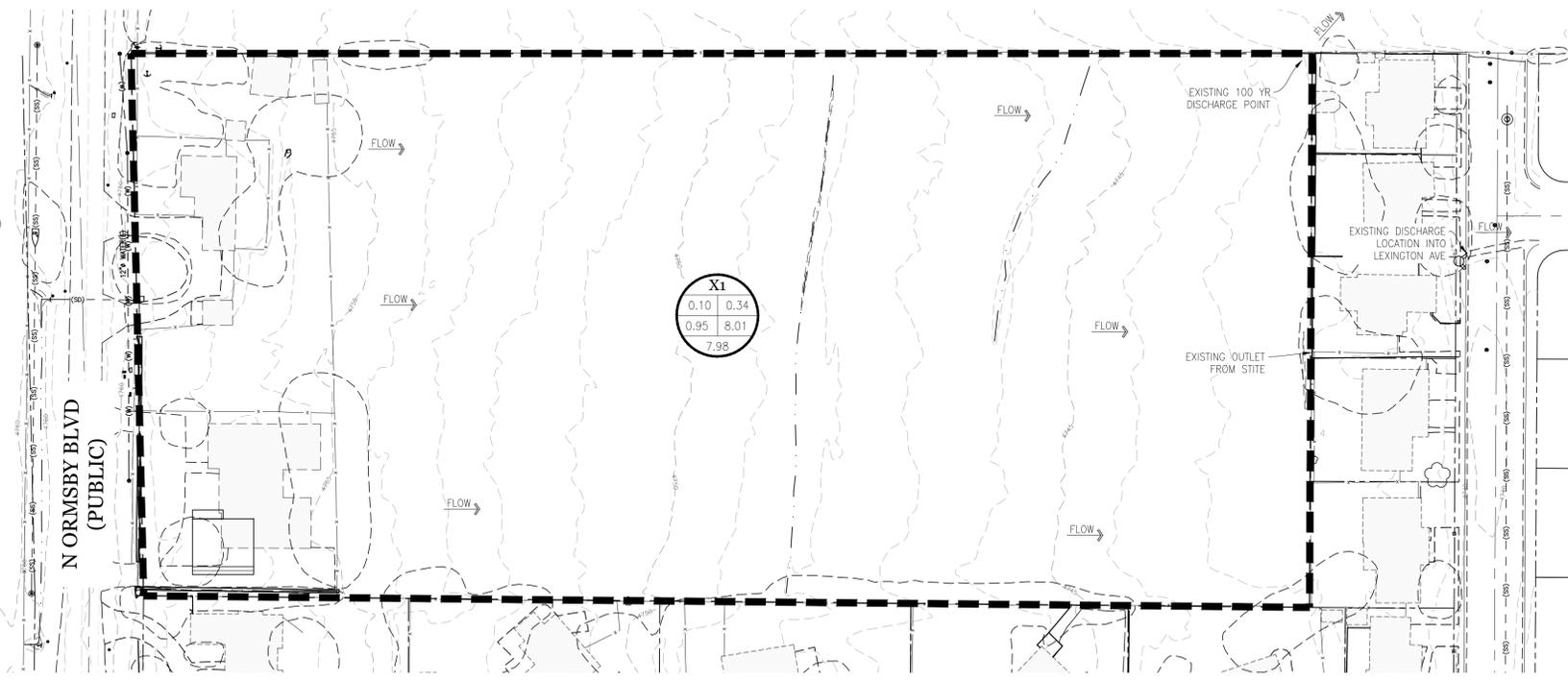
GRADING & DRAINAGE LEGEND

- A.C. PAVEMENT AREA
- CONCRETE AREA
- UTILITY PROPOSED UTILITY LINE W. DESCRIPTION
- (UTILITY) EXISTING UTILITY LINE W. DESCRIPTION
- MANHOLE W. DESCRIPTION (EXISTING/PROPOSED)
- CLEANOUT (EXISTING/PROPOSED)
- CATCH BASIN/DROP INLET
- YARD DRAIN
- GRADE BREAK
- 4900 PROPOSED CONTOUR LINE
- 4900 EXISTING CONTOUR LINE
- (FG:XX.XX) SPOT ELEVATION (EXISTING) ~ PROPOSED
- FLOW FLOW DIRECTION ARROW
- DRAINAGE BASIN CHARACTERISTICS

FLOOD ZONE

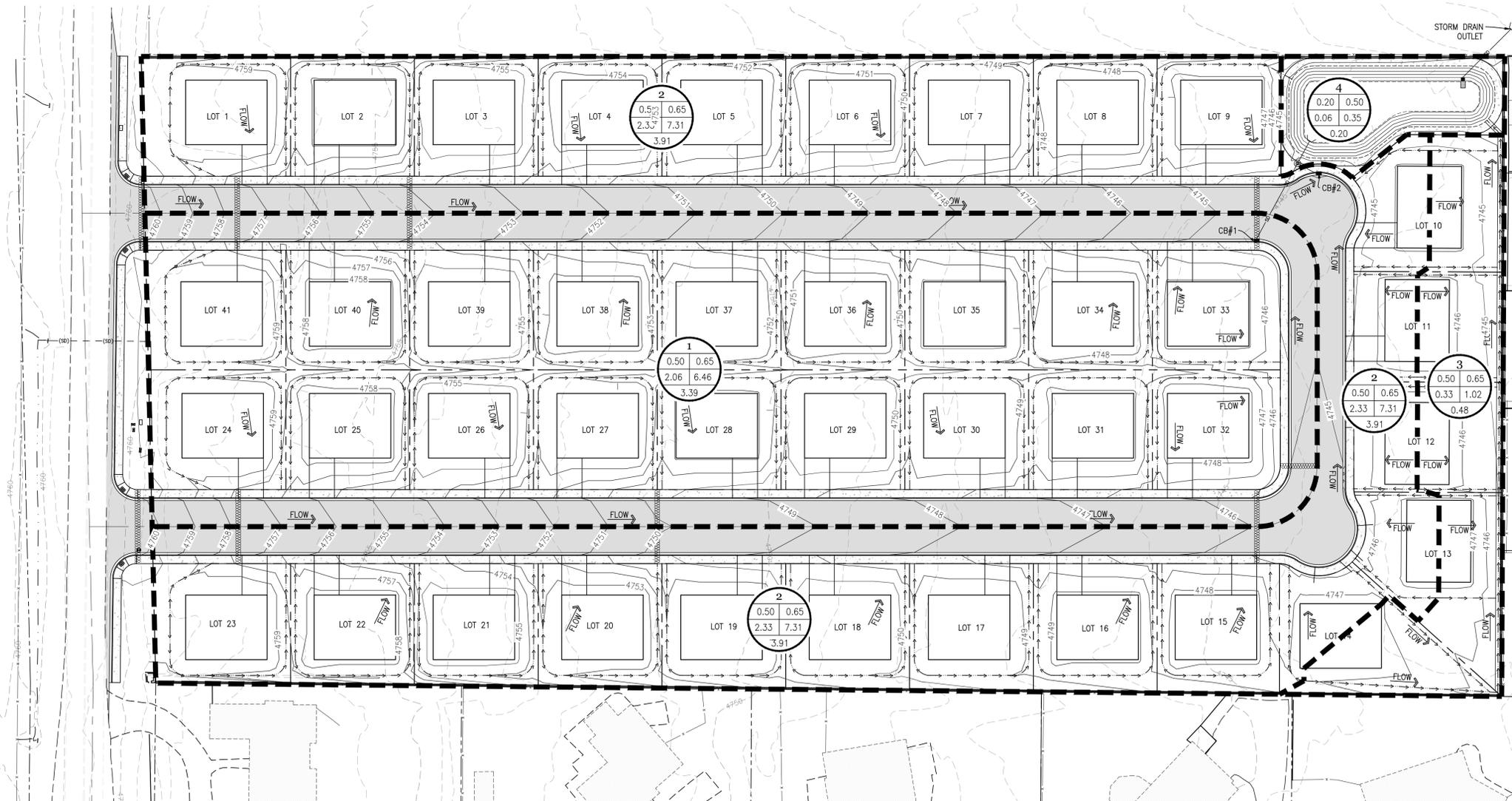
THIS SITE LIES IN FEMA FLOOD ZONE X SHADED (3200010092G). ZONE X (SHADED) IS DEFINED AS A MODERATE FLOOD HAZARD AREA AND IS BETWEEN THE LIMITS OF THE BASE FLOOD AND THE 0.2-PERCENT-ANNUAL-CHANCE (OR 500-YEAR) FLOOD. FINISH FLOOR OF ALL HOUSES TO BE SET 1.0' MINIMUM ABOVE HIGHEST EXISTING ADJACENT GRADE.

1"=60'



EXISTING DRAINAGE BASINS

SCALE:1"=60'



PROPOSED DRAINAGE BASINS

SCALE:1"=40'

1"=40'



Ash Canyon SF
 Conceptual Subdivision Map
 Drainage Plan

1051 N Ormsby Blvd
 APN: 001-241-14
 Carson City, Nevada

Project # 21.034
 Drawn HBA
 Checked MWV
 Date 8.18.2022
 Revisions



C5.0

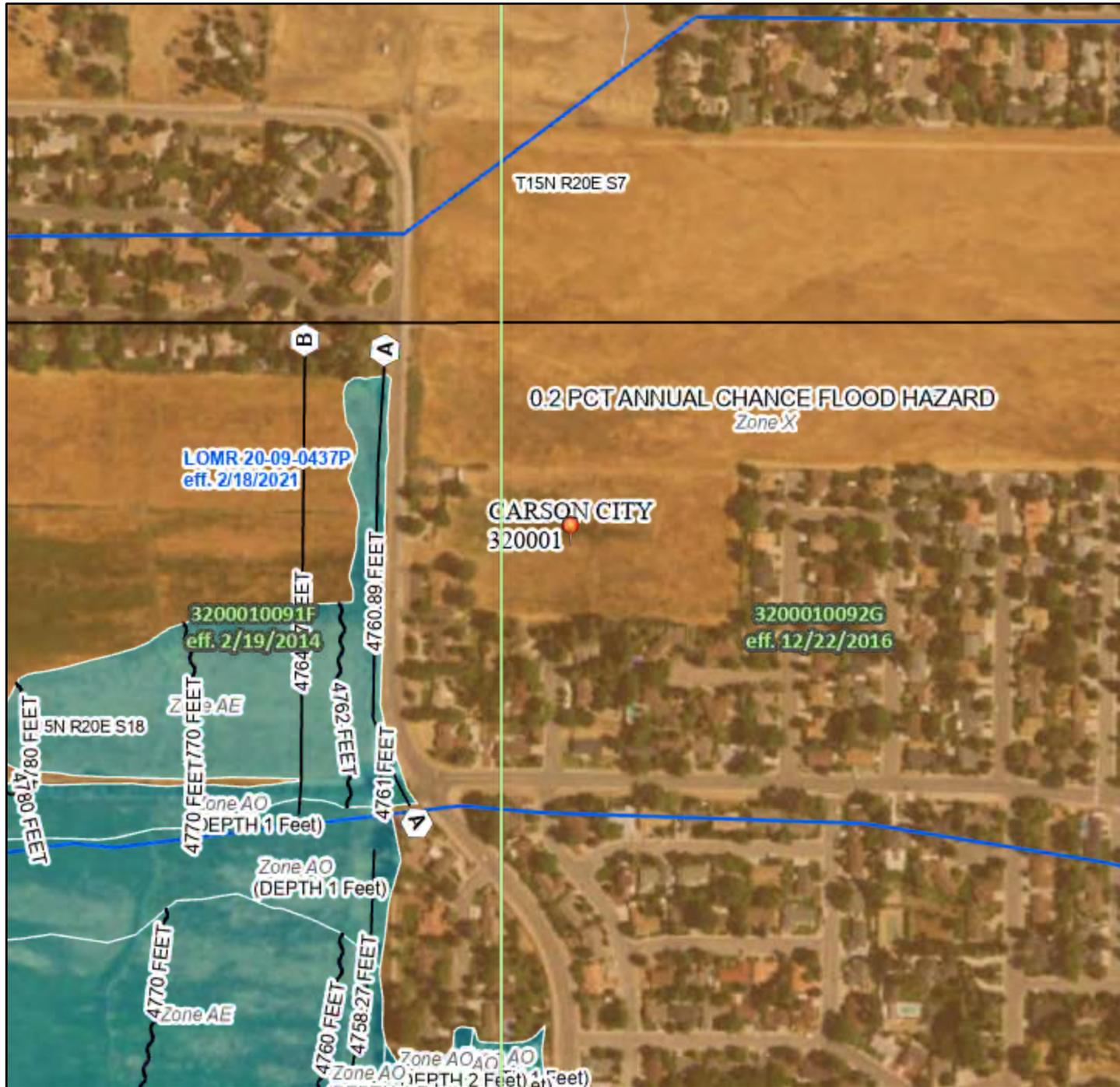
C:\Users\Monte Vista\Desktop\2021 Projects\034_Guest-Ormsby Neighborhood\2022 Revisions\Ormsby (8-17-22).dwg 8/17/2022 7:42 PM

Appendix

National Flood Hazard Layer FIRMette



119°47'9"W 39°10'27"N



Legend

SEE FIS REPORT FOR DETAILED LEGEND AND INDEX MAP FOR FIRM PANEL LAYOUT

SPECIAL FLOOD HAZARD AREAS	Without Base Flood Elevation (BFE) Zone A, V, A99	With BFE or Depth Zone AE, AO, AH, VE, AR	Regulatory Floodway

OTHER AREAS OF FLOOD HAZARD	0.2% Annual Chance Flood Hazard, Areas of 1% annual chance flood with average depth less than one foot or with drainage areas of less than one square mile Zone X	Future Conditions 1% Annual Chance Flood Hazard Zone X	Area with Reduced Flood Risk due to Levee. See Notes. Zone X	Area with Flood Risk due to Levee Zone D

OTHER AREAS	NO SCREEN Area of Minimal Flood Hazard Zone X	Effective LOMRs	Area of Undetermined Flood Hazard Zone D

GENERAL STRUCTURES	Channel, Culvert, or Storm Sewer	Levee, Dike, or Floodwall

OTHER FEATURES	20.2 Cross Sections with 1% Annual Chance Water Surface Elevation	17.5 Coastal Transect	Base Flood Elevation Line (BFE)	Limit of Study	Jurisdiction Boundary	Coastal Transect Baseline	Profile Baseline	Hydrographic Feature

MAP PANELS	Digital Data Available	No Digital Data Available	Unmapped

The pin displayed on the map is an approximate point selected by the user and does not represent an authoritative property location.

This map complies with FEMA's standards for the use of digital flood maps if it is not void as described below. The basemap shown complies with FEMA's basemap accuracy standards. The flood hazard information is derived directly from the authoritative NFHL web services provided by FEMA. This map was exported on 4/19/2021 at 3:10 PM and does not reflect changes or amendments subsequent to this date and time. The NFHL and effective information may change or become superseded by new data over time.

This map image is void if the one or more of the following map elements do not appear: basemap imagery, flood zone labels, legend, scale bar, map creation date, community identifiers, FIRM panel number, and FIRM effective date. Map images for unmapped and unmodernized areas cannot be used for regulatory purposes.



NOAA Atlas 14, Volume 1, Version 5
Location name: Carson City, Nevada, USA*
Latitude: 39.1703°, Longitude: -119.7806°
Elevation: 4753.89 ft**



* source: ESRI Maps
 ** source: USGS

POINT PRECIPITATION FREQUENCY ESTIMATES

Sanja Perica, Sarah Dietz, Sarah Heim, Lillian Hiner, Kazungu Maitaria, Deborah Martin, Sandra Pavlovic, Ishani Roy, Carl Trypaluk, Dale Unruh, Fenglin Yan, Michael Yekta, Tan Zhao, Geoffrey Bonnin, Daniel Brewer, Li-Chuan Chen, Tye Parzybok, John Yarchoan

NOAA, National Weather Service, Silver Spring, Maryland

[PF_tabular](#) | [PF_graphical](#) | [Maps_&_aerials](#)

PF tabular

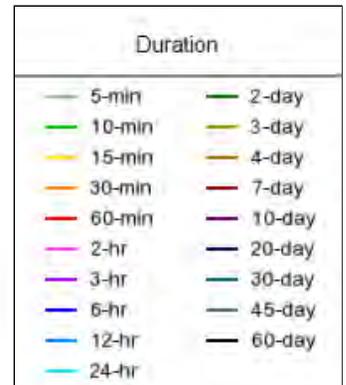
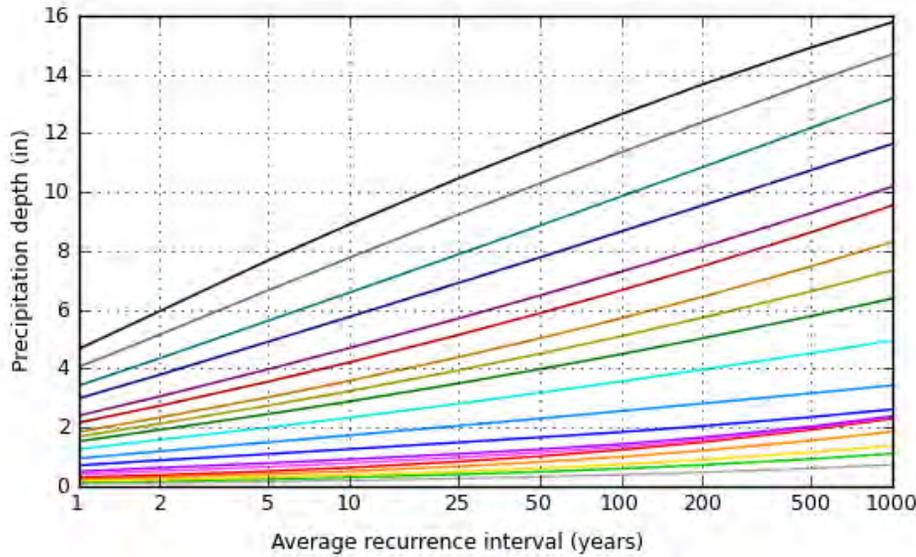
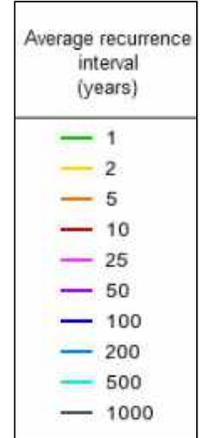
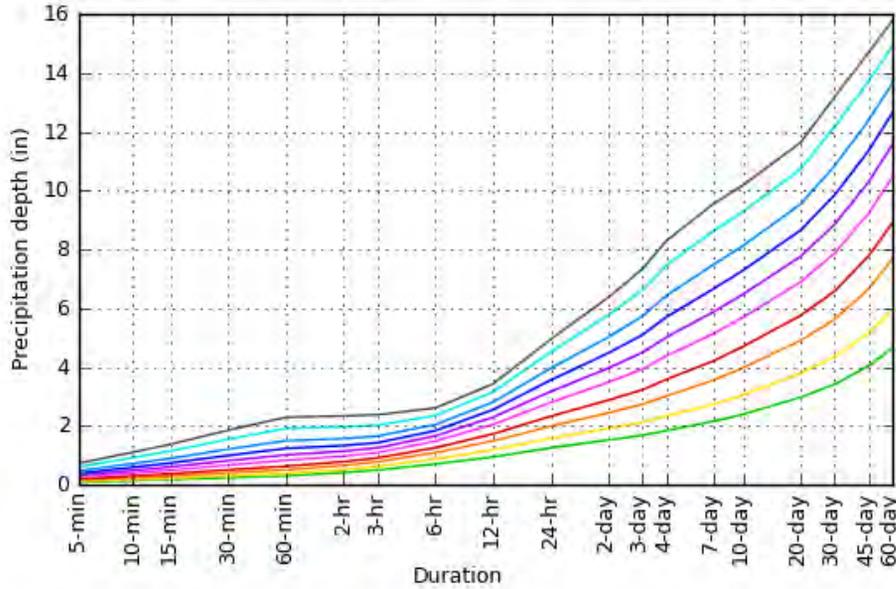
PDS-based point precipitation frequency estimates with 90% confidence intervals (in inches)¹										
Duration	Average recurrence interval (years)									
	1	2	5	10	25	50	100	200	500	1000
5-min	0.098 (0.085-0.116)	0.122 (0.106-0.145)	0.163 (0.140-0.193)	0.202 (0.172-0.239)	0.266 (0.219-0.315)	0.325 (0.259-0.387)	0.394 (0.304-0.475)	0.478 (0.354-0.585)	0.611 (0.427-0.765)	0.731 (0.487-0.932)
10-min	0.150 (0.129-0.176)	0.186 (0.162-0.220)	0.248 (0.213-0.294)	0.308 (0.262-0.364)	0.405 (0.334-0.480)	0.494 (0.394-0.589)	0.600 (0.463-0.724)	0.727 (0.539-0.892)	0.929 (0.650-1.16)	1.11 (0.741-1.42)
15-min	0.186 (0.160-0.219)	0.231 (0.200-0.273)	0.308 (0.264-0.365)	0.382 (0.324-0.451)	0.502 (0.414-0.595)	0.613 (0.489-0.731)	0.744 (0.574-0.897)	0.901 (0.668-1.11)	1.15 (0.806-1.44)	1.38 (0.919-1.76)
30-min	0.250 (0.215-0.294)	0.311 (0.269-0.368)	0.414 (0.355-0.491)	0.514 (0.437-0.608)	0.676 (0.558-0.801)	0.825 (0.659-0.984)	1.00 (0.773-1.21)	1.21 (0.900-1.49)	1.55 (1.09-1.94)	1.86 (1.24-2.37)
60-min	0.309 (0.266-0.364)	0.384 (0.334-0.455)	0.513 (0.440-0.608)	0.636 (0.541-0.752)	0.837 (0.690-0.992)	1.02 (0.815-1.22)	1.24 (0.957-1.50)	1.50 (1.11-1.84)	1.92 (1.34-2.40)	2.30 (1.53-2.93)
2-hr	0.421 (0.376-0.481)	0.522 (0.464-0.597)	0.664 (0.587-0.757)	0.790 (0.691-0.900)	0.979 (0.835-1.12)	1.15 (0.957-1.33)	1.34 (1.09-1.57)	1.57 (1.23-1.87)	1.98 (1.48-2.42)	2.35 (1.70-2.96)
3-hr	0.506 (0.454-0.569)	0.630 (0.569-0.710)	0.788 (0.705-0.886)	0.917 (0.814-1.03)	1.10 (0.961-1.24)	1.26 (1.08-1.43)	1.43 (1.20-1.65)	1.66 (1.37-1.94)	2.03 (1.62-2.45)	2.38 (1.85-2.99)
6-hr	0.711 (0.639-0.792)	0.886 (0.797-0.992)	1.10 (0.982-1.22)	1.26 (1.13-1.41)	1.49 (1.31-1.67)	1.67 (1.44-1.88)	1.84 (1.57-2.10)	2.05 (1.71-2.37)	2.35 (1.91-2.76)	2.62 (2.08-3.12)
12-hr	0.949 (0.847-1.07)	1.19 (1.06-1.34)	1.50 (1.33-1.68)	1.74 (1.53-1.95)	2.06 (1.79-2.32)	2.30 (1.99-2.62)	2.56 (2.17-2.94)	2.81 (2.34-3.27)	3.16 (2.56-3.75)	3.43 (2.73-4.13)
24-hr	1.26 (1.14-1.39)	1.58 (1.44-1.75)	2.00 (1.81-2.21)	2.34 (2.11-2.58)	2.80 (2.52-3.10)	3.18 (2.83-3.51)	3.56 (3.15-3.95)	3.97 (3.48-4.41)	4.52 (3.90-5.06)	4.95 (4.22-5.60)
2-day	1.53 (1.37-1.72)	1.92 (1.72-2.16)	2.45 (2.19-2.76)	2.88 (2.57-3.24)	3.49 (3.09-3.94)	3.98 (3.49-4.50)	4.49 (3.91-5.10)	5.03 (4.34-5.76)	5.78 (4.90-6.68)	6.38 (5.33-7.45)
3-day	1.69 (1.50-1.91)	2.13 (1.90-2.41)	2.74 (2.43-3.10)	3.24 (2.87-3.66)	3.94 (3.46-4.47)	4.50 (3.92-5.12)	5.10 (4.41-5.82)	5.73 (4.90-6.58)	6.62 (5.56-7.67)	7.34 (6.08-8.58)
4-day	1.85 (1.64-2.10)	2.34 (2.07-2.65)	3.02 (2.67-3.44)	3.59 (3.16-4.08)	4.38 (3.83-4.99)	5.02 (4.35-5.73)	5.71 (4.90-6.54)	6.44 (5.47-7.40)	7.47 (6.23-8.65)	8.30 (6.82-9.71)
7-day	2.16 (1.92-2.44)	2.74 (2.43-3.10)	3.56 (3.15-4.03)	4.21 (3.72-4.78)	5.14 (4.51-5.84)	5.88 (5.12-6.69)	6.66 (5.74-7.61)	7.48 (6.40-8.57)	8.62 (7.27-9.98)	9.54 (7.92-11.1)
10-day	2.40 (2.13-2.71)	3.06 (2.71-3.46)	3.98 (3.52-4.50)	4.70 (4.14-5.32)	5.69 (4.99-6.45)	6.48 (5.64-7.35)	7.29 (6.29-8.29)	8.13 (6.96-9.28)	9.28 (7.85-10.7)	10.2 (8.51-11.8)
20-day	2.98 (2.66-3.34)	3.79 (3.38-4.26)	4.91 (4.38-5.50)	5.76 (5.12-6.45)	6.90 (6.10-7.74)	7.77 (6.82-8.72)	8.66 (7.55-9.76)	9.54 (8.27-10.8)	10.7 (9.19-12.3)	11.6 (9.85-13.4)
30-day	3.42 (3.06-3.82)	4.35 (3.89-4.86)	5.62 (5.03-6.28)	6.58 (5.87-7.35)	7.87 (6.98-8.79)	8.85 (7.79-9.90)	9.85 (8.61-11.1)	10.8 (9.40-12.2)	12.2 (10.4-13.9)	13.2 (11.2-15.1)
45-day	4.04 (3.63-4.50)	5.16 (4.62-5.74)	6.66 (5.96-7.40)	7.77 (6.95-8.64)	9.22 (8.20-10.3)	10.3 (9.11-11.5)	11.3 (10.0-12.7)	12.4 (10.9-13.9)	13.7 (11.9-15.5)	14.7 (12.7-16.7)
60-day	4.66 (4.17-5.19)	5.95 (5.33-6.64)	7.67 (6.87-8.54)	8.90 (7.96-9.91)	10.5 (9.30-11.6)	11.6 (10.3-12.9)	12.6 (11.2-14.2)	13.7 (12.0-15.3)	14.9 (13.1-16.8)	15.8 (13.8-17.9)

¹ Precipitation frequency (PF) estimates in this table are based on frequency analysis of partial duration series (PDS). Numbers in parenthesis are PF estimates at lower and upper bounds of the 90% confidence interval. The probability that precipitation frequency estimates (for a given duration and average recurrence interval) will be greater than the upper bound (or less than the lower bound) is 5%. Estimates at upper bounds are not checked against probable maximum precipitation (PMP) estimates and may be higher than currently valid PMP values. Please refer to NOAA Atlas 14 document for more information.

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PF graphical

PDS-based depth-duration-frequency (DDF) curves
 Latitude: 39.1703°, Longitude: -119.7806°



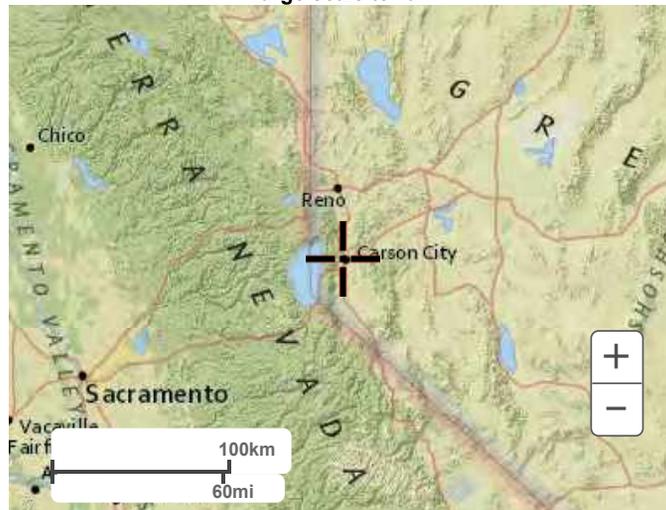
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Maps & aerials

Small scale terrain



Large scale terrain



Large scale map



Large scale aerial



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1325 East West Highway
Silver Spring, MD 20910
Questions?: HDSC.Questions@noaa.gov

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**RATIONAL FORMULA METHOD
RUNOFF COEFFICIENTS**

Land Use or Surface Characteristics	Aver. % Impervious Area	Runoff Coefficients	
		5-Year (C ₅)	100-Year (C ₁₀₀)
<u>Business/Commercial:</u>			
Downtown Areas	85	.82	.85
Neighborhood Areas	70	.65	.80
<u>Residential:</u> (Average Lot Size)			
1/8 Acre or Less (Multi-Unit)	65	.60	.78
1/4 Acre	38	.50	.65
1/8 Acre	30	.45	.60
1/2 Acre	25	.40	.55
1 Acre	20	.35	.50
<u>Industrial:</u>			
	72	.68	.82
<u>Open Space:</u> (Lawns, Parks, Golf Courses)			
	5	.05	.30
<u>Undeveloped Areas:</u>			
Range	0	.20	.50
Forest	0	.05	.30
<u>Streets/Roads:</u>			
Paved	100	.88	.93
Gravel	20	.25	.50
<u>Drives/Walks:</u>			
	95	.87	.90
<u>Roof:</u>			
	90	.85	.87

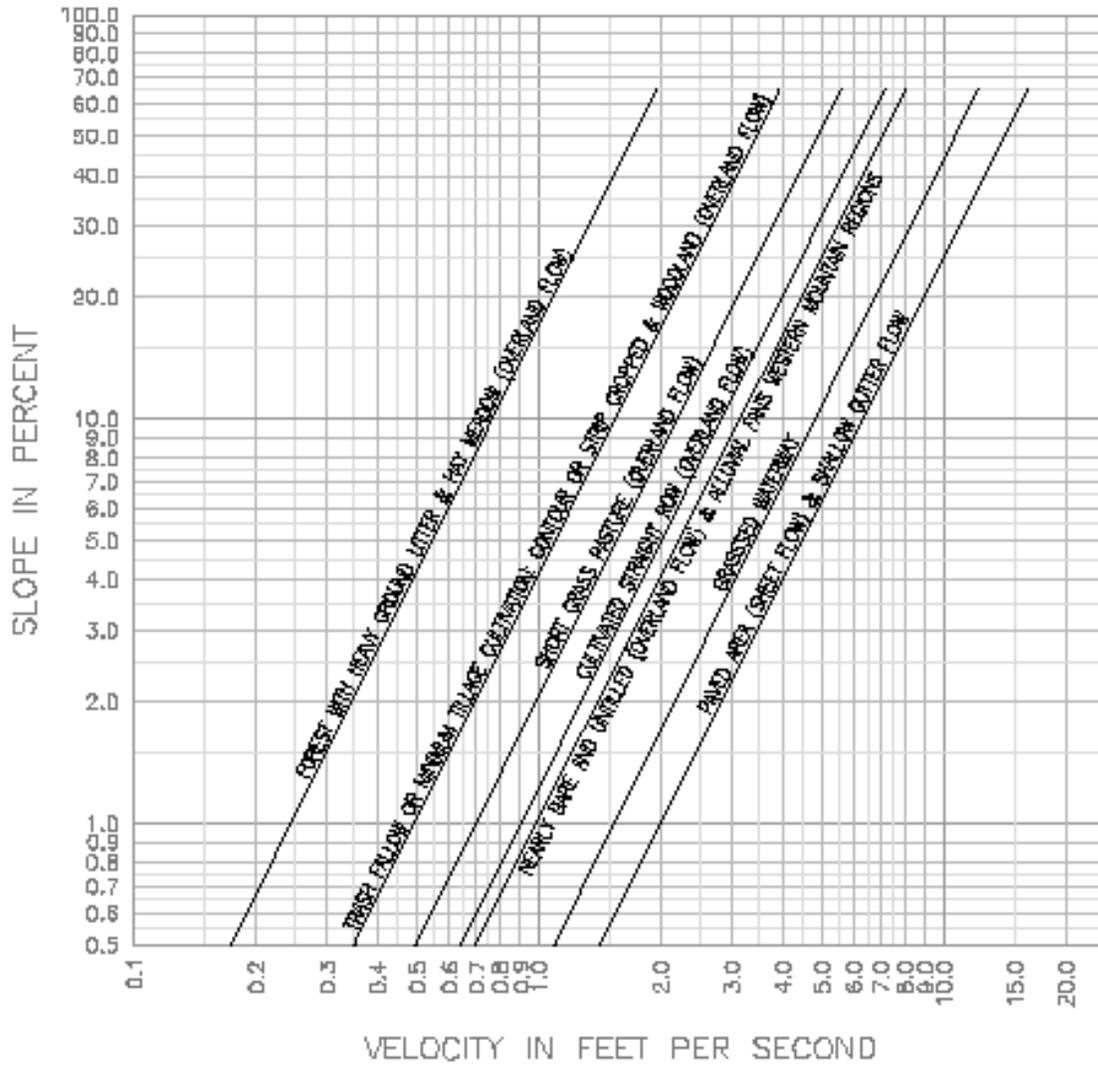
Notes:

1. Composite runoff coefficients shown for Residential, Industrial, and Business/Commercial Areas assume irrigated grass landscaping for all pervious areas. For development with landscaping other than irrigated grass, the designer must develop project specific composite runoff coefficients from the surface characteristics presented in this table.

VERSION: April 30, 2009	REFERENCE:	TABLE
<i>WRC ENGINEERING, INC.</i>	USDCM, DROCOG, 1969 (with modifications)	701

TRUCKEE MEADOWS REGIONAL DRAINAGE MANUAL

TRAVEL TIME VELOCITY



Version: April 30, 2009

PLACES—CSI

REFERENCE:

Soil Conservation Service, 1985 (Modified)

FIGURE

701



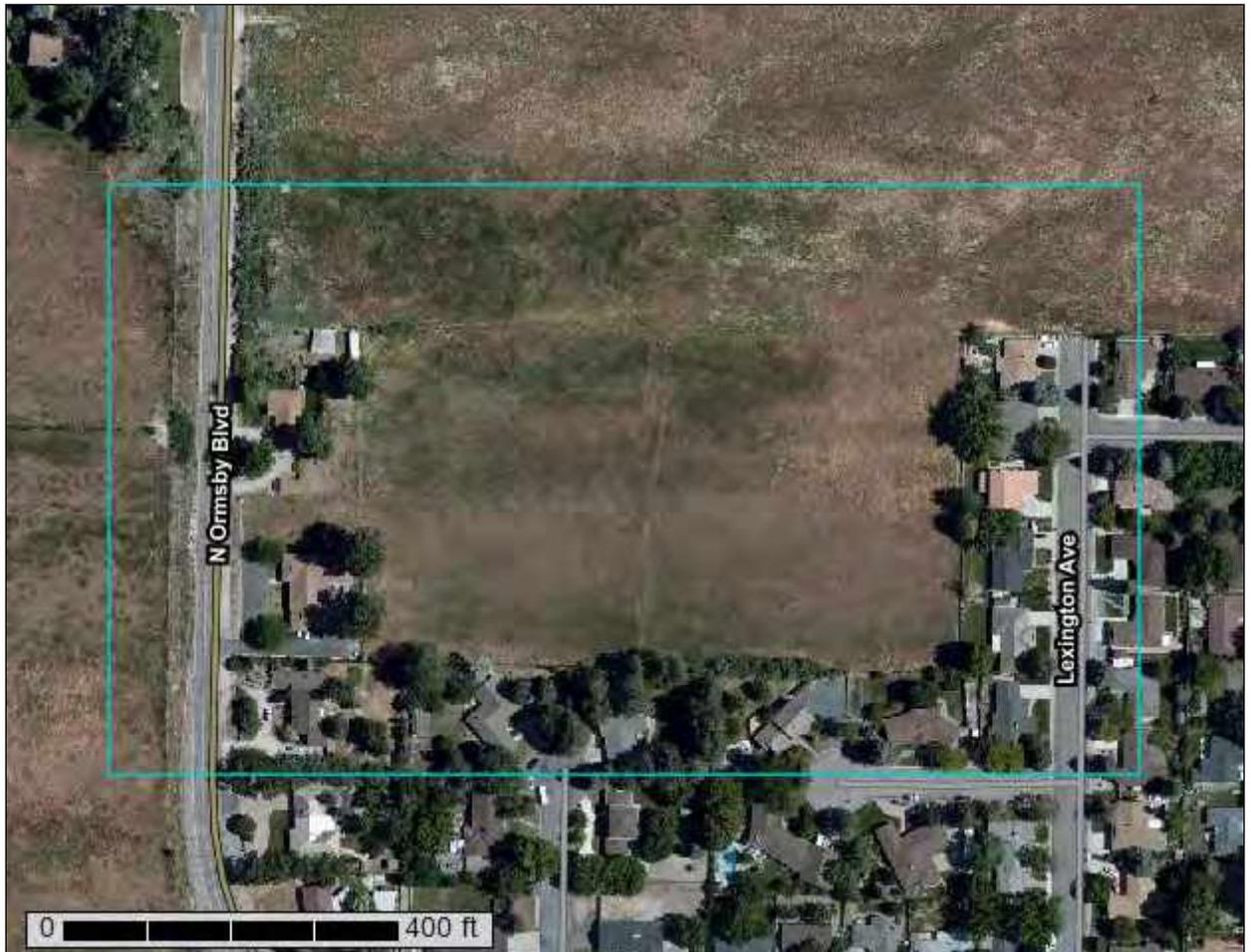
United States
Department of
Agriculture

NRCS

Natural
Resources
Conservation
Service

A product of the National
Cooperative Soil Survey,
a joint effort of the United
States Department of
Agriculture and other
Federal agencies, State
agencies including the
Agricultural Experiment
Stations, and local
participants

Custom Soil Resource Report for **Carson City Area, Nevada**



Preface

Soil surveys contain information that affects land use planning in survey areas. They highlight soil limitations that affect various land uses and provide information about the properties of the soils in the survey areas. Soil surveys are designed for many different users, including farmers, ranchers, foresters, agronomists, urban planners, community officials, engineers, developers, builders, and home buyers. Also, conservationists, teachers, students, and specialists in recreation, waste disposal, and pollution control can use the surveys to help them understand, protect, or enhance the environment.

Various land use regulations of Federal, State, and local governments may impose special restrictions on land use or land treatment. Soil surveys identify soil properties that are used in making various land use or land treatment decisions. The information is intended to help the land users identify and reduce the effects of soil limitations on various land uses. The landowner or user is responsible for identifying and complying with existing laws and regulations.

Although soil survey information can be used for general farm, local, and wider area planning, onsite investigation is needed to supplement this information in some cases. Examples include soil quality assessments (<http://www.nrcs.usda.gov/wps/portal/nrcs/main/soils/health/>) and certain conservation and engineering applications. For more detailed information, contact your local USDA Service Center (<https://offices.sc.egov.usda.gov/locator/app?agency=nrcs>) or your NRCS State Soil Scientist (http://www.nrcs.usda.gov/wps/portal/nrcs/detail/soils/contactus/?cid=nrcs142p2_053951).

Great differences in soil properties can occur within short distances. Some soils are seasonally wet or subject to flooding. Some are too unstable to be used as a foundation for buildings or roads. Clayey or wet soils are poorly suited to use as septic tank absorption fields. A high water table makes a soil poorly suited to basements or underground installations.

The National Cooperative Soil Survey is a joint effort of the United States Department of Agriculture and other Federal agencies, State agencies including the Agricultural Experiment Stations, and local agencies. The Natural Resources Conservation Service (NRCS) has leadership for the Federal part of the National Cooperative Soil Survey.

Information about soils is updated periodically. Updated information is available through the NRCS Web Soil Survey, the site for official soil survey information.

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How Soil Surveys Are Made

Soil surveys are made to provide information about the soils and miscellaneous areas in a specific area. They include a description of the soils and miscellaneous areas and their location on the landscape and tables that show soil properties and limitations affecting various uses. Soil scientists observed the steepness, length, and shape of the slopes; the general pattern of drainage; the kinds of crops and native plants; and the kinds of bedrock. They observed and described many soil profiles. A soil profile is the sequence of natural layers, or horizons, in a soil. The profile extends from the surface down into the unconsolidated material in which the soil formed or from the surface down to bedrock. The unconsolidated material is devoid of roots and other living organisms and has not been changed by other biological activity.

Currently, soils are mapped according to the boundaries of major land resource areas (MLRAs). MLRAs are geographically associated land resource units that share common characteristics related to physiography, geology, climate, water resources, soils, biological resources, and land uses (USDA, 2006). Soil survey areas typically consist of parts of one or more MLRA.

The soils and miscellaneous areas in a survey area occur in an orderly pattern that is related to the geology, landforms, relief, climate, and natural vegetation of the area. Each kind of soil and miscellaneous area is associated with a particular kind of landform or with a segment of the landform. By observing the soils and miscellaneous areas in the survey area and relating their position to specific segments of the landform, a soil scientist develops a concept, or model, of how they were formed. Thus, during mapping, this model enables the soil scientist to predict with a considerable degree of accuracy the kind of soil or miscellaneous area at a specific location on the landscape.

Commonly, individual soils on the landscape merge into one another as their characteristics gradually change. To construct an accurate soil map, however, soil scientists must determine the boundaries between the soils. They can observe only a limited number of soil profiles. Nevertheless, these observations, supplemented by an understanding of the soil-vegetation-landscape relationship, are sufficient to verify predictions of the kinds of soil in an area and to determine the boundaries.

Soil scientists recorded the characteristics of the soil profiles that they studied. They noted soil color, texture, size and shape of soil aggregates, kind and amount of rock fragments, distribution of plant roots, reaction, and other features that enable them to identify soils. After describing the soils in the survey area and determining their properties, the soil scientists assigned the soils to taxonomic classes (units). Taxonomic classes are concepts. Each taxonomic class has a set of soil characteristics with precisely defined limits. The classes are used as a basis for comparison to classify soils systematically. Soil taxonomy, the system of taxonomic classification used in the United States, is based mainly on the kind and character of soil properties and the arrangement of horizons within the profile. After the soil

scientists classified and named the soils in the survey area, they compared the individual soils with similar soils in the same taxonomic class in other areas so that they could confirm data and assemble additional data based on experience and research.

The objective of soil mapping is not to delineate pure map unit components; the objective is to separate the landscape into landforms or landform segments that have similar use and management requirements. Each map unit is defined by a unique combination of soil components and/or miscellaneous areas in predictable proportions. Some components may be highly contrasting to the other components of the map unit. The presence of minor components in a map unit in no way diminishes the usefulness or accuracy of the data. The delineation of such landforms and landform segments on the map provides sufficient information for the development of resource plans. If intensive use of small areas is planned, onsite investigation is needed to define and locate the soils and miscellaneous areas.

Soil scientists make many field observations in the process of producing a soil map. The frequency of observation is dependent upon several factors, including scale of mapping, intensity of mapping, design of map units, complexity of the landscape, and experience of the soil scientist. Observations are made to test and refine the soil-landscape model and predictions and to verify the classification of the soils at specific locations. Once the soil-landscape model is refined, a significantly smaller number of measurements of individual soil properties are made and recorded. These measurements may include field measurements, such as those for color, depth to bedrock, and texture, and laboratory measurements, such as those for content of sand, silt, clay, salt, and other components. Properties of each soil typically vary from one point to another across the landscape.

Observations for map unit components are aggregated to develop ranges of characteristics for the components. The aggregated values are presented. Direct measurements do not exist for every property presented for every map unit component. Values for some properties are estimated from combinations of other properties.

While a soil survey is in progress, samples of some of the soils in the area generally are collected for laboratory analyses and for engineering tests. Soil scientists interpret the data from these analyses and tests as well as the field-observed characteristics and the soil properties to determine the expected behavior of the soils under different uses. Interpretations for all of the soils are field tested through observation of the soils in different uses and under different levels of management. Some interpretations are modified to fit local conditions, and some new interpretations are developed to meet local needs. Data are assembled from other sources, such as research information, production records, and field experience of specialists. For example, data on crop yields under defined levels of management are assembled from farm records and from field or plot experiments on the same kinds of soil.

Predictions about soil behavior are based not only on soil properties but also on such variables as climate and biological activity. Soil conditions are predictable over long periods of time, but they are not predictable from year to year. For example, soil scientists can predict with a fairly high degree of accuracy that a given soil will have a high water table within certain depths in most years, but they cannot predict that a high water table will always be at a specific level in the soil on a specific date.

After soil scientists located and identified the significant natural bodies of soil in the survey area, they drew the boundaries of these bodies on aerial photographs and

Custom Soil Resource Report

identified each as a specific map unit. Aerial photographs show trees, buildings, fields, roads, and rivers, all of which help in locating boundaries accurately.

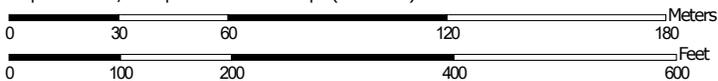
Soil Map

The soil map section includes the soil map for the defined area of interest, a list of soil map units on the map and extent of each map unit, and cartographic symbols displayed on the map. Also presented are various metadata about data used to produce the map, and a description of each soil map unit.

Custom Soil Resource Report Soil Map



Map Scale: 1:2,060 if printed on A landscape (11" x 8.5") sheet.



Map projection: Web Mercator Corner coordinates: WGS84 Edge tics: UTM Zone 11N WGS84



MAP LEGEND

Area of Interest (AOI)

 Area of Interest (AOI)

Soils

 Soil Map Unit Polygons

 Soil Map Unit Lines

 Soil Map Unit Points

Special Point Features

-  Blowout
-  Borrow Pit
-  Clay Spot
-  Closed Depression
-  Gravel Pit
-  Gravelly Spot
-  Landfill
-  Lava Flow
-  Marsh or swamp
-  Mine or Quarry
-  Miscellaneous Water
-  Perennial Water
-  Rock Outcrop
-  Saline Spot
-  Sandy Spot
-  Severely Eroded Spot
-  Sinkhole
-  Slide or Slip
-  Sodic Spot

-  Spoil Area
-  Stony Spot
-  Very Stony Spot
-  Wet Spot
-  Other
-  Special Line Features

Water Features

 Streams and Canals

Transportation

-  Rails
-  Interstate Highways
-  US Routes
-  Major Roads
-  Local Roads

Background

 Aerial Photography

MAP INFORMATION

The soil surveys that comprise your AOI were mapped at 1:24,000.

Warning: Soil Map may not be valid at this scale.

Enlargement of maps beyond the scale of mapping can cause misunderstanding of the detail of mapping and accuracy of soil line placement. The maps do not show the small areas of contrasting soils that could have been shown at a more detailed scale.

Please rely on the bar scale on each map sheet for map measurements.

Source of Map: Natural Resources Conservation Service
 Web Soil Survey URL:
 Coordinate System: Web Mercator (EPSG:3857)

Maps from the Web Soil Survey are based on the Web Mercator projection, which preserves direction and shape but distorts distance and area. A projection that preserves area, such as the Albers equal-area conic projection, should be used if more accurate calculations of distance or area are required.

This product is generated from the USDA-NRCS certified data as of the version date(s) listed below.

Soil Survey Area: Carson City Area, Nevada
 Survey Area Data: Version 16, Sep 9, 2021

Soil map units are labeled (as space allows) for map scales 1:50,000 or larger.

Date(s) aerial images were photographed: Jun 1, 2018—Jun 30, 2018

The orthophoto or other base map on which the soil lines were compiled and digitized probably differs from the background imagery displayed on these maps. As a result, some minor shifting of map unit boundaries may be evident.

Map Unit Legend

Map Unit Symbol	Map Unit Name	Acres in AOI	Percent of AOI
4	Bishop loam, saline	7.1	35.4%
36	Jubilee coarse sandy loam, 0 to 2 percent slopes	10.7	53.5%
71	Urban land	2.2	11.1%
Totals for Area of Interest		19.9	100.0%

Map Unit Descriptions

The map units delineated on the detailed soil maps in a soil survey represent the soils or miscellaneous areas in the survey area. The map unit descriptions, along with the maps, can be used to determine the composition and properties of a unit.

A map unit delineation on a soil map represents an area dominated by one or more major kinds of soil or miscellaneous areas. A map unit is identified and named according to the taxonomic classification of the dominant soils. Within a taxonomic class there are precisely defined limits for the properties of the soils. On the landscape, however, the soils are natural phenomena, and they have the characteristic variability of all natural phenomena. Thus, the range of some observed properties may extend beyond the limits defined for a taxonomic class. Areas of soils of a single taxonomic class rarely, if ever, can be mapped without including areas of other taxonomic classes. Consequently, every map unit is made up of the soils or miscellaneous areas for which it is named and some minor components that belong to taxonomic classes other than those of the major soils.

Most minor soils have properties similar to those of the dominant soil or soils in the map unit, and thus they do not affect use and management. These are called noncontrasting, or similar, components. They may or may not be mentioned in a particular map unit description. Other minor components, however, have properties and behavioral characteristics divergent enough to affect use or to require different management. These are called contrasting, or dissimilar, components. They generally are in small areas and could not be mapped separately because of the scale used. Some small areas of strongly contrasting soils or miscellaneous areas are identified by a special symbol on the maps. If included in the database for a given area, the contrasting minor components are identified in the map unit descriptions along with some characteristics of each. A few areas of minor components may not have been observed, and consequently they are not mentioned in the descriptions, especially where the pattern was so complex that it was impractical to make enough observations to identify all the soils and miscellaneous areas on the landscape.

The presence of minor components in a map unit in no way diminishes the usefulness or accuracy of the data. The objective of mapping is not to delineate pure taxonomic classes but rather to separate the landscape into landforms or landform segments that have similar use and management requirements. The delineation of such segments on the map provides sufficient information for the

Custom Soil Resource Report

development of resource plans. If intensive use of small areas is planned, however, onsite investigation is needed to define and locate the soils and miscellaneous areas.

An identifying symbol precedes the map unit name in the map unit descriptions. Each description includes general facts about the unit and gives important soil properties and qualities.

Soils that have profiles that are almost alike make up a *soil series*. Except for differences in texture of the surface layer, all the soils of a series have major horizons that are similar in composition, thickness, and arrangement.

Soils of one series can differ in texture of the surface layer, slope, stoniness, salinity, degree of erosion, and other characteristics that affect their use. On the basis of such differences, a soil series is divided into *soil phases*. Most of the areas shown on the detailed soil maps are phases of soil series. The name of a soil phase commonly indicates a feature that affects use or management. For example, Alpha silt loam, 0 to 2 percent slopes, is a phase of the Alpha series.

Some map units are made up of two or more major soils or miscellaneous areas. These map units are complexes, associations, or undifferentiated groups.

A *complex* consists of two or more soils or miscellaneous areas in such an intricate pattern or in such small areas that they cannot be shown separately on the maps. The pattern and proportion of the soils or miscellaneous areas are somewhat similar in all areas. Alpha-Beta complex, 0 to 6 percent slopes, is an example.

An *association* is made up of two or more geographically associated soils or miscellaneous areas that are shown as one unit on the maps. Because of present or anticipated uses of the map units in the survey area, it was not considered practical or necessary to map the soils or miscellaneous areas separately. The pattern and relative proportion of the soils or miscellaneous areas are somewhat similar. Alpha-Beta association, 0 to 2 percent slopes, is an example.

An *undifferentiated group* is made up of two or more soils or miscellaneous areas that could be mapped individually but are mapped as one unit because similar interpretations can be made for use and management. The pattern and proportion of the soils or miscellaneous areas in a mapped area are not uniform. An area can be made up of only one of the major soils or miscellaneous areas, or it can be made up of all of them. Alpha and Beta soils, 0 to 2 percent slopes, is an example.

Some surveys include *miscellaneous areas*. Such areas have little or no soil material and support little or no vegetation. Rock outcrop is an example.

Carson City Area, Nevada

4—Bishop loam, saline

Map Unit Setting

National map unit symbol: 2nnnd
Elevation: 4,500 to 4,700 feet
Mean annual precipitation: 8 to 12 inches
Mean annual air temperature: 49 to 50 degrees F
Frost-free period: 100 to 110 days
Farmland classification: Not prime farmland

Map Unit Composition

Bishop and similar soils: 95 percent
Minor components: 5 percent
Estimates are based on observations, descriptions, and transects of the mapunit.

Description of Bishop

Setting

Landform: Flood plains
Down-slope shape: Linear
Across-slope shape: Linear
Parent material: Alluvium derived from mixed

Typical profile

H1 - 0 to 28 inches: loam
H2 - 28 to 60 inches: stratified sandy loam to clay loam

Properties and qualities

Slope: 0 to 2 percent
Depth to restrictive feature: More than 80 inches
Drainage class: Poorly drained
Runoff class: High
Capacity of the most limiting layer to transmit water (Ksat): Moderately high (0.20 to 0.57 in/hr)
Depth to water table: About 18 to 24 inches
Frequency of flooding: NoneOccasional
Frequency of ponding: None
Calcium carbonate, maximum content: 5 percent
Maximum salinity: Slightly saline to moderately saline (4.0 to 8.0 mmhos/cm)
Sodium adsorption ratio, maximum: 13.0
Available water supply, 0 to 60 inches: High (about 9.8 inches)

Interpretive groups

Land capability classification (irrigated): 4w
Land capability classification (nonirrigated): 6w
Hydrologic Soil Group: C/D
Ecological site: R026XY003NV - WET MEADOW 10-14 P.Z.
Hydric soil rating: No

Minor Components

Voltaire

Percent of map unit: 5 percent
Landform: Flood plains

Custom Soil Resource Report

Down-slope shape: Linear
Across-slope shape: Linear
Ecological site: R026XY002NV - WET SODIC BOTTOM
Hydric soil rating: Yes

36—Jubilee coarse sandy loam, 0 to 2 percent slopes

Map Unit Setting

National map unit symbol: 2nnpf
Elevation: 4,500 to 4,600 feet
Mean annual precipitation: 10 to 12 inches
Mean annual air temperature: 49 to 51 degrees F
Frost-free period: 100 to 110 days
Farmland classification: Not prime farmland

Map Unit Composition

Jubilee and similar soils: 100 percent
Estimates are based on observations, descriptions, and transects of the mapunit.

Description of Jubilee

Setting

Landform: Flood plains
Down-slope shape: Linear
Across-slope shape: Linear
Parent material: Alluvium derived from mixed

Typical profile

H1 - 0 to 20 inches: coarse sandy loam
H2 - 20 to 60 inches: stratified coarse sand to sandy loam

Properties and qualities

Slope: 0 to 2 percent
Depth to restrictive feature: More than 80 inches
Drainage class: Poorly drained
Runoff class: Very high
Capacity of the most limiting layer to transmit water (Ksat): High (1.98 to 5.95 in/hr)
Depth to water table: About 10 to 12 inches
Frequency of flooding: Rare
Frequency of ponding: None
Available water supply, 0 to 60 inches: Low (about 5.6 inches)

Interpretive groups

Land capability classification (irrigated): 5w
Land capability classification (nonirrigated): 5w
Hydrologic Soil Group: A/D
Ecological site: R026XY003NV - WET MEADOW 10-14 P.Z.
Hydric soil rating: Yes

71—Urban land

Map Unit Composition

Urban land: 100 percent

Estimates are based on observations, descriptions, and transects of the mapunit.

Description of Urban Land

Setting

Landform: Valleys

Down-slope shape: Convex

Across-slope shape: Convex

Soil Information for All Uses

Soil Properties and Qualities

The Soil Properties and Qualities section includes various soil properties and qualities displayed as thematic maps with a summary table for the soil map units in the selected area of interest. A single value or rating for each map unit is generated by aggregating the interpretive ratings of individual map unit components. This aggregation process is defined for each property or quality.

Soil Physical Properties

Soil Physical Properties are measured or inferred from direct observations in the field or laboratory. Examples of soil physical properties include percent clay, organic matter, saturated hydraulic conductivity, available water capacity, and bulk density.

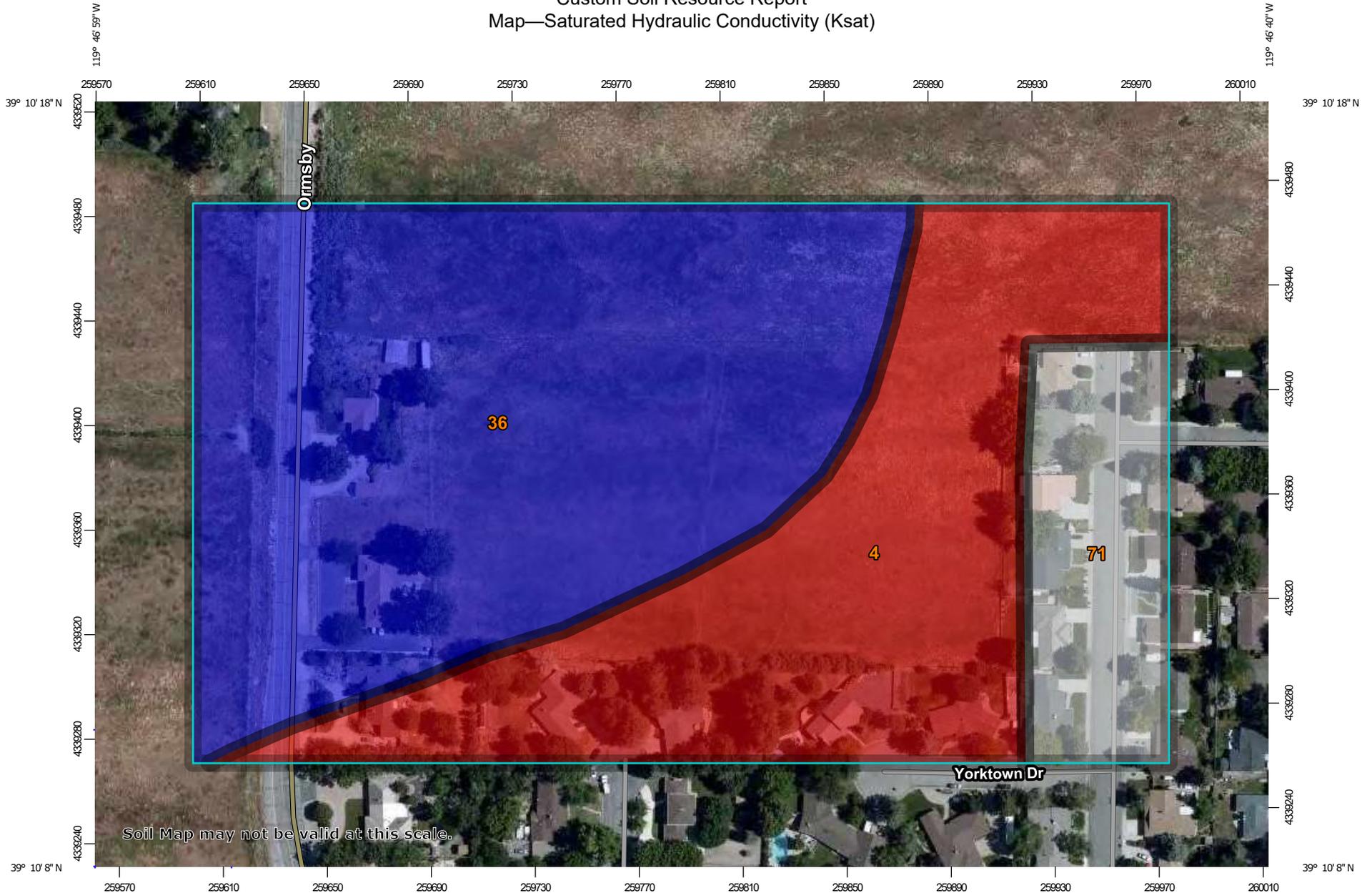
Saturated Hydraulic Conductivity (Ksat)

Saturated hydraulic conductivity (Ksat) refers to the ease with which pores in a saturated soil transmit water. The estimates are expressed in terms of micrometers per second. They are based on soil characteristics observed in the field, particularly structure, porosity, and texture. Saturated hydraulic conductivity is considered in the design of soil drainage systems and septic tank absorption fields.

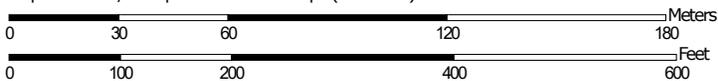
For each soil layer, this attribute is actually recorded as three separate values in the database. A low value and a high value indicate the range of this attribute for the soil component. A "representative" value indicates the expected value of this attribute for the component. For this soil property, only the representative value is used.

The numeric Ksat values have been grouped according to standard Ksat class limits.

Custom Soil Resource Report
Map—Saturated Hydraulic Conductivity (Ksat)



Map Scale: 1:2,060 if printed on A landscape (11" x 8.5") sheet.



Map projection: Web Mercator Corner coordinates: WGS84 Edge tics: UTM Zone 11N WGS84

MAP LEGEND

Area of Interest (AOI)

 Area of Interest (AOI)

Soils

Soil Rating Polygons

-  <= 5.6428
-  > 5.6428 and <= 70.5263
-  Not rated or not available

Soil Rating Lines

-  <= 5.6428
-  > 5.6428 and <= 70.5263
-  Not rated or not available

Soil Rating Points

-  <= 5.6428
-  > 5.6428 and <= 70.5263
-  Not rated or not available

Water Features

 Streams and Canals

Transportation

-  Rails
-  Interstate Highways
-  US Routes
-  Major Roads
-  Local Roads

Background

 Aerial Photography

MAP INFORMATION

The soil surveys that comprise your AOI were mapped at 1:24,000.

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Source of Map: Natural Resources Conservation Service
 Web Soil Survey URL:
 Coordinate System: Web Mercator (EPSG:3857)

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Soil Survey Area: Carson City Area, Nevada
 Survey Area Data: Version 16, Sep 9, 2021

Soil map units are labeled (as space allows) for map scales 1:50,000 or larger.

Date(s) aerial images were photographed: Jun 1, 2018—Jun 30, 2018

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Table—Saturated Hydraulic Conductivity (Ksat)

Map unit symbol	Map unit name	Rating (micrometers per second)	Acres in AOI	Percent of AOI
4	Bishop loam, saline	5.6428	7.1	35.4%
36	Jubilee coarse sandy loam, 0 to 2 percent slopes	70.5263	10.7	53.5%
71	Urban land		2.2	11.1%
Totals for Area of Interest			19.9	100.0%

Rating Options—Saturated Hydraulic Conductivity (Ksat)

Units of Measure: micrometers per second

Aggregation Method: Dominant Component

Component Percent Cutoff: None Specified

Tie-break Rule: Fastest

Interpret Nulls as Zero: No

Layer Options (Horizon Aggregation Method): Depth Range (Weighted Average)

Top Depth: 0

Bottom Depth: 60

Units of Measure: Inches

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Carson City
Community Development Department
108 E. Proctor Street
Carson City, NV 89701

August 18, 2022

Ash Canyon SF – Sanitary Sewer Generation Letter



The Ash Canyon SF project is located at 1051 N. Ormsby Boulevard, north of W. Washington Street (APN: 001-241-14). The site is currently developed as a residential/agricultural site with existing homes along Ormsby Boulevard with the remainder of the site to the east as an irrigated field. There is currently an existing public sanitary sewer main adjacent to the site in Ormsby Boulevard. The proposed subdivision will include 41 new single-family residences and a single looped street, Ormsby Circle, which will be privately maintained. In order to determine the sanitary sewer generation quantities, the Carson City Municipal Code states, "Sewer equivalent residential customer (SERC)" is the average daily sewer system contribution for a residential unit at a discharge of two hundred fifty (250) gallons per day. This rate has been utilized to determine the proposed sanitary sewer contributions for the project:

$$(41 \text{ Residences}) * (250 \text{ GPD/unit}) = 10,250 \text{ GPD (0.016 cfs)}$$

The project will gravity flow to the northeast corner of the site through an 8" PVC Sewer main system. From there, a sanitary sewer lift station will convey flow uphill to the existing 8" AC sanitary sewer main in N. Ormsby Boulevard through a 2" force main. This main is at approximately 45% full (d/D) per the Conceptual Map Comments Letter. The proposed project will have a minimal impact on the capacity of the existing sanitary sewer infrastructure. Ultimately, all sanitary sewer contributions from this site will be treated at the Carson City Waste Water Treatment Plant. No additional sanitary sewer study or analysis has been completed.

Please contact Monte Vista Consulting if you have any questions or if there is anything else I can help with.

Sincerely,

Monte Vista Consulting

Michael Vicks, P.E.

Principal



EarthTech

Geotechnical and Construction Testing Services
681 Edison Way, Reno, NV 89502

PRELIMINARY GEOTECHNICAL INVESTIGATION

PROPOSED

GONI-ORMSBY SINGLE-FAMILY NEIGHBORHOOD

Carson City Assessor's Office Parcel Number 001-241-14

1051 N. Ormsby Blvd

CARSON CITY, NEVADA

Prepared for:

KLS Planning & Design
1 E. 1st St. Suite 1400
Reno, Nevada 89501

Attention: John Krmpotic, ACIP

October 5, 2021

Project No. 258.02.21-G

EarthTech

Geotechnical and Construction Testing Services
681 Edison Way, Reno, NV 89502

October 5, 2021
Project No. 258.02.21-G

KLS Planning & Design
1 E. 1st St. Suite 1400
Reno, Nevada 89501

Attn: John Krmpotic, AICP

Re: Preliminary Geotechnical Investigation, Proposed Goni-Ormsby Single-Family
Neighborhood, APN 001-241-14, 1051 N. Ormsby Blvd, Carson City, Nevada

Dear Mr. Krmpotic:

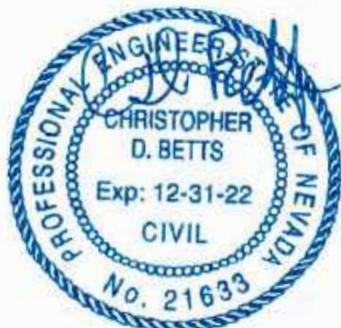
Earth Tech is pleased to present results of a preliminary geotechnical investigation our firm conducted for the project. Based on results of our work, experience in the area, and understanding of proposed development, we conclude that, from a preliminary geotechnical standpoint, the property is suitable for its intended use. The primary geotechnical concerns are potential presence of expansive material and shallow groundwater, presence of existing development and location of the floodplain.

We appreciate having been selected to prepare this preliminary investigation and trust results fulfill your needs. If you or your design consultants have questions, please do not hesitate to contact us at (775) 771-2388 or chris@earthtechnv.com.

Respectfully,

Joshua V. Reyes
Joshua V. Reyes, E.I.

Chris D. Betts
Chris D. Betts, P.E.
President



10-5-2021

C O N T E N T S

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I INTRODUCTION

Earth Tech is pleased to present results of a preliminary geotechnical investigation our firm conducted for the proposed Goni-Ormsby Single-Family Neighborhood to be located in Carson City, Nevada. The 8.41-acre site is at 1051 N. Ormsby Boulevard and is Carson City Assessor's Office parcel number 001-241-14 (Property). According to a geometric site plan by Monte Vista Consulting, proposed development includes construction of 41 isolated pads for single-family residences to be serviced by community water, sewer and storm drain systems. We assume the structures will have one to two levels, will be wood-framed with joist-supported floors, and will be supported by shallow conventional spread foundations. Dedicated service streets will be surfaced with asphaltic concrete.

We have not received information concerning anticipated foundation loads; however, we anticipate maximum wall loads will be on the order of one to two kips per foot (dead plus live plus snow load), and that maximum column loads will be less than five kips (dead plus live plus snow load). For frost protection, perimeter foundation will bottom at least 24 inches below lowest adjacent exterior ground surface. Structural design will follow criteria outlined in the 2018 *International Building Code*.

We have not received civil design plans; however, we anticipate earthwork necessary to attain proposed pad grades and for proper site drainage will result in minimal cuts and fills up to about two feet. Neither new slopes nor site retaining walls are anticipated. Depth of utility trenches should be less than eight feet. We assume underground utilities in proposed structural areas will be abandoned or relocated. Earthwork will be performed in accordance with the 2012 Standard Specifications for Public Works Construction, Revision 8 by the Regional Transportation Commission.

The purpose of our preliminary investigation was to perform a site reconnaissance and review available literature and maps to provide opinions and discussions concerning the geotechnical suitability of the Property for its intended use. Once design parameters, such as finish floor elevations, foundation loads and proposed grading are known; a design-level geotechnical investigation report with detailed information of the subsurface soil conditions and recommendations for design and construction must be performed.

This report is preliminary and geotechnical in nature and not intended to identify other potential site constraints such as environmental hazards, wetlands determinations or the potential presence of buried utilities. Opinions and discussions included in this report are specific to development at the Property and are not intended for off-site development.

II SITE AND SOIL CONDITIONS

The Property is bordered by N. Ormsby Blvd to the west, undeveloped land to the north, and residential developments to the south and east. The Property is flat, matches elevations of adjacent development, and is covered by pasture grass. Two single-family residences are present along the western border.



View of Property from East

Based on the United States Geological Survey 7.5-Minute topographic map of the Carson City Quadrangle, 2018, the site is in the northern ½ of Section 18, Township 15 North, Range 20 East, and elevation is about 4,760 feet relative to mean sea level.

Based on mapping by Dennis T. Trexler (*Carson City Folio Geologic Map*, Nevada Bureau of Mines and Geology, dated 1977), materials underlying the Property consist of alluvial-plain deposits of Eagle Valley (Qal). This unit includes yellowish-brown to gray, unbedded to poorly bedded, poorly to moderately sorted, fine silty sand, sandy silt, granular muddy coarse sand, and minor sandy gravel. Underlies broad surfaces of low gradient.



Geologic units according to the Carson City Folio Geologic Map

According to the *Web Soil Survey* and to mapping by the U.S. Department of Agriculture, Soil Conservation Service and Forest Service (*Soil Survey of Carson City Area, Nevada*, approved 1975, Sheet No. 1), the underlying earth materials consist of Bishop loam, saline (# 4) and Jubilee coarse sandy loam, 0 to 2 percent slopes (# 36). These units are described as follows:

Bishop Loam, Saline (# 4). This deep, poorly drained soil is on flood plains. This soil formed in mixed alluvium. Slope ranges from 0 to 2 percent. Elevation is about 4,600 feet. Typically, the surface layer is light brownish gray and grayish brown loam about 28 inches thick. Below this to a depth of 60 inches is light brownish gray, pale brown, and pale olive, stratified sandy loam to sandy clay loam. Permeability is moderately slow. Effective rooting depth is 60 inches or more. Runoff is very slow, and the hazard of water erosion is slight. The water table is at a depth of 18 to 24 inches. Shallow, low-velocity flooding is common. This soil is slightly saline affected. Limitations for shallow excavations are severe due to wetness. Limitations for dwellings with or without basements and for small commercial buildings are severe due to floods and wetness. Limitations for roadways are severe due to frost action and wetness. Limitations for septic tank absorption fields are severe due to wetness and slow percolation rates. The shrink-swell potential is moderate. The risk of corrosion to uncoated steel is high. The risk of corrosion to concrete is moderate. The frequency of flooding is common. Depth to high water table is 1.5 to 2.0 feet. Depth to bedrock is greater than 60 inches. Limitations associated with the use of these soils for urban development, as defined by the soil survey, are the moderately slow permeability, potential for flooding and high water table.

Jubilee coarse sandy loam, 0 to 2 percent slopes (# 36). This deep, poorly drained soil is on nearly level flood plains. It formed in alluvium from mixed rock. Elevation ranges from 4,500 to 4,600 feet. Typically, the surface layer is a dark grayish brown coarse sandy loam about 20 inches thick. Below this to a depth of 60 inches is a grayish brown and light brownish gray, stratified coarse sand to sandy loam. Permeability is moderately rapid. Effective rooting depth is about 60 inches. Available water capacity is moderate. Surface runoff is very slow, and the hazard of erosion is slight. The water table is at a depth of 1 to 2 feet. This soil is rarely flooded. Limitations for shallow excavations are severe due to wetness and caving cutbanks. Limitations for dwellings with or without basements and for small commercial buildings are severe due to wetness and floods. Limitations for roadways are severe due to wetness and frost action. Limitations for septic tank absorption fields are severe due to wetness. The shrink-swell potential is low. The risk of corrosion to uncoated steel is moderate. The risk of corrosion to concrete is low. The frequency of flooding is rare. Depth to high water table is 1.0 to 2.0 feet. Depth to bedrock is greater than 60 inches. Limitations associated with the use of these soils for urban development, as defined by the soil survey, are the potential for flooding, wetness and seepage.



Soils units according to the Web Soil Survey

Based on mapping by Terry Katzer (*Carson City Quadrangle Groundwater Map*, Nevada Bureau of Mines and Geology, dated 1980), approximate depth to groundwater is less than 10 feet below ground surface.

III GEOLOGIC AND SEISMIC CONSIDERATIONS

To evaluate potential geological hazards at the Property, our study included a site reconnaissance and review of available literature and maps.

A. Geology

The Property is in the western portion of Eagle Valley, a structural basin bound by the Carson Range to the west and southwest, Virginia Range to the north, Pinenut Mountains and Prison Hill to the east and southeast. The topography of the basin is due to a combination of extensional normal faulting, left-lateral faulting, Tertiary age volcanism and Quaternary age basinal sedimentation.

B. Faulting and Seismicity

Based on mapping by Dennis T. Trexler and John W. Bell (*Carson City Quadrangle Earthquake Hazards Map*, Nevada Bureau of Mines and Geology, dated 1979), no faults cross the Property. According to *Quaternary Faults in Google Earth* by the USGS, no faults cross the Property. Quaternary-age faults are those which have experienced movement in the last 1.6 million years. The website indicates that the nearest Holocene- to latest-Pleistocene-age fault is approximately 0.20 miles north of the Property. Faults of this age have moved or shifted in the last 15,000 years.

Based on the Nevada Seismological Laboratory website and to *Quaternary Faults in Google Earth*, the nearest principal Quaternary-age fault is the Carson City fault about 0.75 miles to the NW. The Nevada Seismological Laboratory indicates an earthquake of magnitude 6.8 is possible along this fault zone (*Reno/Carson Fault Information*, updated January 31, 2003).

C. Liquefaction

Liquefaction is a loss of soil shear strength associated with loose saturated granular soils subjected to strong earthquake shaking. Liquefaction can result in unacceptable movement of foundations supported by such soils. Based on the referenced earthquake hazards mapping, the site has additionally been delineated as existing within an area with unconsolidated underlying materials with low to moderately high rigidity which may be potentially susceptible to moderate to great shaking during a seismic event and, as a result, possibly experience liquefaction when the depth to ground water is less than 10 feet. Assessment of liquefaction potential is beyond the scope of our work; however, should be addressed during the design-level geotechnical investigation.

D. Slope Stability

Based on the level nature of the Property and our anticipation that slopes are not proposed, we do not believe the Property is susceptible to rock falls, slumps, or landslides.

E. Radon

Radon, a colorless, odorless, radioactive gas derived from the natural decay of uranium, is found in nearly all rocks and soils. The Environmental Protection Agency (EPA) suggests that remedial action be taken to reduce radon in any structure with average indoor radon of 4.0 picocuries per liter (pCi/L) or more. Based on *Radon in Nevada* (Rigby *et al.*, Nevada Bureau of Mines and Geology, Bulletin 108, 1994), the Property, as well as much of northern Carson City, is in or is in close proximity to an area where average indoor radon concentrations could exceed 4.0 pCi/L.

F. Flooding

The Federal Emergency Management Agency flood maps (FEMA-Maps 3200010092G dated December 22, 2016 and LOMR 20-09-0437P dated February 18, 2021) maps the Property in Flood Hazard Zone X (shaded). According to FEMA, these *are areas of 0.2% annual chance flood; areas of 1% annual chance flood with average depths of less than 1 foot or with drainage areas less than 1 square mile; and areas protected by levees from 1% annual chance flood.*

IV OPINIONS AND DISCUSSIONS

According to the soil survey, portions of underlying soils may consist of clay soil. Clay soil can exhibit a potential for expansion. Expansive soils are subject to substantial volume changes (shrink and swell) with changes in moisture content. Changes in moisture content can occur due to seasonal variations in precipitation, landscape irrigation, broken or leaking water pipes and sewer lines, and/or poor site drainage. These volume changes can cause differential movements (settlement or heave) of foundations, interior slabs-on-grade, exterior flatwork such as walkways, stoops and patios, and pavement sections.

One method to reduce the potential for movement is to remove (over-excavate) the expansive material to a sufficient depth and replace it with approved compacted fill, thereby reducing the thickness of the expansive layer, providing surcharge, and maintaining moisture at a suitable and near constant level. In conjunction with over-excavation and filling, moisture conditioning of the exposed materials to a slightly over optimum moisture content will be needed during construction. Proper site grading and drainage is necessary for preventing infiltration of water and maintaining the expansive soil at a near-constant moisture content.

In addition to their expansive characteristics, expansive materials also exhibit a lower Resistance Value and Modulus of Subgrade Reaction (k) than granular material. To reduce the thickness of aggregate base and to minimize future maintenance in slab-on-grade, exterior flatwork and pavement areas, portions of these soils should be removed and replaced with approved compacted fill subbase.

As clay soil is fine-grain, it can also inhibit achieving uniform moisture content and impede compaction efforts, consideration should be given to time constraints associated with scarification, moisture conditioning, drying and compacting clay soils. During periods of inclement weather, water may also become perched above the clayey soil, resulting in a saturated condition for prolonged periods and creating additional limitations on equipment mobility. Consideration should be given to the necessity for maintaining moisture content to prevent wind erosion and for controlling dust during earthwork operations. Consideration should be given to performing infiltration tests if retention/detention basins are proposed.

As the Property may be underlain by shallow ground water consideration should be given to stabilization and dewatering may be needed to facilitate construction. Trench over-break of trench sidewalls may occur, and stabilization and dewatering may be needed to facilitate construction. Mobility and use of vibratory or rubber-tire equipment will be restricted in these areas, and permanent dewatering will be required. Consideration should also be given to time constraints associated with drying of trench backfill prior to its reuse. Where the presence of ground water restricts compaction effort, free draining, crushed clean gravel and filter fabric may be necessary for reuse as backfill and, with the Manufacturer's approval, pipe bedding.

As the presence of long-term moisture can create detrimental conditions, foundation drain systems should be considered to prevent the accumulation of water against foundations, grade beams or in crawlspaces.

As a portion of the Property is developed, consideration should be given to potential presence of basements, heating oil tanks, or service such as sewer and utility trenches associated with development. Where remnant improvements exist in development areas, they will require complete removal and replacement with approved, compacted fill material.

According to FEMA the Property is in an area of potential flooding. Consideration should be given to local and federal regulations which may impose construction constraints, such as requiring minimum finish floor elevations, or ordinances banning basements. Due to revisions associated with flood zoning, the Property delineation with respect to flood zoning should be verified with the most current map at the time of building permit application.

According to the soil survey, the soil is slightly saline affected, is subject to frost action, and may be corrosive to concrete and uncoated steel or metal. Consideration should be given to chemical constituents which may inhibit establishment of landscaping, such as lawns, plants and other vegetation growth not indigenous to the area. Laboratory testing to determine the agronomic characteristics of the native soils was not part of the scope of our work; however, it should be considered. Based on our anticipation that structural subbase and aggregate base and proper site drainage will be provided in development area, we do not believe that frost action will adversely impact the Property. Based on our experience in the area we believe that adequate corrosion mitigation can be attained through use of properly prepared and placed Type II portland cement concrete, and by maintaining a minimum 3-inch concrete cover where reinforcing steel or other metal is near native soil.

The Property may exceed action levels established by the Environmental Protection Agency (EPA) for Radon gas. The EPA recommends taking corrective measures to reduce exposure to radon gas when action levels exceed 4.0 pCi/L. Consideration should be given to constructing the structure with a passive or "natural ventilation" radon reduction system which can be converted to an active or "pressurized" system if warranted. Refer to *Radon in Nevada* by Rigby *et al.*, Nevada Bureau of Mines and Geology, Bulletin 108, 1994 for additional information concerning radon gas and its mitigation.

The referenced earthquake hazards map indicates the Property may be in area of potential liquefaction. Assessment of liquefaction potential is beyond the scope of our work; however, it should be addressed during the design-level geotechnical investigation.

There are no other apparent geologic hazards that would place unusual constraints on the project; however, strong ground shaking associated with earthquakes should be expected to occur during the life of the project.

V REFERENCES

American Concrete Institute, *Building Code Requirements for Reinforced Concrete* (ACI 318-14), dated 2014.

Federal Emergency Management Agency, U.S. Department of Homeland Security, *FEMA's Flood Map Service Center* (<https://msc.fema.gov/portal>).

Katzer, Terry. *Carson City Quadrangle Groundwater Map*. Reno: Nevada Bureau of Mines & Geology, University of Nevada, Reno, 1980.

Lieberman, P. *Accelerated Corrosion Tests for Buried Metal Structures*. Pipeline and Gas Journal, October 1996. Page. 51.

International Code Council *2018 International Residential and Building Codes*, Whittier: International Code Council, Inc., 2018.

Regional Transportation Commission of Washoe County. *Standard Specification for Public Works Construction, Revision 8*. Reno: Regional Transportation Commission of Washoe County, 2012.

Rigby, James G., Jonathan G. Price, Lindsay G. Christensen, Daphne D. La Pointe, Alan R. Ramelli, Mario O. Desilets, Ronald H. Hess, and Stanley R. Marshall. *Radon in Nevada*. Reno: Nevada Bureau of Mines & Geology, Bulletin 108, University of Nevada, Reno, 1994.

Trexler, Dennis T. and Bell, John W. *Carson City Quadrangle Earthquake Hazards Map*. Reno: Nevada Bureau of Mines & Geology, University of Nevada, Reno, 1979.

Trexler, Dennis T. *Carson City Folio Geologic Map*. Reno: Nevada Bureau of Mines & Geology, University of Nevada, Reno, 1977.

United States Department of Agriculture, Soil Conservation Service. *Soil Survey of Carson City Area, Nevada*. Approved 1975.

United States Department of the Interior Geological Survey. *Carson City Quadrangle. 7.5-minute series map (topographic). 1:24,000*. Denver: USGS, 2018.

KLS Planning & Design
Preliminary Geotechnical Investigation - Project No. 258.02.21-G
Proposed Goni-Ormsby Single-Family Neighborhood
1051 N. Ormsby Blvd - Carson City, Nevada
October 5, 2021 - Page 9

Earth Tech, LLC
681 Edison Way
Reno, Nevada 89502
(775) 771-2388

VI DISTRIBUTION

One wet-stamped .pdf copy via e-mail to:

KLS Planning & Design
1 E. 1st St. Suite 1400
Reno, Nevada 89501
Attn: John Krmpotic, ACIP

Carson City
Community Development Department
108 E. Proctor Street
Carson City, NV 89701

August 18, 2022

Ash Canyon SF – Trip & Parking Generation Letter



The Ash Canyon SF project is located at 1051 N. Ormsby Boulevard, north of W. Washington Street (APN: 001-241-14). Ormsby Boulevard is under Carson City jurisdiction and is classified as a local street in the vicinity of the project. The site is currently developed as a residential/agricultural site with existing homes along Ormsby Boulevard with the remainder of the site to the east as an irrigated field. The proposed subdivision will include 41 new single-family residences and a single looped street, Ormsby Circle, which will be maintained as a private street. In order to determine the trip and parking generation quantities, the ITE Trip Generation Manual (11th Edition) has been utilized based on the following parameters:

Single-Family Detached Housing 210, General Urban/Suburban not close to rail transit

Based on this use the project is anticipated to generate the following:

Weekday Daily Trips: 387

Weekday AM Peak Trips: 31

Weekday PM Peak Trips: 41

The proposed site layout includes parking on both sides of the street in accordance with the “Special Street Section.” No additional traffic study or analysis has been completed.

Please contact Monte Vista Consulting if you have any questions or if there is anything else I can help with.

Sincerely,

Monte Vista Consulting

Michael Vicks, P.E.

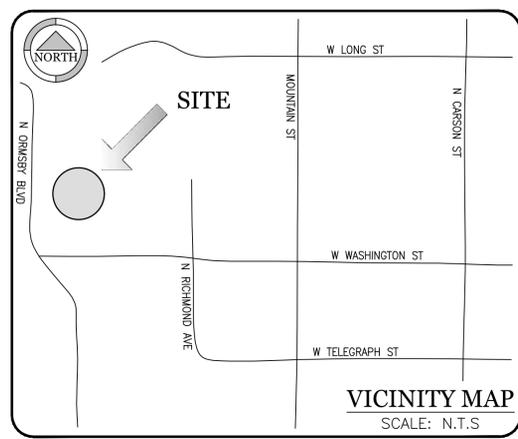
Principal



TENTATIVE MAP FOR Ash Canyon SF



Ash Canyon SF Tentative Subdivision Map Title Sheet



SERVICE PROVIDERS	
DOMESTIC WATER	CARSON CITY PUBLIC WORKS
IRRIGATION WATER	CARSON CITY PUBLIC WORKS
SANITARY SEWER	CARSON CITY PUBLIC WORKS
STORM DRAIN	CARSON CITY PUBLIC WORKS
NATURAL GAS	SOUTHWEST GAS
ELECTRICITY	NV ENERGY
TELECOMMUNICATIONS	AT&T / CHARTER COMMUNICATIONS
FIRE	CARSON CITY FIRE DEPARTMENT
POLICE	CARSON CITY SHERIFF'S OFFICE

OWNER INFORMATION	APPLICANT	SURVEYOR	CIVIL ENGINEER	GEOTECHNICAL ENGINEER
KP INVESTORS, LLC ATTN: PAT OWENS 12000 RED ROCK ROAD RENO, NV 89508 775.544.5464	KLS PLANNING & DESIGN GROUP ATTN: JOHN KRMPOTIC 1EAST 1ST STREET, SUITE 1400 RENO, NV 89501 775.857.7710	MST SURVEYING 10650 SANTA FE ROAD RENO, NV 89508 775.544.7817	MONTE VISTA CONSULTING, LTD. 575 E. PLUMB LANE, SUITE 101 RENO, NV 89502 775.636.7905	EARTH TECH, LLC 681 EDISON WAY RENO, NV 89502 775.771.2388

GENERAL NOTES

1. THESE PLANS ARE FOR TENTATIVE MAP PURPOSES ONLY AND ARE NOT FOR CONSTRUCTION.
2. THE CONTRACTOR/DEVELOPER SHALL BE RESPONSIBLE FOR ENSURING ALL REQUIRED PERMITTING IS OBTAINED PRIOR TO COMMENCEMENT OF CONSTRUCTION, INCLUDING, BUT NOT LIMITED TO, DEMOLITION, ENCROACHMENT, BUILDING, GRADING, AND TRAFFIC CONTROL PERMITS.
3. UNLESS SPECIFICALLY PERMITTED OTHERWISE, CONSTRUCTION HOURS SHALL BE LIMITED TO BETWEEN THE HOURS OF 7:00 AM AND 6:00 PM MONDAY THROUGH FRIDAY AND BETWEEN THE HOURS OF 8:00 AM AND 6:00 PM ON SATURDAY. THERE SHALL BE NO CONSTRUCTION ON SUNDAY EXCLUDING DUST CONTROL AND STORM WATER POLLUTION PREVENTION PLAN MEASURES.
4. ALL CONSTRUCTION SHALL BE CLOSELY COORDINATED WITH THE OWNER, CARSON CITY AND/OR ENGINEER OF RECORD SO THAT THE QUALITY OF WORK CAN BE CHECKED FOR APPROVAL.
5. ALL CONSTRUCTION AND MATERIALS SHALL CONFORM TO THE STANDARD SPECIFICATIONS FOR PUBLIC WORKS CONSTRUCTION (SSPWC) AND THE STANDARD DETAILS FOR PUBLIC WORKS CONSTRUCTION (SDPWC), AS ADOPTED BY CARSON CITY, AND SHALL BE SUBJECT TO THE APPROVAL OF THE OWNER. ALL SPECIFICATIONS REFERENCED HEREIN REFER TO THE SSPWC UNLESS INDICATED OTHERWISE.
6. ALL QUANTITIES INDICATED IN THESE PLANS ARE APPROXIMATE AND INTENDED FOR ENTITLEMENT PURPOSES ONLY.
7. CONSTRUCTION OF IMPROVEMENTS MUST ALLOW FOR THE PERPETUATION OF ALL EXISTING LEGAL ACCESSES AND EXISTING DRIVEWAYS.
8. ALL NEW TRAFFIC CONTROL IMPROVEMENTS TO MEET CURRENT MUTCD REQUIREMENTS.

BASIS OF BEARINGS

THE BASIS OF BEARINGS FOR THIS SURVEY IS STATE PLANE, NV WEST ZONE.

BASIS OF ELEVATIONS

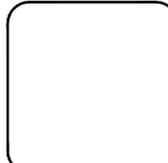
NAVD88 CARSON CITY BENCH MARK
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ABBREVIATIONS

AC - ASPHALT CONCRETE	GB - GRADE BREAK	PUE - PUBLIC UTILITY EASEMENT
AGG - AGGREGATE	GF - GARAGE FLOOR ELEVATION	PVC - POLYVINYL CHLORIDE
BC - BEGIN CURVE	GV - GATE VALVE	PVI - POINT OF VERTICAL INTERSECTION
BFC - BACK FACE OF CURB	HC - HANDICAPPED	Q ₅ - FIVE YEAR FLOW RATE
BVC - BEGIN VERTICAL CURVE	HP - HIGH POINT	Q ₁₀₀ - ONE HUNDRED YEAR FLOW RATE
BW - BOTTOM OF WALL	IE - INVERT ELEVATION	Q _{cap} - CAPACITY FLOW RATE
CL _c - CENTERLINE	IN - INCH	R - RADIUS
CB - CATCH BASIN	INT - INTERSECTION	REF - REFERENCE
CFS - CUBIC FEET PER SECOND	IRR - IRRIGATION	RJ - RESTRAINED JOINT
CO - CLEAN OUT	L - LENGTH	RP - RADIUS POINT
CONC - CONCRETE	LAT - LATERAL	RT - RIGHT
CONST - CONSTRUCT	LF - LINEAR FEET	RW - RIGHT-OF-WAY
COORD - COORDINATE	LP - LOW POINT	S - SLOPE
DET - DETAIL	LT - LEFT	SCH - SCHEDULE
DI - DROP INLET	MAX - MAXIMUM	SD - STORM DRAIN
DIP - DUCTILE IRON PIPE	MDD - MAXIMUM DRY DENSITY	SF - SQUARE FOOT
DOM - DOMESTIC	MH - MANHOLE	SS - SANITARY SEWER
E - EXISTING	MIN - MINIMUM	STA - STATION
EC - END CURVE	MISC - MISCELLANEOUS	STD - STANDARD
EG - EXISTING GRADE	NFWL - NON POTABLE WATER LINE	SW - SIDEWALK
ELEV - ELEVATION	NTS - NOT TO SCALE	T - TANGENT
EVC - END VERTICAL CURVE	OD - OUTSIDE DIAMETER	TB - THRUST BLOCK
FDC - FIRE DEPARTMENT CONNECTION	P - PROPOSED	TC - TOP OF CURB
FF - FINISHED FLOOR ELEVATION	PAD - PAD GRADE	TOE - TOE OF SLOPE
FFC - FRONT FACE OF CURB	PCC - PORTLAND CEMENT CONCRETE	TOP - TOP OF SLOPE
FG - FINISHED GRADE	PI - POINT OF INTERSECTION	TW - TOP OF WALL
FH - FIRE HYDRANT	PIV - POST INDICATOR VALVE	TYP - TYPICAL
FL _e - FLOW LINE	PL _R - PROPERTY LINE	V - VELOCITY
FLG - FLANGE	PO - PUSH ON	W - WATER
FT - FOOT	PRC - POINT OF REVERSE CURVATURE	YD - YARD DRAIN

1051 N Ormsby Blvd
APN: 001-241-14
Carson City, Nevada

Project # 21.034
Drawn HBA
Checked MWV
Date 8.29.2022
Revisions



SHEET INDEX

- C1.0 - TITLE SHEET
- C2.0 - GEOMETRIC SITE PLAN
- C3.0 - SITE & UTILITY PLAN
- C4.0 - GRADING PLAN
- C5.0 - DRAINAGE PLAN

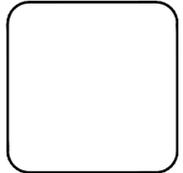
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Ash Canyon SF Tentative Subdivision Map Geometric Plan

1051 N Ormsby Blvd
APN: 001-241-14
Carson City, Nevada

Project # 21-034
Drawn HBA
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Revisions

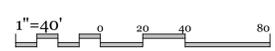
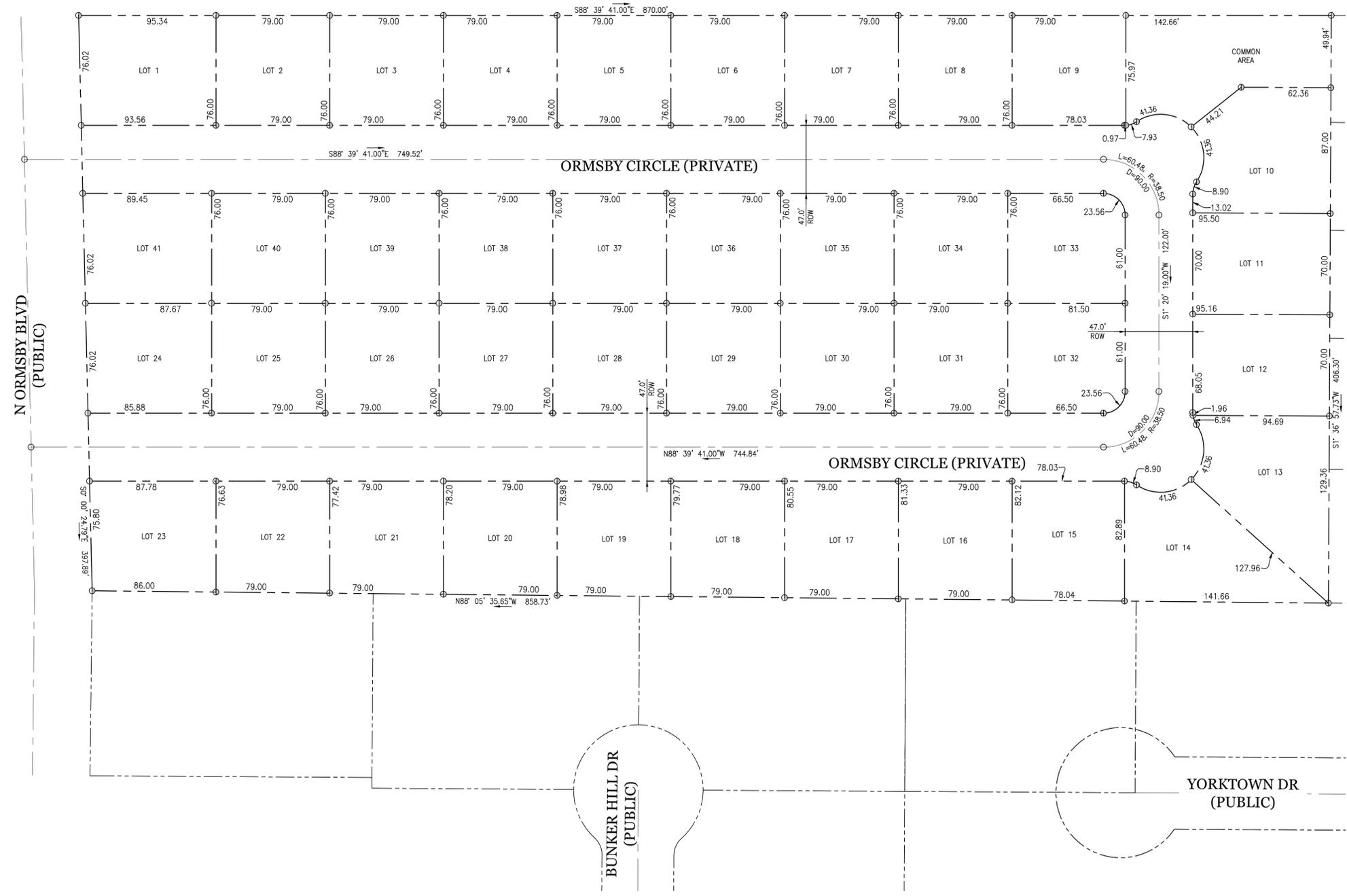


SITE ANALYSIS	
TOTAL SITE AREA	7.98 AC
ZONING	SF12 (SF6 PROPOSED)
MASTER PLAN	MEDIUM DENSITY RESIDENTIAL
RIGHT-OF-WAY	1.85 AC (23.2%)
COMMON AREA	0.20 AC (2.5%)
LOT AREA	5.93 AC (74.3%)
RESIDENTIAL LOTS	41
DENSITY	5.14 UNITS/AC
LARGEST	8,058 S.F. (0.18 AC)
SMALLEST	6,004 S.F. (0.14 AC)
AVERAGE	6,306 S.F. (0.14 AC)

Parcel #	Area
1	7178
2	6004
3	6004
4	6004
5	6004
6	6004
7	6004
8	6004
9	6004
10	7665
11	6673
12	6649
13	8058
14	7664

Parcel #	Area
15	6438
16	6456
17	6394
18	6332
19	6271
20	6209
21	6147
22	6085
23	6621
24	6595
25	6004
26	6004
27	6004
28	6004

Parcel #	Area
29	6004
30	6004
31	6004
32	6146
33	6146
34	6004
35	6004
36	6004
37	6004
38	6004
39	6004
40	6004
41	6731
COMMON AREA	8544



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Ash Canyon SF Tentative Subdivision Map

Site & Utility Plan

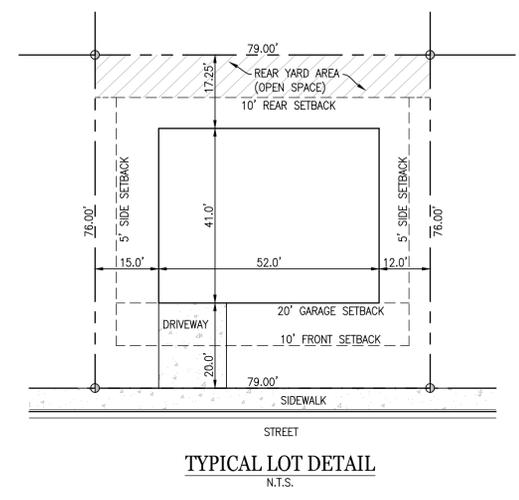
1051 N Ormsby Blvd
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Checked MWV
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Revisions



SITE & UTILITY LEGEND

	A.C. PAVEMENT AREA
	CONCRETE AREA
	OPEN SPACE AREA
	PROPOSED UTILITY LINE W. DESCRIPTION
	EXISTING UTILITY LINE W. DESCRIPTION
	FIRE HYDRANT ASSEMBLY (EXISTING/PROPOSED)
	FLUSH VALVE ASSEMBLY (EXISTING/PROPOSED)
	DUAL/SINGLE WATER SERVICE (EXISTING/PROPOSED)
	AIR RELEASE VALVE ASSEMBLY (EXISTING/PROPOSED)
	WATER MAIN TEE W. GATE VALVES & THRUST BLOCK
	BACKFLOW PREVENTION ASSEMBLY
	ELBOW W. THRUST BLOCK
	MANHOLE W. DESCRIPTION (EXISTING/PROPOSED)
	CLEANOUT (EXISTING/PROPOSED)
	SANITARY SEWER LATERAL
	CATCH BASIN/DROP INLET
	YARD DRAIN
	ACCESSIBLE PARKING SPACE W. SIGN & PAVEMENT MARKINGS
	PEDESTRIAN ACCESS RAMP
	ACCESSIBLE ROUTE
	PARKING SPACE COUNT
	KEYNOTE (REF. CORRESPONDING LEGEND)



OPEN SPACE CALCULATIONS

REQUIREMENTS	UNITS	REQUIRED OPEN SPACE
MIN. 250 S.F./DWELLING UNIT	41	10,250 S.F.
TOTAL REQUIRED OPEN SPACE	COMMON OPEN SPACE PROVIDED	PRIVATE OPEN SPACE PROVIDED
10,250 S.F.	8,544 S.F.	32,569 S.F.
AVERAGE PER LOT	208 S.F.	AVERAGE PER LOT 794 S.F.

NOTES:
1. REQUIREMENTS DETERMINED USING CARSON CITY MUNICIPAL CODE TITLE 17, CHAPTER 17.10.046

OPEN SPACE QUANTITIES

Rear Yard Area		Rear Yard Area		Rear Yard Area	
Parcel #	Area	Parcel #	Area	Parcel #	Area
1	752	15	780	29	790
2	790	16	790	30	790
3	790	17	790	31	790
4	790	18	790	32	615
5	790	19	790	33	615
6	790	20	790	34	790
7	790	21	790	35	790
8	790	22	790	36	790
9	790	23	661	37	790
10	870	24	675	38	790
11	700	25	790	39	790
12	700	26	790	40	790
13	1249	27	790	41	678
14	1364	28	790	TOTAL	32569
				MINIMUM	615
				MAXIMUM	1364

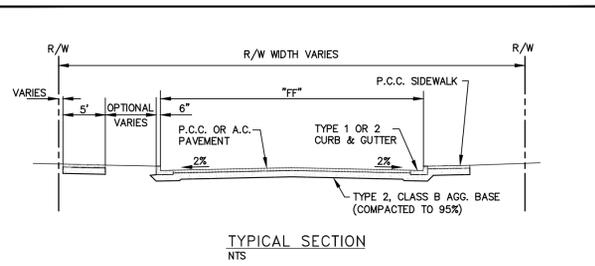
NOTE: THE PROPOSED OPEN SPACE IS BASED ON LANDSCAPING THE REAR YARD SETBACK ONLY. BASED ON FINAL PRODUCT IT IS LIKELY OPEN SPACE IN EXCESS OF THIS MINIMUM WILL ULTIMATELY BE PROVIDED.

ALTERNATE MEANS & METHODS NOTE

THE SUBDIVISION PROPOSES TWO CONNECTIONS TO ORMSBY BOULEVARD IN ACCORDANCE WITH CARSON CITY DESIGN REQUIREMENTS, HOWEVER, BASED ON THE GEOMETRIC CONFIGURATION OF THE LOT, IT IS NOT POSSIBLE TO LOCATE THESE ACCESS ROADS IN ACCORDANCE WITH THE 2018 INTERNATIONAL FIRE CODE REMOTENESS REQUIREMENTS. AN ALTERNATE MEANS AND METHODS OF PROTECTION WILL NEED TO BE PROPOSED PRIOR TO SUBMITTING FOR A SITE IMPROVEMENT PERMIT. THE CARSON CITY FIRE DEPARTMENT WILL BE THE AUTHORITY HAVING JURISDICTION REGARDING REVIEW AND APPROVAL OF THE PROPOSAL.

SITE & UTILITY NOTES

- THIS TENTATIVE DEVELOPMENT PLAN IS NOT INTENDED FOR CONSTRUCTION, IT IS FOR PRELIMINARY REVIEW ONLY. THE FIELD SURVEY PREPARED BY MST SURVEYING IS THE BASIS OF THIS DESIGN. MVC TAKES NO RESPONSIBILITY FOR THE ACCURACY OF THE SURVEY.
- UTILITIES MAY EXIST THAT ARE NOT SHOWN ON THE PLANS. THE LOCATIONS OF EXISTING UTILITIES ARE APPROXIMATE ONLY AND ARE BASED ON THE BEST AVAILABLE INFORMATION AT THE TIME. THE INFORMATION IS NOT TO BE RELIED UPON AS EXACT OR COMPLETE. THE CONTRACTOR SHALL VERIFY ACTUAL LOCATIONS OF EXISTING UTILITIES PRIOR TO CONSTRUCTION. SHOULD THE CONTRACTOR DISCOVER ANY DISCREPANCIES BETWEEN ACTUAL CONDITIONS AND THE INFORMATION SHOWN ON THESE DRAWINGS, THEY SHALL NOTIFY MVC BEFORE PROCEEDING WITH CONSTRUCTION.
- ALL EXISTING ON-SITE STRUCTURES AND ASSOCIATED SITE IMPROVEMENTS INCLUDING BUT NOT LIMITED TO CONCRETE FLATWORK, DRIVEWAY APRONS, WALKWAYS, LANDSCAPING AND UTILITY SERVICES SHALL BE DEMOLISHED. THE CONTRACTOR IS RESPONSIBLE FOR COORDINATION WITH ALL UTILITY SERVICE PROVIDERS.
- AN ENCROACHMENT & EXCAVATION PERMIT IS REQUIRED FOR ALL WORK WITHIN THE CARSON CITY RIGHT-OF-WAY.
- ALL WORK WITHIN THE CARSON CITY RIGHT-OF-WAY SHALL BE CONSTRUCTED IN ACCORDANCE WITH THE LATEST CODES, STANDARD SPECIFICATIONS & DETAILS.
- ALL PERMANENT STRIPING, SIGNAGE & TRAFFIC CONTROL IMPROVEMENTS SHALL BE INSTALLED IN ACCORDANCE WITH CURRENT "MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES" (MUTCD) REQUIREMENTS.
- MAINTAIN 3.5' MINIMUM COVER OVER ALL WATER MAINS AND SERVICES.
- MAINTAIN 3.0' MINIMUM HORIZONTAL CLEARANCE AROUND ALL FIRE HYDRANTS.
- ALL PROPOSED WATER AND GRAVITY SEWER IMPROVEMENTS ARE PUBLIC UNLESS OTHERWISE NOTED.
- THE PROPOSED SANITARY SEWER LIFT STATION, SANITARY SEWER FORCE MAIN, AND ALL STORM DRAIN IMPROVEMENTS ARE PRIVATE AND SHALL BE MAINTAINED BY THE ASSOCIATION.
- NO LOCATION FOR TELEPHONE, CABLE TV OR ANY OTHER LOW VOLTAGE IMPROVEMENT IS SHOWN. THE CONTRACTOR SHALL COORDINATE THE DESIGN & CONSTRUCTION OF THESE UTILITIES DIRECTLY WITH THE SERVICE PROVIDER.
- ADD 4700' TO ALL SPOT ELEVATIONS.



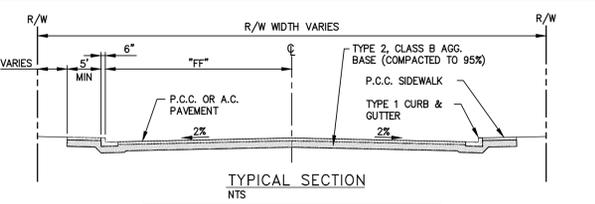
FUNCTIONAL CLASSIFICATION	NO. PARKING (SEE NOTE 6)	PARKING ONE SIDE (SEE NOTE 6)	PARKING BOTH SIDES	SIDEWALK
SPECIAL URBAN	"FF"	"FF"	"FF"	MIN.
LOCAL - 25 MPH	23'	28'	36'	5'
LOCAL - 15-20 MPH	20'	28'	36'	5'

APPLICABILITY: THE SPECIAL URBAN STREET SECTION IS ONLY ALLOWED FOR PRIVATE STREETS. USE OF THE SPECIAL URBAN STREET SECTION REQUIRES SPECIFIC APPROVAL FROM THE CARSON CITY ENGINEER OR PUBLIC WORKS DIRECTOR.

NOTES:

- DISTANCE "FF" IS MEASURED TO FRONT FACE OF CURB.
- STRUCTURAL SECTION BY ENGINEERING DESIGN, BUT NOT LESS THAN THE MINIMUM 3 INCHES OF A.C. W/6 INCHES OF AGG. BASE.
- ASPHALT MIX SHALL BE PG 64-28 NV WITH LIME TREATED TYPE 2 AGGREGATE, MAXIMUM 15% RECLAIMED ASPHALT PAVEMENT, 50 BLOW. ALL A.C. SURFACES SHALL BE COMPACTED TO 96% (MINIMUM) MARSHALL MAXIMUM DENSITY. NON-POLYMER OIL SURFACES SHALL RECEIVE A NON-POLYMER FOG SEAL.
- STREET LENGTH CENTERLINE TO CENTERLINE IS TYPICALLY 440 FEET TO 600 FEET.
- BITUMINOUS PAVING MACHINES SHALL BE SELF CONTAINED, POWER-PROPELLED UNITS, WITH AN ACTIVATED SCREED OR STRIKE-OFF ASSEMBLY, HEATED IF NECESSARY, MINIMUM HOPPER CAPACITY OF 10 TONS AND CAPABLE OF SPREADING AND FINISHING COURSES OF BITUMINOUS MIXTURE IN LANE AND SHOULDER WIDTHS APPLICABLE TO THE SPECIFIED TYPICAL SECTION AND THICKNESS SHOWN ON PLANS.
- "NO PARKING" SIGNS SHALL BE PLACED IN RESTRICTED AREAS PER MUTCD SECTION 2B.

NO.	REVISION	DATE	STANDARD DETAIL FOR PUBLIC WORKS CONSTRUCTION	SECTION
1	PRIVATE ONLY	9/21	SPECIAL SECTION URBAN STREETS	CARSON CITY DRAWING NO. C-5.1.8.1
APPROVED BY:		9/21		DATE SEP 2021



MINIMUM STRUCTURAL SECTION

ARTERIAL (MIN. 6" A.C. W/ MIN. 12" AGG. BASE)
COLLECTOR (MIN. 4" A.C. W/ 8" AGG. BASE)
LOCAL (MIN. 3" A.C. W/6" AGG. BASE)

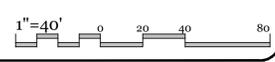
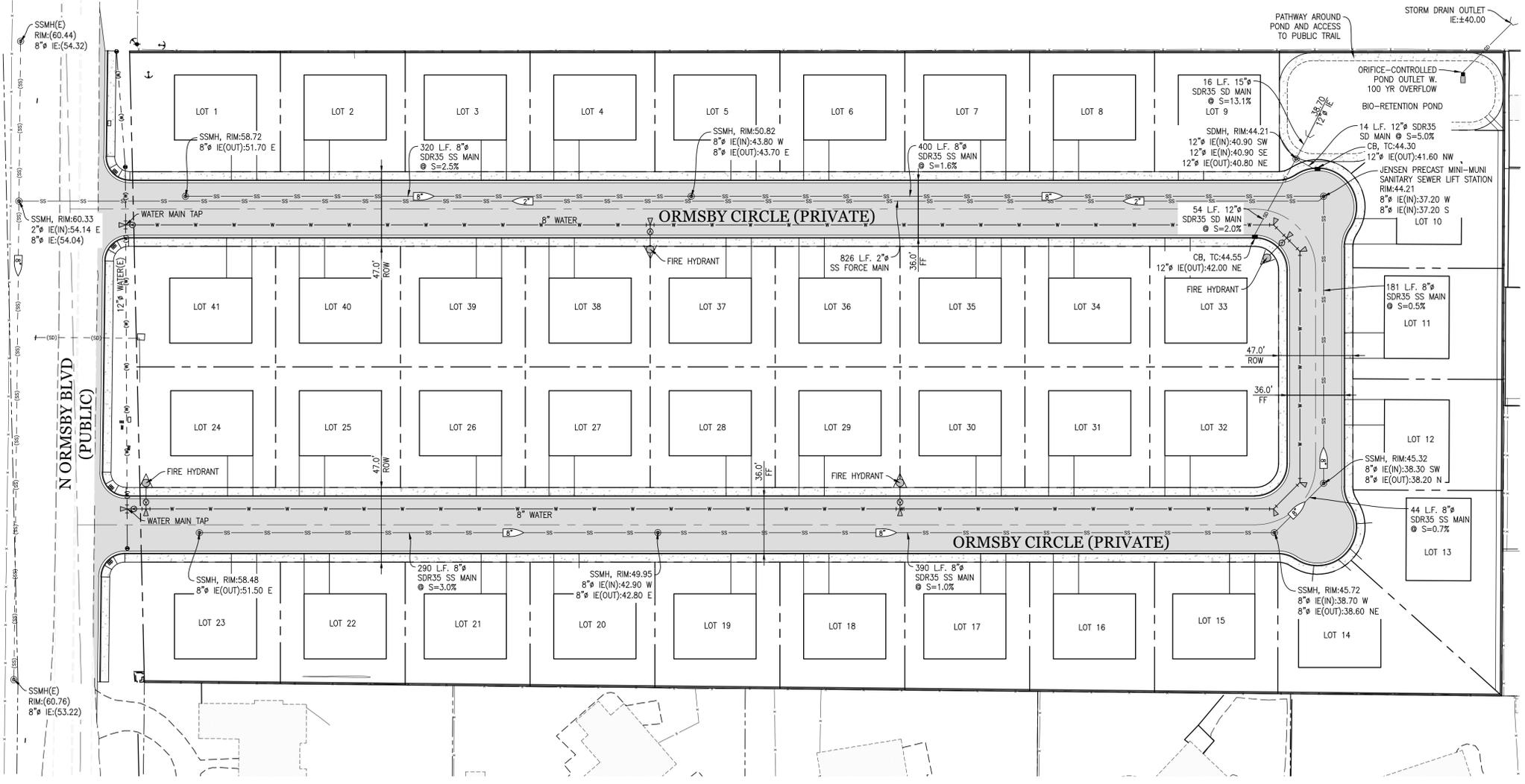
FUNCTIONAL CLASSIFICATION	NUMBER OF LANES	WITHOUT BIKE LANES			
		NO. PARKING	PARKING ONE SIDE	PARKING BOTH SIDES	SIDEWALK
ARTERIAL	5	32'	N/A	N/A	5'
COLLECTOR	3	18.5'	23'	30.5'	5'
LOCAL	2	15.5'	19.5'	23.5'	5'

FUNCTIONAL CLASSIFICATION	NUMBER OF LANES	WITH BIKE LANES			
		NO. PARKING	PARKING ONE SIDE	PARKING BOTH SIDES	SIDEWALK
ARTERIAL	5	36'	N/A	N/A	5'
COLLECTOR	3	23'	27.5'	32'	5'
LOCAL	2	17'	21.5'	25'	5'

NOTES:

- DISTANCE "FF" IS MEASURED TO FRONT FACE OF CURB.
- STRUCTURAL SECTION BY ENGINEERING DESIGN, BUT NOT LESS THAN THE MINIMUM SHOWN.
- ASPHALT MIX SHALL BE PG 64-28 NV WITH LIME TREATED TYPE 2 AGGREGATE, MAXIMUM 15% RECLAIMED ASPHALT PAVEMENT, 50 BLOW. ALL A.C. SURFACES SHALL BE COMPACTED TO 96% (MINIMUM) MARSHALL MAXIMUM DENSITY. NON-POLYMER OIL SURFACES SHALL RECEIVE A NON-POLYMER FOG SEAL.
- COLLECTOR STREETS SHALL INCLUDE CENTER STRIPING.
- COLLECTOR STREETS WITH BIKE LANES SHALL INCLUDE BICYCLE PAVEMENT MARKINGS AND SIGNS PER M.U.T.C.D.
- BITUMINOUS PAVING MACHINES SHALL BE SELF CONTAINED, POWER-PROPELLED UNITS, WITH AN ACTIVATED SCREED OR STRIKE-OFF ASSEMBLY, HEATED IF NECESSARY, MINIMUM HOPPER CAPACITY OF 10 TONS AND CAPABLE OF SPREADING AND FINISHING COURSES OF BITUMINOUS MIXTURE IN LANE AND SHOULDER WIDTHS APPLICABLE TO THE SPECIFIED TYPICAL SECTION AND THICKNESS SHOWN ON PLANS.

NO.	REVISION	DATE	STANDARD DETAIL FOR PUBLIC WORKS CONSTRUCTION	SECTION
1	DWG. NOTE 3	9/17	ROADWAY SECTION URBAN STREETS	CARSON CITY DRAWING NO. C-5.1.8
2	NOTE 3-RAP	2/18		DATE FEB 2018
APPROVED BY:		2/18		





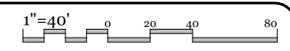
Ash Canyon SF
Tentative Subdivision Map
 Grading Plan

1051 N Ormsby Blvd
 APN: 001-241-14
 Carson City, Nevada

Project # 21.034
 Drawn HBA
 Checked MWV
 Date 8.29.2022
 Revisions

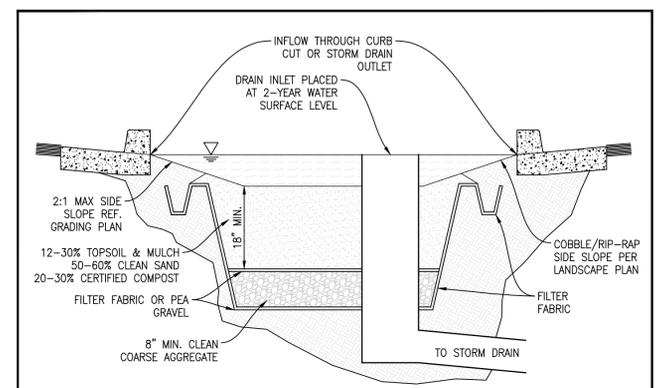
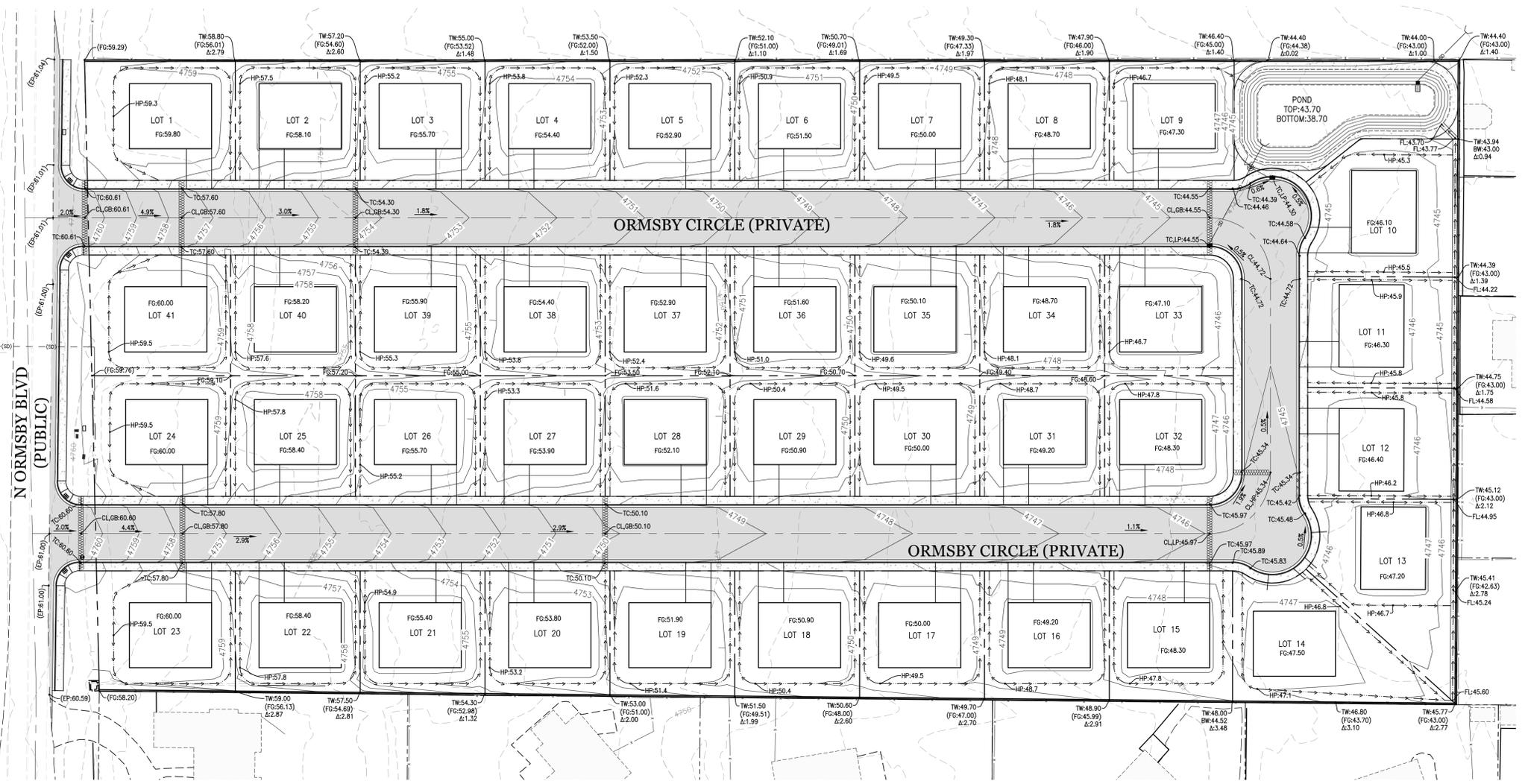


August 29, 2022



GRADING LEGEND

- A.C. PAVEMENT AREA
- CONCRETE AREA
- UTILITY PROPOSED UTILITY LINE W. DESCRIPTION
- (UTILITY) EXISTING UTILITY LINE W. DESCRIPTION
- MAHOLE W. DESCRIPTION (EXISTING/PROPOSED)
- CLEANOUT (EXISTING/PROPOSED)
- CATCH BASIN/DROP INLET
- YARD DRAIN
- DIRECTIONAL FLOW LINE
- GRADE BREAK
- 4900 PROPOSED CONTOUR LINE
- 4900 EXISTING CONTOUR LINE
- (FG:XX.XX) SPOT ELEVATION (EXISTING) ~ PROPOSED



BIORETENTION BASIN NOTES:

1. BASINS ARE PRIVATELY OWNED & MAINTAINED UNLESS SPECIFICALLY NOTED OTHERWISE.
2. REFERENCE PLAN FOR SPECIFICATIONS OF DRAIN INLET AND ADDITIONAL DESIGN.
3. PROVIDE A 3" WIDE LOW FLOW SWALE IN THE BOTTOM OF THE BASIN LINED WITH 1.5"-3" ROCK AS SPECIFIED BY THE LANDSCAPE ARCHITECT.
4. MAX SIDE SLOPE SHALL BE 3:1 AND DISTURBED SLOPES SHALL BE STABILIZED WITHIN 1 WEEK OF CONSTRUCTION.
5. THE BASINS SHALL BE INSPECTED ANNUALLY, AND FOLLOWING ANY MAJOR STORM EVENT.
6. DEBRIS SHALL BE PERIODICALLY REMOVED AND ANY VEGETATION MAINTAINED.
7. IF THE BASIN DOES NOT FULLY INFILTRATE WITHIN 7, DAYS, THE FILTER MEDIA SHALL BE REPLACED.
8. EVERY 5-10 YEARS THE AREA SHOULD BE TILLED, FINE MATERIALS REMOVED AND THE BASE REGARDED TO MAINTAIN LONG TERM VIABILITY OF THE BASIN.
9. IF A HAZARDOUS MATERIALS SPILL OCCURS AND THE SOILS BECOME CONTAMINATED, THE AFFECTED AREAS SHOULD BE REMOVED IMMEDIATELY AND APPROPRIATE SOILS AND MATERIALS REPLACES AS SOON AS POSSIBLE.

LANDSCAPE BIO-RETENTION BASIN WITH STORM DRAIN OVERFLOW

EARTHWORK ANALYSIS

SITE AREA	7.98 AC
SITE DISTURBANCE	7.98 AC
PROPOSED CUT	1,800 YD ³
PROPOSED FILL	18,800 YD ³
NET EARTHWORK	17,000 YD ³ FILL

THIS ANALYSIS COMPARES THE EXISTING FINISH GRADE SURFACE TO THE PROPOSED FINISH GRADE SURFACE AND IS INTENDED FOR PERMITTING PURPOSES ONLY. THE CONTRACTOR SHALL PREPARE AN INDEPENDENT EARTHWORK ANALYSIS INCORPORATING ANY OVER EXCAVATION, SHRINKAGE, EXPANSION AND/OR STRUCTURAL SECTIONS, ETC.

GRADING & DRAINAGE NOTES

1. ALL GRADING SHALL BE IN ACCORDANCE WITH THE GEOTECHNICAL REPORT PREPARED BY EARTH TECH, LLC.
2. ALL ELEVATIONS IDENTIFIED ARE TO FINAL SURFACE FINISH GRADE UNLESS OTHERWISE NOTED. THE CONTRACTOR SHALL ADJUST GRADING TO ACCOMMODATE THE DEPTH OF ANY RIP-RAP PROTECTION, LANDSCAPE SURFACE TREATMENTS OR THE LIKE TO ENSURE THE IDENTIFIED GRADES ARE ESTABLISHED WITH COMPLETE SITE STABILIZATION.
3. ANY RETAINED HEIGHTS INDICATED ARE FROM SURFACE TO SURFACE UNLESS OTHERWISE NOTED. SLOPES STEEPER THAN 3H:1V SHALL BE MECHANICALLY STABILIZED IN ACCORDANCE WITH THE GEOTECHNICAL INVESTIGATION/REPORT PREPARED BY EARTH TECH, LLC. UNLESS NOTED OTHERWISE, SLOPES GREATER THAN 3:1 SHALL BE STABILIZED WITH RIP-RAP. SWALES AND V-DITCHES SHALL BE RIP RAPPED AS SPECIFIED ON PLANS. THE ROCK SHALL CONTAIN A MINIMUM OF FOUR FRACTURED FACES AND BE PLACED TO A MINIMUM DEPTH OF 12 INCHES. A MINIMUM OF 75% OF THE RIP-RAP SHALL BE THE SPECIFIED ROCK DIAMETER OR GREATER.
4. ALL PROPOSED STORM DRAIN IMPROVEMENTS AND DETENTION POND ARE PRIVATE AND SHALL BE MAINTAINED BY THE ASSOCIATION.
5. ADD 4700' TO ALL ELEVATIONS.

FLOOD ZONE

THIS SITE LIES IN FEMA FLOOD ZONE X SHADED (3200010092G). ZONE X (SHADED) IS DEFINED AS A MODERATE FLOOD HAZARD AREA AND IS BETWEEN THE LIMITS OF THE BASE FLOOD AND THE 0.2-PERCENT-ANNUAL-CHANCE (OR 500-YEAR) FLOOD. FINISH FLOOR OF ALL HOUSES TO BE SET 1.0' MINIMUM ABOVE HIGHEST EXISTING ADJACENT GRADE.

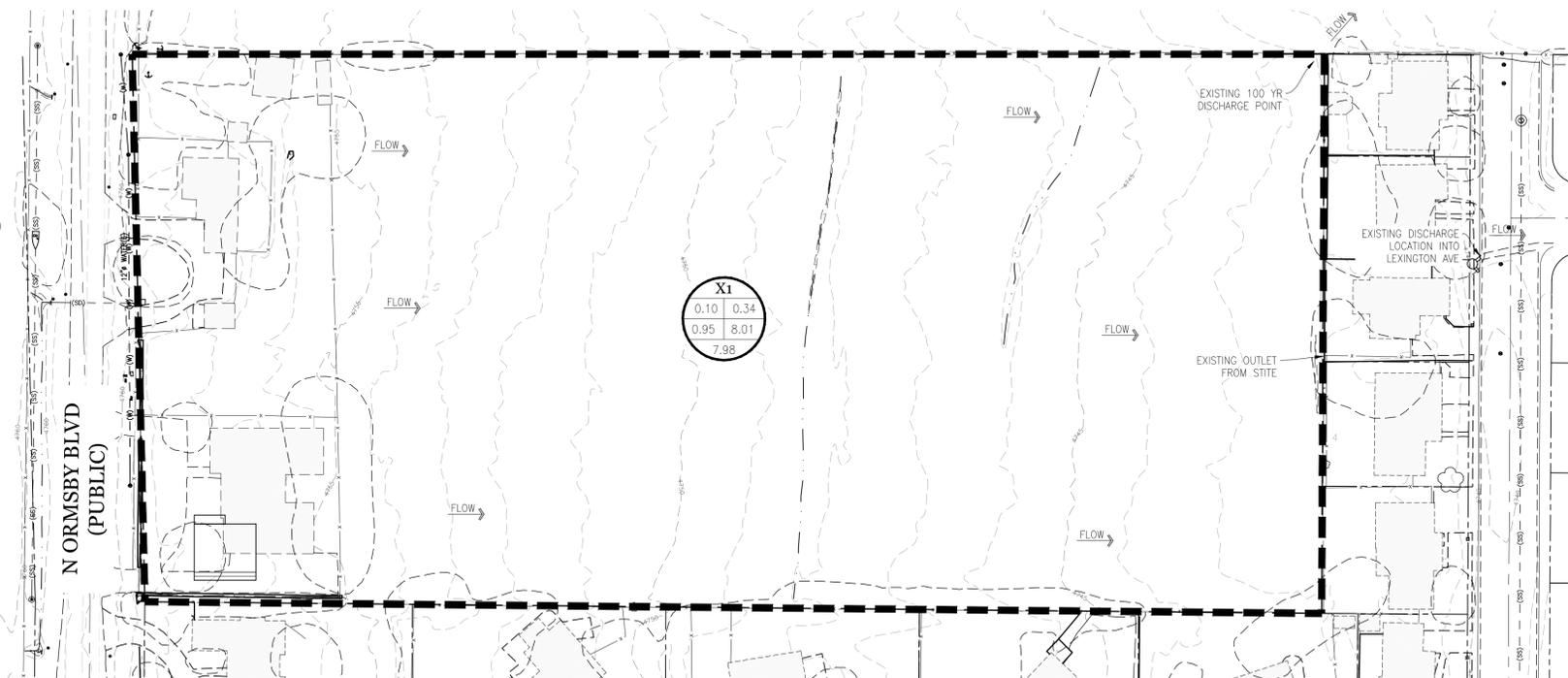
GRADING & DRAINAGE LEGEND

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- GRADE BREAK
- 4900 PROPOSED CONTOUR LINE
- 4900 EXISTING CONTOUR LINE
- (FG:XX.XX) SPOT ELEVATION (EXISTING) ~ PROPOSED
- FLOW FLOW DIRECTION ARROW
- DRAINAGE BASIN CHARACTERISTICS

FLOOD ZONE

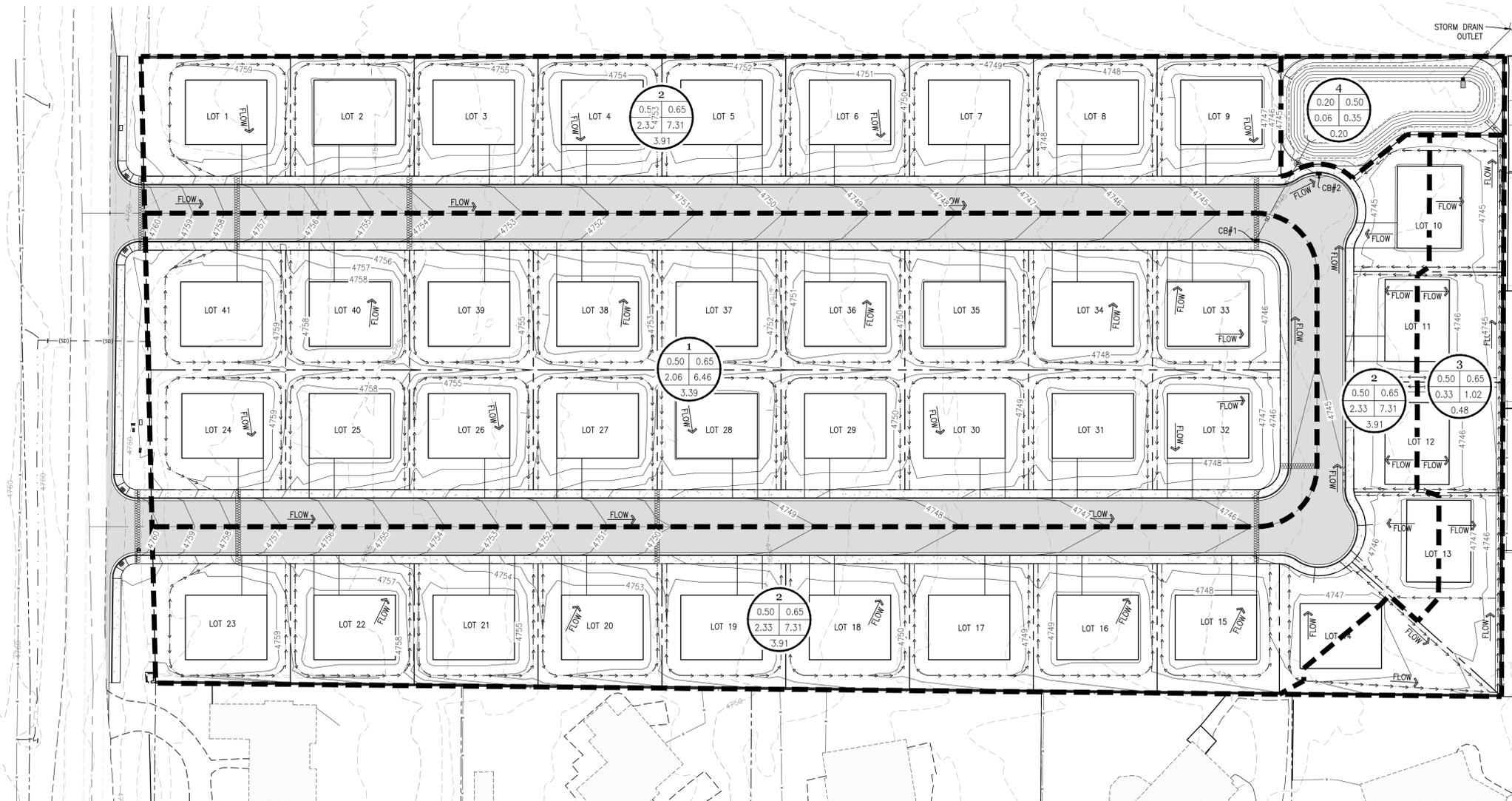
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1"=60'



EXISTING DRAINAGE BASINS

SCALE:1"=60'



PROPOSED DRAINAGE BASINS

SCALE:1"=40'

1"=40'

MONTE VISTA CONSULTING
575 E. Plumb Lane #101
Reno, NV 89502
775.636.7905
montevistaconsulting.com



Ash Canyon SF Tentative Subdivision Map

Drainage Plan

1051 N Ormsby Blvd
APN: 001-241-14
Carson City, Nevada

Project #	21.034
Drawn	HBA
Checked	MWV
Date	8.29.2022
Revisions	Revisions

FOR PRELIMINARY REVIEW
NOT FOR CONSTRUCTION

August 29, 2022

C5.0

C:\Users\mike\OneDrive\Documents\Projects\034_Ash_Canyon_SF (08.29.2022)\034_Ash_Canyon_SF (8/29/2022) 5:12 PM

From: [ROBERT WILLIG](#)
To: [Planning Department](#)
Subject: Sub-2022-0375
Date: Friday, September 16, 2022 5:59:57 PM

This message originated outside of Carson City's email system. Use caution if this message contains attachments, links, or requests for information.

The area being planned for development should not be changed from SF12 to SF6 thereby allowing a more dense development in an area already having problems with water pressure. I live on 5 Yorktown Drive and most mornings my water pressure is less than 20 PSI, sometimes the sprinkler head does not pop up. It does not get to 40 to 50 PSI until late morning early afternoon. When I took this up with the city they said it was due to everyone using irrigation on their property, this is not going to get better with more and more houses in the area. The reference to water pressure on the Christy project was for the fire department at the hydrants, not at the houses and not based on time. When the water department checked the hydrant all was fine, this does not help with our homes. The 203 homes in the Christy development is going to impact the water availability in the surrounding area, 41 more will not improve things unless the city improves water availability in the older areas of the city. If the homes in the area can not get more water pressure how are all these new places going to get it? Before anymore projects are approved they need to check water pressure at houses at 5:00 in the morning and see what needs to be done to improve water availability for everyone in the area.

This area also has deer going through it on a regular basis not that anyone cares about that but the Westside is used to wildlife going through the area, you keep cramming houses into every available space like in California, this area's quality of life will be decreased, everything will change. make them SF24 instead of SF6

Bob and Marinka Willig
5 Yorktown Drive

775 301 6840

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Bob and Marinka Willig
5 Yorktown Drive

775 301 6840



108 E. Proctor Street
Carson City, Nevada 89701
(775) 887-2180
Hearing Impaired: 711

MEMORANDUM

Planning Commission meeting of September 28, 2022

DATE: September 27, 2022
TO: Planning Commission
FROM: Heather Ferris, Planning Manager

SUBJECT: Item 6.G - For Possible Action: Discussion and possible action regarding a request from John Krmpotic ("Applicant") for a recommendation to the Board of Supervisors ("Board") concerning a request for a Tentative Subdivision Map (SUB-2022-0375) known as Ash Canyon SF to create 41 single family residential lots on an 8.41-acre parcel zoned Single-Family 12,000 ("SF12"), located at 1051 N Ormsby Blvd., Assessor's Parcel Number ("APN") 001-241-14. (Heather Ferris, hferris@carson.org).

Since the release of the packet staff has had discussion with the applicant regarding the intent of Condition #31 and offers the following modifications to the condition to provide clarity:

31. ~~With the submittal~~ **Prior to the issuance** of the site improvement permit application, the developer shall provide **update the water and sewer analyses to include the Andersen Ranch West Subdivision (SUB-2022-0374)** updated analyses (water, sewer, and transportation) to include all projects that have been entitled up to 3 months after this project has been **should it be** entitled. **Additionally, the developer shall analyze the turning movements at North Ormsby Boulevard and both entrances of Ormsby Circle to ensure there are no turning movement conflicts created between this subdivision and the Andersen Ranch West Subdivision.** ~~In the event~~ **If the** updated **studies and turning analysis recommend additional project** reports shall that mitigations, is required to meet development standards; the project must provide mitigation to the satisfaction **the developer shall incorporate the recommended mitigations, to the approval** of the City Engineer.

Staff recommends the following motion:

"I move to recommend approval of Tentative Subdivision Map SUB-2022-0375 based on the ability to make the required findings and subject to the conditions of approval contained in the staff report and amended in staff's memo dated September 27, 2022."

From: [Michael Goldeen](#)
To: [Planning Department](#)
Subject: ZA-2022-0376 and SUB-2022-0375
Date: Sunday, September 25, 2022 8:19:06 AM

This message originated outside of Carson City's email system. Use caution if this message contains attachments, links, or requests for information.

The proposed zoning of this property from SF 12 to SF 6 may be “consistent with the zoning to the south”, but it is definitely not consistent with construction to the south whose owners when they purchased theirs could easily have been led to expect the lot size of their properties would be extended to subsequent development to their north. With this in mind, please let me suggest that the southernmost row of properties, running east to west, be retained at SF 12 so the transition will not be imposed on existing property owners to the south.

Michael Goldeen
804 Lexington Avenue
Carson City, NV 89703

775-297-3688
michael@goldeen.com

From: [Doctor Claudia Capizzi-Gay](#)
To: [Planning Department](#)
Subject: Please don't rezone SUB-2022-0375 ZA-2022-0376
Date: Wednesday, September 28, 2022 8:04:10 AM

This message originated outside of Carson City's email system. Use caution if this message contains attachments, links, or requests for information.

Hello,
I am writing in regards to agenda number SUB-2022-0375
ZA-2022-0376

I am a resident off west Long St. Please do NOT re-zone from SF12 to SF6 so they can shove 41 homes in a small property behind my house. This would greatly impact our community in a negative way with significantly increased traffic, congestion, noise, and higher water demands. We moved to this area seeking peace, please don't take it from us.

Thank you for considering my concerns.

Claudia Capizzi-Gay

From: [Carissa Russell](#)
To: [Planning Department](#)
Subject: Public Comment for 4PM Meeting 9/28/2022
Date: Wednesday, September 28, 2022 12:01:41 PM

This message originated outside of Carson City's email system. Use caution if this message contains attachments, links, or requests for information.

Good morning,

I'm writing to ask this committee to vote against agenda items ZA-2022-0376 and SUB-2022-0375 that would change zoning on the parcel located at 1051 N Ormsby Lane and the proposed division map. The residents in the surrounding areas are against adding more homes to this area of Carson City. This proposed housing takes away from the open space and historic look of the West side that local residents all love and appreciate. The local schools can't accommodate the extra families and neither can the nearby grocery stores. Our children love to see all of the cows in the open space on walks, and the tradition of all of the sheep that come down in that field. Our area is known for visits from bears and this will increase with all of the extra garbage bins this new development will bring in. Taking this open space away is not good for local wildlife or the people who live here. We do not want these additional houses, please think of the people this is affecting and be our voice against John Krmptotic's development and rezoning plans. Please do not approve rezoning or the subdivision map. Thank you for your time.

Carissa Russell