

**CARSON CITY CONSOLIDATED MUNICIPALITY
NOTICE OF THE MEETING OF THE
BOARD OF SUPERVISORS AND LIQUOR AND ENTERTAINMENT BOARD**

Day: Thursday
Date: January 18, 2024
Time: Beginning at 8:30 am
Location: Community Center, Robert "Bob" Crowell Board Room
851 East William
Carson City, NV 89701

AGENDA

NOTICE TO THE PUBLIC:

Members of the public who wish to view the meeting may watch the livestream of the Board of Supervisors and Liquor and Entertainment Board meeting at www.carson.org/granicus and by clicking on “In progress” next to the meeting date, or by tuning in to cable channel 191. Livestream of the meeting is provided solely as a courtesy and convenience to the public. Carson City does not give any assurance or guarantee that the livestream or cable channel access will be reliable. Although all reasonable efforts will be made to provide livestream, unanticipated technical difficulties beyond the control of City staff may delay, interrupt, or render unavailable continuous livestream capability.

The public may provide public comment in advance of a meeting by written submission to the following email address: publiccomment@carson.org. For inclusion or reference in the minutes of the meeting, your public comment must include your full name and be submitted via email by not later than 3:00 p.m. the day before the meeting. Public comment during a meeting is limited to three minutes for each speaker.

1. **Call to Order - Board of Supervisors**
2. **Roll Call**
3. **Invocation - Laura Myler, Relief Society President, Clear Creek LDS**
4. **Pledge of Allegiance**

5. **Public Comment:****

The public is invited at this time to comment on and discuss any topic that is relevant to, or within the authority of this public body.

6. **For Possible Action: Approval of Minutes**

- 6.a December 21, 2023
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7. **Special Presentations**

- 7.a Proclamation and presentation of the Employee-of-the-Quarter award to Michael

Salogga, Department Business Manager. (Alana Mills, amills@carson.org)

Staff Summary: The Employee-of-the-Quarter program recognizes outstanding employees whose efforts have helped the City achieve the strategic goals adopted by the Board of Supervisors and who have demonstrated an effort to fulfill the City's mission, vision and values.

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- 7.b Presentation of Length of Service certificates to City Employees. (Alana Mills, amills@carson.org)

Staff Summary: Every month the Board of Supervisors presents Length of Service certificates to employees who have completed 5, 10, 15, 20, 25 and 30 years of City service.

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Consent Agenda

All matters listed under the consent agenda are considered routine and may be acted upon by the Board of Supervisors with one action and without an extensive hearing. Any member of the Board may request that an item be taken from the consent agenda, discussed and acted upon separately during this meeting. The Mayor, or the Mayor Pro-Tem, retains discretion in deciding whether or not an item will be pulled off the consent agenda.

8. City Manager

- 8.a For Possible Action: Discussion and possible action on ratifying the approval of bills and other requests for payments by the City Manager for the period of December 8, 2023, through January 4, 2024. (Nancy Paulson, npaulson@carson.org)

Staff Summary: Pursuant to Carson City Municipal Code ("CCMC") Chapter 2.29, the Controller will present all bills or other requests for payment by the City to the City Manager for approval. Upon approval, the register book of bills and other requests for payment and warrants are presented at least once a month to the Board of Supervisors, who shall, by motion entered into its minutes, ratify the action taken.

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9. Community Development

- 9.a For Possible Action: Discussion and possible action regarding an amendment to a final subdivision map known as Emerson Cottages (SUB-2020-0212) to change the lot lines between common area 1 (Assessor's Parcel Number ("APN") 002-781-10) and APN 002-781-11 and common area 2 (APN 002-781-12) and APN 002-781-11, located on the east side of Emerson Drive, immediately south of I-580. (Heather Ferris, hferris@carson.org)

Staff Summary: The Board of Supervisors ("Board") granted approval of the Tentative Subdivision map for Emerson Cottages on August 20, 2020. The Final Subdivision map was approved by the Board and recorded on May 20, 2021. Paradiso Emerson CC, LLC ("Applicant") is now seeking an amendment to the map to reduce the sizes of

common area 1 and common area 2 resulting in the NV Energy parcel, APN 002-781-11 (not a part of the original map), becoming larger in size. The portion of the common area parcels that will be included in the NV Energy parcel are currently landscaped and maintained by NV Energy via an easement. The amendment will result in the ownership of the property matching the maintenance responsibility. Nevada Revised Statute (“NRS”) 278.477 requires an amendment of a recorded subdivision map to follow the same procedures for approval and filing of the original final map.

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10. Finance

- 10.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 January 5, 2024, per NRS 251.030 and NRS 354.290. (Sheri Russell-Benabou, 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.

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11. Health and Human Services

- 11.a For Possible Action: Discussion and possible action regarding a proposed interlocal agreement between Carson City and the State of Nevada, acting by and through the Department of Health and Human Services Division of Health Care Financing and Policy ("DHCFP") and the Division of Welfare and Supportive Services ("DWSS"), effective July 1, 2023 to June 30, 2027, for the non-federal share of expenditures and administrative services necessary to implement Medicaid in Carson City, including a not to exceed amount of \$5,854,848.90. (Nicki Aaker, naaker@carson.org)

Staff Summary: The interlocal agreement authorizes DHCFP and DWSS to provide the administrative services necessary to implement the Nevada Medicaid Program State Plan in Carson City and requires Carson City to pay the non-federal share of Medicaid expenditures to DHCFP for medical, administrative and transaction costs for individuals qualifying for Medicaid in Carson City. Carson City's payment of the not to exceed amount of \$5,854,848.90 is supported by an ad valorem tax of 8 cents on each \$100 of assessed valuation of all taxable property in Carson City.

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12. Purchasing and Contracts

- 12.a For Possible Action: Discussion and possible action regarding Contract No. 24300316 with SCS Engineers (“SCS”) to provide engineering design services for the Landfill Tipping Station Design Project (“Project”) for an amount not to exceed \$479,900. (Carol Akers, cakers@carson.org and Randall Rice, rrice@carson.org)

Staff Summary: SCS has been selected to provide engineering and architectural services for the proposed waste tipping station facility. The proposal is based on preliminary conceptual design work performed by SCS for the facility. This Project was approved as part of the Fiscal Year (“FY”) 2023 and 2024 Capital Improvement Program (“CIP”).

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13. Treasurer

- 13.a For Possible Action: Discussion and possible action regarding the Treasurer’s monthly statement of all money on deposit, outstanding checks and cash on hand for December 2023 submitted per Nevada Revised Statutes ("NRS") 354.280. (Andrew Rasor, arasor@carson.org)

Staff Summary: NRS 354.280 requires the Treasurer to keep a record of the source and amount of all receipts, apportionments to, payments from and balances in all funds and to submit to the Board of Supervisors each month a statement containing that information for the previous month. The Treasurer must report the balance in each county, state and special fund, together with a statement of all money on deposit, outstanding checks against that money and cash on hand.

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(End of Consent Agenda)

Ordinances, Resolutions, and Other Items

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

15. Sheriff

- 15.a For Discussion Only: Discussion and presentation of a biannual report on Carson City jail conditions and information concerning deaths of prisoners within the jail. (Captain Earl A. Mays III, emays@carson.org)

Staff Summary: During the 2019 Legislative Session, the Nevada Legislature enacted Assembly Bill (“AB”) 301, which requires the Sheriff to submit to the Board of Supervisors ("Board") a biannual report containing aggregated data similar to the information required to be submitted pursuant to the federal Death in Custody Reporting Act of 2013, Public Law 113-242, concerning the deaths of prisoners in the jail during the immediately preceding six months and the circumstances surrounding any such deaths. AB 301 also requires the Board, at least twice each year, to include as an item on the agenda of a public meeting a consideration of the conditions of the jail, the number of deaths of prisoners in the jail and the known circumstances surrounding any such deaths during the immediately preceding six months. There were no prisoner deaths in the jail in the immediately preceding six months.

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16. City Manager

- 16.a For Possible Action: Discussion and possible action regarding the appointment of two members to the Carson City Parks and Recreation Commission, each for a four-year

term ending on January 1, 2028. (Nancy Paulson, npaulson@carson.org)

Staff Summary: Chapter 2.16 of the Carson City Municipal Code ("CCMC") provides for a Parks and Recreation Commission consisting of seven members appointed by the Board of Supervisors. There are two positions available. New applications were submitted by Lee Heidenfeldt, Deborah Hayward, and Michael Plansky.

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- 16.b For Possible Action: Discussion and possible action regarding the proposed final design of Artist Karen Yank's proposal "Sense of Place", a sculpture to be located in the roundabout at South Carson Street and South Stewart Street. (Nancy Paulson, npaulson@carson.org)

Staff Summary: Karen Yank's proposed sculpture "Sense of Place" was presented to the Board of Supervisors ("Board") at its December 21, 2023, meeting where the Board gave direction for the Mayor to enter into a contract with Ms. Yank and requested that Ms. Yank consider alterations to the design of the sculpture as discussed at the meeting. The Mayor has executed a contract with Ms. Yank and Ms. Yank has developed the proposed final design for the Board's consideration and approval.

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- 16.c For Discussion Only: Discussion regarding the status of Community Project Funding ("CPF") that Carson City has received or applied for through federal appropriations legislation, Carson City's American Rescue Plan Act ("ARPA") funding and the Carson City Public Lands Correction Act. (Nancy Paulson, npaulson@carson.org)

Staff Summary: City staff will provide an update on the status of projects funded with CPF and ARPA funding and provide an update on the City's Lands Bill.

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17. Recess as the Board of Supervisors

Liquor and Entertainment Board

18. Call to Order - Liquor and Entertainment Board

19. Roll Call

20. Public Comment:**

The public is invited at this time to comment on and discuss any topic that is relevant to, or within the authority of this public body.

21. For Possible Action: Approval of Minutes

21.a July 20, 2023

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22. Community Development

22.a For Discussion Only: Presentation and discussion regarding the Liquor Hearings Officer's 2023 Annual Report. (Hope Sullivan, hsullivan@carson.org)

Staff Summary: Carson City Municipal Code (“CCMC”) Chapter 4.13, the Liquor Board and Liquor Licensing and Sales ordinance, allows the Liquor Board to appoint a hearings officer who has the authority to review, approve, approve with conditions or disapprove liquor license applications. CCMC 4.13.150 requires the hearings officer to prepare and present an annual activity report to the Liquor Board. The report must include the disciplinary actions and penalties resulting from the hearings officer’s decisions as well as the administrative citation process. This item includes a report on liquor licenses approved in 2023 as well as compliance checks.

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23. Public Comment:**

The public is invited at this time to comment on any matter that is not specifically included on the agenda as an action item. No action may be taken on a matter raised under this item of the agenda.

24. For Possible Action: To Adjourn as the Liquor and Entertainment Board

25. Reconvene as the Board of Supervisors

26. Community Development

- 26.a For Possible Action: Discussion and possible action to introduce on first reading, a proposed ordinance amending Carson City Municipal Code (“CCMC”), Title 18 to allow for a child care facility use in the Residential Office (“RO”) use district as a conditional use and other matters properly related thereto. (Heather Manzo, hmanzo@carson.org)

Staff Summary: A child care facility use is currently permitted in the RO use district as a conditional use accessory to a primary residential use. The Boys and Girls Club (“Applicant”) is proposing an amendment to the RO use district, CCMC 18.04.110, to permit a child care facility use as a conditional use in the RO use district without being accessory to a residential use. A special use permit (“SUP”) will still be required for a child care facility use in the RO use district. Per CCMC 18.02.075, the Planning Commission conducts a public hearing and makes a recommendation to the Board of Supervisors ("Board") regarding the requested zoning text amendment. The Board is authorized to amend the CCMC. Pursuant to Nevada Revised Statutes ("NRS") Chapter 237, a business impact statement is not required to be prepared with this ordinance.

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- 26.b For Possible Action: Discussion and possible action regarding the Master Plan annual report from the Planning Commission. (Hope Sullivan, hsullivan@carson.org)

Staff Summary: NRS 278.190 requires the Planning Commission to annually make recommendations to the Board of Supervisors regarding the implementation of the Master Plan. The report includes information regarding past, current and future Master Plan implementation actions for the Board of Supervisor’s consideration in setting goals and work programs for 2024.

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27. Finance

- 27.a For Possible Action: Discussion and possible action to introduce, on first reading, a proposed ordinance authorizing the issuance by Carson City of its "General Obligation (Limited Tax) Park Bonds (Additionally Secured by Pledged Revenues), Series 2024" in the aggregate principal amount not to exceed \$5,000,000 for the purpose of financing certain recreational facilities as set forth in Nevada Revised Statutes ("NRS") 244A.597, including but not limited to, improvements at the JohnD Winters Centennial Park Complex ("Centennial Park"). (Sheri Russell-Benabou, srussell@carson.org)

Staff Summary: If adopted this ordinance will authorize the issuance of the "General Obligation (Limited Tax) Park Bonds (Additionally Secured by Pledged Revenues), Series 2024" in the aggregate principal amount not to exceed \$5,000,000 for the purpose of financing certain recreational facilities as set forth in NRS 244A.597, including but not limited to improvements at Centennial Park. Pursuant to NRS Chapter 237, a business impact statement is not required to be prepared with this ordinance.

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- 27.b 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. (Sheri Russell-Benabou, srussell@carson.org)

Staff Summary: The completed remediation plans for various recommendations and findings have been presented and approved by the Audit Committee. Upon approval by the Board of Supervisors, the completed recommendations and findings will be considered closed and removed from the Audit Findings Tracking Summary Report maintained by the internal auditor and City staff.

[Click Here for Staff Report](#)

- 27.c For Possible Action: Discussion and possible action regarding funding priorities for the Community Support Services Grant ("CSSG"). (Rebecca Phipps, rphipps@carson.org)

Staff Summary: The Board of Supervisors ("Board") established the CSSG to improve the quality of life for Carson City citizens. Local non-profits providing services that address Carson City's critical needs are eligible to apply for the CSSG. The current priorities for the CSSG are to fund senior, health, dental, mental health, domestic violence, disabled, substance abuse, youth and educational services. Staff is asking the Board to discuss and consider the funding priorities for the Fiscal Year ("FY") 2025 grant cycle, in accordance with current community needs.

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- 27.d For Possible Action: Discussion and possible action regarding proposed programmatic amendments to the American Rescue Plan Act of 2021 ("ARPA") grants awarded to the Ron Wood Family Resource Center ("Ron Wood") and Saint Vincent de Paul ("St. Vincent"), effective February 1, 2023 through December 31, 2024. (Rebecca Phipps, rphipps@carson.org)

Staff Summary: On January 19, 2023, the Board of Supervisors (“Board”) approved awards to Ron Wood in the amount of \$16,127 and St. Vincent in the amount of \$57,500 for two-year programs or projects that support unsheltered individuals and emergency housing in Carson City. One year after the awards were received, Ron Wood and St. Paul are requesting changes to the scope of their programs because they are experiencing fewer client referrals than anticipated and thus are not able to spend the ARPA grant funds as they originally intended.

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28. Board of Supervisors

Non-Action Items:

City Manager Update

Status review of projects

Internal communications and administrative matters

Correspondence to the Board of Supervisors

Status reports and comments from the members of the Board

Staff comments and status report

Closed Non-Meeting to Confer with Management Representatives and Counsel:

Following a recess or adjournment, the Carson City Board of Supervisors may gather to meet with its management representatives or to receive information from an attorney employed or retained by the City regarding potential and/or existing litigation involving matters over which the public body has supervision, control, jurisdiction or advisory power and to deliberate toward decisions on the matters.

29. Public Comment:**

The public is invited at this time to comment on any matter that is not specifically included on the agenda as an action item. No action may be taken on a matter raised under this item of the agenda.

30. For Possible Action: To Adjourn as the Board of Supervisors

****PUBLIC COMMENT LIMITATIONS** - The Mayor and Supervisors meet at various times as different public bodies: the Carson City Board of Supervisors, the Carson City Liquor and Entertainment Board, the Carson City Redevelopment Authority, and the Carson City Board of Health. Each, as called to order, will provide at least two public comment periods in compliance with the minimum requirements of the Open Meeting Law prior to adjournment. No action may be taken on a matter raised under public comment unless the item has been specifically included on the agenda as an item upon which action may be taken. **Public comment will be limited to three minutes per speaker to facilitate the efficient conduct of a meeting and to provide reasonable opportunity for comment from all members of the public who wish to speak.** Testimony from a person who is directly involved with an item, such as City staff, an applicant or a party to an administrative hearing or appeal, is not considered public comment and is not subject to the three-minute time limitation.

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

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

commenting on any agenda item.

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

To request a copy of the supporting materials for this meeting contact Rachael Evanson revanson@carson.org or call (775) 887-2100.

This agenda and backup information are available on the City's website at www.carson.org/agendas and at the City Manager's Office - City Hall, 201 N. Carson Street, Ste 2, Carson City, Nevada (775) 887-2100.

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Community Center 851 East William
www.carson.org/agendas
<http://notice.nv.gov>