

**CARSON CITY CONSOLIDATED MUNICIPALITY  
NOTICE OF THE MEETING OF THE  
BOARD OF SUPERVISORS AND THE JOINT MEETING OF THE BOARD OF  
SUPERVISORS AND THE PLANNING COMMISSION**

**Day:** Thursday  
**Date:** May 16, 2024  
**Time:** Beginning at 8:30 am  
**Location:** Community Center, Robert "Bob" Crowell Board Room  
851 East William Street  
Carson City, Nevada

**AGENDA**

**NOTICE TO THE PUBLIC:**

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

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

1. **Call to Order Board of Supervisors**
2. **Roll Call**
3. **Invocation - Kile Baker, LifePoint**
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.

- 5.a Public Comment  
[Click Here for Staff Report](#)

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

- 6.a April 18, 2024  
[Click Here for Staff Report](#)

## 7. Special Presentations

- 7.a Presentation of a proclamation recognizing May 19th - 25th, 2024 as National Public Works Week.  
[Click Here for Staff Report](#)
- 7.b Presentation of a proclamation recognizing May 2024 as National Treatment Court and Mental Health Awareness Month  
[Click Here for Staff Report](#)
- 7.c 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.

[Click Here for Staff Report](#)

## Consent Agenda

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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.  
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## 8. Airport

- 8.a For Possible Action: Discussion and possible action regarding the proposed assignment (“Assignment”) of an existing ground lease agreement (“Lease”), on Assessor’s Parcel Number (“APN”) 005-011-87 (“Property”), between Carson City and the Carson City Airport Authority (“Airport Authority”), together as landlord (“Landlord”), and The Byard Family Trust (“Trust”), with the Assignment allowing Jeffery G. Byard to replace the Trust as the Lease tenant. (Steve Tackes, kcnvlaw.com and Corey Jenkins, cjenkins@flycarsoncity.com)

Staff Summary: The Lease was originally entered into in 2002 between Landlord and the Trust for an original term ending on December 8, 2024. The Lease was amended in 2017 for a new term ending September 30, 2067.

[Click Here for Staff Report](#)

## 9. City Manager

- 9.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 April 5, 2024, through May 3, 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.b For Possible Action: Discussion and possible action regarding (1) Community Project Funding/Congressionally Directed Spending (“CPF”) allocated to Carson City for Federal Fiscal Years (“FFY”) 2022-2024 through annual federal appropriation bills that have been signed into law for a total amount of \$12.2 million, (2) CPF that has been requested by Carson City for FFY 2025 for four projects totaling \$6,551,229, and (3) authorization for the Mayor to execute any documents necessary for Carson City to access the funding. (Nancy Paulson, npaulson@carson.org)

Staff Summary: Carson City was awarded \$8.5 million in CPF from FFY 2022 federal appropriations, \$1.1 million from FFY 2023 federal appropriations, and \$2.6 million from FFY 2024 federal appropriations. Carson City has submitted requests for FFY 2025 CPF for four projects totaling \$6,551,229.

[Click Here for Staff Report](#)

## 10. Community Development

- 10.a For Possible Action: Discussion and possible action regarding a request for a Historic Tax Deferment on property zoned Single-family 6,000 ("SF6"), located at 302 Thompson Street, Assessor's Parcel Number ("APN") 003-133-31. (Heather Ferris, hferris@carson.org)

Staff Summary: Carson McFadden, Trustee of the Carson McFadden Living Trust 1/27/21 and Shawnee McFadden (“Applicants”) are requesting a Historic Tax Deferment. The subject property is eligible for the Open Space Use Assessment, commonly known as the Historic Tax Deferment, as a result of its conformance to specific standards and its historical status in Carson City. There has been a change in ownership and the owner is seeking to continue receiving the Historic Tax Deferment.

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## 11. Finance

- 11.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 May 3, 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.

[Click Here for Staff Report](#)

- 11.b For Possible Action: Discussion and possible action regarding a proposed resolution to

appoint Carin Fischer, former Carson City employee and retiree, as trustee of the Carson City Other Post-Employment Benefits ("OPEB") Board of Trustees for the remainder of a two-year term expiring on June 30, 2025. (Sheri Russell-Benabou, [rsrussell@carson.org](mailto:rsrussell@carson.org))

Staff Summary: Pursuant to Resolution No. 2023-R-16, the Board of Supervisors ("Board") appointed Lee Plemel, a former Carson City employee and retiree; for a second two-year term. Lee Plemel has submitted his resignation, and staff recommends the appointment of Carin Fischer, a current beneficiary of the Benefit Plan to fulfill the remainder of the term through June 30, 2025.

[Click Here for Staff Report](#)

## 12. Fire

- 12.a For Possible Action: Discussion and possible action regarding ratification of the Carson City Fire Department's ("CCFD's") submittal of an application for the Federal Emergency Management Agency's ("FEMA") Assistance to Fire Fighters Grant ("AFG") seeking \$125,833 in federal funding, subject to a 10% local match of \$12,583, to purchase firefighting tools and equipment, and authorization for the Fire Chief to accept the grant if awarded. (Kevin Nyberg, [knyberg@carson.org](mailto:knyberg@carson.org))

Staff Summary: If awarded, the AFG will provide funding to outfit CCFD backup fire engines with tools and equipment required to mirror primary response fire engines. Currently backup engines lack certain equipment that is on primary response fire engines, such as battery-operated vehicle extrication tools (jaws of life), rope rescue equipment, a gas monitoring device and ballistic protective vests. Outfitting the backup apparatus with these tools and equipment is a CCFD priority and aligns with goals set in CCFD's 2020 Master Plan. The grant was submitted earlier this year to meet the application deadline.

[Click Here for Staff Report](#)

- 12.b For Possible Action: Discussion and possible action regarding a proposed agreement ("Lease") between ZOLL Medical Corporation ("ZOLL") and Carson City for Carson City to lease six new Auto Pulse devices, with related accessories and support, for a fixed monthly cost of \$3,032.80 over a ten-year term, for a total not to exceed amount of \$363,936.00 for the full term of the Lease, and authorization for the Mayor to sign the Lease. (Dave Aurand, [daurand@carson.org](mailto:daurand@carson.org) and Sandy Wartgow, [swartgow@carson.org](mailto:swartgow@carson.org))

Staff Summary: The Carson City Fire Department ("CCFD") utilizes ZOLL's Auto Pulse devices to provide high-quality, automated CPR. The Lease provides six of ZOLL's latest Auto Pulse models, with related accessories and support. The Lease provides the City with a credit for trading in its existing Auto Pulse units. Additionally, the Lease allows the City to trade in the six new Auto Pulse models for the latest models one time during the Lease's ten-year term at no additional cost. The lease is non-cancellable, except for non-appropriation, during the ten-year term of the lease. The Board of Supervisors ("Board") approved a Fiscal Year ("FY") 2025 supplemental budget request for the Lease.

[Click Here for Staff Report](#)

### 13. Treasurer

- 13.a For Discussion Only: Discussion regarding an update from the Carson City Treasurer regarding cancellation of the tax deed sale scheduled for Wednesday, April 24, 2024 for four parcels previously approved for sale by the Board of Supervisors ("Board") to recover all outstanding property taxes, penalties and other fees owed, and an update regarding the excess proceeds from the April 2022 tax deed sale. (Andrew Rasor, arasor@carson.org)

Staff Summary: The Nevada Revised Statutes require the Carson City Treasurer to submit an affidavit to the Clerk of the Board of Supervisors regarding any properties sold as part of a public tax deed auction that was directed by the Board. Due to the cancellation of the April 2024 tax deed sale, the Treasurer is instead submitting a letter explaining the cancellation as well as providing an update on the tax sale held in April 2022.

[Click Here for Staff Report](#)

- 13.b 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 April 2024 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.

[Click Here for Staff Report](#)

**(End of Consent Agenda)**

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

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

### 15. Finance

- 15.a For Possible Action: Discussion and possible action regarding (1) approval of competitive grants from the community support services grants ("CSSG") program to various non-profit organizations in the amount of \$52,500, and (2) a proposed resolution authorizing expenditures of \$335,620 from the community support services grants ("CSSG") program and \$120,000 for the Quality of Life Initiative in Fiscal Year ("FY") 2025 in competitive and non-competitive grants to various non-profit organizations. (Rebecca Phipps, rhipps@carson.org)

Staff Summary: Under NRS 244.1505, the Board of Supervisors ("Board") may grant funds by resolution to private, non-profit organizations. The Board initially authorized this grant funding during the budget preparation process on April 18, 2024. Grants are proposed to be given to Friends in Service Helping ("FISH"), the Western Nevada

College Foundation, Nights off the Street, Advocates to End Domestic Violence, the Carson City Senior Citizens Center, CASA of Carson City, the Community Counseling Center, the Ron Wood Family Resource Center, Nevada Rural Counties RSVP and the Boys & Girls Club.

[Click Here for Staff Report](#)

## 16. Parks and Recreation

- 16.a For Possible Action: Discussion and possible action regarding ratification of the acceptance of a grant award from the Recreational Trails Program (“RTP”) for funding in the amount of \$75,302.32, with a 5% match of \$3,963.28, to fund the Prison Hill OHV Area Amenities Project, and authorization for the Mayor or her designee to sign all documents related to acceptance of the grant award. (Gregg Berggren, [gberggren@carson.org](mailto:gberggren@carson.org))

Staff Summary: Earlier this year the RTP accepted grant applications for projects within the motorized category, with the application period ending March 8, 2024. The Open Space Division applied for a grant in the amount of \$46,263.48 to fund placement of a vault toilet, purchase traffic counters and add a few informational signs. In April 2024, the RTP Committee selected Carson City’s application for funding and also indicated that residual funds remained in their annual budget and offered an additional \$30,000 in grant funding. Staff chose to revise the Project budget by \$29,038.84 to include an additional interpretive sign and the purchase of jack rail fencing to be placed as boundary fencing to help discourage trespass on private property. This item is for the Board of Supervisors to ratify acceptance of the new total grant award in the amount of \$75,302.32.

[Click Here for Staff Report](#)

- 16.b For Possible Action: Discussion and possible action regarding approval of Amendment One to the Programmatic Agreement between the Sierra Front Field Office of the Bureau of Land Management, the Consolidated Municipality of Carson City and the Nevada State Historic Preservation Officer regarding the conveyance to Carson City, Nevada, of 5,452 acres of Public Lands as mandated by the Omnibus Public Land Management Act of 2009 and 489 acres of private property, revising procedures for compliance with the National Historic Preservation Act (“NHPA”) for more efficient management of the conveyed lands, effective through 2055. (Lyndsey Boyer, [lboyer@carson.org](mailto:lboyer@carson.org))

Staff Summary: The Omnibus Public Lands Management Act of 2009 (“OPLMA”) authorized the transfer of 5,452 acres of public lands to Carson City. Additionally, 489 acres were acquired in Carson River Canyon using Southern Nevada Public Land Management Act (“SNPLMA”) grant funds. These acquisitions required compliance with the NHPA. The original Programmatic Agreement (“PA”) was executed in 2012 and provides procedures for compliance with the NHPA. Since then, staff have identified challenges and inefficiencies associated with the procedures outlined in the PA, and staff have been working with the State Historic Preservation Office to amend the PA to streamline the process and allow for more efficient management of these conveyed lands.

[Click Here for Staff Report](#)

## 17. Community Development

- 17.a For Possible Action: Discussion and possible action to introduce, on first reading, a proposed ordinance amending the zoning map to change the use district of portions of right-of-way from Public (“P”) to Retail Commercial (“RC”), located along S. Carson Street and S. Stewart Street just north and east of the round-about, adjacent to Assessor’s Parcel Numbers (“APNs”) 004-011-01 and 004-011-02. (Heather Ferris, hferris@carson.org)

Staff Summary: Carson City Public Works Department (“Applicant”) is requesting a zoning map amendment to change the use district from P to RC for a portion of right-of-way adjacent to the Carson City Mall property to allow the licensees of the property to establish an automated teller machine (“ATM”) on the property. An ATM is not allowed in the P zoning district. Pursuant to Nevada Revised Statutes (“NRS”) Chapter 237, a business impact statement was not required to be prepared with this ordinance.

[Click Here for Staff Report](#)

- 17.b For Possible Action: Discussion and possible action regarding closing Rice Street for a special event on July 13, 2024. (Hope Sullivan, hsullivan@carson.org)

Staff Summary: The special events policy adopted by the Board of Supervisors (“Board”) included a “menu” of street closures that the Public Works Director is authorized to approve. The policy further states that requests that are not on the “menu” will be considered by the Board. Rice Street is not on the menu. The applicant is requesting to close Rice Street on July 13, 2024 from 8:00 AM to 11:00 PM to accommodate the Nevada Jeep Club Block Party and Nevada Four Wheel Drive Association fundraiser.

[Click Here for Staff Report](#)

- 17.c For Possible Action: Discussion and possible action regarding (1) a report from the City Engineer estimating the Fiscal Year (“FY”) 2025 South Carson Street Neighborhood Improvement District (“SCNID”) amended assessment roll and identifying the cost to be paid by the SCNID for the maintenance of the South Carson Street Complete Streets Project; (2) consideration of hardship determinations related to the FY 2025 SCNID assessment and whether to direct the City Engineer to postpone the assessment for any approved hardship determination applicants; and (3) consideration of complaints, protests and objections to the assessment or the amended assessment roll. (Hope Sullivan, hsullivan@carson.org)

Staff Summary: The Board of Supervisors (“Board”) will consider the maintenance costs and the amended assessment roll for the SCNID. The Board will also consider applications for hardship determinations and any complaints, protests or objections concerning the assessments or the assessment roll and may set aside, revise, correct or confirm the amended assessment roll. The SCNID annual maintenance costs are \$163,461; the City’s FY 2025 contribution is proposed to be \$25,614 and the property owner’s assessment for FY 2025 is proposed to be \$93,337 after reducing the assessment based on \$44,510 from right-of-way license fees. The assessment is distributed among the property owners within the SCNID consistent with Ordinance No. 2023-8.

[Click Here for Staff Report](#)

- 17.d For Possible Action: Discussion and possible action regarding (1) a report from the City Engineer estimating the Fiscal Year (“FY”) 2025 Downtown Neighborhood Improvement District (“DNID”) amended assessment roll and identifying the cost to be paid by the DNID for the maintenance of the streetscape improvements within the DNID area; (2) consideration of hardship determinations related to the FY 2025 DNID assessment and whether to direct the City Engineer to postpone the assessment for any approved hardship determination applicants; (3) consideration of complaints, protests and objections to the assessment or the amended assessment roll; and (4) the annual report on the DNID from the DNID Board of Directors (“DNID Board”). (Hope Sullivan, [hsullivan@carson.org](mailto:hsullivan@carson.org))

Staff Summary: The Board of Supervisors (“Board”) will consider the maintenance costs and the amended assessment roll for the DNID. The Board will also consider applications for hardship determinations and any complaints, protests or objections concerning the assessments or the assessment roll and may set aside, revise, correct or confirm the amended assessment roll. The annual maintenance costs are \$98,085, the City’s FY 2025 contribution is proposed to be \$39,234, and the property owner’s assessment for FY 2025 is proposed to be \$51,034 after reducing the assessment to draw down reserves. The assessment is distributed among the commercial property owners within the DNID consistent with Ordinance No. 2023-7.

[Click Here for Staff Report](#)

## **18. 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.

## **19. 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.

## **20. For Possible Action: To Adjourn as the Board of Supervisors**

**--\*\* TIME SPECIFIC 2:00 p.m.\*\*--**

## **21. Call To Order - Joint Meeting of the Board of Supervisors and the Planning Commission**

## **22. Roll Call**

## **23. 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 these public bodies.

## 24. Community Development

- 24.a For Possible Action: Discussion and possible action regarding the Master Plan update. (Hope Sullivan, [hsullivan@carson.org](mailto:hsullivan@carson.org))

Staff Summary: In October 2023, the City commenced the Master Plan update process. In December 2023 and April 2024, the consultant, Clarion Associates (“Consultant”), met with various community members to obtain input on the existing Master Plan. During this agenda item, the Consultant will provide an update on the status of the Master Plan update, provide an overview of the community input, review trends and existing conditions and present potential themes for the Master Plan update.

The purpose of the meeting is to provide an update to and receive input from the Board of Supervisors (“Board”) and the Planning Commission (“Commission”).

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## 25. 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.

## 26. For Possible Action : To Adjourn

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**\*\*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 Alexis Philippi [aphilippi@carson.org](mailto:aphilippi@carson.org) or call (775) 887-2100.

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