

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

**Day:** Thursday  
**Date:** February 6, 2020  
**Time:** Beginning at 8:30 am  
**Location:** Community Center, Sierra Room  
851 East William Street  
Carson City, Nevada

**AGENDA**

- 1. Call to Order - Board of Supervisors**
- 2. Roll Call**
- 3. Invocation - Ken Haskins, First Christian Church**
- 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 - January 2, 2020**
- 7. For Possible Action: Adoption of Agenda**

**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. Finance**

8.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 24, 2020, 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](http://www.carson.org).

**(End of Consent Agenda)**

**Ordinances, Resolutions, and Other Items**

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

**10. City Manager**

10.A For Possible Action: Discussion and possible action regarding the appointment of two members to the Advisory Board to Manage Wildlife, one to fill a position reserved for a hunter, trapper or angler or a person engaged in ranching or farming in Carson City, for a partial term that will expire in July 2021, and one to fill an at-large position to represent the general public of the City, for a term that will expire in July 2022. (Nancy Paulson, [npaulson@carson.org](mailto:npaulson@carson.org))

Staff Summary: NRS 501.260 establishes a three or five-member county advisory board to manage wildlife, with qualified persons appointed by the Board of Supervisors. The Carson City Advisory Board to Manage Wildlife is comprised of five members and there are two positions open; one is due to the resignation of a member and the other is due to an expiration of term. A reappointment request was received from Martin "Gene" Green to fill the at-large position. A new application was received from Corbett Fleming to fill the position reserved for a hunter, trapper or angler or a person engaged in ranching or farming in Carson City.

**11. Fire**

11.A For Possible Action: Discussion and possible action regarding a grant application to the United States Forest Service (USFS) through the Nevada Division of Forestry for the Hazardous Fuels-Community Protection grant for the amount of approximately \$233,712.50, which includes a 10 percent cash match by the City which is expected to be provided by third parties. (Dave Ruben, [druben@carson.org](mailto:druben@carson.org))

Staff Summary: The Hazardous Fuels-Community Protection grant provides funds for fuel reduction efforts to modify fire behavior and protect life and property on properties adjacent to federal lands, i.e. USFS. The total project is estimated to be \$233,712.50. The City will be requesting approximately \$210,341.25 in federal funds with the remaining balance of approximately \$23,371.25 (cash match) to be funded by the property owners.

**12. Purchasing and Contracts**

12.A For Possible Action: Discussion and possible action regarding Contract No. 1718-083A South Carson Complete Street Project - Construction Manager at Risk (CMAR) Construction Services, with Sierra Nevada Construction, Inc. for a total not to exceed amount of \$20,033,758.51, to be funded from the Infrastructure Tax, Redevelopment Revolving, Regional

Transportation, Water, Wastewater, and Stormwater Funds. (Carol Akers, CAkers@carson.org and Dan Stucky, DStucky@carson.org)

Staff Summary: This contract is to provide CMAR Construction Services for the South Carson Complete Street Project which includes, but is not limited to: Construction and management of the delivery of the project based on a Guaranteed Maximum Price (GMP) contract to include construction, utility coordination, scheduling, procurement, subcontractors/supplier bids and proposal award, management bonds, insurance, contract administration billing/lien releases, prevailing wage reporting/accounting, safety management, quality control and final closeout documents. The firm, Sierra Nevada Construction, Inc., was selected via RFP #1718-083 Request for Proposals for Construction Manager at Risk (CMAR).

12.B For Possible Action: Discussion and possible action regarding Contract No. 1819-240, South Carson Complete Streets Project Material Testing and Construction Inspection Services with Construction Materials Engineers, Inc. (CME), for a total not to exceed amount of \$232,940 through June 30, 2021. (Carol Akers, CAkers@carson.org and Dan Stucky, DStucky@carson.org)

Staff Summary: This contract is to provide construction engineering consulting services for the South Carson Complete Streets project. The Firm will provide Quality Assurance (QA) materials sampling and testing services for City acceptance purposes per the Standard Specification for Public Works Construction “Orange Book”.

12.C For Possible Action: Discussion and possible action regarding a determination that A&K Earth Movers Inc., is the lowest responsive and responsible bidder pursuant to NRS Chapter 338 and whether to award Contract No. 19300092, Airport Road Reconstruction and Utility Replacement Project, for a total not to exceed amount of \$2,196,700. (Carol Akers, CAkers@carson.org and Dan Stucky, DStucky@carson.org)

Staff Summary: The contract is for all labor, material, tools and equipment necessary for the Airport Road and Utility Replacement Reconstruction Project. The purpose of the project is to remove and replace existing sewer and water mains between the intersection of Highway 50 and Minonee Lane. Once the sewer and water mains are replaced, that section of Airport road will be reconstructed. The construction contract is for the base bid amount of \$1,997,000, plus a 10% contingency amount of \$199,700 to be funded from the Wastewater Utility Capital Projects and Water Utility Capital Projects accounts as well as a Surface Transportation Block Grant (STBG). The engineer’s estimate for construction was \$2,350,000.

### **13. Public Works**

13.A For Possible Action: Discussion and possible action regarding a grant of easement from Carson City to NV Energy for the installation of electrical facilities to support the Ormsby Booster Pump Station located on APN 007-392-39. (Darren Schulz, DSchulz@Carson.org; Dan Stucky, DStucky@Carson.org and Cory Kleine, CKleine@Carson.org)

Staff Summary: As part of the East-West Transmission Main Project, which is currently under construction, a 3,500 gallon per minute Booster Pump Station located adjacent to the Quill Water Treatment Plant is needed to pump water up to the Quill Water Tank. The Booster Pump Station will be located within the Carson City Open Space area north of Long Ranch

Estates and will require electrical service from NV Energy. As part of the line extension agreement with NV Energy, an easement is required for NV Energy to populate the electrical conduit and power the Booster Pump Station. The initial grant of easement will have a broad description covering most of the parcel, which will be revised and reduced to a 10-foot as-installed easement (5 feet on either side of the installed conduit), upon installation of the electrical service.

13.B For Possible Action: Discussion and possible action regarding a water exchange agreement between Carson City and Andersen-Colard Ranch Enterprises, LLC concerning Kings Canyon Creek, Ash Canyon Creek, and municipal water use wherein the parties' water use will be offset and Carson City will pay 75 cents per thousand gallons if it uses more water and Andersen-Colard Ranch Enterprises, LLC will pay then existing municipal water rates if it uses more water. (Darren Schulz, DSchulz@carson.org)

Staff Summary: This agreement replaces the separate Ash Creek and Kings Creek agreements last renewed and approved by the Board on November 6, 2014. This new agreement, which combines both Ash and Kings Creek, has been modified to set the price for leased water at 75 cents per thousand gallons, along with additional terms on exchanges for domestic supply water.

13.C For Discussion Only: Discussion and presentation regarding the ONE TAHOE initiative by the Tahoe Transportation District. (Darren Schulz, Dschulz@carson.org and Lucia Maloney, LMaloney@carson.org)

Staff Summary: Tahoe Transportation District's staff and consultant will provide a high-level overview regarding the ONE TAHOE initiative, which aims to identify revenue mechanisms to fill the transportation funding shortfall for the Tahoe Basin. The presentation will include information on the process and results of the work to date.

## 14. Sheriff

14.A For Possible Action: Discussion and possible action regarding a vehicle donation agreement between the Carson City Sheriff's Search and Rescue unit, a not-for-profit organization, and Carson City for the donation to the City of three motor vehicles and associated personal property for the performance of search and rescue functions, with a total approximate value of \$180,000. (Sheriff Ken Furlong, KFurlong@carson.org)

Staff Summary: Under NRS 248.092, the Carson City Sheriff is responsible for searches and rescues within Carson City. This proposed agreement is for Carson City Sheriff's Search and Rescue (CCSSAR), a not-for-profit organization, to donate three new motor vehicles, including associated personal property for use on the vehicles, to the City to facilitate the Sheriff's continued performance of search and rescue operations and to replace the current aging vehicles in the fleet. Under the terms of the proposed agreement, the City will own and maintain the vehicles which will be reserved exclusively for use in search and rescue functions.

## 15. Recess as the Board of Supervisors

## Liquor and Entertainment Board

### **16. Call to Order & Roll Call - Liquor and Entertainment Board**

#### **17. 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.

### **18. For Possible Action: Approval of Minutes - February 1, 2018**

### **19. Community Development - Business License**

19.A For Discussion Only: Presentation regarding the Liquor Hearings Officer's annual report for 2019. (Hope Sullivan, [hsullivan@carson.org](mailto:hsullivan@carson.org))

Staff Summary: Pursuant to Carson City Municipal Code (CCMC) Chapter 4.13, the Liquor Board is authorized to appoint a hearings officer who has 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 2019.

#### **20. Public Comment:\*\***

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

### **21. For Possible Action: To Adjourn as the Liquor and Entertainment Board**

### **22. Reconvene as the Board of Supervisors**

### **23. Community Development - Planning**

23.A For Possible Action: Discussion and possible action regarding the Historic Resources Commission Annual Report for 2019. (Hope Sullivan, [hsullivan@carson.org](mailto:hsullivan@carson.org))

Staff Summary: The Historic Resources Commission (HRC) bylaws require the HRC to submit an annual report to the Board of Supervisors, including information about cases reviewed by the HRC, administrative reviews, and information regarding other historic preservation activities.

23.B For Possible Action: Discussion and possible action regarding an appeal of the Planning Commission's decision to amend a special use permit for an asphalt plant and aggregate crushing facility known as Tahoe Western Asphalt zoned General Industrial, located at 8013 Highway 50 East, APN 008-611-35. (Hope Sullivan, [hsullivan@carson.org](mailto:hsullivan@carson.org))

Staff Summary: In accordance with CCMC 18.02.060 (Appeals), the applicant is appealing the decision of the Planning Commission relative to the amendment of conditions of approval related to an asphalt plant and aggregate crushing facility. CCMC 18.02.060(4)(b) precludes

the introduction of issues or evidence that were not addressed at the public hearing stage. Based on new information, the staff is requesting that this matter be referred back to the Planning Commission for further review.

23.C For Possible Action: Discussion and possible action regarding a request for a Historical Tax Deferral on property located within the Historic District on property zoned Single Family 6000, located at 602 West Spear, APN 003-243-04. (Hope Sullivan, hsullivan@carson.org)

Staff Summary: The subject property is eligible for the Open Space Use Assessment as a result of its conformance to specific standards and its historical status in Carson City.

23.D For Possible Action: Discussion and possible action regarding a request for a Historical Tax Deferral on property located within the Historic District on property zoned Residential Office, located at 311 West Third Street, APN 003-124-01. (Hope Sullivan, hsullivan@carson.org)

Staff Summary: The subject property is eligible for the Open Space Use Assessment as a result of its conformance to specific standards and its historical status in Carson City.

23.E For Possible Action: Discussion and possible action regarding a request for a Historical Tax Deferral on property located within the Historic District on property zoned Downtown Mixed Use, located at 112 North Curry Street, APN 003-215-02. (Hope Sullivan, hsullivan@carson.org)

Staff Summary: The subject property is eligible for the Open Space Use Assessment as a result of its conformance to specific standards and its historical status in Carson City.

23.F For Possible Action: Discussion and possible action regarding a proposed Resolution providing for the transfer of Carson City's 2020 Private Activity Bond Volume Cap, estimated to be approximately \$3,000,000, to the Director of the Nevada Department of Business and Industry for improvements to the Parkway Plaza Apartments located at 20 West College Parkway, and acknowledgement of an application for the use of "HOME" funds as part of the financing for the project and that the HOME funds participation will trigger a property tax exemption. (Lee Plemel, lplemel@carson.org)

Staff Summary: Pursuant to the provisions of NAC Chapter 348A and NRS Chapter 348A, Carson City may annually allocate a share of State money that is set aside for tax exempt loans to fund industrial development and affordable housing projects. This program provides lower-interest financing for eligible projects. The City has received a request for its 2020 allocation to help fund the rehabilitation of the Parkway Plaza Apartments, which will also ensure that the apartments remain affordable for another 30 years. For 2020, Carson City's share of the Bond Volume Cap is estimated to be approximately \$3,000,000, with the final allocation amount to be released soon by the State. The 2019 Bond Volume Cap amount was \$2,920,671.

## **24. Board of Supervisors**

Non-Action Items:

Future agenda items

Status review of projects

Internal communications and administrative matters  
Correspondence to the Board of Supervisors  
Status reports and comments from the members of the Board  
Staff comments and status report

**Closed Non-Meeting to Confer with Counsel:**

Following a recess or adjournment, the Carson City Board of Supervisors will gather 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.

**-- LUNCH BREAK - RETURN 1:30 P.M. --**

**25. Finance**

25.A For Possible Action: Discussion and possible action regarding an application to remove \$481,747.22 in uncollectible accounts receivable from the records of the Ambulance Fund. (Sheri Russell, [srussell@carson.org](mailto:srussell@carson.org))

Staff Summary: The Carson City Fire Department's emergency medical billing and collection services contractor, Wittman Enterprises, notified Carson City that certain accounts receivable on the records of the Ambulance Fund are uncollectible. Under NRS 354.256, the Carson City Auditor applies to the Board of Supervisors for permission to remove uncollectible accounts receivable from the records of Carson City.

25.B For Possible Action: Discussion and possible action regarding the Carson City Cost Allocation Plan for the Fiscal Year ended June 30, 2019. (Sheri Russell, [srussell@carson.org](mailto:srussell@carson.org))

Staff Summary: City staff is requesting that the Board accept the Cost Allocation Plan prepared by Mahoney and Associates using financial information for the Fiscal Year ended June 30, 2019, and for use in preparing the Fiscal Year 2021 Carson City Budget. The City will use the Cost Allocation Plan for amounts charged to Special Revenue and Enterprise Funds.

25.C For Possible Action: Discussion and possible action regarding assumptions for staff to use in preparation of Carson City's Budget for Fiscal Year 2021 (July 1, 2020 through June 30, 2021). (Sheri Russell, [srussell@carson.org](mailto:srussell@carson.org))

Staff Summary: Staff is requesting direction from the Board on assumptions for building the FY 2021 Budget for Carson City. The main item is setting the property tax rate to be used. The Department of Taxation requires all local governments to inform them of the rate they intend to use by February 24, 2020.

25.D For Possible Action: Discussion and possible action regarding a resolution to augment and amend the Carson City FY 2019-20 Budget in the amount of \$61,927,090. (Sheri Russell, [srussell@carson.org](mailto:srussell@carson.org))

Staff Summary: The augmentation and revision is primarily due to carryover of program costs from the prior years' budget, board action, federal and local grants, transfers of contingency and unanticipated sources of revenue.

**26. 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.

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

**Redevelopment Authority**

**28. Call to Order & Roll Call - Redevelopment Authority**

**29. 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.

**30. For Possible Action: Approval of Minutes - January 2, 2020**

**31. Finance**

31.A For Possible Action: Discussion and possible action regarding a resolution to augment and amend the Carson City Redevelopment Authority FY 2019-20 Budget in the amount of \$751,444. (Sheri Russell, SRussell@carson.org)

Staff Summary: The augmentation and revision is primarily due to carryover of program costs from the prior years' budget, board action, and unanticipated sources of revenue.

**32. 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.

**33. For Possible Action: To Adjourn as the Redevelopment Authority**

---

\*\*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. In addition, it is Carson City's aspirational goal to also provide for item-specific public comment as follows: In order for members of the public to participate in the public body's consideration of an agenda item, the public is strongly encouraged to comment on an agenda item when called for by the mayor/chair during the item itself. No action may be taken on a matter raised under public comment unless the item has been specifically included on the agenda as an item upon which action may be taken. The Mayor, Mayor Pro-Tem and Chair, also retain discretion to only provide for the Open Meeting Law's minimum public comment and not call for or allow additional individual-item public comment at the time of the body's consideration of the item when: 1) it is deemed necessary by the mayor/chair to the orderly conduct of



the meeting; 2) it involves an off-site non-action facility tour agenda item; or 3) it involves any person's or entity's due process appeal or hearing rights provided by statute or the Carson City Municipal Code.

---

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 Janet Busse at [jbusse@carson.org](mailto:jbusse@carson.org) or call (775) 887-2100.

---

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

---

This notice has been posted at the following locations:  
Community Center 851 East William Street  
Courthouse 885 East Musser Street  
City Hall 201 North Carson Street  
Carson City Library 900 North Roop Street  
Community Development Permit Center 108 East Proctor Street  
<http://notice.nv.gov>