

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

Day: Thursday
Date: February 17, 2022
Time: Beginning at 8:30 am
Location: Community Center, Robert ‘Bob’ Crowell Board Room
851 East William Street
Carson City, Nevada

AGENDA

NOTICE TO THE PUBLIC:

• **Members of the public who wish only to view the meeting but do NOT plan to make public comment may watch the livestream of the Board of Supervisors 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 - Brady Roser, Associate Pastor, The Bridge**
- 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 20, 2022**

7. Special Presentations

7.A 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.

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. Assessor

8.A For Possible Action: Discussion and possible action regarding a request for partial removal of real property taxes for Fiscal Years ("FY") 2020/2021 and 2021/2022 from property located at 1640 Tule Peak Circle, Assessor's Parcel Number ("APN") 010-733-03, per NRS 361.765 for a total of \$3,462.49, and authorization for a refund of taxes in the amount of \$2,665.09. (Kimberly Adams, kadams@carson.org)

Staff Summary: The Carson City Assessor's Office is requesting the partial removal and partial refund of taxes from the subject property due to a clerical error where the land value was assessed for a "common area" parcel and due to the dedication of a portion of the property for public recreational purposes.

8.B For Possible Action: Discussion and possible action regarding a request for partial removal of real property taxes for Fiscal Year ("FY") 2021/2022 from property located at 6904 Wheeler Peak Drive, Assessor's Parcel Number ("APN") 010-753-16, per NRS 361.765 for a total of \$3,150.06, and authorization for a refund of taxes in the amount of \$1,906.28. (Kimberly Adams, kadams@carson.org)

Staff Summary: The Carson City Assessor's Office is requesting the partial removal and partial refund of taxes from the FY 2021/2022 Real Property Tax Roll for the subject property due to an overassessment for a residential structure that is not located on APN 010-753-16.

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 January 8, 2022 through February 4, 2022. (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.

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 February 4, 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.

11. Purchasing and Contracts

11.A For Possible Action: Discussion and possible action regarding Amendment No. 4 to Contract No. 1718-127 for Federal Lobbying Services with Porter Group, LLC, to extend the contract term for an additional year through February 20, 2023 and for a not to exceed additional amount of \$49,800. (Carol Akers, CAkers@carson.org and Nancy Paulson, NPaulson@carson.org)

Staff Summary: The original contract term was effective February 20, 2018 to February 20, 2019 with two one-year options. The contract was subsequently extended by Amendments No. 1, 2, & 3 through February 20, 2022. The Porter Group has submitted a proposal to the City to extend the contract term for an additional year with all other terms of the contract remaining the same.

11.B For Possible Action: Discussion and possible action on a report of emergency expenditures to Carson Pump, LLC ("Carson Pump") for water well repairs and an increase in the Fiscal Year ("FY") 2022 purchase authority for Carson Pump's on-call work from \$49,999 to a new not to exceed amount of \$100,000 to allow the emergency work to be completed. (Carol Akers, CAkers@carson.org and Eddy Quaglieri, Equaglieri@carson.org)

Staff Summary: Annually, the City's Public Works Department requests an on-call contract with Carson Pump for the purchase of pumps, related parts and well rehabilitation and repair services for a not to exceed amount of \$49,999. So far this year, \$28,415 has been expended on planned maintenance of wells. Unexpectedly, Well 40 required emergency repairs due to an unforeseen operational failure. Due to the pump failure, the Public Works Department must expend more than the \$49,999 authorized for Carson Pump's on-call work in FY 2022 and therefore is seeking emergency authority approval from the Board of Supervisors.

11.C For Possible Action: Discussion and possible action regarding Contract No. 21300207 with Farr West Engineering ("FWE") to provide design services for Phases 9, 10 and 12 of the Southeast Mandatory Sewer Extension Project ("Project"), for a not to exceed amount of \$495,414. (Carol Akers, CAkers@carson.org and Randall Rice, RRice@carson.org)

Staff Summary: The Project is for the design and construction of sanitary sewer infrastructure in three areas of southeastern Carson City, where groundwater contaminate levels are high in part due to the high density of individual sewage disposal systems. This contract is for surveying, design and support services necessary to initiate the Project. City staff completed a formal Request for Qualifications process (RFQ 21300207) before selecting FWE. This Project was approved under the American Rescue Plan Act ("ARPA"), Plan of Expenditure brought before the Board of Supervisors August 5, 2021.

12. Public Works

12.A For Possible Action: Discussion and possible action regarding a proposed resolution regarding the dedication of right-of-way designated as Carson City Assessor's Parcel Number ("APN") 004-387-01 and also known as portions of North Wind Drive, Vine Gate Road, Middle Gate Road, West End Street, Centerville Street and Villa Street, as offered for dedication by the Final Map for Arbor Villas Phase 2, recorded as Map Number 2998 on November 9, 2020. (Robert Nellis, RNellis@carson.org; Randall Rice, RRice@carson.org)

Staff Summary: Staff is requesting acceptance of APN 004-387-01, which is composed of right-of-way located at Arbor Villas Phase 2. This parcel was offered for dedication during recordation of the final map. The City rejected acceptance of the right-of-way at that time, but reserved the right to accept it at a later date. Now that the street improvements have been constructed and City staff has determined that the right-of-way is built to City standards, acceptance of the dedication is recommended. Such acceptance would need to be accomplished by a separate resolution.

12.B For Possible Action: Discussion and possible action regarding a request from the State of California, Governor's Office of Emergency Services ("CalOES") for a Letter of Concurrence for CalOES to use frequencies which are adjacent to frequencies licensed to and used by the City. (Darren Schulz, DSchulz@carson.org; James Jacklett, JJacklett@carson.org)

Staff Summary: CalOES plans to use two radio frequencies that are distinct from, but adjacent to, two radio frequencies used by the City. Federal Communications Commission ("FCC") regulations require CalOES to seek a Letter of Concurrence from the City, which notifies the City of CalOES's proposed frequency usage. Consistent with FCC regulations, the Letter of Concurrence provides that if CalOES's usage causes harmful interference to the City, and that interference cannot be timely resolved, CalOES must cease operations.

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 January 2022, submitted per Nevada Revised Statute ("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.

14. Sheriff

14.A For Possible Action: Discussion and possible action regarding a proposed resolution approving and accepting the First Lease Amendment to the lease under NRS 277.050 of approximately 2,330 square feet of space in the Carson City Sheriff's Office ("CCSO") facility, located at 911 East Musser Street, Carson City, Nevada, Assessor's Parcel Number ("APN") 004-174-09, to the State of Nevada's Public Works Division as the Lessee and the Department of Public Safety's Nevada Highway Patrol ("NHP") as the Tenant for \$2,912.50 per month for Fiscal Year ("FY") 2023 (July 1, 2022 through June 30, 2023), and for \$3,029.00 per month for FYs 2024 and 2025 (July 1, 2023 through June 30, 2025). (Jerome Tushbant; JTushbant@carson.org)

Staff Summary: The NHP currently occupies 2,330 square feet of space in the CCSO facility; the current agreement will expire on June 30, 2022 unless renewed. The CCSO and the NHP wish to continue this space sharing relationship. Under the proposed lease amendment, NHP would continue to pay the CCSO \$2,912.50 per month until the completion of the state's biannual budget period, June 30, 2023, when the monthly rent would increase by \$0.05 a square foot to \$3,029.00 per month for the remainder of the three-year agreement ending on June 30, 2025. Under NRS 277.050 and Resolution Number 2022-R-2, the public may present any objections to this lease amendment, and the Board of Supervisors may approve the First Lease Amendment by resolution.

(End of Consent Agenda)

Ordinances, Resolutions, and Other Items

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

16. Community Development - Planning

16.A For Possible Action: Discussion and possible action regarding the Historic Resources Commission Annual Report for 2021. (Heather Ferris, hferris@carson.org)

Staff Summary: The Historic Resources Commission ("HRC") Policy and Procedures Manual requires 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.

17. City Manager

17.A For Possible Action: Discussion and possible action regarding the determination of an appropriate bargaining unit for six at-will, grant-funded employees occupying the positions of Senior Wildland Fire Crew Member, Wildland Fire Crew Member, Wildland Fire Equipment Operator and Wildland Fuels Management Officer (collectively, "Wildland Positions"). (Nancy Paulson, npaulson@carson.org and Adam Tully, atully@carson.org)

Staff Summary: The Wildland Positions are currently not part of any bargaining unit and no employee organization has been recognized as an authorized representative for the Wildland Positions. The Carson City Fire Fighters Association, IAFF Local 2251 ("Local 2251") has requested that the City determine the appropriate bargaining unit for the Wildland Positions.

18. Board of Supervisors

Non-Action Items:

Future agenda items

Status review of projects

Internal communications and administrative matters

Correspondence to the Board of Supervisors

Status reports and comments from the members of the Board

Staff comments and status report

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

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

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

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

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

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

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

To request a copy of the supporting materials for this meeting contact Rachael Evanson at revanson@carson.org 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.

This notice has been posted at the following locations:

City Hall 201 North Carson Street

www.carson.org/agendas

<http://notice.nv.gov>