

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

**Day:** Thursday  
**Date:** April 21, 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 to view the meeting may watch the livestream of the Board of Supervisors 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 – Gavin Jarvis, Pastor, Living Stones 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 - March 17, 2022**
7. **Special Presentations**

7.A Presentation of a proclamation recognizing April 2022 as National Donate a Life Month.  
(Nick Vander Poel, Flynn Giudici Government Affairs)

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.

7.C Proclamation and presentation of the Employee-of-the-Quarter award to Shadow Kelly, Water Meter Technician 2. (Melanie Bruketta, mbruketta@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.

### 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 Authority**

8.A For Possible Action: Discussion and possible action regarding a proposed amendment (“Amendment”) to an existing lease agreement concerning APN 005-011-99 (“Lease”) between Goni Aviation, LLC (“Goni Aviation”) and the Carson City Airport Authority (“Airport Authority”) that would (1) allow Goni Aviation to continue operating under the Lease after a new individual received a 50% ownership stake in Goni Aviation, and (2) increase the rental rate for the Lease to \$0.28 per square foot, retroactive to January 1, 2022. (Steve Tackes, kcnvlaw.com & Corey Jenkins, cjenkins@flycarsoncity.com)

Staff Summary: The Lease was originally issued to Cubix Corporation (“Cubix”) in 1988, then amended and restated in 2006. In June of 2017, the parties approved assigning the Lease from Cubix to Goni Aviation. Since that time, two material developments have occurred. First, a new individual received a 50% ownership interest in Goni Aviation, which, under the Lease, constitutes an assignment requiring approval by the Airport Authority and Board of Supervisors. Second, the Lease requires a market rent rate redetermination in 2022. The Amendment would approve the ownership change within Goni Aviation and memorialize a new market floor rate of \$0.28 per square foot under the Lease.

## **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 March 5, 2022 through April 8, 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 April 8, 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. Treasurer**

11.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 March 2022 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.

**(End of Consent Agenda)**

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

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

## **13. Public Works**

13.A For Possible Action: Discussion and possible action regarding the potential disposal of City-owned land at 2621 Northgate Lane, APN 002-062-05 ("Property"), that is 1.133 acres in total, including a 15,841 square foot office building, and a proposed resolution related to disposal of the Property. (Robert Nellis, RNellis@carson.org; Randall Rice, RRice@carson.org)

Staff Summary: Currently, the City leases office space on the Property to various non-profits, which pay nominal or below-market rent to the City. On February 25, 2022, the Board of Supervisors ("Board") directed staff to prepare a resolution for the disposal of the Property through an auction among qualified non-profits under Nevada Revised Statutes ("NRS") 244.284. On April 7, 2022, staff presented a proposed resolution to the Board, and the Board directed staff to bring the resolution back after incorporating their comments and researching a

legal issue. Staff, in conjunction with the District Attorney's Office, has addressed the Board's comments in this updated draft of the proposed resolution.

#### **14. Finance**

14.A For Possible Action: Discussion and possible action on direction to staff concerning the proposed Carson City Fiscal Year ("FY") 2023 Tentative Budget, which includes the General Fund, Special Revenue Funds, Enterprise Funds and all other budgeted funds. (Sheri Russell, srussell@carson.org)

Staff Summary: The purpose of this item is to review the proposed FY 2023 Carson City Tentative Budget which includes the FY 2023 base budget (contractually required increases and zero increase to services and supplies). Staff will provide a presentation on supplemental requests made by various departments of the City that include both additions and reductions, and which, if approved will be added to the Final Budget.

14.B For Possible Action: Discussion and possible action on the proposed Carson City Capital Improvement Program ("CIP") for Fiscal Years 2023-2027. (Sheri Russell, srussell@carson.org)

Staff Summary: This is the annual update of the City's CIP which accompanies the City's annual budget. Staff will be making recommendations regarding the funding available and the recommended projects to be funded.

#### **15. Recess as the Board of Supervisors**

##### **Redevelopment Authority**

#### **16. Call to Order & Roll Call - Redevelopment Authority**

#### **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 - January 20, 2022**

#### **19. Finance**

19.A For Possible Action: Discussion and possible action on the proposed Carson City Redevelopment Authority Fiscal Year ("FY") 2023 Tentative Budget and Capital Improvement Program. (Sheri Russell, srussell@carson.org)

Staff Summary: This agenda item is to review the proposed FY 2023 Carson City Redevelopment Authority Tentative Budget and Capital Improvement Program. Staff will provide a presentation on assumptions and capital planned for FY 2023.

#### **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: To Adjourn as the Redevelopment Authority**

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

**23. Community Development - Planning**

23.A For Possible Action: Discussion and possible action regarding a proposed resolution: (1) reporting the City Engineer's estimated Fiscal Year ("FY") 2023 assessment roll for the Downtown Neighborhood Improvement District ("DNID"); (2) identifying the cost to be paid by the DNID for the purpose of paying for maintenance of the Downtown Streetscape Enhancement Project; (3) directing city staff to file the assessment roll with the Clerk's office; (4) fixing the time and place to hear complaints, protests and objections regarding the assessment; and (5) directing City staff to provide notice of the public hearings pursuant to NRS Chapter 271. (Hope Sullivan, hsullivan@carson.org)

Staff Summary: The proposed resolution initiates the process for implementing the annual DNID assessment for FY 2023, as provided in NRS Chapter 271. The base assessment for FY 2023 is \$71,031, with the proposed property owner's assessment for FY 2023 estimated to be \$42,198 after reducing the assessment by the City's FY 2023 contribution for the maintenance of the rights-of-way within the DNID (\$28,833) consistent with Ordinance 2016-1. The assessment is distributed among the commercial property owners within the DNID as detailed in the resolution.

23.B For Possible Action: Discussion and possible action regarding a proposed resolution: (1) reporting the City Engineer's estimated Fiscal Year ("FY") 2023 assessment roll for the South Carson Neighborhood Improvement District ("SCNID"); (2) identifying the cost to be paid by the SCNID for the purpose of paying for maintenance of the South Carson Complete Streets Project; (3) directing city staff to file the assessment roll with the Clerk's office; (4) fixing the time and place to hear complaints, protests and objections regarding the assessment; and (5) directing City staff to provide notice of the public hearings pursuant to NRS Chapter 271. (Hope Sullivan, hsullivan@carson.org)

Staff Summary: The proposed resolution initiates the process for implementing the annual SCNID assessment for FY 2023, as provided in NRS Chapter 271. The base assessment for FY 2023 is \$148,953, with the proposed property owner's assessment for FY 2023 estimated to be \$75,746 after reducing the assessment by the City's FY 2023 contribution for the maintenance of the South Carson Street corridor (\$23,352) and the amount expected to be collected through City right-of-way licenses (\$49,855) in accordance with Ordinance 2021-08 and the direction previously provided by the Board of Supervisors regarding the SCNID assessment methodology. The assessment is distributed among the commercial property owners within the SCNID as detailed in the resolution.

**24. Purchasing and Contracts**

24.A For Possible Action: Discussion and possible action regarding an amendment to Contract No. 20300294 ("Amendment") for Lumos & Associates, Inc. ("Lumos") to perform the second phase of engineering and design services for the Quill Water Treatment Plant Rehabilitation Project ("Project") for an additional \$1,355,315, resulting in a total not to exceed amount of \$1,602,315 for Contract No. 20300294. (Carol Akers, CAkers@carson.org and Randall Rice, RRice@carson.org)

Staff Summary: The Project will rehabilitate and update aging infrastructure at the Quill Water Treatment Plant (“Quill”) to maximize water production, modernize the existing filtration system and enhance the treatment process. Lumos was selected through a formal Request for Proposal (“RFP”) process to perform those services in two phases. Lumos completed the first design phase for \$247,000 under Contract No. 20300294. The Amendment would be for Lumos to complete the second phase of the engineering and design services for \$1,355,315, resulting in a total combined not to exceed amount of \$1,602,315 for Contract No. 20300294.

## 25. 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.

## 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

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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 agendized 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](mailto: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](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.

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[www.carson.org/agendas](http://www.carson.org/agendas)

<http://notice.nv.gov>