

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

**Day:** Thursday  
**Date:** January 5, 2023  
**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 - Pastor Pat Propster, Calvary Chapel**
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 - December 1, 2022**

**7. Special Presentations**

7.A Presentation of a Proclamation recognizing Greg Davis for his long-time contributions to youth sports here in Carson City, Nevada. (Eric Ingar, Carson City Youth Sports Association)

7.B Presentation of a Proclamation recognizing January 2023 as National Radon Month. (Lisa Taylor, taylorl@unce.unr.edu)

### 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 proposed amendments (“Amendments”) to a lease agreement for the use of a communications tower and 1,200 square feet of adjacent space within the Carson City Airport (“Lease”) entered into between Sacramento-Valley Limited Partnership, DBA Verizon Wireless (“Verizon”), as tenant, and Carson City and the Carson City Airport Authority (“CCAA”), together as landlord, with the Amendments updating the frequencies used by Verizon and allowing Verizon to install new equipment and modify its existing equipment on the leased area. (Corey Jenkins, cjenkins@flycarsoncity.com and Steve Tackes, stacks@kcnvlaw.com)

Staff Summary: The Lease was originally executed by Cellco Partnership, DBA Verizon Wireless (“Cellco”) in 2009, then amended in 2019 through Cellco’s subsidiary, Verizon, to allow equipment modifications in the leased area and update the frequencies. The Lease will automatically renew every five years and will terminate on August 31, 2039. The second amendment will allow Verizon to implement equipment changes in the leased area.

## **9. Assessor**

9.A For Possible Action: Discussion and possible action regarding a request to remove the taxes and penalties from the Unsecured Tax Rolls for Fiscal Years (“FY”) 2019/20, 2020/21 and 2021/22 per NRS 361.5607 in the amount of \$13,710.53. (Kimberly Adams, kadams@carson.org)

Staff Summary: The Carson City Assessor's Office is requesting the Board of Supervisors remove those taxes and penalties that have been deemed uncollectable from the Personal Property Tax Roll. The Assessor's Office has attempted to collect the taxes and penalties using the approved methods under NRS 361.450 and NRS 361.535 and those efforts have been unsuccessful.

9.B For Possible Action: Discussion and possible action regarding the nomination and appointment of three members to the Carson City Board of Equalization (“CCBOE”), one member will fill the remainder of a term ending in January 2025 and two will fill four-year terms ending in January 2027. (Kimberly Adams, kadams@carson.org)

Staff Summary: NRS 361.340 establishes the CCBOE, which consists of five members. The Mayor nominates persons to serve on the CCBOE and the nominees must be appointed by a

majority vote of the Board of Supervisors ("Board"). The appointee previously nominated upon recommendation by Supervisor Schuette resigned and will not complete his term. Supervisor Schuette is now recommending that the Mayor nominate Mary Sanada to fulfill the remainder of the four-year term, ending January 2025. There are also two vacancies due to expired terms. Supervisor Giomi is recommending that Colette Bureau be reappointed to a four-year term ending in January 2027. Supervisor Horton is recommending that Al Kramer be appointed to a four-year term ending in January 2027.

## **10. City Manager**

10.A For Possible Action: Discussion and possible action regarding a proposed memorandum of understanding ("MOU") between Carson City and the Carson City Sheriffs Supervisory Association on behalf of the Carson City Sheriffs Lieutenants/Captains ("CCSSA Lt./Cpt.") to amend the Collective Bargaining Agreement between the City and the CCSSA Lt./Cpt. that is effective July 1, 2019 through June 30, 2024 ("CBA") to remove reference to education qualifications for promotion to Captain. (Nancy Paulson, npaulson@carson.org)

Staff Summary: In reviewing Article 2(d) of the CBA, the Sheriff has determined that the requirements stated therein for promotion to a Carson City Sheriff's Office ("CCSO") Captain are no longer necessary or desired. The requirements for promotion to Captain are adequately stated in the job description for Captain. CCSSA Lt./Cpt. has agreed to the deletion of Article 2(d) of the CBA and to modify the language in Article 2(e) of the CBA to remove reference to the promotional requirements in Article 2(d).

## **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 December 23, 2022, per NRS 251.030 and 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.

## **12. Purchasing and Contracts**

12.A For Possible Action: Discussion and possible action regarding Contract No. 23300263 with Farr West Engineering ("FWE") to provide engineering services for the Fuji Fairgrounds Arena Expansion Project ("Project"), for a not to exceed amount of \$88,590. (Carol Akers, cakers@carson.org and Jennifer Budge, jbudge@carson.org)

Staff Summary: If approved, this contract will be for a complete design to relocate utilities, construct a new announcer's booth, eliminate permanent pens and bucking chutes and expand the overall footprint of the arena by 35%.

12.B For Possible Action: Discussion and possible action regarding a proposed \$69,377 increase in purchase authority, beyond the previously approved \$70,000, resulting in a new annual not to exceed amount of \$139,377, for the purchase of medications for persons detained in the Carson City Jail utilizing joinder Contract No. MMS2200730 between Minnesota Multistate Contract Alliance for Pharmacy (“MMCAP”) and Diamond Drugs, Inc. dba Diamond Pharmacy (“Diamond Pharmacy”), and extending the purchase authority through June 30, 2023. (Carol Akers, cakers@carson.org and Nicki Aaker, naaker@carson.org)

Staff Summary: Pursuant to NRS 211.140, Carson City is responsible for providing prescription medication to persons who are detained in the Carson City Jail. The Carson City Department of Health and Human Services and Sheriff Ken Furlong are requesting the use of MMCAP Contract No. MMS2200730 to purchase prescription medications from Diamond Pharmacy.

12.C For Possible Action: Discussion and possible action regarding proposed Contract No. 23300219 with American Exchange to provide billing services for the Carson City Department of Health and Human Services (“CCHHS”), at a rate of 7 percent of net collections per month plus the cost of US postage for mailing patients statements and/or paper claims, effective January 5, 2023, through December 31, 2023, with the option to renew for four additional one-year terms. (Carol Akers, cakers@carson.org and Nicki Aaker, naaker@carson.org)

Staff Summary: CCHHS desires to minimize its direct involvement with public health billing while maintaining the highest level of customer service and maximizing collections and timely and accurate reporting. The contract is to be funded by the Clinical Services, State Vaccine, Private Vaccine and Community Vaccine Outreach accounts.

12.D For Possible Action: Discussion and possible action regarding a proposed \$50,000 increase in purchase authority, beyond the existing \$100,000 in purchase authority, resulting in a new not to exceed amount of \$150,000, with Badger Meter Inc. (“Badger”) for Fiscal Year (“FY”) 2023 for Badger water meters and parts. (Carol Akers, Cakers@carson.org and Eddy Quaglieri, Equaglieri@carson.org)

Staff Summary: Carson City provides and maintains water meters for residents, the cost of which is offset by utility connection fees. The Water Utility Division (“Division”) of the Carson City Department of Public Works monitors most of its water meters with the Orion Automatic Meter Reading System (“Orion System”), which is designed to be compatible with only Badger meters and parts. The Division expects to expend an additional \$50,000 on Badger meters and parts in FY 2023 and therefore seeks approval for an additional \$50,000 in purchase authority.

12.E For Possible Action: Discussion and possible action regarding a determination that Showcase Contracting LLC (“Showcase”), is the lowest responsive and responsible bidder pursuant to Nevada Revised Statutes (“NRS”) Chapter 338 and whether to award Contract No. 23300240 for the work associated with replacing the uninterruptible power supply (“UPS”) equipment at the Public Safety Communication Center (“Project”) to Showcase for a total amount not to exceed \$285,040.01. (Carol Akers, cakers@carson.org and Randall Rice, rrice@carson.org)

Staff Summary: This Project includes remodeling the northwest corner of the Public Safety Communication Center to create additional space for UPS equipment; replacement of existing UPS equipment; new equipment installation in the newly created equipment room; and electrical

and mechanical upgrades necessary to support the new equipment room. This Project will provide redundant backup power to support equipment used by dispatch staff inside the Public Safety Communication Center. The not to exceed amount of \$285,040.01 comprises the base bid amount of \$259,127.29, plus a 10% contingency of \$25,912.72. The engineer's estimate was \$300,000. This Project was approved as part of the Fiscal Year ("FY") 2022 Capital Improvement Program ("CIP").

12.F For Possible Action: Discussion and possible action regarding a determination that TNT Industrial Contractors, Inc. ("TNT") is the lowest responsive and responsible bidder pursuant to Nevada Revised Statutes ("NRS") Chapter 338 and whether to award Contract No. 23300248 ("Contract") to replace air release valves and manhole tops along the Brunswick effluent transmission main ("Project") for a total amount not to exceed \$340,136.50. (Carol Akers, cakers@carson.org and Randall Rice, rrice@carson.org)

Staff Summary: This Project will replace six air release valves and corresponding manhole tops along the Brunswick effluent transmission main ("Main"), which have exceeded their service life. The Main is the only pipeline that can convey effluent between the Storage Reservoir and the Wastewater Reclamation Facility and is a critical component to convey the City's wastewater effluent safely and efficiently. The not to exceed amount of \$340,136.50 comprises the base bid amount of \$309,215 plus a 10 percent contingency of \$30,921.50. The engineer's estimate for the Project was \$448,425.

12.G For Possible Action: Discussion and possible action regarding the appointment of Dr. Colleen Lyons as the Carson City County Health Officer, effective January 1, 2023 for a two-year term ending on December 31, 2024, and regarding Amendment No. 2 to Contract No. 20300270, to extend the term of the contract with Dr. Lyons to December 31, 2024 and to increase the contract amount by an additional \$60,000, paid \$2,500 per month, for a new total not to exceed amount of \$115,000, to be funded from the Health Administration Professional Services account in the General Fund. (Nicki Aaker, naaker@carson.org)

Staff Summary: Dr. Colleen Lyons has served as Carson City's Health Officer since March 1, 2021, and her contract expired on December 31, 2022.

**(End of Consent Agenda)**

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

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

**14. Sheriff**

14.A For Discussion Only: Presentation of a biannual report on Carson City jail conditions and information concerning deaths of prisoners within the jail. (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.

## 15. City Manager

15.A For Possible Action: Discussion and possible action regarding nominations and appointments of members of the Board of Supervisors (“Board”) and other designees or representatives to various positions on boards, committees and commissions as required or authorized by law, including to: (1) the position of Mayor Pro Tempore on the Board of Supervisors; (2) the Carson City Regional Transportation Commission; (3) the Carson City Audit Committee; (4) the Nevada Association of Counties; (5) the Nevada Association of Counties Alternate; (6) the Nevada League of Cities Board of Directors; (7) the Carson City Culture & Tourism Authority; (8) the Carson Water Subconservancy District; (9) Nevada Works; (10) the Carson City Airport Authority; (11) the Carson City Debt Management Commission; (12) the Carson City Cultural Commission; (13) the Tahoe Regional Planning Agency ("TRPA"); (14) the TRPA Advisory Planning Commission ("APC"); and (15) the Nevada Tahoe Conservation District ("NTCD"). (Nancy Paulson, npaulson@carson.org)

Staff Summary: The Board appoints Board members and others to serve in various positions on boards, committees and commissions. Each January, appointments are made for the upcoming calendar year. The terms of Shelly Aldean, Kevin Hill and Doug Martin have expired on the TRPA, APC and NTCD, respectively. All are seeking reappointment to their positions. Unexpired appointments for the Carson City Airport Authority and Carson City Cultural Commission also need to be filled due to the end of Supervisor Jones' term.

15.B For Possible Action: Discussion and possible action regarding the appointment of up to four members to the 9-1-1 Surcharge Advisory Committee (“Committee”), each for a two-year term expiring in December 2024. (Nancy Paulson, npaulson@carson.org)

Staff Summary: The Committee is a body which must have at least five members, but no more than seven. There are currently two vacancies that must be filled and an additional two vacancies that may be filled at the discretion of the Board of Supervisors. Four applications have been submitted. Denise Stewart has requested a reappointment. New applications were submitted by James Powell, Jed McComber and Steven Figone.

15.C For Possible Action: Discussion and possible action regarding the appointment of up to four members to the Carson City Cultural Commission, which may include one member for a partial term that will expire in January 2024, one member for a partial term that will expire in January 2025 and two members for terms that will expire in January 2026. (Nancy Paulson, npaulson@carson.org)

Staff Summary: Chapter 2.41 of the Carson City Municipal Code ("CCMC") provides for the creation and organization of a seven-member Cultural Commission. CCMC 2.41.040 requires that the terms of the seven members be staggered. There are two vacancies due to expirations of terms and one vacancy due to resignation. In addition, the Board of Supervisors ("Board") appointed former Supervisor Stan Jones for a term that will expire in January 2024 and Supervisor Jones will not be continuing with this appointment since his term as Supervisor has

expired. New applications have been submitted by Samuel Flakus, Baylee Spear, Kylie Howard, Valerie Moore, Deborah Lambin and Michael Smith. The Board may appoint four members to the Cultural Commission, or three members if the Board appoints a member of the Board to the Cultural Commission.

## **16. Community Development - Planning**

16.A For Possible Action: Discussion and possible action regarding an application from Roseview Townhomes, LLC (“Applicant”) for a final subdivision map known as Roseview Townhomes, resulting in the creation of 52 lots for attached single family residences on 3.45-acres zoned Neighborhood Business Planned Unit Development (“NB-P”), located at 1147 W. College Parkway, Assessor’s Parcel Numbers (“APNs”) 007-462-16 and 007-462-17. (Heather Ferris, hferris@carson.org)

Staff Summary: On August 19, 2021, the Board of Supervisors (“Board”) approved tentative subdivision map SUB-2021-0215. Subsequently, the Board approved an amendment to the conditions of approval on October 20, 2022. The Applicant has obtained a site improvement permit and has secured for improvements. Per Carson City Municipal Code (“CCMC”) 17.06.005, the Board has the authority to approve a final subdivision map and may direct that it be recorded and entered as a legal document in the records of Carson City.

## **17. Parks and Recreation**

17.A For Possible Action: Discussion and possible action regarding: (1) a proposed resolution exempting certain parks, trails and open space areas from Carson City Municipal Code (“CCMC”) 13.02.090 to allow dogs; and (2) a proposed Dog Rules and Regulations Policy (“Dog Policy”) to establish policies and guidelines for dogs within the areas exempted by the resolution. (Jennifer Budge, jbudge@carson.org and Lyndsey Boyer, lboyer@carson.org)

Staff Summary: CCMC 13.02.090 prohibits dogs in all Carson City parks except those exempted by the Board of Supervisors (“Board”). This item, if approved, would exempt certain parks, trails and open space areas from this restriction in order to allow owners to bring their dogs. The proposed Dog Policy establishes rules and regulations, including but not limited to, areas where dogs may be off leash, areas where dogs must remain leashed and provisions related to enforcement of the policy.

## **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 and discuss any topic that is relevant to, or within the authority of this public body. 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**

**Redevelopment Authority**

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

**22. 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.

**23. For Possible Action: Approval of Minutes - October 6, 2022**

**24. City Manager**

24.A For Possible Action: Discussion and possible action regarding the election of a chair and vice-chair of the Redevelopment Authority, each for one-year terms ending on December 31, 2023. (Nancy Paulson, npaulson@carson.org)

Staff Summary: NRS 279.448 requires the Redevelopment Authority, as Carson City's redevelopment agency, to elect a chair from among its members. Unless otherwise prescribed by the Board of Supervisors, the term of office as chair is for the calendar year, or for that portion remaining after he or she is designated or elected.

**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 as the Redevelopment Authority**

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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 Rachael Evanson [revanson@carson.org](mailto:revanson@carson.org) or call (775) 887-2100.

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

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