

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

Day: Thursday
Date: January 19, 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 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 - Co-Pastor Brady Roser, The Bridge 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 - December 15, 2022**
7. **Special Presentations**

7.A Proclamation and presentation of the Employee-of-the-Quarter award to Darren Anderson, Senior Project Manager. (Alana Mills, amills@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.

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.

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. City Manager

8.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 December 3, 2022 through January 6, 2023. (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.

8.B For Possible Action: Discussion and possible action regarding the appointment of two members to the Carson City Planning Commission, each for a four-year term ending on January 1, 2027. (Nancy Paulson, npaulson@carson.org)

Staff Summary: Pursuant to NRS 278.030 and 278.040, the Carson City Planning Commission was created by ordinance, codified as Carson City Municipal Code ("CCMC") 18.02.010, and consists of seven members who are appointed by the Mayor with the approval of the Board of Supervisors ("Board"). Currently, there are two vacancies for members who are recommended by Supervisors Giomi and Horton. Supervisor Giomi is recommending Ellen Dechristopher and Supervisor Horton is recommending Vern Krahn for appointment to the Planning Commission.

8.C For Possible Action: Discussion and possible action regarding the appointment of one member to the Audit Committee, for a partial term ending in December 2023. (Nancy Paulson, npaulson@carson.org)

Staff Summary: Carson City Municipal Code ("CCMC") 2.14.030 provides for a five-member Audit Committee, comprised of one member from the Board of Supervisors ("Board") and four

members from the public as citizens-at-large. There is one vacancy for a citizen-at-large position due to a resignation. Laura Chavez submitted an application.

9. Finance

9.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 6, 2023, 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.

9.B For Possible Action: Discussion and possible action regarding the engagement of Sherman & Howard, LLC as bond and special counsel to Carson City for a not to exceed amount of \$84,500 in connection with the issuance by Carson City of its \$5,550,000 General Obligation (Limited Tax) Infrastructure Sales Tax Bonds (Additionally Secured by Pledged Revenues), Series 2023. (Sheri Russell-Benabou, srussell@carson.org)

Staff Summary: The attached engagement letter will operate as the form of agreement between the City and the firm of Sherman & Howard, LLC. The engagement letter sets forth the proposed roles and responsibilities Sherman & Howard, LLC will assume as the City's bond and special counsel for the issuance of a general obligation bond which will finance the William Street Corridor Capital Project.

9.C For Possible Action: Discussion and possible action regarding the engagement of JNA Consulting Group, LLC ("JNA") as independent registered municipal advisor and consultant to Carson City, for a not to exceed amount of \$50,000, plus reimbursable expenses, in connection with the issuance by Carson City of its \$5,550,000 General Obligation (Limited Tax) Infrastructure Sales Tax Bonds (Additionally Secured by Pledged Revenues), Series 2023. (Sheri Russell-Benabou, srussell@carson.org)

Staff Summary: The attached engagement letter will operate as the form agreement between the City and JNA. The engagement letter sets forth the proposed roles and responsibilities JNA will assume as the City's independent registered municipal advisor and consultant for the issuance of general obligation bonds that will finance the William Street Corridor Capital Project.

10. Purchasing and Contracts

10.A For Possible Action: Discussion and possible action regarding a determination that Shaheen Beauchamp Builders, LLC ("SBB") is the lowest responsive and responsible bidder pursuant to Nevada Revised Statutes ("NRS") Chapter 338 and whether to award Contract No. 23300245 to SBB to remodel portions of the existing Senior Center ("Project") for a total amount not to exceed \$649,388.30. (Carol Akers, cakers@carson.org and Randall Rice, rrice@carson.org)

Staff Summary: This Project will include renovations for three areas of the Carson City Senior Citizens Center, including the kitchen, restrooms located at the west end of the building and the dining room. The not to exceed amount of \$649,388.30 comprises the base bid amount of \$590,353, plus a 10 percent contingency of \$59,035.30. The engineer's estimate was \$835,817. This Project was approved as part of the Fiscal Year ("FY") 2022 Capital Improvement Plan and has received federal grant funding.

10.B For Possible Action: Discussion and possible action regarding Contract No. 23300229 with Paragon Partners Ltd., ("Paragon") to provide services related to right of way acquisition ("Services") for the East William Street Complete Streets Project and East William Street Utility Undergrounding Project ("Projects"), for a not to exceed amount of \$220,322 through June 30, 2024. (Carol Akers, cakers@carson.org and Randall Rice, rrice@carson.org)

Staff Summary: This contract is necessary to coordinate right-of-way acquisition needed for the Projects, which include improvements related to sidewalk connectivity, accessibility improvements and utility modifications along East William Street. The Services include review of available data, appraisal of properties necessary to facilitate the Projects and direct negotiations for property acquisitions. City staff completed a formal Request for Qualifications ("RFQ") process (RFQ 23300229) before selecting Paragon.

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 December 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. City Manager

13.A For Discussion Only: Presentation and discussion regarding Carson City's policy on the coordination and communication on legislative matters and the manner in which legislative matters will be presented to the Board of Supervisors ("Board") during the 82nd (2023) Session of the Nevada Legislature. (Stephen Wood, swood@carson.org)

Staff Summary: In 2020, the Board adopted Resolution No. 2020-R-23, which sets forth the City's policy concerning coordination and communication on matters before the Legislature. The policy addresses the involvement of the Board of Supervisors, the City Manager, Department Directors and City employees in discussions on legislative issues, communication of the City's

position to members of the Nevada Legislature and the submission of testimony before legislative committees. The resolution also establishes a standing agenda item for the Board to discuss legislative matters. An overview of this process will be provided during this presentation.

14. Finance

14.A For Possible Action: Discussion and possible action to introduce, on first reading, a proposed ordinance authorizing the issuance by Carson City of its "General Obligation (Limited Tax) Infrastructure Sales Tax Bonds (Additionally Secured by Pledged Revenues), Series 2023" in the aggregate principal amount not to exceed \$5,550,000. (Sheri Russell-Benabou, srussell@carson.org)

Staff Summary: If adopted this ordinance will authorize the issuance of the "General Obligation (Limited Tax) Infrastructure Sales Tax Bonds (Additionally Secured by Pledged Revenues), Series 2023" in the aggregate principal amount not to exceed \$5,550,000 for the purpose of financing certain infrastructure projects set forth in NRS 377B.160(3).

14.B For Possible Action: Discussion and possible action regarding additional funding and a final recommendation to the Nevada Governor's Office of Economic Development ("NGOED") on the Community Development COVID-19 Block Grant ("CDBG-CV"), for Ron Wood Family Resource Center to be granted an additional amount of \$60,958 in de-obligated funds, for a total amount of \$280,958 for Fiscal Year ("FY") 2022, for their CDBG-CV Ron Wood Family Support for COVID-19 Rental Assistance Program ("Program"). (Mirjana Gavric, mgavric@carson.org)

Staff Summary: The Board of Supervisors ("Board") is required to make a final recommendation and grant approval for additional funding to NGOED. Ron Wood Family Resource Center previously requested and was approved \$120,000 and \$100,000 for FY 2022. This additional funding request of \$60,958 is due to a continued need for rental assistance and will be covered by five de-obligated CDBG-CV programs.

14.C For Possible Action: Discussion and possible action regarding (1) the appropriation of grant funds in the amount of \$445,777 from the remaining \$1,160,414 of American Rescue Plan Act of 2021 ("ARPA") grant funds approved by the Board of Supervisors ("Board") for programs or projects that support the Carson City Housing Plan, and (2) direction on, or the further appropriation of, up to \$1,160,414 of ARPA grant funds, the remaining \$714,637 balance plus any funds not appropriated above, for further funding of the approved programs or projects or of the Carson City Housing Plan, funding for the Fire Station with shared facilities for an Emergency Operations Center, Backup Dispatch Station and Information Technology Offices project or funding for another ARPA eligible project. (Mirjana Gavric, mgavric@carson.org)

Staff Summary: The Board dedicated \$1,160,414 to be awarded to entities proposing a two-year program or project that supports unsheltered individuals and emergency housing in Carson City. On December 12, 2022, an Application Review Work Group ("ARWG") reviewed and ranked six eligible applications for recommendation to the Board, using federal guidelines and Carson City priorities. The ARWG recommends that four of the six applications be awarded a total amount of \$445,777. Staff seeks further direction from the Board on how the remaining funds of \$714,637, plus any funds not appropriated consistent with the ARWG recommendations, should be allocated.

15. City Manager

15.A For Possible Action: Discussion and possible action regarding an appropriation of \$500,000 from the Ambulance Fund and a reallocation of \$2.4 million in American Rescue Plan Act ("ARPA") funds to cover a possible funding shortfall for the proposed Carson City Fire Station with shared facilities for an Emergency Operations Center, Backup Dispatch Station and Information Technology Offices ("Project"). (Nancy Paulson, npaulson@carson.org)

Staff Summary: Initial cost estimates for the Project were completed in early 2022 and calculated using an estimate of \$650 per square foot; however, based on current economic conditions, cost estimates have increased to approximately \$900 per square foot. This has created an estimated Project shortfall of \$2.9 million. To cover this shortfall and allow the Project to move forward, staff is requesting that \$500,000 be appropriated from the Ambulance Fund and \$2.4 million be reallocated from ARPA projects based on updated ARPA project needs.

16. Purchasing and Contracts

16.A For Possible Action: Discussion and possible action regarding an amendment to Contract No. 21300156 ("Amendment") for Tate Snyder Kimsey Architects, Ltd. ("TSK") to perform the second phase for schematic design services through construction services administration for the Carson City Fire Station with Shared Facilities for Emergency Operations Project ("Project") for an additional \$1,032,955, resulting in a total not to exceed amount of \$1,081,755 for Contract No. 21300156. (Carol Akers, cakers@carson.org and Randall Rice, rrice@carson.org)

Staff Summary: The Project will include construction of a new facility which will house a neighborhood fire station, emergency operations center and information technology department. The site is planned to be on Butti Way between Fairview Drive and the Public Works Corporate Yard. TSK was selected through a formal Request for Proposal ("RFP") process to perform these services. TSK completed the first phase for programming and concept design for \$48,800 under Contract No. 21300156. The Amendment would be for TSK to complete the second phase for schematic design services through construction services administration for an additional \$1,032,955, resulting in a total combined not to exceed amount of \$1,081,755 for Contract No. 21300156.

17. Community Development - Planning

17.A For Possible Action: Discussion and possible action regarding a request from Carson City ("Applicant") to introduce, on first reading, a proposed ordinance amending the zoning map to change the zoning from Public Community ("PC") to Single-Family 6,000 ("SF6") for the parcel located at 700 Fleischmann Way, Assessor's Parcel Number ("APN") 001-141-20. (Heather Ferris, hferris@carson.org)

Staff Summary: Through the annual review of the Master Plan and Zoning Map, the Board and staff have identified the subject parcel as appropriate for consideration of a mapping correction. The subject property is zoned PC but is no longer publicly owned. The proposed amendment will be consistent with the current use and ownership of the property.

17.B For Possible Action: Discussion and possible action regarding a request from Carson City ("Applicant") to introduce, on first reading, a proposed ordinance amending the zoning map to

change the zoning from Public Regional (“PR”) to Residential Office (“RO”) for the parcel located at 775 Fleischmann Way, Assessor’s Parcel Number (“APN”) 001-201-30. (Heather Ferris, hferris@carson.org)

Staff Summary: Through the annual review of the Master Plan and Zoning Map, the Board and staff have identified the subject parcel as appropriate for consideration of a mapping correction. The subject property is zoned PR, but is no longer publicly owned. The proposed amendment will provide better neighborhood compatibility but will result in a non-conforming use for the existing on-site use.

17.C For Possible Action: Discussion and possible action regarding the Master Plan annual report from the Planning Commission. (Hope Sullivan, hsullivan@carson.org)

Staff Summary: NRS 278.190 requires the Planning Commission to annually make recommendations to the Board of Supervisors regarding the implementation of the Master Plan. The report includes information regarding past, current and future Master Plan implementation actions for the Board of Supervisor’s consideration in setting goals and work programs for 2023.

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 Liquor and Entertainment Board

21. Call to Order & Roll Call – Liquor and Entertainment Board

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 – November 3, 2022

24. Community Development

24.A For Discussion Only: Presentation and discussion regarding the Liquor Hearings Officer's 2022 Annual Report. (Heather Ferris, hferris@carson.org)

Staff Summary: Carson City Municipal Code ("CCMC") Chapter 4.13, which establishes the Liquor Board and Liquor Licensing and Sales ordinance provisions, allows the Liquor Board to appoint a hearings officer who has the 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 2022 as well as compliance checks.

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 Liquor and Entertainment Board

****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 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.

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