

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

**Day:** Thursday  
**Date:** February 16, 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 - Chaplain Peggy Locke**

**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 19, 2023**

**7. Special Presentations**

7.A Presentation of the Chief’s Medal of Commendation to Aiden Bailey. (Sean Slamon, [sslamon@carson.org](mailto:sslamon@carson.org)).

Staff Summary: The Chief’s Medal of Commendation is the Carson City Fire Department’s (“CCFD’s”) second highest award for a civilian. The Fire Chief will present the Chief’s Medal of Commendation to Aiden Bailey, a civilian, for his potentially life-saving assistance during a rapidly spreading house fire on Minonee Lane on February 21, 2022.

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**

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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. Assessor**

8.A For Possible Action: Discussion and possible action regarding a request to correct a clerical error and increase the real property taxes for Fiscal Years ("FY") 2021/2022 in the amount of \$35,789.92 and for FY 2022/2023 in the amount of \$37,025.40, apportioned each year among 151 properties with solar panels as detailed in the address list, per NRS 361.765 for a corrected combined total real property tax increase amount of \$72,815.32. (Kimberly Adams, kadams@carson.org)

Staff Summary: The Carson City Assessor's Office is requesting to increase the taxes in the FYs 2021/2022 and 2022/2023 Real Property Tax Rolls for the subject properties due to a clerical error.

**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 7, 2023 through February 3, 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.

9.B For Possible Action: Discussion and possible action regarding a settlement agreement between Carson City and the Kilpatrick Family Trust (the “Trust”) resolving claims concerning 3590 N. Carson Street, Assessor’s Parcel Number (“APN”) 007-462-03, (the “Property”) and a

billboard on the Property, permitting installation of a new billboard structure and providing for a grant of a drainage easement to the City. (Nancy Paulson, npaulson@carson.org)

Staff Summary: This agenda item concerns a proposed settlement agreement with the Trust, which has threatened to bring legal action against Carson City involving state law claims regarding the Property, a billboard on the Property and an April 2, 1999 Agreement For Grant of Easement (“Easement Agreement”) between the prior owner and the City concerning commercial use of the Property. The proposed settlement, if approved, releases the City from the asserted claims, permits installation of a new billboard structure, provides for a grant of a drainage easement to the City and terminates the April 2, 1999 Agreement.

9.C For Possible Action: Discussion and possible action regarding the proposed grant of permanent drainage easement (“Easement”) located on 3590 N. Carson Street, Assessor’s Parcel Number (“APN”) 007-462-03 from the Kilpatrick Family Trust (the “Trust”) to Carson City, at no cost as part of a settlement agreement with the Trust. (Nancy Paulson, npaulson@carson.org)

Staff Summary: This Easement is being granted to the City as part of the Settlement Agreement between the Trust and the City in order to resolve the claims regarding an April 2, 1999 Agreement For Grant of Easement between the prior owner of 3590 N. Carson Street and the City. The Easement permits the City to access, maintain, construct, reconstruct, remove, operate and modify storm water and other drainage improvements in the Easement area.

## **10. Community Development**

10.A For Possible Action: Discussion and possible action regarding a request from Julian and Joanna Smith, trustees of the Smith Trust 9/12/2011 (“Applicant”) for a Historic Tax Deferment on property zoned Downtown Mixed-Use (“DT-MU”), located at 204 W. Spear Street, Assessor’s Parcel Number (“APN”) 003-222-04. (Heather Ferris, hferris@carson.org)

Staff Summary: The subject property is eligible for the Open Space Use Assessment, commonly known as the Historic Tax Deferment, as a result of its conformance to specific standards and its historical status in Carson City. There has been a change in ownership, and the owner is seeking to continue receiving the Historic Tax Deferment.

## **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 February 3, 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.

11.B For Possible Action: Discussion and possible action regarding an application to remove \$449,345.22 in uncollectible accounts receivable from the records of the Ambulance Fund. (Sheri Russell-Benabou, 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.

11.C For Possible Action: Discussion and possible action regarding the Carson City Cost Allocation Plan for the Fiscal Year ended June 30, 2022. (Sheri Russell-Benabou, srussell@carson.org)

Staff Summary: City staff is requesting that the Board of Supervisors accept the Cost Allocation Plan prepared by Mahoney and Associates using financial information for the Fiscal Year ended June 30, 2022, for use in preparing the Fiscal Year ("FY") 2024 Carson City Budget. The City will use the Cost Allocation Plan for amounts charged to Special Revenue and Enterprise Funds.

## 12. Fire

12.A For Possible Action: Discussion and possible action regarding the proposed submittal of a grant application to the Federal Emergency Management Agency ("FEMA") for an Assistance to Firefighters Grant ("Grant") seeking up to \$180,000, subject to a local match obligation of at least 10%, to replace up to 60 mobile data computers ("MDCs"), 30 dual band in-vehicle routers for the MDCs and two antennas for each dual band router. (Aaron Lowe, alowe@carson.org)

Staff Summary: The Carson City Fire Department ("CCFD") relies on MDCs to receive important incident information when responding to emergencies. The current MDCs have reached the end of their useful life, and a majority of the existing in-vehicle routers do not function properly. It is anticipated that the Grant, if awarded, would allow CCFD to replace the MDCs that are at the end of their useful life and replace in-vehicle routers that are not functioning properly.

## 13. Purchasing and Contracts

13.A For Possible Action: Discussion and possible action regarding authorization for the Carson City Coroner to purchase one new Chevrolet Tahoe for a not to exceed amount of \$51,155.01 utilizing joinder contract 99SWC-NV21-8888 between the State of Nevada and Michael Hohl Motor Company ("Michael Hohl"). (Carol Akers, cakers@carson.org and Sheriff Ken Furlong, kfurlong@carson.org)

Staff Summary: Carson City Sheriff's Office is seeking to add a vehicle for the Coroner. This purchase will be paid with County Coroner funds following NRS 259.025.

13.B For Possible Action: Discussion and possible regarding a proposed emergency amendment ("Amendment") to Contract No. 23300049 ("Contract") with Carson Pump, LLC ("Carson Pump") for on-call water well maintenance and repair services to increase the Contract's not to exceed amount by \$150,000, for a new total not to exceed amount of \$250,000

for fiscal year (“FY”) 2023, for emergency water well repairs needed due to two water well failures and an unexpected rehabilitation for a third water well. (Carol Akers, cakers@carson.org and Eddy Quaglieri, equaglieri@carson.org)

Staff Summary: The Board of Supervisors (“Board”) approved the Contract for Carson Pump to provide on-call water well maintenance and repair services during FY 2023 for a not to exceed amount of \$100,000. However, repair and maintenance needs during FY 2023, to date, have been greater than expected due to two unexpected well failures and one well rehabilitation that required more work than anticipated. The well rehabilitations for the unexpected well failures must be completed before water demand increases in the summer. Due to these unexpected failures and costs, the City must expend more than the \$100,000 authorized by the Contract.

13.C For Possible Action: Discussion and possible action regarding a determination that Overhead Fire Protection Inc., (“Overhead”), is the lowest responsive and responsible bidder pursuant to Nevada Revised Statutes (“NRS”) Chapter 338 and whether to award Contract No. 23300257 to remove and replace the fire sprinkler system at the Eagle Valley Golf Course Clubhouse (“Project”) to Overhead for a total amount not to exceed \$146,756.50. (Carol Akers, cakers@carson.org and Randall Rice, rrice@carson.org)

Staff Summary: This Project includes the replacement of the existing fire sprinkler system in the Eagle Valley Golf Course Clubhouse. The not to exceed amount of \$146,756.50 comprises the base bid amount of \$133,415, plus a 10% contingency of \$13,341.50. The engineer’s estimate was \$176,000. This Project was approved as part of the Fiscal Year (“FY”) 2023 Capital Improvement Program (“CIP”).

13.D For Possible Action: Discussion and possible action regarding Contract No. 23300250 (“Contract”) with Terraphase Engineering, Inc. (“Terraphase”) to provide design services for the Carson City Sutro Basin Scoping Project for a not to exceed amount of \$147,026 through March 23, 2024. (Carol Akers, cakers@carson.org and Randall Rice, rrice@carson.org)

Staff Summary: This Contract will provide preliminary design, environmental and cultural assessments, and a scoping design report which can be used to seek future funding for final design and construction of storm drains and basins in the Sutro Terrace area. City staff completed a formal Request for Qualifications process (RFQ 23300250) before selecting Terraphase.

13.E For Possible Action: Discussion and possible action regarding Amendment No. 5 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, 2024 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 and 4 through February 20, 2023. 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.

## **14. Public Works**

14.A For Possible Action: Discussion and possible action regarding a proposed 18,000 square foot non-exclusive utility and access easement ("Easement") from Carson City to Great Basin Transmission Company at no cost for natural gas pipeline and appurtenances located within the portion of Carson City's right-of-way on N. Edmonds Drive ("ROW") abutting Assessor's Parcel Number ("APN") 008-307-17 ("Property"). (Darren Schulz, dschulz@carson.org and Robert Nellis, rnellis@carson.org).

Staff Summary: Great Basin Transmission Company was formerly known as Paiute Pipeline Company, and is a wholly owned subsidiary of Southwest Gas Corporation ("Gas Company"). There are existing natural gas utilities within the ROW delivering natural gas to City residents. The owner of the Property has requested that the City and Gas Company enter into the Easement, as the Property's owner believes the Easement will satisfy a Housing and Urban Development ("HUD") condition to secure refinancing for the 55 unit apartment complex on the Property.

## **15. Treasurer**

15.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 2023 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**

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

## **17. Public Works**

17.A For Possible Action: Discussion and possible action regarding a presentation of the Carson City Roads Funding: Local Funding Options Technical Report ("Report") and potential mechanisms to increase funding for the construction and maintenance of Carson City's roads and road-related transportation infrastructure projects. (Chris Martinovich, cmartinovich@carson.org and Dan Stucky, dstucky@carson.org)

Staff Summary: The condition of Carson City's roadway pavement and transportation infrastructure is declining, particularly on local, neighborhood streets which represent 71% of the City's roadway network. Without additional funding sources, the condition of the City's roadway pavement and roads-related transportation infrastructure will continue to decline. Staff, with consultant support, will present the Report. The Report describes road-related functions that are the City's responsibility, quantifies the gap between current funding and the funding needed to maintain existing roads in their current condition and provides a detailed evaluation of four

potential funding mechanisms. The Report also summarizes each mechanism's ability to shrink the identified funding gap for roadway construction and maintenance.

17.B For Possible Action: Discussion and possible action regarding the addition of one full-time Construction Inspector position in the Carson City Public Works Department ("Public Works") and authorization for Public Works to purchase a vehicle for the new Construction Inspector position. (Darren Schulz, dschulz@carson.org)

Staff Summary: The Public Works Engineering Division ("Engineering") currently has one part-time Construction Inspector position and two Senior Construction Inspectors to provide the review and inspection of infrastructure constructed with a new development, including streets, curb and gutter and sewer and water lines as well as managing City capital projects. To keep up with the current volume of inspections needed through the Carson City Community Development Department ("Community Development"), which is exceeding pre-recession levels, Public Works is requesting one new full-time Construction Inspector position.

## **18. Health and Human Services**

18.A For Discussion Only: Discussion and presentation of a report from the Nevada Humane Society ("NHS"), the contracted provider of Animal Services for Carson City. (Nicki Aaker, naaker@carson.org)

Staff Summary: This item is to provide an update on Nevada Humane Society's activities to include: shelter intake, shelter adoptions, lifesaving rate, trends, labor overview and goals.

## **19. Finance**

19.A For Possible Action: Discussion and possible action regarding staff recommended assumptions to be used in preparation of the Carson City Budget for Fiscal Year ("FY") 2024 (July 1, 2023 through June 30, 2024). (Sheri Russell-Benabou, srussell@carson.org)

Staff Summary: Staff will present the recommended property tax rate and assumptions for preparation of the Carson City FY 2024 Budget. The City's governing body, the Board of Supervisors, is required to approve a property tax rate to be levied for FY 2024. The Department of Taxation requires all local governments to inform them of the rate they intend to use by February 21, 2023.

## **20. Community Development - Planning**

20.A For Possible Action: Discussion and possible action regarding street closures for special events in calendar year 2023, including the proposed closure of streets around the United Methodist Church, for its Drive Through Living Nativity / The Road to Bethlehem event. (Hope Sullivan, hsullivan@carson.org)

Staff Summary: At its meeting of December 15, 2022, the Board of Supervisors identified street closures for special events that the Public Works Director is authorized to approve. This item is for the Board to consider street closures for special events in calendar year 2023 that are not within the authority of the Public Works Director. The only additional street closure requested is for the Drive Through Living Nativity / The Road to Bethlehem event.

20.B For Possible Action: Discussion and possible action regarding a request from Carson City (“Applicant”) to adopt, on second reading, Bill No 102, an ordinance approving a zoning map amendment to change the zoning from Public Community (“PC”) to Single-Family 6,000 (“SF6”) for a 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.

20.C For Possible Action: Discussion and possible action regarding the Historic Resources Commission Annual Report for 2022. (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.

## **21. City Manager**

21.A For Possible Action: Discussion and possible action regarding coordination of legislative activity on pending state legislation before the Nevada Legislature and whether to adopt an official policy position or direct staff to advocate for or against any such legislation, including the submittal of proposed amendatory language. (Stephen Wood, swood@carson.org and Nancy Paulson, npaulson@carson.org)

Staff Summary: The Nevada Legislature is currently in its 82nd Regular Session. This item is for the Board of Supervisors to coordinate legislative efforts on pending state legislation that may have an impact on Carson City, including the adoption of official policy positions, if any, and direction to staff to advocate for or against any such legislation. Due to unpredictable timing constraints inherent in the legislative process, the City will maintain a list of legislation that the City has identified in advance and which may be discussed and acted on by the Board during this agenda item. A copy of the list will be posted not less than three days before the date of each Board of Supervisors meeting during which this agenda item appears and may be obtained at the following Internet website: <https://www.carson.org/legislature>.

## **22. 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.

**23. 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.

**24. 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 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.

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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