

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

Day: Thursday
Date: April 6, 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 - Nick Emery, Hope Crossing**
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 2, 2023**
7. **Special Presentations**

7.A Presentation of a Proclamation recognizing April as "National Child Abuse Prevention Month." (Meagan Soracco, NV Department of Health & Human Services, Division of Child and Family Services)

7.B Presentation regarding the 2023 Carson City Clerk's Office "I Voted" Sticker Design Contest.

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. Airport Authority

8.A For Possible Action: Discussion and possible action regarding a proposed 50-year lease agreement ("Lease") between Carson City and the Carson City Airport Authority ("Airport Authority"), together as landlord, and High Sierra Pilots, LLC doing business as Stew's Aero Services ("Stew's Aero"), as tenant, to rent approximately 24,990 square feet of land, including a 10,000 square foot hangar, Assessor's Parcel Number ("APN") 005-011-94, for a base rent of \$79,200.00 per year, subject to adjustments. (Corey Jenkins, cjenkins@flycarsoncity.com and Steven E. Tackes, Esq., stacks@kcnvlaw.com)

Staff Summary: On March 15, 2023, the Airport Authority approved the proposed Lease. The Airport Authority Act for Carson City requires the Lease to also be approved by the Board of Supervisors. The rental rate is \$0.48 per square foot annually for the ground and \$72,000.00 annually for the hangar building, which is the independently appraised rental value for the ground and hangar building, as required by NRS 496.080(3).

8.B For Possible Action: Discussion and possible action regarding a proposed assignment ("Assignment") of an existing lease agreement ("Lease") between Carson City and the Carson City Airport Authority ("Airport Authority"), together as landlord ("Landlord"), and Ortiz Bros. Aviation, LLC, Assessor's Parcel Number ("APN") APN 005-091-30, assigning the Lease to the Echo Delta Community Association ("Echo Delta") and acknowledging the assignment of the lease to a common-interest community. (Steve Tackes, kcnvlaw.com & Corey Jenkins, cjenkins@flycarsoncity.com)

Staff Summary: Ortiz Bros. Aviation, LLC, the City and the Airport Authority entered into the Lease in 2021 for a term of 50 years. Shortly after, Ortiz Bros. Aviation, LLC changed its name with the Nevada Secretary of State to Ortiz Bros. Aviation NV, LLC ("Ortiz Bros."). The Assignment would assign the Lease from Ortiz Bros. to Echo Delta, a hangar owners' association, which is permitted by the Lease.

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 March 24, 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.

10. Parks, Recreation & Open Space

10.A For Possible Action: Discussion and possible action regarding proposed revisions to the Carson City Parks, Recreation and Open Space Department ("Department") Fee Policy and Schedule. (Jennifer Budge, jbudge@carson.org and Dan Earp, djearp@carson.org)

Staff Summary: This item, if approved, will update policies, procedures and fees related to facilities, programs and services provided by the Department. Fees are based on a comparative market analysis, facility and program use, cost recovery, legal mandates and staff input.

11. Purchasing and Contracts

11.A For Possible Action: Discussion and possible action regarding a proposed \$6,621 increase in the purchase authority, beyond the previously approved \$56,168, to purchase vaccines utilizing the Minnesota Multistate Contract Alliance for Pharmacy ("MMCAP") joinder contract with Sanofi Pasteur Inc. ("Sanofi"), resulting in a new not to exceed amount of \$62,789 through June 30, 2023. (Carol Akers, cakers@carson.org and Nicki Aaker, naaker@carson.org)

Staff Summary: The Carson City Health and Human Services Department ("CCHHS") utilizes the MMCAP Contract # MMS2000294 to purchase vaccinations and immunization supplies from Sanofi for vaccination through clinical services and public health preparedness community vaccination efforts. This will be funded from the CCHHS Private Vaccine and Community Vaccine & Outreach revenue accounts through June 30, 2023.

11.B For Possible Action: Discussion and possible action regarding a determination that Ronald L. Jacoboni Plastering, Inc. dba Tahoe Pool & Spa Construction ("Tahoe Pool") is the lowest responsive and responsible bidder pursuant to Nevada Revised Statutes ("NRS") Chapter 338 and whether to award Contract No. 23300136 for the Carson City Aquatic Facility Outdoor Pool Replaster and Retime Project ("Project") to Tahoe Pool for a total amount not to exceed \$179,300.00. (Carol Akers, cakers@carson.org and Nick Wentworth, nwentworth@carson.org)

Staff Summary: This Project includes chipping out of old plaster and recoating the outdoor swimming pool shell with new plaster. The not to exceed amount of \$179,300.00 comprises the base bid amount of \$163,000.00, plus a 10% contingency of \$16,300.00. The original estimate was \$144,500.00. Alternate bid item 1 had additional repairs and equipment replacement if the budget allowed, staff recommends declining the additive alternate and approving only the base bid. This Project was approved as part of the Fiscal Year ("FY") 2022 Capital Improvement Program ("CIP").

11.C For Possible Action: Discussion and possible action regarding a determination that Coons Construction LLC ("Coons"), is the lowest responsive and responsible bidder pursuant to Nevada Revised Statutes ("NRS") Chapter 338 and whether to award Contract No. 23300291 for the

Mills Park Maintenance Shop Project (“Project”) to Coons for a total amount not to exceed \$448,942.84. (Carol Akers, cakers@carson.org and Nick Wentworth, nwentworth@carson.org)

Staff Summary: This Project includes grading, concrete, purchase and erection of a metal building system, electrical and water connections to existing utilities, HVAC system, fencing, drainage system and asphalt grindings. The not to exceed amount of \$448,942.84 comprises the base bid amount of \$408,129.85, plus a 10% contingency of \$40,812.99. The engineer’s estimate was \$443,055. This Project was approved as part of the Fiscal Year (“FY”) 2023 Capital Improvement Program (“CIP”).

11.D For Possible Action: Discussion and possible action regarding authorization to purchase one diesel standby generator for use at the Carson City Public Safety Complex for a not to exceed amount of \$97,960 utilizing joinder contract 092222-CAT between Caterpillar Inc. (“Caterpillar”) and Sourcewell. (Carol Akers, cakers@carson.org and Randall Rice, rrice@carson.org)

Staff Summary: If approved, this purchase will replace an existing generator located at the City’s Public Safety Complex at 911 East Musser Street and provide emergency backup power to that facility during power outages. Caterpillar’s authorized dealer, Cashman Equipment Company, will fulfill this purchase under the terms of the joinder agreement between Caterpillar and Sourcewell. This purchase was approved as part of the Fiscal Year (“FY”) 2022 Capital Improvement Plan (“CIP”).

11.E For Possible Action: Discussion and possible action regarding Contract No 23300325 for Atkins North America, Inc. (“Atkins”) to update Carson City’s water system model for a not to exceed amount of \$58,010. (Carol Akers, cakers@carson.org and Randall Rice, rrice@carson.org)

Staff Summary: The City maintains a water system model (“Model”) for water resource planning, to verify water main analysis reports submitted to the City, to calculate fire flow requirements and to aid operations in shut downs, flushing and emergencies. The Model is also extensively utilized to analyze the impacts of proposed private developments on the City’s existing water system. Collectively, the water model is a critical tool to assess system capabilities and limitations, water resources and future planning needs. If approved, Atkins will update the City's Model.

(End of Consent Agenda)

Ordinances, Resolutions, and Other Items

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

13. Fire

13.A For Possible Action: Discussion and possible action regarding (1) proposed Amendment #6 to the Nevada Division of Forestry grant funded through Senate Bill 508 (2019) for wildland fuels mitigation (“NDF Grant”) to extend the NDF Grant term through May 31, 2023, and (2) proposed Amendment #7 to the NDF Grant to approve Carson City’s request to increase hourly rates for personnel rates charged against the NDF Grant. (Sean Slamon, sslamon@carson.org)

Staff Summary: The Board of Supervisors (“Board”) accepted the NDF Grant on October 15, 2020, to fund wildland fuels mitigation projects, as well as five full-time positions to carry out those projects. Specifically, the NDF Grant funded one Senior Wildland Fire Crew Member position, one Wildland Fire Equipment Operator position and three Wildland Fire Crew Member positions (“Wildland Positions”). The Wildland Positions subsequently sought union representation and were recognized as their own bargaining unit. The City has negotiated a proposed collective bargaining agreement (“CBA”) with the Wildland Positions, and increased benefits under the proposed CBA will require the City to charge higher personnel rates against the NDF Grant. The proposed amendments would allow the City to do so.

14. City Manager

14.A For Possible Action: Discussion and possible action, and a public hearing regarding the report of the City Manager on the fiscal impact and recommended approval of, a proposed collective bargaining agreement (“CBA”) between Carson City and the Carson City Firefighters Association, Local #2251 of the International Association of Fire Fighters (“IAFF”) on behalf of grant- and contract-funded wildland fire employees, effective beginning the first full pay period following CBA execution through June 30, 2026, with an estimated fiscal impact of \$1,567,018.45 over the CBA’s term that will be fully offset by third-party grants and contracts funding the positions. (Nancy Paulson, npaulson@carson.org and Melanie Bruketta, mbruketta@carson.org)

Staff Summary: The proposed CBA covers full time Carson City Fire Department (“CCFD”) employees whose positions are grant- or contract-funded and who primarily perform wildland fuels reduction projects (“Wildland Group”). The Wildland Group currently comprises one Senior Wildland Fire Crew Member, one Wildland Fire Equipment Operator, one Fuels Management Grants Administrator and three Wildland Fire Crew Members. The Wildland Group has no prior CBA; instead, the proposed CBA will displace the Wildland Fire Employees’ Benefits Manual. The City has provided notice to the applicable grant and contract funding sources that it will be increasing service rates to cover the cost of increased benefits under the proposed CBA, and the City has received confirmation that its increased rates will be reimbursed when invoiced.

15. Community Development - Planning

15.A For Possible Action: Discussion and possible action to adopt, on second reading, Bill No. 106, a proposed ordinance repealing provisions governing certain common open space development in Carson City. (Hope Sullivan, hsullivan@carson.org)

Staff Summary: This is the second reading of a proposed ordinance which, if adopted, will repeal chapter 17.10 of the Carson City Municipal Code (“CCMC”) in its entirety, thereby removing provisions governing certain common open space development in Carson City.

15.B For Possible Action: Discussion and possible action regarding a request from Carson City (“Applicant”) to adopt, on second reading, Bill No 104, an ordinance amending the zoning map to change the zoning from Limited Industrial (“LI”) and Single-Family 1 Acre (“SF1A”) to Single-Family 6,000 (“SF6”) for Assessor’s Parcel Number (“APN”) 010-061-87; from SF1A to SF6 for the southern, approximately 4.5 acres of APN 010-061-84 addressed at 1601 Fairview

Drive; and from LI to SF6 for the northern, approximately 9.7 acres of APN 010-061-76 addressed at 1700 Colorado Street. (Heather Ferris, hferris@carson.org)

Staff Summary: Through the annual review of the Master Plan and Zoning Map, the Board of Supervisors (“Board”) and staff have identified the subject parcels as appropriate for consideration of mapping corrections. The proposed zoning map amendment will create consistency with the underlying master plan for the subject parcels. The parcels are located south of Fairview Drive, north of Colorado Street, and east of S. Saliman Road. The Board of Supervisors introduced this ordinance, on first reading, at the March 2, 2023 meeting.

16. Public Works

16.A For Possible Action: Discussion and possible action to adopt, on second reading, Bill No. 107, a proposed ordinance approving a development agreement between Carson City and PalaSeek LLP, Oikos Development Corporation and Sierra Flats Family I LP concerning the conveyance of approximately 3.41 acres of City-owned land and the development of the second phase of an affordable housing project on that land, located at Assessor’s Parcel Number (“APN”) 010-037-06 (“Phase 2 Property”). (Dan Stucky, dstucky@carson.org)

Staff Summary: Construction has commenced on the first phase of PalaSeek, LLP's ("PalaSeek") affordable housing project (“Phase 1 Project”), to be built on APN 010-037-07 (“Phase 1 Property”). This is the second reading of a proposed ordinance which, if enacted, would approve a development agreement between the City, PalaSeek, Oikos Development Corporation (“Oikos”) and Sierra Flats Family I LP (“SFF”) for the second phase of PalaSeek’s proposed affordable housing project (“Phase 2 Project”) to be built on the Phase 2 Property.

16.B For Possible Action: Discussion and possible action regarding a proposed resolution concerning an application under Nevada Revised Statutes (“NRS”) 244.287 for the conveyance, without consideration, of approximately 3.41 acres of undeveloped land designated as Assessor’s Parcel Number (“APN”) 010-037-06 (“Phase 2 Property”), which is owned by Carson City, to Oikos Development Corporation (“Oikos”), a tax-exempt 501(c)(3) organization, for the development of the second phase of an affordable housing project (“Phase 2 Project”). (Dan Stucky, dstucky@carson.org and Robert Nellis, rnellis@carson.org).

Staff Summary: Construction has already commenced on the first phase of the affordable housing development (“Phase 1 Project”) on 2.91 acres identified as APN 010-037-07 (“Phase 1 Property”). At its March 16, 2023, meeting, the Board of Supervisors (“Board”) introduced, on first reading, Bill No. 107 concerning a proposed development agreement between the City and PalaSeek LLP (“PalaSeek”), Oikos and Sierra Flats Family I LP which sets the terms for development of the Phase 2 Project and conveyance of the Phase 2 Property (“Phase 2 Development Agreement”). At that same meeting, the Board directed staff to perform the diligence necessary to convey the Phase 2 Property to Oikos under NRS 244.287.

17. Parks, Recreation & Open Space

17.A For Possible Action: Discussion and possible action regarding a proposed Request for Qualifications (“RFQ”) for the South Carson Street/South Stewart Street Roundabout Public Art Project. (Sierra Scott, siscott@carson.org)

Staff Summary: The roundabout at the intersection of South Carson Street and South Stewart Street is part of the recently completed South Carson Complete Streets Project. A "gateway monument" public art feature in center of roundabout has been discussed and envisioned for the last five years with Carson City first allocating funding for the project in 2018. The proposed RFQ was created in accordance with the approved Carson City Public Art Policy to seek proposals from qualified artists or artist teams through a competitive process and is being brought to the Board of Supervisors for review and approval prior to publishing.

18. City Manager

18.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>.

19. 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.

20. 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.

21. For Possible Action: To Adjourn

**PUBLIC COMMENT LIMITATIONS - The Mayor and Supervisors meet at various times as different public bodies: the Carson City Board of Supervisors, the Carson City Liquor and Entertainment Board,

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

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

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

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

To request a copy of the supporting materials for this meeting contact Rachael Evanson 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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