

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

Day: Thursday
Date: July 20, 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 - Louie Locke, Fountainhead, Ret.**
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 – June 15, 2023**

7. Special Presentations

- 7.a. 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 June 3, 2023, through July 7, 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 a representative member to the Nevada Local Justice Reinvestment Coordinating Council ("NLJRCC") pursuant to NRS 176.014 for a two-year term. (Nancy Paulson, npaulson@carson.org)

Staff Summary: The NLJRCC was created by the Nevada Legislature with the enactment of Assembly Bill ("AB") 236 during the 80th (2019) Legislative Session. Pursuant to section 7 of AB 236, subsequently codified as NRS 176.014, the Carson City Board of Supervisors ("Board") is required to appoint one member to the NLJRCC. Although the statute does not specify required qualifications for members to be appointed, the Sentencing Commission has indicated that the NLJRCC should be comprised of stakeholders from the criminal justice system and mental health and treatment communities. Chief Deputy District Attorney Garrit Pruyt is seeking reappointment.

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 July 7, 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. Purchasing And Contracts

- 10.a. For Possible Action: Discussion and possible action to authorize payment in the amount of \$259,749.73 to Central Square Technologies, LLC ("Central Square") to maintain the Carson City Sheriff's Office's ("CCSO") Public Safety Software system during Fiscal Year ("FY") 2024. (Carol Akers, cakers@carson.org, Frank Abella, fabella@carson.org and Jerome Tushbant, jtushbant@carson.org)

Staff Summary: The CCSO currently uses Central Square (formerly known as Tiburon and Tritech Software Systems) as the vendor for maintaining its Public Safety Software. This is an annual bill for software maintenance.

- 10.b. For Possible Action: Discussion and possible action regarding authority to purchase emergency medical equipment and supplies during Fiscal Year ("FY") 2024 utilizing joinder contract 2021002973 between Henry Schein, Inc. and the University of California for a not to exceed amount of \$80,000. (Carol Akers, CAkers@carson.org and Sean Slamon, SSlamon@carson.org)

Staff Summary: Through this joinder contract, the Carson City Fire Department will purchase emergency medical equipment and supplies used on a daily basis for emergency medical services responses. This includes items such as IV supplies, medications, bandages, splints and other items used in the treatment of patients at the scene of medical calls and during transport.

- 10.c. For Possible Action: Discussion and possible action regarding authorization to utilize joinder contract 3086-19 ("Joinder") between Washoe County and ARC Health and Wellness Centers ("ARC") to secure employee medical services during Fiscal Year ("FY") 2024 for a not to exceed amount of \$125,000, and to authorize the Purchasing and Contracts Administrator to execute any documents necessary for Carson City to utilize the Joinder during FY 2024. (Carol Akers,

CAkers@carson.org, Sheriff Ken Furlong, KFurlong@carson.org and Fire Chief Sean Slamon, SSlamon@carson.org)

Staff Summary: ARC provides the annual heart and lung physicals for the Carson City Sheriff's Office, court bailiffs and marshals and the Carson City Fire Department. The physicals are required by NRS 617.454.

- 10.d. For Possible Action: Discussion and possible action regarding Contract No. 24300089 with DOWL, LLC ("DOWL") to provide design services for the Timberline and Lakeview Electrical Design Project ("Project"), for a not to exceed amount of \$70,110. (Carol Akers, cakers@carson.org and Randall Rice, RRice@carson.org)

Staff Summary: DOWL has been selected to provide design services for upgrading the electrical systems for the Timberline and Lakeview booster pump systems. The overall goal of this Project is to provide a more reliable and safer water distribution system in the Timberline and Lakeview areas. This Project was approved as part of the Fiscal Year ("FY") 2022 Capital Improvement Plan ("CIP").

- 10.e. For Possible Action: Discussion and possible action regarding Contract No. 24300006 with Michael Baker International, Inc. ("MBI") for on-call Geographic Information Systems ("GIS") services through Fiscal Year ("FY") 2024, for an amount not to exceed \$125,000. (Carol Akers; CAkers@carson.org and Randall Rice; RRice@carson.org)

Staff Summary: MBI provides on-call GIS support to Carson City for internal services, external (public) services and optimizing and upgrading workflows to save time and money. Staff recommends continuing the City's engagement with MBI to leverage the specialized technical skillsets MBI possesses to perform the contracted work.

- 10.f. For Possible Action: Discussion and possible action regarding Contract No. 24300007 with Atkins North America, Inc. ("Atkins") for on-call Geographic Information System ("GIS") services through Fiscal Year ("FY") 2024, for a not to exceed amount of \$95,000. (Carol Akers, CAkers@carson.org and Randall Rice, RRice@carson.org)

Staff Summary: Atkins provides on-call GIS support to Carson City for the deployment of ESRI's Enterprise GIS platform, deployment of web applications, mobile data collection tools, dashboard development, database management and system administration. In addition, Atkins supported the successful completion of the first phase of the CITYView application as well as finalizing the GIS Enterprise architecture update. Staff recommends continuing to engage Atkins to

leverage the specialized technical skillsets Atkins possesses to perform the contracted work.

- 10.g. For Possible Action: Discussion and possible action regarding Contract No. 24300008 with Carson Pump, LLC (“Carson Pump”) for water well maintenance and on-call services, for a not to exceed amount of \$250,000 through June 30, 2024. (Carol Akers, cakers@carson.org and Andy Hummel, ahummel@carson.org)

Staff Summary: Annually, the Carson City Public Works Department (“Public Works”) contracts with Carson Pump for water well maintenance and on-call services, which can include the purchase of pumps and related parts and well rehabilitation and repair services.

- 10.h. For Possible Action: Discussion and possible action regarding Contract No. 23300326 with Sierra Nevada Construction, Inc. (“SNC”) for the Eagle Station Sewer Replacement Project (“Project”) for a total amount not to exceed \$2,246,482.70, to be awarded without competitive bidding under NRS 338.1385(7). (Carol Akers, CAkers@carson.org and Randall Rice, RRice@carson.org)

Staff Summary: This Project includes replacing sewer main in the area of Eagle Station Lane and replacing a water pressure relief valve with a water check valve near the intersection of Silver Sage Drive and Koontz Lane. The contract is being awarded without competitive bidding under NRS 338.1385(7) because no contractors responded to the Project’s original solicitation or a second notice that the contract would be awarded without competitive bidding if no bids were submitted. The not to exceed amount of \$2,246,482.70 comprises a base bid amount of \$2,042,257.00, plus a 10% contingency of \$204,225.70. The engineer’s estimate was \$1,900,000. This Project was approved as part of the Fiscal Year (“FY”) 2022 Capital Improvement Plan (“CIP”).

(End of Consent Agenda)

Ordinances, Resolutions, and Other Items

11. Item(s) pulled from the consent agenda will be heard at this time.

12. City Manager

- 12.a. For Possible Action: Discussion and possible action on a proposed collective bargaining agreement (“CBA”) between Carson City and the Carson City Sheriff’s Supervisory Association (“CCSSA”) on behalf of Sheriff’s Office employees with the rank of Sergeant, to be retroactively effective beginning July 1, 2023, and expiring June 30, 2028, with an estimated fiscal impact of \$4,820,143 above the

five-year projections included in the Fiscal Year ("FY") 2024 City budget which was previously approved by the Board of Supervisors ("Board"). (Nancy Paulson, npaulson@carson.org)

Staff Summary: Carson City and CCSSA have engaged in extensive labor negotiations for a successor CBA, as the current CBA term expired on June 30, 2023. The proposed CBA is for a five-year term, expiring June 30, 2028. This matter is being considered in accordance with the public hearing process set forth in NRS 288.153.

- 12.b. For Possible Action: Discussion and possible action on a proposed collective bargaining agreement ("CBA") between Carson City and the Carson City Fire Fighters Association, Local # 2251 of the International Association of Fire Fighters ("IAFF") on behalf of Carson City Fire Department employees with the rank of Battalion Chief, to be retroactively effective beginning July 1, 2023, and expiring June 30, 2027, with an estimated fiscal impact of \$661,708 above the five-year projections included in the Fiscal Year ("FY") 2024 City budget which was previously approved by the Board of Supervisors ("Board"). (Nancy Paulson, npaulson@carson.org)

Staff Summary: Carson City and IAFF have engaged in extensive labor negotiations for a successor CBA, as the current CBA term expired on June 30, 2023. The proposed CBA is for a four-year term, expiring June 30, 2027. This matter is being considered in accordance with the public hearing process set forth in NRS 288.153.

- 12.c. For Possible Action: Discussion and possible action regarding the appointment of one member to the Carson City Culture and Tourism Authority ("CTA"), as a representative for other commercial interests in Carson City, for a two-year term expiring on July 19, 2025. (Nancy Paulson, npaulson@carson.org)

Staff Summary: NRS 244A.599 requires the Board of Supervisors ("Board") to appoint representatives to the CTA in accordance with the following: two members must represent the hotel or motel industry operators in the City; one member must represent the other commercial interests in the City; one member must be a member of the Board; and one member must represent the City at large. New applications were received from Elaine Barkdull-Spencer and Kitty Mckay for the other commercial interests position.

13. Recess as the Board of Supervisors

Liquor and Entertainment Board

14. Call To Order - Liquor and Entertainment Board

15. Roll Call

16. 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.

17. For Possible Action: Approval of Minutes – January 19, 2023

18. Community Development

- 18.a. For Possible Action: Discussion and possible action regarding application numbers LIQUOR-007940-2023, LIQUOR-007943-2023 and LIQUOR-007945-2023 (collectively, "Applications") from Save Mart Supermarkets LLC for Packaged Liquor Licenses with John Norman as the liquor manager for three store locations: Save Mart Supermarkets LLC dba SAVE MART SUPERMARKETS #552 located at 3620 North Carson Street; Save Mart Supermarkets LLC dba SAVE MART SUPERMARKETS #551 located at 4348 South Carson Street; and Save Mart Supermarkets LLC dba FOODMAXX #449 located at 3325 Highway 50 East. (Hope Sullivan, hsullivan@carson.org)

Staff Summary: The Applications propose that John Norman serve as the liquor manager for three supermarkets in Carson City. Consistent with Carson City Municipal Code (“CCMC”) 4.13.035.4, the Hearings Officer has elected to forward the Applications to the Liquor Board for its consideration, as she found that a hearing before a quorum of the Liquor Board would be more appropriate.

- 18.b. For Possible Action: Discussion and possible action regarding application number LIQUOR-007976-2023 ("Application") from Homegrown Bowling LLC for a Dining Room with Hard Liquor Licenses with Daniel Dunbar as the liquor manager for HomeGrown Bowl, Bar, Grill and Billards located at 4600 Snyder Avenue, Carson City, NV 89701. (Hope Sullivan, hsullivan@carson.org)

Staff Summary: Homegrown Bowling LLC purchased, and is operating, a bowling alley business on the subject property. It has applied for a Dining Room with Hard Liquor License with Daniel Dunbar as the liquor manager. Consistent with Carson City Municipal Code (“CCMC”) 4.13.035.4, the Hearings Officer has elected to forward this Application to the Liquor Board for its consideration as she found that a hearing before a quorum of the Liquor Board would be more appropriate.

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 Liquor and Entertainment Board

21. Reconvene as the Board of Supervisors

22. Finance

- 22.a. For Possible Action: Discussion and possible action regarding Carson City's proposed 2023-2028 Consolidated Plan ("Consolidated Plan"), which must be submitted to the U.S. Department of Housing and Urban Development ("HUD") for Carson City to remain eligible to receive entitlement grants directly from HUD. (Rebecca Phipps, rhipps@carson.org)

Staff Summary: In accordance with 24 C.F.R. Part 91, the Carson City Grants Administrator has led efforts to prepare the proposed Consolidated Plan, which is required for the City to obtain Community Development Block Grant ("CDBG") funding directly from HUD. A public meeting on the Consolidated Plan is required.

23. Parks, Recreation and Open Space

- 23.a. For Possible Action: Discussion and possible action regarding authorization for Carson City staff to perform due diligence on the acquisition of water rights for 491.48 acres of City-owned property known as Buzzy's Ranch Open Space, APNs 010-071-25, 010-071-26, 010-071-27, 010-071-21, and 010-021-47 ("Property"). (Lyndsey Boyer, lboyer@carson.org)

Staff Summary: In 2007 and 2010, Carson City acquired the Property without water rights due to limited funding available at the time of acquisition. Since 2019, staff have worked to identify strategies for the City to acquire water rights to ensure the Property's agricultural heritage and natural resource values can be preserved for future generations. This item would enable staff to initiate the due diligence process for potential acquisition of water rights for the Property.

24. 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.

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

****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.

This notice has been posted at the following locations:

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Community Center 851 East William
www.carson.org/agendas
<http://notice.nv.gov>