

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

**Day:** Thursday  
**Date:** August 3, 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 - GAVIN JARVIS, PASTOR, LIVING STONES**
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 – JULY 6, 2023**

## 7. SPECIAL PRESENTATIONS

- 7.a. Presentation of awards to recognize William "Billy" Lavelle, owner of Carson City Bus Boy, Pastor Pat Propster of Calvary Chapel and Phil Hyatt, owner of Carson City BBQ, for their commitment to the support of senior citizens in Carson City. (Courtney Warner, cwarner@carson.org)

Staff Summary: The Carson City Senior Center would like to recognize the persons and organizations listed above for generously offering space, specialized equipment and expertise for the Senior Center to prepare meals at Calvary Chapel while the Senior Center kitchen was under renovation. Their willingness to serve the community and assist the Senior Center in ensuring its operations could continue without any hesitation while assuming certain disruption and other impacts to their own operations during this partnership merits celebration and recognition.

- 7.b. Proclamation and presentation of the Employee-of-the-Quarter award to Tyler Kerver, Park Ranger. (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.

### 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. FINANCE

- 8.a. For Possible Action: Discussion and possible action regarding an application to remove \$525,410.50 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.

- 8.b. 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 21, 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. PURCHASING AND CONTRACTS

- 9.a. For Possible Action: Discussion and possible action regarding a proposed \$27,000 increase in Fiscal Year ("FY") 2023 purchase authority, beyond the previously approved \$125,000, for the purchase of personal protective equipment ("PPE"), including turnouts and other safety equipment, and thermal imaging cameras utilizing joinder contracts PS20060 and PS20015 ("Joinders") between the League of Oregon Cities and L.N. Curtis & Sons, resulting in a new not to exceed amount of \$152,000 for FY 2023. (Carol Akers, CAkers@carson.org and Sean Slamon, SSlamon@carson.org)

Staff Summary: The Carson City Fire Department ("CCFD") is responsible for providing PPE to all CCFD personnel who are active in the field. The additional \$27,000 in purchase authority will be used to cover the last two PPE purchases that were placed via purchase card (P-card) during FY 2023.

- 9.b. For Possible Action: Discussion and possible action regarding a proposed interlocal agreement between the Board of Regents of the Nevada System of Higher Education on behalf of the University of Nevada, Reno ("UNR") and Carson City, through its Department of Health and Human Services ("CCHHS"), for the use of CCHHS facilities as a training site for UNR's nursing education graduate and undergraduate students, through June 30, 2028. (Nicki Aaker; NAAker@carson.org and Carol Akers; CAkers@carson.org)

Staff Summary: The proposed interlocal agreement sets the terms for the collaboration between CCHHS and UNR whereby CCHHS will assist UNR's Orvis School of Nursing instructional program by providing nursing students training in CCHHS facilities that offer family planning and immunization clinic activities.

- 9.c. For Possible Action: Discussion and possible action regarding authority to purchase food for Carson City jail inmates during Fiscal Year ("FY") 2024 from

vendors including, but not limited to, BakeMark Ingredients LLC, National Food Group, Nicholas & Co., Inc. and Roundabout Bread LLC dba Franco Bread (collectively, "Vendors"), for a total not to exceed amount of \$275,000. (Carol Akers, Cakers@carson.org and Sheriff Ken Furlong, KFurlong@carson.org)

Staff Summary: This is an annual request for purchase authority by the Carson City Sheriff's Office ("CCSO") to purchase food for the jail inmates. The Vendors are the four main suppliers from which food purchases for the jail are made.

- 9.d. For Possible Action: Discussion and possible action regarding authorization for the Carson City Information Technology Department ("CCIT") to purchase hardware components, software and related services to support the capital and operational needs of Carson City's various offices and departments during Fiscal Year ("FY") 2024, for a total aggregate amount not to exceed \$2,799,000 through the following eight joinder contracts: (1) 23-6692-03 between Insight Public Sector, Inc. and Cobb County, GA; (2) AR3227 between Cisco Systems, Inc. and the State of Utah; (3) MNWNC-108 between Dell Marketing L.P. and the State of Minnesota; (4) 23-6692-02 between CDW Government LLC and Cobb County, GA; (5) MNWNC-119 between Microsoft Corporation and the State of Minnesota; (6) CTR060028 between SHI International Corp. and the State of Arizona; (7) 47QSWA18D0050 between Genetec, Inc. and the United States General Services Administration; and (8) AR3232 between Juniper Networks (US), Inc. and the State of Utah. (Carol Akers, cakers@carson.org and Frank Abella, fabella@carson.org)

Staff Summary: CCIT relies on joinder contracts to purchase hardware, software and related services to meet the needs of the City's various departments and offices. Each FY, CCIT seeks authority from the Board of Supervisors ("Board") to utilize appropriate joinder contracts to meet the City's technological needs. While many of the individual purchases and projects are not significant, when aggregated over the course of the year, they are substantial. The amount to be expended under these joinder contracts will be funded through the approved FY 2024 budgets of various City departments and offices and the approved CCIT Capital Improvement Plan ("CIP") for FY 2024, as has been the case in prior years.

- 9.e. For Possible Action: Discussion and possible action regarding authorization to purchase concrete and asphalt for citywide repairs from Pyramid Materials, Inc. dba American Ready-Mix and dba Western Nevada Materials ("Pyramid"), for a not to exceed amount of \$95,000 through June 30, 2024. (Carol Akers, cakers@carson.org and Rick Cooley, rcooley@carson.org)

Staff Summary: Annually, the Carson City Public Works Department ("Public Works") purchases concrete and asphalt for repairs citywide; due to cost increases and more repair work throughout the City, Public Works is projecting to spend up to \$95,000 in Fiscal Year ("FY") 2024.

- 9.f. For Possible Action: Discussion and possible action regarding a total expenditure not to exceed \$157,294.62 to resurface the Carson City Senior Center Roof (“Project”) through: (1) the purchase of roofing materials for a total not to exceed amount of \$41,096.12 utilizing joinder Contract No. PW1925 (“Joinder”) between Racine County, WI and Garland/DBS, Inc.; and (2) a determination that F&F Industries, Inc. dba Ponderosa Roofing & Steel Works (“Ponderosa”) is the lowest responsive and responsible bidder pursuant to Nevada Revised Statutes (“NRS”) Chapter 338, and whether to award Contract No. 24300050 (“Contract”) for the Project to Ponderosa for a total amount not to exceed \$116,198.50. (Carol Akers, cakers@carson.org and Randall Rice, rrice@carson.org)

Staff Summary: This Project includes replacing the composite shingle roofing system on the Carson City Senior Center. Here, the City would purchase roofing materials through the Joinder for \$41,096.12, which includes sales tax, as required by NRS 338.1423. Ponderosa will then use those materials to perform work under the Contract to complete the Project. The Contract’s not to exceed amount of \$116,198.50 comprises the base bid amount of \$105,635, plus a 10% contingency of \$10,563.50. The engineer’s base bid estimate for the Project was \$160,000. The Project was approved as part of the Fiscal Year (“FY”) 2024 Capital Improvement Plan (“CIP”).

- 9.g. For Possible Action: Discussion and possible action regarding a total expenditure not to exceed \$312,757.45 to resurface the Carson City Public Works Building A and B Roof (“Project”) through: (1) the purchase of roofing materials for a total not to exceed amount of \$144,494.60 utilizing joinder Contract No. PW1925 (“Joinder”) between Racine County, WI and Garland/DBS, Inc.; and (2) a determination that CTR Roofing Ltd (“CTR”) is the lowest responsive and responsible bidder pursuant to Nevada Revised Statutes (“NRS”) Chapter 338, and whether to award Contract No. 24300041 (“Contract”) for the Project to CTR for a total amount not to exceed \$168,262.85. (Carol Akers, cakers@carson.org and Randall Rice, rrice@carson.org)

Staff Summary: This Project includes restoration of metal roofing panels on the Carson City Public Works Building A and B. Here, the City would purchase roofing materials through the Joinder for \$144,494.60, which includes sales tax, as required by NRS 338.1423. CTR will use those materials to perform work under the Contract and complete the Project. The Contract’s not to exceed amount of \$168,262.85 comprises the base bid amount of \$157,255, plus a 7 percent contingency of \$11,007.85. The engineer’s base bid estimate for the Project was \$178,000, excluding roofing materials. The Project was approved as part of the Fiscal Year (“FY”) 2024 Capital Improvement Plan (“CIP”).

- 9.h. For Possible Action: Discussion and possible action regarding temporary staffing services for Fiscal Year (“FY”) 2024 utilizing State of Nevada joinder contracts 99 SWC-NV21-7576 with Marathon Staffing Group, Inc. (“Marathon”), 99 SWC-

NV21-7577 with Manpower Temporary Services (“Manpower”) and 99 SWC-NV21-7575 with Acro Service Corporation (“Arco”), for a total not to exceed amount of \$855,007. (Carol Akers, cakers@carson.org and Sheri Russell-Benabou, srussell@carson.org)

Staff Summary: The State of Nevada issued a request for proposals for temporary employment services in December 2020 and awarded contracts to Marathon, Manpower and Arco. Staff has reviewed the contracts and recommends joining on all three, which will provide a wide selection for temporary staffing needed throughout the City for FY 2024. The not to exceed amount of \$855,007 will be funded from hourly and project accounts of various City departments and elected offices.

**(END OF CONSENT AGENDA)**

**ORDINANCES, RESOLUTIONS, AND OTHER ITEMS**

**10. ITEM(S) PULLED FROM THE CONSENT AGENDA WILL BE HEARD AT THIS TIME.**

**11. SHERIFF**

- 11.a. For Possible Action: Discussion and possible action regarding proposed contracts with LexisNexis Coplogic Solutions Inc. (“LexisNexis”) at no cost to the City through which the Carson City Sheriff’s Office (“CCSO”) will provide collision reports to LexisNexis for purchase by the public through LexisNexis Buy Crash and LexisNexis will provide analytics, remit a portion of the proceeds to Carson City and provide licenses for Experian AutoCheck for CCSO use, for a term that may be terminated by either party with written notice for cause, upon expiration of the term of an order and for termination of a service by LexisNexis. (Carol Akers, cakers@carson.org and Assistant Sheriff Daniel Gonzales, dgonzales@carson.org)

Staff Summary: LexisNexis Buy Crash is a traffic collision report request fulfillment tool. It automates and streamlines the process of fulfilling collision report requests, thus minimizing the manual process. LexisNexis will remit a portion of the proceeds to Carson City, provide the CCSO with powerful analytics, dashboards, a crash mapper tool and investigative insights, and provide ten licenses for Experian AutoCheck as part of the CCSO’s investigative insights tool. The services are provided at no cost to Carson City and CCSO.

**12. FINANCE**

- 12.a. For Possible Action: Discussion and possible action regarding a proposed resolution concerning the financing of certain recreational facilities; directing the

Carson City Clerk-Recorder to notify the Carson City Debt Management Commission of the City's proposal to issue general obligation park bonds additionally secured by pledged revenues, in the aggregate principal amount not to exceed \$5,000,000; providing certain details in connection therewith; and providing the effective date. (Sheri Russell-Benabou, srussell@carson.org)

Staff Summary: The proposed resolution directs the Carson City Clerk-Recorder to give notice to the Carson City Debt Management Commission of the City's intent to issue general obligation park bonds in an amount not to exceed \$5,000,000, pursuant to NRS Chapter 350 in order to acquire, reconstruct, construct, improve, extend and better recreational facilities including, but not limited to, improvements at the John D Winters Centennial Park Complex, as set forth in NRS 244A.597.

- 12.b. 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. The City held a public hearing on July 20, 2023, and the Board of Supervisors ("Board") provided recommendations. Staff incorporated those recommendations into a new draft which is being brought back to the Board for consideration.

### **13. 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.

#### 14. 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.

#### 15. 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.

This notice has been posted at the following locations:  
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Community Center 851 East William  
[www.carson.org/agendas](http://www.carson.org/agendas)  
<http://notice.nv.gov>