

**CARSON CITY CONSOLIDATED MUNICIPALITY
NOTICE OF THE MEETING OF THE
BOARD OF SUPERVISORS AND REDEVELOPMENT AUTHORITY**

Day: Thursday
Date: December 7, 2023
Time: Beginning at 8:30 am
Location: Community Center, Robert 'Bob' Crowell Board Room
851 East William
Carson City, NV 89701

AGENDA

NOTICE TO THE PUBLIC:

Members of the public who wish to view the meeting may watch the livestream of the Board of Supervisors and Redevelopment Authority 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 - Rabbi Levi Sputz, Chabad Learning Center of Northern Nevada**
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**
 - 6.a November 2, 2023
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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.

7. Assessor

- 7.a For Possible Action: Discussion and possible action regarding a request for the partial removal of real property taxes for Fiscal Year ("FY") 2023/2024 from Assessor's Parcel Number ("APN") 009-125-16 (4070 Silver Sage Drive), per NRS 361.055 in the amount of \$21,547.15, and authorization for a refund of taxes in the same amount. (Kimberly Adams, kadams@carson.org)

Staff Summary: The Carson City Assessor's Office is requesting the partial removal and partial refund from the FY 2023/2024 real property taxes for the subject property due to the sale of the parcel, APN 009-125-16, to the State of Nevada, Division of State Lands on October 20, 2023. Pursuant to NRS 361.055, the property is now tax exempt.

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8. Community Development

- 8.a For Possible Action: Discussion and possible action regarding a request for a one-year extension of time for the approved tentative subdivision map known as Borda Crossing, on property zoned Single-Family 6,000 ("SF6"), located at the northeast corner of Silver Sage Drive and Clearview Drive, Assessor's Parcel Number ("APN") 009-124-03. (Heather Ferris, hferris@carson.org)

Staff Summary: The Board of Supervisors ("Board") approved the tentative subdivision map SUB-2020-0016 on February 18, 2021. Borda Crossing, LLC ("Applicant") has requested an extension of time stating that with the current interest rates and construction costs buyers would not be able to qualify to purchase the homes. The applicant is seeking a one-year extension of time consistent with NRS 278.350(1) (a) in hopes that the market will stabilize and normalize within the home lending environment.

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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 November 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.

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10. Juvenile

- 10.a For Possible Action: Discussion and possible action regarding (1) the proposed acceptance of the Comprehensive Opioid, Stimulant, and Substance Use Program ("COSSUP") sub grant funds from the Nevada Attorney General's ("AG's") Office in the amount of \$132,694, effective August 15, 2023 through September 30, 2024, to be used for the COSSUP sub grant funded full time employee ("FTE") for the Juvenile Outreach Specialist position, a contracted Drug and Alcohol Counselor and operational supplies, and (2) authorization to accept an additional sub grant of COSSUP funds from the AG's Office for Fiscal Year ("FY") 2025, if awarded, for a not to exceed amount of \$150,000, to be used for the same purposes. (Ali Banister; abanister@carson.org)

Staff Summary: The Department of Juvenile Services of the First Judicial District Court ("Juvenile Services") received the Comprehensive Opioid, Stimulant, and Substance Abuse Program ("COSSAP") grant funds for FY 2023 as a sub grant through Partnership Carson City ("PCC") for \$90,000 for the Juvenile Outreach Specialist position. The COSSAP grant is now the COSSUP grant, and is now funded directly through the AG's Office. The AG's Office is awarding Juvenile Services additional funds to allow Juvenile Services to contract with a Drug and Alcohol Counselor for needed services and to obtain operational supplies.

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11. Public Works

- 11.a For Possible Action: Discussion and possible action regarding a proposed 4,613 +/- square foot non-exclusive drainage easement ("Easement") located on Assessor's Parcel Number ("APN") 002-181-06 ("Property") from Acorn Hills Nevada, LLC ("Acorn Hills") to Carson City, at no cost. (Robert Nellis, rnellis@carson.org and Randall Rice, rrice@carson.org).

Staff Summary: As part of Carson City's Saliman and Mills Park Drainage Improvements Project ("Project"), the City plans to construct storm drain improvements along portions of the northern and eastern property lines of Mills Park that will ultimately connect to an existing storm drain channel on property owned by the Carson City School District ("CCSD"). The Easement is necessary to connect the planned Project improvements at Mills Park to the storm drain channel on CCSD property. Acorn Hills has agreed to grant the Easement to the City at no cost.

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12. Purchasing and Contracts

- 12.a For Possible Action: Discussion and possible action regarding (1) authorization to exercise the first option to extend the term of Contract No. 23300219 ("Contract") with American Exchange, for the provision of billing services for the Carson City Department of Health and Human Services ("CCHHS") at a rate of 7 percent of the net amount collected from patient billings plus the cost of postage, from December 31, 2023 to December 31, 2024, for an additional amount not to exceed \$50,000; and (2)

authorization for the Mayor to exercise the options to extend the contract for the subsequent three years on the same terms, for an amount not to exceed \$50,000 per year, for a total amount not to exceed \$250,000 over the possible five -year term of the Contract. (Carol Akers, cakers@carson.org and Nicki Aaker, naaker@carson.org)

Staff Summary: CCHHS desires to minimize its direct involvement with public health billing while maintaining the highest level of customer service and maximizing collections and timely and accurate reporting. If the option to extend the term of the Contract is approved, the Contract will continue to be funded by the Clinical Services, State Vaccine, Private Vaccine and Community Vaccine Outreach accounts.

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- 12.b For Possible Action: Discussion and possible action regarding authorization to purchase one year of Rubrik, Inc. ("Rubrik") maintenance and support services for Carson City's backup system from Trace3, LLC ("Trace3"), for a not to exceed annual amount of \$56,892.96. (Carol Akers, cakers@carson.org and Frank Abella, fabella@carson.org)

Staff Summary: In November of 2020, Carson City used federal Coronavirus Aid, Relief, and Economic Security Act ("CARES Act") funding for the emergency purchase of hardware and software to improve cybersecurity and data backup capabilities. The purchase included three years of Rubrik maintenance and support services. This purchase would extend those services for another year.

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- 12.c For Possible Action: Discussion and possible action regarding a determination that Reyman Brothers Construction, Inc. ("Reyman Brothers") is the lowest responsive and responsible bidder pursuant to Nevada Revised Statutes ("NRS") Chapter 338 and whether to award Contract No. 24300265 for the Fleet Tire and Welding Shop Project ("Project") to Reyman Brothers for a total amount not to exceed \$1,360,256.70. (Carol Akers, cakers@carson.org and Randall Rice, rrice@carson.org)

Staff Summary: At the Public Works Corporate Yard, Fleet Services currently operates a maintenance building and a small separate tire shop building. The Project will consist of demolishing the existing tire shop building and constructing an addition to the maintenance building that will house a new tire and welding shop. The not to exceed amount of \$1,360,256.70 comprises the base bid amount of \$1,202,865, the Alternate Bid Item 1 amount of \$33,732 and a 10% contingency of \$123,659.70. The engineer's estimate for the Project was \$1,300,000.

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(End of Consent Agenda)

Ordinances, Resolutions, and Other Items

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

14. City Manager

- 14.a For Possible Action: Discussion and possible action regarding the appointment of up to

two general members to the 9-1-1 Surcharge Advisory Committee ("Committee"), each for a two-year term expiring in December 2025. (Nancy Paulson, npaulson@carson.org)

Staff Summary: The Committee is a body that must have at least five members but no more than seven. There are currently two general membership vacancies, one of which must be filled and one of which can be filled. Denise Bauer has requested a reappointment. A new application was submitted by Yvonne Battaglia.

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- 14.b For Possible Action: Discussion and possible action regarding the appointment of two members to the Audit Committee each for a term ending in December 2025. (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 are two citizen-at-large vacancies due to expiration of terms. Bonnie Duke is seeking reappointment. New applications were submitted by Roylen Stack, Curtis Lannen and Christopher Wahle.

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- 14.c For Possible Action: Discussion and possible action regarding the appointment of an alternate member to the Tahoe Regional Planning Agency ("TRPA") for a term ending on December 31, 2024. (Nancy Paulson, npaulson@carson.org)

Staff Summary: In January 2023, the Carson City Board of Supervisors appointed Shelly Aldean to the Governing Board of the TRPA for a two-year term ending on December 31, 2024. This agenda item is to appoint an alternate member to the Governing Board in the event that Ms. Aldean is not available to attend a meeting. While the appointment of an alternate is not specifically addressed in the TRPA Bi-State Compact, the Executive Director of TRPA has informed Carson City that an alternate can be appointed to the Governing Board by official action of the Board of Supervisors.

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15. Community Development

- 15.a For Possible Action: Discussion and possible action regarding a Master Plan amendment to eliminate the Brown Street Specific Plan Area ("SPA") encompassing the 14+/- acre area generally located on Brown Street and North Edmonds Drive between Gordon Street and Reeves Street, Assessor's Parcel Number ("APNs") 008-303-29; 008-303-10; 008-303-30; 008-303-31; 008-303-42 (portion of); 008-303-07; 008-307-17; 008-307-11; 008-307-05; 008-307-06; 008-307-07; 008-306-09; 008-306-11; 008-306-15; 008-306-16; 008-306-07; 008-306-08; 008-306-05; 008-306-06; and 008-308-01. (Heather Ferris, hferris@carson.org)

Staff Summary: Carson City ("Applicant") has requested a Master Plan amendment, MPA-2023-0363, to eliminate the Brown Street SPA. Through the annual review of the Master Plan, the Board and staff have identified the Brown Street SPA as

appropriate for consideration of modification or elimination. At the Planning Commission meeting of October 25, 2023, the Commission adopted a resolution approving the Master Plan amendment and recommended approval of the amendment to the Board.

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16. 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.

17. 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.

18. For Possible Action: To Adjourn as the Board of Supervisors

Redevelopment Authority

19. Call to Order - Redevelopment Authority

20. Roll Call

21. 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.

22. For Possible Action: Approval of Minutes

22.a July 6, 2023

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23. Community Development

23.a For Possible Action: Discussion and possible action regarding a Substitution of Trustee and Deed of Reconveyance and associated escrow documents reconveying the Carson City Redevelopment Authority's interest in a Redevelopment Authority Lien and Agreement ("Lien") and a Deed of Trust recorded on property located at 705 North Carson Street, Assessor's Parcel Number ("APN") 004-261-02. (Hope Sullivan, hsullivan@carson.org)

Staff Summary: On January 15, 2004, the Carson City Redevelopment Authority awarded incentive funding to Robert Lamkin of Bob's Texaco Service for an improvement project at 705 North Carson Street. The Lien and Deed of Trust were recorded in February 2005. Per the terms of the Lien and the Deed of Trust, no amount of the incentive payment is due back to the Redevelopment Authority because the grantee continued to operate the business for more than six years. Robert Lamkin is requesting the execution of a Substitution of Trustee and Deed of Reconveyance.

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24. 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.

25. For Possible Action: To Adjourn as the Redevelopment Authority

****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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