

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

**Day:** Thursday  
**Date:** February 1, 2024  
**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](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 - Nick Emery, Pastor, Hope Crossing Community Church**
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 January 4, 2024  
[Click Here for Staff Report](#)

**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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## **7. Finance**

- 7.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 January 19, 2024, per NRS 251.030 and NRS 354.290. (Sheri Russell-Benabou, [srussell@carson.org](mailto: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](http://www.carson.org).

[Click Here for Staff Report](#)

- 7.b For Possible Action: Discussion and possible action regarding an additional proposed engagement agreement with Sherman & Howard, LLC, as bond and disclosure counsel to Carson City in connection with the issuance of Carson City's "General Obligation (Limited Tax) Park Bonds (Additionally Secured by Pledged Revenues), Series 2024" ("the Bonds"), for an additional amount not to exceed \$30,000, and a total not to exceed amount of \$79,000. (Sheri Russell-Benabou, [srussell@carson.org](mailto:srussell@carson.org)).

Staff Summary: Carson City engaged Sherman & Howard, LLC to serve as bond counsel in connection with the issuance of the Bonds. The original August 8, 2023, engagement agreement is attached and contemplated a not to exceed amount of \$49,000. Due to changes in the bond offering, additional disclosures and statements are required and Sherman & Howard, LLC has advised Carson City that it will incur up to an additional \$30,000 in fees, for total fees up to \$79,000. Board of Supervisors approval is required as the amount of the fees is more than \$50,000.

[Click Here for Staff Report](#)

## **8. Purchasing and Contracts**

- 8.a For Possible Action: Discussion and possible action regarding Contract No. 24300287 (“Contract”) with Lumos & Associates, Inc. (“Lumos”) to provide design services for the Mills & JohnD Winters Centennial Park Restrooms Replacement Project (“Project”) for a not to exceed amount of \$193,380. (Carol Akers, [cakers@carson.org](mailto:cakers@carson.org) and Nick Wentworth, [nwentworth@carson.org](mailto:nwentworth@carson.org))

Staff Summary: This Contract, if approved will include design services for demolition of existing restrooms and site work for two restrooms at Mills Park and one at upper JohnD Winters Centennial Park for installation of prefabricated restrooms and a restroom/concession building. City staff completed a formal Request for Qualifications process (RFQ 24300287) before selecting Lumos as the best qualified candidate.

[Click Here for Staff Report](#)

- 8.b For Possible Action: Discussion and possible action regarding a determination that T&T Lawns Plus, LLC (“T&T”) is the lowest responsive and responsible bidder pursuant to Nevada Revised Statutes (“NRS”) Chapter 332 and whether to award Contract No. 24300301 for City-Wide Landscaping Maintenance Services (“Project”) to T&T for not to exceed amount of \$71,827.80 for a term expiring December 31, 2024, plus two one-year options to extend the Contract, resulting in a total possible not to exceed amount of \$228,492. (Carol Akers, cakers@carson.org and Brian Elder, belder@carson.org)

Staff Summary: The Project is for required maintenance across the entire City that includes, but is not limited to, pruning, watering, irrigation maintenance, weeding, snow removal and cleanup. Cleanup includes picking up all trash in and around all landscaped areas. The Contract’s total possible not to exceed amount of \$228,492 results from (1) a not to exceed amount of \$71,827.80 for the initial term, which comprises \$65,298 for eleven months of service, plus a 10% contingency of \$6,529.80, and (2) a not to exceed amount of \$78,332.10 for each of the two option years, which comprises \$71,211 for twelve months of service, plus a 10% contingency of \$7,121.10. [Click Here for Staff Report](#)

## 9. Sheriff

- 9.a For Possible Action: Discussion and possible action regarding a vehicle donation agreement and vehicle donation from Southwest Gas Corporation to Carson City for the Carson City Sheriff’s Office (“CCSO”) Volunteers in Partnership with the Sheriff (“VIPs”) Program for the performance of CCSO VIPs patrols and services for CCSO, with a total approximate value of \$5,823. (Sheriff Ken Furlong, kfurlong@carson.org)

Staff Summary: The CCSO VIPs are responsible for conducting patrols, house watches, volunteer activities and daily mail runs. Southwest Gas is seeking to donate this motor vehicle to the City as an additional vehicle to the CCSO VIPs vehicle fleet to facilitate the continued performance of CCSO VIPs functions. [Click Here for Staff Report](#)

**(End of Consent Agenda)**

## **Ordinances, Resolutions, and Other Items**

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

### **11. Purchasing and Contracts**

- 11.a For Possible Action: Discussion and possible action regarding (1) Contract No. 21300276-B (“Contract”) between Carson City and CORE West, Inc. (“CORE”), the City’s construction manager at risk (“CMAR”) for the construction of the new Fire Station with Shared Facilities for Emergency Operations and Information Technology (“Project”), for a not to exceed amount of \$15,611,830, and (2) authorization to supplement the Project budget with \$500,000 from the City’s Ambulance Fund to cover a funding shortfall. (Carol Akers, cakers@carson.org and Randall Rice, rrandall@carson.org)

Staff Summary: CORE was selected to serve as the Project CMAR and was awarded Contract No. 21300276 to assist with Project design, which is now complete. This Contract is for the actual construction of the Project. Under the Contract, CORE, as CMAR, is responsible for delivering the Project, including construction, utility coordination, scheduling, all procurement of subcontractors and suppliers and ancillary tasks required to complete the Project, for a Guaranteed Maximum Price (“GMP”) of \$15,161,830. The not to exceed amount of \$15,611,830 comprises the GMP amount of \$15,161,830, plus a construction contingency of \$450,000. Staff is also requesting an additional \$500,000 in funding from the City’s Ambulance Fund to cover an inflation-driven shortfall between available Project funds and the total Project cost.

[Click Here for Staff Report](#)

## 12. Community Development

- 12.a For Possible Action: Discussion and possible action regarding the Historic Resources Commission Annual Report for 2023. (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.

[Click Here for Staff Report](#)

## 13. Finance

- 13.a For Possible Action: Discussion and possible action regarding recommendations of the Carson City Audit Committee to approve the completed remediation plans and remove findings from the Audit Findings Tracking Summary Report. (Sheri Russell-Benabou, srussell@carson.org)

Staff Summary: The completed remediation plans for various recommendations and findings have been presented and approved by the Audit Committee. Upon approval by the Board of Supervisors, the completed recommendations and findings will be considered closed and removed from the Audit Findings Tracking Summary Report maintained by the internal auditor and City staff.

[Click Here for Staff Report](#)

- 13.b For Possible Action: Discussion and possible action to adopt, on second reading, Bill No. 102, a proposed ordinance authorizing the issuance by Carson City of its "General Obligation (Limited Tax) Park Bonds (Additionally Secured by Pledged Revenues), Series 2024" in the aggregate principal amount not to exceed \$ 5,000,000 for the purpose of financing certain recreational facilities as set forth in Nevada Revised Statutes ("NRS") 244A.597, including but not limited to, improvements at the JohnD Winters Centennial Park Complex ("Centennial Park"). (Sheri Russell-Benabou, srussell@carson.org)

Staff Summary: This is the second reading of a proposed ordinance, which if enacted, will authorize the issuance of the "General Obligation (Limited Tax) Park Bonds (Additionally Secured by Pledged Revenues), Series 2024" in the aggregate principal amount not to exceed \$5,000,000 for the purpose of financing certain recreational

facilities as set forth in NRS 244A.597, including but not limited to improvements at Centennial Park.

[Click Here for Staff Report](#)

- 13.c For Possible Action: Discussion and possible action regarding a resolution to augment and amend the Carson City Fiscal Year ("FY") 2023-24 Budget in the amount of \$181,061,456. (Sheri Russell-Benabou, srussell@carson.org)

Staff Summary: The proposed augmentation and revision is primarily due to carryover of program costs from the prior year's budget, board actions, federal and local grants, transfers of contingency and unanticipated sources of revenue.

[Click Here for Staff Report](#)

**14. Recess as the Board of Supervisors**

**Redevelopment Authority**

**15. Call to Order - Redevelopment Authority**

**16. Roll Call**

**17. 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.

**18. For Possible Action: Approval of Minutes**

18.a January 4, 2024

[Click Here for Staff Report](#)

**19. Finance**

- 19.a For Possible Action: Discussion and possible action regarding a resolution to augment and amend the Carson City Redevelopment Authority Fiscal Year 2023-24 Budget in the amount of \$3,760,443. (Sheri Russell-Benabou, srussell@carson.org)

Staff Summary: The proposed augmentation and revision is primarily due to carryover of program costs from the prior year's budget, Redevelopment Authority actions and unanticipated sources of revenue.

[Click Here for Staff Report](#)

**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 as the Redevelopment Authority**

**22. Reconvene as the Board of Supervisors**

**\*\* Time Specific 1:30 p.m.\*\***

**23. City Manager**

- 23.a For Possible Action: Discussion and possible action regarding the appointment of a person to fill a vacant Carson City Justice of the Peace position. (Nancy Paulson, npaulson@carson.org)

Staff Summary: The vacancy in the Office of the Justice of the Peace is the result of Judge Kristen Luis being appointed by Governor Lombardo to the First Judicial District Court seat that was vacated on January 8, 2024, following the retirement of Judge James Wilson. Applications for the vacancy were received from Daniel J. Spence, Melanie Bruketta, Tyson League and Gene Edward Munnings.

[Click Here for Staff Report](#)

## 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

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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 agendized 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:  
City Hall 201 North Carson Street  
Community Center 851 East William  
[www.carson.org/agendas](http://www.carson.org/agendas)  
<http://notice.nv.gov>