

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

Day: Thursday
Date: February 15, 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 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 - Pat Propster, Pastor, Carson City Calvary Chapel**
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 18, 2024.
[Click Here for Staff Report](#)

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.

[Click Here for Staff Report](#)

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. Alternative Sentencing

- 8.a For Possible Action: Discussion and possible action regarding (1) ratification of the prior submittal of grant documents by the Carson City Department of Alternative Sentencing ("DAS") to the Nevada Attorney General's ("AG's") Office for the Comprehensive Opioid, Stimulant, and Substance Use Program ("COSSUP") sub grant funds ("sub grant"); (2) the proposed acceptance of the sub grant award in the amount of \$92,499, effective August 15, 2023 through September 30, 2024, to be used for a sub grant-funded full time employee ("FTE") for a DAS Case Worker position, including training and travel; (3) authorization to accept an additional sub grant of COSSUP funds from the AG's Office for Fiscal Year ("FY") 2025, if awarded, not to exceed \$100,000, to be used for the same purposes; and (4) the proposed sub grant-funded staffing addition to DAS to address the need for an additional DAS Case Worker. (Chief Marlina Stone, mstone@carson.org)

Staff Summary: DAS applied for and received COSSUP sub grant funds for FY 2024 in the amount of \$92,499.00. DAS proposes to use the sub grant funds for a full-time DAS Case Worker position to ensure better compliance with court ordered conditions, provide stabilization to those in need while assisting with education, employment, housing and treatment alternatives. The sub grant provides 100 percent funding for the DAS Case Worker position; there is no match requirement.

[Click Here for Staff Report](#)

9. Airport Authority

- 9.a For Possible Action: Discussion and possible action regarding a proposed amendment ("Amendment") to a lease agreement for the use of a communications tower and 1,000 square feet of adjacent space within the Carson City Airport ("Lease") entered into between New Cingular Wireless PCX, LLC ("Cingular"), as tenant, and Carson City and the Carson City Airport Authority ("CCAA"), together as landlord, with the Amendment allowing Cingular to install new equipment and modify its existing equipment in the leased area. (Corey Jenkins, cjenkins@flycarsoncity.com and Steve Tackes, stackes@kcnvlaw.com)

Staff Summary: The Lease was originally executed by Reno Cellular Telephone Company d/b/a AT&T Wireless Services ("AT&T") in 2001, then amended in 2012, to

allow equipment modifications in the leased area and assign to Cingular. The Lease term is automatically renewed every five years, unless terminated, with the final five-year renewal term expiring on September 5, 2031. The Amendment will allow Cingular to implement equipment changes in the leased area.

[Click Here for Staff Report](#)

10. City Manager

- 10.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 January 5, 2024, through February 1, 2024. (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.

[Click Here for Staff Report](#)

11. Finance

- 11.a For Possible Action: Discussion and possible action regarding an application to remove \$604,885.57 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 ("Wittman"), 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.

[Click Here for Staff Report](#)

- 11.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 February 2, 2024, 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.

[Click Here for Staff Report](#)

12. Public Works

- 12.a For Possible Action: Discussion and possible action regarding (1) draft templates for permanent and temporary easements for Carson City to acquire property rights for the

East William Street Complete Streets Project and East William Street Utility Undergrounding Project (“Projects”), (2) a proposed valuation methodology for those easements and (3) authorization for the Mayor to acquire and execute permanent and temporary easements upon successful negotiation with affected property owners, for a total amount not to exceed \$125,000 for all necessary easements. (Darren Anderson, danderson@carson.org; and Robert Nellis, rnellis@carson.org)

Staff Summary: The Projects include complete street improvements along East William Street between North Carson Street and the I-580/U.S. Highway 50 interchange, including pavement reconstruction and preservation, utility replacement, safety enhancements, undergrounding of overhead utilities and multi-modal transportation infrastructure. In coordination with the District Attorney’s Office and the City’s contracted right-of-way consultant, Paragon Partners Ltd. (“Paragon”), Staff have created draft easement templates for the Board of Supervisors' ("Board's") consideration. Paragon also worked with Johnson Perkins Griffin Real Estate Appraisers and Consultants (“JPG”) to develop a proposed valuation methodology for the easements, in compliance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (“Uniform Act”). There are approximately 49 easements that will need to be acquired for the Projects.

[Click Here for Staff Report](#)

13. Purchasing and Contracts

- 13.a For Possible Action: Discussion and possible action regarding Contract No. 24300339, Bob Boldrick Theater ADA Improvements Architectural & Engineering Services, with Berger Hannafin Architecture, LLP, to provide design and engineering services for a not to exceed amount of \$67,500 through June 30, 2024. (Carol Akers, cakers@carson.org and Nick Wentworth, nwentworth@carson.org)

Staff Summary: This Contract, if approved will include architectural design, civil, structural and electrical engineering to retrofit the Bob Boldrick Theater to be more inclusive and provide improved ADA accessibility. Funding for this project was approved as part of the Fiscal Year (“FY”) 2023 Capital Improvement Program (“CIP”).

[Click Here for Staff Report](#)

- 13.b For Possible Action: Discussion and possible action regarding authority to utilize joinder contract 99SWC-NV21-8439 between the State of Nevada and Summitt Forests, Inc. (“Summitt”) for 40 acres of fuels reduction services to be completed by April 30, 2025, at Secret Harbor (“Project”) for a total amount not to exceed \$167,080. (Carol Akers, cakers@carson.org and Kimberly Fahey, kfahey@carson.org)

Staff Summary: The Project will reduce 40 acres of overstocked, overgrown and hazardous mixed conifer forest along a remote section of the eastern shoreline of Lake Tahoe in Carson City. This Project was approved as part of the United States Forest Service (“USFS”) Hazardous Fuels-Community Protection Grant (“Grant”) awarded to Carson City in Fiscal Year 2020.

[Click Here for Staff Report](#)

- 13.c For Possible Action: Discussion and possible action regarding a payment to Tyler

Technologies, Inc. (“Tyler”) for annual licenses and support services for Tyler’s Enterprise Resources Planning (“ERP”), Land Management (“LM”) and Utility Billing (“UB”) systems from the period of March 5, 2024, to March 4, 2025, for a not to exceed amount of \$211,605.37. (Carol Akers, cakers@carson.org and Frank Abella, fabella@carson.org)

Staff Summary: In 2018, the Board of Supervisors (“Board”) approved a contract with Tyler for various software and related support services. That contract renews annually with pricing set at Tyler’s then-current rates, unless terminated. This purchase will allow the City to continue using Tyler’s software and support services for the period of March 5, 2024, to March 4, 2025.

- 13.d For Possible Action: Discussion and possible action regarding Contract No. 24300341 with Construction Materials Engineering, Inc. (“CME”) to provide construction administration, inspection and material testing services (“Services”) for the new Fire Station with Shared Facilities for Emergency Operations and Information Technology Project (“Project”) through December 31, 2025 for an amount not to exceed \$559,383. (Carol Akers, cakers@carson.org and Randall Rice, rrice@carson.org)

Staff Summary: CME has been selected to provide the Services during construction of the Project. The scope and fee for the Services was developed based on the Project plans and a preliminary construction schedule provided by CORE West Inc.

[Click Here for Staff Report](#)

- 13.e For Possible Action: Discussion and possible action regarding Contract No. 24300331 for Federal Lobbying Services with Porter Group, LLC, for a three-year term through February 23, 2027, on a fixed-fee plus expenses basis for a not to exceed amount of \$162,000. (Carol Akers, cakers@carson.org and Nancy Paulson, npaulson@carson.org)

Staff Summary: The City's current contract with the Porter Group will expire on February 20, 2024. The Porter Group submitted a proposal to the City for a new three-year contract. If approved, \$51,000 will be paid to the Porter Group in year one (February 21, 2024-February 21, 2025); \$54,000 in year two (February 22, 2025-February 22, 2026); and \$57,000 in year three (February 23, 2026-February 23, 2027), for the total not to exceed contract amount of \$162,000.

[Click Here for Staff Report](#)

14. Treasurer

- 14.a For Possible Action: Discussion and possible action regarding the Treasurer’s monthly statement of all money on deposit, outstanding checks and cash on hand for January 2024 submitted per Nevada Revised Statutes (“NRS”) 354.280. (Andrew Rasor, arasor@carson.org)

Staff Summary: NRS 354.280 requires the Treasurer to keep a record of the source and amount of all receipts, apportionments to, payments from, and balances in all funds and to submit to the Board of Supervisors each month a statement containing that information for the previous month. The Treasurer must report the balance in each

county, state and special fund, together with a statement of all money on deposit, outstanding checks against that money and cash on hand.

[Click Here for Staff Report](#)

(End of Consent Agenda)

Ordinances, Resolutions, and Other Items

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

16. Treasurer

16.a For Possible Action: Discussion and possible action regarding (1) a request to waive the fines and late fees from unpaid parking violations issued by the Carson City Code Enforcement Division pursuant to Carson City Municipal Code (“CCMC”) Chapter 10.24 for Fiscal Years (“FY”) 2010 to 2023 in the amount of \$111,795.00 and (2) direction to the Carson City Treasurer regarding use of a debt collection agency to assist in recovery of future unpaid fines. (Andrew Rasor, arasor@carson.org)

Staff Summary: The Carson City Treasurer’s Office is requesting the Board of Supervisors to dismiss those original penalties and late fees that staff members have identified as being uncollectable or cost and time prohibitive to collect and requesting direction concerning the use of a debt collection agency.

[Click Here for Staff Report](#)

17. Fire

17.a For Possible Action: Discussion and possible action regarding (1) authorization for the Carson City Fire Department (“CCFD”) to apply for \$135,000 in Building Resilient Infrastructure and Communities (“BRIC”) grant funding from the Federal Emergency Management Agency (“FEMA”) and the State of Nevada Division of Emergency Management (“NV DEM”), subject to a 25% local match not to exceed \$45,000, to hire a consultant to revise Carson City’s Hazard Mitigation Plan in 2026; and (2) authorization for the Mayor to accept the grant if awarded. (Jon Bakkedahl, jbakkedahl@carson.org)

Staff Summary: Every five years, Carson City must revise its Hazard Mitigation Plan and resubmit it to FEMA to remain eligible for various forms of funding from FEMA. The City’s current Hazard Mitigation Plan was adopted in 2021 and will need to be fully revised and resubmitted to FEMA in 2026. Applications are open for BRIC grant funding that can be used to hire a consultant to revise the City’s Hazard Mitigation Plan for 2026. The \$135,000 in requested BRIC funds would be combined with the 25% match of \$45,000, for a total of \$180,000 for the Hazard Mitigation Plan revision.

[Click Here for Staff Report](#)

18. Community Development - Planning

18.a For Possible Action: Discussion and possible action to adopt, on second reading, Bill No. 101, a proposed ordinance amending Carson City Municipal Code (“CCMC”), Title 18 to allow for a child care facility use in the Residential Office (“RO”) use

district as a conditional use and other matters properly related thereto. (Heather Manzo, hmanzo@carson.org)

Staff Summary: This is the second reading of an ordinance to amend the RO use district, CCMC 18.04.110, to permit a child care facility use as a conditional use in the RO use district without being accessory to a primary residential use. The Boys and Girls Club is the Applicant. A special use permit (“SUP”) will still be required for a child care facility use in the RO use district.

[Click Here for Staff Report](#)

19. Parks and Recreation

- 19.a For Discussion Only: Discussion and presentation regarding the Open Space Advisory Committee 2022 Annual Report. (Lyndsey Boyer, lboyer@carson.org)

Staff Summary: Carson City Municipal Code ("CCMC") 13.06.090 requires the Open Space Advisory Committee to provide an annual report of its activities to the Board of Supervisors.

[Click Here for Staff Report](#)

20. Finance

- 20.a For Possible Action: Discussion and possible action regarding the Carson City Cost Allocation Plan for the Fiscal Year ended June 30, 2023. (Sheri Russell-Benabou, srussell@carson.org)

Staff Summary: City staff is requesting that the Board of Supervisors accept the Cost Allocation Plan prepared by Mahoney and Associates using financial information for the Fiscal Year ended June 30, 2023, for use in preparing the Fiscal Year 2025 Carson City Budget. The City will use the Cost Allocation Plan for amounts charged to Special Revenue and Enterprise Funds.

[Click Here for Staff Report](#)

- 20.b For Possible Action: Discussion and possible action regarding staff recommended assumptions to be used in preparation of the Carson City’s Budget for Fiscal Year ("FY") 2025 (July 1, 2024 through June 30, 2025). (Sheri Russell-Benabou, srussell@carson.org)

Staff Summary: Staff will present the recommended property tax rate and assumptions for preparation of the Carson City FY 2025 Budget. The City's governing body, the Board of Supervisors, is required to approve a property tax rate to be levied for FY 2025. The Department of Taxation requires all local governments to inform them of the rate they intend to use by February 21, 2024.

[Click Here for Staff Report](#)

21. Presentation

- 21.a For Discussion Only: Discussion and presentation from Maurice Page, Executive Director, regarding the Nevada Housing Coalition.

Staff Summary: The Nevada Housing Coalition ("NHC") is a 501(c)(3) statewide, member-based non-profit. Its mission is to create sustainable solutions through community awareness, capacity building and advocacy to ensure housing options for all Nevadans.

[Click Here for Staff Report](#)

22. 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.

23. 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.

24. 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:

City Hall 201 North Carson Street

Community Center 851 East William Street

www.carson.org/agendas

<http://notice.nv.gov>