

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

**Day:** Thursday  
**Date:** January 4, 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 - Bruce Henderson, Minister, Airport Rd. Church of Christ**
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 December 7, 2023  
[Click Here for Staff Report](#)

7. **Special Presentations**

- 7.a Presentation of a Proclamation recognizing January 2023 as National Radon Month.

(Holly Gatzke, gatzkeh@unr.edu)

[Click Here for Staff Report](#)

- 7.b For Discussion Only: Presentation and discussion regarding the University of Nevada, Reno ("UNR") Carson City Extension Program highlights and reorganization of the Extension model. (Holly Gatzke, gatzkeh@unr.edu)

Staff Summary: Holly Gatzke, Northern Area Director, will present updates regarding proposed Extension programs and the impact on the community.

[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. City Manager**

- 8.a For Possible Action: Discussion and possible action regarding nominations and appointments of members of the Board of Supervisors ("Board") and other designees or representatives to various positions on boards, committees and commissions as required or authorized by law, including to: (1) the Nevada Association of Counties; (2) the Nevada Association of Counties Alternate; (3) the Nevada League of Cities Board of Directors; (4) the Carson City Cultural Commission; (5) the Carson City Audit Committee; (6) the Carson City Parks & Recreation Commission; (7) the Carson City Regional Transportation Commission; (8) the State Land Use Planning Advisory Council ("SLUPAC"). (Nancy Paulson, npaulson@carson.org)

Staff Summary: Each January the Board appoints Board members and others to serve in various positions on boards, committees and commissions. The term of Community Development Director Hope Sullivan has expired on SLUPAC and Ms. Sullivan is seeking reappointment to the position.

[Click Here for Staff Report](#)

## **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 December 22, 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](http://www.carson.org).

[Click Here for Staff Report](#)

## **10. Fire**

- 10.a For Possible Action: Discussion and possible action regarding a proposed amendment to retroactively extend the current contract (“Contract”) between NV Energy and Carson City for the Carson City Fire Department (“CCFD”) to perform Hazardous Fuels Management and Stand-by Services from January 1, 2024, to January 31, 2024, to be billed, on a time and materials basis, against an existing Purchase Order (“PO”) from NV Energy in the amount of \$435,000. (Kimberly Fahey, kfahey@carson.org)

Staff Summary: Through this Contract, CCFD’s Wildland group provides NV Energy with hazardous fuels reduction on an on-call basis and stand-by services for utility operations during high fire danger conditions. The City and NV Energy have already amended the Contract once to extend its term through December 31, 2023, to allow NV Energy and the City to finalize negotiations for a new three-year agreement (“New Contract”). The New Contract is not anticipated to be ready for execution until February 1, 2024. This is a no-cost extension; the existing PO will be sufficient to fund CCFD’s Wildland group through January 31, 2024.

[Click Here for Staff Report](#)

## **11. Purchasing and Contracts**

- 11.a For Possible Action: Discussion and possible action regarding a proposed interlocal agreement (“TMCC Agreement”) with the Board of Regents of the Nevada System of Higher Education, on behalf of Truckee Meadows Community College (“TMCC”), for the Carson City Fire Department (“CCFD”) to train qualified TMCC students in paramedicine for a base charge of \$1,500 per student, with optional extensions of \$300 per student, effective retroactively beginning January 1, 2024, through June 30, 2026. (Carol Akers, cakers@carson.org and Sandy Wartgow, swartgow@carson.org)

Staff Summary: Under the proposed three-year TMCC Agreement, TMCC students who are enrolled in emergency medical service studies will receive pre-hospital clinical supervision and hands-on educational experiences from CCFD through ride-along and internship programs for paramedic students.

[Click Here for Staff Report](#)

- 11.b For Possible Action: Discussion and possible action regarding Contract No. 24300320 with Carollo Engineers, Inc. (“Carollo”) to assist in the development and implementation of updated Standard Operating Procedures (“SOP”) for the Carson City Water Resource Recovery Facility (“WRRF”), for an amount not to exceed \$79,785. (Carol Akers; cakers@carson.org and Andy Hummel; ahummel@carson.org)

Staff Summary: The WRRF SOPs are essential instructions and action outlines that guide operations staff in overseeing and operating the various processes at the WRRF. This project will update and consolidate various SOPs into a single consistent digital format for ease of use.

[Click Here for Staff Report](#)

- 11.c For Possible Action: Discussion and possible action regarding Contract No. 24300305

("Contract") for Arnold Machinery Company ("Arnold") to refurbish the Landfill's Volvo Haul Truck ("Equipment No. 6617"), for a total not to exceed amount of \$362,356.66. (Carol Akers, cakers@carson.org and Mike Shaffer, mshaffer@carson.org)

Staff Summary: Equipment No. 6617 is due for refurbishment based on age and extent of use. Refurbishment will extend the life of Equipment No. 6617. This requested purchase was planned for and was funded as part of the approved Fiscal Year ("FY") 2024 Capital Improvement Vehicle Replacement Program.

[Click Here for Staff Report](#)

- 11.d For Possible Action: Discussion and possible action regarding a contract with TT FASTER LLC, dba FASTER Asset Solutions ("FASTER") for fleet management software and related training and support services to track preventive maintenance, vehicle lifecycles, inventory and true cost of ownership for the Carson City Fleet Services for a five-year initial term, automatically renewing for successive one-year terms, for an amount not to exceed \$193,792 for the initial five-year term. (Carol Akers, cakers@carson.org and Mike Shaffer, mshaffer@carson.org)

Staff Summary: Fleet Services evaluated and scored five fleet management software proposals and FASTER was selected as the highest scoring vendor. FASTER's software will enable Fleet Services to track vehicle operation data more accurately, which will allow Fleet Services to more efficiently and effectively maintain vehicles and predict timely replacement. The cost for the first year is \$90,428, which includes initial set up, service, training and licensing. In years two through five of the initial five-year term, annual support and maintenance fees will be \$25,841 per year, for a total cost of \$193,792 in the initial five-year term. After the initial five-year term, the \$25,841 annual support and maintenance fees will continue to apply, subject to a three percent increase each year. Funding for this purchase was approved as part of the Fiscal Year ("FY") 2024 Capital Improvement Program ("CIP").

[Click Here for Staff Report](#)

### **(End of Consent Agenda)**

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

- 12. Items pulled from the Consent Agenda will be heard at this time.**

**13. City Manager**

- 13.a For Possible Action: Discussion and possible action regarding the appointment of two members to the Carson City Open Space Advisory Committee, each for full terms that expire in January 2028. (Nancy Paulson, npaulson@carson.org)

Staff Summary: Carson City Municipal Code ("CCMC") 13.06.040 provides for the Board of Supervisors ("Board") to appoint to the Open Space Advisory Committee seven members who serve staggered four-year terms. There are two vacancies due to expiration of terms. A reappointment request was submitted by Samuel Mazingo. New applications were received from Robert Pyzel, Edward Skudlarek, Mary Siders, Diane

Thornton, John Duerk, Aeryn Mcqueary and Alexi Lanza.

[Click Here for Staff Report](#)

- 13.b For Possible Action: Discussion and possible action regarding the appointment of one member to the Carson City Cultural Commission, for a term that expires in January 2027. (Nancy Paulson, npaulson@carson.org)

Staff Summary: Chapter 2.41 of the Carson City Municipal Code ("CCMC") provides for the creation and organization of a seven-member Cultural Commission. CCMC 2.41.040 requires that the terms of the seven members be staggered. There is one vacancy due to expiration of term. A reappointment request was submitted by Barbara D'anneo. A new application was submitted by Deborah Lambin.

[Click Here for Staff Report](#)

- 13.c For Possible Action: Discussion and possible action regarding the appointment of one member to the Carson City Planning Commission for a term that expires in January 2028. (Nancy Paulson, npaulson@carson.org)

Staff Summary: Pursuant to NRS 278.030 and 278.040, the Carson City Planning Commission was created by ordinance, codified as CCMC 18.02.010, and consists of seven members who are appointed by the Board of Supervisors. Under Carson City's Boards, Committees and Commissions Policies and Procedures, appointments to the Planning Commission during the first meeting of the year in which new or re-elected members of the Board of Supervisors are sworn in are made through a recommendation and appointment process whereby each Supervisor may make recommendations for appointment by majority vote. Vacancies occurring in years between elections for the Board of Supervisors must be filled by the Mayor from the City at large, with the approval of the Board, through the acceptance of applications submitted by interested applicants. There is one open position due to the expiration of a term, and this vacancy is in between election years for the Board of Supervisors. New applications were submitted by Greg Brooks, Dawn Calhoun and Maxine Nietz.

[Click Here for Staff Report](#)

- 13.d For Possible Action: Discussion and possible action on the selection of a process, appointment or election, through which 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 will be vacated on January 8, 2024, following the retirement of Judge James Wilson. This agenda item is for the Board of Supervisors ("Board") to select the process through which the Justice of the Peace vacancy will be filled.

[Click Here for Staff 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. 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

**15. 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.

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

**Redevelopment Authority**

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

**18. Roll Call**

**19. 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.

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

20.a December 7, 2023

[Click Here for Staff Report](#)

**21. City Manager**

21.a For Possible Action: Discussion and possible action regarding the election of a chair and vice-chair of the Redevelopment Authority, each for one-year terms ending on December 31, 2024. (Nancy Paulson, npaulson@carson.org)

Staff Summary: NRS 279.448 requires the Redevelopment Authority, as Carson City's redevelopment agency, to elect a chair from among its members. Unless otherwise prescribed by the Board of Supervisors, the term of office as chair is for the calendar year, or for that portion remaining after he or she is designated or elected.

[Click Here for Staff Report](#)

21.b For Possible Action: Discussion and possible action regarding the appointment of a member of the Redevelopment Authority to the Redevelopment Authority Citizens Committee ("RACC") to fill a three-year term ending in January 2027. (Nancy Paulson, npaulson@carson.org)

Staff Summary: Pursuant to Resolution No. 2011-RA-R-3 and 2011-R-41, the membership of RACC includes a member of the Redevelopment Authority appointed by the Redevelopment Authority, who may or may not be the Redevelopment Authority Chair.



[Click Here for Staff Report](#)

**22. 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.

**23. 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](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>