

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

Day: Thursday
Date: February 15, 2018
Time: Beginning at 8:30 am
Location: Community Center, Sierra Room
851 East William Street
Carson City, Nevada

AGENDA

- 1. Call to Order - Board of Supervisors**
- 2. Roll Call**
- 3. Invocation - Rajan Zed, President, Universal Society of Hinduism**
- 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 - February 1, 2018**
- 7. For Possible Action: Adoption of Agenda**

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. Finance

8.A For Possible Action: To accept the report on the condition of each fund in the treasury and the statements of receipts and expenditures through February 2, 2018 per NRS 251.030 and NRS 354.290. (Jason Link, JLink@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. City Manager

9.A For Possible Action: To ratify the approval of bills and other requests for payments by the City Manager for the period of January 6, 2018 thru February 2, 2018. (Nick Marano, nmarano@carson.org)

Staff Summary: Pursuant to CCMC 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.

10. Public Works

10.A For Possible Action: To approve the submittal of four grant applications to the Nevada Division of Emergency Management for portable emergency generators. (Stephanie Hicks, SHicks@carson.org)

Staff Summary: The Public Works Department is seeking approval from the Board of Supervisors to submit additional grant applications to the Nevada Division of Emergency Management (NDEM) for four portable emergency generators which are needed to support critical infrastructure and facilities Citywide. The City's grant policy requires any grant application over \$50,000 be approved by the Board of Supervisors prior to a grant application submittal by City staff.

11. Purchasing and Contracts

11.A For Possible Action: To approve the purchase of a vehicle for the Sheriff's Department from Capital Ford through the State of Nevada's competitive bid list for a not to exceed amount of \$20,000 to be funded from the Sheriff's Department Seizure Account. (Laura Rader, lrader@carson.org and Zach Good, zgood@carson.org)

Staff Summary: The Sheriff's Department plans to purchase a new vehicle using money from seizure funds to replace an existing unit. The funds in the account are asset forfeiture funds that are restricted pursuant to NRS 179.1187.

11.B For Possible Action: To approve Contract No. 1718-144 with PK Electrical, Inc. for the South Carson Street Complete Street Electrical Design for a not to exceed amount of \$137, 000 to be funded from the Infrastructure Tax Fund as approved in the FY18 Budget. (Laura Rader, lrader@carson.org and Darren Schulz, dschulz@carson.org)

Staff Summary: This contract is to provide Electrical Engineering Services for the South Carson Street Complete Street Project. Scope of services includes drawings and specifications

for new street lighting, relocating and/or removing existing street lighting, irrigation controller power, miscellaneous electrical service connections, electrical service points for lighting and signalization of intersections and coordination with NV Energy.

(End of Consent Agenda)

Ordinances, Resolutions, and Other Items

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

13. Sheriff

13.A For Possible Action: To accept the State of Nevada, Department of Transportation interlocal agreement, for Citation Writing Devices, printers and warranty. (Sheriff Furlong, kfurlong@carson.org)

Staff Summary: This interlocal agreement has been awarded by the State of Nevada, Department of Transportation and will be used to purchase sixty five Zebra TC75X hand held citation writing devices, sixty five Zebra ZQ520 citation printers and a five year warranty on all products.

14. Finance

14.A For Possible Action: To introduce, on first reading, an ordinance of the Board of Supervisors of Carson City, Nevada providing for the issuance of General Obligation (Limited Tax) Sewer Bonds (Additionally Secured by Pledged Revenues), Series 2018A, in the principal amount not to exceed \$4,875,000 for the improvement project plus the principal amount not to exceed \$3,075,000 for the refunding project, if any (in the combined aggregate principal amount not to exceed \$7,950,000); and providing the form, terms and conditions thereof and covenants relating to the payment of said bonds. (Jason Link, jlink@carson.org)

Staff Summary: This ordinance will authorize the issuance of the Carson City, Nevada, General Obligation (Limited Tax) Sewer Bonds (Additionally Secured by Pledged Revenues), Series 2018A. The Board of Supervisors of the City has determined and hereby declares that the public interest, health and welfare necessitates making certain improvements to the Utility System by acquiring, constructing, improving and equipping facilities pertaining to the Utility System.

14.B For Possible Action: Presentation, discussion and possible direction regarding assumptions staff will use to prepare Carson City's Budget for FY 2018 -2019. (Jason Link, jlink@carson.org)

Staff Summary: Staff needs direction from the Board on assumptions for building the FY 2018-2019 Budget for Carson City. The main item is setting the property tax rate to be used. The Department of Taxation requires all local governments to inform them of the rate they intend to use by February 22, 2018.

14.C For Possible Action: To accept the Carson City Cost Allocation Plan for the fiscal year ended June 30, 2017 for use in preparing the Fiscal Year 2019 Carson City Budget. (Jason Link, jlink@carson.org)

Staff Summary: City staff is requesting that the Board accept the Cost Allocation Plan prepared by Mahoney and Associates using financial information for the fiscal year ended June 30, 2017 for use in preparing the FY 2019 Carson City Budget. The City will use the Cost Allocation Plan for amounts charged to Special Revenue and Enterprise Funds.

15. Public Works

15.A For Possible Action: To adopt a resolution approving and authorizing the Mayor to sign an Interlocal Agreement by and between Carson City and Lyon County which provides for mutual delivery of water resources to each utility. (Darren Schulz, Dschulz@carson.org)

Staff Summary: This agreement updates an agreement entered into in 2008 which provides for Carson City and Lyon County to provide continued mutual cooperation for the delivery of water resources between each utility.

15.B For Possible Action: To approve and authorize the Mayor to sign a Temporary Easement Deed by the City (Grantor) to Sierra Nevada Association of Realtors, Inc. (Grantee), for construction of drainage improvements on property owned by the City (APN 003-114-06), as it will be in the best interest of Carson City and realign flood control facilities pursuant to NRS 244.281 and NRS 244.276. (Stephanie Hicks, SHicks@carson.org)

Staff Summary: During the severe winter storm events of January and February 2017, the stormwater infrastructure along South Nevada Street reached its capacity. As a result, the rainfall collected on site at 301 S. Nevada Street in the parking lot for the Sierra Nevada Association of Realtors could not enter the storm drain system and flooded the parking lot as well as backed up into their building. Sierra Nevada Association of Realtors is requesting an 892.5 square foot drainage easement in order to construct a valley gutter which will allow future runoff from their site to drain overland onto South Curry Street to enter the storm drain system.

15.C For Possible Action: To approve the 90% design of the Downtown Curry Streetscape Improvement Project and to direct staff to complete the design. (Dan Stucky, DStucky@carson.org)

Staff Summary: The Carson City project manager and design consultant will present the 90% design for the Downtown Curry Streetscape Improvement Project.

16. Community Development - Planning

16.A For Possible Action: To introduce, on first reading, an ordinance relating to zoning; amending Title 18 of the Carson City Municipal Code to include Tattoo Parlors as an allowed use in the Retail Commercial use district. (Hope Sullivan, hsullivan@carson.org)

Staff Summary: The proposed ordinance would make a Tattoo Parlor a Primary Permitted Use in the Retail Commercial zoning district. As uses allowed in the Retail Commercial zoning

district are also allowed in the General Commercial, Limited Industrial, and General Industrial zoning districts, the proposed amendment would result in a Tattoo Parlor being a Primary Permitted Use in those zoning districts as well. The Board may opt to introduce the Ordinance so as to make a Tattoo Parlor a Conditional Use in the Retail Commercial zoning district. Currently, a Tattoo Parlor is a Conditional Use in the Limited Industrial zoning district, and a Primary Permitted Use in the General Industrial zoning district.

16.B For Possible Action: To introduce, on first reading, an ordinance relating to Zoning; amending Title 18 (Zoning) of the Carson City Municipal Code, Chapter 18.02 (Administrative Provisions), Section 18.02.010 (Planning Commission) to amend the process of appointing members to the Carson City Planning Commission; and making various technical and structural changes to the existing provisions of Section 18.02.010. (Lee Plemel, lplemel@carson.org)

Staff Summary: The Board of Supervisors approved new policies related to Planning Commissioner duties and responsibilities on October 19, 2017, and directed staff on December 7, 2017, to develop a process whereby newly elected Supervisors would recommend individuals for appointment to the Commission. The proposed ordinance and associated Policies and Procedures and Planning Commission Bylaws amendments would implement this process.

16.C For Possible Action: To amend the Board of Supervisors' Boards, Committees, and Commissions Policies and Procedures to amend the process of appointing members to the Carson City Planning Commission. (Lee Plemel, lplemel@carson.org)

Staff Summary: The Board of Supervisors approved new policies related to Planning Commissioner duties and responsibilities on October 19, 2017, and directed staff on December 7, 2017, to develop a process whereby newly elected Board members would recommend individuals for appointment to the Commission. The proposed Policies and Procedures amendments and associated ordinance and Commission Bylaws amendments would implement this process.

16.D For Possible Action: To amend the Planning Commission Bylaws to change the month in which Commissioners' terms expire from June to January of the fourth year of their respective terms in order to coincide with amended policies regarding the appointment of Planning Commissioners. (Lee Plemel, lplemel@carson.org)

Staff Summary: The Board of Supervisors approved new policies related to Planning Commissioner duties and responsibilities on October 19, 2017, and directed staff on December 7, 2017, to develop a process whereby newly elected Board members would recommend individuals for appointment to the Commission. The proposed Planning Commission Bylaws amendment is required to implement these policies.

17. Health and Human Services

17.A For Possible Action: To accept and place a Business Impact Statement on file with the Board of Supervisors finding that the proposed changes to CCMC Title 9, Chapter 9.05 do not impose a direct and significant economic burden on a business or that the proposed changes do not directly restrict the formation, operation, or expansion of a business. (Dustin Boothe, dboothe@carson.org and Iris Yowell, iyowell@carson.org)

Staff Summary: NRS Chapter 237.030 to 237.150, inclusive, requires the City to prepare a Business Impact Statement as a statutory prerequisite to the adoption of any rule as defined in NRS 237.060. This Business Impact Statement has been prepared in accordance with NRS 237.080. The ordinance changes being proposed to Title 9, Chapter 9.05, if adopted, will increase the cost to certain businesses operating food establishments because certain food establishments will need to employ certified food protection managers. Additionally, if food establishments do not receive an A grade, food establishments will need to pay a re-inspection fee.

17.B For Possible Action: To accept and place a Business Impact Statement on file with the Board of Supervisors finding that the proposed changes to CCMC Title 9, Chapter 9.05 do not impose a direct and significant economic burden on a business or that the proposed changes do not directly restrict the formation, operation, or expansion of a business. (Dustin Boothe, DBoothe@carson.org and Iris Yowell, IYowell@carson.org)

Staff Summary: NRS Chapter 237.030 to 237.150, inclusive, requires the City to prepare a Business Impact Statement as a statutory prerequisite to the adoption of any rule as defined in NRS 237.060. This Business Impact Statement has been prepared in accordance with NRS 237.080. The ordinance changes being proposed to Title 9, Chapter 9.05, if adopted, will increase the cost to certain businesses operating food establishments because certain food establishments will need to employ certified food protection managers. Additionally, if food establishments to not receive an A grade, food establishments will need to pay a reinspection fee.

18. Board of Supervisors

Non-Action Items:

Future agenda items

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

19. 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.

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

-- LUNCH BREAK - RETURN 1:30 P.M. --

Redevelopment Authority

21. Call to Order & Roll Call - Redevelopment Authority

22. 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.

23. For Possible Action: Approval of Minutes - January 18, 2018

24. City Manager

24.A For Possible Action: To appoint one member to the Carson City Redevelopment Authority Citizens Committee. There is one position for "Citizen-at-Large" to fill a three year term ending January 2021. (Nick Marano, nmarano@carson.org)

Staff Summary: The Carson City Redevelopment Authority Citizens Committee is seven-member committee that advises the Redevelopment Authority on matters pertaining to the Redevelopment District. There is one position open due to member term expiration. New applications were submitted by Sherri Powell, Eric Kimzey and Gregory Stedfield.

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 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. In addition, it is Carson City's aspirational goal to also provide for item-specific public comment as follows: In order for members of the public to participate in the public body's consideration of an agenda item, the public is strongly encouraged to comment on an agenda item when called for by the mayor/chair during the item itself. 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. The Mayor, Mayor Pro-Tem and Chair, also retain discretion to only provide for the Open Meeting Law's minimum public comment and not call for or allow additional individual-item public comment at the time of the body's consideration of the item when: 1) it is deemed necessary by the mayor/chair to the orderly conduct of the meeting; 2) it involves an off-site non-action facility tour agenda item; or 3) it involves any person's or entity's due process appeal or hearing rights provided by statute or the Carson City Municipal Code.

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 Janet Busse at jbusse@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:
Community Center 851 East William Street
Courthouse 885 East Musser Street
City Hall 201 North Carson Street
Carson City Library 900 North Roop Street
Community Development Permit Center 108 East Proctor Street
<http://notice.nv.gov>