

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

**Day:** Thursday  
**Date:** May 17, 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 - Louie Locke, Fountainhead Foursquare**

**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 - April 19, 2018**

**7. For Possible Action: Adoption of Agenda**

**8. Special Presentations**

8.A Presentation of Length of Service certificates to City employees. (Melanie Bruketta, mbruketta@carson.org)

8.B Presentation of a proclamation for Kids to Parks Day May 19, 2018. (Jennifer Budge)

8.C For Presentation only: Presentation of a symbolic check for NV Energy rebates related to the Carson City Energy Performance Contract. (Darren Schulz, Dschulz@carson.org)

8.D Presentation of a proclamation for National Drug Court Month, May 2018. (Judge Thomas Armstrong)

**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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## **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 April 7, 2018 through May 4, 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. Finance**

10.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 May 7, 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.

10.B For Possible Action: Action to approve the application to remove the uncollectible accounts receivable specified in the application from the records of Carson City Juvenile Services for a total amount of \$15,958.06 in uncollectible accounts receivable. (Jason Link, jlink@carson.org)

Staff Summary: NRS 354.256 requires that the Controller apply to the Board for permission to remove uncollectible accounts receivable from the records of the County.

## **11. Purchasing and Contracts**

11.A For Possible Action: To approve the purchase of radio equipment through Joinder Contract #06913 (effective through June 30, 2018) through NASPO (National Association of State Procurement Officials) for an additional not to exceed amount of \$100,000.00 to be funded from the budgets of the receiving departments (Nancy Paulson, npaulson@carson.org and James Jacklett, jjacklett@carson.org)

Staff Summary: The Public Works Control Systems Division purchases radio equipment including replacement parts and accessories from Motorola Solutions and Harris Corporation in order to maintain the Public Safety Radio Communication System. The approved spending limits have been met for both Motorola Solutions and Harris Corporation for FY18. Staff requests approval to spend an additional \$50,000.00 to each of the stated vendors through the

remainder of FY18 in order to purchase replacement equipment, parts, accessories, and fulfill the needs and requests of the various departments.

11.B For Possible Action: To approve Contract 1718-217 for a battery backup replacement system at the Sugarloaf Communication Site with Sierra Electronics. Informal bids were solicited from six vendors and Sierra Electronics submitted the low bid for a not to exceed amount of \$49,611.22. The contract is to be funded from the Fleet Fund. (Nancy Paulson, npaulson@carson.org and James Jacklett, jjacklett@carson.org)

Staff Summary: The Sugarloaf communication site normally operates on utility power. The site is equipped with a propane backup generator and a battery system. The battery system ensures continuity of operations during power fail events ensuring that Public Safety Communications are not impacted. The existing battery system has been in operation well beyond its anticipated service life. The new battery system is rated for up to 10 years of operation before battery replacement is required.

**(End of Consent Agenda)**

**Ordinances, Resolutions, and Other Items**

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

**13. Treasurer**

13.A For Possible Action: To accept the Affidavit and Report of the April 27, 2018 Delinquent Property Tax Sale per Nevada Revised Statutes (NRS) 361.595(8). (Gayle Robertson, grobertson@carson.org)

Staff Summary: NRS 361.595(8) requires the county treasurer to file an affidavit of posting and of publication of the notice of sale, together with her return of sale, verified, showing compliance with the order of the board of county commissioners before a deed can be executed and delivered by the county treasurer to the purchaser of any property.

**14. Public Works**

14.A For Discussion Only: Presentation, discussion and potential direction regarding the proposal of small cell equipment installation on Carson City-owned poles and City-owned street lights located in the City right-of-way. (Dan Stucky, DStucky@carson.org and Stephanie Hicks, SHicks@carson.org)

Staff Summary: Staff will present information regarding recent requests for small cell equipment in City right-of-way, proposed code direction, and information on what other jurisdictions are doing.

14.B For Possible Action: To accept a public access easement located across APNs 008-531-44 and -45; a public utility easement located across APNs 008-531-44 and -45; a Brunswick Canyon Road Gate easement located on APN 008-531-45; and approve an Agreement between Carson City and General Thomas Hill, LLC for rights and responsibilities regarding the gate

located on Brunswick Canyon Road on APN 008-531-45. (Jennifer Budge, JBudge@carson.org and Stephanie Hicks, SHicks@carson.org)

Staff Summary: General Thomas Hill, LLC, recently acquired Assessor Parcel Numbers (APN) 008-531-44 and -45 from T.E. Bertagnolli and Associates. Prior to their ownership of the property, an electronically operated gate was installed by T.E Bertagnolli and Associates on a portion of Brunswick Canyon Road located on APN 008-531-45. While Carson City did not install the Brunswick Canyon Road gate, the City worked with the Bertagnolli's to maintain and operate the gate since April 2016. General Thomas Hill and the City both desire that the City continue to operate the gate, while jointly funding the maintenance. The proposed agreement defines the rights and responsibilities, along with the Brunswick Canyon Road Gate easement which defines the area. Additionally, General Thomas Hill, LLC has agreed to provide a public access easement and a public utility easement along APNs 008-531-44 and -45 in order to clarify the rights of use along Brunswick Canyon Road.

14.C For Possible Action: To adopt a resolution adopting the Carson City Storm Water Management Plan Update; and acknowledging the necessity to continue to develop and implement the strategies, best management practices, control measures, corrective actions, and appropriate enforcement mechanisms needed to protect water quality and reduce the discharge of pollutants from the City's storm drainage facilities. (Robb Fellows, RFellows@carson.org)

Staff Summary: The Carson City Storm Water Management Plan Update complies with the National Pollutant Discharge Elimination System General Permit for Discharges from Small Municipal Separate Storm Sewer Systems Permit No. NVS040000 administrated by the State of Nevada.

14.D For Possible Action: To approve the lease of 2,700 square feet of office space at 1711 N. Roop Street to United Latino Community, a non-profit Nevada corporation, as it will be in the best interest of Carson City pursuant to NRS 244.284. (Stephanie Hicks, SHicks@carson.org)

Staff Summary: United Latino Community shared office space with Partnership Carson City at 1711 N. Roop Street owned by the City. The lease between Carson City and Partnership Carson City expired on August 31, 2017. Partnership Carson City decided not to renew the lease and moved to a new location in February 2018. United Latino Community also moved with Partnership Carson City at the same time. Due to costs associated with the new location, United Latino Community has requested to return to 1711 N. Roop Street under a new lease agreement.

## **15. Community Development - Planning**

15.A For Possible Action: To approve Hardship Determinations related to the Downtown Neighborhood Improvement District (NID) assessment for applicants meeting the required conditions, and directing the City Engineer to postpone the assessment for any approved Hardship Determination applicants in accordance with NRS 271.360. (Lee Plemel, lplemel@carson.org)

Staff Summary: The Board of Supervisors adopted Ordinance No. 2016-1 establishing the Downtown NID for the purpose of paying a portion of the cost of ongoing maintenance of the

Downtown Streetscape Enhancement Project. The Board of Supervisors must consider applications for Hardship Determinations before ratifying the annual Downtown NID assessment roll. Property owners whose annual income is less than 50% of the median Carson City area annual income qualify for a Hardship Determination. Property owners approved for a Hardship Determination may have their Downtown NID assessment deferred in accordance with NRS 271.360 and the NRS Chapter 271 Hardship Determination Policy and Procedures adopted by the Board of Supervisors.

**15.B PUBLIC HEARING:**

To take public comment regarding the filing of the FY 2019 assessment roll for the Downtown Neighborhood Improvement District (NID), to consider written objections concerning that area to be assessed, and to consider all complaints, protests and objections to the assessment pursuant to NRS 271.385. (Lee Plemel, lplemel@carson.org)

Staff Summary: Pursuant to NRS 271.380 and 271.385, any complaint, protest or objection to the regularity, validity and correctness of the assessment roll, of each assessment, and of the amount of the assessment levied on each tract must be filed in writing with the Clerk (or Planning Division) at least 3 days before the assessment hearing. Any complaint, protest or objection to the assessment roll, the regularity, validity and correctness of each assessment, the amount of each assessment, or the regularity, validity and correctness of any other proceedings occurring previously regarding the Downtown NID shall be deemed waived unless filed in writing within the time and in the manner provided above.

15.C For Possible Action: To adopt a Resolution confirming the Downtown Neighborhood Improvement District (NID) assessment, dispensing with complaints, protests and objections to the assessment, and ratifying the City Engineer's assessment roll for FY 2019 for the Downtown NID for the maintenance of the Downtown Streetscape Enhancement Project. (Lee Plemel, lplemel@carson.org)

Staff Summary: After considering Hardship Determinations and all complaints, protests and objections to the Downtown NID assessment, the Board of Supervisors must confirm, correct, revise, or set aside the proposed assessment by Resolution in accordance with NRS 271.385.

15.D For Possible Action: To introduce, on first reading, an ordinance related to improvement districts, establishing provisions to levy the Downtown Neighborhood Improvement District assessment for Fiscal Year 2019 for the maintenance of the Downtown Streetscape Enhancement Project. (Lee Plemel, lplemel@carson.org)

Staff Summary: After adopting a Resolution confirming the Downtown NID assessment, the Board of Supervisors must introduce and adopt an ordinance to levy the assessment.

15.E For Possible Action: To introduce, on first reading, an ordinance relating to marijuana; amending Title 18 (Zoning), Appendix A (Development Standards), Division 1.20 (Medical Marijuana Establishments and Marijuana Establishments) of the Carson City Municipal Code to amend and clarify regulations governing signage for medical marijuana establishments and marijuana establishments. (Lee Plemel, lplemel@carson.org)

Staff Summary: The proposed ordinance is intended to clarify sign regulations for medical marijuana establishments and marijuana establishments by adding the sign standards directly

into the regulations pertaining to such establishments rather than referring to sign standards elsewhere in the city code. The proposed ordinance would continue to limit signs for medical marijuana establishments and marijuana establishments to a size consistent with office uses, which is less than the sign area allowed for other retail uses, and it would also clarify that each business at a given location is entitled to a certain amount of sign area.

15.F For Possible Action: To provide direction to staff regarding possible sign ordinance changes related to temporary banners, flags, A-frame signs, and other temporary sign devices for commercial advertising. (Lee Plemel, lplemel@carson.org)

Staff Summary: Current sign regulations allow certain temporary banners for a period of up to 30 days within any 90-day period. Freestanding flags and A-frame signs are prohibited, except that A-frame signs not exceeding 32 inches in width and 36 inches in height (with other restrictions) are permitted within the Downtown Mixed-Use zoning district. Several businesses have approached City staff, management and Supervisors about amending the temporary sign regulations for consistency throughout the commercial areas.

## **16. City Manager**

16.A Presentation Only: City Manager update on current City projects, activities and other items of interest to the Board of Supervisors and the community.

Staff Summary: Deputy City Manager Nancy Paulson will present an update on current City projects, activities and other items of interest to the Board of Supervisors and the community.

## **17. 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

**-- LUNCH BREAK - RETURN 1:00 P.M. --**

## **18. City Manager**

18.A For Possible Action: To appoint five members to the Carson City Parks and Recreation Commission each to fill a four year term set to expire January 2022. (Nancy Paulson, npaulson@carson.org)

Staff Summary: CCMC 2.16.010 and NRS 244.3076 provide for a Parks and Recreation Commission to consist of no more than nine members appointed by the Board of Supervisors. There are five openings, three are due to members terms expiring and two are to add the additional member count from seven members to nine members. Reappointment requests have been received by Donna Curtis and Sean Lehmann. New applications were received from Kurt Meyer, Leslie Hicks Jr. and Lea Cartwright.

18.B For Possible Action: To appoint two members to the Carson City Planning Commission, each for a four year term set to expire January 2022. (Nancy Paulson, npaulson@carson.org)

Staff Summary: CCMC Chapter 18.02.010 and NRS 278.030 provide for a Planning Commission to be composed of not more than seven members who shall be appointed by the Board of Supervisors. There are two open positions due to term expiration. Reappointment requests were received from Charles Border and Daniel Salerno. New applications have been submitted by Dave Pierson, Alexander Dawers and Teri Green-Preston.

**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**

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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. 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.

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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.

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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.

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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.

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To request a copy of the supporting materials for this meeting contact Janet Busse at jbusse@carson.org or call (775) 887-2100.

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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.

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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>