

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

Day: Thursday
Date: June 7, 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 - Mark Cyr, Salvation Army

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 - May 3, 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 May 18, 2018 per NRS 251.030 and NRS 354.290. (Sheri Russell, 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.

8.B For Possible Action: To certify charges, levy and direct the Treasurer to collect special assessments for Fiscal Year 2018-19 as requested by the State Engineer of the State of Nevada, Department of Conservation and Natural Resources for the Eagle Valley Groundwater Basin (\$6,000) and the Dayton Valley Groundwater Basin (\$1,500) and further direct the Chief Financial Officer to remit the special assessment collections to the State. (Sheri Russell, srussell@carson.org)

Staff Summary: Pursuant to NRS 534.040(2), the Board of Supervisors is required to certify and levy the special assessments needed to fund the budgets of the groundwater basins administered by the State Engineer. The amounts requested by the State Engineer will be required for the payment of necessary expenses for supervision over the groundwater basins to include, but not limited to special studies, water level measurements, crop/pumpage inventories, field investigations, aquifer tests, well driller inspections, intent to drill card and well log review, associated data collection and management.

9. Purchasing and Contracts

9.A For Possible Action: To approve Contract No. 1718-224 On-Call Geographic Information Systems (GIS) Services to Michael Baker International for an amount not to exceed \$125,000, to be funded from the GIS Division of the Public Works Department as provided in the fiscal year 2018/2019 budget. (Carol Akers, CAkers@carson.org and Stephanie Hicks, SHicks@carson.org)

Staff Summary: Michael Baker International provides on-call support to Carson City GIS for internal services, external (public) services and optimizing/upgrading workflows to save time/money. The contract was amended in June 2017 to increase the annual amount to \$125,000 through June 30, 2018, and again in July 2017 to \$145,000 to add an additional task to assist the Carson City Culture and Tourism Authority with an interactive webmap. Staff recommends continuing the engagement of Michael Baker International and proposes a new contract for an amount not to exceed of \$125,000.

9.B For Possible Action: To approve Forensic Support Services Agreement between Washoe County on behalf of the Washoe County Sheriff's Office and Carson City on behalf of the Carson City Sheriff's Office (file 1819-002) for a fee not to exceed \$108,329.00 to be funded from the Professional Services/Laboratory Expense Account. This agreement will start July 1, 2018 through June 30, 2019. (Carol Akers, CAkers@carson.org and Ken Furlong, KFurlong@carson.org)

Staff Summary: The Washoe County Forensic Science Division will perform forensic services listed in Option B as deemed necessary by the Carson City Sheriff/Coroner.

9.C For Possible Action: To determine that APEX Grading and Paving, Inc. is the lowest responsive bidder pursuant to NRS Chapter 338 and to award Contract No. 1718-204 Public Safety Complex Parking Lot Replacement Project to APEX Grading and Paving Inc. for a base bid amount of \$152,925.00, and a contingency amount of \$15,292.50, for a total not to exceed

amount of \$168,217.50 to be funded from the Public Works, Building Maintenance - Asphalt Repair Fund. (Carol Akers, CAkers@carson.org and Darren Schulz, DSchulz@carson.org)

Staff Summary: The Carson City Public Safety Complex (Courthouse) parking lot has large areas of asphalt pavement that have failed. This project consists of pulverizing and complete replacement of the parking lot with 9 inches of recycled type 1 aggregate base and 3 inches of asphalt.

9.D For Possible Action: To approve Amendment No. 1 to Contract No. 1415-158 Carson City Jail Pharmaceuticals to Diamond Pharmacy Services for an additional \$35,000 for a total not to exceed annual amount of \$110,000 to be funded from the Public Assistance/Inmate Medical Care Funds. (Carol Akers, CAkers@carson.org and Nicki Aaker, NAaker@carson.org)

Staff Summary: The current contract with Diamond Pharmacy Services is in the annual amount of \$75,000 to provide medical care, which includes prescription medications, for all persons detained in the Carson City Jail as required by NRS 211.140(4). The cost of medications for FY18 will exceed \$75,000 upon payment of the recent invoice received. In addition, May and June invoices will be forthcoming.

(End of Consent Agenda)

Ordinances, Resolutions, and Other Items

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

11. City Manager

11.A For Possible Action: Input, feedback and support for the Carson City Airport Authority Bill Draft Request approved by the Carson City Airport Authority on May 23, 2018. (Steve Tackes & Ken Moen)

Staff Summary: On April 19, 2018 and subsequently on May 23, 2018, the Carson City Airport Authority considered and approved language for a Bill Draft Request for legislation to update NRS 844. The BDR modifies the terms of office, clarifies the obligations of the Authority and the City as to acquisition and management of real and personal property on the Airport. Clarifies contractual authority, simplifies employment criteria and removes obsolete and duplicative employment criteria. Retains the ability of the City and the Authority to enter into cooperative agreements, deletes the obsolete section on legal representation and clarifies the staggered terms of Authority members to minimize disruption from member changes.

11.B For Possible Action: To approve a proposal to refinance the series 2010A Water Bonds and issue up to \$7 million in new bonds for construction of the East/West Transmission Line Project. (Nancy Paulson, npaulson@carson.org)

Staff Summary: City staff are proposing to refinance the series 2010A Water Bonds and use the estimated savings from refinancing the Bonds to partially offset the cost of issuing new bonds for the East/West Transmission Line. The United States Environmental Protection Agency approved Carson City's request to refund the series 2010A Water Bonds through the

State of Nevada, State Revolving Funds (SRF). A condition of the refinance requires Carson City to reinvest the savings into a new water improvement project. City Staff and JNA Consulting Group will present an overview of the proposed plan.

12. Human Resources

12.A For Possible Action: To approve the employee/retiree health insurance contract with Prominence Health Plan, dental and life insurance contracts with Anthem, the health savings account contract with HR Simplified, and to fund health savings accounts for active employees in the following annual amounts for fiscal year 2019: \$2,143 (employee only), \$3,269 (employee plus spouse), \$3,128 (employee plus children) and \$4,430 (employee plus family). (Melanie Bruketta, mbruketta@carson.org)

Staff Summary: This action is to approve the health insurance contract with Prominence Health Plan, dental and life insurance contracts with Anthem, and health savings account contract with HR Simplified, for active and retired employees. Prominence Health Plan HMO and POS plans will increase 5% in fiscal year 2019 (July 1, 2018 to June 30, 2019). During the renewal process, Prominence offered a high deductible HMO plan. This plan is a voluntary plan that employees may elect to join. Employees/retirees who elect the high deductible plan may also elect to open a health savings account (HSA). HR Simplified currently provides the Flexible Spending Accounts for employees and has agreed to offer health savings accounts at a cost of \$2.50 per month. This cost is paid by the employees who elect the high deductible HMO plan. The dental plan through Anthem will decrease 1% and the life insurance plan will decrease 16.7%.

12.B For Possible Action: To approve a compensation range increase for grade BA1/01 Public Guardian salary from \$56,402.37-\$84,603.56 to \$65,000-\$100,000. (Melanie Bruketta, mbruketta@carson.org)

Staff Summary: Deborah Marzoline, Public Guardian, was appointed to the position in accordance with Nevada Revised Statutes (NRS) 253.150 for a second four year term beginning on January 20, 2015. Ms. Marzoline gave notice to the City that she is retiring in August, 2018 prior to the expiration of her four year term. A compensation study was conducted of the Public Guardian salaries in this area, and study shows that the City's compensation range for the position is below market. This action is to request an increase in the compensation range for the Public Guardian position only.

13. Purchasing and Contracts

13.A For Possible Action: To approve Contract No. 1819-001, a joinder contract with Inter-State Oil Company, Carson Valley Oil, Co., and Flyers Energy, LLC, through the State of Nevada RFQ/Contract #3064, Amendment 2, for bulk fuel and delivery services, and with Thomas Petroleum, LLC through the State of Nevada RFQ/Contract #3125, cardlock fueling network, for an amount not to exceed \$852,140.00 from various city fuel accounts as approved in the FY19 budget. (Carol Akers, CAkers@carson.org and Zach Good, zgood@carson.org)

Staff Summary: Contract No. 1819-001 will provide city wide fuel services through the purchase and delivery of bulk fuel and use of the cardlock fueling network for a one year contract, starting July 1, 2018 and ending June 30, 2019.

13.B For Possible Action: To determine that KG Walters Construction Co., Inc. is the lowest responsive bidder pursuant to NRS Chapter 338 and to award Contract No. 1718-195 WRRF Capital Improvements FY18 Project to KG Walters Construction Co., Inc. for a base bid amount of \$6,705,000, plus additive alternative #2 for \$478,000, additive alternative #6 for \$417,000, and a contingency amount of \$380,000, for a total not to exceed amount of \$7,980,000 to be funded from the Sewer Fund. (Carol Akers, CAkers@carson.org and Darren Schulz, DSchulz@carson.org)

Staff Summary: Carson City received sealed bids for all labor, material, tools, and equipment necessary for the WRRF Capital Improvements FY18 Project. Work includes demolition; civil site work including grading, yard piping, lining the overflow pond with an HDPE liner, installation of asphalt on plant roadways, storm drainage improvements, and other miscellaneous work; improvements to existing Headworks; construction of new electrical building; rehabilitation of Primary Clarifier 1; improvements to the Primary Sludge Pump Building; rehabilitation of Secondary Clarifier 3; improvements to the North Lift Station; construction of a new odor control system; instrumentation and SCADA improvements; site electrical and lighting improvements, and other items of miscellaneous work.

13.C For Possible Action: To approve Amendment 1 to Contract No. 1617-114 Water Resource Recovery Facility-Capital Improvements FY18 to Keller Associates, Inc. for construction support, integration and implementation services for a not to exceed amount of \$744,259.00 to be funded from the Sewer Fund for a total contract amount of \$1,963,177.00 and to extend the term of the contract through March 31, 2020. (Carol Akers, CAkers@carson.org and Darren Schulz, DSchulz@carson.org)

Staff Summary: This amendment is for our design consultant Keller Associates to provide shop drawing reviews, respond to information requests, review and respond to Requests for Clarification and to review potential change orders. Keller will also provide the City with a complete set of as-built drawings at the completion of construction.

13.D For Possible Action: To approve Contract No. 1718-209 Carson City Water Resource Recovery Facility Capital Improvements FY18 - Construction Management Staff Augmentation Services to HDR Engineering, Inc. for a not to exceed amount of \$598,392.02 to be funded from the Sewer Fund Capital Account. (Carol Akers, CAkers@carson.org and Rick Cooley, RCooley@carson.org)

Staff Summary: The next phase of repair and rehabilitation improvements at the Water Resource Recovery Facility has an estimated construction cost of \$8,000,000 and will take approximately 18 months to construct, test and bring online. Contract No. 1718-209 for construction management staff augmentation services will include providing an on-site construction manager who will oversee the construction of the improvements, manage the construction contract, and coordinate the contractor's activities with City staff.

14. Finance

14.A For Possible Action: To allocate the Community Development Block Grant (CDBG) funding for FY19 and to approve funding recommendations to The State of Nevada's Governor's Office of Economic Development (GOED) CDBG Program. (Ana Jimenez; ajimenez@carson.org)

Staff Summary: The CDBG funding available to Carson City for FY19 is approximately \$475,428. A maximum of 15% is allowed for public services which is \$71,315 and a minimum of 65% for public improvements. There is no limit on the funding amount for public improvement projects. A maximum of 10% is allowed for planning and administration which is \$47,503. A community-based Application Review Workgroup (ARW) conducted a public meeting to interview the CDBG applicants on April 26, 2018 and then ranked the applications for recommendation to the Board of Supervisors.

15. Recess as the Board of Supervisors

Redevelopment Authority

16. Call to Order & Roll Call - Redevelopment Authority

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 - March 1, 2018, March 15, 2018 & April 19, 2018

19. Public Works

19.A For Possible Action: To approve and authorize the Chair to sign a Grant of Temporary Easement by the Carson City Redevelopment Authority (Grantor) to Sierra Nevada Association of Realtors, Inc., (Grantee), for construction of drainage improvements on property owned by the Carson City Redevelopment Authority (APN 003-114-06), pursuant to NRS 279.470(4) as it will be in the best interest of the Redevelopment Authority and Carson City and realign flood control facilities. (Stephanie Hicks, SHicks@carson.org)

Staff Summary: This item was previously brought to the Board of Supervisors on February 15, 2018. However, it was since determined that the property is owned by the Carson City Redevelopment Authority. Therefore, staff is bringing this request from Sierra Nevada Association of Realtors for an 892.5 square foot drainage easement back to the Redevelopment Authority. The easement is needed 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.

20. Community Development

20.A For Possible Action: To make a recommendation to the Board of Supervisors regarding the expenditure of \$14,000 from the Fiscal Year 2019 Redevelopment Revolving Fund to support various special events in support of the Redevelopment District, as recommended by the Redevelopment Authority Citizens Committee. (Lee Plemel, lplemel@carson.org)

Staff Summary: Redevelopment annually funds special events from a portion of the Revolving Fund. The Community Development Department received a total of \$14,000 in Special Event funding requests. A total of \$25,000 has been allocated in the FY 2019 budget for special events. Application requests include: \$7,500 for RSVP's 4th of July fireworks; and \$6,500 for Advocates to End Domestic Violence's Taste of Downtown.

20.B For Possible Action: To make a recommendation to the Board of Supervisors regarding the expenditure of up to \$5,000 from the Fiscal Year 2018 Redevelopment Revolving Fund, Special Event account, for the purchase of replacement overhead string lights for McFadden Plaza. (Lee Plemel, lplemel@carson.org)

Staff Summary: When McFadden Plaza was initially completed, donated overhead string lighting was placed above the plaza. This lighting was not designed for commercial application and needs to be replaced with commercial-grade lighting. The complete string lighting system will be replaced with an LED lighting system similar to the existing lighting system.

21. 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.

22. For Possible Action: To Adjourn as the Redevelopment Authority

23. Reconvene as the Board of Supervisors

24. Community Development - Planning

24.A For Possible Action: To adopt a Resolution authorizing the expenditure of \$14,000 from the Fiscal Year 2019 Revolving Fund of the Redevelopment Authority to support various special events in support of the Redevelopment District as an expense incidental to the carrying out of the Redevelopment Plan. (Lee Plemel, lplemel@carson.org)

PURSUANT TO NRS 279.628, THIS RESOLUTION MUST BE ADOPTED BY A TWO-THIRDS VOTE OF THE BOARD OF SUPERVISORS.

Staff Summary: Redevelopment annually funds special events from a portion of the Revolving Fund. The Community Development Department received a total of \$14,000 in special event funding requests. A total of \$25,000 has been allocated in the FY 2019 Redevelopment budget for special events. Application requests include: \$7,500 for RSVP's 4th of July fireworks; and \$6,500 for Advocates to End Domestic Violence's Taste of Downtown. NRS 279.628 permits the expenditure of money from the Redevelopment Revolving Fund for the purpose of any expenses necessary or incidental to the carrying out of Redevelopment Plans.

24.B For Possible Action: To adopt a Resolution authorizing the expenditure of \$5,000 from the Fiscal Year 2018 Redevelopment Revolving Fund, Special Event account, for the purchase of replacement overhead string lights for McFadden Plaza as an expense incidental to the carrying out of the Redevelopment Plan. (Lee Plemel, lplemel@carson.org)

PURSUANT TO NRS 279.628, THIS RESOLUTION MUST BE ADOPTED BY A TWO-THIRDS VOTE OF THE BOARD OF SUPERVISORS.

Staff Summary: When McFadden Plaza was initially completed, donated overhead string lighting was placed above the plaza. This lighting was not designed for commercial application and needs to be replaced with commercial-grade lighting. The complete string lighting system will be replaced with an LED lighting system similar to the existing lighting system. NRS

279.628 permits the expenditure of money from the Redevelopment Revolving Fund for the purpose of any expenses necessary or incidental to the carrying out of Redevelopment Plans.

24.C For Possible Action: To approve a request for a Historical Tax Deferment on property located within the Historic District, located at 604 West Robinson Street, APN 003-275-03. (Hope Sullivan, hsullivan@carson.org)

Staff Summary: The subject property is eligible for the Open Space Use Assessment as a result of its conformance to specific standards and its historical status in Carson City.

24.D For Possible Action: To approve a request for a Historical Tax Deferment on property located within the Historic District, located at 707 West Robinson Street, APN 003-242-04. (Hope Sullivan, hsullivan@carson.org)

Staff Summary: The subject property is eligible for the Open Space Use Assessment as a result of its conformance to specific standards and its historical status in Carson City.

24.E For Possible Action: To approve a request for a Historical Tax Deferment on property located within the Historic District, located at 406 North Nevada Street, APN 003-226-03. (Hope Sullivan, hsullivan@carson.org)

Staff Summary: The subject property is eligible for the Open Space Use Assessment as a result of its conformance to specific standards and its historical status in Carson City.

24.F For Possible Action: To approve a request for a Historical Tax Deferment on property located within the Historic District, located at 302 Thompson Street, APN 003-133-31. (Hope Sullivan, hsullivan@carson.org)

Staff Summary: The subject property is eligible for the Open Space Use Assessment as a result of its conformance to specific standards and its historical status in Carson City.

24.G For Possible Action: To adopt, on second reading, Bill No. 107, 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: The Board of Supervisors adopted Ordinance No. 2016-1 establishing the Downtown NID on January 7, 2016, in order to assess property owners to help pay for the ongoing maintenance of the Downtown Streetscape Enhancement Project improvements. The proposed assessment for FY 2019 is \$51,846, distributed among properties within the Downtown NID based on the square footage of non-residential building area on each parcel in accordance with the establishing ordinance. An ordinance must be adopted to levy each annual assessment. This is the third year of the assessment.

24.H For Possible Action: To adopt, on second reading, Bill No. 108, 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.

25. 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 - 1:30 P.M. --

26. Community Development

26.A PUBLIC HEARING:

For Possible Action: To consider an appeal of the Planning Commission's affirmation of the staff's interpretation and application of Section 1.3 of the Development Standards concerning fencing, and the staff's interpretation and application of Carson City Municipal Code 18.05.055 regarding accessory structures relative to a Notice of Violation and Order to Comply, and relative to improvements made at 3809 Ponderosa Drive, on property zoned Single Family One Acre, APN 009-137-07. (Hope Sullivan, hsullivan@carson.org)

Staff Summary: At its meeting of March 28, 2018, the Planning Commission conducted a public hearing to consider an appeal of the staff's interpretation and application of Section 1.13 of the Development Standards concerning fencing, and 18.05.055 of the Municipal Code regarding accessory structures relative to improvements at property located at 3809 Ponderosa Drive. At the conclusion of the public hearing, the Planning Commission voted 4 to 2, 1 absent, to affirm staff's interpretation and application of both code sections. The property owner is appealing the action of the Planning Commission.

27. 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.

28. 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. 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>