

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

Day: Thursday
Date: February 7, 2019
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 - Ken Haskins, First Christian Church

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 - December 20, 2018 and January 3, 2019

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. City Manager

8.A For Possible Action: To approve an Interlocal Agreement between Carson City and the Nevada Department of Taxation for the Department to perform all functions incident to the administration or operation of the V&T Railroad Sales Tax enacted by the City in accordance with NRS 377B.110. (Nancy Paulson, npaulson@carson.org)

Staff Summary: On December 6, 2018, the Board of Supervisors approved Ordinance No. 2018-16, Bill No. 119 amending Title 21, Chapter 21.06 of the Carson City Municipal Code to revise various provisions relating to the purpose, imposition, refund and use of the V & T Railroad Sales Tax which was previously enacted by the Board in 2005 as Ordinance No. 2005-31, Bill No. 130. Consistent with NRS Chapter 377B, the Board also executed in 2006 an interlocal agreement with the Department of Taxation for the performance of functions incident to the administration or operation of the sales tax in the City. Since the execution of the 2006 agreement, legislative amendments have been made to NRS Chapter 377B.100. This proposed agreement includes references to those changes in state law for full legal compliance and supersedes the 2006 agreement if executed. Ordinance No. 2018-16, Bill No. 119 cannot become effective until the effective date of this proposed agreement.

9. Finance

9.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 January 25, 2019, 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.

10. Purchasing and Contracts

10.A For Possible Action: To approve Amendment No. 1 to the contract previously entered into as a joinder contract through the State of Nevada RFP / Contract #3273, for the purchase of eight additional Body Worn Camera Systems and two licenses through Axon Enterprise, Inc., for an additional amount of \$25,767.68 over a five-year period to be funded from the 911 Surcharge Fund. (Carol Akers, CAkers@carson.org and Sheriff Ken Furlong, kfurlong@carson.org)

Staff Summary: The Amendment is for the purchase of four additional cameras with specific licenses to outfit 3 new FTE positions created since the contract was established, and one additional camera with specific license to be provided for the Sheriff's Office FBI Safe Street Task Force full time member, which periodically operates within the jurisdictional boundaries of Carson City, but was not included in the original contract purchase. Four additional cameras are to be purchased under a common license for Reserve Deputy forces that are situationally poised in a first responder role within the community. Finally, two additional administrative licenses (without camera) must be purchased to insure the Civil/Records Division has sufficient licensing for public review of camera footage as requested by citizens on a case by case basis. Total cost of the amended contract is \$25,767.68 funded from the 911 Surcharge Fund and allocated over a five (5) year period.

10.B For Possible Action: To approve the payment for annual services to the Nevada Library Cooperative for a not to exceed amount of \$58,184.16 to be funded from the Library's

Contractual Services Account. (Carol Akers, CAkers@carson.org and Diane Baker, DBaker@carson.org)

Staff Summary: The Carson City Library is a member of the Nevada Library Cooperative (formerly Cooperative Libraries Automated Network) under a multi-year interlocal agreement under NRS 277.110. The agreement is a five-year agreement effective from July 1, 2014 to June 30, 2019. The annual cost to the library for the range of online library services of the cooperative have reached the \$50,000 threshold requiring approval by the Board of Supervisors.

10.C For Possible Action: To approve Contract No. 1819-136 Water, Sewer (Wastewater) and Stormwater Rate Study Refresh with Farr West Engineering, for a not to exceed amount of \$93,772.00, to be funded from the Water Professional Services, Sewer Maintenance Professional Services, and Stormwater Professional Services Accounts. (Carol Akers, cakers@carson.org and Darren Schulz, dschulz@carson.org)

Staff Summary: This professional services contract is to provide engineering services for the Water, Sewer (Wastewater), and Stormwater Rate Study Refresh. The scope of work includes project management, refresh of the water and sewer (wastewater) rates, review of stormwater rates including analysis of alternative rate designs, and final report and public meetings. Rates were previously reviewed in 2013 with increases phased in over a five (5) year period ending July of 2017.

10.D For Possible Action: To approve Amendment No. 1 to Contract No. 1718-127 for Federal Lobbying Services with Porter Group, LLC, to extend the contract term for an additional year through February 20, 2020 and for a not to exceed additional amount of \$49,800.00. (Carol Akers, CAkers@carson.org and Nancy Paulson, NPaulson@carson.org)

Staff Summary: The original contract term is effective February 20, 2018 to February 20, 2019 with two one-year options.

(End of Consent Agenda)

Ordinances, Resolutions, and Other Items

- 11. Item(s) pulled from the Consent Agenda will be heard at this time.**
- 12. Recess as the Board of Supervisors**

Redevelopment Authority

- 13. Call to Order & Roll Call - Redevelopment Authority**

14. 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.

15. City Manager

15.A For Possible Action: To appoint one member to the Carson City Redevelopment Authority Citizens Committee for the position of "Business Operator or Property Owner" to fill a term expiring in January, 2022. (Nancy Paulson, npaulson@carson.org)

Staff Summary: The Carson City Redevelopment Authority Citizens Committee is a seven-member committee that advises the Redevelopment Authority on matters pertaining to the Redevelopment District. There is one position open due to the expiration of a term. A new application was submitted by Angela Bullentini Wolf.

16. 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.

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

18. Reconvene as the Board of Supervisors

19. Carson City Airport Authority

19.A For Possible Action: To approve the assignment of the Sierra Skyways, Inc. Airport Ground Lease to the Mountainview Community Association. (Ken Moen, kmoen@flycarsoncity.com)

Staff Summary: On January 16, 2019, the Carson City Airport Authority (CCAA) approved the assignment of Sierra Skyways, Inc. Airport Ground Lease to the Mountainview Community Association. Per Title 19 of the Carson City Municipal Code, this proposed lease assignment requires approval of both the CCAA and the Board of Supervisors.

20. Parks and Recreation

20.A For Possible Action: To authorize the Parks, Recreation & Open Space Department to submit a grant application to the Community Development Block Grant (CDBG) (No match required) Program for ADA improvements at Ross Gold Park. (Jennifer Budge, jbudge@carson.org)

Staff Summary: The Parks, Recreation & Open Space Department is seeking Board of Supervisors approval to submit a grant application to the Community Development Block Grant program for ADA site access and restroom renovation improvements to the existing restroom at Ross Gold Park. The amount of the grant request is estimated to be approximately \$150,000.

21. Purchasing and Contracts

21.A For Possible Action: To determine that V & C Construction, Inc., is the lowest responsive and responsible bidder pursuant to NRS Chapter 338 and to award Contract No. 1819-148 for West Ann Street 2018 Sewer Main Replacement, for a total not to exceed amount of \$332,233.00. (Carol Akers, CAkers@carson.org and Dan Stucky, DStucky@carson.org)

Staff Summary: This contract is for all labor, materials, tools and equipment necessary for the Ann Street Sewer Replacement Project. This project consists of replacing an existing 6” clay line with new 8” PVC on Ann Street between Division Street and Carson Street, as well as reconnecting sewer laterals to adjacent properties, replacing sewer manholes, completing storm drain improvements at the intersection of Curry Street and Ann Street, and patching and slurry sealing the roadway. The construction contract is for \$302,030.00 and a contingency amount of \$30,203.00, to be funded from the Sewer and Stormwater Funds-Capital Projects Construction Accounts as approved in the FY19 budget. The engineer’s estimate for construction was \$325,000.00.

21.B For Possible Action: To determine that Sierra Nevada Construction, Inc., is the lowest responsive and responsible bidder pursuant to NRS Chapter 338 and to award Contract No. 1819-152 Storm Drain Improvements at Nevada Department of Motor Vehicles, for a total not to exceed amount of \$467,507.70. (Carol Akers, CAkers@carson.org and Dan Stucky, DStucky@carson.org)

Staff Summary: This contract is for all labor, materials, tools and equipment necessary for the Storm Drain Improvements at Nevada Department of Motor Vehicles. This project includes removing an existing 72” diameter corrugated metal culvert and replacing it with two 66” spiral ribbed pipes. State Public Works is completing a parking lot improvement project at the DMV that will be completed over the top of the new storm drain pipes. The construction contract is for \$425,007.00 and a contingency amount of \$42,500.70, to be funded from the Stormwater Fund-Capital Projects Construction Account as approved in the FY19 budget. The engineer’s estimate for construction was \$500,000.00.

22. Finance

22.A For Possible Action: To adopt the Carson City Plan of Corrective Action for the FY 17-18 statutory violations included in the annual audit. (Sheri Russell srussell@carson.org)

Staff Summary: As required by NRS 354.6245, within 60 days after the delivery of the annual audit to a local government, the governing body of that local government must advise the Department of Taxation what action has been taken to prevent recurrence of each violation of law or regulation included in the annual audit.

22.B For Possible Action: To approve an application to remove the uncollectible accounts receivable specified in the application from the records of the Ambulance Fund for a total amount of \$415,145.90 in uncollectible accounts receivable. (Sheri Russell, srussell@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 Carson City.

23. Public Works

23.A For Possible Action: To accept the transfer of approximately 7,147 square feet of land from APN's 009-832-36, -37, -38, -39, -40, -41, -42, -43, -44, -45, and -46, from Reno Sun, LLC, to Carson City, and authorize the City Engineer to initiate and sign a Lot Line

Adjustment with Reno Sun, LLC, in order to incorporate the acreage into the adjacent City-owned property known as APN 004-016-03. (Dan Stucky, DStucky@carson.org and Stephanie Hicks, SHicks@carson.org)

Staff Summary: In June 1997, a 15-foot drainage and public utility easement was accepted by Carson City through the Amended Plat of the Final Map of Quail Run Phase 1. Since this time, the City has been maintaining the easement area for the collection and conveyance of stormwater. The easement runs along the eastern property line of the Governor's Field Park on parcels where homes have not yet been constructed. Reno Sun, LLC, will be constructing the next phase of the development and has offered to give the property that the easement is located on in fee title to the City.

23.B For Possible Action: To approve and authorize the Mayor to sign a Water and Sewer Line Participation Agreement between Carson City Nissan RE LLC and Carson City for work relating to the construction of water and sewer line improvements in accordance with approved plans and specifications for 2750 South Carson Street, for a not to exceed amount of \$94,000 to be reimbursed to Carson City Nissan RE LLC by the City. (Dan Stucky, DStucky@carson.org and Tom Grundy, TGrundy@carson.org)

Staff Summary: Carson City Nissan RE LLC has agreed to construct necessary water and sewer line improvements along the eastern portion of the parcel addressed 2750 South Carson Street in order to replace deteriorating pipes. The timing of these upgrades to the water and sewer system will coincide with the site improvements for the new Nissan dealership. Carson City Nissan will obtain a minimum of three signed bids from qualified contractors and submit them to the City. The City will select a bid, and Carson City Nissan will contract for the installation of the water and sewer line improvements in accordance with the approved plans and specifications. The City will reimburse Carson City Nissan for the actual construction costs associated with the construction of the water and sewer mains, which are estimated not to exceed \$94,000. Reimbursement will occur upon completion and acceptance of the work by the City and receipt by the City of the final invoice from Carson City Nissan.

24. Community Development - Planning

24.A For Possible Action: To accept the Historic Resources Commission Annual Report for 2018. (Hope Sullivan, hsullivan@carson.org)

Staff Summary: The Historic Resources Commission (HRC) bylaws require the HRC to submit an annual report to the Board of Supervisors, including information about cases reviewed by the HRC, administrative reviews and information regarding other historic preservation activities.

24.B For Possible Action: To consider and take possible action on the adoption of an Order of Abandonment of a one-foot wide section of the northern area of West Fifth Street between the easterly right-of-way area of South Curry Street and the westerly right-of-way area of South Carson Street, for a total area of 170 square feet, situated adjacent to properties located at 114 West Fifth Street and 418 South Carson Street, APNs 003-116-03 and 003-116-04. (Hope Sullivan, hsullivan@carson.org)

Staff Summary: The proposal is to abandon a one foot by 170 foot portion of right-of-way on the north side of West Fifth Street between South Curry Street and South Carson Street. If approved, this one block section of Fifth Street would become 65 feet wide. This request is to accommodate an existing building which is located partially in the right-of-way area on the northern portion of the area under review. Per CCMC 17.15, the Board of Supervisors is authorized to abandon the right-of-way.

24.C For Possible Action: To introduce, on first reading, an ordinance approving a change of zoning from Retail Commercial to General Commercial on a portion of APN 002-061-34, for property that is located at 2203-2323 North Carson Street. (Heather Ferris, hferris@carson.org)

Staff Summary: The applicant is requesting a split zoned parcel with Retail Commercial zoning remaining along the North Carson Street frontage and General Commercial to the rear. The General Commercial zoning will provide the land owner with a broader range of uses for the property. The Board of Supervisors has the authority to amend the zoning map.

24.D For Possible Action: To consider a request for a Tentative Planned Unit Development that would create 137 single family home lots and allocate 13.54 acres to a multifamily development. The multifamily development will be on land zoned Multi-Family Apartment (MFA), and the single family homes will be on land zoned Single Family 6,000 (SF6). The subject property is east of Interstate 580, west of Airport Road, and at the south end of Lompa Lane, APN 010-041-75. (Hope Sullivan, hsullivan@carson.org)

Staff Summary: The Board of Supervisors is authorized to approve a Tentative Planned Unit Development subject to the provisions of Carson City Municipal Code (CCMC) 17.09. The applicant is seeking a residential subdivision on a 41.6 acre site that is currently vacant. The north portion of the site is zoned Multi-Family Apartment, and southern portion is zoned Single Family 6000. The smallest lot size in the single family development will be 3,373 square feet. Open space, including a 3 acre park, and roads are proposed to be incorporated into the development.

25. City Manager

25.A For Possible Action: To approve the appointment by the Mayor of Paul Esswein to the Planning Commission for a four-year term ending December 31, 2022. (Nancy Paulson, npaulson@carson.org)

Staff Summary: NRS 278.040(2) states: "In Carson City, the members of the planning commission established as provided in NRS 278.030 are appointed by the Mayor from the city at large, with the approval of the Board of Supervisors." The City's policy is to allow the supervisors to make a recommendation for appointment by the Mayor, but the appointment must still be approved by the Board as a whole as required by NRS. Supervisor Giomi's nominee is Paul Esswein.

25.B For Possible Action: To set the meeting date for the first regularly scheduled Board of Supervisors meeting in July, 2019 as Wednesday, July 3, 2019 beginning at 8:30 am. (Nancy Paulson, npaulson@carson.org)

Staff Summary: Pursuant to CCMC 2.02.040, regular meetings of the Board must be held on the first and third Thursdays in each month, but if such a Thursday falls on a holiday, the Board may take action to change the date of the regularly scheduled Board meeting if the Board finds that it is in the best interest of the public and if the Board action to change the meeting date occurs at least 20 days before the date of the meeting to be changed. Because the first regularly scheduled meeting in July, 2019 falls on a holiday, this agenda item is for the Board to set a different date for its first meeting of that month.

25.C For Possible Action: To adopt a resolution establishing the City's policies on coordination and communication of legislative matters for the 80th (2019) legislative session of the Nevada Legislature. (Nancy Paulson, npaulson@carson.org)

Staff Summary: Since 2013, the Board has adopted a policy resolution at the start of each legislative session concerning the involvement of the Board, City Manager, Department Directors, City employees, and contract lobbyists with respect to discussions on legislative issues with members of the Nevada Legislature and with respect to the submission of testimony before legislative committees.

26. 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

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>