

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

Day: Thursday
Date: April 16, 2015
Time: Beginning at 8:30 a.m.
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** - February 19, 2015
7. **For Possible Action: Adoption of Agenda**
8. **Special Presentations**
 - A) Presentation of a proclamation for “National Public Safety Telecommunicators Week,” April 13 - 17, 2015. (*Karin Mracek*)
 - B) Presentation of Length of Service certificates to City employees. (*Melanie Bruketta*)

Staff Summary: Once a month the Board of Supervisors present length of service certificates to employees for 5, 10, 15, 20, 25 and 30 years of City service.

Ordinances, Resolutions, and Other Items

9. **City Manager**

For Possible Action: To interview applicants John F. McKenna, Nickolas A. Providenti and Gayle H. Robertson and to appoint one of the applicants as Carson City Treasurer for a term ending January 2017. (*Melanie Bruketta*)

Staff Summary: The Board of Supervisors is responsible for filling the vacancy by appointing a suitable person who is an elector of Carson City. A thirty (30) day recruitment took place and the City received three applications from the following individuals: John F. McKenna, Nickolas A. Providenti & Gayle H. Robertson.

10. Assessor

For Possible Action: To approve the correction, decrease and refund of the taxes for the 2014-15 fiscal year for parcel number 004-011-01 (1313 S. Carson St.) per NRS 361.768 in the amount of \$20,540.54. *(Kimberly Adams)*

Staff Summary: A portion of the new construction that was added to the 2014-15 fiscal year was over assessed due to an incorrect effective age, therefore; the taxes on the property located at 1313 S. Carson St. (parcel number 004-011-01) was incorrect for the 2014-15 fiscal year. The Assessor's Office is requesting that the current fiscal year taxes be corrected, decreased and refunded in the amount of \$20,540.54 per NRS 361.768.

11. Community Development - Planning

For Possible Action: To recommend to the U.S. Department of Housing and Urban Development (HUD) approval of the Carson City 2015-16 Annual Action Plan to implement programs associated with the Community Development Block Grant (CDBG) and to forward the plan to HUD. *(Janice Keillor)*

Staff Summary: At the March 5, 2015 Board of Supervisors meeting, the Board reviewed and approved the 2015-16 CDBG Public Services and Public Improvements funding recommendations and opened a 30-day comment period for the 2015-16 Annual Action Plan. The Annual Action Plan establishes the distribution of CDBG funds between public services activities, public facilities and improvements, and planning, research, reports and administrative functions in accordance with HUD regulations. The CDBG funding available to Carson City for fiscal year 2015-16 is \$349,619 with an additional rollover amount of \$10,000 from the 2014 Planning and Administration budget.

12. Alternative Sentencing

For Possible Action: To accept the proposed updated Department of Alternative Sentencing fee schedule, per NRS. 211A.130. *(Tad Fletcher)*

Staff Summary: NRS 211A.130 requires the governing body of the Department of Alternative Sentencing to adopt a schedule of fees to be imposed on probationers or supervised releasees to defray the cost of the supervision of a probationer or a supervised releasee. The schedule adopted must provide for a monthly fee of not less than \$20 for the supervision of a probationer or a supervised releasee.

13. Finance

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 April 7, 2015 per NRS 251.030 and NRS 354.290. *(Nick Providenti)*

Staff Summary: NRS 251.030 requires the Finance Director (for the purpose of the statute acting as the County Auditor) to report to the Board of County Commissioners (or in our case 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.

- B) For Possible Action: To confirm the engagement of Sherman & Howard as bond counsel to Carson City, Nevada in connection with the \$6,000,000 Carson City Nevada General Obligation Sewer Bonds (Additionally Secured by Pledged Revenues) Series 2015B, with the \$15,225,000 Carson City, Nevada General Obligation (Limited Tax) Capital Improvement Refunding Bonds (Additionally Secured by Pledged Revenues) Series 2015C and the \$6,490,000 Carson City, Nevada Highway Revenue (Motor Vehicle Fuel Tax) Subordinate Lien Refunding Bonds, Series 2015. *(Nick Providenti)*

Staff Summary: The agreement between the City and the firm of Sherman & Howard sets forth the role proposed to be served and the responsibilities proposed to be assumed as bond counsel.

14. Parks and Recreation

- A) For Possible Action: To approve and accept the Schulz Ranch Landscape Maintenance District Petition and the Schulz Ranch Maintenance District Development Agreement for the planned Schulz Ranch Development as presented by Manhard Consulting LTD and staff. *(Roger Moellendorf and Chris Baker)*

Staff Summary: During the December 18, 2015 Board of Supervisors meeting Chris Baker of Manhard Consulting LTD and staff presented the Schulz Ranch Landscape Maintenance District Petition and the Development Agreement for the planned Schulz Ranch Development. No action was taken during the meeting as the Board had numerous questions regarding the Landscape Maintenance District Petition process and some of the terminology used in the Petition. Staff and the consultant feel that the revised petition resolves the questions and concerns expressed by the Board during the December 18, 2014 meeting. The Parks and Recreation Commission approved unanimously a recommendation for approval by the Board for acceptance with the added stipulation that all revenue derived from the landscape maintenance district to be dedicated solely to the maintenance of the proposed Schulz Ranch Development.

- B) For Possible Action: To authorize the Mayor to sign a letter addressed to the Bureau of Land Management providing comments on the Carson City District Draft Resource Management Plan and Environmental Impact Statement. *(Ann Bollinger)*

Staff Summary: The Bureau of Land Management (BLM) released the Draft Resource Management Plan (RMP) and Environmental Impact Statement (EIS) in late 2014, and they have conducted several public presentations throughout the region. The document is extensive. Based on past comments submitted by Carson City and recent comments received at advisory committee and commission meetings, staff has prepared comments on 12 subject areas. The deadline for comments is April 27, 2015.

15. Recess as 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 - February 19, 2015

19. Community Development - Redevelopment

For Possible Action: To amend the Carson City Redevelopment Authority Policies and Procedures, Section 3.2, Financial Assistance for Special Events, by amending subsection 3.21, Application Process, to direct certain arts and culture-related Special Event applications to the Cultural Commission for review and recommendations. *(Lee Plemel)*

Staff Summary: The proposed amendments would direct certain applications for Redevelopment Special Event funding to the Cultural Commission to make recommendations to the Redevelopment Authority for "arts and culture" special events. The Redevelopment Authority Citizens Committee will continue to review all other Redevelopment special event applications not classified as arts and culture special event applications.

20. 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.

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

22. Reconvene as the Board of Supervisors

23. City Manager

For Possible Action: To ratify the approval of bills and other requests for payments by the City Manager for the period of March 10, 2015 thru April 6, 2015. *(Nick Marano)*

Staff Summary: All bills or other requests for payment verified per CCMC 2.29.010 shall be presented by the Controller, together with the register book of demands and warrants to the City Manager who shall audit the same, and if found authorized, correct and legal, shall signify by his signature, as agent for the board, upon the register book of demands and warrants those demands which are approved or disapproved by him. Upon approval, the warrants, as prepared aforesaid, shall issue. The City Manager shall then cause the register book of bills and other requests for payment and warrants to be presented at least once a month to the board of supervisors, who shall by motion entered into its minutes, ratify the action taken on the bills or other requests for payment.

24. Board of Supervisors

Non-Action Items:

Legislative matters - no Board action will be taken - the Mayor may give limited staff direction regarding staff work and/or future agenda item(s).

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 – APPROXIMATE TIME – 2:00 P.M. –

25. Public Works

- A) For Possible Action: To direct staff to initiate the process of changing connection fees for water and sewer pursuant to recommendations from the Utility Financial Oversight Committee and FCS Group. *(Darren Schulz)*

Staff Summary: On February 18, 2015 the Utility Financial Oversight Committee reviewed a presentation from FCS Group and had discussion with staff and the public regarding connection fees for water and sewer utilities. The Committee reviewed three (3) scenarios using different customer base definitions for water, and updated sewer equivalent residential customer definitions for sewer and made recommendations to the Board of Supervisors.

- B) Presentation only: Presentation and discussion regarding the drought and drinking water supply. *(Darren Schulz)*

Staff Summary: Presentation and discussion on the relationship between the drought and Carson City's drinking water supply.

26. 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.

27. 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 the 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.

This meeting can be viewed on Channel 191. For specific dates and times - www.bactv.org.

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
Public Safety Complex 885 East Musser Street
City Hall 201 North Carson Street
Carson City Library 900 North Roop Street
Business Resource & Innovation Center (BRIC) 108 East Proctor Street

Date: April 9, 2015