



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

Day: Thursday
Date: December 3, 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 - Bruce Henderson, Airport Rd Church of Christ**
- 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 - November 5, 2015**
- 7. For Possible Action: Adoption of Agenda**
- 8. Special Presentations**

Recognition of this year's Silver & Snowflakes Festival of Lights Holiday Art Contest winner Ava Covington, an 8th grader at Carson Middle School.

Ordinances, Resolutions, and Other Items

- 9. Fire**

For Possible Action: To adopt Bill No. 112, on second reading, an ordinance amending the Carson City Municipal Code Title 5, Public Utility Franchises and Requirements, at Chapter 5.18.040-Fees and rates. The amendment adds a fee for Non-emergency Basic Life Support (BLS) ambulance service, at a base rate of \$295.00 per transfer. (*Robert Schreihans, rschreihans@carson.org*)

Staff Summary: With the recent addition of a BLS ambulance at the Carson City Fire Department, a base rate for service needs to be established in order for fees to be billed.

10. Finance

For Possible Action: To accept the report on the condition of each fund in the treasury and the statements of receipts and expenditures through November 23, 2015 per NRS 251.030 and NRS 354.290. (*Nancy Paulson, npaulson@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 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.

11. Purchasing and Contracts

For Possible Action: To approve Contract 1516-080 for the purchase of cationic flocculant chemical from Solenis LLC through Joinder Contract No. 156067 with the City of Salem, Oregon for a not to exceed amount of \$70,000 for FY 15/16 and \$120,000 for each FY's 16/17, 17/18, 18/19, and 19/20 to be funded from the chemicals account budget each year. (*Laura Tadman, ltadman@carson.org*)

Staff Summary: The wastewater treatment plant uses chemicals in the processing of the wastewater. Flocculant is used to aid in the separation of the water from the solids in the dewatering process. It is a required additive to ensure the solids that are taken to the landfill meet the required dryness standard as set forth in the landfill operating permit.

12. Parks and Recreation

For Possible Action: To introduce on first reading, revisions to Carson City Municipal Code Chapter 2.16 Parks and Recreation Commission, in Section 2.16.010 - Organization, Section 2.16.030 - Term of office, Section 2.16.040 - Meetings and officers - Legislative procedure - Removal of commissioners - No compensation and Section 2.16.050 - Duties and Responsibilities. (*Roger Moellendorf, rmoellendorf@carson.org*)

Staff Summary: During the November 4, 2015 Parks and Recreation Commission meeting the commission reviewed the existing CCMC Section 2.16 which is the enabling ordinance for the Parks and Recreation Commission. In order to improve efficiencies of both staff and the commission and to make the commission's operations and policies more consistent with other advisory committees, the commission unanimously approved revisions to the following sections: Section 2.16.010 - reduce the number of commissioners from nine to seven; Section 2.16.030 - delete reference to student; Section 2.16.040 - delete subsection 1 which references scheduling at least one regular meeting each month and subsection 5 delete "each month" and replace with "bi-monthly," and add "The bi-monthly meetings shall be held on the first Tuesdays of February, April, June, August, October and December;" Section 2.16.040 - add new subsection 6, "The Chair and the Parks and Recreation Director together can cancel a meeting or schedule a special meeting as needed;" and Section 2.16.050 - delete subsection 3.f. which references the fair and recreation board.

13. Community Development - Planning

- A) For Possible Action: To approve an Abandonment of Public Right-of-Way application from Bethlehem Lutheran School (property owner: Bethlehem Lutheran Church) to abandon approximately 8,570 square feet of public right-of-way at the terminus of Ivy Street, adjacent to APN 001-111-33. (AB-15-152) (*Susan Dorr Pansky, spansky@carson.org*)

Staff Summary: Pursuant to NRS 278.480 and CCMC Title 17, the applicant is proposing the abandonment of a portion of Ivy Street that is surrounded by the Bethlehem Lutheran School. The Planning Commission makes a recommendation on all Abandonment requests and the Board of Supervisors will make the final decision regarding the request.

- B) For Possible Action: To approve a Master Plan Amendment application to change the land use designation from Medium Density Residential (MDR) and Low Density Residential (LDR) to Open Space (OS) on property located at 501 and 502 South Ormsby Boulevard, APNs 003-151-25 and 009-014-05. (MPA-15-154) (*Susan Dorr Pansky, spansky@carson.org*)

Staff Summary: The two subject parcels have recently been acquired by Carson City for public uses. The parcels are intended to be used for public open space.

- C) For Possible Action: To approve a Master Plan Amendment to change the land use designation from Mixed-Use Employment (MUE) to Parks and Recreation (P&R) on property located east of Interstate 580 between East Fifth Street and North Lompa Lane, APN 010-041-74. (MPA-15-153) (*Susan Dorr Pansky, spansky@carson.org*)

Staff Summary: The subject parcel has recently been acquired by Carson City for public use. The parcel is intended to be used for a pathway that will connect existing pathways on the north and south sides of the parcel.

- D) For Possible Action: To introduce, on first reading, an ordinance to change the zoning from Agriculture (A) to Public Community (PC) on property located east of Interstate 580 between East Fifth Street and North Lompa Lane, APN 010-041-74 and to change the zoning from Single Family 6,000 (SF6) and Single Family Two Acre (SF2A) to Public Community (PC) on property located at 501 and 502 South Ormsby Boulevard, APNs 003-151-25 and 009-014-05. (ZMA-15-155) (*Susan Dorr Pansky, spansky@carson.org*)

Staff Summary: The subject properties have recently been acquired by Carson City for public uses. The parcel east of Interstate 580 will be used to create a pathway that will connect existing pathways on the north and south sides of the property. The two parcels on South Ormsby Boulevard will be used for public open space.

- E) For Possible Action: To accept the Carson City Master Plan Annual Report for consideration in setting City goals and work programs for 2016. (*Lee Plemel, lplemel@carson.org*)

Staff Summary: State law (NRS 278.190) requires the Planning Commission to annually make recommendations to the Board of Supervisors regarding the implementation of the Master Plan. The Master Plan Annual Report includes information regarding past, current and future Master Plan implementation actions for the Board's consideration.

14. City Manager

- A) For Possible Action: To appoint two members to the Carson City Regional Transportation Commission each for two year terms that expire December 31, 2017. (*Nick Marano, nmarano@carson.org*)

Staff Summary: NRS Chapter 277A.170 and CCMC 11.20.030 provide for the creation and organization of a five (5) member Regional Street and Highway Commission. Staggered two-year terms are served by two (2) members of the Board of Supervisors and three (3) representatives of the citizen-at-large. Members of the RTC also serve on the Carson Area Metropolitan Planning Organization (CAMPO). There are two vacancies due to members' terms expiring. A reappointment request was received from Jim Smolenski and one application from Jack Zenteno.

- B) For Possible Action: To rejoin the Nevada League of Cities and Municipalities - \$3,580 for FY2015-2016 & \$9,198 for FY2016-2017. (*Wes Henderson, whenderson@nvleague.org and Michael Salogga, msalogga@carson.org*)

Staff Summary: As per the direction from the Board at the July 16, 2015 meeting, staff has evaluated the feasibility of rejoining the Nevada League of Cities and Municipalities. Based on the ability to participate in five additional bill drafts with the Nevada Legislature and that city operations splits relatively evenly between city and county functions and the League's board is offering 50% discount on 2015-2016 dues as well 25% discount on 2016-2017 dues, staff is recommending that Carson City rejoin the League.

15. District Attorney

For Possible Action: Discussion regarding the policies and procedures for the City's Boards, Committees and Commissions and possible action directing staff on revisions to the policies and procedures adopted on September 6, 2012. (*Jason Woodbury, jwoodbury@carson.org*)

Staff Summary: The Board of Supervisors approved policies and procedures for the City's Boards, Committees and Commissions in September of 2012. The proposed revisions build on those policies and procedures and keep with the City's strategic goal of efficient government by providing our community with efficient services in a transparent and financially responsible manner.

16. 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

17. 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.

18. 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 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

Date: November 25, 2015