

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

Day: Thursday
Date: December 17, 2015
Time: Beginning at 8:30 am
Location: Community Center, Sierra Room
851 East William St
Carson City, Nevada

AGENDA

- 1. Call to Order - Board of Supervisors**
 - 2. Roll Call**
 - 3. Invocation - Dixie Jennings-Teats, First United Methodist 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 - November 19, 2015**
 - 7. For Possible Action: Adoption of Agenda**
 - 8. Special Presentations**
 - 8.A Presentation of a proclamation for Reno Rodeo Foundation Denim Drive. (Clara Andriola, Executive Director, Reno Rodeo Foundation)
 - 8.B Presentation of "Length of Service" certificates to City employees. (Melanie Bruketta, mbruketta@carson.org)

Staff Summary: Once a month the Board of Supervisors presents 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**
 - 9.A For Presentation Only: To provide a quarterly report on the Retention and Expansion Economic Development Plan for Carson City by the Northern Nevada Development Authority (NNDA) as approved on August 7, 2014. (Danny Campos)

Staff Summary: Staff from the Northern Nevada Development Authority (NNDA) will present progress against plan metrics including performance on overall plan goals, recruitment goals, retention goals and expansion goals.

9.B For Possible Action: To ratify the approval of bills and other requests for payments by the City Manager for the period of November 7, 2015 thru December 4, 2015. (Nick Marano, nmarano@carson.org)

Staff Summary: All bills or other requests for payment verified per CCMC 2.29 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.

10. Community Development - Planning

10.A For Possible Action: To adopt Bill No. 114 on second 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.

PUBLIC HEARING:

10.B For Possible Action: A hearing to consider a petition from downtown property owners to establish a Neighborhood Improvement District (NID) pursuant to Chapter 271 of Nevada Revised Statutes for the purpose of paying for maintenance of the Downtown Streetscape Enhancement Project, which includes improvements to Carson Street between Fifth Street and William Street, improvements to Third Street between Carson Street and Curry Street, and improvements to Curry Street between Musser Street and Robinson Street. (Lee Plemel, lplemel@carson.org)

Staff Summary: NRS 271.285 allows a petition signed by owners of tracts constituting at least one-half of the basis used for computation of assessments to be sufficient to initiate procedures for implementing a NID, and such petition has been submitted to the Carson City Planning Division. NRS 271.290 requires the Board of Supervisors to hold a public hearing on the petition to consider objections and any other information. Any owner of real property or tenant who resides or owns a business located within the proposed NID may present, orally or in writing, the reasons why he or she believes that the petition does not contain a sufficient number of qualified signatures, or that the Board of Supervisors cannot reasonably make the finding that the public interest will benefit by the provision of the proposed improvements within that part of the municipality with consideration of the differences it finds between the city as a whole and the territory within and adjacent to the proposed improvement district. The proposed NID includes private properties generally located along Carson Street and Curry Street

between Fifth Street and William Street, and on Plaza Street between Proctor Street and William Street. An ordinance to establish the NID is included as a separate item on the Board of Supervisors agenda.

10.C For Possible Action: To introduce, on first reading, an ordinance creating the Downtown Neighborhood Improvement District pursuant to Chapter 271 of Nevada Revised Statutes for the purpose of paying for maintenance of the Downtown Streetscape Enhancement Project, which includes improvements to Carson Street between Fifth Street and William Street, improvements to Third Street between Carson Street and Curry Street, and improvements to Curry Street between Musser Street and Robinson Street. (Lee Plemel, lplemel@carson.org)

Staff Summary: The purpose of establishing the NID is to assess the private property owners within the area for the cost of ongoing maintenance of the Downtown Streetscape Enhancement Project improvements to provide for consistent maintenance of the improvements. The proposed NID includes private properties generally located along Carson Street and Curry Street between Fifth Street and William Street, and on Plaza Street between Proctor Street and William Street.

11. Public Works

11.A For Possible Action: To adopt a Resolution determining that the new Third Street Plaza be named after Bob McFadden. (Darren Schulz, dschulz@carson.org)

Staff Summary: Bob McFadden loved Carson City. He was especially enthralled with the rich tradition and true Americana that is the Capital of Nevada. As a history buff, real estate expert, collector of anything Nevada from fine art and rare bottles to Casino memorabilia, Bob was a true visionary. He saw the potential in restoring dilapidated historical buildings and homes from the 1800's forward and their surrounding commercial districts. Bob's revitalization of the St. Charles Hotel, 3rd and Carson, the Desert Air Motel and the Krebs-Peterson Mansion are just a few examples of the accomplishments of a man with great love for his community. For this reason and so many more, it is with great pride and appreciation for all of his efforts in bringing back Carson City to its original boom-town luster, that a memorial area where Families, Friends, and City Leaders can gather and reflect on the greatness of Carson City, Nevada. This location shall be deservedly named the Bob McFadden Plaza.

11.B For Possible Action: To approve the 90% design of the Downtown Streetscape Project and to direct staff to complete the design. (Danny Rotter, drotter@carson.org)

Staff Summary: At previous Board of Supervisor's meetings, staff informed the Board that they would provide periodic updates on activity regarding the Downtown Carson Street Project, with specific checkpoints to provide approval.

12. 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 -- APPROXIMATE TIME -- 1:30 P.M. --

13. Parks and Recreation

13.A For Possible Action: To provide the Cultural Commission and City staff comments on the DRAFT Carson City Art and Culture Master Plan. (Vern Krahn, vkrahn@carson.org)

Staff Summary: On May 21, 2015 during the Cultural Commission's 2014/15 Annual Report and 2015/16 Work Plan presentation to the Board of Supervisors, the Board moved to have the Commission prepare updates for an Arts and Culture Master Plan for Carson City and report back in six months. The Commission has completed its work and is seeking comments from the Board of Supervisors on the DRAFT Master Plan prior to staff beginning the plan's formal adoption process.

13.B For Possible Action: To approve a lease agreement between the city and the Foundation for Carson City Parks and Recreation, Inc. for the use of the Wungnema House. (Roger Moellendorf, rmoellendorf@carson.org)

Staff Summary: Attached is a proposed lease agreement between the City of Carson City and the Foundation for Carson City Parks and Recreation, Inc. for the use of the Wungnema House. The lease was approved by the Carson City Parks and Recreation Commission during their December 1, 2015 meeting.

13.C For Possible Action: To adopt on second reading, Bill No. 113 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. The revisions were approved by the Board of Supervisors at the 12/3/15 first reading.

14. Finance

14.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 December 3, 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.

14.B For Possible Action: To accept the Carson City Comprehensive Annual Financial Report for the fiscal year ended June 30, 2015. (Nancy Paulson, npaulson@carson.org)

Staff Summary: City staff and representatives from Eide Bailly, LLP will be making a presentation of the City's financial status as well as recommendations for improvement.

14.C For Possible Action: To adopt the Carson City Plan of Corrective Action for the FY 14-15 statutory violations included in the annual audit. (Nancy Paulson, npaulson@carson.org)

Staff Summary: Within 60 days after the delivery of the annual audit to the local government, the governing body shall 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.

15. City Manager

15.A For Possible Action: To appoint four members to the 9-1-1 Surcharge Advisory Committee. One position to fill an unexpired term ending on December 31, 2016 and three positions, each for terms that will expire on December 31, 2017. (Nick Marano, nmarano@carson.org)

Staff Summary: Pursuant to NRS 244A.7645, CCMC 4.05.030 creates a six member advisory committee called the "9-1-1 Surcharge Advisory Committee." There are four openings, three of which are due to the expiration of current terms and one to fill an unexpired term. Reappointment requests were received from Anne Keast and Denis Bauer. New applications were received from Steve Grundy and Robert Stanford.

****TIME SPECIFIC -- 5:30 P.M.****

16. Community Development - Planning

PUBLIC HEARING:

16.A For Possible Action: A hearing to consider an appeal of the Planning Commission's approval of a request from Jeff Frame (property owners: Mark Turner and Sean Richards) for a Special Use Permit to allow multi-family apartments in a Retail Commercial (RC) zoning district on property zoned Retail Commercial-Planned Unit Development (RC-PUD), located on GS Richards Boulevard and Country Club Drive, APNs 007-461-22 and 007-461-23. (SUP-15-077) (Susan Dorr Pansky, spansky@carson.org)

Staff Summary: The Special Use Permit (SUP-15-077) for a 90-unit multi-family apartment complex was reviewed and conditionally approved by the Planning Commission on September 30, 2015. Decisions of the Planning Commission may be appealed to the Board of Supervisors. An appeal of the Planning Commission's approval of SUP-15-077 was jointly filed by two property owners in the vicinity of the proposed project. The Board of Supervisors may uphold, modify or reverse the Planning Commission's decision.

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

***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

December 10, 2015