

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

Day: Thursday
Date: March 3, 2016
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** - Louis Locke, Fountainhead Foursquare 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** - January 21, 2016
- 7. For Possible Action: Adoption of Agenda**
- 8. Special Presentation**

8.A Presentation of a proclamation for Nevada Moves Day, March 16, 2016. (Nicki Aaker, naaker@carson.org)

Ordinances, Resolutions, and Other Items

- 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 February 19, 2016 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.

9.B For Possible Action: To allocate the Community Development Block Grant (CDBG) funding for FY2016-17, and to open a 30-day public comment period from March 3 to April 1, 2016 for review of the Carson City draft CDBG 2016-17 Annual Action Plan to implement the Department of Housing and Urban Development (HUD) CDBG Program. (Janice Keillor, jkeillor@carson.org)

Staff Summary: The CDBG funding available to Carson City for fiscal year 2016-17 is approximately \$349,619 based on the 2015 funding allocation. There will be approximately \$52,442 (15% maximum) for public services activities, approximately \$227,000 for public facilities and improvements, and approximately \$69,923 (20% maximum) for planning and administration. A community-based Application Review Workgroup (ARW) conducted a public meeting to interview the CDBG applicants on February 11, 2016 and then ranked the applications for recommendation to the Board of Supervisors.

10. Public Works

10.A For information only: A presentation and discussion on the status of the Water Resource Recovery Facility Phase 1A project. (Darren Schulz, dschulz@carson.org)

Staff Summary: WRRF Phase 1A project update.

11. Purchasing and Contracts

11.A For Possible Action: To approve Contract No. 1314-132B, Water Resource Recovery Facility Phase 1A Construction Manager at Risk (CMAR) Construction Services, to K. G. Walters Construction / Q & D Construction, a joint venture, for an amount not to exceed of \$29,991,581.00 to be funded from the Sewer Capital-Construction Fund as provided in fiscal years 2015/2016, 2016/2017, 2017/2018 and 2018/2019. (Laura Tadman, LTadman@carson.org and David Bruketta, DBruketta@carson.org).

Staff Summary: This contract is to provide CMAR construction services for the Water Resource Recovery Facility Phase 1A upgrades. The upgrades include a new bio-reactor to replace the existing bio-towers and aeration pond, a new secondary clarifier, a new digester mixing and heating system, two new standby generators, and major upgrades to the existing electrical and controls systems. City staff, the building department and third party special inspectors will work with the CMAR during the construction process to assist in quality control and quality assurance on the installation of new materials and equipment.

11.B For Possible Action: To approve Contract No. 1415-213 Water Resource Recovery Facility Phase 1A upgrades Special Inspections and Materials Testing to Construction Materials Engineers, Inc. for an amount not to exceed of \$998,639.00 to be funded from the Sewer Capital-Construction Fund as provided in FY 2015/2016 and FY 2016/2017. (Laura Tadman, LTadman@carson.org and David Bruketta, DBruketta@carson.org).

Staff Summary: This contract is to provide special inspections and materials testing during the Water Resource Recovery Facility Phase 1A upgrades. The firm Construction Materials Engineers, Inc. was selected via RFP #1415-213- Request for Proposals for Materials Testing & Special Inspections.

11.C For Possible Action: To determine that ARMAC Construction is the lowest responsive bidder pursuant to NRS Chapter 338 and to award Contract No. 1516-088 Juvenile Detention Fenced Parking Area to ARMAC Construction for a bid amount of \$128,131, plus a contingency amount of \$12,813, for a total not to exceed amount of \$140,944 to be funded from the Capital Project and the Capital Outlay/Court Funds as provided in fiscal year 15/16. (Laura Tadman; LTadman@carson.org and Darren Schulz; DSchulz@carson.org).

Staff Summary: Carson City received sealed bids for all labors, material, tools, and equipment necessary for the Juvenile Detention Fenced Parking Area. The Juvenile Detention Fenced Parking Area Project consists of constructing a secured parking area at the Juvenile Court. The project includes but is not limited to paving, concrete flatwork, fencing, landscaping, and electrical improvements.

11.D For Possible Action: To approve contract number 1516-076, Landfill Tipper, with South Tahoe Refuse & Recycling / Douglas Disposal & Recycling Services for disposal of solid waste at the Carson City Landfill (Laura Tadman, LTadman@carson.org and Darren Schulz, DSchulz@carson.org).

Staff Summary: South Tahoe Refuse & Recycling / Douglas Disposal & Recycling Services (STR/DDI) is proposing to purchase equipment and to bring solid waste to the Carson City Landfill in exchange for a reduced rate and repayment for equipment financing.

12. Department of Alternative Sentencing

12.A Presentation only: The Department of Alternative Sentencing Annual Review and Staffing Report. (Tad Fletcher, tfletcher@carson.org)

Staff Summary: Chief Tad Fletcher will conduct a powerpoint presentation to the Board of Supervisors regarding the 2015 Calendar year and a staffing report.

12.B For Possible Action: To approve the application process for the State of Nevada Department of Public Safety, Office of Traffic Safety Grant to fund a full time DUI Case Manager from October 1, 2016 to September 30, 2017. (Tad Fletcher, tfletcher@carson.org)

Staff Summary: The Department of Alternative Sentencing would like to submit for a grant to fund the DUI Case Manager full time position. The DUI Case Manager takes part in the Western Regional DUI Offender Specialty Court, Mental Health Specialty Court and the Misdemeanor Treatment Court. The DUI Case Manager attends all Specialty Court meetings, Court sessions, administers drug and alcohol testing, coordinates inpatient treatment programs and meets with the court participants one on one confirming they are in compliance with their programs.

12.C For Possible Action: To approve the application process for the Department of Justice Body Armor grant for the FY17 year. (Tad Fletcher, tfletcher@carson.org)

Staff Summary: The Department of Alternative Sentencing would like to submit for a grant to fund replacement vests for the Carson City Department of Alternative Sentencing. The Department needs to replace 8 body armor vests in the FY17 year and by obtaining the grant, it will cover 50% of the purchase.

13. Parks and Recreation - Open Space

13.A For Possible Action: To approve the Open Space Advisory Committee's Annual Report for 2015. (Ann Bollinger, abollinger@carson.org)

Staff Summary: Carson City Municipal Code Section 13.06.090 requires that the Open Space Advisory Committee provide an annual report of their activities to the Board of Supervisors. The report contains information on the activities of the Open Space Division organized into the following categories: Activities and Events, Capital Improvement Projects, Land Acquisitions, Land Management, and Planning Activities and Reports.

14. Clerk-Recorder

14.A For Possible Action: Setting the time to close the County Clerk's office on the last two days of voter registration for the 2016 Primary and General Elections. (Sue Merriwether, smerriwether@carson.org)

Staff Summary: With the approval of the Board of Supervisors, NRS 293.560 gives the County Clerk the option to close the Clerk's office at 5:00 p.m. during the last two days of voter registration for the Primary and General elections. Due to the additional hours the Clerk's office is open on Saturdays (10:00 a.m. - 2:00 p.m.) and the availability of online registration through 11:59:59 p.m. on the last day of registration, Carson City residents are not coming into the Clerk's office to register to vote in person after 5:00 p.m.

15. City Manager

15.A For Possible Action: To appoint Tina Petersen to the 9-1-1 Surcharge Advisory Committee for a term 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." Tina Petersen currently occupies the "Local Exchange Carrier" position and is seeking reappointment.

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

-- LUNCH BREAK --
-- RETURN - APPROXIMATE TIME - 1:30 P.M. --

17. Recess as the Board of Supervisors

Redevelopment Authority

18. Call to Order & Roll Call - Redevelopment Authority

19. 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.

20. Community Development

20.A For Possible Action: To adopt Resolution No. 2016-RAR-___ to establish the Carson City Redevelopment Façade Improvement Program for Redevelopment Project Areas 1 and 2. (Lee Plemel, lplemel@carson.org)

Staff Summary: The Redevelopment Authority approved a prioritization of objectives, projects and programs on October 15, 2015. The third priority was to implement a Façade Improvement Program. The purpose of this item is to establish the Façade Improvement Program, including the maximum allowable funding, the percentage of required matching funds, and other Façade Improvement Program requirements. A Façade Improvement Program assists property owners with improving the exterior appearance of their buildings, thereby improving the general appearance and attractiveness and increasing the overall desirability of the area. The Redevelopment Authority and the Board of Supervisors must each adopt a Resolution to establish the Program.

20.B For Possible Action: To accept the Redevelopment allocation plan for Redevelopment undesignated infrastructure funds for Fiscal Year 2015-16 and estimating future allocations for the following four years as recommended by the Redevelopment Authority Citizens Committee to implement Redevelopment objectives as prioritized by the Redevelopment Authority. (Lee Plemel, lplemel@carson.org)

Staff Summary: The Redevelopment Authority approved a prioritization of objectives, projects and programs on October 15, 2015, to pursue with the use of undesignated Redevelopment funds. It is anticipated that the five-year allocation plan will be reviewed and adjusted by Redevelopment Authority each year going forward.

20.C For Possible Action: To make a recommendation to the Board of Supervisors regarding the expenditure of \$150,000 from the Fiscal Year 2015-16 Redevelopment Revolving Fund and \$50,000 from the Fiscal Year 2016-17 Redevelopment Revolving Fund, authorizing a total of \$200,000 to support the Carson City Redevelopment Façade Improvement Program, and authorizing the expenditure of \$15,000 from the Fiscal Year 2015-16 Redevelopment Revolving Fund and \$25,000 from the Fiscal Year 2016-17 Redevelopment Revolving Fund,

authorizing a total of \$40,000 to support street closures for special events, subject to Board of Supervisors approval of the Fiscal Year 2016-17 budget. (Lee Plemel, lplemel@carson.org)

Staff Summary: The purpose of these expenditures is to implement the priority actions as approved by the Redevelopment Authority pursuant to the five-year Redevelopment allocation plan approved by the Redevelopment Authority earlier on this agenda. Expenditures from the Redevelopment Revolving Fund must be approved by Resolution of the Board of Supervisors.

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

24.A For Possible Action: To adopt Resolution No. 2016-R-__ to establish the Carson City Redevelopment Façade Improvement Program for Redevelopment Project Areas 1 and 2. (Lee Plemel, lplemel@carson.org)

Staff Summary: The Redevelopment Authority approved a prioritization of objectives, projects and programs on October 15, 2015. The third priority was to implement a Façade Improvement Program. The purpose of this item is to establish the Façade Improvement Program, including the maximum allowable funding, the percentage of required matching funds, and other Façade Improvement Program requirements. A Façade Improvement Program assists property owners with improving the exterior appearance of their buildings, thereby improving the general appearance and attractiveness and increasing the overall desirability of the area. The Redevelopment Authority and the Board of Supervisors must each adopt a Resolution to establish the Program.

24.B For Possible Action: To adopt Resolution No. 2016-R-__ authorizing the expenditure of \$150,000 from the Fiscal Year 2015-16 Redevelopment Revolving Fund and \$50,000 from the Fiscal Year 2016-17 Redevelopment Revolving Fund, authorizing a total of \$200,000 to support the Carson City Redevelopment Façade Improvement Program, and authorizing the expenditure of \$15,000 from the Fiscal Year 2015-16 Redevelopment Revolving Fund and \$25,000 from the Fiscal Year 2016-17 Redevelopment Revolving Fund, authorizing a total of \$40,000 to support street closures for special events, subject to Board of Supervisors approval of the Fiscal Year 2016-17 budget, as expenditures 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 MAJORITY VOTE (AT LEAST FOUR MEMBERS) OF THE BOARD OF SUPERVISORS.

Staff Summary: The purpose of these expenditures is to implement the priority actions as approved by the Redevelopment Authority pursuant to the five-year Redevelopment allocation

plan approved by the Redevelopment Authority earlier on this agenda. Expenditures from the Redevelopment Revolving Fund must be approved by Resolution of the Board of Supervisors.

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 accept additional grant funding in the amount of \$7,700 from the Nevada State Historic Preservation Office on behalf of the National Park Service for the 2015 Historic Preservation Fund Grant to provide Historic Structures Reports for the Nevada State Prison. (Susan Dorr Pansky, spansky@carson.org)

Staff Summary: In November 2015, the Board of Supervisors voted to accept a grant from the Nevada State Historic Preservation Office (SHPO) on behalf of the National Park Service in the amount of \$29,000 for the 2015 Historic Preservation Fund Grant. This grant was awarded to complete Historic Structures Reports for the Nevada State Prison. SHPO recently contacted Planning Division staff to offer an additional \$7,700 for this grant, bringing the total grant funding amount to \$36,700.

24.D For Possible Action: To adopt Bill No. 103 on second reading, Ordinance No. _____, an ordinance approving an amendment to the development agreement between Carson City and Ross Park, LLC, to extend the tentative planned unit development map expiration date to March 15, 2017, for the development known as Ross Park, located at 4749 Snyder Avenue, APN 009-139-01, (MISC-16-006). (Susan Dorr Pansky, spansky@carson.org)

Staff Summary: The Ross Park Planned Unit Development tentative map will expire on March 15, 2016, unless the Board approves an extension of time as permitted under the current development agreement. The developer is requesting an extension of time to 2017 (one year) to allow adequate time to complete the processing of all necessary improvement permits and to record the final map.

24.E For Possible Action: To adopt Bill No. 104 on second reading, Ordinance No. _____, an ordinance to change the zoning from Single Family 6,000 (SF6) to Neighborhood Business (NB) on property located on Emerson Drive, APN 002-751-07. (ZMA-15-178) (Susan Dorr Pansky, spansky@carson.org)

Staff Summary: The existing single family residential zoning district for the subject property is not consistent with the Master Plan land use designation of Community/Regional Commercial. A commercial zoning district such as Neighborhood Business is more consistent with the Master Plan and would allow the applicant to apply for a Special Use Permit to develop the property as multi-family apartments.

25. Parks and Recreation

25.A Discussion only on a report on the 2015 Nevada Fair. (Roger Moellendorf, rmoellendorf@carson.org)

Staff Summary: The 2015 Nevada Fair was a popular and socially successful community event, however, a combination of low profitability and an unusually large investment in city forces labor makes the Nevada Fair sustainability questionable.

25.B For Possible Action: To direct staff to discontinue the Nevada Fair for 2016 and to pursue a collaboration with the Nevada State Fair, LLC, University of Nevada Cooperative Extension and 4H to combine a youth livestock and agriculture show with the Nevada State Fair in 2017. (Roger Moellendorf, rmoellendorf@carson.org)

Staff Summary: Discontinuing the Nevada Fair in 2016 will eliminate confusion among the public and competition for sponsorships, vendors, carnival operators and advertisers with the Nevada State Fair scheduled for June 9-12, 2016 in Mills Park. Staff has met with Bob Robinson of the Nevada State Fair, LCC, Lindsay Chichester of Nevada Cooperative Extension and Sandy Wallin of 4H regarding combining a youth livestock and agriculture show with the Nevada State Fair in 2017. All parties agree that combining these activities will accomplish the goal of hosting and instituting a successful comprehensive state fair in Carson City.

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 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
<https://notice.nv.gov/>

Dated: February 25, 2016