

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

**Day:** Thursday  
**Date:** July 21, 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 - Nick Emery, Good Shepherd Wesleyan**
- 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 - June 16, 2016**
- 7. For Possible Action: Adoption of Agenda**
- 8. Special Presentations**
  - 8.A Presentation of a proclamation for National Night Out - Law Enforcement and Public Safety Crime Prevention Month, August 2016. (Ken Furlong and Steve Albertsen)
  - 8.B Presentation of a proclamation for Parks and Recreation Month, July 2016. (Jennifer Budge)
  - 8.C Presentation of Length of Service certificates to City employees. (Melanie Bruketta, mbruketta@carson.org)

**Ordinances, Resolutions, and Other Items**

## **9. Purchasing and Contracts**

9.A For Possible Action: To approve Contract No. 1617-028, a joinder contract with Thomas Petroleum, LLC, Carson Valley Oil, Co., and Flyers Energy, LLC, through the State of Nevada RFQ/Contract #3064, Amendment 1, for bulk fuel and delivery services, and with Thomas Petroleum, LLC through the State of Nevada RFQ/Contract #3125, cardlock fueling network, for an amount not to exceed \$981,425 from various city fuel accounts as approved in the FY17 budget. (Laura Tadman, ltadman@carson.org and Zach Good, zgood@carson.org)

Staff Summary: Contract No. 1617-028 will provide citywide fuel services through the purchase and delivery of bulk fuel and use of the cardlock fueling network for a one year contract, starting July 1, 2016 and ending June 30, 2017.

## **10. Finance**

10.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 July 8, 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](http://www.carson.org).

## **11. Fire**

11.A For Possible Action: To authorize the mayor to sign an agreement to provide wheelchair van services between Carson Tahoe Regional Healthcare, a Nevada non-profit corporation, and Carson City Fire Department. (Robert Schreihans, rschreihans@carson.org)

Staff Summary: This is a new agreement between Carson Tahoe Regional Healthcare and Carson City Fire Department, which will provide wheelchair van services to residents of the area. An original agreement was signed in March, 2012, with subsequent agreements signed in 2013 and 2014.

## **12. City Manager**

12.A Presentation Only: Overview of the water resources for the Carson River Watershed. (Ed James)

Staff Summary: Edwin James, General Manager of the Carson Water Subconservancy District, will give a presentation on the water resources for the Carson River Watershed. Included in his presentation will be a comparison of last year's river runoff to this year's river runoff. Mr. James will also discuss groundwater supplies, water quality, climate changes, and other water-related issues.

12.B For Possible Action: To ratify the approval of bills and other requests for payments by the City Manager for the period of June 4, 2016 thru July 8, 2016. (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.

### **13. Parks and Recreation - Open Space**

13.A For Possible Action: To recommend approval of an interlocal contract with the Carson Water Subconservancy District where the District agrees to fund up to \$75,000 for the purposes of assisting with Carson City's Golden Eagle Lane Erosion Control Project, and to authorize the Mayor to sign the agreement. (Richard Wilkinson, rwilkinson@carson.org).

Staff Summary: Staff has been working on several grant sources for funding to complete erosion control and Carson River watershed improvement work along Golden Eagle Lane. The Carson Water Subconservancy District has agreed to set aside \$75,000 for fiscal year 2016-17 for the purposes of assisting with Carson City's Golden Eagle Lane Erosion Control Project. This interlocal agreement acknowledges the acceptance of those funds, and sets forth the terms and conditions required for reimbursement by the Carson Water Subconservancy District.

### **14. Recess as the Board of Supervisors**

#### **Board of Health**

### **15. Call to Order & Roll Call - Board of Health**

### **16. 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.

### **17. For Possible Action: Approval of Minutes - May 19, 2016**

### **18. Health and Human Services**

18.A For Possible Action: Proposal of the Health Officer's Report for approval, with feedback and direction from the Board discussed at the meeting incorporated. (Nicki Aaker; naaker@carson.org)

Staff Summary: Provide an update on the Health Officer's engagement in the department and the community. This is an opportunity to formally inform the Board of Health of the Health Officer's role and her current projects. Feedback and direction requested from the Board

regarding the Health Officer's report concerning activities the Health Officer is engaged in both internally and externally for Carson City Health and Human Services.

18.B Presentation Only: Presentation and discussion by Bruce Lockwood, Professional Research Consultants, Inc. of Carson Tahoe Health's 2016 Community Health Needs Assessment. (Nicki Aaker, naaker@carson.org)

Staff Summary: Key findings and areas for opportunities from Carson Tahoe Health's 2016 Community Health Needs Assessment (CHNA) will be presented. The 2016 PRC Community Health Needs Assessment, a follow-up to a similar study conducted in 2010 and 2013, is a systematic, data-driven, approach to determining the health status, behaviors and needs of residents in the service area of the Carson Tahoe Health. PRC is a nationally-recognized healthcare consulting firm with extensive experience conducting CHNA in hundreds of communities across the United States since 1994.

18.C For Possible Action: Review and provide possible revision to Carson City Health and Human Services' current strategies in place to address "areas for improvement" identified by the Public Health Accreditation Board (PHAB) during a site visit. (Nicki Aaker, naaker@carson.org and Taylor Radtke, tradtke@carson.org)

Staff Summary: Carson City Health and Human Services is requesting the Carson City Board of Health's input on strategies currently in place along with proposed strategies to address "areas for improvement" identified in the Site Visit Report.

**19. 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.

**20. For Possible Action: To Adjourn as the Board of Health**

**21. Reconvene as the Board of Supervisors**

**22. Public Works**

22.A For Possible Action: To approve the lease of Suite 10 at 2621 Northgate Lane to the Capital City C.I.R.C.L.E.S. Initiative, non-profit charitable organization, as it will be in the best interest of Carson City pursuant to NRS 244.284. (Stephanie Hicks, SHicks@carson.org)

Staff Summary: The lease between Carson City and the Capital City C.I.R.C.L.E.S. Initiative, a non-profit organization, for the office space at 2621 Northgate Lane, Suite #10 expires on August 31, 2016. The Capital City C.I.R.C.L.E.S. Initiative has requested a new five-year (5-year) lease with one (1) five-year option to renew subject to the same basic terms and conditions as the previous lease.

22.B For Possible Action: To accept the dedication of right-of-way from APNs 008-922-26 & 008-923-10, located at the southwest and southeast corners of the intersection of College Parkway and Research Way. (Stephanie Hicks, SHicks@carson.org)

Staff Summary: Maverik, Inc. (APN 008-922-26) and Nevada State Bank (APN 008-923-10) have agreed to dedicate this right-of-way required for the College Parkway and Research Way Traffic Signal Project at no cost to the City. This additional right-of-way will allow for the widening of the intersection to accommodate vehicle turn movements, as well as provide for reconstruction of the curb, gutter and sidewalk improvements.

22.C For Possible Action: To provide recommendation to the Bureau of Land Management (BLM) regarding the sale of 1251 Pinion Hills Drive, APN 010-082-04, consisting of approximately 2.27 acres, identified for disposal in the Omnibus Public Land Management Act of 2009 (OPLMA). (Stephanie Hicks, SHicks@carson.org)

Staff Summary: The OPLMA provides that certain BLM properties are to be offered for sale through a competitive bidding process. This parcel is zoned Single-Family-1 Acre with a Low Density Residential master plan designation and can be developed with a residence. At least one person has expressed interest in the purchase of this parcel.

### **23. 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. --**

### **24. City Manager**

24.A For Possible Action: To appoint three members to the Carson City Visitors Bureau as a representative for the following positions: Hotel/Motel Industry, Other Commercial Interests and Citizen-at-Large. All three terms will expire July 2018. (Nick Marano, nmarano@carson.org)

Staff Summary: NRS 244A.599 provides for the Board of Supervisors to appoint five representatives to the fair and recreation board, known as the Visitors Bureau. The categories for representatives are as follows: two members to represent the hotel and motel operators in the city; one member to represent the other commercial interests in the city; one member who is a member of the Board of Supervisors; one member to represent the city-at-large. There are three positions open due to the expiration of the current member's term. Jonathan Boulware has applied for reappointment to the Hotel/Motel Industry position, Renee Plain has applied for reappointment to the Other Commercial Interests position. A new application was received from Sandra Nagel for the Citizen-at-Large position.

24.B For Possible Action: To appoint one member to the Airport Authority "Manufacturer" position to fill a partial term that will expire October 2017. (Nick Marano, nmarano@carson.org)

Staff Summary: The Airport Authority Act for Carson City. Chapter 844, Statutes of Nevada 1989, creates a seven member authority as appointed by the Board of Supervisors. As stated in Section 4, the member categories are as follows: 1. Three members who represent the general public – at least one of these members must be a city official selected by the BOS and one must be a pilot who, at time of appointment, owns and operates an aircraft based at the airport; 2. Two members who are manufacturers in the CC industrial airport; 3. Two members who are fixed base operators at the airport. There is one vacancy on the Airport Authority, for the “Manufacturer” position to be filled due a member's resignation. A new application was submitted by Larry Tores.

## **25. Community Development - Planning**

25.A For Possible Action: To adopt Bill No. 112, on second reading, an ordinance amending Title 8, Public Peace, Safety And Morals, Chapter 8.10, Recreational Vehicle Parking, Sections 8.10.040, Definitions, and 8.10.050, Recreational Parking On Public Streets, to add utility trailers to the list of recreational vehicles for which on-street and off-street parking requirements apply and to limit on-street parking of recreational vehicles to specific periods for loading and unloading only. (Lee Plemel, LPlemel@carson.org)

Staff Summary: As it is currently written, CCMC 8.10.050 is difficult to legally enforce. The proposed ordinance will make modifications that will alleviate that concern and also make it easier for code enforcement to establish a method to track on-street RV parking time limits for enforcement purposes, meeting the original intent of the RV parking ordinance.

25.B For Possible Action: To approve a Final Subdivision Map known as Schulz Ranch, Phase 2 from Lennar Reno, LLC resulting in the creation of 105 residential lots on property zoned Single Family 6,000 - Specific Plan Area (SF6-SPA), located on Center Drive, APNs 009-311-69 and 009-311-71, which fully complies with all of the conditions of approval as contained in the Schulz Ranch Common Open Space Development Tentative Map staff report and Schulz Ranch Development Agreement, as amended, pursuant to the requirements of Carson City Municipal Code (FSM-14-078). (Susan Pansky, spansky@carson.org)

Staff Summary: The Board of Supervisors granted approval of the Tentative Subdivision Map for the Schulz Ranch Common Open Space Development on October 20, 2005 and subsequently approved a Development Agreement on September 1, 2011 and a Development Agreement Amendment on April 3, 2014. The first Final Subdivision Map for Schulz Ranch recorded on August 11, 2014. Per Carson City Municipal Code, Section 17.06.015 (Time Limit for Recording), successive maps in a series of phased Final Subdivision Maps must be approved by the Board of Supervisors within two years of the recordation of the preceding map for the Tentative Subdivision Map to remain valid.

25.C For Possible Action: To approve a request from State Street Development LLC (property owner: State Street Development LLC) for a Tentative Planned Unit Development to create 105 single family attached residential lots, including a request for a reduction in perimeter setbacks, a reduction in the minimum lot size, the use of a modified parking standard, and a Special Use Permit to allow a residential use on property zoned General Commercial (GC), located at State Street, APN 002-441-23. (Hope Sullivan, hsullivan@carson.org)

Staff Summary: Pursuant to Section 17.09 of the Carson City Municipal Code, the applicant is seeking to create 105 attached residential lots on a 7.8 acre site located on the west side of State Street.

**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**

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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](http://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.

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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>