

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

**Day:** Thursday  
**Date:** September 15, 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 - August 18, 2016**
- 7. For Possible Action: Adoption of Agenda**
- 8. Special Presentations**

8.A Presentation of Length of Service certificates to City employees. (Melanie Bruketta, mbruketta@carson.org)

Staff Summary: Each month the Board of Supervisors presents Length of Service certificates to employees who have completed 5, 10, 15, 20, 25 and 30 years of City service.

**Ordinances, Resolutions, and Other Items**

- 9. Carson City Airport Authority**  
  
9.A For Possible Action: To introduce, on first reading, an ordinance amending the Carson City Municipal Code Title 19, Airport Rules and Regulations, Sections 19.02.020.340 and 19.02.020.200 to allow for use of over-the-counter building permits and to correct the reference to landing pattern diagrams. (Steve Tackes, Stackes@kcnvlaw.com)

Staff Summary: The proposed language would allow for issuance by the City of building permits without prior Airport Authority approval for minor projects handled through the Building Department's over-the-counter process. The proposed language would also correct the reference to the location of the Airport landing pattern diagrams by referencing the Airport webpage.

## **10. Assessor**

10.A For Possible Action: To approve the removal of the Real Property Taxes and Penalties for the 2016/17 fiscal year for parcel number 001-173-02 (201 Fleischmann Wy) per NRS 361.140(1)(a) in the amount of \$1,209.08. (Kimberly Adams, kadams@carson.org)

Staff Summary: Parcel number 001-173-02 was purchased by Talia Friends of Existence on December 18, 2015. Per NRS 361.140(1)(a), Talia Friends of Existence is a non-profit organization and qualifies for an exemption on both Real and Personal Property Taxes.

## **11. Finance**

11.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 September 2, 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.

## **12. Purchasing and Contracts**

12.A For Possible Action: To approve the purchase of roofing material from Garland/DBS, Inc. through Joinder Sealed Bid # 09-5408 with US Communities, a National Cooperative Purchasing Program for a total amount of \$152,972.03 to be funded from the Quality of Life Fund, Capital Projects Account. (Laura Tadman; LTadman@carson.org and Darren Schulz; DSchulz@carson.org)

Staff Summary: The Aquatic Center roof has damaged areas and is in need of maintenance. Garland/DBS's White Knight product will be used to coat the Upper Aquatic Center roof. NRS 338.1423 requires the City to pay sales tax on materials purchased for installation by a contractor. A licensed contractor will apply the product under a separate labor contract for a not to exceed cost of \$54,278.40. The total cost of this project will be \$207,250.43.

## **13. Public Works**

13.A For Possible Action: To accept the dedication of right-of-way from Schulz Ranch Subdivision Phase 1 to include portions of Arc Dome Drive, Sawtooth Ridge Drive, Montgomery Pass Court, Cone Peak Drive, Martis Peak Drive, Lahontan Drive, Monument Peak Drive, Wheeler Peak Drive, and of Race Track Road, and Common Area "A" and "B"

also known as APN 010-702-09 and 010-701-01, all within the Schulz Ranch Subdivision. (Stephanie Hicks, SHicks@carson.org)

Staff Summary: The right-of way and common areas are located within the Schulz Ranch Subdivision which was approved in October 2005. All of these parcels were offered for dedication during recordation of subsequent phases of the final subdivision maps. However, the offers of dedication were not accepted.

13.B For Possible Action: To adopt a resolution adopting and approving a Joint Funding Agreement for a Cooperative Water-Resource Monitoring Program with the U.S. Geological Survey. (David Bruketta, dbruketta@carson.org)

Staff Summary: Approval of this resolution allows Public Works to continue receiving critical stream flow data which is essential to plan and monitor the conjunctive use program and maintain compliance with the Alpine Decree. Carson City's share of the cost is \$49,120.

#### **14. Community Development - Planning**

14.A For Possible Action: To consider granting or not granting an extension of Building Permit No. 12-52 and associated Fire permits 12-265 and 14-556 for construction of the Ormsby House, located at 600 South Carson Street and to consider any terms or conditions regarding any extension as may be appropriate under the circumstances. (Shawn Keating, skeating@carson.org)

Staff Summary: The subject building permit expires October 8, 2016. Building permits are valid for 18 months from the date of issuance, and the Building Official may grant two 18-month administrative extensions, after which any further extensions require Board of Supervisors approval. The applicant has already been granted the two permitted administrative extensions and has requested an additional extension.

#### **15. City Manager**

15.A For Possible Action: To ratify the approval of bills and other requests for payments by the City Manager for the period of August 6, 2016 thru September 2, 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 oth

15.B For Possible Action: To appoint one member to the Carson City Open Space Advisory Committee, to fill a partial term set to expire January 2017. (Nick Marano, nmarano@carson.org)

Staff Summary: CCMC Chapter 13.06.040 provides for the Board of Supervisors to appoint seven members that serve staggered four year terms to the Open Space Advisory Committee. There is one opening due to a member's resignation. New applications were received from Deborah Hayward, Michael Dettinger, Jeremy Hall, Jason Kuchnicki, Gregory Swift and JoAnne Michael.

**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](mailto: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>