

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

Day: Thursday
Date: May 4, 2017
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 - Mark Cyr, Salvation Army**
- 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 - April 6, 2017**
- 7. For Possible Action: Adoption of Agenda**
- 8. Special Presentations**
 - 8.A Presentation of a proclamation for Bike Month, May 2017. (Randy Gaa)
 - 8.B Presentation of a proclamation for Nevada Wildfire Awareness Month, May 2017. (Sean Slamon, sslamon@carson.org)
 - 8.C Presentation Only: Presentation of a proclamation for Historic Preservation and Archaeological Awareness Month, May 2017 and presentation of the 2017 Historic Preservation Awards. (Hope Sullivan, hsullivan@carson.org)

Staff Summary: Each year Carson City recognizes significant preservation accomplishments to celebrate our community's history and heritage in celebration of Historic Preservation and Archaeological Awareness Month during the month of May. All over the state, activities are held that remind us of the important historic resources that give meaning and a sense of place to our communities, and focus attention on how critical it is to make sure they are preserved. Robert Crowell, Mayor of Carson City, will present the 2017 Preservation Month Proclamation

and Mike Drews, Historic Resources Commission chairman will present the awards to the 2017 winners. (HRC-16-203)

8.D Presentation Only: Presentation and update of accomplishments and projects by Lisa Schuette of Carson Animal Services Initiative (CASI). (Lisa Schuette)

Staff Summary: Lisa Schuette founder of Carson Animal Services Initiative will provide an update of the accomplishments and projects.

Consent Agenda

All matters listed under the consent agenda are considered routine and may be acted upon by the Board of Supervisors with one action and without an extensive hearing. Any member of the Board may request that an item be taken from the consent agenda, discussed and acted upon separately during this meeting. The Mayor, or the Mayor Pro-Tem, retains discretion in deciding whether or not an item will be pulled off the consent agenda.

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 April 21, 2017 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.

10. Treasurer

10.A Presentation only: The Carson City Treasurer will present an affidavit to the Board of Supervisors affirming that a notice of delinquency was mailed to each parcel having first year delinquent property taxes pursuant to NRS 361.5648(3). (Gayle, Robertson, grobertson@carson.org)

Staff Summary: NRS 361.5648(3) requires the tax receiver to issue a personal affidavit to the board of county commissioners affirming that a notice of delinquency has been mailed to property owners of each parcel having first year delinquent taxes (2016-2017). The affidavit must be issued within 30 days after mailing the original notice.

(End of Consent Agenda)

Ordinances, Resolutions, and Other Items

11. Any item(s) pulled from the Consent Agenda will be heard at this time.

12. Purchasing and Contracts

12.A For Possible Action: To approve Amendment No. 2 to Contract No. 1415-050 with Charles Abbott Associates, Inc. (CAA), titled "Building Permit Services," to revise the compensation schedule related to the percentage of building permit fees paid to CAA. (Laura Rader, Lrader@carson.org and Lee Plemel, Lplemel@carson.org)

Staff Summary: City staff has negotiated a reduction in the fees paid to CAA that are based on a percentage of the total monthly building permit fees collected, specifically the percentage of fees paid for permit revenues over \$40,000. Building permit fees collected have averaged approximately \$86,000 per month since July 2015, with no month having fees of less than \$40,000 collected. The amendment is projected to save the City approximately \$60,000 to \$80,000 per year.

13. Finance

13.A For Possible Action: To adopt Bill No. 109, on second reading, an ordinance designated as the "2017 Highway Revenue Bond Ordinance"; authorizing the issuance by Carson City of its fully registered "Carson City, Nevada, Highway Revenue (Motor Vehicle Fuel Tax) Refunding Bonds, Series 2017" for the purpose of refunding certain outstanding bonds of the City; providing the form, terms and conditions of the bonds; and providing the effective date. (Nancy Paulson, npaulson@carson.org)

Staff Summary: This ordinance will authorize the issuance of the "Carson City, Nevada, Highway Revenue (Motor Vehicle Fuel Tax) Refunding Bonds, Series 2017" for the purpose of refunding all or a portion of the outstanding "Carson City, Nevada, Highway Revenue (Motor Vehicle Fuel Tax) Improvement Bonds, Series 2008", for the purpose of effecting interest rate savings.

14. City Manager

14.A For Possible Action: To authorize the Mayor to sign a letter recommending the appointment of Chief Stormwater Engineer Robb Fellows to the Carson Valley Conservation District as Carson City's representative. (Nick Marano, nmarano@carson.org)

Staff Summary: Due to a vacancy and per Nevada Revised Statutes 548.283, the Board of Supervisors "shall appoint a representative to represent them as a supervisor on the governing board of the district." Located within the service area of the Carson Valley Conservation District, Carson City has an opportunity to provide representation and potentially receive benefits provided only to Conservation Districts, such as grants, sponsorship or other funding. The representative is a voting member on the District Board and the appointment is for a two-year term.

14.B For Possible Action: To appoint one member to the Historic Resources Commission for a term expiring February 2021. (Nick Marano, nmarano@carson.org)

Staff Summary: CCMC 18.06.020 provides for the Board of Supervisors to appoint seven members of the Historic Resources Commission (HRC). The categories for members are as

follows: At least one (1) member, but not more than two (2) members, of the HRC must be professionally qualified as an architect or a design professional with experience in historic preservation; at least one (1) member, but not more than two (2) members, of the HRC must be professionally qualified in building construction; at least one (1) member, but not more than two (2), shall be a professional in the field of historic preservation; at least one (1) member, but not more than two (2) members, of the HRC must be a professional in the disciplines of archeology, anthropology, history or related professions; at least one (1) person, but not more than two (2) persons who owns property and resides within the district. Applications were received from Michelle Schmitter and Rebecca Phipps.

14.C For Possible Action: To appoint one member to the Cultural Commissions “Citizen-at-Large” position to fill a partial term expiring January 2018. (Nick Marano, nmarano@carson.org)

Staff Summary: Per CCMC 2.41.040, “The Carson City Cultural Commission shall consist of seven (7) members appointed by the Board of Supervisors.” There is one vacancy due to resignation of term. Applications were received from Guadalupe Ramirez, Kurt Meyer and Valerie Melendez.

15. Public Works

15.A For Possible Action: To adopt Bill No. 107, on second reading, an ordinance amending the Carson City Municipal Code Title 11 in order to add Chapter 11.35 regarding encroachment permits for outdoor dining and merchandise display in the Carson City right-of-way in downtown Carson City. (Stephanie Hicks, SHicks@carson.org)

Staff Summary: This ordinance amendment will establish the requirements and authority for encroachment permits for outdoor dining and merchandise display in the Downtown Mixed-Use District.

15.B For Discussion Only: Presentation to inform the Board of Supervisors on the Epic Rides Carson City Off-Road 2017 mountain biking event. (Patrick Pittenger, ppittenger@carson.org)

Staff Summary: Staff will provide an update to the Board of Supervisors regarding the planning underway for the bike race event to be held June 16-18, 2017.

15.C For Possible Action: To adopt the report from the Chair of the Utility Finance Oversight Committee, regarding proposed storm water rates, from the March 28, 2017 meeting. (Ande Engleman, andelee@sbcglobal.net)

Staff Summary: The Utility Finance Oversight Committee (Committee) met on March 28, 2017 to review tentative FY18 budgets for sewer, water and storm water funds, along with a proposed storm water rate increase and to make recommendations to the Board of Supervisors. The Committee Chair will provide a verbal report related to the proposed storm water rate increase. The report from the Committee Chair on the tentative budgets was presented at the April 20, 2017 Board of Supervisor meeting.

15.D For Possible Action: To direct staff to complete a Business Impact Statement and bring forth the changes to the municipal code to facilitate the Utility Finance Oversight Committee's proposed storm water rate plan. (Darren Schulz, dschulz@carson.org)

Staff Summary: The Board of Supervisors will be presented with a storm water management program overview, a proposed 10-year capital improvement plan and a monthly rate structure recommended to fund the program. If fully implemented, the proposed rate plan would generate approximately \$1.8 million dollars each year in additional revenue that would support capital and operating expenses through a pay-as-you-go system that does not rely of debt financing. The Utility Finance Oversight Committee (Committee) met on March 28, 2017 to review a proposed storm water rate increase and to make recommendations to the Board of Supervisors. The Committee unanimously recommended a rate increase in the amount of 25% the first year, 35% the second year, and 35% the third year, effective FY2018, to support an improved citywide storm water program and to further the Committee's objective of meeting the goals of the financial policies.

16. Board of Supervisors

Non-Action Items:

Legislative matters - no Board action will be taken - the Mayor may give limited staff direction regarding staff work and/or future agenda item(s).

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

****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
<http://notice.nv.gov>