

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

Day: Thursday
Date: July 20, 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 - Jedidiah Maschke, Bethlehem Lutheran**
- 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 6, 2017 and June 15, 2017**
- 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 2017. (Sheriff Furlong and Lisa Davis)
 - 8.B Presentation of Length of Service certificates to City employees. (Sheri Dunn, sdunn@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.

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. City Manager

9.A For Possible Action: To ratify the approval of bills and other requests for payments by the City Manager for the period of June 3, 2017 thru July 7, 2017. (Nick Marano, nmarano@carson.org)

Staff Summary: Pursuant to CCMC 2.29, the Controller will present all bills or other requests for payment by the City to the City Manager for approval. Upon approval the register book of bills and other requests for payment and warrants are presented at least once a month to the Board of Supervisors, who shall by motion entered into its minutes, ratify the action taken.

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 10, 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 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.B For Possible Action: To adopt a resolution authorizing expenditures of \$265,000 in total funds to non-profit organizations for FY 2018. (Ana Jimenez, ajimenez@carson.org)

Staff Summary: NRS 244.1505 requires that any funds granted by the Board of County Commissioners (or in our case the Board of Supervisors) to private, non-profit organizations be done by resolution. The Board of Supervisors authorized the funding on June 1, 2017 and approved it with the City budget.

11. Health and Human Services

11.A For Possible Action: To accept the Emergency Solutions Grant award in the amount of \$56,171.52. (Nicki Aaker, naaker@carson.org and Mary Jane Ostrander, mostrander@carson.org)

Staff Summary: The Emergency Solutions Grant (ESG) is a two year grant covering the period of July 1, 2017 to June 30, 2019. CCHHS has been managing the ESG grant since 2011. The ESG provides funding for case management services and data collection/reporting. The Low Income Housing Trust Fund grant is matched with ESG to provide rent dollars for participants in the ESG program. Priority for ESG is to rehouse the homeless and to prevent homelessness for households at risk.

11.B For Possible Action: To accept the Hospital Preparedness Program (HPP) - Public Health Emergency Preparedness (PHEP) Cooperative Agreement sub-grant funds through the

State of Nevada Division of Public and Behavioral Health (DPBH), Public Health Preparedness (PHP) Program in the amount of \$588,692 (PHEP - \$386,678 and HPP - \$202,014)/yearly. The agreement is designed for a 5-year project period and the funding is distributed annually. (Nicki Aaker, naaker@carson.org)

Staff Summary: This funding is to be used to improve our community and health care system's disaster preparedness, response, and recovery from public health emergencies such as flooding, influenza epidemics, infectious disease outbreaks, wildfires, and earthquakes.

12. Purchasing and Contracts

12.A For Possible Action: To approve Amendment No. 2 to Contract No. 1516-168 On-Call Geographic Information Systems (GIS) Services to Michael Baker International for an additional \$20,000 for total not to exceed \$145,000. The additional amount will be funded from the Carson City Visitor's Bureau. (Laura Rader, LRader@carson.org and Darren Schulz, DSchulz@carson.org)

Staff Summary: Michael Baker International provides on-call support to Carson City GIS for internal services, external (public) services and optimizing/upgrading workflows to save time/money. The contract was recently amended in June 2017 to increase the annual amount to \$125,000 through June 30, 2018. After this amendment, Carson City GIS was approached by the Carson City Visitor's Bureau to assist with an interactive webmap. Amendment No. 2 will incorporate these additional services.

(End of Consent Agenda)

Ordinances, Resolutions, and Other Items

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

14. Carson City Airport Authority

14.A For Possible Action: To adopt, on second reading, Bill No. 116, an ordinance amending the Carson City Municipal Code Title 19, Airport Rules and Regulations, by adding Section 19.02.020.370, to address permissible aircraft storage hanger use. (Steve Tackes)

Staff Summary: At a regular meeting of the Carson City Airport Authority on June 21 2017, publicly noticed for that purpose, the Authority approved an Amendment to CCMC Title 19 to adopt a Hangar Use Policy and rules for compliance as to Aircraft Storage Hangars on the Carson City Airport.

15. Purchasing and Contracts

15.A For Possible Action: To determine that Simerson Construction, LLC is the lowest responsive bidder pursuant to NRS Chapter 338 and to award Contract No. 1718-012 Senior Center Floor Repairs & Ventilation Project to Simerson Construction, LLC for a bid amount of \$225,000, plus a contingency amount of \$22,500, for a total not to exceed amount of \$247,500 to be funded from the Insurance Account as provided in fiscal year 17/18. (Laura Rader, LRader@carson.org and Darren Schulz, DSchulz@carson.org)

Staff Summary: Carson City received sealed bids for all labor, material, tools, and equipment necessary for the Senior Center Floor Repairs & Ventilation Project. The project consists of removal and replacement of damaged floor joists, installation of crawlspace ventilation and installation of a vapor barrier in the east portion of the Senior Center. The project also includes replacement of floor sheathing and carpet which will be disrupted as a result of this work.

16. Public Works

16.A For Possible Action: Discussion and possible direction to Staff regarding future maintenance of the Northgate Complex located at 2621 Northgate Lane, also known as APN 002-062-05. (Stephanie Hicks, SHicks@carson.org)

Staff Summary: As a follow up to the discussion at the February 2, 2017, Board of Supervisors' meeting regarding future options for the retention or disposal of the real property located at 2621 Northgate Lane, staff has met with the lessees to discuss additional maintenance options. Staff is proposing new language regarding maintenance responsibilities in the leases.

17. Community Development - Planning

17.A PUBLIC HEARING:

For Possible Action: To consider an appeal of the Planning Commission's denial of a Special Use Permit (SUP-17-033) for the expansion of a non-conforming use, a school, on property zoned Limited Industrial, located at 2211 Mouton Drive, APN 008-815-10. (Hope Sullivan, hsullivan@carson.org)

Staff Summary: At its meeting of April 26, 2017, the Planning Commission denied a Special Use Permit for the expansion of a non-conforming use, a school, based on the inability to make two of the seven required findings of fact. A decision of the Planning Commission may be appealed to the Board of Supervisors. The appellant is appealing the decision of the Planning Commission noting that all required findings can be made in the affirmative. The appeal was filed by Ryan Russell of Allison MacKenzie on behalf of the Carson Montessori School.

17.B For Possible Action: To consider a report on the City's motel inspection program, and to provide direction to staff regarding possible code amendments or other code enforcement actions to bring existing motels into compliance with health and public safety requirements. (Lee Plemel, lplemel@carson.org)

Staff Summary: The Code Enforcement Division, Fire Department, Building Division, and Health and Human Services Department have conducted joint inspections of four motels since September 2016. The motels inspected were chosen based on the number of complaints received regarding the motels and the number of calls for service to the Sheriff's Department. City staff will provide an update and status report on the inspection program, including the health and safety issues found and corrective measures that have been taken. The Board of Supervisors may provide direction to staff regarding measures that the City may take to require motels to come into compliance with applicable health and public safety requirements.

17.C For Possible Action: To adopt a Resolution amending the maximum number of residential building permit allocations under the Carson City Growth Management Ordinance for the years 2018 and 2019 and estimating the maximum number of residential building permits for the years 2020 and 2021; establishing the number of residential building permit allocations available within the development and general property owner categories; and establishing a maximum average daily water usage for commercial and industrial building permits as a threshold for Growth Management Commission review. (Lee Plemel, lplemel@carson.org)

Staff Summary: The Board of Supervisors is required to annually establish the number of residential permits that will be available for the following calendar year in accordance with CCMC 18.12, Growth Management. This has historically been based upon a growth rate of three percent. A maximum of 658 residential permits are recommended by the Planning Commission for 2018. The commercial and industrial daily water usage threshold is recommended to be continued at 15,000 gallons per day, above which Growth Management Commission approval is required.

17.D For Possible Action: To adopt Bill No. 117, on second reading, an ordinance relating to Business Licensing; amending Title 4, Licenses and Business Regulations, Chapter 4.04, Business License, by adding thereto a new Section 4.04.125 establishing provisions for the issuance of a Temporary Business License to operate as a Marijuana Cultivation Facility, Marijuana Product Manufacturing Facility or Marijuana Distributor. (Susan Pansky, spansky@carson.org)

Staff Summary: The proposed ordinance would implement temporary business license categories and fees for Marijuana Cultivation Facilities, Marijuana Product Manufacturing Facilities and Marijuana Distributors, as well as circumstances and regulations under which temporary licenses may be obtained. These categories and regulations will allow qualified Marijuana Cultivation Facilities, Marijuana Product Manufacturing Facilities and Marijuana Distributors to begin operation to serve the recreational marijuana market, consistent with temporary provisions adopted by the Nevada Tax Commission on May 8, 2017. No licensing or fees are proposed to allow the sale of recreational marijuana to the public in retail stores at this time.

18. Human Resources

18.A For Possible Action: To establish the City Manager's goals and objectives for the performance review period, July 1, 2017 to June 30, 2018. (Melanie Bruketta, mbruketta@carson.org)

Staff Summary: Pursuant to the City Manager's employment contract, the Board shall define and prioritize the desired outcomes the Board deems necessary for the proper operation and attainment of the Board's policy objectives. This action is to establish the City Manager's goals and objectives for the performance review period beginning July 1, 2017 to June 30, 2018.

19. 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

20. 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.

21. 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>