

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

Day: Thursday
Date: August 17, 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 - Bruce Henderson, Airport Rd Church of Christ**
- 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 - July 20, 2017**
- 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.

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 July 8, 2017 thru August 4, 2017. (Nancy Paulson, npaulson@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 August 4, 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.

(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. City Manager

12.A For Possible Action: To appoint one person to the Carson City Visitors Bureau as representative for the Hotel/Motel Industry for a two year term that expires July 2019. (Nancy Paulson, npaulson@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 is one position open due to the expiration of the current member's term. Jaswinder Dhani is requesting reappointment. A new application was submitted by Trish Trenoweth.

13. Public Works

13.A For Possible Action: To approve submittal of a grant application to the Nevada Division of Emergency Management for emergency generators for wells and booster pumps. (Stephanie Hicks, SHicks@carson.org)

Staff Summary: The Public Works Department is seeking approval from the Board of Supervisors to submit a grant application to the Nevada Division of Emergency Management (NDEM) for emergency generators and booster pumps which are needed critical infrastructure for the water system Citywide. The City's grant policy requires any grant application over \$50,000 be approved by the Board of Supervisors prior to a grant application submittal by City staff.

14. Parks and Recreation - Open Space

14.A Presentation Only: Presentation from the Carson City Weed Coalition. (Daniel Anderson, dhanderson@carson.org)

Staff Summary: Led by Carson City, the Carson City Weed Coalition (CCWC) includes representatives from private landowners to various public land management agencies. The overall goal of the CCWC is to provide outreach and education to the public, as well as assistance with weed management efforts throughout the City. The purpose of this presentation is to provide an update to the Board of Supervisors and the public regarding the CCWC and these efforts.

14.B For Possible Action: To authorize the Mayor to sign the Project Agreement from the State of Nevada, Division of State Lands providing \$200,000 for trail improvements on the north end of the Prison Hill Recreation Area. (Ann Bollinger, abollinger@carson.org)

Staff Summary: The grant award of \$200,000 from the Recreational Trails Program will help fund and improve the trailhead and trails at the 5th Street access point to the Prison Hill Recreation Area. The trailhead improvements include a gravel parking area, restroom, shade structure and picnic table, interpretive panels, dog sanitation station, trash cans, and navigational signage. Trail improvements include construction and/or designation of official routes as well as closure and restoration of redundant and/or unsustainable trails.

14.C For Possible Action: To authorize the Mayor to sign the Grant and Cooperative Agreement from the Bureau of Land Management / Southern Nevada Public Lands Management Act providing \$1,843,685 for the design and construction of non-motorized trails as part of the Carson River Trail System, Phase II - Ranch Connections. (Ann Bollinger, abollinger@carson.org)

Staff Summary: The grant award of \$1,843,685 from the Bureau of Land Management / Southern Nevada Public Lands Management Act will improve trail connectivity through the construction of approximately three miles of new, 10-12' wide non-motorized trails. The trail locations are on the east side of the Prison Hill Recreation Area, the Mexican Ditch Trail to and through Silver Saddle Ranch and possibly along the east side of the old Buzzy's Ranch.

15. Community Development - Planning

15.A For Possible Action: To introduce, on first reading, an ordinance amending Title 8, Public Peace, Safety and Morals, Chapters 8.08, Nuisances, and 8.09, Enforcement Provisions for Nuisances. (Iris Yowell, iyowell@carson.org)

Staff Summary: The ordinance proposes to amend sections of Title 8 of the Code as follows:

1) 8.08.020: Reorganization of 8.08.120 into this section. Also set forth that a violation of this chapter is a misdemeanor and that a party in violation of the chapter will be subject to the provisions of 8.08.095 (criminal citation or civil abatement procedures). 2) 8.08.030: To include and define: Property manager. 3) 8.08.070: Non-substantive changes. 4) 8.08.095: To add property manager, occupant, or anyone having charge or control of a property as also being responsible for allowing or permitting a nuisance; to clarify some of the previous language for consistency with the law; to allow for a 30 day courtesy letter to be sent at the code enforcement officials discretion if there is no immediate or imminent danger. 5) 8.08.120: Repealing this section because it was incorporated into section 8.08.020. 6) 8.08.160: To clarify the title of the section to match the content within the section. 7) 8.09.010: Non-substantive change. 8) 8.09.020: To delete a sentence that is vague and duplicative of what is already in paragraph 2 of that same section; to clarify that both chapters (8.08 & 8.09 are intended to be included in this section). 9) 8.09.030: to clarify the title to fit the content in the section; to be clear that the enforcement officials can write citations. 10) 8.09.060: To clarify that Carson City can recover costs associated with the enforcement or abatement associated with chapters 8.08 or 8.09; adding language that provides a court may enter a civil judgment in favor of the City for costs described in this section; allowing for enforcement of the civil judgment by way of contempt of court in certain circumstances; clarifying assessment of administrative fees. 11) 8.09.100: To clarify the methods of service required of notices, criminal citations, and summonses. 12) 8.09.390: To clarify that requests for administrative hearings need to be made to the Carson City Code Enforcement Office.

15.B PUBLIC HEARING:

For Possible Action: To approve an Abandonment of Public Right-of-Way application from Carson City Public Works (property owner: City of Carson City) to abandon approximately 30,297 square feet of public right-of-way, an area 60 foot wide and up to 508.94 feet long known as Hemlock Street, between Silver Sage Drive and Center Drive, on property adjacent to 501 Arthur Street, 601 Arthur Street, 5320 Center Drive, 420 Clear Creek Avenue and 480 Clear Creek Avenue, APN's 009-236-02, 009-236-03, 009-236-04, 009-239-03 and 009-239-04. (Reference AB-16-186) (Hope Sullivan, hsullivan@carson.org)

Staff Summary: Pursuant to NRS 278.480 and CCMC Title 17, the applicant is proposing the abandonment of an unimproved area known as Hemlock Street between Silver Sage Drive and Center Drive. The Planning Commission makes a recommendation on all Abandonment requests and the Board of Supervisors will make the final decision regarding the request.

15.C PUBLIC HEARING:

For Possible Action: To approve an Abandonment of Public Right-of-Way application from Carson City School District (property owner: City of Carson City) to abandon approximately 7524 square feet of public right-of-way known as Corbett Street, west of North Stewart Street adjacent to property located at 202 East Corbett Street and property on East John Street, APN's 002-138-17, 002-153-04, and -11. (Reference AB-17-086) (Hope Sullivan, hsullivan@carson.org)

Staff Summary: Pursuant to NRS 278.480 and CCMC Title 17, the applicant is proposing the abandonment of a portion of right-of-way known as Corbett Street. The Planning Commission makes a recommendation on all Abandonment requests, and the Board of Supervisors will make the final decision regarding the request.

16. Finance

16.A PUBLIC HEARING:

Public hearing on the City's intent to issue general obligation (limited tax) sewer bonds (additionally secured by pledged revenues) in the aggregate principal amount not to exceed \$6,000,000 for the purpose of financing sewer projects for the City. (Nancy Paulson, npaulson@carson.org)

Staff Summary: NRS 350.020 requires that a public hearing be held before the sewer bonds can be issued. Notice was published in the Nevada Appeal on July 9, 2017, July 16, 2017 and July 23, 2017 indicating the City's intent to hold this public hearing.

16.B For Possible Action: To approve a grant agreement between the State of Nevada Community Development Block Grant (CDBG) Program (Grantor) and Carson City, Nevada (Grantee) to receive U.S. Department of Housing and Urban Development (HUD) funding through an allocation from the State Administered CDBG Program. (Nancy Paulson, npaulson@carson.org)

Staff Summary: This agreement will provide the City with funding in an amount equal to 15.48% of the total CDBG funding, adjusted for administration and technical assistance, awarded annually to the Grantor from HUD. This results in \$474,607 for the FY 2018 CDBG funding cycle.

17. Clerk-Recorder

17.A For Possible Action: To approve the Software License Agreement and the Software Maintenance Agreement (for a duration of 3 years for maintenance with annual payments of \$14,250) with Pioneer Technology Group, LLC for an amount of \$134,150, plus a contingency amount of \$5,000 for possible third party data and image conversions, for a total not to exceed amount of \$139,150 to be funded from the Capital Projects Fund/Software Replacement account and the General Fund /IT software maintenance account, and to authorize subsequent renewals for maintenance in the manner and in the amount described in the Software Maintenance Agreement. (Sue Merriwether, smerriwether@carson.org)

Staff Summary: The current provider of certain software services for the Carson City Clerk-Recorder's Office as well as for various other counties, Advanced Data System (ADS), will no longer be providing those services after December 2019. As a result, various affected county clerks and recorders have explored other software providers as viable replacements to ADS. The Clerk-Recorder's Office proposes entering into an agreement with Pioneer Technology Group.

18. 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. --

19. Community Development - Planning

19.A For Possible Action: Approval of a Planned Unit Development that would limit the allowed uses and conditional uses, limit the building height, and limit the signage on property zoned Neighborhood Business, located at 806 Randell Drive, APN 009-072-01. (Hope Sullivan, hsullivan@carson.org)

Staff Summary: The subject property is zoned Neighborhood Business with a Resolution of Intent that limits the land use, the building height, and signage. The applicant is seeking to have the Resolution of Intent rescinded, and a Planned Unit Development applied to the property so as to limit land use, the building height, and signage.

19.B For Possible Action: To introduce, on first reading, an ordinance to amend the zoning map by rescinding a Resolution of Intent affecting property zoned Neighborhood Business, located at 806 Randell Drive, APN 009-072-01. (ZMA-17-049) (Hope Sullivan, hsullivan@carson.org)

Staff Summary: The subject property is zoned Neighborhood Business with a Resolution of Intent that limits the land use, the building height, and signage. The applicant is seeking to have the Resolution of Intent rescinded so that the land is subject to the regulations associated with the Neighborhood Business zoning district only.

19.C PUBLIC HEARING:

For Possible Action: To consider an appeal of the Planning Commission's denial of a Special Use Permit (SUP-17-050) for a child care facility, on property zoned Neighborhood Business with a Resolution of Intent, located at 806 Randell Drive, APN 009-072-01. (Hope Sullivan, hsullivan@carson.org)

Staff Summary: At its meeting of May 24, 2017, the Planning Commission denied a Special Use Permit for the expansion of a child care facility, based on the inability to make the seven required findings for approval. 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 upon proper consideration of mitigation measures. The appeal was filed by Aaron West, CEO of the Nevada Builders Alliance. The Board of Supervisors may uphold, reverse or modify the decision of the Planning Commission.

19.D PUBLIC HEARING:

For Possible Action: To consider an appeal of the Planning Commission's denial of a Variance (VAR-17-054) to allow a reduction from four on-site parking spaces to one on-site parking space for a child care facility, on property zoned Neighborhood Business with a Resolution of Intent, located at 806 Randell Drive, APN 009-072-01. (Hope Sullivan, hsullivan@carson.org)

Staff Summary: At its meeting of May 24, 2017, the Planning Commission denied a Variance request for a reduction of the on-site parking spaces from four spaces to one space for a child care facility based on the inability to make one of the three required findings. 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 upon proper consideration of mitigation measures. The appeal was filed by Aaron West, CEO of the Nevada Builders Alliance. The Board of Supervisors may uphold, reverse or modify the decision of the Planning Commission.

19.E For Possible Action: To introduce, on first reading, an ordinance approving a development agreement between Carson City and the Myers Family Exempt Trust; the Arraiz Family 1993 TR 10/18/93; RD Lompa LLC, a Nevada limited liability company; and Lompa Ranch East Hills LLC, a Nevada limited liability company, regarding the development of a project known as The Lompa Ranch North Specific Plan Area, Assessor's Parcel Numbers 010-041-16, -38, -52, -70, -71, -75 and -76. (Hope Sullivan, hsullivan@carson.org)

Staff Summary: The Board of Supervisors approved the Lompa Ranch North Specific Plan on March 17, 2016, and approved the Phase 1 tentative subdivision map consisting of 189 single family residential lots on March 16, 2017, subject to the developer entering into a development agreement with Carson City prior to construction of any improvements. The proposed development agreement sets forth the requirements for development of the 251 acre project area consistent with the Lompa Ranch North Specific Plan.

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>