

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

Day: Thursday
Date: October 19, 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 - September 21, 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.

8.B Proclamation and presentation of the Employee-of-the-Quarter award. (Melanie Bruketta, mbruketta@carson.org)

Staff Summary: The Employee-of-the-Quarter program recognizes outstanding employees whose efforts have helped the City achieve the strategic goals adopted by the Board of Supervisors and who have demonstrated an effort to fulfill the City's mission, values and vision.

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 September 7, 2017 thru October 6, 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.

9.B For Possible Action: To appoint one member to the Historic Resources Commission in the Building Construction professional category for a four year term that expires in July 2021. (Nick Marano, nmarano@carson.org)

Staff Summary: CCMC Chapter 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 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 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 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. There is one position open in the Building Construction professional category due to a member's term expiring. Donald Smit, a Building Construction professional, has applied for reappointment. No other applications were received.

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 October 8, 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.

11. Public Works

11.A For Possible Action: To approve a lease extension until December 31, 2017, for Vitality Unlimited, a non-profit Nevada corporation for the lease of a 6,998 square foot portion of the second floor of the building located at 900 E. Long Street. (Stephanie Hicks, SHicks@carson.org and Nicki Aaker, NAaker@carson.org)

Staff Summary: The lease between Carson City and Vitality Unlimited, a non-profit organization, for the lease of a 6,998 square foot portion of the second floor of the building located at 900 E. Long Street expires on October 31, 2017. Vitality Unlimited has requested a new five-year (5-year) lease. City staff and Vitality Unlimited are currently engaged in a collaborative effort of reviewing various considerations for inclusion in what may become a new lease agreement. It is anticipated that preparing and executing the lease may extend beyond the termination date of the existing lease.

12. Sheriff

12.A For Possible Action: To approve the final draft of the “911 Surcharge Master Plan” for fiscal years 2018 through 2022 in accordance with NRS 244A.7641 through NRS 244A.7647, as presented by the 911 Surcharge Advisory Committee. (Ken Furlong, kfurlong@carson.org)

Staff Summary: The updated 911 Surcharge Master Plan achieves three primary goals: 1) To provide a stable and adequate funding source for the operation of the 911 emergency communications systems and infrastructure; 2) To avoid the need for future allocations from the General Fund for those same operational costs; and, 3) To provide funding for the implementation of audio/video recording devices statewide for law enforcement personnel required by the passage of SB 176.

(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. Public Works

14.A For Possible Action: To direct staff to prepare an ordinance revising Chapter 12.04 (Senior Citizens Assistance) of the Carson City Municipal Code to provide assistance to low-income property owners that will have no adverse impacts on the water, sewer and storm water funds. (Karen Abowd, kabowd@carson.org and Lori Bagwell, lbagwell@carson.org)

Staff Summary: Chapter 12.04 of the Carson City Municipal Code establishes a utility rate assistance program for certain eligible senior citizens. The Utility Finance Oversight Committee (Committee) met on September 19, 2017 to review, discuss and recommend to the Board of Supervisors various changes to this program including eligibility, assistance rates and program administration.

15. City Manager

15.A For Possible Action: To acknowledge and support an application from Symmetrix Composite Tooling, Inc. for State incentives through the Governor's Office of Economic Development (GOED). (Andrew Haskin, NNDA)

Staff Summary: Northern Nevada Development Authority (NNDA) will present Symmetrix Composite Tooling, Inc. and their application for State incentives.

15.B For Possible Action: To confirm the appointment of Jason Link to the position of Controller pursuant to the Carson City Charter, Section 3.073 effective November 1, 2017. (Nancy Paulson, npaulson@carson.org)

Staff Summary: The Carson City Charter requires the City Manager to appoint a Controller with Board confirmation. Historically, the Chief Financial Officer has been appointed as the Controller. Jason Link will be appointed to fill the Chief Financial Officer position on November 1, 2017.

16. Public Works

16.A For Possible Action: To adopt Bill No. 126, on second reading, an ordinance amending Title 12 of the Carson City Municipal Code to increase the rate of storm water service charges levied upon all developed real property located within Carson City; to revise provisions establishing the procedure by which to protest storm water service charges and fees; and to make non-substantive changes to provide technical, grammatical and structural corrections for legal clarity. (David Bruketta, dbruketta@carson.org)

Staff Summary: This is the second reading of an ordinance that proposes to increase the storm water service charge by 30 percent to pay for the debt service on a storm water bond, to revise the protest procedure to require that a person who appeals the determination made by the Director to the Board has to be provided written notification of the date of the appeal at least 10 days before the hearing, and to amend Chapter 12.17 to remove or amend words, terms and NRS references that have been modified or no longer exist.

16.B For Possible Action: To authorize staff to advance the 60% design of the Downtown Curry Streetscape Project and approve the allocation of \$1,336,000 from the Infrastructure Tax Fund and \$550,000 from the RACC Fund to meet the current project cost estimate and allow the proposed project improvements to match the quality of streetscape improvements installed on Carson Street and improve the five cross streets between Carson Street and Curry Street from Musser to Robinson. (Dan Stucky, DStucky@carson.org)

Staff Summary: At previous Board of Supervisor's meetings, staff informed the Board that they would provide periodic updates on activity regarding the Downtown Streetscape Project, with specific checkpoints to provide approval. The Downtown Curry Streetscape Project represents the final planned phase of the Downtown Streetscape Project. In addition to the review and approval of the 60% design of the Downtown Curry Streetscape Project, staff is requesting to allocate \$1,336,000 from the Infrastructure Tax Fund to allow for the project to incorporate similar type and quality of streetscape improvements that were recently constructed along Carson Street for the Downtown Carson Streetscape Project.

17. Finance

17.A For Possible Action: To adopt a Resolution concerning the financing of sewer projects; directing the Clerk to notify the Carson City Debt Management Commission of the City's proposal to issue general obligation sewer bonds additionally secured by pledged revenues, in the aggregate principal amount not to exceed \$4,875,000; providing certain details in connection therewith; and providing the effective date. (Nancy Paulson, npaulson@carson.org)

Staff Summary: The Resolution directs notice to the Carson City Debt Management Commission of the City's intent to issue general obligation sewer bonds in an amount not to exceed \$4,875,000, pursuant to Nevada Revised Statutes Chapter 350, in order to acquire, construct, improve and equip sewerage projects as defined in NRS 244A.0505, which includes drainage and flood control projects.

17.B For Possible Action: To confirm the engagement of Sherman & Howard as bond counsel to Carson City, Nevada in connection with the issuance of the \$4,875,000 Carson City, Nevada, General Obligation Sewer / Drainage Bonds Series 2017 for a total not to exceed amount of \$70,000 to be funded from bond proceeds. (Nancy Paulson, npaulson@carson.org)

Staff Summary: The agreement between the City and the firm of Sherman & Howard sets forth the role proposed to be served and the responsibilities proposed to be assumed as bond counsel.

17.C PUBLIC HEARING:

Public hearing pursuant to NRS 244A. 707 and Section 147(f) of the Internal Revenue Code concerning the proposed issuance of Hospital Revenue Bonds and Hospital Revenue Refunding Bonds of Carson City, Nevada in one or more series, for the purpose of financing and refinancing a portion of the costs of constructing and equipping certain health and care facilities and certain supplemental facilities for health and care facilities owned and operated by Carson Tahoe Regional Healthcare and paying the related costs. (Nancy Paulson, npaulson@carson.org)

Staff Summary: NRS 244A.707 and Section 147(f) of the Internal Revenue Code require that a public hearing be held before the Hospital Revenue and Hospital Revenue Refunding Bonds can be issued. Notice was published in the Nevada Appeal on October 4, 2017, indicating the City's intent to hold this public hearing.

17.D For Possible Action: To adopt a Resolution authorizing the issuance of Carson City, Nevada, Hospital Revenue Bonds (Carson Tahoe Regional Healthcare Project), Series 2017A in an aggregate principal amount not to exceed \$61,695,000, to finance costs of acquiring, constructing, and equipping additional health and care facilities and supplemental facilities for a health and care facility for the benefit of Carson Tahoe Regional Healthcare, a Nevada Nonprofit Corporation (the "Corporation"); making determinations as to the sufficiency of revenues and as to other matters related to such project and such bonds; delegating to City Officials the authority to determine certain final terms of the bonds; authorizing the execution by the City of a loan agreement, an indenture of trust, a bond purchase agreement, and certain closing documents in connection therewith; and ratifying all consistent actions heretofore taken toward the issuance and sale of the bonds. (Nancy Paulson, npaulson@carson.org)

Staff Summary: This authorizes a resolution making certain findings and determinations relating to, approving the final terms of, and authorizing the issuance and delivery of, hospital revenue bonds for the benefit of Carson Tahoe Regional Healthcare, and authorizing the issuance and delivery of various agreements in connection therewith.

17.E For Possible Action: To adopt a Resolution authorizing the issuance of (A) the Carson City, Nevada, Variable Rate Hospital Revenue Refunding Bonds (Carson Tahoe Regional Healthcare Project), Series 2017B, in an aggregate principal amount not to exceed \$36,870,000, and (B) the Carson City, Nevada, Variable Rate Hospital Revenue Refunding Bonds (Carson Tahoe Regional Healthcare Project), Series 2017C, in an aggregate principal amount not to exceed \$12,508,000, to refinance certain obligations previously issued by the City for the benefit of Carson Tahoe Regional Healthcare, a Nevada Nonprofit Corporation (the "Corporation"); making determinations as to the sufficiency of revenues and as to other matters related to such refunding projects and such bonds; delegating to City Officials the authority to determine certain final terms of the bonds; authorizing the execution by the City of certain loan agreements, indentures of trust, and closing documents in connection therewith; and ratifying all consistent actions heretofore taken toward the issuance and sale of the bonds. (Nancy Paulson, npaulson@carson.org)

Staff Summary: This authorizes a resolution making certain findings and determinations relating to, approving the final terms of, and authorizing the issuance and delivery of, two series of hospital revenue refunding bonds for the benefit of Carson Tahoe Regional Healthcare, and authorizing the execution and delivery of various agreements in connection therewith.

17.F For Possible Action: To confirm the engagement of Sherman & Howard as bond counsel to Carson City, Nevada in connection with the issuance of the \$61,695,000 Carson City, Nevada, Hospital Revenue Bonds, Series 2017A; the \$36,870,000 Carson City, Nevada, Variable Rate Hospital Revenue Refunding Bonds, Series 2017B; and the \$11,540,000 Carson City, Nevada, Variable Rate Hospital Revenue Refunding Bonds, Series 2017C with the associated fees to be paid by the Carson Tahoe Regional Healthcare Corporation (the "Corporation") at closing from the bond proceeds. (Nancy Paulson, npaulson@carson.org)

Staff Summary: The agreement between the City and the firm of Sherman & Howard sets forth the role proposed to be served and the responsibilities proposed to be assumed as bond counsel.

18. Parks and Recreation

18.A For Possible Action: To approve a public art project entitled: "Inside the Mind of da Vinci," for placement at Mills Park (APN# OO2-181-01). (Jennifer Budge, jbudge@carson.org and Mark Salinas, msalinas@visitcarsoncity.com)

Staff Summary: On October 6, 2017, the Carson City Culture Commission's Public Art Panel approved the proposal introduced by the Culture and Tourism Authority (CTA) and Mischell Riley (Artist) to install a sculpture called "Inside the Mind of da Vinci," at Mills Park, subject to the final approval of the Board of Supervisors. If the Board of Supervisors gives final approval, the piece will be presented during the Nevada Day Parade by float. After the parade, its permanent home will be in Mills Park. Staff Recommends the Board approve this proposal.

18.B For Possible Action: To accept a \$118,285 (\$118,285 city required match) Land & Water Conservation Fund grant (Project Number P17AP00160/32-00354) for the design and construction of a disc golf course complex (Phase 1) and site improvements on a portion of APN 010-691-04, located west of Flint Drive and Rifle Range Road. (Jennifer Budge, jbudget@carson.org)

Staff Summary: If approved, this grant will authorize the design and construction of the first phase of a disc golf course complex (18-hole tournament course and a 9-hole short course) and site improvements (parking lot, fencing, accessible parking stalls, a portable restroom enclosure, and facility signage) located west of Flint Drive and Rifle Range Road. This project will provide a new outdoor recreation opportunity for local families and become a tourist destination for visitors coming to Carson City. This federal grant program is administered by the National Park Service; but locally managed through Nevada State Parks (NSP).

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

-- LUNCH BREAK -- RETURN - APPROXIMATE TIME - 1:30 P.M. --

20. City Manager

20.A For Possible Action: To appoint three members to the Airport Authority, one to fill the "Fixed Based Operator" position, one to fill the "Manufacturer" position and one to fill the "Citizen-at-Large" position, each for a term expiring October 2021. (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 are three vacancies on the Airport Authority. Positions listed are as follows Fixed Based Operator, Manufacturer and Citizen-at-Large. Michael Golden has applied for the Fixed Based Operator, Larry Tores has reapplied for the Manufacturer position to complete a full term due to taking over a resigned position. Nathan Wadhams, Mary Sanada, Howard Plaut and Bradley Harris are applying for the Citizens-at-Large position.

21. Community Development - Planning

21.A 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; Lompa Ranch East Hills LLC, a Nevada limited liability company; and Terrasas & Tripp 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. (Lee Plemel, lplemel@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.

21.B For Possible Action: To approve a Duties and Responsibilities description for the Planning Commission and supplemental application questions for Planning Commissioner applications. (Lee Plemel, lplemel@carson.org)

Staff Summary: The Board of Supervisors gave the City Manager direction to implement qualifications for the appointment of Planning Commissioners. The proposed action would approve a new job description for Planning Commissioners to include qualifications, essential job functions, desired skills and abilities, and desired characteristics of the makeup of the Planning Commission. Supplemental Planning Commissioner application questions are also proposed to help identify Planning Commission candidates that meet the Board's desired criteria.

21.C For Possible Action: To authorize the Mayor to sign a letter on behalf of the Board of Supervisors recommending the reappointment of Community Development Director Lee Plemel to the State Land Use Planning Advisory Council (SLUPAC) for a three-year term from January 2018 through December 2020. (Lee Plemel, lplemel@carson.org)

Staff Summary: SLUPAC is the State Lands Administrator's advisory board on land use issues. The Governor appoints the seventeen members of SLUPAC, one from each county in Nevada. SLUPAC generally meets quarterly (or less frequently) to discuss state-wide land use planning issues. The State Land Use Planning staff provides administrative support for this council. Lee Plemel has served as the appointed Carson City representative to SLUPAC since 2014.

22. Clerk-Recorder

22.A For Possible Action: To approve the Sales Order Agreement with Election Systems & Software ("ES&S") for the purchase and adoption of use of voting equipment, related hardware, software and maintenance and support services in the amount of \$454,975.97, and to authorize the Clerk-Recorder to renew appropriate maintenance, licensing and support services in the manner and in the amount established in the Sales Order Agreement. (Sue Merriwether, smerriwether@carson.org)

Staff Summary: The Carson City Clerk-Recorder administers all federal, state and local elections within its boundaries. Nevada clerks and registrars sought funding from the 2017 legislature to assist with the purchase of new voting equipment to replace the aging voting equipment purchased in 2004 with federal funds. AB 519 (2017 legislative session) was passed which allows for a grant fund allocation in varying amounts to each county for the purchase of new voting system hardware and software. Carson City received a grant fund allocation in the amount of \$231,388.

23. 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.

24. 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>