

**CARSON CITY CONSOLIDATED MUNICIPALITY
NOTICE OF MEETING OF THE
BOARD OF SUPERVISORS
AND REDEVELOPMENT AUTHORITY**

Day: Thursday
Date: December 7, 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 - Pat Propster, Calvary Chapel

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 - November 16, 2017

7. For Possible Action: Adoption of Agenda

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.

8. City Manager

8.A For Possible Action: To reappoint Tina Petersen and Anne Keast to the 9-1-1 Surcharge Advisory Committee each for a term that will expire on December 31, 2019. (Nick Marano, nmarano@carson.org)

Staff Summary: Pursuant to NRS 244A.7645, CCMC 4.05.030 creates a six member advisory committee called the "9-1-1 Surcharge Advisory Committee." Tina Petersen currently occupies the "Local Exchange Carrier" position and Anne Keast occupies a general public position, both are seeking reappointment.

9. Clerk-Recorder

9.A For Possible Action: To approve the Interlocal Agreement with the Nevada Secretary of State's office transferring ownership of the voting equipment purchased from Sequoia Voting Systems, Inc. for the sole purpose of disposing the equipment by allowing Dominion Voting Systems to pick up the equipment from the Carson City Clerk-Recorder's office. (Sue Merriwether, smerriwether@carson.org)

Staff Summary: On October 19, 2017 this Board approved the Clerk-Recorder's request to purchase new voting equipment from Elections Systems & Software (ES&S). The Sales Order Agreement with ES&S was fully executed on October 23, 2017. Delivery has been scheduled for the new voting equipment for mid-December, 2017. Prior to taking receipt of delivery of the new voting equipment, it is necessary to dispose of the old voting equipment. Without the complete transfer of ownership of the old equipment taking place, the Secretary of State is requesting each county to sign the Interlocal Agreement allowing ownership to transfer to the individual counties and thereby allowing the counties to dispose of the old equipment without the Secretary of State's involvement.

9.B For Possible Action: To approve the transfer of ownership and the disposition of the Sequoia Edge voting system to Dominion Voting Systems. (Sue Merriwether, smerriwether@carson.org)

Staff Summary: The Clerk-Recorder is scheduled to receive the new voting equipment purchased through Elections System & Software (ES&S) in mid-December, 2017. The vendor of the previously used Sequoia Edge voting system (DVS) is receiving back the old equipment; however, ES&S has agreed to honor the purchasing credit stated in the Sales Order Agreement for the buy-back of the old equipment.

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 November 27, 2017 per NRS 251.030 and NRS 354.290. (Jason Link, JLink@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. Item(s) pulled from the Consent Agenda will be heard at this time.

12. Carson City Airport Authority

12.A For Possible Action: To approve the Airport Lease between the Carson City Airport Authority and Sierra Skyway, Inc. (Steve Tackes)

Staff Summary: On September 20, 2017, the Carson City Airport Authority adopted a Resolution and Notice of Invitation to Bid the Airport lease area at the corner of taxiways B and C of 95,774 sq ft, with a minimum bid price of \$0.24/sqft/yr based on an MAI appraisal. On October 18, 2017, per NRS 244.283 (county leasing requirements), the Authority opened, verified compliance and awarded the lease to Sierra Skyway, Inc. Per NRS 844, real property leases at the Airport must also be approved by Carson City.

13. Community Development

13.A For Discussion Only: To hear a presentation from the Nevada Rural Housing Authority on the results of the 2017 Housing Study. (Bill Brewer, Nevada Rural Housing Authority and Lee Plemel, lplemel@carson.org)

Staff Summary: The Nevada Rural Housing Authority (NRHA) had a housing study conducted in 2016/17 focusing on rural areas throughout Nevada, including Carson City. The study includes housing market population and household counts, household breakdown by income and age groups, employment and wage data, and other information. The NRHA serves as Carson City's housing authority.

14. Public Works

14.A For Possible Action: To accept the Grant from Foundation Forward, Inc. to install a Charters of Freedom Monument in Carson City. (Darren Anderson, Danderson@carson.org)

Staff Summary: Foundation Forward has offered to gift to Carson City a Charters of Freedom Monument. The Charters of Freedom Monument contains original sized replicas of The Declaration of Independence, The United States Constitution, and the Bill of Rights similar to the display of the original founding document in the Rotunda of the National Archives in Washington, DC.

15. City Manager

15.A For Possible Action: To appoint one member to the Airport Authority "Manufacturer" position to fill a term that will expire 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 is one vacancy on the Airport Authority, for the “Manufacturer” position to be filled. New applications were submitted by Jon Rogers and Douglas Campbell.

16. Recess as the Board of Supervisors

Redevelopment Authority

17. Call to Order & Roll Call - Redevelopment Authority

18. 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.

19. For Possible Action: Approval of Minutes - November 16, 2017

20. Community Development - Planning

20.A For Possible Action: To make a recommendation to the Board of Supervisors regarding the expenditure of \$100,000 from the Fiscal Year 2018 Redevelopment Revolving Fund to support the Downtown Curry Streetscape Project, for a total of \$350,000 from the Fiscal Year 2018 Redevelopment Revolving Fund for the Project. (Lee Plemel, lplemel@carson.org)

Staff Summary: The Redevelopment Authority allocated \$250,000 from FY 2018 Redevelopment funds to the Downtown Curry Streetscape Project on June 1, 2017. On October 19, 2017, the Board of Supervisors approved the 60% design of the project and authorized completion of the project in 2018. The \$100,000 proposed to be used to help complete the project is available from additional Redevelopment revenues and budget savings from the prior year, and the total amount of Redevelopment funding allocated to the Downtown Curry Streetscape Project will remain at \$550,000 (the Redevelopment allocation from future years will be reduced by \$100,000).

21. 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.

22. For Possible Action: To Adjourn as the Redevelopment Authority

23. Reconvene as the Board of Supervisors

24. Community Development - Planning

24.A For Possible Action: To adopt a Resolution authorizing the expenditure of \$100,000 from the Fiscal Year 2018 Redevelopment Revolving Fund to support the Downtown Curry Streetscape Project, for a total of \$350,000 from the Fiscal Year 2018 Redevelopment Revolving Fund for the Project, as an expense incidental to the carrying out of the Redevelopment Plan. (Lee Plemel, lplemel@carson.org)

PURSUANT TO NRS 279.628, THIS RESOLUTION MUST BE ADOPTED BY A TWO-THIRDS VOTE OF THE BOARD OF SUPERVISORS.

Staff Summary: The Redevelopment Authority allocated \$250,000 from FY 2018 Redevelopment funds to the Downtown Curry Streetscape Project on June 1, 2017. On October 19, 2017, the Board of Supervisors approved the 60% design of the project and authorized completion of the project in 2018. The \$100,000 proposed to be used to help complete the project is available from additional Redevelopment revenues and budget savings from the prior year, and the total amount of Redevelopment funding allocated to the Downtown Curry Streetscape Project will remain at \$550,000 (the Redevelopment allocation from future years will be reduced by \$100,000).

NRS 279.628 permits the expenditure of money from the Redevelopment Revolving Fund for the purpose of any expenses necessary or incidental to the carrying out of Redevelopment Plans.

24.B For Possible Action: To introduce, on first reading, an ordinance amending the Carson City Municipal Code Title 4, Licenses and Business Regulations, of the Carson City Municipal Code to establish provisions relating to the filing of a certificate required under State law by persons intending to conduct business under an assumed or fictitious name. (Hope Sullivan, hsullivan@carson.org)

Staff Summary: Nevada Revised Statute (NRS) requires that every person doing business in the state under an assumed or fictitious name must file a certificate containing this information with the County Clerk. This certificate must be notarized unless the Board adopts an ordinance providing that the certificate may be filed without being notarized. If the notarization is not required, businesses will be able to apply for business licenses on-line. This will result in improved efficiencies and customer service.

24.C For Possible Action: To introduce, on first reading, an ordinance relating to zoning; amending Title 18 of the Carson City Municipal Code to revise the definition of the terms " Dwelling, Single Family" and "Single Family Dwelling" and other related terms for consistency with State law. (Hope Sullivan, hsullivan@carson.org)

Staff Summary: The proposed ordinance would modify the definition of single family dwelling to include halfway houses, a home for individual residential care, and residential facilities for groups consistent with Senate Bill 477, signed by the Governor on June 3, 2017.

24.D For Possible Action: To introduce, on first reading, an ordinance amending the Carson City Municipal Code Title 18, Zoning, Chapter 18.02, Administrative Provisions, to add Section 18.02.130, Reasonable Accommodation. (Hope Sullivan, hsullivan@carson.org)

Staff Summary: The Federal Fair Housing Act prohibits discrimination in housing on the basis of a disability. One type of disability discrimination prohibited by the Act is the refusal to make reasonable accommodations in rules, policies, practices, or services when such accommodations may be necessary to afford a person with a disability the equal opportunity to use and enjoy a dwelling. Local governments include provisions for reasonable accommodation consistent with the Act in their zoning codes. To allow for streamlined decision making and to protect privacy, staff is recommending that the Community

Development Director have the authority to make a reasonable accommodation upon finding the request to be consistent with the Federal Fair Housing Act.

24.E For Possible Action: To introduce, on first reading, an ordinance relating to zoning; amending Title 18 of the Carson City Municipal Code to remove the maximum height limitation on private use wind energy conversion systems; to establish certain review standards relating to the issuance of a Special Use Permit for such systems. (Hope Sullivan, hsullivan@carson.org)

Staff Summary: The proposed ordinance would eliminate prescriptive height limitations and provide for supplemental review standards with respect to Private Use Wind Energy Conversion Systems consistent with Senate Bill 314, signed by the Governor on May 31, 2017.

24.F For Possible Action: To provide direction to staff on the development of policies related to the nomination and appointment process for Planning Commissioners. (Nick Marano, nmarano@carson.org; Lee Plemel, lplemel@carson.org)

Staff Summary: The Board of Supervisors approved new policies related to Planning Commissioner duties and responsibilities on October 19, 2017, and directed staff to develop a process whereby newly elected Supervisors would nominate individuals for appointment to the Commission. Staff will provide possible alternatives for the Board of Supervisors to consider to transition from the current Planning Commissioner appointment process to a new process.

25. 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. --

26. Purchasing and Contracts

26.A For Possible Action: To select Duncan Golf Management DBA TDS Golf at Eagle Valley LLC as the most responsive and responsible bidder as a result of Request For Proposal No. 1718-096 for operation, maintenance and management of Eagle Valley Golf Course; and to authorize the City Manager to sign on behalf of Carson City a Temporary Right of Entry Agreement; and direct staff to draft a 5-year license agreement with terms consistent with RFP No. 1718-096 and the proposal submitted by Duncan Golf Management for future consideration by the Board of Supervisors. (Laura Rader, Lrader@carson.org and Jennifer Budge, Jbudge@carson.org)

Staff Summary: Eagle Valley Golf Course is currently operated and maintained by Carson City Municipal Golf Corporation, a private non-profit corporation, through a lease agreement which will expire December 31, 2017. A Request for Proposal (RFP) was published seeking firms to provide operation, maintenance and management services. The City received three (3)

proposals and the evaluation committee reviewed each proposer's background, experience and proposal as well as interviewed all three firms. The committee recommends moving forward with Duncan Golf Management DBA TDS Golf at Eagle Valley LLC.

27. 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.

28. 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>