

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

**Day:** Thursday  
**Date:** December 21, 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 - Chad Adamik, St. Paul's Lutheran Family**
- 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 - December 7, 2017**
- 7. For Possible Action: Adoption of Agenda**

**Consent Agenda**

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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.  
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**8. City Manager**

8.A For Possible Action: To ratify the approval of bills and other requests for payments by the City Manager for the period of November 4, 2017 thru December 8, 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.

8.B For Possible Action: To reappoint Stacey Giomi and Denise Bauer 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.” Stacey Giomi and Denise Bauer occupy general public positions, both are seeking reappointment.

8.C For Possible Action: To reappoint Michael Bertrand to the Carson City Audit Committee, for a two year term that expires in December 2019. (Nick Marano@nmarano@carson.org)

Staff Summary: CCMC Chapter 2.14.030 provides for a five (5) member Audit Committee; one (1) member from the Board of Supervisors and four (4) members from the citizen-at-large. There is one vacancy for a citizen-at-large position due to expiration of term. A reappointment request was received from Michael Bertrand.

8.D For Possible Action: To adopt a resolution authorizing the Mayor of Carson City, Nevada to perform marriage ceremonies. (Nancy Paulson, npaulson@carson.org)

Staff Summary: NRS 122.080, as amended by Senate Bill 279 of the 2017 Nevada Legislature, provides that the mayor of an incorporated city may perform a marriage ceremony if he or she is authorized by the city council or other governing body of a city organized under a special charter.

## **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 December 8, 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.

## **10. Parks and Recreation**

10.A For Possible Action: To appoint and authorize the Mayor, the City Clerk Recorder, or designee to swear Mr. William G. Kimmel, MAI, as the appraiser for Carson City with regard to a self-contained summary appraisal for 20 acres of vacant land located on U.S. Highway 50 West, Assessor Parcel Number 007-051-81 and currently owned by Mr. W. Michael Fagen. (Ann Bollinger, abollinger@carson.org)

Staff Summary: Mr. Fagen continues his desire to see his property as an undeveloped gateway between Carson City and Lake Tahoe and wishes to sell it to Carson City. An appraisal, as required by law, will provide an opinion of property value so the Open Space Advisory Committee and Board of Supervisors can make an informed decision regarding land acquisition.

## **11. Public Works**

11.A For Possible Action: To approve the lease amendments regarding maintenance responsibilities for Capital City C.I.R.C.L.E.S. Initiative, Nevada Rural Counties RSVP Program, Inc., and Ron Wood Family Resource Center, tenants at 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. On, July 20, 2017, the Board reviewed the new draft language and directed staff to amend the leases to include the proposed language regarding maintenance responsibilities.

11.B For Possible Action: To adopt a Resolution determining that Carson City's ownership interest in Water Permit 36079 (Certificate 11627) for 8.62 acre feet annually of water located in Washoe Valley is not required for public use and the sale of these water rights is desirable and in the best interest of the City pursuant to NRS 533.550 and NRS 332.185, thereby authorizing the sale of these rights to Julian Smith in the amount of \$25,000. (Stephanie Hicks; SHicks@carson.org)

Staff Summary: Following the Board's motion in May of 2017 to proceed with the sale of Carson City's ownership interest in Water Permit 36079 (Certificate 11627) for 8.62 acre feet annually of water located in Washoe Valley, staff advertised and posted the bid process on August 24, 2017, through Carson City's online bid management system. The sale was advertised for a minimum bid amount of \$50,000, the appraised value of the water rights. On September 21, 2017, only one bid received was for the amount \$25,000. On October 5, 2017, staff requested the flexibility to pursue all possible avenues to effectuate the sale in order to obtain the highest possible purchase price for the City. Since this time, staff and the City's water rights consultant have reached out to other interested parties; however, no other higher offers have been received.

**(End of Consent Agenda)**

### **Ordinances, Resolutions, and Other Items**

**12. Item(s) pulled from the Consent Agenda will be heard at this time.**

## **13. Courts**

13.A For Possible Action: To set Justice of the Peace/Municipal Court Judge Salary pursuant to Senate Bill 42 passed by the Legislature in 2017. (Maxine Cortes, mcortes@carson.org)

Staff Summary: Pursuant to the Nevada Revised Statutes and the Carson City Charter, the Board of Supervisors must set the salary of the Justice of the Peace. In 2017, the Legislature amended NRS 4.040 changing the month when the Board of Supervisors is required to set the Justice of the Peace salary from July to December of the preceding year in which an election of justices of the peace is held. The amendment became effective on May 18, 2017. Judge John Tatro announced his retirement and will complete his term in January of 2019. The next election for the Justice of the Peace will be held in 2018.

#### **14. Health and Human Services**

14.A For Possible Action: To approve contract no. 1718-118, a services agreement between Carson City and Vitality Unlimited, a non-profit Nevada corporation. (Nicki Aaker, naaker@carson.org; Iris Yowell, iyowell@carson.org)

Staff Summary: Vitality Unlimited, a non-profit Nevada corporation, entered into a lease agreement for 6,998 square feet at 900 East Long Street; Carson City, Nevada on March 17, 2014 which expired on October 31, 2017. On October 19, 2017, the Board of Supervisors extended the lease agreement to December 31, 2017. This service agreement is in conjunction with the lease agreement and sets forth the services to be provided by Vitality Unlimited an exchange in consideration for the lease agreement pursuant to NRS 244.284.

#### **15. Public Works**

15.A For Possible Action: To approve the lease of a 6,998 square foot portion of the second floor of the building located at 900 E. Long Street to Vitality Unlimited, a non-profit Nevada corporation, in exchange and as consideration for the provision of certain services in accordance with Contract # 1718-118 by and between Vitality Unlimited and Carson City as it will be in the best interest of Carson City pursuant to NRS 244.284. (Stephanie Hicks, SHicks@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 was scheduled to expire on October 31, 2017. Vitality Unlimited has requested a new five-year (5-year) lease. On October 19, 2017, the Board of Supervisors approved a lease extension until December 31, 2017, in order to allow staff to review various considerations for inclusion in new lease agreement. Since this time, it has been determined that both a lease agreement and a services contract would be appropriate to document the services which Vitality Unlimited provides to the City in exchange and as consideration for lease space.

15.B For Possible Action: To approve the lease of 2,700 square feet of office space at 1711 N. Roop Street to Partnership Carson City, a non-profit Nevada corporation, as it will be in the best interest of Carson City pursuant to NRS 244.284. (Stephanie Hicks, SHicks@carson.org)

Staff Summary: The lease between Carson City and Partnership Carson City, a non-profit organization, expired on August 31, 2017. Partnership Carson City has requested a new five-year (5-year) lease for 2,700 square feet of office space at 1711 N. Roop Street. Only minor

modifications have been made to the lease language with the exception of the maintenance responsibilities.

15.C For Public Hearing: To hold a Public Hearing regarding water right applications 85956 and 85958 through 85961. (Curtis Horton, Chorton@carson.org)

Staff Summary: This item is to hold a public hearing and provide comments to the State Engineer for changing the point of diversion for surface water rights from lands in Carson City to Lyon County for Water Right Applications 85956 and 85958 through 85961.

15.D For Possible Action: to recommend to the State Engineer that Carson City does not object to the approval of Water Right Applications 85956 and 85958 through 85961 for transfer of water rights from Carson City to Lyon County. (Curtis Horton, Chorton@carson.org)

Staff Summary: This item is to provide comments to the State Engineer for changing the point of diversion for surface water rights from lands in Carson City to Lyon County for Water Right Applications 85956 and 85958 through 85961.

## **16. Finance**

16.A Presentation Only: Eide Bailly will present the letter to those charged with governance in connection with the annual audit of the Carson City Comprehensive Annual Financial Report for the fiscal year ended June 30, 2017. (Jason Link, jlink@carson.org)

Staff Summary: Eide Bailly, LLP has been contracted to conduct an audit of the Carson City Comprehensive Annual Financial Report for the fiscal year ended June 30, 2017. Generally accepted auditing standards require the auditor to provide those charged with governance information about their responsibilities as well as certain information related to the planned scope, timing and results of the audit.

16.B For Possible Action: To accept the Carson City Comprehensive Annual Financial Report for the fiscal year ended June 30, 2017. (Jason Link, jlink@carson.org)

Staff Summary: NRS 354.624 requires the City to provide for an annual audit of all of its financial statements. In addition, the opinion and findings of the auditor contained in the report of the audit must be presented at a meeting of the governing body held not more than 30 days after the report is submitted to it (November 30). The annual audit must be accepted by the Board of Supervisors prior to filing with the State of Nevada and distribution to outside agencies such as bond holders.

16.C Presentation Only: Moss Adams will present an update on projects performed and presented to the Carson City Audit Committee pursuant to the FY 2016 and FY 2017 internal audit work programs. (Jason Link, jlink@carson.org)

Staff Summary: Moss Adams has been contracted by the Carson City Audit Committee and the Board of Supervisors to provide Internal Audit Services to Carson City. Moss Adams will be presenting a summary of the projects completed over the past 15 months. Projects include: payroll internal control testing, p-card internal control testing, small works review, public

guardian review, purchasing & accounts payable internal control testing, and HTE access internal control testing.

16.D For Possible Action: To accept the Audit Committee's recommendation to approve the completed remediation plans from the Community Facility Cost Recovery Study, Employee Efficiency Study, Internal Controls Review, Policy and Procedures Review, Payroll Internal Controls Testing, Small Works Projects Review, Public Guardian Review, and the Purchasing / Accounts Payable Internal Control Testing; and remove the completed findings from the Audit Findings Tracking Summary Report. (Jason Link, [jlink@carson.org](mailto:jlink@carson.org))

Staff Summary: The completed remediation plans have been presented and approved by the Carson City Audit Committee. Upon approval by the Board of Supervisors, the completed findings will be considered closed and removed from the Audit Findings Tracking Summary Report prepared by Moss Adams.

## **17. Purchasing and Contracts**

17.A For Possible Action: To approve contract 1718-083 CMAR South Carson Street Complete Street Project to Sierra Nevada Construction, Inc. for a total not to exceed amount of \$63,007 to be funded from the Infrastructure Fund. (Laura Rader; [LRader@carson.org](mailto:LRader@carson.org) and Darren Schulz; [DSchulz@carson.org](mailto:DSchulz@carson.org))

Staff Summary: This contract is to provide Construction Manager at Risk Services for the South Carson Street Complete Street Project, which includes, but is not limited to: participation in regularly scheduled design progress review meetings; develop strategies for phasing the improvements; assistance in identifying and reconciling differences between Engineers and CMAR's cost estimate; develop constructability and value engineering suggestions at each phase of design; facilitate long-lead procurement studies; develop potential bidders lists; develop an open book GMP Proposal based on bids obtained; and development of final CMAR constructability and value engineering suggestions (based on 100% Construction Documents). Sierra Nevada Construction, Inc. was selected via Advertised RFP: 1718-083 South Carson Street Complete Street Project- CMAR Services and subsequent interview process.

## **18. Public Guardian**

18.A Presentation Only: Report from the Public Guardian on the operations and status of cases at the Public Guardian's Office. (Deborah Marzoline, [DMarzoline@carson.org](mailto:DMarzoline@carson.org))

Staff Summary: A report on the Public Guardian's Office with a breakdown of clients.

## **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 one member to the Advisory Board to Manage Wildlife for a three year term that expires July 2021. (Nick Marano, nmarano@carson.org)

Staff Summary: NRS 501.260 and 501.265 provide for a three or five member board appointed by the Board of Supervisors. There is one open position due to the expiration of term and members would represent; sportsman, rancher, farmer on the Wildlife Advisory Board. Applications were received from Stephen Stewart and Daryn Carns.

**21. Senior Center**

21.A For Presentation Only: Presentation regarding update on rebranding at the Senior Center. (Courtney Warner, cwarner@carson.org)

Staff Summary: After surveying nearly 400 people and conducting three focus groups and having about 200 people vote on a new logo, the Senior Center is continuing the effort of rebranding in order to generate a wider appeal in the community. The new logo will begin appearing on Senior Center signage and marketing materials; as well as the Center's vehicles. A new website will launch in early 2018. Plans for updating the building with fresh paint, new furnishings and artwork are also in the works. This is all in conjunction with new activities and programs, including TRIAD, a series of public health and safety classes, which were introduced in June, based on input from the survey. The new logo was introduced at the Senior Center on December 1, 2017 with concurrent activities at the Silver and Snowflake event the same day.

**22. Community Development - Planning**

22.A For Possible Action: To introduce, on first reading, an ordinance relating to zoning; amending Title 18 of the Carson City Municipal Code to include Tattoo Parlors as an allowed use in the Retail Commercial use district. (Hope Sullivan, hsullivan@carson.org)

Staff Summary: The proposed ordinance would make a Tattoo Parlor a Primary Permitted Use in the Retail Commercial zoning district. As uses allowed in the Retail Commercial zoning district are also allowed in the General Commercial, Limited Industrial, and General Industrial zoning districts, the proposed amendment would result in a Tattoo Parlor being a Primary Permitted Use in those zoning districts as well. Currently, a Tattoo Parlor is a Conditional Use in the Limited Industrial zoning district, and a Primary Permitted Use in the General Industrial zoning district.

22.B For Possible Action: To adopt Bill No. 129, on second 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: The Board introduced the subject ordinance at its meeting of December 7, 2017. 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.

22.C For Possible Action: To adopt Bill No. 130, on second 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 Board introduced the subject ordinance at its meeting of December 7, 2017. 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.

22.D For Possible Action: To adopt Bill No. 131, on second 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 Board introduced the subject ordinance at its meeting of December 7, 2017. 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.

22.E For Possible Action: To adopt Bill No. 132, on second 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 Board introduced the subject ordinance at its meeting of December 7, 2017. 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.

### **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 the Board of Supervisors**



**Redevelopment Authority**

**25. Call to Order & Roll Call - Redevelopment Authority**

**26. 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.

**27. For Possible Action: Approval of Minutes - December 7, 2017**

**28. Community Development**

28.A For Possible Action: To provide direction to staff regarding Redevelopment plans and activities, including the role of the Redevelopment Authority Citizens Committee in the review of Redevelopment plans and incentives. (Lee Plemel, lplemel@carson.org)

Staff Summary: The Board of Supervisors set a goal for the City Manager to provide an comprehensive update on Redevelopment plans and policies, including the role of the Redevelopment Authority Citizens Committee in providing recommendations to the Redevelopment Authority. Staff will provide a report on current Redevelopment plans, policies and incentive programs. No action is required, but the Redevelopment Authority may provide direction to staff regarding modifications to existing plans and policies.

**29. 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.

**30. For Possible Action: To Adjourn as the Redevelopment Authority**

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\*\*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.  
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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.

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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.

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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.

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To request a copy of the supporting materials for this meeting contact Janet Busse at [jbusse@carson.org](mailto:jbusse@carson.org) or call (775) 887-2100.

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This agenda and backup information are available on the City's website at [www.carson.org/agendas](http://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.

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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>