

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

Day: Thursday
Date: May 3, 2018
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 - April 5, 2018

7. For Possible Action: Adoption of Agenda

8. Special Presentations

8.A Presentation regarding the Veteran's Resource Center. (Natalie Stering)

8.B Presentation of a proclamation for Nevada Wildfire Prevention Awareness Month May 2018. (Fire Chief Sean Slamon)

8.C Presentation and recognition of National Public Works Week as May 20-26, 2018. (Darren Schulz, Dschulz@carson.org)

8.D Presentation of a proclamation for Bike Month May 2018 (Randy Gaa)

8.E Presentation Only: Presentation of a proclamation for Historic Preservation and Archaeological Awareness Month, May 2018 and presentation of the 2018 Historic Preservation Awards. (Hope Sullivan, hsullivan@carson.org)

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. Courts

9.A For Possible Action: To approve the Intrastate Interlocal contract beginning fiscal year 2019 to fiscal year 2022 between the State of Nevada acting by and through its Department of Health and Human Services, Division of Welfare and Supportive Services, the First Judicial District Court, Storey County and Carson City and the proposed budgets for reimbursement from the State Child Support Enforcement Program in the amount of \$25,792 for fiscal year 2019 and \$26,298 for fiscal year 2020. (Max Cortes, mcortes@carson.org)

On April 24, 2014, the Board of Supervisors approved an Intrastate Interlocal contract from fiscal year 2015 to fiscal year 2018 between the State of Nevada acting by and through its Department of Health and Human Services, Division of Welfare and Supportive Services, the First Judicial District Court, Storey County and Carson City to recruit and appoint court masters to hold child support hearings and other matters properly related thereto and to receive reimbursement to the general fund for these services. The Intrastate Interlocal contract is up for renewal from fiscal year 2019 to fiscal year 2022. Two years of budget requests for fiscal years 2019 and 2020 are required in order to receive reimbursement from the State of Nevada and to ensure budgets approved by the State are consistent with budgets approved by the Board of Supervisors.

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 April 20, 2018 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.

11. Health and Human Services

11.A For Possible Action: To approve Carson City Health and Human Services re-applying for the Community Services Block Grant (CSBG) through the Nevada Department of Health and Human Services; Office of Community Partnerships and Grants. (Nicki Aaker, naaker@carson.org and Mary Jane Ostrander, mostrander@carson.org)

Staff Summary: Carson City is eligible to apply for \$125,717 according to the funding formula provided by the Nevada Department of Health and Human Services; Office of Community Partnerships and Grants. CSBG fully funds the Workforce Case Manager, partially funds a Community Health Worker, and partially funds two Office Specialists. Carson City Health and Human Services has received the CSBG for approximately the past 20 years.

(End of Consent Agenda)

Ordinances, Resolutions, and Other Items

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

13. Treasurer

13.A Presentation only: The Carson City Treasurer will present an affidavit to the Board of Supervisors affirming that a notice of delinquency was mailed to each parcel having first year delinquent property taxes pursuant to NRS 361.5648(3). (Gayle Robertson, grobertson@carson.org)

Staff Summary: NRS 361.5648(3) requires the tax receiver to issue a personal affidavit to the board of county commissioners affirming that a notice of delinquency has been mailed to property owners of each parcel having first year delinquent taxes (2017-2018). The affidavit must be issued within 30 days after mailing the original notice.

14. City Manager

14.A For Possible Action: To accept the Cultural Commission's 2017/18 Annual Report and approve the Commission's 2018/19 Work Plan. (Mark Salinas, msalinas@carson.org)

Staff Summary: The Cultural Commission is required by Carson City Municipal Code (CCMC) 2.41.060 (7) to submit an annual report and work plan to the Board of Supervisors no later than May 1 of each year.

15. Community Development - Planning

15.A For Possible Action: To adopt, on second reading, Bill No. 106, an ordinance relating to marijuana; amending Title 18 (Zoning), Appendix A (Development Standards), Division 1.20 (Medical Marijuana Establishments and Marijuana Establishments) of the Carson City Municipal Code to amend and clarify regulations governing signage for medical marijuana establishments and marijuana establishments. (Lee Plemel, lplemel@carson.org)

Staff Summary: The proposed ordinance is intended to clarify sign regulations for medical marijuana establishments and marijuana establishments by adding the sign standards directly into the regulations pertaining to such establishments rather than referring to sign standards elsewhere in the city code. The proposed ordinance would continue to limit signs for medical marijuana establishments and marijuana establishments to a size consistent with office uses, which is less than the sign area allowed for other retail uses.

15.B For Possible Action: To provide direction to staff regarding possible sign ordinance changes related to temporary banners, flags, A-frame signs, and other temporary sign devices for commercial advertising. (Lee Plemel, lplemel@carson.org)

Staff Summary: Current sign regulations allow certain temporary banners for a period of up to 30 days within any 90-day period. Freestanding flags and A-frame signs are prohibited, except that A-frame signs not exceeding 32 inches in width and 36 inches in height (with other restrictions) are permitted within the Downtown Mixed-Use zoning district. Several businesses have approached City staff, management and Supervisors about amending the temporary sign regulations for consistency throughout the commercial areas.

15.C For Possible Action: To approve a reorganization of the Community Development Department to eliminate an Office Specialist position and the Hourly (part-time) Special Projects Planner position and to create an Associate Planner position, and authorize the Department to advertise for the Associate Planner position. (Lee Plemel, lplemel@carson.org)

Staff Summary: Community Development management has evaluated the current and future workload demands as the result of a recent retirement announcement of the current Community Development Office Specialist. The proposed reorganization would increase the department's capacity to process various permits and zoning applications and complete other projects at the direction of the Board of Supervisors. The reorganization would not result in an increase in the Department budget for FY 2019.

16. Public Works

16.A Public Hearing:

For Possible Action: To approve the renumbering of the existing buildings and units for the Bella Lago Apartments at 1600 Airport Road. (Dan Stucky; DStucky@carson.org, Dave Ruben; DRuben@carson.org, Ken Sandage; KSandage@carson.org)

Staff Summary: The Bella Lago Apartment complex, located at 1600 Airport Road, currently contains an inadequate addressing scheme that creates confusion and limits the effectiveness of emergency response to the apartment complex. The Addressing Official (City Engineer) has proposed the renumbering of the buildings and unit numbers in order to adhere to the standard addressing requirements listed under Division 22.6.1 of the Carson City Municipal Code Title 18 Appendix – Carson City Development Standards. This modification will allow for the best possible response time for fire and life safety personnel from the Carson City Sheriff's Office and Fire Department and ultimately improve public safety for the residents of the apartment complex. The residents and owner of the Bella Lago Apartments have appealed this addressing change and, per Division 22.3.3 of the municipal code, may appeal the decision to the Board of Supervisors.

16.B For Possible Action: To accept the donation of a permanent easement from the American Baptist Home Mission Society for sewer line, roadway and drainage improvements needed for the construction and maintenance of the Clear Creek Avenue Sewer Project across APN 009-241-18. (Dan Stucky; DStucky@carson.org and Stephanie Hicks; SHicks@carson.org)

Staff Summary: The Clear Creek Avenue Sewer Project design is at 100% and construction is anticipated for summer of 2018. Carson City staff has been coordinating with the Washoe Tribe, BIA, American Home Baptist Mission Society, and Nevada State Lands to secure the needed easements for sewer line, roadway and drainage improvements. The American Baptist Home Mission Society has agreed to donate to the City the necessary easement totaling approximately 13,249 square feet across APN 009-241-18.

16.C For Possible Action: To accept a Bureau of Indian Affairs (BIA) Grant of Easement for right-of-way and approve the Washoe Tribe's Terms and Conditions of Consent for Right-of-Way as presented to Carson City by the BIA for sewer line, roadway and drainage improvements needed for the construction and maintenance of the Clear Creek Avenue Sewer Project across BIA Tract Number 672 T-004, also known as APN 009-241-17. (Dan Stucky; DStucky@carson.org and Stephanie Hicks; SHicks@carson.org)

Staff Summary: The Clear Creek Avenue Sewer Project design is at 100% and construction is anticipated for summer of 2018. Carson City staff has been coordinating with the Washoe Tribe, BIA, American Home Baptist Mission Society, and Nevada State Lands to secure the needed easements for sewer line, roadway and drainage improvements. As part of the application for right-of-way to BIA, Carson City staff worked with the Washoe Tribe to prepare a Terms and Conditions of Consent for Right-of-Way which includes their consent for the project and the waiver of an appraisal and just compensation.

16.D For Possible Action: To approve a Non-Exclusive Utility Easement agreement between the State of Nevada, Division of State Lands and Carson City for sewer line, roadway and drainage improvements needed for the construction and maintenance of the Clear Creek Avenue Sewer Project across APN 009-241-19. (Dan Stucky; DStucky@carson.org and Stephanie Hicks; SHicks@carson.org)

Staff Summary: The Clear Creek Avenue Sewer Project design is at 100% and construction is anticipated for summer of 2018. Carson City staff has been coordinating with the Washoe Tribe, BIA, American Home Baptist Mission Society, and Nevada State Lands to secure the needed easements for sewer line, roadway and drainage improvements. The easement annual use fee is \$250.00 per year for the next 5 years. The easement totals approximately 1,190 square feet and is necessary in order to allow Carson City to maintain the new sewer line and associated improvements.

16.E For Possible Action: To approve a policy to implement a Parklet Pilot Program within the Downtown Mixed-Use District subject to an encroachment permit for outdoor dining and merchandise display. (Dan Stucky; DStucky@carson.org and Stephanie Hicks; SHicks@carson.org)

Staff Summary: Use of parking spaces within the Downtown Mixed-Use District for parklets was envisioned as part of the overall Downtown Streetscape Enhancement Project. Last year, the Board of Supervisors approved an ordinance amendment to Carson City Municipal Code Title 11 in order to add Chapter 11.35 regarding encroachment permits for outdoor dining and merchandise display within Carson City's right-of-way. It is proposed that parklets be permitted within parking spaces in the Downtown Mixed-Use District with approval of an encroachment permit. Staff has prepared a policy document and proposes a pilot program for the summer of 2018 in order to implement the program.

17. 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 1:00 P.M. --

18. District Attorney

18.A For Possible Action: Discussion and possible action to approve the District Attorney enter into a contingency fee agreement on behalf of Carson City with the Eget Prince law firm to pursue legal claims against the manufacturers and distributors of prescription opioids seeking recovery of monetary damages and injunctive relief for the negative impact of opioids on Carson City and the substantial damages opioids have caused to Carson City. (Jason Woodbury, District Attorney).

Staff Summary: The opioid epidemic has substantially damaged Carson City and places a heavy financial and sociological burden on Carson City and its resources. The Eget Prince law firm would pursue legal claims against manufacturers and distributors of prescription opioids and seek to recover monetary damages and injunctive relief on behalf of Carson City for the tortious negative impact of opioids. The contingency fee is for twenty-five percent (25%) of the recovery from the lawsuit.

19. Library

19.A For Possible Action: To approve and accept a \$1,128,570 grant given by the Hop and Mae Adams Foundation and Carson Incubator 1, LLC, to the Carson City Library for the purpose of a Special Library Services Program for Economic Development, as defined in the Donation Agreement, in Carson City. (Sena Loyd, sloyd@carson.org)

Staff Summary: The Carson Incubator 1, LLC will donate for a period of three years, the lease of Adams Hub at \$176,190 per year. Hop and Mae Adams Foundation will also provide an annual donation to the Library of \$200,000 per year for three years, for a total of \$600,000 to further the program for Economic Development. The \$200,000 per year may also be used to gain matching funds or grants for the improvement or enhancement of the Economic Development efforts.

19.B For Possible Action: To move current approved Business Development Manager position from under the City Manager's office to the Library, funded with revenue from the Donation agreement and the special library services program for economic development in Carson City. (Sena Loyd, sloyd@carson.org)

Staff Summary: This position was approved as part of the program for Economic Development that is being funded with donations from the Hop and Mae Adams Foundation and the Carson Incubator1, LLC. The Carson Incubator 1, LLC will donate for a period of three years, the

lease of Adams Hub at \$176,190 per year. The Hop and Mae Adams Foundation will also provide an annual donation to the Library of \$200,000 per year for three years, for a total of \$600,000 to further the program for Economic Development. The \$200,000 per year may also be used to gain matching funds or grants for the improvement or enhancement of the Economic Development efforts.

20. Finance

20.A For Possible Action: To adopt a resolution creating the Business Incubator Fund, a special revenue fund. (Jason Link, jlink@carson.org)

Staff Summary: The Carson City Board of Supervisors may establish a special revenue fund by resolution which describes the purpose of the fund, the resources to be used to establish the fund, the sources to be used to replenish the fund, the method for controlling the expenses and revenues of the fund, and the method by which a determination will be made as to whether the balance of the fund is reasonable and necessary to carry out the purpose of the fund.

21. Human Resources

21.A For Possible Action: To appoint Nancy Paulson, Deputy City Manager, as the interim City Manager beginning June 3, 2018 and to approve the employment contract between the Carson City Board of Supervisors and Nancy Paulson. (Melanie Bruketta, mbruketta@carson.org)

Staff Summary: On April 19, 2018, Nick Marano, City Manager, gave his notice to the Board of Supervisors that he will not seek to renew his employment contract which ends on June 2, 2018. The Board of Supervisors is responsible for the selection of the City Manager. (Carson City Charter section 3.020)

22. 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.

23. 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>