

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

Day: Thursday
Date: August 2, 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 - July 19, 2018

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. Finance

8.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 July 23, 2018, per NRS 251.030 and NRS 354.290. (Sheri Russell, SRussell@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

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

10. Carson City Airport Authority

10.A For Possible Action: To approve a Lease Amendment for a lot line adjustment on the lease between the Carson City Airport Authority and John Mayes. (Ken Moen, Airport Manager and Steve Tackes, Airport Counsel)

Staff Summary: On July 18, 2018, the Carson City Airport Authority considered and approved a lease amendment for a lot line adjustment to rent an orphaned area to the adjacent tenant, John Mayes.

11. Finance

11.A For Possible Action: To approve the application to remove the uncollectible accounts receivable specified in the application from the records of the Ambulance Fund for a total amount of \$392,362.86 in uncollectible accounts receivable. (Sheri Russell, srussell@carson.org)

Staff Summary: NRS 354.256 requires that the Controller apply to the Board for permission to remove uncollectible accounts receivable from the records of the County.

12. Purchasing and Contracts

12.A For Possible Action: To approve the purchase of various components of hardware and software through joinder contracts with Insight Public Sector, ConvergeOne, Inc./Cisco, Dell, CDW Government LLC, Microsoft and SHI International Corporation, for a total annual amount not to exceed \$1,000,000 to be funded from various city accounts as approved in the FY 18-19 budget. (Carol Akers, cakers@carson.org and Eric Von Schimmelmenn, Evonschimmelmenn@carson.org)

Staff Summary: Each year the vendor contracts that the Information Technology Department relies on to perform a majority of the purchases of hardware, software, and services for City departments are brought to the Board of Supervisors for approval. While many of the individual purchases and projects are not significant, when aggregated over the course of the year, they are significant. The City will receive better pricing by joining these contracts than it would receive if it were to decline to join these contracts because the City will be joining larger nation-wide contracts which typically receive lower pricing than smaller jurisdictions.

13. Community Development - Planning

13.A For Possible Action: To approve a Master Plan Amendment to create a new Specific Plan Area, Blackstone Ranch Specific Plan, for 26.89 acres of existing Lompa Ranch Specific Plan Area, located at the east end of Railroad Drive and west of Interstate 580, APN 010-051-44. (MPA-17-185) (Hope Sullivan, hsullivan@carson.org)

Staff Summary: The subject property is identified in the City's Master Plan as part of the Lompa Ranch Specific Plan Area. Consistent with the Lompa Ranch Specific Plan Area policies, lands within this area are required to have a new Specific Plan adopted, as well as rezoning. The proposed Specific Plan will address design standards and guidelines, as well as public services and infrastructure.

13.B For Possible Action: To introduce, on first reading, an ordinance approving a change of zoning from Agriculture (A) to Single Family 6000 (SF6), on property located at the east end of Railroad Drive and west of Interstate 580, APN 010-051-44. (ZMA-17-186) (Hope Sullivan, hsullivan@carson.org)

Staff Summary: The subject property is identified in the City's Master Plan as part of the Lompa Ranch Specific Plan Area. Consistent with the Lompa Ranch Specific Plan Area policies, lands within this area are required to have a new Specific Plan adopted, as well as rezoning. The proposed Specific Plan will address design standards and guidelines, as well as public services and infrastructure. The applicant is seeking a zoning designation of Single Family 6000.

13.C For Presentation: A report from Jessica Barlow Daniels, Executive Director / Principal of the Carson Montessori School providing a one year update on efforts to relocate the school, currently located in the limited industrial zoning district at 2263 Mouton Drive and 2211 Mouton Drive, APNs 008-815-01 and 008-815-05. (reference MISC-17-057) (Hope Sullivan, hsullivan@carson.org)

Staff Summary: At its meeting of July 20, 2017, the Board of Supervisors approved MISC-17-057, an appeal of the Planning Commission's denial of a Special Use Permit for the expansion of a non-conforming use, a school, on property zoned limited industrial. In approving the appeal, the Board required that the applicant report to the Board in one year to provide an update on efforts to relocate the school. This presentation is occurring to fulfill this requirement.

13.D For Possible Action: To adopt a Resolution establishing the Carson City Capital Improvements Advisory Committee pursuant to NRS 278B.150, designating the Planning Commission as the Committee, and adding one representative from the development or building industry and one representative from the real estate industry to the Committee. (Lee Plemel, lplemel@carson.org)

Staff Summary: The Board of Supervisors has directed staff to explore building impact fees for new development, specifically for fire facilities and streets. Impact fees and the processes to implement an impact fee are regulated under NRS Chapter 278B, which requires the creation of a Capital Improvements Advisory Committee to make recommendations to the Board of Supervisors regarding proposed impact fees, the capital improvement plans to which the impact

fees would apply, and the land use growth assumptions upon which an impact fee would be based. The establishment of the Capital Improvements Advisory Committee is the first step in the process to explore the feasibility of development impact fees.

13.E For Possible Action: To appoint one representative from the development or building industry and one representative from the real estate industry to the Capital Improvements Advisory Committee. (Lee Plemel, lplemel@carson.org)

Staff Summary: The Capital Improvements Advisory Committee ("Committee") is established to make recommendations to the Board of Supervisors regarding proposed impact fees, the capital improvement plans to which the impact fees would apply, and the land use growth assumptions upon which an impact fee would be based. The Planning Commission serves as the Committee, with the addition of one member from the development or building industry and one representative from the real estate industry. The Nevada Builders Alliance has nominated Rob McFadden, Builders Alliance President, and the Sierra Nevada Association of Realtors has nominated realtor Stephen Lincoln to serve on the Committee.

13.F For Possible Action: To approve a request for a Historical Tax Deferral on property located within the Historic District, located at 408 West Robinson Street, APN 003-236-01. (Hope Sullivan, hsullivan@carson.org)

Staff Summary: The subject property is eligible for the Open Space Use Assessment as a result of its conformance to specific standards and its historical status in Carson City.

13.G For Possible Action: To introduce, on first reading, an ordinance amending Title 18 Appendix (Development Standards), Division 4 (Signs), Sections 4.3 (Definitions) and 4.4 (Administration) of the Carson City Municipal Code to amend regulations related to temporary banners, flags, A-frame signs and other temporary sign devices, and to modify the definition of "frontage of building" to make the method of measurement of allowable sign area consistent between shopping centers and other commercial uses. (Lee Plemel, lplemel@carson.org)

Staff Summary: The Board of Supervisors provided general direction to staff on May 17, 2018, regarding possible changes to regulations pertaining to the use of temporary banners, flags, and A-frame sign for commercial advertising. Currently, banners and freestanding flags are permitted for up to 30 days in any 90-day period, and A-frame signs are prohibited except within the downtown area. The proposed changes, as recommended by the Planning Commission, include restrictions related to "promotional flags," and allowing A-frame signs adjacent to all businesses. Also, the definition of "frontage of building" is being modified to create consistency in the way permitted sign area is measured for commercial uses.

14. 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 - 2:00 P.M. --

15. City Manager

15.A For Possible Action: To appoint four people to the Culture and Tourism Board, with two as representatives for hotel and motel operators, one as a representative of other commercial interests, and one as a citizen-at-large representative, each for a two-year term that will expire in July, 2020. (Nancy Paulson, npaulson@carson.org)

Staff Summary: NRS 244A.599 requires the Board of Supervisors to appoint representatives to the Culture and Tourism Board ("CTA"). There are currently four vacancies on the CTA. The four positions that are open are due to the expiration of current members' terms and one due to loss of eligibility. The categories for representatives are as follows: two members must represent the motel and motel operators in the City; one member must represent the other commercial interests in the City; one member must be a member of the Carson City Board of Supervisors; and one member must represent the City at large. New applications were received from Mike Santos, Jill Davis, Michael Jones, Candy Duncan, Stu Wexler, Mike Riggs and Trish Trenoweth.

15.B For Possible Action: To appoint Adriana Fralick, Interim Deputy City Manager, as the Acting Public Guardian effective August 4, 2018 due to the retirement of Deborah Marzoline until the appointment of the new Public Guardian by the Board of Supervisors. (Nancy Paulson, npaulson@carson.org)

Staff Summary: Deborah Marzoline, Public Guardian, was appointed to the position in accordance with Nevada Revised Statutes (NRS) 253.150 for a second four year term beginning on January 20, 2015. Ms. Marzoline gave notice to the City that she is retiring in August, 2018. Although the City is currently recruiting for a new Public Guardian, it is not anticipated that this position will be filled by the Board of Supervisors until after Ms. Marzoline's retirement date of August 3, 2018.

16. 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.

17. 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>