

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

**Day:** Thursday  
**Date:** October 4, 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 - Louis Locke, Fountainhead Foursquare**

**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 6, 2018 and September 20, 2018**

**7. For Possible Action: Adoption of Agenda**

**8. Special Presentations**

8.A Presentation of a Proclamation regarding "National 4-H Week." (Lindsay Chichester)

8.B Presentation of a Proclamation regarding "Fire Prevention Week." (Sean Slamon)

8.C Presentation of a Proclamation regarding "Walk to School Day." (Karissa Moffett)

8.D Presentation of a Proclamation regarding "Energy Efficiency Day." (Anne Macquarie)

**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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## **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 September 20, 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**

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

## **11. Sheriff**

11.A For Possible Action: To approve an application for and authorize the acceptance of the BJA FY 2018 Edward Byrne Memorial Justice Assistance Grant, award number 2018-DJ-BX-0030, in the amount of \$12,013. (Ken Furlong, kfurlong@carson.org)

Staff Summary: The Carson City Sheriff's Office continues to make prevention a priority by continuing its Cops and Kids Community Prevention Program. This grant will focus on prevention, community awareness/outreach, intervention and referral. The plan includes continuation of services currently in operation that update curricula and continue growth opportunities. The Carson City Sheriff's Office has implemented many services that conform to community policing strategies, utilizing a combination of nationally recognized and local initiatives to build and maintain positive relationships between law enforcement and citizens of all ages, building strong partnerships and consistent community collaboration. This grant will provide funding for numerous events and programs, including Elementary and Middle School Keeping It Real DARE, Character Counts and DARE Plus classes, Red Ribbon Campaign, & Kids Open House Safety Fair and National Night Out.

## **12. Treasurer**

### **PUBLIC HEARING:**

12.A Public Hearing: On the Carson City Treasurer's proposed City policy for the investment of surplus money. (Gayle Robertson, grobertson@carson.org)

Staff Summary: Carson City Charter Sec. 3.045(2)(d) requires the Treasurer to establish and maintain a policy for the investment of the surplus money of Carson City, and also requires the

Board of Supervisors to review that policy at least once each year during a public hearing at which public comment is accepted. This agenda item is the public hearing. Staff will be asking the Board of Supervisors to formally approve and accept the policy during the next agenda item.

12.B For Possible Action: To approve and adopt the Carson City Treasurer's proposed City policy for the investment of surplus money. (Gayle Robertson, GRobertson@carson.org)

Staff Summary: Carson City Charter Sec. 3.045(2)(d) requires the Treasurer to establish and maintain a policy for the investment of the surplus money of Carson City and also requires the Board of Supervisors to review that policy at least once each year during a public hearing at which public comment is accepted. The public hearing occurred on the preceding agenda item. This agenda item is for the Board of Supervisors to formally accept the policy.

### **13. Public Works**

13.A For Possible Action: To adopt Bill No. 114, on second reading, an ordinance relating to sewer pipe design criteria; amending Title 18 Appendix (Carson City Development Standards), Division 15 (Water, Sewer, Reclaimed Water Standards) of the Carson City Municipal Code to establish certain sizing and peak flow requirements relating to sewer pipes; and making conforming changes in Title 12 (Water, Sewerage and Drainage), Chapter 12.06 (Industrial Wastewater Discharges – Sewer Design Standards). (Dan Stucky, Dstucky@carson.org)

Staff Summary: Section 15.3.2 of the Title 18 Appendix (Carson City Development Standards) provides for sewer design criteria. The proposed amendment to the Standards addresses sewer main pipe sizing based on design peak flow data and creating a capacity distinction based on pipe size.

### **14. Fire**

14.A For Possible Action: To adopt Bill No. 115, on second reading, an ordinance amending sections of Title 14, Chapter 14.02, to reflect the adoption of the 2018 editions of the International Fire Code, the International Wildland-Urban Interface Code, and the Northern Nevada Fire Amendments. (Dave Ruben, druben@carson.org)

Staff Summary: This will be the second reading of an ordinance to modify the text of the Carson City Municipal Code by adopting the latest version (2018) of the International Fire Code and the International Wildland-Urban Interface Code together with the Northern Nevada Amendments to form the basis for the City's fire code. The proposed changes would become effective January 1, 2019.

### **15. Health and Human Services**

15.A For Possible Action: To approve the addition of a second Public Health (PH) Communication Specialist (A4) position and approve the removal of the Office Specialist (A2) position within the PHP Division at Carson City Health and Human Services, which will reduce the budgeted personnel and contract employee grant budget by \$33,441. (Nicki Aaker, naaker@carson.org)

Staff Summary: Currently, PHP has an Office Specialist position within the FY19 budget which is currently vacant. At this time, a contract employee is performing some of the Office Specialist and PH Communication Specialist duties.

## **16. City Manager**

16.A For Possible Action: To adopt a Resolution expressing support of the proposed technical corrections to the Carson City Lands Bill currently being developed, and authorizing the Mayor to submit a letter to appropriate federal and state authorities expressing that support. (Stephanie Hicks, SHicks@carson.org and Adriana Fralick, AFralick@carson.org)

Staff Summary: President Obama signed the Omnibus Public Land Management Act of 2009 (OPLMA) into law in March 2009. OPLMA provided for the disposition of more than 8,000 acres of federal lands within Carson City, including the sale of approximately 150 acres of federal land by Bureau of Land Management. City Staff has since identified and is proposing several technical corrections to be made by Congress.

## **17. Parks and Recreation**

17.A For Possible Action: To authorize the Parks, Recreation & Open Space Department to submit grant applications to the Forest Legacy Program and other programs for fee-title acquisition of 100 acres (APNs 007-031-23, 007-031-35 and 007-051-85) in the upper Clear Creek area along Highway 50 and Golf Club Drive for open space and passive recreation purposes and to authorize the Mayor to sign a letter of support. (Ann Bollinger, abollinger@carson.org)

Staff Summary: On February 26, 2018, the Open Space Advisory Committee recommended that the Board of Supervisors approve submittal of grant applications to the Forest Legacy Program and other programs for fee-title acquisition of 100 acres owned by the State of Nevada. If approved and depending on the appraisal, there will be an expenditure of up to 30% of the cost from the Quality of Life – Open Space budget. The current asking price for the two parcels is \$1.4 million to \$1.6 million.

## **18. Recess as the Board of Supervisors**

### **Redevelopment Authority**

## **19. Call to Order & Roll Call - Redevelopment Authority**

## **20. 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.

## **21. For Possible Action: Approval of Minutes - June 21, 2018**

## **22. Community Development**

22.A For Possible Action: To consider an appeal of the Redevelopment Authority Citizens Committee's action regarding the expenditure of up to \$25,000 for façade improvements to the

office building located at 302 N. Minnesota Street, within Redevelopment Area No. 1, under the Redevelopment Façade Improvement Program. (Lee Plemel, lplemel@carson.org)

Staff Summary: The Redevelopment Authority approved a façade improvement program to assist property owners within the Redevelopment District with improving the exterior appearance of their buildings. The City may match up to 50% of the total cost of the façade improvements up to a maximum of \$25,000 per property. The applicant is proposing to re-paint and re-roof the building. The applicant's estimated total cost of the proposed improvements is \$68,000. Redevelopment staff recommended funding of \$9,292.50 for 50 percent of eligible improvements (painting). The Redevelopment Authority Citizens Committee failed to approve funding for the project by a split vote of 3-3 (1 absent) on a motion to deny funding for the application.

22.B For Possible Action: To make a recommendation to the Board of Supervisors regarding the expenditure of up to \$9,000 from the Fiscal Year 2019 Redevelopment Revolving Fund, Special Event account, for a Special Event funding request from the Carson City Downtown Business Association for the Passport to Downtown event on October 26, 2018, as an expense incidental to the carrying out of the Redevelopment Plan. (Lee Plemel, lplemel@carson.org)

Staff Summary: Redevelopment annually funds special events from a portion of the Revolving Fund. A total of \$25,000 was allocated in the FY 2019 budget for Redevelopment Special Events, and \$14,000 has already been allocated to other events, leaving \$11,000 remaining for special events in FY 2019. The Passport to Downtown event, now in its third year, is the downtown kick-off event on the Friday of the Nevada Day weekend. The Carson City Downtown Business Association requested \$9,000 for the event. However, the Redevelopment Authority Citizens Committee recommended authorizing \$4,500.

**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 as the Redevelopment Authority**

**25. Reconvene as the Board of Supervisors**

**26. Community Development - Planning**

26.A For Possible Action: To adopt a Resolution authorizing the expenditure of up to \$9,000 from the Fiscal Year 2019 Revolving Fund of the Redevelopment Authority to support the Passport to Downtown special event 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: Redevelopment annually funds special events from a portion of the Revolving Fund. A total of \$25,000 was allocated in the FY 2019 budget for Redevelopment Special Events, and \$14,000 has already been allocated to other events, leaving \$11,000 remaining for special events in FY 2019. The Passport to Downtown event, now in its third year, is the kick-

off event on the Friday of the Nevada Day weekend. The Carson City Downtown Business Association requested \$9,000 for the event. However, the Redevelopment Authority Citizens Committee recommended authorizing \$4,500.

26.B For Possible Action: To adopt Bill No. 116, on second reading, an ordinance to change the zoning from General Industrial (GI) to Tourist Commercial (TC) on property located at 1588 Old Hot Springs Road, APN 008-123-23. (Hope Sullivan, hsullivan@carson.org)

Staff Summary: The applicant is seeking to amend the zoning map. As the Board amended the Master Plan at its meeting of September 20, 2018, the zoning map amendment will create consistency with the Master Plan, and will allow for future development consistent with the Master Plan designation.

26.C For Possible Action: To adopt Bill No. 117, on second reading, an ordinance to change the 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. (Hope Sullivan, hsullivan@carson.org)

Staff Summary: The applicant is seeking to amend the zoning map. As the Board amended the Master Plan by adopting the Blackstone Ranch Specific Plan at its meeting of September 20, 2018, the zoning map amendment will create consistency with the Master Plan, and will allow for future development consistent with the Master Plan designation.

## **27. 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

### **CLOSED SESSION:**

Following a recess or the adjournment of the meeting, pursuant to NRS 241.015(3)(b)(2), the Carson City Board of Supervisors will meet to receive information from an attorney employed or retained by the City regarding potential and/or existing litigation involving matters over which the public body has supervision, control, jurisdiction or advisory power and to deliberate toward decisions on the matters.

**-- LUNCH BREAK - RETURN - 1:30 P.M. --**

## **28. City Manager**

28.A For Possible Action: To appoint two members to the Cultural Commission's "Citizen-at-Large" position each to fill a three year term that will expire in January 2021. (Nancy Paulson, npaulson@carson.org)

Staff Summary: Per Carson City Municipal Code Chapter 2.41 Section 2.41.040, "The Carson City Cultural Commission shall consist of seven (7) members appointed by the Board of Supervisors." There are two vacancies due to reconfiguration of Commission positions.

Applications were received from Kelsey Penrose, Christopher Leyva, Lynn Carrigan, Jennifer Smith and Mylo McCormick.

**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**

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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>