

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

**Day:** Thursday  
**Date:** October 18, 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 - Nick Emery, New Hope Crossing**

**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 - October 4, 2018**

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

**8. Special Presentations**

8.A Proclamation and presentation of the Employee-of-the-Quarter award. (Melanie Bruketta, mbruketta@carson.org)

Staff Summary: The Employee-of-the-Quarter program recognizes outstanding employees whose efforts have helped the City achieve the strategic goals adopted by the Board of Supervisors and who have demonstrated an effort to fulfill the City's mission, values and vision.

8.B Presentation of Length of Service certificates to City employees. (Melanie Bruketta, mbruketta@carson.org)

Staff Summary: Every month the Board of Supervisors presents Length of Service certificates to employees who have completed 5, 10, 15, 20, 25 and 30 years of City service.

**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. City Manager**

9.A For Possible Action: To ratify the approval of bills and other requests for payments by the City Manager for the period of September 8, 2018 through October 5, 2018. (Nancy Paulson, npaulson@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.

## **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 October 8, 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.

## **11. Purchasing and Contracts**

11.A For Possible Action: To approve an Interlocal Agreement with the State of Nevada acting by and through its Department of Health and Human Services Aging and Disability Services Division through June 30, 2019, for a not to exceed amount of \$64,066.00, to be funded from the Nevada Mental Health & Development Account in the General Fund. (Carol Akers, CAkers@carson.org and Nicki Aaker, NAaker@carson.org)

Staff Summary: The Aging and Disability Services Division (ADSD) is the State agency responsible for support services and service coordination for residents with intellectual and developmental disabilities pursuant to NRS 433 and NRS 435. This Interlocal Agreement is for ADSD to continue the provision of services to children with intellectual and developmental disabilities and to assess the City's non-federal share for services provided to the City's children as outlined in Attachment B (Service Billing) of the Interlocal Agreement. The yearly assessment amount for Carson City is \$64,066.00. Attachment A of the Interlocal Agreement outlines the Scope of Work.

**(End of Consent Agenda)**

## Ordinances, Resolutions, and Other Items

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

### **13. Sheriff**

13.A For Possible Action: To accept a grant from the Department of Justice, 2018 Edward Byrne Memorial Justice Assistance Grant Program, for the Regional Gang Initiative in the amount of \$129,093. (Sheriff Furlong, [kfurlong@carson.org](mailto:kfurlong@carson.org))

Staff Summary: This grant will continue the efforts of the Regional Gang Initiative. The project is funded through the Nevada Department of Public Safety, Office of Criminal Justice Assistance. The award will partially fund one deputy sheriff each in Carson City, Lyon County and Douglas County, as well as to fund training and the purchase of equipment and a vehicle. The grant period is October 1, 2018 through September 30, 2019.

13.B For Possible Action: To accept a grant from the Department of Justice, 2018 Edward Byrne Memorial Justice Assistance Grant Program, to fund a Behavioral Health Peace Officer position in the amount of \$93,480. (Sheriff Furlong, [kfurlong@carson.org](mailto:kfurlong@carson.org))

Staff Summary: This grant would provide funds in an effort to prevent and reduce crime and to improve the criminal justice system within Nevada and Carson City. The Behavioral Health Peace Officer position would fill the gaps and supplement current programs including MOST (Mobile Outreach Safety Team) and FASTT (Forensic Assessment Services Triage Team). The position would also enhance community conversation, provide departmental training and serve as a first responder to critical calls for service.

13.C For Possible Action: To accept a grant from the Department of Justice, 2018 Edward Byrne Memorial Justice Assistance Grant Program, for the TriNet Narcotics Task Force in the amount of \$133,800. (Sheriff Furlong, [kfurlong@carson.org](mailto:kfurlong@carson.org))

Staff Summary: This grant will continue the efforts of the Tri-Net Narcotics Task Force. The project is funded through the Nevada Department of Public Safety, Office of Criminal Justice Assistance. The award will partially fund one deputy sheriff each in Carson City and Douglas County, and also fund training and "buy" funds that are used for drug stings. Grant period is October 1, 2018 through September 30, 2019.

### **14. Purchasing and Contracts**

14.A For Possible Action: To determine that Tahoe Pool & Spa Construction is the lowest responsive bidder pursuant to NRS Chapter 338 and to award Contract No. 1819-097 Aquatic Center Pool Re-Plaster Project to Tahoe Pool & Spa Construction, for a total not to exceed amount of \$330,333.52. (Carol Akers, [CAkers@carson.org](mailto:CAkers@carson.org) and Jennifer Budge, [JBudge@carson.org](mailto:JBudge@carson.org))

Staff Summary: This contract is for major pool repairs for the large indoor pool at the Carson City Aquatic Facility. The contract scope includes re-plastering and removal of the damaged

mid-pool expansion joint. Additive Alternate bid items AA-3, AA-5, AA-6 and AA-7 for \$73,904.19 will also be awarded and a contingency amount of \$30,030.32, to be funded from the Pool Improvement account as approved in the FY19 budget. The scope for the alternate bid items include gutter system repairs, floor inlet tile surround installation and floor inlet fixture replacement in the large indoor pool.

14.B For Possible Action: To approve the purchase of Navetta Theater Seating with William Peterson and Associates through joinder Contract No. 170302 with TIPS-USA, for an amount not to exceed \$222,406.80. (Carol Akers, CAkers@carson.org and Jennifer Budge, JBudge@carson.org)

Staff Summary: This contract is for the purchase and installation of new theater seats at the Carson City Community Center's Bob Boldrick Theater. The contract scope includes removal of the existing theater seating, and furnishing and installing new theater seats for \$202,188.00, plus a contingency amount of \$20,218.80, for a total amount of \$222,406.80, to be funded from the Quality of Life and Redevelopment Revolving Funds. William Peterson and Associates is an authorized dealer of Navetta Theater Seating through the awarded contract holder TIPS-USA Furniture, Contract No. 170302. The City has selected the CAL133 foam option, as recommended by the Fire Department to be in compliance with fire code.

## 15. Fire

15.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.

## 16. Finance

### 16.A PUBLIC HEARING:

Public hearing pursuant to NRS 244A and 350.020(3) concerning the proposed issuance by Carson City, Nevada of its General Obligation (Limited Tax) Water Bonds (Additionally Secured by Pledged Revenues), Series 2019A, in the aggregate principal amount not to exceed \$7,000,000 for the purpose of financing water projects for the City; and paying the related issuance costs. (Sheri Russell, srussell@carson.org)

Staff Summary: NRS 244A and 350.020(3) require that a public hearing be held before the Carson City, Nevada General Obligation Water Bonds, Series 2019A can be issued. Notice was published in the Nevada Appeal on September 19, 2018, September 26, 2018, and October 3, 2018 indicating the City's intent to hold this public hearing.

## **17. District Attorney**

17.A For Possible Action: To consider Carson City's potential involvement as an amicus curiae ("friend of the court") in Mineral County v. Walker River Irrigation District, a matter pending with the Nevada Supreme Court on questions certified from the United States Ninth Circuit Court of Appeals, and to authorize the District Attorney's Office and the Public Works Department to oversee the filing of a legal brief. (Jason Woodbury, jwoodbury@carson.org)

Staff Summary: Carson City has been invited to participate in a litigation matter as an amicus curiae (friend of the court). The case at issue originates from the United States Ninth Circuit Court of Appeals, which has certified two questions involving Nevada water law to the Nevada Supreme Court.

## **18. Parks and Recreation**

18.A For Possible Action: To adopt a resolution to designate Carson City, NV as a Bee City USA affiliate. (Lyndsey Boyer, lboyer@carson.org)

Staff Summary: The Great Basin Beekeepers of Nevada propose adopting a resolution to designate Carson City as a Bee City USA affiliate. This program serves to promote a healthy and sustainable habitat in order to support vital pollinator populations for the benefit of our health and economy. Adopting the Bee City USA designation will promote educational opportunities that encourage citizens and department staff to make pollinator friendly choices for the benefit of our community.

## **19. Public Works**

19.A For Possible Action: To adopt the following Resolutions Consenting to Relinquishments and Land Transfer Agreements between Carson City and the State of Nevada, Department of Transportation for: 1. Approximately 1.83 miles of South Carson Street including portions of frontage road extending from the northerly right-of-way line of IR-580 to the southerly right-of-way line of Fairview Drive; 2. Approximately 1,485 feet of frontage road extending from Arthur Street to south of Clear Creek Avenue; 3. Approximately 1 mile of Snyder Avenue extending east from the easterly line of South Carson Street; and 4. Eighteen (18) surplus parcels located along the IR-580 corridor from Colorado Street to South Carson Street. (Dan Stucky, DStucky@carson.org; Lucia Maloney, LMaloney@carson.org; and Stephanie Hicks, SHicks@carson.org)

Staff Summary: In August 2017, State of Nevada, Department of Transportation (NDOT) opened Phase 2B-3 of the Carson City Freeway completing the link between Reno and Carson City. In 2016 Carson City entered into Highway Agreement No. R386-04-002 with NDOT, where Carson City agreed to take ownership of right-of-way on South Carson Street, the frontage roads, Snyder Avenue and additional surplus parcels that are listed in the supporting documentation. These resolutions of consent are the beginning of the formal process that is followed in order for NDOT to begin its preparation of the detailed resolutions of relinquishment that will be taken to the NDOT Board.

## 20. Community Development - Planning

20.A For Possible Action: To approve a Tentative Subdivision Map for a 204 lot single family residential subdivision in the Lompa Ranch North Specific Plan Area on property zoned Multi-Family Duplex and Single Family 6000, located south of East Robinson Street, west of Highway 395, and north of East Fifth Street, APN 001-041-71. (TSM-17-184) (Hope Sullivan, [hsullivan@carson.org](mailto:hsullivan@carson.org))

Staff Summary: The applicant is seeking Tentative Subdivision Map approval for a 204 lot subdivision on 58.5 acres. The minimum lot size is 6,000 square feet. The plans also include 8.7 acres of open space and 18 acres of right-of-way. Access will be from Robinson Street, East Fifth Street, and internal access from Blackstone Ranch Phase 1. The Planning Commission has recommended approval of the Tentative Map. The Board of Supervisors is authorized to approve a Tentative Subdivision Map.

20.B For Possible Action: To approve the transfer of the location of an unlimited gaming license from 444 East William Street, Suite 8 to 2811 South Carson Street. (Hope Sullivan, [hsullivan@carson.org](mailto:hsullivan@carson.org))

Staff Summary: The applicant is seeking to transfer the location of an unlimited gaming license. Per Carson City Municipal Code 4.14.050, a license issued to any person to conduct or operate a gambling game or gambling device under the provisions of this chapter on any premises in Carson City may not be used for any other premises without the consent of the majority vote of the board.

20.C For Possible Action: To introduce, on first reading, an ordinance approving a change of zoning from Retail Commercial and Single Family One Acre to Retail Commercial, on properties located at 449 West Appion Way and 382 West Patrick Street, APN 009-281-01 and 009-281-07. (Hope Sullivan, [hsullivan@carson.org](mailto:hsullivan@carson.org))

Staff Summary: The subject split zoned properties have a zoning designation of Retail Commercial and Single Family One Acre, and a Master Plan designation of Community / Regional Commercial. The proposed zoning map amendment will result in both properties being entirely zoned Retail Commercial, thus consistent with the Master Plan designation. The Board of Supervisors has the authority to amend the zoning map.

20.D For Possible Action: To consider a request for a Tentative Subdivision Map application to create 18 condominium hangar units on a 2.19 acre parcel at the Carson City Airport within the Public Regional (PR) zoning district, located at 2600 E. College Parkway, APN 005-091-19. (Heather Ferris, [hferris@carson.org](mailto:hferris@carson.org))

Staff Summary: Per the provisions of Section 17.05.010 of the Carson City Municipal Code (CCMC), the Board of Supervisors is authorized to approve a Tentative Subdivision Map. The Planning Commission reviewed the subject application at its meeting of September 26, 2018, and has recommended approval of the request based on the ability to make the required findings and subject to Conditions of Approval.

20.E For Presentation Only: To provide an annual update on building permit services provided by Charles Abbott Associates, LLC, under Contract No. 1415-050, as amended. (Lee Plemel, lplemel@carson.org)

Staff Summary: Charles Abbott Associates ("CAA") has provided building permit review and inspection services for Carson City since September 2014. The City pays CAA based on a percentage of the total building permit fees collected in accordance with the fee schedule in the contract. The CAA contract is automatically renewed each year until September 2, 2021, unless either party provides the required notice of termination. This agenda item is intended to provide an annual update on CAA's performance and other issues related to the building permitting and inspection services.

## **21. 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 - 1:30 P.M. --**

## **22. Community Development**

22.A For Possible Action: To direct staff to serve a complaint and notice of an order to appear and show cause why business license no. 6629, issued to Ann Sullivan, owner of Capital City Liquidators, located at 3390 S. Carson Street, should not be suspended, cancelled, or revoked pursuant to CCMC 4.04.210(1), for continued operation of the business in violation of the Carson City Municipal Code, and to fix the time and place for the show cause hearing to be December 6, 2018 at 8:30 a.m. (Lee Plemel, lplemel@carson.org).

Staff Summary: The Carson City Code Enforcement Division initiated code compliance actions regarding the subject business on November 5, 2015, for unscreened outside storage and outside storage that exceeds the permitted area on property zoned Retail Commercial (20%) without a Special Use Permit. The business has continued to violate the City's outside storage requirements and has expanded the outside storage areas since the first notice was given. The Carson City Municipal Code Section 4.04.210 establishes the process for suspending, canceling or revoking a business license based on "good cause," which includes acts prohibited by City ordinance.

## **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**

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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>