

**CARSON CITY CONSOLIDATED MUNICIPALITY  
NOTICE OF MEETING OF THE  
BOARD OF SUPERVISORS  
AND REDEVELOPMENT AUTHORITY  
AND JOINT MEETING WITH THE  
CARSON CITY SCHOOL DISTRICT BOARD OF TRUSTEES**

**Day:** Thursday  
**Date:** January 17, 2019  
**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 - Brian Underwood, Sierra Lutheran High**
- 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 6, 2018**
- 7. For Possible Action: Adoption of Agenda**
- 8. Special Presentations**
  - 8.A 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.
  - 8.B Proclamation and presentation of the Employee-of-the-Quarter award to Erick Albertson, Senior Building Maintenance Worker. (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.

**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 December 8, 2018 through January 4, 2019. (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 January 4, 2019, 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**

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

**12. Carson City Airport Authority**

12.A Presentation Only: Presentation by Professor Tom Harris and Airport Manager Ken Moen regarding the Carson City Airport Impact Study.

Staff Summary: The Carson City Airport Authority commissioned the University Center for Economic Development at the University of Nevada Reno to complete an analysis of the

economic impacts of operation and construction activities of the Carson City Airport on the economy of Carson City. University of Nevada, Reno Professor Thomas R. Harris completed the study and, along with Ken Moen, will present the findings.

### **13. Finance**

13.A For Possible Action: To adopt a resolution to augment and amend the Carson City FY 2018-19 Budget in the amount of \$49,666,202. (Sheri Russell, srussell@carson.org)

Staff Summary: The augmentation and revision is primarily due to carryover of program costs from the prior years' budget, board action, federal and local grants, transfers of contingency and unanticipated sources of revenue.

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

#### **Redevelopment Authority**

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

### **16. Public Comment:\*\***

The public is invited at this time to comment and discuss any topic that is relevant to, or within the authority of this public body.

### **17. For Possible Action: Approval of Minutes - December 6, 2018**

### **18. Finance**

18.A For Possible Action: To adopt a resolution to augment and amend the Carson City Redevelopment Authority FY 2018-19 Budget in the amount of \$617,971. (Sheri Russell, srussell@carson.org)

Staff Summary: The augmentation and revision is primarily due to carryover of program costs from the prior years' budget, board action, and unanticipated sources of revenue.

### **19. City Manager**

19.A For Possible Action: To elect the chair and vice chair of the Redevelopment Authority each for one-year terms ending December 31, 2019. (Nancy Paulson, npaulson@carson.org)

Staff Summary: NRS 279.448 states the agency shall elect a chair from among its members. Unless otherwise prescribed by the legislative body, the term of office as chair is for the calendar year, or for that portion remaining after he or she is designated or elected.

19.B For Possible Action: To appoint one member to the Carson City Redevelopment Authority Citizens Committee for the position of " Business Operator or Property Owner" to fill a term expiring in January, 2022. (Nancy Paulson, npaulson@carson.org)

Staff Summary: The Carson City Redevelopment Authority Citizens Committee is a seven-member committee that advises the Redevelopment Authority on matters pertaining to the

Redevelopment District. There is one position open due to expiration of term. A new application was submitted by Angela Bullentini Wolf.

**20. 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.

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

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

**23. Community Development - Planning**

23.A For Discussion Only: Presentation regarding the Liquor Hearings Officer's annual report for 2018. (Lee Plemel, lplemel@carson.org)

Staff Summary: The Liquor Board and Liquor Licensing and Sales ordinance (CCMC Chapter 4.13) requires liquor licenses to be reviewed by the Liquor Hearings Officer. This item is to report on liquor licenses approved in 2018, as well as any disciplinary actions and penalties resulting from the hearings officer's decisions and the administrative citation process.

**24. Parks and Recreation**

24.A For Possible Action: To authorize the fee title acquisition of 20 acres along the north side of U.S. Highway 50 West (APN 007-051-81) from Mr. W. Michael Fagen for open space and passive recreation purposes for \$290,000 plus closing costs (funded by the Quality of Life fund - Open Space land acquisitions); and authorize the Mayor, or named designee, to execute all documents related to same on behalf of the City. (Ann Bollinger, abollinger@carson.org)

Staff Summary: If approved, the property will be purchased at the fair market value of \$290,000, plus closing costs, as determined by a certified appraiser and funded entirely from the Quality of Life - Open Space land acquisition account. The acquisition of this property will add to the scenic entrance into Carson City from Lake Tahoe, protect wildlife habitat, and potentially connect the City's trail system from Clear Creek to King's Canyon. The acquisition is identified on the Open Space Opportunities Map and the Open Space Advisory Committee recommended approval of the acquisition.

24.B For Possible Action: To create a task force for the purpose of reviewing the Carson Rifle and Pistol Range third-party safety assessments and making recommendations to the Board of Supervisors. (Jennifer Budge, JBudge@carson.org)

Staff Summary: As a result of reports of errant bullets observed overhead and landing in the landfill, which is adjacent to the Carson Rifle and Pistol Range (the Range), staff engaged the services of third party technical experts to conduct safety assessments of the Range. Staff is requesting the Board create a task force to review the results of the assessments and make recommendations to the Board.

## 25. Public Works

25.A For Possible Action: To direct staff to initiate due diligence in preparation of a proposed resolution declaring the intent to sell City property located on Brown Street known as APN's 008-303-15, -16, -21, -36, -37 and -39, totaling approximately 2.78 acres and to direct staff to perform all preparatory tasks required for compliance with NRS 244.2815 and NRS 244.282 for this purpose. (Dan Stucky, [DStucky@carson.org](mailto:DStucky@carson.org) and Stephanie Hicks, [SHicks@carson.org](mailto:SHicks@carson.org))

Staff Summary: In 2013, Carson City accepted the transfer of properties on Brown Street from Lyon County (APN's 008-303-15, -16, -21, -36, -37 and -39). Attempts to utilize this property for affordable housing have not come to fruition. The City does not have the need to retain these parcels for public use; therefore, it is in the best interest of the City to dispose of the surplus property.

25.B For Possible Action: To direct staff to initiate due diligence to determine whether to convey a portion of 3410 Butti Way (APN 010-037-03) under the provisions NRS 244.287 for development of affordable housing and prepare a proposed Request for Proposals to be reviewed by the Board in order to seek proposals from qualified developers through a competitive process. (Dan Stucky, [DStucky@carson.org](mailto:DStucky@carson.org) and Stephanie Hicks, [SHicks@carson.org](mailto:SHicks@carson.org))

Staff Summary: The City acquired approximately 127.7 acres of property along Butti Way from the State of Nevada in September 1960. Since this time, the property has been developed to house the Public Works Department and Corporate Yard, the Parks Department, the Nevada Humane Society, and the Water Resource Reclamation Facility. The portion of property being considered for conveyance is located on the north side of Butti Way and totals approximately 7.95 acres (APN 010-037-03). While the City would like to reserve approximately 1.5 acres of this parcel for a future Fire Department or Emergency Operations Center location, the City does not have a need to retain the remainder of this parcel (approximately 6.45 acres) for public use and would like to consider whether it is a feasible location for affordable/workforce housing.

25.C For Possible Action: To direct staff to initiate due diligence in preparation of a proposed resolution declaring the intent to sell City property located off of Medical Parkway known as APN's 007-531-13 and 007-531-14 totaling 1.6 acres and to direct staff to perform all preparatory tasks required for compliance with NRS 244.2815 and NRS 244.282 for this purpose. (Dan Stucky, [DStucky@carson.org](mailto:DStucky@carson.org) and Stephanie Hicks, [SHicks@carson.org](mailto:SHicks@carson.org))

Staff Summary: In 2002 and 2003, Carson City purchased APN 008-054-15 and 007-511-01 for the construction of a Regional Drainage Facility. Following dedication of right-of-way for construction of Medical Parkway, portions of the properties were bisected from the parent parcels. Located on the east side of Medical Parkway, this acreage totaling 1.6 acres was not needed when the Regional Drainage Facility was designed and constructed. The City does not have need to retain these parcels for public use; therefore, it is in the best interest of the City to dispose of the surplus property.

## 26. City Manager

26.A For Possible Action: To approve the appointment by the Mayor of Jay Wiggins to the Planning Commission for a four-year term ending December 31, 2022. (Nancy Paulson, npaulson@carson.org)

Staff Summary: NRS 278.040(2) states: "In Carson City, the members of the planning commission established as provided in NRS 278.030 are appointed by the Mayor from the city at large, with the approval of the Board of Supervisors." The City's policy is to allow the supervisors to make a nomination, but the nominee still has to be appointed by the Board as a whole. Supervisor Bagwell's nominee is Jay Wiggins.

26.B For Possible Action: To submit the nomination of Kevin Hill to the Tahoe Regional Planning Agency (TRPA) for appointment to serve as Carson City's lay member of the Advisory Planning Commission (APC).

Staff Summary: Paul Esswein, who served for two terms, is not interested in serving another term. The term of office is two years. The TRPA makes the appointments to the APC.

26.C For Possible Action: To appoint members of the Board of Supervisors and any other designees or representatives to various positions on boards, committees and commissions as required or authorized by law, including to: (1) the position of Mayor Pro Tempore on the Board of Supervisors; (2) the Carson City Culture & Tourism Authority; (3) the Carson City Water Subconservancy District; (4) the Carson City Regional Transportation Commission and the Carson Area Metropolitan Planning Organization; (5) the Carson City Audit Committee; (6) the Carson City Debt Management Commission; (7) the Nevada Association of Counties; (8) the Western Nevada Legislative Coalition; (9) NevadaWorks; and (10) the Tahoe Regional Planning Agency. (Nancy Paulson, npaulson@carson.org)

Staff Summary: Board members serve on various boards, committees, and commissions. Each January, appointments are made for the upcoming calendar year. In addition, a Board member or another representative must be appointed to the Tahoe Regional Planning Agency in accordance with Article III of the Tahoe Regional Planning Compact set forth in NRS Chapter 277.

26.D Presentation Only: City Manager update on current City projects, activities and other items of interest to the Board of Supervisors and the community. (Nancy Paulson, npaulson@carson.org)

Staff Summary: The City Manager will present an update on current City projects, activities and other items of interest to the Board of Supervisors and the community. This will include an overview of Internal Finance Committee (IFC) and Community Development activities, as well as upcoming City events.

## 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

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

**28. City Manager**

28.A For Possible Action: To appoint two members to the Carson City Open Space Advisory Committee, each for a term that expires in January, 2023. (Nancy Paulson, npaulson@carson.org)

Staff Summary: CCMC Chapter 13.06.040 provides for the Board of Supervisors to appoint seven members who serve staggered four-year terms to the Open Space Advisory Committee. There are two openings due to expiration of two terms. A reappointment request was received from Bruce Scott and Alan Welch. New applications were received from Adam Woodrum and John Fry.

28.B For Possible Action: To appoint one member to the Carson City Parks and Recreation Commission to fill an unexpired term set to expire January, 2022. (Nancy Paulson, npaulson@carson.org)

Staff Summary: CCMC 2.16.010 provides for a Parks and Recreation Commission to consist of no more than nine members appointed by the Board of Supervisors. There is one opening. New applications were received from Dave Whitefield, Christophor Pattison, Nathan Marcucci, John Madson and Kaeli Biggin.

**-- EVENING SESSION - 6:00 P.M. --**

**JOINT MEETING OF THE CARSON CITY BOARD OF SUPERVISORS  
WITH THE CARSON CITY SCHOOL DISTRICT BOARD OF TRUSTEES**

**29. Call to Order & Roll Call**

**30. Flag Salute - Joe Cacioppo**

**31. For Possible Action: Adoption of the Agenda**

Please note: The Board reserves the right to take items in a different order to accomplish the business of the agenda in the most efficient manner.

**32. 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.

**33. Welcoming Remarks -**

CCSD Board President Stacie Wilke-McCulloch  
Mayor Robert Crowell

**34. Carson City School District and Carson City**

34.A For Discussion Only: To present information to the Board of Supervisors and the Carson City School Board regarding the partnership between the Carson City Sheriff's Office and the University of Nevada, Reno (UNR) Police Department for the expansion of the UNR Police Department into the Western Nevada College, Carson City Campus. (Sheriff Furlong, kfurlong@carson.org)

34.B For Discussion Only: Informational Update Regarding the Partnership between the Boys & Girls Club of Western Nevada and the Carson City School District for the use of the Multi-Purpose Athletic Center Facility (MAC). (Matt Sampson, Dan Earp, and Durrell Clark)

34.C For Discussion Only: Informational Update on the Work-Based Learning Program in the Carson City School District. (Yette De Luca)

34.D For Discussion Only: Informational Update Regarding the Joint Efforts of the Carson City School District and the Carson City Local Emergency Planning Committee (LEPC). (Ann Cyr and Tom Raw)

**35. 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.

**36. 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>