

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

Day: Thursday
Date: January 16, 2020
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, Hope Crossing Community Church

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 19, 2019

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 Diane Baker, Department Business Manager. (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, vision and values.

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. City Manager

9.A For Possible Action: Discussion and possible action on ratifying the approval of bills and other requests for payments by the City Manager for the period of December 7, 2019 through January 3, 2020. (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: Discussion and possible action regarding the report on the condition of each fund in the treasury and the statements of receipts and expenditures through January 3, 2020, 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: Discussion and possible action regarding Amendment No. 1 to Contract No. 19300060, Asset Management Needs Assessment and Software Solutions Evaluation, with Atkins, for an additional amount of \$51,466, for a new not to exceed total contract amount of \$107,596.00. (Carol Akers, CAkers@carson.org; Dan Stucky, DStucky@carson.org; and Matt Lawton, MLawton@carson.org)

Staff Summary: The Board of Supervisors approved Tasks 100 through 400 of the Asset Management Needs Assessment and Software Solutions Evaluation, totaling \$56,130.00, at the December 5, 2019, Board meeting. The Board directed staff to reevaluate whether additional vendors should be included in the software solutions evaluation to ensure all viable solutions meeting the City's requirements are included. This amendment addresses Tasks 500 and 600 originally bid at \$30,944 for 3 Vendors. The amount has increased to \$51,466 to allow Atkins to evaluate a total of 5 companies in the Asset Management software solutions evaluation to ensure all viable solutions meeting the City's requirements are included.

(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 Discussion Only: Presentation of a biannual report on Carson City jail conditions and information concerning deaths of prisoners within the jail. (Jerome Tushbant, jtushbant@carson.org)

Staff Summary: During the 2019 Legislative Session, the Nevada Legislature enacted Assembly Bill (AB) 301, which requires the Sheriff to submit to the Board of Supervisors a biannual report containing aggregated data similar to the information required to be submitted pursuant to the federal Death in Custody Reporting Act of 2013, Public Law 113-242, concerning the deaths of prisoners in the jail during the immediately preceding 6 months and the circumstances surrounding any such deaths. AB 301 also requires the Board, at least twice each year, to include as an item on the agenda of a public meeting a consideration of the conditions of the jail, the number of deaths of prisoners in the jail and the known circumstances surrounding any such deaths during the immediately preceding 6 months.

14. Purchasing and Contracts

14.A For Possible Action: Discussion and possible action regarding Contract No. 19300020, Reuse Master Plan, with Manhard Consulting for a total contract amount of \$131,200 to be funded from the Wastewater Professional Services Account and a reimbursement of \$50,000 from Carson Water Subconservancy District (CWSD) to the City. (Carol Akers, CAkers@carson.org and Andy Hummel, AHummel@carson.org)

Staff Summary: Carson City's Water Resource Recovery Facility treats approximately 5 million gallons of sanitary sewage a day. This treated effluent is then utilized for irrigation at 3 local golf courses and the State of Nevada Prison Farm; during the winter Brunswick Reservoir is utilized for storage. Reuse Master Planning was last performed in 2006. Over the last 14 years, treatment process changes, a substantial drought and recession with subsequent water-usage reductions, new-found growth, and State of Nevada effluent reuse code changes have all occurred. These provide new opportunities and restrictions, prompting the development of a Reuse Master Plan Update to provide valuable guidance to Carson City in the future.

15. Community Development - Planning

15.A For Possible Action: Discussion and possible action to adopt, on second reading, Bill No. 101, an ordinance amending Title 18 Appendix, Division 2, Section 2.3 of the Carson City Municipal Code (CCMC) to allow tandem parking spaces to count towards the required minimum number of parking spaces in single family residential developments. (Heather Ferris, hferris@carson.org)

Staff Summary: Title 18 Appendix, Division 2, Section 2.3(6) of the Development Standards in the CCMC prohibits driveways or other areas required to move cars in and out of parking

spaces (tandem parking) from being counted towards the minimum number of required off-street spaces, except mobile home parks, RV parks, and planned unit developments. Currently, only one parking space is counted towards meeting the required number of parking spaces when tandem parking is used in single-family residential developments. Title 18 Appendix, Division 6, Section 6.6.5(5) of the Development Standards also allows for tandem parking in the Downtown Mixed-Use zoning district for residential developments if at least one space is within an enclosed garage or parking structure. The proposed ordinance will allow tandem parking in single-family residential developments.

16. Public Works

16.A For Possible Action: Discussion and possible action regarding a proposed Covenant of Use, prohibiting explicitly religious activities in violation of federal law and discrimination in violation of federal law, for the Brewery Arts Center building (449 West King Street; APN 003-207-04) that the Economic Development Administration (EDA) requires to release its interest in the property, except as otherwise noted in the covenant, in order to finalize the reconveyance of the property to the Brewery Arts Center. (Darren Schulz, Dschulz@carson.org and Dan Stucky, DStucky@carson.org)

Staff Summary: On September 19, 2019, the Board of Supervisors adopted a resolution declaring it to be in the best interest of Carson City and its residents to offer the reconveyance of 449 West King Street, APN 003-207-04, to the entity that donated the property, the Brewery Arts Center, subject to written confirmation that the City has met the conditions of the holding period and other conditions of the original grant obtained by the City prior to reconveyance of the deed. Since this time, EDA has advised the City that in order to request a release of the property after the useful life of the project and without repayment of the Federal Share, the City must record a Covenant of Use on the property. The Covenant of Use states that the property will not be used for explicitly religious activities in violation of applicable Federal law and will not be used for any purpose that would violate the nondiscrimination requirements set forth in 13 CFR 302.20.

17. Recess as the Board of Supervisors

Redevelopment Authority

18. Call to Order & Roll Call - Redevelopment Authority

19. 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.

20. For Possible Action: Approval of Minutes - December 19, 2019

21. City Manager

21.A For Possible Action: Discussion and possible action regarding the appointment of one member to the Carson City Redevelopment Authority Citizens Committee to fill a position reserved for a business operator or property owner for a term expiring in January, 2023. (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 the expiration of a term. A reappointment request was submitted by Ronni Hannaman.

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 as the Redevelopment Authority

24. Reconvene as the Board of Supervisors

25. City Manager

25.A For Possible Action: Discussion and possible action regarding the appointment of one member to the Cultural Commission to fill a three-year term that will expire in January, 2023. (Nancy Paulson, npaulson@carson.org)

Staff Summary: Pursuant to Carson City Municipal Code Section 2.41.040, the Cultural Commission is composed of seven members appointed by the Board of Supervisors. There is one vacancy due to the expiration of a term. A reappointment request was submitted by Terri McBride and a new application was submitted by Shanna Krueger.

25.B For Possible Action: Discussion and possible action regarding the appointment of two members to the Carson City Open Space Advisory Committee, each for a term that expires in January, 2024. (Nancy Paulson, npaulson@carson.org)

Staff Summary: CCMC Chapter 13.06.040 provides for the Board of Supervisors to appoint to the Open Space Committee seven members who serve staggered four-year terms. There are two openings due to the expiration of two terms. Reappointment requests were received from Margie Evans and Gerald Massad. New applications were received from David Strull, Gary Stone, David Francel and Daniel Greytak.

Closed Non-meeting to Confer with Management Representatives:

Following a recess, the Carson City Board of Supervisors may gather to meet with its management representatives under NRS 288.260(4).

26. Fire

26.A For Possible Action: Discussion and possible action regarding a memorandum of understanding between the Carson City Fire Department Classified Chief Officers Association (CCOA), the Carson City Fire Fighters Association, International Association of Fire Fighters Local 2251 (Local 2251), and Carson City regarding CCOA's withdrawal of representation of the Battalion Chief's supervisory bargaining unit and the representation of that bargaining unit by Local 2251. (Sean Slamon, sslamon@carson.org)

Staff Summary: In early 2019, the Battalion Chiefs voted to be represented by Local 2251 as a supervisory bargaining unit instead of maintaining their own union, CCOA, and Local 2251 agreed to represent the bargaining unit. This memorandum of understanding accomplishes the intended voluntary withdrawal of CCOA as bargaining agent and recognition of representation by Local 2251.

27. District Attorney

27.A For Possible Action: Discussion and possible action regarding potential litigation, including requests for injunctive and declaratory relief, relating to proposed hemp cultivation on Carson City Open Space property located at 4900 Carson River Road and authorization for the District Attorney to prepare and file all necessary legal documents. (Ben Johnson, bjohnson@carson.org)

Staff Summary: This agenda item is for the Board of Supervisors to consider authorizing the District Attorney's Office to commence litigation, including filing for declaratory and injunctive relief, concerning Carson City Open Space property located at 4900 Carson River Road in relation to proposed hemp cultivation at that location.

28. 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

-- EVENING SESSION - 5:30 P.M. --

29. Community Development - Planning

29.A For Possible Action: Discussion and possible action regarding a Tentative Subdivision Map known as Andersen Ranch to create 203 single family lots on 48.2 acres zoned Single Family 6000 (SF6) and Single Family 12,000 (SF12), on property located at 1450 Mountain Street, generally east of Ormsby Boulevard, west of Mountain Street, north of Washington Street, and south of Long Street, APNs 007-573-09, -10, and -11. (Hope Sullivan, hsullivan@carson.org)

Staff Summary: The applicant is proposing to create 203 residential lots, with a minimum lot size of 5,000 square feet. Vehicular access will be from Mountain Street, Ormsby Boulevard, West Sunset Way, North Richmond Avenue, Lexington Avenue, La Mirada Street, and Bolero Drive. The plans include a multi-use path along the southern property line and open space along the Mountain Street trailhead. The Board of Supervisors has the authority to approve a Tentative Subdivision Map.

30. 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.

31. 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>