

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

Day: Thursday
Date: March 19, 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** - February 20, 2020
- 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.

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 February 8, 2020 through March 6, 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.

9.B For Possible Action: Discussion and possible action regarding authorization for the Mayor to sign a letter of support for JOIN Inc., recognizing its dedication to workforce development solutions in the Carson City community through collaboration with various community organizations and supporting its proposal for funding of the Adult, Dislocated Worker and Out-of-School Youth programs. (Nancy Paulson, npaulson@carson.org)

Staff Summary: JOIN, Inc. is a nonprofit 501(c)(3) organization that provides access to free educational and occupational training to assist people in securing employment. Over the past 48 years, JOIN Inc. has partnered with Carson City to provide workforce development solutions to all community members seeking in-demand skills training. JOIN, Inc. is requesting the Board's support as it pursues additional funding for programs to benefit the community.

10. Finance

10.A For Possible Action: Discussion and possible action regarding the designation of Piercy Bowler Taylor & Kern as the auditing firm for FY 2019-20, which is the final year of a three-year Contract. (Sheri Russell, srussell@carson.org)

Staff Summary: Contract No. 1718-136 with Piercy Bowler Taylor & Kern was approved by the Board of Supervisors on March 15, 2018 to provide auditing services for FY 2019-20 for a not to exceed amount of \$98,750 and a contingency amount of \$22,000 (if needed for auditing additional major federal grant programs). Carson City is required to designate an auditor on an annual basis per NRS 354.624.

10.B 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 March 6, 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 an increase in purchase authority for Medical Supplies, utilizing Dallas Fort Worth International Airport joinder contract No. 7006639 through June 30, 2020, for an additional \$30,000 for a new total not to exceed amount of \$155,000. (Carol Akers, CAkers@carson.org and Sean Slamon, SSlamon@carson.org)

Staff Summary: This increase allows the continued purchases of emergency medical equipment and supplies used on a daily basis for the Fire Department's Emergency Medical Services responses. This includes items such as IV supplies, medications, bandages, splints, and other items used in the treatment of patients.

11.B For Possible Action: Discussion and possible action regarding Amendment No. 2 for Contract 1819-157, to extend the contract date through June 30, 2020 and to increase the contract by an additional \$47,832.75 for a new total not to exceed amount of \$97,830.75. (Carol Akers, CAkers@carson.org and Rick Cooley, RCooley@carson.org)

Staff Summary: The landfill has experienced unforeseen and unprecedented need for repairs to vital landfill equipment. The total amount needed to keep the landfill fleet running has surpassed the originally amended contract value of \$49,998.00. Invoices and quotes totaling an additional \$32,832.75 is required to complete needed repairs and an additional \$15,000.00 is being requested in order to cover any possible future needed repairs between now and the end of the fiscal year.

11.C For Possible Action: Discussion and possible action regarding a determination that Contract No. 19300156, for professional services, is not suitable for public bidding under NRS 332.115, and whether to award Contract No. 19300156, Water Resource Recovery Facility (WRRF) Electrical Improvements Design, to Keller Associates, Inc. for a not to exceed amount of \$127,550 through June 30, 2021 to be funded from the Wastewater Utility Fund. (Carol Akers, CAkers@carson.org and Andy Hummel, AHummel@carson.org)

Staff Summary: The City is seeking to implement electrical improvements at the WRRF. This design contract would allow Keller Associates to provide project management, preliminary design to develop drawings and specifications for the improvements and bid support services.

11.D For Possible Action: Discussion and possible action regarding a determination that D&D Plumbing, Inc., is the lowest responsive and responsible bidder pursuant to NRS Chapter 338 and whether to award Contract No. 19300119, Carson City Aquatic Facility Pool Plumbing Replacement Project, for a total not to exceed amount of \$153,095.80. (Carol Akers, CAkers@carson.org and Dan Stucky DStucky@carson.org)

Staff Summary: The contract is for all labor, materials, tools and equipment necessary for the engineered design and replacement of piping for the Aquatic Facility Main Pool. The construction contract is for the base bid amount of \$54,735, alternate bid amount of \$84,443 for the engineered design and replacement of the Domestic Water Plumbing and Domestic Hot Water Tank, plus a 10% contingency amount of \$13,917.80 to be funded from the Quality of Life Parks Capital Projects-Construction Account and Quality of Life Parks Maintenance Capital Projects-Construction Account. The engineer's estimate for construction was \$195,000.

(End of Consent Agenda)

Ordinances, Resolutions, and Other Items

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

13. Purchasing and Contracts

13.A For Possible Action: Discussion and possible action regarding the purchase of four Caterpillar generators from Cashman Power Solutions through Sourcewell, formally known as National Joint Powers Alliance (NJPA) for an amount of \$428,310.00 to be funded from the Water Fund and reimbursed by a Division of Emergency Management (DEM) and Homeland Security Grant. (Carol Akers, cakers@carson.org and Dan Stucky, dstucky@carson.org)

Staff Summary: Approval of this item allows Public Works to purchase the generators through Cashman Caterpillar (CAT). The generators are to be used to support four critical water production facilities and one of the four generators will serve both a water production facility and a sewer lift station during power outages. Through the Homeland Security Grant, Carson City will be reimbursed for 75% of the cost by DEM to purchase the generators.

13.B For Possible Action: Discussion and possible action regarding a determination that Aspen Developers Corp., is the lowest responsive and responsible bidder pursuant to NRS Chapter 338 and whether to award Contract No. 19300131, Oregon Street to Linear Ditch Storm Drain Extension, to Aspen Developers Corp., for a total not to exceed amount of \$629,500.30. (Carol Akers, CAkers@carson.org and Dan Stucky, DStucky@carson.org)

Staff Summary: This project consists of extending an existing 66” spiral ribbed pipe from Oregon Street to Linear Ditch, constructing a new headwall, two new manholes, as well as lowering and relocating adjacent utilities, and removing and replacing existing surface improvements. The construction contract is for the base bid amount of \$572,273, plus a 10% contingency amount of \$57,227.30 to be funded from the Stormwater Fund-Capital Projects Construction Account. The engineer’s estimate for construction was \$625,000.

14. Public Works

14.A For Possible Action: Discussion and possible action regarding a public utility easement (PUE) for access, operation and maintenance of the existing wastewater effluent line located within Brunswick Canyon, over and across APNs 008-531-44 & 008-531-45, and a settlement agreement between Carson City and General Thomas Hill, LLC concerning the PUE. (Darren Schulz, Dschulz@carson.org and Dan Stucky, Dstucky@carson.org)

Staff Summary: General Thomas Hill, LLC recently acquired APNs 008-531-44 & 008-531-45 from T.E. Bertagnolli and Associates. Prior to their ownership of the property, an electronically operated gate was installed by T.E Bertagnolli and Associates on a portion of Brunswick Canyon Road located on APN 008-531-45. On May 29, 2019, the Planning Commission approved a modification to the special use permit for General Thomas Hill, LLC permitting the gate to be closed at night. As a condition of this modification to the special use permit, General Thomas Hill, LLC is required to grant a public utility easement to Carson City for the existing wastewater effluent line located across APNs 008-531-44 & 008-531-45. Additionally, a settlement

agreement relating to unresolved litigation from civil action initiated by the City in 1984 has been executed by General Thomas Hill, LLC.

14.B For Possible Action: Discussion and possible action regarding acceptance of the North Carson Area Drainage Plan and priority list and direction to staff concerning the exploration of funding opportunities for the priority drainage projects in the North Carson City area. (Darren Schulz, Dschulz@carson.org; Dan Stucky, DStucky@carson.org and Robert Fellows, RFellows@carson.org)

Staff Summary: As directed in the City's Hazard Mitigation Plan, Area Drainage Plan studies help identify improvements that reduce or eliminate damage and loss caused by flooding. The North Area Drainage Plan offers nine potential projects in the northern portion of the city to reduce or eliminate high risk flood areas. The plan will be presented for consideration and direction from the Board.

14.C For Possible Action: Discussion and possible action regarding the implementation of the South Carson Street Neighborhood Improvement District (NID). (Darren Schulz, DSchulz@carson.org; Dan Stucky, DStucky@carson.org and Lee Plemel, LPlemel@carson.org)

Staff Summary: The purpose of establishing the South Carson Street NID is to assess the property owners within the area for the cost of ongoing cleaning and maintenance of the sidewalk, pathways and landscape improvements as part of the South Carson Complete Streets Project to provide for consistent maintenance of the improvements. The proposed NID includes properties directly fronting or accessing South Carson Street between Fifth Street and the I-580/South Carson Street Interchange and properties located between S. Carson Street and Curry Street. Staff will present and discuss the recommended assessment methodology, NID maintenance standards, and the process for implementing the South Carson Street NID.

15. Recess as Board of Supervisors

Redevelopment Authority

16. Call to Order & Roll Call - Redevelopment Authority

17. 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.

18. For Possible Action: Approval of Minutes - January 16, 2020 and February 6, 2020

19. Community Development

19.A For Possible Action: Discussion and possible action regarding the FY 2021 Redevelopment discretionary funds tentative budget allocations and estimation of allocations for the following four years for the purposes of budget planning to implement Redevelopment objectives. (Lee Plemel, lplemel@carson.org)

Staff Summary: The Redevelopment Authority Citizens Committee (RACC) annually makes recommendations for the Redevelopment Authority's consideration regarding the allocation of

undesigned discretionary Redevelopment funds for budget planning purposes. The Redevelopment Authority may accept the recommended budget allocations or modify the recommended allocations.

19.B For Possible Action: Discussion and possible action regarding a proposed Resolution to adopt the Carson City Redevelopment Sidewalk Improvement and Utility Extension Assistance Program for Redevelopment Areas 1 and 2. (Lee Plemel, lplemel@carson.org)

Staff Summary: The Redevelopment Authority has annually allocated funding to assist in the extension of utilities to serve new development within the Redevelopment District. However, the City has never received a request to use the funding since the program was initiated, and written policies for the authorization of funding have not been adopted. In addition to utility extension assistance, the proposed program would include sidewalk improvements to assist commercial property owners make required sidewalk upgrades, including ADA accessibility upgrades, when making other property improvements.

19.C For Possible Action: Discussion and possible action regarding a recommendation to the Board of Supervisors concerning the expenditure of up to \$12,600 for the design of event shade structures at the 3rd Street Parking Lot, located at 202 S. Curry Street, McFadden Plaza, and the Brewery Arts Center located at 449 W. King Street. (Lee Plemel, lplemel@carson.org and Dan Stucky, dstucky@carson.org)

Staff Summary: As directed by the Redevelopment Authority, City staff worked with a design consultant to develop a draft scope and fee to provide conceptual design alternatives for event shade structures in the downtown area at the Brewery Arts Center, 3rd Street Plaza, and McFadden Plaza. The draft scope of work and site options will be presented for consideration and direction from the Authority.

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 Possible Action: Discussion and possible action regarding a proposed Resolution authorizing the expenditure of \$12,600 for the design of event shade structures at the 3rd Street Parking Lot, located at 202 S. Curry Street, McFadden Plaza, and the Brewery Arts Center located at 449 W. King Street. (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: As directed by the Redevelopment Authority, City staff worked with a design consultant to develop a draft scope and fee to provide conceptual design alternatives for event shade structures in the downtown area at the Brewery Arts Center, 3rd Street Plaza, and

McFadden Plaza. The draft scope of work and site options will be presented for consideration and direction from the Board.

23.B For Possible Action: Discussion and possible action to adopt, on second reading, Bill No. 102, an ordinance relating to marijuana, amending Title 18 Appendix, Division 1, Section 1.20 of Carson City Municipal Code to revise hours of operation for Medical Marijuana Dispensaries and Retail Marijuana Stores. (Heather Ferris, hferris@carson.org)

Staff Summary: The applicant is proposing to amend Division 1.20.2.b of the Development Standards to allow marijuana dispensaries to expand the permitted hours of operation from 7 AM to 8 PM daily to 8 AM to 11 PM daily.

23.C For Possible Action: Discussion and possible action to introduce, on first reading, an ordinance changing the zoning from Conservation Reserve to Single Family One Acre, on property located on the south side of Kelvin Road and on Cachet Court, Corrinee Court, Gabrielle Court, and Danielle Drive, APNs 008-816-07 through 008-816-35 and 008-814-05 through 008-814-13. (Hope Sullivan, hsullivan@carson.org)

Staff Summary: The subject request was included in the 2019 Annual Master Plan Report as a land use mapping correction. The subject lots were created in 1993 and are approximately one acre each. The subject properties are zoned for a 20-acre minimum lot size. Based on a use permit issued in 1979 and early 1980, these lots have been subject to the standards of the Single Family One Acre zoning district. The proposed map amendment will make the zoning consistent with the regulations being applied. The Board of Supervisors is authorized to amend the zoning map.

23.D For Possible Action: Discussion and possible action regarding a request for an Order of Abandonment to abandon a right-of-way and access easement created in recorded document 315661 and located at 4110 County Line Road, APN 007-201-05. (Hope Sullivan, hsullivan@carson.org)

Staff Summary: In 2004, the City, through a gift deed of easement, acquired a permanent well and access easement and right-of-way for maintenance of the well, pipeline, and electrical conduits. In August 2019, the Board of Supervisors authorized the well to be returned to private ownership. As the City no longer owns the well, it no longer needs the access and right-of-way easement. The Board of Supervisors is authorized to abandon a right-of-way.

23.E For Possible Action: Discussion and possible action regarding a request for an Order of Abandonment for the abandonment of a public right-of-way totaling approximately 39,385 square feet in the following three specific areas: all of West Willow Street right-of-way, being approximately 63 feet wide by 600 feet long, between Voltaire Street on the west and Cochise Street on the east; a portion of Voltaire street three feet wide by approximately 263 feet long on the east side of the public right-of-way, from the northern area of West Willow Street to West Overland Street; and two sections of Cochise Street three feet wide by approximately 132 feet long on the west side of the public right-of-way, from West Overland Street to the northern area of the abandonment of West Willow Street. (Hope Sullivan, hsullivan@carson.org)

Staff Summary: The area of abandonment is currently vacant property. If approved, the portion of Voltaire Street and Cochise Street would be narrowed from 63 feet to 60 feet wide, and West

Willow Street would be abandoned completely. Per CCMC 17.15, the Board of Supervisors is authorized to abandon right-of-way areas.

23.F For Possible Action: Discussion and possible action regarding a Tentative Subdivision Map (SUB-2020-0001) known as Silver View Townhomes, proposing to create 34 single family lots on a 2.75 acre parcel zoned Retail Commercial (RC), located at the northwest corner of Clearview Drive and Silver Sage Drive (APN 009-125-12). (Heather Ferris, hferris@carson.org)

Staff Summary: The applicant is requesting a Tentative Subdivision Map (SUB-2020-0001) to subdivide 2.75 acres into 34 single family lots ranging in size from 1,746 square feet to 2,160 square feet with an average size of 1,845 square feet, and a 0.78 acre common area parcel, as well as approximately 0.54 acres for an internal roadway. At its meeting of February 26, 2020, the Planning Commission reviewed the request and voted 7-0 to recommend approval of this map to the Board of Supervisors. The Board of Supervisors is authorized to approve a Tentative Subdivision Map.

24. 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

25. 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.

26. 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>