



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

Day: Thursday
Date: July 19, 2007
Time: Beginning at 8:30 a.m.
Location: Community Center, Sierra Room
851 East William Street
Carson City, Nevada

Agenda

Call to Order

Roll Call

Invocation - Monte Fast, Executive Director - Friends in Service Helping

Pledge of Allegiance

Public Comments and Discussion: *The public is invited at this time to comment on and discuss any item not on the agenda that is relevant to, or within the authority of, the Carson City Board of Supervisors, the Carson City Liquor and Entertainment Board and the Carson City Redevelopment Authority. No action may be taken on a matter raised under this item of the agenda until the matter itself has been specifically included on an agenda as an item upon which action will be taken. Public comment during individual agenda items will be taken on the item at the time the item is called for hearing.*

- 1. Action on Approval of Minutes**
- 2. Changes to the Agenda**

Liquor and Entertainment Board

Action on Approval of Minutes

- 3. Development Services - Planning**

Action based upon the investigation conducted by the Sheriff's Department, and evidence and testimony presented at the Show Cause Hearing to determine whether grounds exist to revoke the liquor license or to take other action on the liquor license issued to Bhupinder Lally, dba Winnie Liquor, and if so, action to direct the District Attorney to prepare an order for revocation.

Staff Summary: This is the time and place set by the Liquor Board to hear and consider evidence and testimony on whether to issue a revocation order of the liquor license held by Bhupinder Lally. Since the order to Show Cause is a directive to Mr. Lally as to why the license issued by the Liquor Board should not be revoked by the Board. The Liquor Board, at the request of Mr. Lally, to reset the matter heard on June 21, 2007 to July 19, 2007. Mr. Lally or a representative may make an opening argument followed by the Deputy District Attorney's opening argument. Mr. Lally or a representative may then present witnesses and their witnesses will then be subject to cross examination. The Deputy District Attorney

will then present witnesses who will be subject to cross examination. The Board can then entertain closing argument from each side and make its decision.

Board of Supervisors

4. 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 or any citizen 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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4-1. Sheriff

- A) Action to approve the acceptance of the Office of Criminal Justice Assistance Grant 07-JAG-04, Gang Unit Outreach Project, in the amount of \$23,976.00.

Staff Summary: The Office of Criminal Justice Assistance administers grant funds to state and local units of government for a wide variety of programs to improve the criminal justice system. Carson City is in the process of addressing an increase in gang activity including graffiti and vandalism. This grant provides funding to implement specific prevention education programs to educate professionals and parents. Funds will be used to pay overtime for officers for prevention/outreach activities, printing of materials and for the purchase of equipment including a laptop computer, screen and projector.

- B) Action to approve the acceptance of the Office of Criminal Justice Assistance Grant 07-JAG-01, Suppression - Gang Unit and Special Enforcement Team, in the amount of \$61,163.00.

Staff Summary: The Office of Criminal Justice Assistance administers grant funds to state and local units of government for a wide variety of programs to improve the criminal justice system. Carson City is addressing methamphetamine and gang issues. This grant provides funds to pay officers overtime for specific law enforcement suppression surrounding methamphetamine and gang activity. The scope of the project will focus on the needs of Carson City, although we anticipate interaction with other law enforcement entities.

- C) Action to approve the acceptance of the Office of Criminal Justice Assistance Grant 07-JAG-02, Special Response Team - Tools and Equipment, in the amount of \$19,750.00.

Staff Summary: The Office of Criminal Justice Assistance administers grant funds to state and local units of government for a wide variety of programs to improve the criminal justice system. This grant provides funding for training, ammunition, less than lethal weapons and associated equipment.

- D) Action to approve the acceptance of the Office of Criminal Justice Assistance Grant 07-JAG-03, TRINET Narcotics Task Force, in the amount of \$115,854.00.

Staff Summary: The Office of Criminal Justice Assistance administers grant funds to state and local units of government for a wide variety of programs to improve the criminal justice system. This grant provides partial funding for two positions assigned to the Task Force, and for associated supplies and equipment.

- E) Action to approve the acceptance of Application No. 2007-F5106-NV-DJ FY07 Edward Byrne Memorial Justice Assistance Grant in the amount of \$37,134.

Staff Summary: During the past three years, the Carson City Sheriff's Office has made prevention a priority by implementing the Cops and Kids Community Prevention Program. This program provides classes on substance abuse, safety and violence/gang prevention for students, parents and professionals throughout Carson City. Funding from this application will be used to purchase educational materials and equipment to further this effort.

- F) Action to approve the acceptance of Project No. 97004HS5 State Homeland Security grant in the amount of \$28,200.

Staff Summary: The Department of Homeland Security has awarded the Carson City Sheriff's Office with funding that will provide for the purchase of additional ballistic vests and tactical equipment.

4-2. Public Works

- A) Action to accept Public Works recommendation on the "Professional Land Surveying Services Agreement-Wood Rodgers," Contract # 2006-205 and authorize Public Works to issue payments to Wood Rodgers for a contract amount of \$100,000.00 from Various Capital Improvement Projects, as provided for in FY 2007/2008.

Staff Summary: The Carson City Public Works Department has a responsibility of managing an extensive Capital Improvement Project Program, which includes the design and construction of various public facilities; street improvements; water, sewer, storm drain and reclaimed water utility infrastructure; parks and recreational facilities. To facilitate the design and construction of such improvement projects the City requires the services of a professional land surveyor. The firm may be responsible for surveying and mapping services for a variety of public works projects.

- B) Action to accept Public Works recommendation on the "Professional Land Surveying Services Agreement-Tri State," Contract # 2006-206 and authorize Public Works to issue payments to Tri State Surveying, Ltd., for a contract amount of \$100,000.00 from Various Capital Improvement Projects, as provided for in FY 2007/2008.

Staff Summary: The Carson City Public Works Department has a responsibility of managing an extensive Capital Improvement Project Program, which includes the design and construction of various public facilities; street improvements; water, sewer, storm drain and reclaimed water utility infrastructure; parks and recreational facilities. To facilitate the design and construction of such improvement projects the City requires the services of a professional land surveyor. The firm may be responsible for surveying and mapping services for a variety of public works projects.

4-3. Parks and Recreation Department

Action to approve a resolution adopting and approving an Interlocal Contract with the Carson Water Subconservancy District to provide \$80,000 in grant funding for various site improvements at Carson City's Morgan Mill Road River Access Area.

Staff Summary: City staff has applied for and received grant funding from the Carson Water Subconservancy District to make site amenity, river bank stabilization, and water quality improvements to City property commonly known as the Morgan Mill Road River Access Area. Board of Supervisors approval of this Interlocal Contract will allow City staff to hire a consultant team and begin the planning and design process for this project.

4-4. City Manager

Action to approve a resolution adopting and approving the Intrastate Interlocal Contract to engage the Bureau of Services to the Blind and Visually Impaired/Business Enterprises of Nevada to provide snack bar and cafeteria services at the Carson City Public Safety Complex.

Staff Summary: We are required to contract with the Bureau of Services to the Blind and Visually Impaired (BSBVI) for any concessions located on public property. A new operator is taking over the cafeteria service in the Courthouse and that's when staff noted that the prior contract for this service between BSBVI and the Department of Public Safety. This new Contract provides the appropriate parties and provides for the services needed in the Courthouse.

(End of Consent Agenda)

Ordinances, Resolutions, and Other Items

5. Library

Presentation and overview of current and future activities of the Carson City Library.

Staff Summary: Sara Jones, Library Director will be updating the Board on their operations.

6. Public Works - Operations

Action to approve and authorize the Mayor to sign a contract in the amount of and not to exceed \$394,932.00 and a contingency amount of \$59,239.80, with Black and Veatch for Evaluation and Mitigation of Water Quality and Distribution Issues for the Carson City Water System.

Staff Summary: This contract will provide for a full evaluation of our water system needs which will produce plans and technical documents to address the mitigation of water quality and distribution issues related to our water system.

7. Development Services

Action to accept the Cost Study for Planning, Building and Engineering Permits, Applications and Inspections and to direct staff to prepare ordinance(s) to increase Planning and Engineering fees.

Staff Summary: Based on the work flow study presented to the Board and at the direction of the Board of Supervisors, the Department commissioned a study to look at the actual costs of reviewing building permit applications, engineering applications and planning applications. The study showed that the cost for services was \$3,178,000 in FY2006/2007 and the total revenues collected were \$1,798,000 for a General Fund subsidy of \$1,380,000. The recommendation that staff is suggesting is to only increase the fees by an amount necessary to cover the direct salary costs of \$520,000. The General Fund subsidy remaining covers general city overhead and those processes that are of a general nature and not permit supported. The cost study did take into account the reorganization of the Development Services Department. The cost study was presented to the Builders Association of Western Nevada (BAWN) Executive Board in June 2007. BAWN offered suggestions that were incorporated into the proposal before you today. The additional item that they asked about was the implementation process. Additionally, staff looked at comparisons with neighboring counties and selected cities.

8. Development Services - Planning

- A) Resolution to recognize and commend Roy Semmens for over four years of service to the Carson City Planning Commission.

Staff Summary: After more than four years of service, Mr. Roy Semmens is leaving the Planning Commission. This resolution from the Board of Supervisors thanks Roy for his years of dedicated service to the Carson City Planning Commission and Carson City.

- B) Action to introduce on first reading, an ordinance to change the zoning of APNs 008-011-88, -89 and -90 from General Industrial and Mobile Home One Acre to General Commercial, and to change the zoning of APN 008-011-91 from General Industrial and Mobile Home One Acre to Multi-Family Apartment, property located on the northeast corner of US Highway 50 East and Flint Drive. (File ZMA-07-077)

Staff Summary: The Zoning Map Amendment would change the zoning of the parcels to allow commercial and residential townhouse or apartment uses where the existing General Industrial zoning only permits industrial and commercial uses and the Mobile Home One Acre zoning only permits one-acre residential lots.

- C) Action to adopt a resolution amending the number of residential building permit allocations under the Carson City Growth Management Ordinance for the years 2008 and 2009 and estimating the number of residential building permits for the years 2010 and 2011; establishing the number of residential building permit allocations available within the development and general property owner categories; and establishing a maximum average daily water usage for commercial and industrial building permits as a threshold for growth management commission review. (File GM-07-056)

Staff Summary: The Carson City Growth Management ordinance requires the Board of Supervisors to establish the number of residential building permits that will be made available to developers and general property owners on a yearly basis. Historically, the number of permits has been based on a maximum city growth rate of 3%. The Board also establishes the daily water usage threshold for review of commercial and industrial projects.

- D) Action to introduce, on first reading, an ordinance amending Carson City Municipal Code Title 18, Zoning, Chapter 18.03, Definitions, Section 18.03.010, Words and Terms Defined, to modify the definitions of “Retail Sales” and “Secondhand Business” to define specialty used goods shops as a retail use; amending Chapter 18.04, Use Districts, Section 18.04.010, Districts Established, to replace the Downtown Commercial District with the Downtown Mixed-Use District; amending Section 18.04.125, Downtown Commercial, to modify the list of permitted and conditional uses for the new Downtown Mixed-Use District; amending Section 18.04.195, Non-Residential Districts Intensity and Dimensional Standards, to delete the Downtown Commercial District and add standards for the new Downtown Mixed-Use district; amending Chapter 18.07, Downtown Business District, to Modify the process-oriented standards for review of development within the new Downtown Mixed-Use District; amending Chapter 18.16, Development Standards, Division 2, Parking and Loading, Section 2.2, Number of Spaces Required, to add specific parking requirements for the new Downtown Mixed-Use District; and amending Chapter 18.16, Development Standards, Division 6, Downtown Business District, to replace the existing Downtown Business District standards with standards for the new Downtown Mixed-Use District relating to height, parking, setbacks, signs and other design requirements, and other matters properly related thereto.(File ZCA-07-057)

Staff Summary: The proposed amendment to the Zoning Ordinance would replace the existing Downtown Business District standards with standards for the new Downtown Mixed-Use zoning district.

- E) Action to introduce, on first reading, an ordinance to change the zoning of properties within the Downtown area to Downtown Mixed-Use (DT-MU), specifically changing the zoning from Downtown Commercial (DC) to DT-MU for APN's 1-183-02, -04, -06, 1-184-07, -08, -09, 1-187-05, -06, 1-188-01, -02, -03, -04, 1-193-02, -05, -06, 1-194-01, 2-162-01, -02, 2-163-03, -04, -05, 2-164-02, 3-081-17, -18, 3-082-01, -02, -03, -04, 3-091-01, -02, -03, -04, 3-092-03, -04, -05, 3-093-03, -05, 3-095-06, -07, -08, -09, -10, 3-112-03, -04, -05, -06, 3-113-09, -10, -11, -12, -13, -14, -15, 3-114-01, -02, -03, -04, -05, 3-115-01, -02, -03, -04, -05, 3-116-01, -02, -03, -04, 3-212-01, -03, -04, -05, 3-213-01, -02, -03, 3-222-02, -03, -04, 3-223-01, 3-224-01, -02, -03, -04, -06, -07, -08, -09, 3-225-03, -10, 3-228-01, 3-229-01, -02, -03, -04, -05, -06, -07, 3-282-02, -03, -04, -05, 3-283-04, -05, 3-285-02, -03, -04, 4-051-07, 4-053-02, -03, 4-055-02, -06, -07, -09, -13, 4-061-01, -02, -04, 4-062-08, 4-065-01, 4-066-01, -02, -04, 4-067-01, -02, -03, -04, -05, -06, 4-068-08, -09, -10, -11, 4-069-02, 4-211-05, -07, -08, -09, -10, -11, 4-213-01, -02, -03, -04, -05, -06, 4-214-02, 4-215-01, -02, -03, -04, -06, -07, -08, 4-221-01, 4-224-02, -03, -04, -05, -07, -08, 4-261-01, -02, 4-263-01, -02; changing the zoning from General Commercial (GC) to DT-MU for APNs 2-154-03, 2-161-02, -06, -07, -08, -09, 2-171-04, -06, 4-191-11, 4-202-01, -02, -08, 4-216-01, -02, -03, -04, -05; changing the zoning from Retail Commercial (RC) to DT-MU for APNs 1-177-02, -04, 2-171-07, 3-215-02, -04, 3-217-05, -06, -08, -09, 4-055-12, 4-191-11, -12, 4-192-04, -05, 4-223-06, -10, 4-225-02, -04; changing the zoning from General Office (GO) to DT-MU for APNs 4-192-02, 4-222-02, -03, 4-223-07, -08; changing the zoning of parcels split-zoned GC and RC to DT-MU for APNs 1-178-05, -06, 2-154-01, 2-171-10, 4-225-01, -03; and changing the zoning of parcels split-zoned RC and GO to DT-MU for APNs 4-222-01, 4-223-09, 4-226-01, 4-252-01, and 4-254-06. (File ZMA 07-084)

Staff Summary: This zoning map amendment would change the zoning within the described Downtown area to the new Downtown Mixed-Use (DT-MU) zoning district.

- F) Action to introduce, on first reading, an ordinance amending the Carson City Municipal Code Title 18, Zoning, Chapter 18.04, Use Districts, to modify permitted uses in Section 18.04.110, Residential Office, Section 18.04.115, General Office, Section 18.04.120, Neighborhood Business, Section 18.04.130, Retail Commercial, Section 18.04.135, General Commercial, Section 18.04.145, Limited Industrial, Section 18.04.150, General Industrial, Section 18.04.155, Air Industrial Park, and making clerical and consistency corrections and other matters related thereto. (File ZCA-07-039)

Staff Summary: The proposed amendment to the Zoning Ordinance would modify the permitted and conditional uses in the following zoning districts; Residential Office, General Office, Neighborhood Business, Retail Commercial, General Commercial, Limited Industrial, General Industrial and Air Industrial Park. This clean up text proposes to clarify redundant uses which appear in Title 18.04.

- G) Action to introduce, on first reading, an ordinance amending the Carson City Municipal Code Title 18, Zoning, Chapter 18.03, Definitions, Section 18.03.010, Words And Terms Defined, to modify the definition of "guest building" to include attached guest buildings; and amending Chapter 18.16, Development Standards, Division 1, Land Use And Site Design, amending Section 1.4, Guest Building Development, to establish regulations for the height, setbacks, occupancy, design and use of guest buildings on single-family residential properties. (File ZCA-07-085).

Staff Summary: "Guest buildings" are permitted on single-family lots. The proposed amendment is to create standards for the construction of guest buildings to limit size and include other design considerations to minimize impacts to surrounding properties and neighborhoods.

Redevelopment Authority

Action on Approval of Minutes

9. Office of Business Development

- A) Discussion and action to approve a targeted incentive funding policy that will effectively allocate available economic development incentive funds to upcoming projects located within the existing redevelopment project areas.

Staff Summary: The purpose of redevelopment incentives is to spur, attract and maintain high quality growth and promote investment in Redevelopment Project Area No. 2. The Redevelopment Authority's goals and expectations include a comprehensive approach of investing in specific redevelopment projects that have the ability to launch revitalization in areas of the community that such investment otherwise would not occur. A flexible incentive program features a public/private partnership model with techniques that overcome impediments to development and enhance cash flows. The Redevelopment Authority validates each project's public purpose before considering public participation. At this meeting, the Redevelopment Authority will enter into a broad-based discussion and give direction regarding the allocation of available and future incentive funding that relate to imminent redevelopment projects. Proper allocation will take into account the rewards and risks, benefits and costs, and financial and legal hazards as the Redevelopment Authority defines and considers the steps to take to create a flexible set of rules to follow in structuring how we implement our ongoing redevelopment incentive program.

Board of Supervisors

- B) Action to introduce on first reading, an ordinance amending ordinance No. 2006-12 by adding the North Town Shopping Plaza and the vacant former Kmart Building to the Redevelopment Project Area No. 2 and other matters properly related thereto.

Staff Summary: The purpose of this ordinance is to amend our Redevelopment Project Area No. 2 in order to continue to energize Carson City's aging shopping centers and re-tenant vacant big box buildings. The Redevelopment Authority's long-term strategy employs a public and private partnership approach that will retain and enhance additional commercial activity in this area. The addition of these properties to the current Project Area No. 2 is consistent with the annual goals and objectives of the Carson City Board of Supervisors in as much as this action facilitates efforts to revitalize Carson City's aging shopping to help turn them into economic success stories and sales tax generating engines.

10. City Manager

- A) Action to adopt, on second reading, Bill No. 117 an ordinance amending Carson City Municipal Code Title 4 Licenses and Business Regulations, Chapter 4.04 Business Licenses, deleting Section 4.04.081 Southwest Gas Corporation Licensing Fee, amending Section 4.04.107 Public Utilities by increasing business license fees on electric and natural gas services and other matters properly related thereto.

Staff Summary: As part of the FY 2007/2008 budget, an increase in Business License Fees for power and natural gas of 1% was proposed. These funds are proposed to be used as follows: approximately \$656,000 to offset the shortfall experienced in sales tax revenues in FY 2006/2007 and \$364,000 used to enhance law enforcement (2 deputies, 1 prosecutor) and to support Partnership Carson City, the community anti-methamphetamine effort. The proposed effective date of the fee increase in August 1, 2007.

- B) Action to approve a 3% cost of living increase for the Carson City Justices of the Peace.

Staff Summary: In past years, the Board has granted the same COLA increase for the Justices of the Peace as other unclassified employees. Pursuant to the Carson City Charter, the Board must set the salary of the Justices of the Peace.

- C) Action to authorize Mayor Teixeira to sign a lease with the Community Council on Youth (CCOY) to provide various youth services and programs at 1711 N. Roop Street.

Staff Summary: CCOY wishes to enter into a five-year lease with the City in order to provide various youth services and programs utilizing 915 square feet of office space at 1711 N. Roop Street formerly occupied by the Carson City Community Health Clinic. They will compensate the City \$0.59 per square feet, or \$540 per month. This lease document is the standard format used for leases with other non-profit organizations.

- D) Action to approve the Internal Auditor position as a full time position utilizing savings that are the result of a re-organization of the City Manager's office.

Staff Summary: Staff has attempted to recruit a part time internal auditor with no success. The new Finance Director has advised that there is a need to move this position to full time. The City Manager re-organized her office beginning the first week of June by moving the Community Relations Officer to Human Resources 3 days per week to provide support for the employee health and wellness program. This activity is funded through the Health Insurance Fund, thus creating a savings to the general fund of approximately \$62,000. Thus, there are appropriations available in the City Manager's budget to fund the internal auditor on a full time basis.

– LUNCH BREAK –

RETURN – APPROXIMATE TIME – 1:30 P.M.

11. Parks and Recreation Department

- A) Action to accept a recommendation from the Open Space Advisory Committee to approve a "Purchase and Sale Agreement" with the Andersen Trust containing an offer to use Open Space funds in the amount of \$3.5 million for the purchase of the Andersen Ranch consisting of 86 acres and located at Carson River Road, APN 10-071-25.

Staff Summary: The purchase and sale agreement provides for the terms of the sale of this westernmost section of the "Buzzy's Ranch." The Andersen Trust has agreed to accept the \$3.5 million offer for the purchase of the 86 acre ranch excluding water rights. The value of the property was established by an appraisal conducted by Lyn Norberg, M.A.I. Under the agreement, Mickey Andersen reserves the right to, at his cost, continue to irrigate, grow pasture, and graze the land for a not-to-exceed four year period after the water rights are sold. At the time the water rights are sold, Carson City will be responsible for providing effluent for irrigation and there will be a maximum four year period for Mr. Andersen to transfer out of the use of the land. This arrangement is mutually beneficial since it will result in the use and maintenance of the ranch at the present level at no cost to Carson City while it facilitates the protection of the trust water rights until ready to be sold.

- B) Action to accept the "Post-Waterfall Fire Watershed Critical Needs Assessment," draft findings and preliminary recommendations prepared by Resource Concepts, Inc., through a grant provided by the natural Resources Conservation Service, providing for an analysis of the watershed's condition in the Carson Range portion of Carson City and measures recommended for its rehabilitation.

Staff Summary: Through this multi-disciplinary report, which was made possible through the support of Senator Harry Reid, the USDA Natural Resource Conservation Service (NRCS), and other partners, Carson City has assessed the post-fire watershed and developed a strategic plan to improve the watershed, protect the City from future flood events, and continue in a comprehensive manner to implement rehabilitation projects on the watershed.

12. Board of Supervisors

Non-Action Items:

- 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

13. District Attorney

Action to recess into closed session pursuant to NRS 241.015(2)(B)(2) to meet with attorneys to discuss existing or potential litigation involving matters over which the Board has supervision, control, jurisdiction or advisory power and to deliberate towards a decision on the matter.

Staff Summary: The City’s attorneys wish to meet with the Board to discuss existing or potential litigation.

14. Action to Adjourn

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Copies of information related to the above items can be viewed at the reference desk at the Carson City Public Library.
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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 agendized 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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This meeting can be viewed on Channel 26. For specific dates and times - www.bactv.org.
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This agenda and backup information are available on the City’s website at www.carson-city.nv.us
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This notice has been posted at the following locations:

- Community Center • 851 East William Street
- Public Safety Complex • 885 East Musser Street
- City Hall • 201 North Carson Street
- Carson City Library • 900 North Roop Street

Date: July 12, 2007