



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

Day: Thursday
Date: May 5, 2011
Time: Beginning at 8:30 a.m.
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 - Norm Milz, Shepherd of the Sierra Lutheran**
- 4. Pledge of Allegiance**
- 5. Action on Approval of Minutes - April 7, 2011**
- 6. Adoption of Agenda**
- 7. Public Comments and Discussion:**

The public is invited at this time to comment on and discuss any topic that is relevant to, or within the authority of, 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 (Boards). In order for members of the public to participate in the Boards' consideration of an agenda item, the Boards strongly encourage members of the public to comment on an agenda item 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, or the Mayor Pro-Tem, retains discretion to only provide for public comment under this general item and not call for or allow individual-item public comment at the time of any Boards' consideration of any item on the agenda involving: 1) an off-site tour by the Board; or 2) any person's or entity's due process appeal or hearing rights provided by statute or the Carson City Municipal Code.

- 8. Special Presentation**

Presentation of the 2011 Historic Preservation Awards. (HRC-11-004) *(Mike Drews/Jennifer Pruitt)*

Staff summary: The Historic Resources Commission would like to recognize significant preservation efforts in Carson City in celebration of the Historic Preservation Month of May, including Robin Williamson and Pete Livermore for their outstanding efforts in Historic Preservation, the State of Nevada for the preservation efforts associated with the Dema Guinn Concourse project and Darsi Casey, for her efforts associated with the rehabilitation project located at 503 N. Nevada Street.

9. 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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9-1. **Treasurer**

Acknowledgment of affidavit of delinquent notice mailing for real property taxes. *(Alvin Kramer)*

Staff Summary: Per NRS 361.5648 Section 3, Within 30 days after mailing the original notice of delinquency, the tax receiver shall issue his personal affidavit to the board of county commissioners affirming that due notice has been mailed with respect to each parcel.

9-2. **Public Works**

Action to approve an agreement for the City to purchase a permanent utility easement and temporary construction easement from property owners James H. Wheeler II and Mala J. Wheeler, to allow construction of public sanitary sewer and storm drain improvements across 4600 Conte Drive, APN 010-192-09, associated with the North/South Water Transmission Main Project – Phase 2. *(Jeff Sharp)*

Staff Summary: The City intends to construct public sanitary sewer and storm drain mains through the subject property in order to convey domestic sewage and stormwater runoff from Conte Drive to South Edmonds Drive. There are not currently sufficient available public rights of way or easements suitable for locating these gravity public utilities due to the existing topography. The owners will waive replacement of significant existing landscaping, irrigation and concrete slab improvements as a part of the financial consideration to be paid by the City as specified in the agreement.

9-3. **Fire**

A) Action to authorize the mayor to sign the 2011 Annual Operating Plan between the United States Department of Agriculture - Forest Service, Humboldt-Toiyabe National Forest Carson Ranger District (Agreement number 06-FI-11041701-057) and the Carson City Fire Department. *(Stacey Giomi)*

Staff Summary: This document is an update of the annual operating plan between the City and the Forest Service. The document provides for mutual assistance between the agencies for responses to wildland fires as designated in the master agreement. The Annual Operating Plan (AOP) delineates billing fees, district boundaries, and parameters under which assistance will be provided.

B) Action to authorize the mayor to sign the Modification of Grant or Agreement form from the United States Forest Service in order to extend the terms of Agreement number 06-FI-11041701-0572011 a Cooperative Fire Protection Agreement between the Forest Service and the Carson City Fire Department extended the terms of the agreement to March 31, 2012. *(Stacey Giomi)*

Staff Summary: The original Cooperative Fire Protection Agreement between the Forest Service and the Fire Department is set to expire August 30, 2011. Both parties desire to extend the length of the contract through the fire season in order to continue to provide cooperative fire protection services.

9-4. Purchasing and Contracts

- A) Action to approve Contract No. 1011-125 pursuant to NRS 332.115(1)(b) and NRS 625.530 with The Louis Berger Group, Inc., to provide Professional Services for the Carson City Freeway Phase 2B Utilities Support through January 1, 2012 for a not to exceed amount of \$139,554.17 to be funded from various NDOT Bypass Reimbursable and Non Reimbursable Accounts as provided in FY 2010/2011 and FY 2011/2012. *(Kim Belt)*

Staff Summary: This contract is to provide Professional Services which include: Project Management and Administration, Utilities Investigations, Utility Plan Preparation, Construction Cost Estimates and Submit Design Plans to NDOT permit for the Carson City Freeway Phase 2B Utilities Relocation Project.

- B) Action to approve Contract No. 1011-226 pursuant to NRS 332.115(1)(b) and NRS 625.530 with PacificWest Energy Solutions, Inc., to provide Professional Services for the Carson City Public Safety/Sheriff's Administration/WWTP Solar Project through January 30, 2012 for a not to exceed amount of \$145,000.00 to be funded from Various Power Account Funds as provided in FY 2010/2011 and FY 2011/2012. *(Kim Belt)*

Staff Summary: This contract is to provide Professional Services which include: Solar Photovoltaic System Design, Specifications and Contract Document Preparation, Bidding Assistance and Construction Management for the Carson City Public Safety/Sheriff's Administration/WWTP Solar Project.

9-5. Finance

Action to accept the report on the condition of each fund in the treasury through April 26, 2011 per NRS 251.030. *(Nick Providenti)*

Staff Summary: NRS 251.030 requires the Finance Director (for the purpose of the statute acting as the County Auditor) to report to the Board of County Commissioners (or in our case the Board of Supervisors), at each regular meeting thereof, the condition of each fund in the treasury.

9-6. Parks and Recreation - Open Space

Action to accept the recommendation of the Open Space Advisory Committee to approve a joint resolution thanking Chairman Steve Hartman for his years of service to Carson City. *(Juan Guzman)*

Staff Summary: In order to thank Steve Hartman for the years of service as Chairman of the Open Space Advisory Committee and the invention of the "Fuzzy Line" concept, staff has drafted a resolution. This resolution is different inasmuch as it is jointly from the members of the Open Space Advisory Committee and the Board of Supervisors. It briefly summarizes the work of Chairman Hartman beginning with the group of citizens that worked on the ballot measure that resulted in the Question-18 program, the development of the Open Space Advisory Committee, and all the work conducted up to his resignation in 2010. The resolution concludes by declaring Steve Hartman as Chairman Emeritus of the Open Space Advisory Committee.

9-7. City Manager

Action to authorize the Mayor to sign a Subordination Agreement necessary to permit the Brewery Arts Center to obtain funding to consolidate debt. The Subordination Agreement would result in Carson City's security interests in the property becoming subject to and of lower priority than the Lien of some other or later security instrument.

Staff Summary: The Brewery Arts Center is in the process of obtaining financing to consolidate their debts. To obtain this financing, they are asking that the City subordinate the Deed of Trust dated October 12, 2001 and a Redevelopment Authority Lien and Agreement recorded February 25, 2011.

(End of Consent Agenda)

10. Recess as Board of Supervisors

Liquor and Entertainment Board

11. Call to Order & Roll Call – Liquor and Entertainment Board

12. Action on Approval of Minutes - November 4, 2010, March 17, 2011 & April 7, 2011

13. Public Works - Business License

- A) Action to approve Kristine Meyers as the liquor manager for Smith’s Food and Drug Store (Liquor License #11- 4042) located at 599 E. William St., Carson City. *(Jennifer Pruitt)*

Staff Summary: All liquor license requests are to be reviewed by the Liquor Board per CCMC 4.13. Kristine Meyers is applying to be listed as the liquor manager on the liquor license replacing the previous liquor manager.

- B) Action to approve Kulvir Singh as the liquor manager for Discount Buy Smoke N Liquor (Liquor License #11-27262) located at 500 Hot Springs Rd., Carson City. *(Jennifer Pruitt)*

Staff Summary: All liquor license requests are to be reviewed by the Liquor Board per CCMC 4.13. Kulvir Singh is applying to be listed as the liquor manager on the liquor license.

- C) Action to approve Jinny Suarez as the liquor manager for The Olive Garden Italian Restaurant (Liquor License #11-27562) located at 4253 S. Carson St., Carson City. *(Jennifer Pruitt)*

Staff Summary: All liquor license requests are to be reviewed by the Liquor Board per CCMC 4.13. Jinny Suarez is applying to be listed as the liquor manager on the liquor license. Staff is recommending approval.

- D) Discussion on the proposed modifications relating to the Liquor License Ordinance and possible direction to staff to bring forth amendments to the municipal code. *(Jennifer Pruitt/Lee Plemel)*

Staff Summary: Staff is proposing to modify the liquor license ordinance and is asking the Liquor Board to provide input on the modifications prior to the Board of Supervisors amending the municipal code.

14. Action to Adjourn as the Liquor and Entertainment Board

15. Reconvene as the Board of Supervisors

Ordinances, Resolutions, and Other Items

16. Any item(s) pulled from the Consent Agenda will be heard at this time.

17. Public Works - Business License

Discussion on the proposed modifications relating to the Business License ordinance and possible direction to staff to bring forth amendments to the municipal code. *(Jennifer Pruitt/Lee Plemel)*

Staff Summary: Staff is proposing to modify the Business License ordinance and is asking the Board to provide input on the modifications prior to the Board of Supervisors amending the Municipal Code.

18. Parks and Recreation - Open Space

Action to accept the recommendation of the Open Space Advisory Committee to approve the Open Space Division Work Program outline calling for the administration of the Open Space portions of the Quality of Life fund for acquisition, restoration of natural resources, development, and management of open space and related properties for calendar year 2011. *(Juan Guzman)*

Staff Summary: Based on the provisions of Carson City Municipal Code 13.06, and in anticipation of the budget process, the attached reports contain information regarding the land transactions in progress, as well as non-acquisition projects. The work program will be used to develop the budget.

19. Public Works - Planning and Zoning

- A) Action to adopt Bill No. 103, on second reading, an ordinance to change the zoning of two parcels of approximately 3.81 acres, APNs 007-531-05 and 007-531-06, from Single Family One Acre (SF1A) to Retail Commercial (RC). (ZMA-11-015) *(Lee Plemel)*

Staff Summary: The request is to allow a change of zoning to the same zoning as other parcels in the immediate area. These two parcels were not included in the change of zoning that occurred as a result of the construction of the hospital to the north due to their existing residential use.

- B) Action to adopt Bill No. 104, on second reading, an ordinance to change the zoning of three parcels of approximately 6.6-acres, APNs 009-551-03, 009-551-08, and 009-551-31, located at 788 and 900 Fairview Drive and 900 Mallory Way from Limited Industrial (LI) to General Commercial (GC). (ZMA-11-013) *(Lee Plemel)*

Staff Summary: This Zoning Map Amendment would allow the 6.66 acre site to be developed for the proposed Silver State Charter School campus. Schools are prohibited in the Limited Industrial zoning district.

- C) Action to select a proposal from a Community Housing Development Organization (CHDO) for the construction, sale and monitoring of an affordable single-family residence for a family whose income at the time of application for such housing does not exceed 80 percent of the median gross income for families in Carson City, on City-owned property located at 1104 Palo Verde Drive, APN 004-141-05, and to direct staff to prepare an agreement for approval by the Board of Supervisors between the City and the CHDO for the conveyance of the property pursuant to the provisions of NRS 244.287. *(Lee Plemel)*

Staff Summary: The subject lot is approximately 7,800 square feet in size, located on a residential street with existing houses on either side, and is adjacent to Mills Parks. The property previously contained a City well, which has been abandoned. The City received proposals from two organizations: Sierra Nevada Community Land Trust and Nevada Rural Housing, Inc. The proposal would allow the construction of one single-family home on the property.

- D) Action to authorize Carson City to become the lead agency for the Western Nevada HOME Consortium (WNHC). *(Lee Plemel)*

Staff Summary: The WNHC was established in 1997 to address the affordable housing needs in the Consortium area. The WNHC is formed by Interlocal Agreements between eleven local governments: seven counties- Carson City, Churchill, Douglas, Lyon, Mineral, Pershing and Storey Counties and four incorporated cities- Fallon, Fernley, Lovelock, and Yerington. The WNHC Board is comprised of one elected official representative from each of the eleven local governments. Lyon County is stepping down as the lead agency and official financial agent for the WNHC and have asked Carson City to become the lead agency and execute all agreements and grant awards on behalf of the WNHC.

20. Board of Supervisors

Non-Action 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 – APPROXIMATE TIME – 2:00 P.M.

21. Fire

Discussion and presentation about the Emergency Management function in Carson City, explaining what role the Board of Supervisors play, and describing the National Incident Management System and the various components of emergency management. *(Stacey Giomi)*

Staff Summary: This presentation will allow all Board members to understand their role in an emergency event, how their actions integrate with the city-wide emergency activities and how emergency management functions within local government.

22. 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 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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This meeting can be viewed on Channel 226. 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.org

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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
Business Resource & Innovation Center (BRIC) 108 East Proctor Street

Date: April 28, 2011