

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

Day: Thursday
Date: October 17, 2013
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** - Jeff Paul, St. Peter's Episcopal Church
4. **Pledge of Allegiance**

5. **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 a public comment 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.

6. **For Possible Action: Approval of Minutes** - June 20, 2013 & July 3, 2013
7. **For Possible Action: Adoption of Agenda**
8. **Special Presentations**

Presentation of Length of Service Awards for City Employees. (*Melanie Bruketta*)

Staff Summary: Once a month the Mayor and Board of Supervisors present length of service certificates to employees for 5, 10, 15, 20, 25, and 30 years of City service.

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. Finance

For Possible Action: To accept the report on the condition of each fund in the treasury and the statements of receipts and expenditures through October 8, 2013 per NRS 251.030 and NRS 354.290.(*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. 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.

9-2. Purchasing and Contracts

For Possible Action: To accept the work as completed, to accept the Contract Summary as presented, and to approve the Release of Final Payment in the amount of \$7,213.84 for Contract No. 1213-184 titled Carson City Senior Center Floor Replacement Project to Truckee Meadows Construction, Inc. (*Kim Belt*)

Staff Summary: Carson City received sealed bids for all labor, materials, tools and equipment necessary for the Carson City Senior Center Floor Replacement Project. The project consisted of: removal, salvage and re-installation of counters and cabinets; removal of 483 l.f. rubber base molding; removal of approx. 7,349 s.f. vinyl composition flooring, underlayment and plywood sub-floor; provide and install approx.. 7,349 s.f. new plywood sub-floor; provide and install new 3/8" plywood underlayment; provide and install SIKA Comfortfloor continuous urethane fluid-applied flooring system and integral base molding; remove 67.83 l.f. existing thresholds; re-install 57.5 l.f. thresholds; provide and install 24 l.f. new thresholds and install Visqueen vapor barrier on sub-grade in crawl space under all new floor areas.

9-3. City Manager

For Possible Action: To ratify the approval of bills and other requests for payments by the City Manager for the period of September 10, 2013 thru October 7, 2013. (*Larry Werner*)

Staff Summary: All bills or other requests for payment verified per CCMC 2.29.010 shall be presented by the controller, together with the register book of demands and warrants to the city manager who shall audit the same, and if found authorized, correct and legal, shall signify by his signature, as agent for the board, upon the register book of demands and warrants those demands which are approved or disapproved by him. Upon approval, the warrants, as prepared aforesaid, shall issue. The City Manager shall then cause the register book of bills and other requests for payment and warrants to be presented at least once a month to the board of supervisors, who shall by motion entered into its minutes, ratify the action taken on the bills or other requests for payment.

9-4. District Attorney

For Possible Action: To approve pursuant to Section 3.070(3) of the City Charter contract amendment #2 to extend the term of the contract until October 17, 2015 for the independent contractor agreement first approved by the Board on 8/17/2011, and subsequently amended on October 4, 2012 for ongoing water rights matters, between the District Attorney and the law firm of Taggart & Taggart, Ltd., for Special Deputy District Attorney services on an hourly basis, primarily for contract matters involving water rights and related matters. (*Randal Munn and Andrew Burnham*)

Staff Summary: Water rights law is a very specialized area of law practice. The District Attorney's Office does not currently have any staff with necessary expertise in water law. Water rights matters arise infrequently, making hourly basis contracting for such legal expertise the most economical approach to meeting the City's needs. Services will be engaged by the District Attorney's Office as need to represent the Public Works Department.

(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. For Possible Action: Approval of Minutes - May 2, 2013, June 6, 2013 & June 20, 2013

13. Community Development - Business License

For Possible Action: To approve Celia Posada as the liquor manager for Sun Valley Smoke Shop, Inc. dba Cigarettes for Less (Liquor License #14-29790) located at 2182 E William St. (*Lena Reseck*)

Staff Summary: All liquor license requests are to be reviewed by the Liquor Board per CCMC 4.13. Sun Valley Smoke Shop, Inc. dba Cigarettes for Less is purchasing the business from the current owner. The business will have retail sales of tobacco and packaged liquor. Celia Posada is an owner of the business and will also be the liquor manager. Sun Valley Smoke Shop, Inc. dba Cigarettes for Less is applying for a packaged liquor license. Staff is recommending approval.

14. Public Comment

15. For Possible Action: To Adjourn as the Liquor and Entertainment Board

16. Reconvene as the Board of Supervisors

Ordinances, Resolutions, and Other Items

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

18. Community Development - Planning

- A) For Possible Action: To introduce, on first reading, an ordinance amending the Carson City Municipal Code Title 17, Division of Land at Chapter 17.08 Development Agreements by adding Section 17.08.011, Agreement Fees and Service Charges, and other matters properly related thereto. (ZCA-13-049) (*Lee Plemel*)

Staff Summary: At the direction of the Board of Supervisors, the Planning Division is bringing forward proposed revisions to Title 17 that would add a section for Agreement Fees and Charges to Title 17.08, Development Agreements. This is general language and supports new fees for Development Agreements that are proposed in Title 18 under separate ordinance.

- B) For Possible Action: To introduce, on first reading, an ordinance amending the Carson City Municipal Code Title 18, Zoning at Chapter 18.02 Administrative Provisions, Section 18.02.055 Fees and Service Charges to add fees for processing of a Development Agreement, a Development Agreement Amendment, a Modification to a Zoning or Division of Land Approval, an Administrative Time Extension and a Public Hearing Time Extension; Typographical Corrections, and other matters properly related thereto. (ZCA-13-049) (*Lee Plemel*)

Staff Summary: At the direction of the Board of Supervisors, the Planning Division is bringing forward proposed revisions to Title 18 that would require fees for Development Agreements, Development Agreement Amendments, Modifications to Zoning and Land Division Approvals, Public Hearing Extensions and Administrative Extensions. The Planning Division does not currently charge a fee to process Development Agreements, Development Agreement Amendments, Public Hearing Extensions and Administrative Extensions. For Modifications to Zoning and Land Division Approvals, the Planning Division currently charges the complete initial application fee for requested modifications.

19. Public Works

For Possible Action: To adopt a resolution adopting the Carson River Watershed Regional Floodplain Management Plan Supplemental Update submitted by the Carson Water Subconservancy District. (*Ed James and Robert Fellows*)

Staff Summary: The Carson River Watershed Regional Floodplain Management Plan, adopted in 2008, provides actions that are aimed at reducing flood hazards and damages, and for protecting the natural function and value of the Carson River floodplains. The Plan has provided the five Counties in the Carson River watershed to coordinate, cooperate, and collaborate in effective floodplain management. The plan is required to be updated every five years to stay relevant and receive credit under FEMA's Community Rating System, CRS.

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

21. 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.

22. For Possible Action: To Adjourn

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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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This meeting can be viewed on Channel 226. For specific dates and times - www.bactv.org.
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To request a copy of the supporting materials for this meeting contact

Janet Busse at 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 and at the City Manager's Office - City Hall, 201 N. Carson Street, Ste 2, (775) 887-2100.
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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: October 10, 2013