

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

Day: Thursday
Date: November 7, 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 - Ken Haskins, First Christian 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 - July 18, 2013

7. For Possible Action: Adoption of Agenda

8. Special Presentations

A) Presentation of a proclamation for "Pancreatic Cancer Awareness Month," November 2013. (Viki Welling)

- B) Recognition of Marena Works who recently received an award from the University of Nevada, Reno (UNR) Alumni Association and was featured in the last issue of UNR's Nevada Silver and Blue magazine.

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. 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 29, 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 quarterly summary report of all active grants made to Carson City as well as a listing of all pending grants. *(Kim Belt)*

Staff Summary: A quarterly summary of all active grants made to Carson City as well as a listing of all pending grants will be given to the Board of Supervisors.

9-3. City Manager

For Possible Action: To authorize the Mayor to sign a letter recommending to the Governor the appointment of Carson City Community Development Director Lee Plemel to the State Land Use Planning Advisory Council as Carson City's representative, and to appoint Planning Manager Susan Dorr Pansky as the City's alternative representative. *(Larry Werner)*

Staff Summary: The Nevada State Lands Division has requested that Carson City submit two to three names to be considered for appointment to the State Land Use Planning Advisory Council (SLUPAC). SLUPAC is the State Lands Administrator's advisory board on land use issues. The Governor appoints the seventeen members of SLUPAC, one from each county. SLUPAC meets several times a year to discuss land use planning issues. The State Land Use Planning staff provides administrative support for this council.

(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 - July 18, 2013

13. Community Development - Business License

- A) For Possible Action: To approve the relocation of Just Brew It (Liquor License #14-29461) to the new address of 1214 N. Carson St. and the change of the Liquor License type from packaged liquor to packaged and on-premise liquor. (*Lena Reseck*)

Staff Summary: All liquor license requests are to be reviewed by the Liquor and Entertainment Board per CCMC 4.13. Trevor Rotoli dba Just Brew It is relocating the business from 1210 N. Carson St. to 1214 N. Carson St. The business will continue to sell retail homebrewing supplies and packaged beer; however Trevor Rotoli dba Just Brew It is upgrading the current liquor license from packaged liquor to a packaged and on-premise liquor license. Trevor Rotoli will continue to be the liquor manager. Staff is recommending approval.

- B) For Possible Action: To approve Kurtis Montgomery as the liquor manager for Screamin' Hot Reno, LLC dba Buffalo Wild Wings (Liquor License #14-29822) located at 3815 S. Carson St. (*Lena Reseck*)

Staff Summary: All liquor license requests are to be reviewed by the Liquor Board per CCMC 4.13. Screamin' Hot Reno, LLC. dba Buffalo Wild Wings is opening a new location in Carson City. The business is a sports bar and grill. Kurtis Montgomery is an owner of the business and will also be the liquor manager. Screamin' Hot Reno, LLC dba Buffalo Wild Wings is applying for a dining room with hard 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. Human Resources

- A) For Possible Action: Discussion regarding the upcoming vacancy of the City Manager position and possible action to approve a process for appointment. (*Melanie Bruketta*)

Staff Summary: On October 7, 2013, Lawrence A. Werner, City Manager, tendered his letter of resignation effective December 19, 2013. The Board of Supervisors is responsible for the selection of a new City Manager. (*See Carson City Charter §3.020*) The Human Resources Director is asking the Board to provide direction on the replacement process.

- B) For Possible Action: Discussion and possible action to appoint an Interim City Manager effective December 20, 2013. (*Melanie Bruketta*)

Staff Summary: On October 7, 2013, Lawrence A. Werner, City Manager, tendered his letter of resignation effective December 19, 2013. The Board of Supervisors is responsible for the selection of a new City Manager. (*See Carson City Charter §3.020*) While the selection process is occurring, the Board may wish to fill the City Manager position by an interim appointment.

19. Health and Human Services

For Possible Action: To adopt a resolution accepting an inter-local contract with Douglas County in the amount not to exceed \$137,690 for the period of December 1, 2013 to June 30, 2014, \$242,000 for the period of July 1, 2014 to June 30, 2015, and \$256,000 for the period of July 1, 2015 through June 30, 2016 to provide environmental health services in Douglas County, cover the costs of environmental health position(s), and program costs, including supervision and City overhead. (*Nicki Aaker*)

Staff Summary: By entering into this Contract, Carson City will be able to provide Environmental Health Services for Douglas County to promote and maintain the health of the citizens of Douglas County.

20. Finance

- A) For Possible Action: To adopt a resolution of intent, proposing the issuance of, and authorizing the publication of notices relating to, general obligation (limited tax) bonds (additionally secured by pledged revenues) for the purpose of financing water projects and sewer projects for the City; providing the manner, form and contents of the notices; authorizing the City Manager or City Finance Director to arrange for the sale of the bonds; providing other matters properly related thereto; and providing the effective date hereof. (*Nick Providenti*)

Staff Summary: Staff is requesting the Board of Supervisors approve a resolution of intent to issue general obligation (limited tax) water and sewer bonds additional secured by pledged revenues and authorize the City Manager or City Finance Director to arrange for the sale of the bonds.

- B) For Possible Action: To accept the Audit Committee's recommendation regarding staff progress on action being taken on past internal audits and accept the Internal Audit Findings Response Tracking Report that will be used to track all internal audits. (*Nick Providenti*)

Staff Summary: Moss Adams and City staff have combined to establish an Internal Audit Findings Response Tracking Report. The Audit Committee accepted the report and recommended it's usage to the Board of Supervisors at their October 8, 2013 meeting.

21. Community Development - Business License

For Possible Action: To authorize the Business License Division to issue a complaint under CCMC 4.04.210(2)(a) to institute proceedings to suspend, cancel, or revoke the business license of Chatman Sales, Inc. (Business License #13-30069) for having solicitors operate in Carson City without the appropriate approval from the Carson City Sheriff's Department and to provide notice and opportunity for Chatman Sales, Inc. to be heard at a hearing before the Board of Supervisors at its scheduled meeting of December 5, 2013. (*Lena Reseck*)

Staff Summary: Chatman Sales, Inc. applied for a Carson City Business License on June 7, 2013 for the business nature of selling cleaning products door to door. On October 2, 2013, a complaint was received by the Carson City Sheriff's Department regarding people selling cleaning products in the neighborhood.

The solicitors were arrested for soliciting without a license. Upon further review, it was confirmed that the sales people for Chatman Sales, Inc. had not registered with the Carson City Sheriff's Department as stated in CCMC 4.16.010, entitled "registration permit required," all solicitors must first obtain a registration permit before engaging in business. The Board of Supervisors "may, on its own motion or initiative, or upon complaint of any person, institute proceedings to suspend, cancel or revoke a license or permit by mailing a complaint setting forth the alleged reason for such proceeding to the licensee or permittee at the last address of such license as shown by his application or by a supplemental application filed pursuant to the provisions thereof." CCMC 4.04.210(2)(a).

22. Community Development - Planning

- A) For Possible Action: To adopt Bill No. 125, on second 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) (*Susan Dorr Pansky*)

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 adopt Bill No. 126, on second 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) (*Susan Dorr Pansky*)

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.

- C) For Possible Action: To adopt a Resolution to initiate the process for declaring a moratorium on the acceptance and processing of planning or other applications for construction or operation of medical marijuana establishments as contemplated by Senate Bill 374 of the 2013 Legislative Session. (*Lee Plemel*)

Staff Summary: Senate Bill (SB) 374, commonly referred to as the "Medical Marijuana Act," was adopted by the Nevada Legislature during its 77th regular session in 2013 and was approved by the Governor of the State of Nevada on June 12, 2013. The deadline for preparation of final regulations by the Nevada Division of Public and Behavioral Health ("Division") is April 1, 2014. Until the final promulgation of such regulations, the Board of Supervisors will not have a complete picture to facilitate a decision regarding zoning regulations for Medical Marijuana Establishments. A moratorium would allow City staff and the Board of Supervisors time to evaluate the implications of the regulations adopted by the Division and consider other impacts related to the regulation of Medical Marijuana Establishments

23. Public Works

- A) For Possible Action: To direct staff to participate in the Regional Shared Federal Framework effort and to pursue the inclusion of Carson City-related matters in the Northwestern Nevada Shared Federal Framework document to be presented to the region's congressional delegation. (*Patrick Pittenger*)

Staff Summary: A new effort entitled the Regional Shared Federal Framework was initiated by officials in Washoe County to collaboratively present a common vision to improve the quality of life and economic prosperity of the region. Many agencies are already involved in the development of a Shared Federal Framework (SFF) document which will articulate the region's needs and priorities. This action would direct staff to participate in this collaborative effort and provide guidance on the needs and priorities of Carson City which staff will work to have included in the SFF document.

- B) Presentation by Public Works on the preliminary plans for the proposed Fleet Management Service Facility Expansion. (*Jeff Sharp*)

Staff Summary: Public Works will present a brief presentation on the proposed Fleet Management Service Facility Expansion.

24. Purchasing and Contracts

For Possible Action: To approve Contract No. 1314-113 pursuant to NRS 332.115(1)(b) and NRS 625.530 with GML Architects, LLC, to provide Fleet Facility Expansion A/E Design and Construction Administration through December 31, 2014 for a not to exceed amount of \$125,000.00 to be funded from the Carson City Transit Capital Projects and the Fleet Management Capital Projects Design Account in the Carson City Transit and Fleet Management Fund as provided in FY 2013/2014. (*Kim Belt*)

Staff Summary: This contract is to provide Architectural/Engineering Design and Construction Administration for the Fleet Facility Expansion Project which includes, but is not limited to: Schematic Design, Design Development, Construction Document preparation, Bidding and Construction Administration services. The firm GML Architects, LLC was selected via RFP #1213-125 – Request for Proposals for Fleet Facility Expansion.

– LUNCH BREAK –

– RETURN – APPROXIMATE TIME – 2:00 P.M. –

25. Parks and Recreation

For Possible Action: To approve the Parks and Recreation Commission's unanimous recommendation to support the Western Nevada Youth Foundations' effort to fund the installation of a universally accessible/sensory playground, designate a site for the project in Mills Park, and reserve this area of the park for the next five years with the option for yearly administrative extensions after that date by the Parks and Recreation Director. (*Roger Moellendorf*)

Staff Summary: Over the past few months, Parks and Recreation Department staff has been working with the Western Nevada Youth Foundation, a 501-C3 organization to identify a location for a universally accessible/sensory playground in Mills Park. These "Everybody Plays" advocates are requesting the Board of Supervisors to designate a site for this playground in Mills Park so the foundation can begin to apply for grants and begin fund raising efforts to complete this project over the next two to five years.

26. City Manager

- A) For Possible Action: To accept the South Carson Street (Central & South) business owner's revitalization plan and direct staff to review the written plan and report their findings to the Board of Supervisors at the earliest time feasible. Presentation and discussion by Gene Burger, Owner, Carson Lanes, for the South Carson Street (Central & South) business owners on a street corridor revitalization plan consisting of three major components - Business District Enhancements, Infrastructure Improvements, and Beautification. *(Larry Werner)*

Staff Summary: On Monday, October 28, 2013, a group of business owners attended a meeting at Carson Lanes hosted by Gene Burger to discuss ideas, plans, and issues related to elements of a successful revitalization of the South Carson Street (Central & South) business district. Based on comments received at this meeting, Mr. Burger has developed a written plan. This plan contains many ideas for business district enhancements, infrastructure improvements, and beautification.

- B) For Possible Action: Discussion and possible action to establish individual Supervisor's and the Mayor's discretionary annual budget sub-allocation at a percentage as determined by the Board to provide an equal opportunity to individual elective office incidental business expense resource while maintaining sufficient overall funding for the general operations expense of the Board as a budget unit. *(Larry Werner)*

Staff Summary: The Board of Supervisors establishes an overall budget for the operation of the Board. Currently the budget only shows the total overall amount of funding for salaries, benefits, professional services, training, publicity, special legislative expenses, memberships, travel, operating supplies, office supplies, telephone and special charges by the State Ethics Commission. In the past, the supervisors have not incurred individual expenses of a major nature and the budgeted amounts have been satisfactory to meet the needs. An unanticipated increase in individual expenses indicates a possible need for a budgeting policy change to ensure the ability to pay for overall general Board expenses. This action recognizes the additional ceremonial requirements of the Mayor's office and the associated additional expenses.

27. Board of Supervisors

- A) Mayor Crowell

For Possible Action: To select the names of two or more nominees to submit to the Governor's Office from which the Governor shall appoint a member to serve as a member of the Board of Directors of the Carson-Truckee Water Conservancy District.

Staff Summary: The four year term of Carson City's current representative Todd Westergard expires on December 31, 2013. NRS 541.100 requires that upon the expiration of the term of office that the Board of Supervisors submit two or more names to the Governor who shall appoint a successor. Todd Westergard has expressed his interest in reappointment.

- B) 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

28. 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.

29. For Possible Action: To Adjourn

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.

This meeting can be viewed on Channel 226. For specific dates and times - www.bactv.org.

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
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 31, 2013