

**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 2, 2014
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** - Rob Jennings-Teats, First United Methodist 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** - June 19, 2014
7. **For Possible Action: Adoption of Agenda**
8. **Special Presentations**
 - A) Presentation of a proclamation for Poverty Awareness Week, October 13 - 19, 2014. (*Brenda Silis, Capital City Circles Initiative*)
 - B) Presentation of a proclamation recognizing Professor Marilee Swirczek, Professor Don Carlson, the students of Western Nevada College, and the citizens of Carson City that have made “Always Lost: A Meditation on War” a reality and national treasure for generations to come.
9. **Recess as Board of Supervisors**

Liquor and Entertainment Board
10. **Call to Order & Roll Call – Liquor and Entertainment Board**

11. 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.

12. Community Development - Business License

- A) For Possible Action: To approve April Hackett as the secondary liquor manager for KAD Entertainment, LLC dba The Spoke Bar & Grill (Liquor License #15-26547) located at 3198 N. Deer Run Road. *(Lena Reseck)*

Staff Summary: All liquor license requests are to be reviewed by the Liquor Board per CCMC 4.13. KAD Entertainment, LLC dba The Spoke Bar & Grill is a bar and grill. The liquor license is a full bar license. April Hackett will be the on-site manager for the store. Staff is recommending approval.

- B) For Possible Action: To approve Harbans Singh and Chetan Singh as the liquor managers for Walia Enterprises, LLC dba Aloha Liquor (Liquor License #15-30156) located at 4555 S. Carson St. *(Lena Reseck)*

Staff Summary: All liquor license requests are to be reviewed by the Liquor Board per CCMC 4.13. Walia Enterprises, LLC dba Aloha Liquor is applying for a combination packaged and on-premise liquor license. Staff is recommending approval.

13. 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.

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

15. Reconvene as the Board of Supervisors

Ordinances, Resolutions, and Other Items

16. Purchasing and Contracts

- A) For Possible Action: To approve Contract No. 1415-076, a request to have the Board of Supervisors determine that the listed City property is no longer required for public use and deem its sale by public auction desirable and in the best interest of Carson City. *(Kim Belt)*

Staff Summary: Staff has requested the following vehicles and/or equipment to be declared surplus and authorize their disposal by public auction to be conducted by TNT Auctions on October 18, 2014.

- B) For Possible Action: To determine that Geney/Gassiot, Inc. is the lowest responsive and responsible bidder pursuant to Nevada Revised Statute (NRS) Chapter 338 and to award Contract No. 1415-019 titled "Fleet Facility Expansion" to Geney/Gassiot, Inc. for a base bid amount of \$1,456,097.00 with a contingency amount not to exceed \$145,609.00 for a total contract amount of \$1,601,706.00 to be funded from the Capital Projects/Construction Account in the Fleet Fund as provided in the FY 2014/2015 Budget. *(Kim Belt)*

Staff Summary: Carson City received sealed bids for all labor, materials, tools and equipment necessary for the Fleet Facility Expansion Project. Project consists of adding office space and two maintenance bays to the existing Fleet Facility located at 3303 Butti Way. The project also consists of additive alternates to include new trench drains in the existing facility, a new wash bay, upper level interior finishes, concrete aprons on the north and south side of the new facility expansion, demolition of the existing interior two-story office/restroom wood structure, and mechanical and electrical work in the existing building. The project is subject to the Buy America provisions of 49 U.S.C. 5323(j) and 49 CFR Part 661. Compliance with 49 CFR Part 26, Participation by Disadvantaged Business Enterprises in Department of Transportation Financial Assistance Programs is required.

- C) For Possible Action: To determine that Insituform Technologies, LLC is the lowest responsive and responsible bidder pursuant to Nevada Revised Statute (NRS) Chapter 338 and to award Contract No. 1415-018 titled "Pheasant Drive Sewer Main Rehabilitation Project" to Insituform Technologies, LLC for a base bid amount of \$109,728 with a contingency amount not to exceed \$10,000 for a total contract amount of \$119,728 to be funded from the Capital Projects/Construction Account in the Sewer Fund as provided in the FY 2014/2015 Budget. *(Kim Belt)*

Staff Summary: Carson City received sealed bids for all labor, materials, tools and equipment necessary for the Pheasant Drive Sewer Rehabilitation. Project consists of re-lining 1,060 linear feet of 8" ACP pipe and reconnecting and reinforcing 8 laterals along Pheasant Drive. Work includes but is not limited to cleaning the existing pipe to be re-lined, videoing the existing pipe to be re-lined, re-lining the specified pipe, reconnecting and reinforcing and existing laterals, and videoing the re-lined pipe. Sealed bids must be submitted in accordance with the bid documents, drawings and plans, specifications and special conditions related hereto.

17. Finance

- A) For Possible Action: Discussion and possible action to approve contract templates for Carson City Construction Contracts, Carson City Professional Services Contracts, and Carson City Independent Contractor Agreements. *(Nick Providenti)*

Staff Summary: Various departments in the City including the District Attorney's Office have reviewed and updated the various contract templates. Staff is requesting approval by the Board of the templates.

- B) For Possible Action: To accept the report on the condition of each fund in the treasury and the statements of receipts and expenditures through September 23, 2014 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.

18. Parks and Recreation - Open Space

For Possible Action: To accept the recommendation of the Open Space Advisory Committee to not pursue the purchase of any and all of the three parcels known collectively as the Horsecreek Ranch. *(Ann Bollinger)*

Staff Summary: In March 2009, Carson City successfully completed an Agricultural Conservation Easement on 175.333 acres known as Horsecreek Ranch and owned by W. Michael Fagen. The Conservation Easement included a clause regarding Carson City's Right of First Refusal and "Exclusive Option to Purchase" should the owner consider a sale of the property(s). On August 4, 2014, Mr. Fagen faxed a letter stating his intention to sell Horsecreek Ranch with a listing price of \$3.5 million. The total land area under consideration for purchase is 201 acres.

19. City Manager

- A) Status report and final briefing on the Nevada Sesquicentennial Fair. (*Marena Works*)

Staff Summary: At their October 3, 2013 meeting the Board of Supervisors directed the City Manager to plan for a Nevada Sesquicentennial Fair to be held at Fuji Park and Fairgrounds July 30 - August 3, 2014. Deputy City Manager Marena Works will provide the Board with a briefing on the results of the Fair.

- B) For Possible Action: That the City absorb the cost of the initial seed money of \$75,000 for the Nevada Sesquicentennial Fair and to allow any funds remaining in the Fair account to be used to fund a 2015 Fair; and to allocate \$120,000 for the 2015 and 2016 Fairs, \$30,000 of which will come from FY 15 budgeted contingency with the additional \$90,000 to be built into the FY 16 base budget. (*Marena Works*)

Staff Summary: On October 3, 2014, the Board of Supervisors directed the City Manager to plan for a Nevada Sesquicentennial Fair and approved \$75,000 in seed money for the Fair. The Fair was held July 31st – August 3rd of this year and exceeded expectations for attendance. The City Manager's office has since received numerous emails and thank you notes from citizens expressing their desire for the Fair to continue. The Nevada Appeal conducted an informal survey on their website asking "Should Carson City host a fair annually?" which received 1,156 votes; 864 stated yes and 292 no. Due to the popularity and need for fairs in Nevada, staff is bringing this action to the Board.

20. Public Works

- A) For Possible Action: To approve the reclassification of one Electrical/Signal Technician 3 position to an Electrical-Communication Foreman position within the Public Works Department. (*Darren Schulz*)

Staff Summary: The Electrical/Signal Division of Public Works continues to leverage emerging technology to raise operational readiness and promote efficiency. The public safety communication role that has recently been assigned to the division has increased the breadth of responsibility in addition to the complexity of the systems and equipment maintained. The Electrical-Communication Foreman position will provide for enhanced command and control of the electrical, instrumentation, utility automation, industrial network, communication, intelligent transportation, security, and asset management roles within the division. The employee in this position is currently performing duties that are appropriate for a Foreman position. This change will match the structure already present in the other Public Works divisions and does not conflict with the recommendations of the Pontifex classification study. This reclassification was approved by Internal Financial Committee (IFC) on September 3, 2014.

- B) 2014 Storm / Flood Events Presentation. (*Darren Schulz*)

Staff Summary: A presentation and discussion only regarding the July 20th and August 11th storm events and the flooding that occurred, with an overview of cleanup efforts and future mitigation plans.

21. 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

– LUNCH BREAK –

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

22. Community Development - Planning

- A) For Possible Action: To consider an appeal of the Planning Commission’s decision to approve a Special Use Permit for multi-family dwelling units on property zoned Residential Office (RO), located at 812 N. Division Street, APN 001-191-06. (SUP-14-036) *(Susan Dorr Pansky)*

Staff Summary: On July 30, 2014, the Planning Commission approved a Special Use Permit to allow multi-family dwelling units consisting of two, two-story, four-plex buildings (eight total units), on property zoned Residential Office. Decisions of the Planning Commission may be appealed to the Board of Supervisors. The Board of Supervisors may uphold, modify or reverse the Planning Commission’s decision.

- B) For Possible Action: To introduce, on first reading, an ordinance amending the Carson City Municipal Code Title 4, Licenses and Business Regulations, Chapter 4.04, Business License, Section 4.04.005, Definitions, by adding Definitions for Medical Marijuana Establishments and Sections 4.04.030, 4.04.031 and 4.04.040 by adding fees for Medical Marijuana Establishments and exempting Medical Marijuana Establishments from certain fees, and other matters properly related thereto. *(Susan Dorr Pansky)*

Staff Summary: In July 2014, the Board of Supervisors adopted zoning regulations to allow Medical Marijuana Establishments in Carson City. On September 18, 2014, staff presented a Business Impact Statement for proposed Medical Marijuana Establishment Business License fees as required by NRS Chapter 237. The Board found that the proposed fees outlined in the Business Impact Statement would impose a direct and significant economic burden and would directly restrict formation, operation or expansion of a Medical Marijuana Establishment business. The Board then directed staff to prepare an ordinance modifying Chapter 4.04 of the Carson City Municipal Code related to Business Licenses addressing Business License fees and other requirements to obtain a Medical Marijuana Establishment Business License in Carson City.

23. 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.

24. 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 provided at least two public comment periods in compliance with the minimum requirements of the Open Meeting Law prior to adjournment. In addition, it is the 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 agendized 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 191. 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: September 25, 2014