

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

**Day:** Thursday  
**Date:** December 4, 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** - Chuck Durante, St. Teresa of Avila Catholic 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** - August 7, 2014, August 21, 2014, August 28, 2014 and September 4, 2014
7. **For Possible Action: Adoption of Agenda**
8. **Recess as Board of Supervisors**

### **Liquor and Entertainment Board**

9. **Call to Order & Roll Call – Liquor and Entertainment Board**
10. **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.
11. **For Possible Action: Approval of Minutes** - June 19, 2014 and July 3, 2014
12. **Community Development - Business License**
  - A) For Possible Action: To approve Anthony Fish as the liquor manager for Sassafras, LLC (Liquor License #15-30294) located at 1500 Old Hot Springs Rd. (*Lena Reseck*)

Staff Summary: All liquor license requests are to be reviewed by the Liquor Board per CCMC 4.13. Sassafras, LLC is applying for a dining room with a full bar. Staff is recommending approval.

- B) For Possible Action: To approve Jidapa Kreck as the liquor manager for Siam Classic Thai Cuisine, LLC (Liquor License #15-30234) located at 4250 Cochise Street, Ste 40. (*Lena Reseck*)

Staff Summary: All liquor license requests are to be reviewed by the Liquor Board per CCMC 4.13. Siam Classic Thai Cuisine, LLC is applying for a dining room with beer and wine only. 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. Carson City Airport Authority**

**PUBLIC HEARING:**

For Possible Action: Public Hearing pursuant to NRS 244.2833 published notice and possible approval of a Resolution finding it in the best interest of Carson City to approve the Reduction of Area, Extension of Term and Restatement of Carson City Airport Lease Agreement regarding the airport lease with James K. Wickersham (Shadetree Aviation) regarding that certain lease dated August 20, 1981, recorded as Document No. 6395, as amended in 1988, 1996, 2003 and 2014 of airport real property for the lease between James Wickersham (Shadetree Aviation, Inc.) and the Carson City Airport Authority for Parcel W1-B on the maps recorded with the original lease as Document No. 6395 (originally titled Sage Air Service lease). (*Steve Tackes*)

Staff Summary: At a regular meeting of the Carson City Airport Authority on November 19, 2014, publicly noticed in the Nevada Appeal on November 16, 2014 for that purpose and this public hearing before the Board of Supervisors, the Authority approved a Reduction of Area, Extension of Term and Restatement of Carson City Airport Lease Agreement to this lease to allow the tenant to extend his lease for 5 years pursuant to NRS 244.2833. The Board of Supervisors approval is also required.

**17. 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 November 24, 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](http://www.carson.org).

## **18. Purchasing and Contracts**

- A) For Possible Action: To approve Contract No. 1415-113 pursuant to NRS 332.115(1)(b) and NRS 625.530 with BDA Architecture, P.C., to provide Design Development and Construction Bidding Assistance for the Carson City Animal Control Facility through December 31, 2016 for a contract amount of \$283,995.00, plus an additional services budget of \$28,000.00, for a total not to exceed price of \$311,995.00 to be funded from the Capital Projects – Animal Control Facility Account as provided for in FY 2014/2015 and FY 2015/2016. *(Kim Belt)*

Staff Summary: This contract is to provide Professional Services for the Design Development and Construction Bidding Assistance for the Animal Control Facility. The second phase of this project is Step 2 and 3, which includes: Architectural Design and Development, Construction Documents preparation, Contractor Bidding Assistance and Administration of Construction Contract.

- B) For Possible Action: To determine that Western Nevada Supply Co., is the lowest responsive and responsible bidder pursuant to Nevada Revised Statute (NRS) Chapter 332 and to authorize Public Works to purchase Warehouse Inventory parts on an as-needed basis through November 30, 2015 with the option to renew for five (5) additional years subject to negotiation to be funded from the Various Operating Supplies Accounts in the Water, Sewer, Storm Drain, Streets and Landfill Funds as provided in the FY 2014/2015 Budget. (Contract File 1415-092) *(Kim Belt)*

Staff Summary: Carson City Purchasing and Contracts, on behalf of the Public Works Department, accepted sealed bids for water, sewer, storm drain, streets and landfill inventory material/parts.

## **19. Public Works**

For Possible Action: To approve a Transportation Planner position within the Public Works Department. This position will replace a vacated Accountant position. *(Patrick Pittenger)*

Staff Summary: The existing Accountant position was recently vacated. Instead of re-filling the open position as an Accountant, it is requested that the position be re-filled as a Transportation Planner. After reviewing the work of the previous staff member, it was determined that the duties completed by the previous staff could be distributed to existing transportation staff and to a new Transportation Planner. This change would provide greater capability to the Transportation Division of Public Works as well as ensuring that existing tasks completed by the previous Accountant are also completed. Both the Accountant and Transportation Planner positions are classified.

## **20. Parks and Recreation - Open Space**

For Possible Action: To accept the recommendation from the Regional Transportation Commission for approval of the Federal Land Access Program (FLAP) Project Memorandum of Agreement (MOA) for the State Route 28 Corridor between Carson City and the Tahoe Transportation District (TTD), as the lead agency, as well as other named parties and to authorize the City Manager to sign related documents. *(Ann Bollinger)*

Staff Summary: The proposed agreement documents the intent of the parties and sets forth the anticipated responsibilities of each party in the development, construction, and future maintenance of facilities in the State Route 28 project area, from Incline Village to Spooner Summit.

**21. Community Development - Planning**

- A) For Possible Action: To reallocate a portion of the 2014 Community Services Support Grant (CSSG) funding awarded to FISH for malpractice insurance and allocate it to be used for services in their family dining room. *(Janice Keillor)*

Staff Summary: FISH was awarded \$12,200 in CSSG funds in FY2014 for the Ross Clinic Malpractice Insurance and Emergency Dental Assistance Program. A total of \$7200 was budgeted for the malpractice insurance portion of the program. The physician assigned to the program unexpectedly left Nevada and therefore FISH will no longer need the funding to pay for the malpractice insurance. FISH would like to reallocate those funds to pay for a portion of the costs to run the FISH Family Dining Room.

- B) For Possible Action: To approve a Master Plan Amendment to change the Land Use designation of property located south of Highway 50 West at Lake Tahoe Golf Course Drive, APNs 007-131-34 and -35 and 007-051-85 and -86 from Public/Quasi-Public (P/QP) to Rural Residential (RR). (MPA-14-140) *(Susan Dorr Pansky)*

Staff Summary: The subject properties are owned by the State of Nevada, Division of State Lands. The proposed amendment would make the Master Plan Land Use designation consistent with adjacent Rural Residential properties to the east in preparation for ultimate disposal of the property by the State. The Planning Division has initiated this process on the State’s behalf with the ultimate goal of gaining a public trail and trailhead on the property through future development.

- C) For Possible Action: To introduce, on first reading, an ordinance to change the zoning of property located south of Highway 50 West at Lake Tahoe Golf Course Drive, APNs 007-131-34 and -35 and 007-051-85 and -86 from Conservation Reserve (CR) to Single Family 5 Acre (SF5A). (ZMA-14-141) *(Susan Dorr Pansky)*

Staff Summary: The subject properties are owned by the State of Nevada, Division of State Lands. The proposed amendment would make the zoning consistent with adjacent Single Family 5 Acre properties to the east in preparation for ultimate disposal of the property by the State. The Planning Division has initiated this process on the State’s behalf with the ultimate goal of gaining a public trail and trailhead on the property through future development.

**22. City Manager**

- A) For Possible Action: To appoint Denise Stewart and Wendy Talavera to the 9-1-1 Surcharge Advisory Committee, each for terms that will expire on December 31, 2016. *(Nick Marano)*

Staff Summary: Pursuant to NRS 244A.7645, CCMC 4.05.030 creates a five member advisory committee called the “9-1-1 Surcharge Advisory Committee.” There are two openings due to the expiration of current terms. Reappointment requests were received from Denise Stewart and Wendy Talavera.

- B) For Possible Action: Discussion and possible action to accept the Employee Efficiency Study performed by Moss Adams, LLP. *(Nick Marano)*

Staff Summary: The Board of Supervisors authorized Moss Adams, LLP to perform an Employee Efficiency Study on June 5, 2014. Members of Moss Adams, LLP will be discussing the study and their recommended findings.

### **23. Information Technology**

For Possible Action: To approve the reorganization of the Information Systems Department by reclassifying a vacant IT Manager position and a vacant Systems Administrator position into three IT Systems Technician positions, increasing overall department staffing level by one for a total of ten full-time employees. *(John Wilkinson)*

Staff Summary: This reorganization will allow the IT Department to create three IT Systems Technician positions. There are two unclassified positions in IT that have been recently vacated by retirements of an IT Manager and a Systems Administrator. The IT Department can become more efficient by creating three IT Systems Technician positions which will increase the technical positions from six to eight.

### **24. 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

### **25. 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.

### **26. For Possible Action: To Adjourn**

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*\*\*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 provide 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.*

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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.*

*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 191. For specific dates and times - [www.bactv.org](http://www.bactv.org).*

*To request a copy of the supporting materials for this meeting contact*

*Janet Busse at [jbusse@carson.org](mailto: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](http://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: November 26, 2014**