

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

Day: Thursday
Date: February 5, 2015
Time: Morning
Beginning at 8:30 a.m.
Location: Community Center, Sierra Room
851 East William Street
Carson City, Nevada
Afternoon
Time: Beginning at 12:00 p.m.
Location: Eagle Valley Golf Course
3999 Centennial Park Drive
Carson City, Nevada

Agenda

- 1. Call to Order – Board of Supervisors**
- 2. Roll Call**
- 3. Invocation -** Chaplain Craig LaGier, Carson City Sheriff's Office
- 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 -** November 6, 2014, November 20, 2014 and December 4, 2014
- 7. For Possible Action: Adoption of Agenda**
- 8. Special Presentation & Introduction**
 - A) Presentation of a proclamation in appreciation of Al Kramer for his 20 years of service as Carson City Treasurer.
 - B) Introduction of Robert Schreihans, Carson City Fire Chief.
- 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. For Possible Action: Approval of Minutes - December 4, 2014

13. Community Development - Business License

- A) For Possible Action: To approve Huayou Chen as the liquor manager for Ming Gong Restaurant, LLC dba Ming's Restaurant (Liquor License #15-23814) located at 2330 S. Carson St. (*Lena Reseck*)

Staff Summary: All liquor license requests are to be reviewed by the Liquor Board per CCMC 4.13. Ming Gong Restaurant, LLC is appointing a new liquor manager. Staff is recommending approval.

- B) For Possible Action: To approve Timothy Morrissey as the liquor manager for Carson Nugget, Inc. (Liquor License #15-27165) located at 507 N. Carson St. (*Lena Reseck*)

Staff Summary: All liquor license requests are to be reviewed by the Liquor Board per CCMC 4.13. Carson Nugget, Inc. is appointing a new liquor manager. Staff is recommending approval.

14. 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.

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. Community Development - Building Division

For Possible Action: To adopt Bill No. 101, on second reading, an ordinance amending the Carson City Municipal Code Title 15, Buildings and Construction, Chapter 15.05 Building Code, Section 15.05.020, Adoption and Administration of Building Codes, Section 105 Permits, by amending Section 105.4 Validity of Permit to allow the Building Official to approve a second permit extension and to allow the Board of Supervisors to approve subsequent extensions, and other matters property related thereto. (*Ray Proffitt, Building Official*)

Staff Summary: The proposed amendment would modify the text of the Building Code to allow additional time to complete work authorized by the issued permit. The Code currently only allows one 18-month building permit extension to be granted by the Building Official, after which an applicant must resubmit for a new building permit if work is not completed within that time.

18. Community Development - Planning

- A) For Possible Action: To adopt Bill No. 102 on second reading, an ordinance to change the zoning of property located at 1588 Old Hot Springs Road, APN 008-123-23, from Tourist Commercial (TC) to General Industrial (GI). (ZMA-14-137) *(Susan Dorr Pansky)*

Staff Summary: With the completion of the I-580 freeway on the north side of Carson City, Old Hot Springs Road has been cut off from access that would have made it a viable area for tourist commercial opportunities. The applicant wishes to change the parcel's zoning from Tourist Commercial to General Industrial, which is in line with adjacent General Industrial property to the east.

- B) For Possible Action: To accept the Historic Resources Commission Annual Report for 2014. *(Susan Dorr Pansky)*

Staff Summary: The Historic Resources Commission (HRC) bylaws require the HRC to submit an annual report to the Board of Supervisors, including information about cases reviewed by the HRC, administrative reviews and information regarding other historic preservation activities.

19. Public Works

- A) For Possible Action: To adopt a resolution and accept dedication of eight thousand, one hundred thirty-seven (8,137) square feet of land for Clear Creek Avenue Right-of-Way from First Church of Christ, Scientist, a Nevada Corporation (APN 009-224-07). *(Daniel Rotter)*

Staff Summary: The First Church of Christ, Scientist, a Nevada Corporation developed the property several years ago but the dedication process had not been completed. This action completes the dedication requirement per the City code. Once the documents are recorded, Clear Creek Avenue will meet collector roadway width of 60 feet.

- B) For Possible Action: To adopt a resolution and authorize the Mayor to sign the Agreement to Purchase. A Resolution adopting and approving Carson City's Agreement to Purchase from the Foster Family Trust, August 9, 2005, a nine hundred (900) square foot area of real property from a portion of APN 009-226-07 along Clear Creek Avenue for the purposes of improving Clear Creek Avenue roadway and other matters properly related thereto. *(Daniel Rotter)*

Staff Summary: This Agreement to Purchase and accompanying conveyance deed provides the means for the City's purchase of necessary right-of-way in fee simple to allow the City to improve the Clear Creek Avenue roadway. Currently, the width of Clear Creek Avenue is 30 feet in this area; the minimum width for a collector roadway like Clear Creek Avenue is 60 feet. Improving Clear Creek Avenue is part of the Sewer Main Installation Project.

- C) For Possible Action: To adopt a resolution and authorize the Mayor to sign the Agreement to Purchase. A Resolution adopting and approving Carson City's Agreement to Purchase from Ministerios Una Puerta Al Camino, a Nevada Non-Profit Corporation, a seven thousand, five hundred forty-nine (7,549) square-foot area of real property from a portion of APN 009-239-02 along Clear Creek Avenue for the purposes of improving Clear Creek Avenue roadway and other matters properly related thereto. *(Daniel Rotter)*

Staff Summary: This Agreement to Purchase and accompanying conveyance deed provides the means for the City's purchase of necessary right-of-way in fee simple to allow the City to improve the Clear Creek Avenue roadway. Currently, the width of Clear Creek Avenue is 30 feet in this area; the minimum width for a collector roadway like Clear Creek Avenue is 60 feet. Improving Clear Creek Avenue is part of the Sewer Main Installation Project.

- D) For Possible Action: To adopt a resolution and authorize the Mayor to sign the Agreement to Purchase. A Resolution adopting and approving Carson City's Agreement to Purchase from the Hugh J. & Ellen M. Smith Family Irrevocable Trust, a four thousand, sixty-nine (4,069) square foot area of real property from a portion of APN 009-224-05 along Clear Creek Avenue for the purposes of improving Clear Creek Avenue roadway and other matters properly relating thereto. *(Daniel Rotter)*

Staff Summary: This Agreement to Purchase and accompanying conveyance deed provides the means for the City's purchase of necessary right-of-way in fee simple to allow the City to improve the Clear Creek Avenue roadway. Currently, the width of Clear Creek Avenue is 30 feet in this area; the minimum width for a collector roadway like Clear Creek Avenue is 60 feet. Improving Clear Creek Avenue is part of the Sewer Main Installation Project.

- E) For Possible Action: To adopt a resolution and authorize the Mayor to sign the Agreement. A Resolution adopting and approving Carson City's Agreement to Purchase from Jose L. Hernandez and Elizabeth R. Hernandez a nine thousand, thirty-seven (9,037) square foot area of real property from a portion of APN 009-239-01 along Clear Creek Avenue for the purposes of improving Clear Creek Avenue roadway, and other matters properly related thereto. *(Daniel Rotter)*

Staff Summary: This Agreement to Purchase and accompanying conveyance deed provides the means for the City's purchase of necessary right-of-way in fee simple to allow the City to improve the Clear Creek Avenue roadway. Currently, the width of Clear Creek Avenue is 30 feet in this area; the minimum width for a collector roadway like Clear Creek Avenue is 60 feet. Improving Clear Creek Avenue is part of the Sewer Main Installation Project.

20. Purchasing and Contracts

- A) For Possible Action: To determine that Contract No. 1415-127 is for the purchase and installation of equipment and services pursuant to NRS 332.115 (1)-(c) and (d) and is therefore not adapted to award by competitive bidding and to approve Contract No. 1415-127 to accomplish the purchase and installation of software/hardware from Stanley Convergent Security Solutions, Inc. for a not to exceed cost of \$200,000.00 to be funded from the Capital Outlay/Jail Lock Intercom Project Account in the Capital Projects Fund for \$140,000.00 and from the Machinery and Equipment/SCAAP Improvement Account in the Grant fund for \$60,000.00 as provided in FY 2014/2015. *(Kim Belt and Bob Keith)*

Staff Summary: Carson City Facilities uses Stanley Convergent Security Solutions in sixteen (16) City facilities. Carson City staff requested/received quotes for the purchase and installation of the Jail Lock Intercom System and found Stanley Convergent Security Solutions, Inc. to be the lowest. Stanley Convergent Security Solutions, Inc. should be awarded the contract, without going out to formal bid, because the additional use of Stanley Convergent Security Solutions as the provider of such equipment, who will also be responsible for its repair and maintenance, would be efficient and compatible with existing similar equipment.

- B) 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 \$114,038.10 for Contract No. 1314-142 titled Costco Waterline Intertie and Vista Grande Waterline to Sierra Nevada Construction, Inc. *(Kim Belt and Rick Cooley)*

Staff Summary: Carson City received sealed bids for all labor, materials, tools and equipment necessary for the Costco Waterline Intertie and Vista Grande Waterline Project. The project consisted of connecting water lines from Carson City to Douglas County near COSTCO along Vista Grande Blvd and Old Clear Creek to provide redundancy for the regional water system and to improve fire flows for this area in anticipation of the freeway project improvements which will eliminate a waterline. The project also included sidewalks, stormwater, and street improvements for Old Clear Creek Road along the park.

- C) For Possible Action: To approve Contract No. 1415-112, pursuant to NRS 332.115(1)(b) and NRS 625.530, with Lumos & Associates to provide professional services for streetscape architecture, roadway design, utility design, and landscape design services for the Downtown Carson Street Urban Design Project, in an amount not to exceed \$1,136,026.00, to be funded from various Carson City Capital Projects/Construction Accounts, as provided in FY 2014/15 and FY 2015/2016. *(Kim Belt and Danny Rotter)*

Staff Summary: This contract is to provide professional services for streetscape architecture, roadway design, utility design, and landscape design services for the Downtown Carson Street Urban Design Project. The firm Lumos & Associates was selected via RFP #1415-112 – Request for Proposals for the Downtown Carson Street Urban Design Project. Five (5) firms submitted proposals for the project after review four (4) firms were selected to provide oral interviews. Carson City’s Review and Selection Committee selected the proposal from Lumos & Associates based on interview and proposal submittal. On January 5, 2015, the Redevelopment Authority Citizens Committee recommended approval of the expenditure of a total of \$490,000 in Redevelopment funds from the FY 2014-15 and 2015-16 Redevelopment Revolving Fund towards the construction of the 3rd Street Plaza by a vote of 5-0.

- D) 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 \$27,151.30 for Contract No. 1314-184 titled Sugarloaf Communication Site – Rebid to RADCO Communication, LLC. *(Kim Belt and Rick Cooley)*

Staff Summary: Carson City received sealed bids for all labor, materials, tools and equipment necessary for the Sugarloaf Communication Site Project - Rebid. The project consisted of a city furnished pre-fabricated communications shelter and propane standby generator. The project also consisted of two contractor furnished propane tanks, a contractor furnished power and communications rack, a contractor furnished 80’ lattice communications tower, and a bid alternate for the contractor to furnish a chain-link fence, gate, and gravel path.

- E) 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 \$9,674.04 for Contract No. 1314-194 titled “BMX Track Lighting Project” to Impact Construction. *(Kim Belt and Rick Cooley)*

Staff Summary: Carson City received sealed bids for all labor, materials, tools and equipment necessary for the BMX Track Lighting Project. The Project consisted of installing 6 lights around the BMX track and all associated electrical conduit, wiring, boxes and other necessary work as shown in the construction

documents. This project also included an additive alternate to install electrical boxes and underground conduit for the NV Energy and AT&T lines that currently run overhead above the track.

21. Finance

- A) For Possible Action: To accept the report on the condition of each fund in the treasury and the statements of receipts and expenditures through January 27, 2015 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.

- B) For Possible Action: Presentation, discussion and possible direction regarding assumptions staff will use to prepare Carson City’s Budget for FY 2015 –2016. *(Nick Providenti)*

Staff Summary: Staff needs direction from the Board on assumptions for building the FY 2015-2016 Budget for Carson City. The main item is setting the property tax rate to be used. The Department of Taxation requires all local governments to inform them of the rate they intend to use by February 23, 2015.

22. District Attorney

For Possible Action: To introduce, on first reading, an ordinance amending the Carson City Municipal Code, Title 10, Vehicles and Traffic, Chapter 10.25, Special Responsibilities of Vehicle Drivers and Owners, Section 10.25.060, Driving While License Canceled, Suspended or Revoked – Suspended Sentences and Plea Bargaining Prohibited – Penalties, correcting references to driving under the influence statutes made at Subsections 2 and 4, and other matters properly relating thereto. *(Adriana Fralick)*

Staff Summary: CCMC Section 10.25.060 references certain driving under the influence statutes. By this proposed ordinance, the CCMC will accurately refer to the current and correct statutory citations. According to Chapter 134, Statutes of Nevada, 2009, Chapter 484 of the NRS was reorganized into several chapters, organized by topic, for ease of use and understanding. Chapter 484C of the NRS currently contains Nevada’s driving under the influence statutes. Subsection 2 of CCMC Section 10.25.060 refers to the following: 1. Former NRS 484.379, which has been replaced in revision by NRS 484C.110; 2. Former NRS 484.4795, which has been replaced in revision by NRS 484C.430, and; 3. Former NRS 484.384, which has been replaced in revision by NRS 484C.210. Subsection 4 of CCMC Section 10.25.060 refers to NRS 484.3792, which has been replaced in revision by of NRS 484C.030, NRS 484C.400, NRS 484C.410 and NRS 484C.420.

23. City Manager

- A) For Possible Action: Discussion and possible action to establish the process to be used for the appointment of the Carson City Treasurer. *(Nick Marano)*

Staff Summary: The Board of Supervisors is responsible for filling the vacancy by appointing a suitable person who is an elector of the City.

- B) For Possible Action: Discussion and possible action on the Board's position and directive on SB11 (BDR 20-284) of the 2015 Legislative Session, a bill that grants power to local governments to perform certain acts or duties which are not prohibited or limited by statute. *(Nick Marano)*

Staff Summary: This bill authorizes counties and cities, with limited exceptions, to exercise the powers necessary for the effective operation of county and city government.

- C) For Possible Action: To approve and authorize the Mayor to sign a Memorandum of Understanding between the Board of Regents of the Nevada System of Higher Education on behalf of the University of Nevada, Reno, the Nevada Small Business Development Center (NSBDC) and Carson City, for the purpose of providing a framework for cooperation between NSBDC and the City. *(Michael Salogga)*

Staff Summary: This MOU establishes the expectation of the City and NSBDC in working cooperatively to provide business assistance resources. The Business Development Manager will serve as an NSBDC business counselor. The NSBDC will provide training and support for business assistance. This five year agreement will end January 31, 2020.

24. Board of Supervisors

Non-Action Items:

Legislative matters - no Board action will be taken - the Mayor may give limited staff direction regarding staff work and/or future agenda item(s).

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

Afternoon Session – 12:00 p.m.

STRATEGIC PLANNING WORKSHOP

Reconvene at Eagle Valley Golf Course – 3999 Centennial Park Drive

25. City Manager

- A) For Possible Action: This workshop will include the discussion related to the following topics and potential direction to staff:

- 1) Planning Overview
- 2) Mission, Vision, and Values
- 3) Strategic Goals
- 4) Objectives

B) For Possible Action: Discussion and possible action to place discussion and/or action items on future Board of Supervisors agenda(s).

26. 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.

27. 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 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.*

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.

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
Eagle Valley Golf Course 3999 Centennial Park Drive

Date: January 29, 2015