

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

**Day:** Thursday  
**Date:** March 5, 2015  
**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** - Chaplain Joel Buxton, 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: Adoption of Agenda**
7. **Special Presentation**  
  
Presentation of a proclamation for Nevada Moves Day, March 18, 2015. *(Cortney Bloomer)*
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. **Community Development - Business License**
  - A) For Possible Action: To approve Pissamai Sungkasit Harry 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.

- B) For Possible Action: To approve Richard Tran as the liquor manager for Carson Best Pho, Inc. dba Viet Pho (Liquor License #15-30522) located at 444 E. William Street, Ste 6. (*Lena Reseck*)

Staff Summary: All liquor license requests are to be reviewed by the Liquor Board per CCMC 4.13. Carson Best Pho, Inc. dba Viet Pho is applying for a dining room with beer and wine only. Staff is recommending approval.

**12. 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.

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

**14. Reconvene as the Board of Supervisors**

**Ordinances, Resolutions, and Other Items**

**15. City Manager**

Presentation Only: Presentation and discussion regarding general Carson City area noxious weed concerns, current local efforts on noxious weed control, and the state statutes that govern regulatory actions regarding noxious weed control. (*Jamie Greer, Nevada Department of Agriculture - Noxious Weed Program*)

Staff Summary: Jamie Greer, Noxious Weed Program Coordinator will provide a presentation and update on noxious weed control activity for Carson City and throughout the State.

**16. Alternative Sentencing**

For Possible Action: To approve the reclassification of an Alternative Sentencing Technician (CCEA Grade 28) position to an Alternative Sentencing Officer (FOP) position and approve an augmentation of the Department of Alternative Sentencing budget to cover the increase in costs. (*Tad Fletcher*)

Staff Summary: The Alternative Sentencing Department would like to restructure the Department for efficiency and workload purposes. The Department currently has a vacant full-time Alternative Sentencing Technician position. This request is to allow the Department to reclassify the position to an Alternative Sentencing Officer position. The Department will use budgeted funds from the Technician position to partially fund the new full-time position of the Officer which will allow the Department of Alternative Sentencing to provide 7-day a week service to the community and maintaining a higher level of service to the Courts and the community during peak times. This request will require the Board to also approve an augmentation to the Department's budget.

## 17. Purchasing and Contracts

- A) For Possible Action: To approve Contract No. 1415-142, pursuant to NRS 332.115(1)(b) and NRS 625.530, with Terracon, to provide professional services for Special Building Inspections for the Multi-use Athletic Center (MAC) Facility, in an amount not to exceed \$72,465.00, to be funded from the Quality of Life Fund - New Gymnasium Account, as provided FY 2014/15 and FY 2015/2016. *(Kim Belt and Darren Schulz)*

Staff Summary: This contract is to provide Special Building Inspections during the construction of the MAC Facility.

- B) For Possible Action: To determine that Farr Construction Corporation dba Resource Development Company is the lowest responsive and responsible bidder pursuant to NRS Chapter 338 and to award Contract No. 1415-126 titled "Ash Canyon Water Tank Re-Paint" to Farr Construction corporation dba Resource Development Company for a base bid amount of \$212,786.00, plus both additive alternates totaling \$35,000.00 and a contingency amount not to exceed \$25,274.00 for a total contract amount of \$273,000.00 to be funded from the Capital Projects/Construction - Tank Maintenance (Project No. 041302) Account in the Water 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 Canyon Water Tank Re-Paint project. The Project consists of removing the existing coatings from the interior of the Ash Canyon Water Tank and re-coating the tank's interior as well as prepping and re-coating the exterior of the tank including anti-graffiti coating on the lower eight feet of the tank. The project includes all common phases of construction customarily associated with this type of project.

- C) For Possible Action: To approve Contract No. 1415-144 a Joinder Contract for the purchase and installation of equipment and services pursuant to NRS 332.115(1)(m) from Stanley Convergent Security Solutions, Inc. through State of Nevada WSCA-NASPO Cooperative Purchasing Organization in the amount 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: The Board of Supervisors previously approved Contract No. 1415-127 to accomplish the purchase and installation of the Jail Lock Intercom software/hardware from Stanley Convergent Security Solutions, Inc. Due to a post-approval disagreement on the terms of said Contract between City staff and Stanley Convergent Security Solutions, Inc. and because a State of Nevada WSCA-NASPO Cooperative Purchasing Organization Master Price Agreement currently exists and which the parties agree to the terms in that contract, City staff is requesting the Board approve the Joinder Contract No. 1415-144 to replace Contract No. 1415-127.

## 18. Public Works - Environmental

For Possible Action: To approve a resolution to adopt the Community Source Water Protection Plan for Public Water Systems in Carson City (December 2014). *(David Bruketta)*

Staff Summary: With assistance from Resource Concepts Inc. (RCI), and the State of Nevada personnel, staff will discuss the State of Nevada's Integrated Source Water Protection Program and the Community Source Water Protection Plan for Public Water Systems in Carson City. In October 2012, the Board directed staff to participate in the Integrated Source Water Protection Program and update Carson City's

plan. The goal of this Program is to maintain a public, private, and community partnership dedicated to protecting public health and the environment by keeping drinking water sources free of contamination. Through grant money and direction provided by the Bureau of Water Pollution Control (BWPC) over the past two years, RCI provided guidance and assistance to staff and community representatives in completing the plan update. This update meets the current BWPC guidelines and reflects the present condition of drinking water resources in the Carson City area.

## **19. 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) sewer bonds (additionally secured by pledged revenues) for the purpose of financing 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) 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 report on the condition of each fund in the treasury and the statements of receipts and expenditures through February 24, 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](http://www.carson.org).

## **20. Parks and Recreation**

- A) Presentation by the Capital City Arts Initiative on the art exhibition currently on display in the Community Center's Sierra Room. *(Vern Krahn and Sharon Rosse)*

Staff Summary: In discussions with City Manager, Nick Marano, Parks and Recreation Department staff, and CCAI representatives, a new venue has been established for CCAI's art exhibitions. This new venue is the Sierra Room in the Community Center.

- B) For Possible Action: To approve and accept the Schulz Ranch Landscape Maintenance District Petition for the planned Schulz Ranch Development as presented by Manhard Consulting LTD. *(Roger Moellendorf and Chris Baker)*

Staff Summary: During the December 18, 2014 Board of Supervisors meeting, Chris Baker of Manhard Consulting LTD and staff presented the Schulz Ranch Landscape Maintenance District Petition for the planned Schulz Ranch Development. No action was taken during the meeting as the Board had numerous questions regarding Landscape Maintenance District Petition process and some of the terminology used in the Petition. Staff and the consultant feel that the revised petition resolves the questions and concerns

expressed by the Board during the December 18, 2014 meeting. The Parks and Recreation Commission approved unanimously a recommendation for approval by the Board for acceptance with the added stipulation that all revenue derived from the landscape maintenance district to be dedicated solely to the maintenance of the proposed Schulz Ranch Development.

## **21. Community Development - Planning**

- A) For Possible Action: To adopt Bill No. 104 on second reading, an ordinance to change the zoning of property located at 1001 Mountain Street and 608 and 610 W. Washington Street, APNs 001-201-15, -16, -26 and -27, from Public Community (PC) to Multi-Family Apartment (MFA). (ZMA-14-161) (*Susan Dorr Pansky*)

Staff Summary: The applicant wishes to construct a congregate care facility to provide memory care and skilled nursing services on the subject parcels, which is not an allowed use in the Public Community (PC) zoning district. A congregate care facility is allowed with the approval of a Special Use Permit in the Multi-Family Apartment (MFA) zoning district. The applicant received approval of a Special Use Permit from the Planning Commission for a congregate care facility on January 28, 2015. This Special Use Permit approval is contingent on the property being changed to the Multi-Family Apartment (MFA) zoning district.

### **– Time Specific – 10:30 A.M. –**

- B) For Possible Action: To prioritize the Community Support Services Grant (CSSG) funding for youth programs for FY2015-16. (*Janice Keillor/Kathy Bartosz*)

Staff Summary: The amount of CSSG funding available for all community support programs for fiscal year 2015-16 is estimated to be \$257,200. The funding source is Carson City's general fund. The CSSG is separated into two categories- general programs and youth programs. General programs typically receive \$185,000 and youth programs typically receive \$72,200. The Partnership Carson City Executive Board conducted a meeting on February 4, 2015 to review the CSSG youth applications and make funding recommendations for consideration by the Board of Supervisors.

- C) For Possible Action: To allocate the Community Development Block Grant (CDBG) and Community Support Services Grant (CSSG) funding for FY2015-16, and to open a 30-day public comment period from March 5 to April 3, 2015 for review of the Carson City draft CDBG 2015-16 Annual Action Plan to implement the Department of Housing and Urban Development (HUD) CDBG Program. (*Janice Keillor*)

Staff Summary: The CDBG funding available to Carson City for fiscal year 2015-16 is \$349,619, which is a reduction of \$13,343 from 2014-15. There will be \$52,442 (15% maximum) for public services activities, \$227,254 for public facilities and improvements, and \$69,923 (20% maximum) for planning and administration. The CSSG funding available to Carson City for fiscal year 2015-16 is estimated to be \$185,000. A community-based Application Review Workgroup (ARW) conducted a public meeting to interview the CDBG and CSSG applicants on February 4, 2015 and then ranked the applications for recommendation to the Board of Supervisors.

## **22. 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

– LUNCH BREAK –

– RETURN – APPROXIMATE TIME – 1:30 P.M. –

### 23. City Manager

- A) For Possible Action: To appoint two members to the Cultural Commission “Citizen-at-Large” positions each for a three year term expiring January 1, 2018. *(Nick Marano)*

Staff Summary: Per CCMC 2.41.040, “The Carson City Cultural Commission shall consist of seven (7) members appointed by the Board of Supervisors.” There are two vacancies due to members’ terms expiring. Danielle Cook and Robert Stansbury are seeking reappointment. Mary Fischer, Barbara D’Anneo and Joseph Paslov are new applicants.

- B) For Possible Action: To appoint two members to the Carson City Open Space Advisory Committee, each for a four year term that expires in January 2019. *(Nick Marano)*

Staff Summary: CCMC 13.06.040 provides for the Board of Supervisors to appoint seven members that serve staggered four year terms to the Open Space Advisory Committee. There are two openings due to members’ terms expiring. Reappointment requests were received from Bruce Scott and Patricia Lincoln. Applications were received from Greg Bushner, Alan Welch, and Aaron Sims.

### 24. 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.

### 25. 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.

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: February 26, 2015**