

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

**Day:** Thursday  
**Date:** January 7, 2016  
**Time:** Beginning at 8:30 am  
**Location:** Community Center, Sierra Room  
851 East William St  
Carson City, Nevada

**AGENDA**

- 1. Call to Order - Board of Supervisors**
- 2. Roll Call**
- 3. Invocation -- Pat Propster, Calvary 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 - December 3, 2015**
- 7. For Possible Action: Adoption of Agenda**
- 8. Special Presentations**
  - 8.A Presentation of Retirement Plaque to James Quilici, Carson City Fire Department.
  - 8.B Presentation of Executive Fire Officer Diploma to Robert Charles, Carson City Fire Department.
- 9. Recess as the 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 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 - November 19, 2015**

**13. Community Development - Business License**

13.A For Possible Action: To approve Sangeeta Goel as the liquor manager for Minden Gas, LLC. dba ARCO AM/PM (Liquor License #16-31065) located at 4340 N. Carson St. (Lena Reseck, LReseck@carson.org)

Staff Summary: All liquor license requests are to be reviewed by the Liquor and Entertainment Board per CCMC 4.13. Minden Gas, LLC. dba ARCO AM/PM is applying for a packaged liquor license. 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. Public Works**

17.A For Possible Action: To approve the naming of 9 streets by Carson City Staff in multiple areas in Carson City and rename South Park Drive to Sunset Park Drive. (Danny Rotter, DRotter@carson.org)

Staff Summary: Several streets around Carson City, which have multiple single-family residences located on them, are using the name of their nearest cross-street and need to be given separate street names. In addition, Carson City Public Works has received a request to have South Park Drive changed to Sunset Park Drive.

**18. Purchasing and Contracts**

18.A For Possible Action: To approve Contract No. 1516-086 for Vehicle Tires, Tubes, and Services with Michelin North America, Inc., The Goodyear Tire and Rubber Company, and Bridgestone Americas Tire Operation, LLC through Joinder Contract No. 7962 with the State of Nevada through March 31, 2017 for a not to exceed annual amount of \$175,000 to be funded from the Fleet-Inventory: Materials/Auto Parts Fund. (Laura Tadman, LTadman@carson.org and Zach Good, ZGood@carson.org)

Staff Summary: This contract provides tires, tubes and related tire services for the City of Carson City.

18.B For Possible Action: To approve Contract No. 1516-082 Water Resource Recovery Facility Phase 1A Engineering Services During Construction, to Carollo Engineers, Inc., for an amount not to exceed \$930,802.00, to be funded from the Sewer Capital-Construction Fund as provided in fiscal years 2015/2016, 2016/2017 and 2017/2018 budgets. (Laura Tadman, LTadman@carson.org and David Bruketta, DBruketta@carson.org)

Staff Summary: This contract provides for Engineering Services during Construction of the Water Resource Recovery Facility Phase 1A improvements and includes the following tasks: Construction Documents Information Support, Services During Construction and Additional Services which may include preparing bidding documents, technical meetings, change order assistance and other services such as progress coordination meetings, design clarification, requests for information, and the review of shop drawings.

18.C For Possible Action: To approve the purchase of two (2) water crew trucks, one (1) sewer crew truck, two (2) water distribution meter crew trucks, and one (1) dump truck for water and sewer through the State of Nevada's competitive bid list, NJPA (National Joint Powers Alliance) and HGAC (Houston-Galveston Area Council) cooperative purchasing agreements for a not to exceed cost of \$304,252.65 to be funded from the Water Fund Equipment Account and Sewer Maintenance Equipment Account from the FY 2015/2016 budget. (Laura Tadman, LTadman@carson.org and Darren Schulz, DSchulz@carson.org)

Staff Summary: Public Works Fleet Operations is proposing to purchase two (2) water crew trucks, one (1) sewer crew truck, two (2) water distribution meter crew trucks, and one (1) dump truck for water and sewer as budget replacement vehicles.

## **19. Community Development - Planning**

19.A For Possible Action: To adopt, on second reading, an ordinance creating the Downtown Neighborhood Improvement District pursuant to Chapter 271 of Nevada Revised Statutes for the purpose of paying for maintenance of the Downtown Streetscape Enhancement Project, which includes improvements to Carson Street between Fifth Street and William Street, improvements to Third Street between Carson Street and Curry Street, and improvements to Curry Street between Musser Street and Robinson Street. (Lee Plemel, LPlemel@carson.org)

Staff Summary: The purpose of establishing the NID is to assess the private property owners within the area for the cost of ongoing maintenance of the Downtown Streetscape Enhancement Project improvements to provide for consistent maintenance of the improvements. The proposed NID includes private properties generally located along Carson Street and Curry Street between Fifth Street and William Street, and on Plaza Street between Proctor Street and William Street.

19.B For Possible Action: To approve an Abandonment of Public Right-of-Way application from Wayne Lepire (property owner: Desert Peak Investments, LLC) to abandon a section of right-of-way approximately nine feet wide by 170 feet long, along the west boundary of Anderson Street between East Caroline Street and East Robinson Street, adjacent to APN 004-244-04. (AB-15-164) (Susan Dorr Pansky, SPansky@carson.org)

Staff Summary: Pursuant to NRS 278.480 and CCMC Title 17, the applicant is proposing the abandonment of a portion of Anderson Street adjacent to APN 004-244-04. This request is in conjunction with a Tentative Subdivision Map application for seven townhouses known as the Caroline Court Townhouses under TSM-15-165. Approval of this request would allow the required parking proposed for the project to be on-site. The Planning Commission makes recommendation on all Abandonment requests and the Board of Supervisors will make the final decision regarding the request.

19.C For Possible Action: To approve a Tentative Subdivision Map application from Wayne Lepire (property owner: Desert Peak Investments, LLC) to create seven attached residential parcels with an associated common area parcel on property zoned General Office (GO), located at East Caroline Street, APN 004-244-04. (TSM-15-165) (Susan Dorr Pansky, SPansky@carson.org)

Staff Summary: Approval of a Tentative Subdivision Map by the Board of Supervisors is required to subdivide the property into separate lots. This request is to allow development of the site as a subdivision with the creation of eight parcels for the development of seven townhouses and a common area.

## **20. Finance**

20.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 December 24, 2015 per NRS 251.030 and NRS 354.290. (Nancy Paulson, NPaulson@carson.org)

Staff Summary: NRS 251.030 requires the Chief Financial Officer (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.B For Possible Action: To approve changes to the Community Support Services Grant (CSSG) program in order to improve internal controls and better address Carson City's critical needs. (Janice Keillor, JKeillor@carson.org)

Staff Summary: An audit completed by Moss Adams on March 31, 2015 recommended revising the City's internal controls related to the CSSG program in order to ensure integrity and effectiveness in meeting program objectives. A CSSG Working Group collaborated on ideas to restructure and improve the program, which included revising the application, separating the CDBG and CSSG programs, increasing the reporting of activities and accomplishments, distributing grant funds on a reimbursement basis, determining the City's critical needs, funding agencies that address those critical needs without requiring them to apply for the grant, and requiring a formal grant agreement with performance expectations.

## **21. Clerk - Recorder**

21.A For Possible Action: To approve the reclassification of the Election Deputy Clerk from an Office Specialist to a Recordation Technician. (Sue Merriwether, SMerriwether@carson.org)

Staff Summary: This action is to change the Office Specialist job classification of the Election Deputy Clerk to a Recordation Technician. The reclassification will encompass all crucial job duties required of this position which are not included within the Office Specialist classification. The Recorder's office and the Election Clerk's office perform the same essential job duties. It is the request of the Clerk-Recorder to have the Recorder and Clerk departments classified consistently.

21.B For Possible Action: To approve the reclassification of the Marriage Deputy Clerk from an Office Specialist to a Recordation Technician. (Sue Merriwether, SMerriwether@carson.org)

Staff Summary: This action is to change the Office Specialist job classification of the Marriage Deputy Clerk to a Recordation Technician. The reclassification will encompass all crucial job duties required of this position which are not included within the Office Specialist classification. The Recorder's office and the Marriage Clerk's office perform the same essential job duties. It is the request of the Clerk-Recorder to have the Recorder and Clerk departments classified consistently.

**22. Recess as the Board of Supervisors**

**Redevelopment Authority**

**23. Call to Order & Roll Call -- Redevelopment Authority**

**24. 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.

**25. For Possible Action: Approval of Minutes - November 5, 2015**

**26. City Manager**

26.A For Possible Action: To elect the chair and vice chair of the Redevelopment Authority each for one year terms ending December 31, 2016. (Nick Marano, NMarano@carson.org)

Staff Summary: NRS 279.488 states the agency shall elect a chair from among its members. Unless otherwise prescribed by the legislative body, the term of office as chair is for the calendar year, or for that portion remaining after he or she is designated or elected.

**27. 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.

**28. For Possible Action: To Adjourn as the Redevelopment Authority**

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

**30. City Manager**

30.A For Possible Action: To appoint members of the Board of Supervisors to various Boards, Committees, and Commissions. (Nick Marano, NMarano@carson.org)

Staff Summary: Board members serve on various Boards, Committees, and Commissions. Each January appointments are made for the upcoming calendar year.

30.B For Possible Action: To appoint two members to the Carson City Regional Transportation Commission each for a two year term that expires December 31, 2017. (Nick Marano, NMarano@carson.org)

Staff Summary: NRS Chapter 277A.170 and CCMC 11.20.030 provide for the creation and organization of a five (5) member Regional Street and Highway Commission. Staggered two-year terms are served by two (2) members of the Board of Supervisors and three (3) representatives of the citizen-at-large. Members of the RTC also serve on the Carson Area Metropolitan Planning Organization (CAMPO). There are two vacancies due to the expiration of terms. A reappointment request was received from Jim Smolenski and one new application from Jack Zenteno.

### **31. 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

### **32. 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.

### **33. 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 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.*

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*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.*

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*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.*

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*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.*

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*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.*

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This notice has been posted at the following locations:  
Community Center 851 East William Street  
Courthouse 885 East Musser Street  
City Hall 201 North Carson Street  
Carson City Library 900 North Roop Street  
Community Development Permit Center 108 East Proctor Street

December 31, 2015