

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

Day: Thursday
Date: February 18, 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 - Bill McCord, United Methodist Church, Retired**
- 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 - January 7, 2016**
- 7. For Possible Action: Adoption of Agenda**
- 8. Special Presentations**
 - 8.A Presentation and update of federal issues by Congressman Mark Amodei.
 - 8.B Presentation of Length of Service certificates to City employees. (Melanie Bruketta, mbruketta@carson.org)

Staff Summary: Each month the Board of Supervisors presents Length of Service certificates to employees who have completed 5, 10, 15, 20, 25 and 30 years of City service.
 - 8.C Presentation of Retirement Plaque to Rod Temple, Carson City Fire Department. (Robert Schreihans, rschreihans@carson.org)

Staff Summary: Chief Schreihans will be presenting Firefighter Rod Temple with a retirement plaque in recognition of his service to the 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 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 - January 7, 2016

13. Community Development - Business License

13.A For Possible Action: To approve Jose Escobar as the liquor manager for La Santaneca (Liquor License #16-31215) located at 316 E. Winnie Lane. (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. Jose Escobar dba La Santaneca is applying for a beer and wine only liquor license. Staff is recommending approval.

13.B For Possible Action: To approve Juan Rea-Mariscal as the liquor manager for National's Cafe (Liquor License #16-31233) located at 1701 N. Carson Street. (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. Juan Rea-Mariscal dba National's Cafe is applying for a beer and wine only 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. City Manager

17.A For Presentation Only: A presentation and update on the recent activities of the Western Nevada Development District (WNDD). (Michael Salogga, msalogga@carson.org)

Staff Summary: Ron Radil, executive director of the Western Nevada Development District (WNDD) will be presenting an update on recent WNDD activities to include: the Comprehensive Economic Development Strategy (CEDS) and how they are used, specifically the USDA RD Section 6025 requirement for extra points for a project of a regional nature/impact, input from Carson City regarding updating the projects/initiatives in the 2014 WNDD CEDS document, revolving loan fund update, and the Nevada Economic Development Conference on September 16, 2016 at the Joe Crowley Student Union at University of Nevada, Reno. Regarding the conference, Mr. Radil will

cover the conference program, participation from the member jurisdictions, support efforts and sponsorships needed to make the conference financially successful.

17.B For Possible Action: Discussion and possible approval of the Cooperative Agreement for the Creation of Nevadaworks. (Michael Salogga, msalogga@carson.org)

Staff Summary: With the change at the federal level for workforce development funding from the Workforce Investment Act (WIA) to the Workforce Innovation and Opportunity Act, the Cooperative Agreement for the Creation of Nevadaworks needs to be reviewed, approved and signed by all jurisdictions in the Nevadaworks service area. The other counties in the Nevadaworks service area include: Churchill County, Douglas County, Elko County, Eureka County, Humboldt County, Lander County, Lyon County, Mineral County, Pershing County, Storey County, Washoe County, and White Pine County.

17.C For Possible Action: To ratify the approval of bills and other requests for payments by the City Manager for the period of January 9, 2016 thru February 5, 2016. (Nick Marano, nmarano@carson.org)

Staff Summary: All bills or other requests for payment verified per CCMC 2.29 shall be presented by the Controller, together with the register book of demands and warrants to the City Manager who shall audit the same, and if found authorized, correct and legal, shall signify by his signature, as agent for the board, upon the register book of demands and warrants those demands which are approved or disapproved by him. Upon approval, the warrants, as prepared aforesaid, shall issue. The City Manager shall then cause the register book of bills and other requests for payment and warrants to be presented at least once a month to the board of supervisors, who shall by motion entered into its minutes, ratify the action taken on the bills or other requests for payment.

18. Parks and Recreation

18.A For Possible Action: To approve submittal of a grant application to the Nevada Department of Wildlife for a vault toilet restroom and associated site improvements for the Carson City Rifle and Pistol Range. (Vern Krahn, vkrahn@carson.org)

Staff Summary: Parks and Recreation Department staff is seeking approval from the Board of Supervisors to submit a grant application to the Nevada Department of Wildlife (NDOW) for a vault toilet restroom and associated site improvement for the Carson City Rifle and Pistol Range. The City's grant policy requires any grant application over \$25,000 be approved by the Board of Supervisors prior to a grant application submittal by City staff.

19. Public Works

19.A For Information Only: To review and discuss the Downtown Corridor Construction Business Support Plan. (Daniel Rotter, DRotter@carson.org)

Staff Summary: The Business Support Plan has been formulated to provide up-to-date information on the upcoming construction of the Downtown Streetscape Project.

20. Fire

20.A For Presentation Only: Review of Emergency Operations Center Management. (Stacey Belt, sbelt@carson.org)

Staff Summary: A brief presentation by Stacey Belt, reviewing Emergency Operations Center (EOC) management and operations for Carson City.

21. Information Technology

21.A For Possible Action: Discussion and possible action to eliminate the full-time Office Specialist (CCEA Grade A2) position currently budgeted under the Fire Department and to approve budgeting a full-time Information Management Officer (Unclassified, Grade T1) position which will report to the Chief Information Officer. (Eric Von Schimmelmänn, evonschimmelmänn@carson.org)

Staff Summary: The Board of Supervisors identified a strategic goal of Efficient Government and Public Safety. In order to create a more efficient flow of information to the public and staff, staff is recommending the elimination of a full-time position from the Fire Department and the creation of a full-time position in Information Technology. The person who currently holds the Office Specialist position in the Fire Department has been performing the social media updates and public information for the Department. The City recently lost its part-time Social Media intern.

22. Finance

22.A For Possible Action: To authorize staff to submit an application to the National Endowment of the Arts (NEA) for the Art Works Grant program in the amount of \$40,000. (Janice Keillor, jkeillor@carson.org)

Staff Summary: The Art Works grant program supports the creation of art that meets the highest standards of excellence, public engagement and lifelong learning in the arts, and the strengthening of communities through the arts. Carson City would like to apply for this grant in the Visual Arts category and commission local artists to create art pieces to be included as part of the Downtown Corridor Project. There is a 1:1 match requirement, which has already been met through bench sponsorships and through a \$10,000 in-kind match from the Brewery Arts Center.

22.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 5, 2016 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.

22.C For Possible Action: To allow the Finance Department to delete capital assets from the Governmental Funds Capital Asset Listing for fiscal year 2014-2015. (Nancy Paulson, npaulson@carson.org)

Staff Summary: The Finance Department, in concurrence with our auditors, EideBailly, request that they be allowed to delete from the Governmental Capital Asset Listing \$112,862 out of \$456,883,706 of total assets.

22.D For Possible Action: To allow the Finance Department to delete capital assets from the Business Type Activity Funds Capital Asset Listing for fiscal year 2014-2015. (Nancy Paulson, npaulson@carson.org).

Staff Summary: The Finance Department, in concurrence with our auditors, EideBailly request that they be allowed to delete from the Ambulance Fund net book value of \$4,800 out of \$710,950 of total assets, the Sewer Fund net book value of \$13,166.56 out of \$127,340,719, the Storm Drain Fund net book value of \$32,911.78 out of \$10,539,341.

22.E For Possible Action: To accept the Carson City Cost Allocation Plan for the fiscal year ended June, 30, 2015. (NRS 354) (Nancy Paulson, npaulson@carson.org)

Staff Summary: City staff is requesting that the Board accept the Cost Allocation Plan prepared by Mahoney and Associates using financial information for the fiscal year ended June 30, 2015 for use in preparing the FY 2017 Carson City Budget. The City will use the Cost Allocation Plan for amounts charged to Special Revenue and Enterprise Funds.

22.F For Possible Action: Presentation, discussion and possible direction regarding assumptions staff will use to prepare Carson City's Budget for FY 2016-2017. (Nancy Paulson, npaulson@carson.org)

Staff Summary: Staff needs direction from the Board on assumptions for building the FY 2016-2017 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 22, 2016.

23. 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. --

24. City Manager

24.A For Possible Action: To appoint two members to the Carson City Parks and Recreation Commission each to fill a four year term set to expire January 2020. (Nick Marano, nmarano@carson.org)

Staff Summary: CCMC 2.16.010 and NRS 244.3076 provide for a Parks and Recreation Commission to consist of no more than seven members appointed by the Board of Supervisors. There are two openings due to members terms expiring. Reappointment requests have been received by Brett Long and Lee-Ann Keever. A new application has been received from Robert Stansbury.

24.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 2020. (Nick Marano, nmarano@carson.org)

Staff Summary: CCMC Chapter 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 term expiring. A reappointment request was received from Margie Evans and a new application received from Gerald Massad.

25. Community Development - Planning

25.A For Possible Action: To accept the Historic Resources Commission Annual Report for 2015. (Susan Dorr Pansky, spansky@carson.org)

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.

25.B For Possible Action: To submit an application to the Nevada State Historic Preservation Office on behalf of the National Park Service for the 2016 Historic Preservation Fund Grant for staff conference attendance at the 2016 NAPC Forum Conference, a CAMP Training Program and the preparation of up to five Historic Structures Reports for the Nevada State Prison. (Susan Dorr Pansky, spansky@carson.org)

Staff Summary: The Historic Preservation Fund is a grant program through the National Park Service that awards funding to states for historic preservation activities. Each year applications are accepted by the Nevada State Historic Preservation Office (SHPO) and grant funding is awarded all or in part to eligible projects selected by SHPO. This year Carson City is applying for \$75,000 to send staff to the 2016 National Alliance for Preservation Commissions (NAPC) Forum Conference in Mobile, AL, to host a Commission Assistance and Mentoring Program (CAMP) training program for the Historic Resources Commission and for the preparation of up to five Historic Structures Reports for the Nevada State Prison.

25.C For Possible Action: To introduce, on first reading, an ordinance approving an amendment to the development agreement between Carson City and Ross Park, LLC, to extend the tentative planned unit development map expiration date to March 15, 2017, for the development known as Ross Park, located at 4749 Snyder Avenue, APN 009-139-01, (MISC-16-006) (Susan Dorr Pansky, spansky@carson.org)

Staff Summary: The Ross Park Planned Unit Development tentative map will expire on March 15, 2016, unless the Board approves an extension of time as permitted under the current development agreement. The developer is requesting an extension of time to 2017 (one year) to allow adequate time to complete the processing of all necessary improvement permits and to record the final map.

25.D For Possible Action: To introduce, on first reading, an ordinance to change the zoning from Single Family 6,000 (SF6) to Neighborhood Business (NB) on property located on Emerson Drive, APN 002-751-07. (ZMA-15-178) (Susan Dorr Pansky, spansky@carson.org)

Staff Summary: The existing single family residential zoning district for the subject property is not consistent with the Master Plan land use designation of Community/Regional Commercial. A commercial zoning district such as Neighborhood Business is more consistent with the Master Plan and would allow the applicant to apply for a Special Use Permit to develop the property as multi-family apartments.

25.E For Possible Action: To provide direction to staff regarding the enforcement of various City code issues related to long-term-stay motels and the possible implementation of a "motel safety program" to address the issues across various City departments. (Lee Plemel, lplemel@carson.org)

Staff Summary: Complaints to various City departments regarding certain motels have been ongoing periodically for a number of years, with issues ranging from poor exterior appearance and maintenance, poor living conditions for occupants, high concentration of crime, and unsafe living conditions. A "motel safety program" similar to a program the City of Reno uses, which is a comprehensive approach to code enforcement across multiple departments, could be implemented to address building code compliance, fire code compliance, criminal activity, nuisance issues, and other issues.

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 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.

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
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

Dated: February 11, 2016