

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

**Day:** Thursday  
**Date:** March 17, 2016  
**Time:** Beginning at 8:30 am  
**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 - Ken Haskins, First Christian 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 - February 4, 2016**
- 7. For Possible Action: Adoption of Agenda**
- 8. Special Presentations**
  - 8.A 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.
- 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 21, 2016 and February 4, 2016**

**13. Community Development - Business License**

13.A For Possible Action: To accept the annual activity report for Administrative Citations issued. (Lena Reseck, lreseck@carson.org)

Staff Summary: An annual activity report including the disciplinary actions, penalties, and alcohol server training summary is to be presented to the Board per CCMC 4.13.150.

**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. Parks and Recreation**

17.A For Possible Action: To approve a lease agreement between the City and the Foundation for Carson City Parks and Recreation, Inc. for the use of the Wungnema House. (Roger Moellendorf, rmoellendorf@carson.org)

Staff Summary: A proposed lease agreement between the City of Carson City and the Foundation for Carson City Parks and Recreation, Inc. for the use of the Wungnema House. The property is located in the southwest corner of Mills Park, 844 North Saliman Road, APN No. 002-181-01. The lease was approved by the Carson City Parks and Recreation Commission during their December 1, 2015 meeting.

**18. Public Works**

18.A For Possible Action: To approve the donation of a Carson City Public Works van to the Carson City Senior Center (Darren Schulz, dschulz@carson.org)

Staff Summary: Carson City Public Works wishes to donate a 1992 F-350 box van, Unit# 4206, VIN #1FDKE37H8NHA02607 from the Public Works Storm Water Division to the Carson City Senior Center. The Public Works Storm Water Division removed this unit from services a few years ago. Before sending it to auction, the van was evaluated for possible repurposing. Once it had been determined it could no longer serve Public Works, the Senior Center expressed a desire to obtain it. This donation would aid the Senior Center by providing

the capability of moving donated items such as furniture and equipment. Public Works has no plans to replace this unit as it no longer provides value to our operation. Additionally, the Moss Adams audit report recommended this be one of the units we surplus.

18.B For Possible Action: To approve an agreement between Carson City, Nevada and Lopiccolo Investments, LLC, a Nevada limited liability company, for a permanent easement necessary for construction of improvements associated with the Downtown Improvement Project, Project Number 031407. (Danny Rotter, Drotter@carson.org)

Staff Summary: Staff has been working with the property owner on an agreement to provide an easement to construct the stage and associated improvements on Third Street that overlap only the adjacent property.

18.C For Possible Action: To provide direction to the Utility Financial Oversight Committee to examine Resolution 2013-R-45A, which formally established the Committee and make recommendations to the Board of Supervisors for possible modification or amendments. The recommendations should include a justification of why a change is needed and why existing practices or controls are not satisfactory. (David Bruketta, dbruketta@carson.org)

Staff Summary: The Utility Financial Oversight Committee was established in 2013 by Resolution Number 2013-R-45A, as an oversight committee to monitor compliance with utility financial policies. From time to time, at the direction of the Board of Supervisors, it may be necessary to review the provisions of a resolution. In this instance, being a relatively new committee, it may be appropriate to consider any provision of the resolution at the next meeting of the Committee and provide to the Board of Supervisors recommendations relating to such considerations.

## **19. Purchasing and Contracts**

19.A For Possible Action: To approve Contract No. 1516-119 for the repair and rehabilitation of centrifuge #1 at the Water Resource Recovery Facility to Andritz Separation, Inc. This work includes improvements to the existing controls, power system and centrifuge #1. This work will not exceed the amount of \$173,125.00 to be funded from the Sewer Capital-Construction account, as provided in FY 2016 (Laura Tadman, LTadman@carson.org and David Bruketta, DBruketta@carson.org).

Staff Summary: Solids from the sewage treatment process are broken down and stabilized through a digestion process. After this process, the majority of the water is removed by using polymer and high speed centrifuges. The output from this process, called bio solids, are then sent to the landfill. The Water Resource Recovery Facility has two centrifuges that are over 20 years old. Centrifuge #2 was rehabilitated several years ago. Centrifuge #1 is overdue for a rehabilitation. This contract is to provide the necessary repairs and rehabilitation of the existing centrifuge #1 and provides upgrades to the controls and power system. The repairs will be performed by the centrifuge manufacturer Andritz Separation, Inc. This contract was sole sourced in order to maintain the warranty and integrity of the centrifuge.

## **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 March 4, 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.

20.B For Possible Action: To approve Task No. 2 for Contract No. 1415-122 with Eide Bailly LLP to provide auditing and agreed upon procedures services for FY 2015-16 for a not to exceed amount of \$93,948 and a contingency amount of \$25,000 (if needed for auditing additional major federal grant programs) and to designate Eide Bailly LLP as the auditing firm for FY 2015-16. (Nancy Paulson, npaulson@carson.org)

Staff Summary: Carson City is required to designate an auditor on an annual basis per NRS 354.624.

20.C For Possible Action: To accept the Audit Committee's recommendation to approve the completed remediation plans from the Community Facility Cost Recovery and Employee Efficiency Studies and remove these projects from the Audit Findings Tracking Summary Report. (Nancy Paulson, npaulson@carson.org)

Staff Summary: The Community Facility Cost Recovery and Employee Efficiency Studies completed remediation plans were presented and approved by the Carson City Audit Committee on November 17, 2015. Upon approval by the Board of Supervisors, these projects will be considered closed and removed from the Audit Findings Tracking Summary Report prepared by Moss Adams.

20.D Update and status report on the FY 2017 General Fund Budget. (Nancy Paulson, npaulson@carson.org)

Staff Summary: The purpose of this item is to provide the Board of Supervisors with updates and status reports throughout the budget process.

## **21. Health and Human Services**

21.A For Possible Action: To grant permission for Carson City Health and Human Services to apply for the Ensuring Access to Quality Family Planning Services grant from the U.S. Department of Health and Human Services Centers, Office of the Secretary, Office of the Assistance Secretary for Health, Office of Population Affairs. (Nicki Aaker, naaker@carson.org)

Staff Summary: This grant opportunity is available to existing Title X grantees. The priority area selected to focus on is "partnering with, or enhancing integration of family planning with

primary care services." This project must demonstrate "evidence of the ability to provide comprehensive primary care services onsite or demonstration of formal linkages with comprehensive primary care services." This grant would allow us to improve the formal referral linkages with primary care provider(s) in Carson City and to develop feasibility and pursue specific action steps for piloting limited primary care in Douglas County.

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

### **Board of Health**

## **23. Call to Order & Roll Call - Board of Health**

## **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 - January 21, 2016**

## **26. Health and Human Services**

26.A For Possible Action: Proposal of the Health Officer's Report for approval, with feedback and direction from the Board discussed at the meeting incorporated. (Susan Pintar, MD; Staff contact - Nicki Aaker, [naaker@carson.org](mailto:naaker@carson.org))

Staff Summary: Provide an update on the Health Officer's engagement in the department and the community. This is an opportunity to formally inform the Board of Health of the Health Officer's role and her current projects. Feedback and direction requested from the Board regarding the Health Officer's report concerning activities the Health Officer is engaged in both internally and externally for Carson City Health and Human Services (CCHHS).

26.B For Possible Action: The Director's Report on Carson City Health and Human Services will be proposed for approval, with feedback and direction from the Board discussed at the meeting incorporated. (Nicki Aaker, [naaker@carson.org](mailto:naaker@carson.org))

Staff Summary: The Director's Report on Carson City Health and Human Services will be discussed. Feedback and direction is being requested from the Board to be given to staff regarding the content within the report. This is an opportunity to inform the Board of Health of current activities, programs and services within CCHHS including, but not limited to Human Services Point in Time Count and Job Fair, Clinical Services statistics, and an overview of the Environmental Health food establishment inspections. At the end of the discussion, a motion will be proposed for acceptance of the Director's Report with the feedback and direction from the Board incorporated.

26.C Presentation and Discussion Only: Public Health Accreditation Site Visit Exit Interview Recap. (Valerie Cauhape, [vcauhape@carson.org](mailto:vcauhape@carson.org))

Staff Summary: CCHHS Public Health Accreditation Site Visit was conducted on February 9 - 10. During the site visit, the site visitors met with various members of the Accreditation Team, some of our Board of Health members (Susan Pintar, MD, Mayor Crowell, Supervisor Abowd,

and Supervisor Shirk), and various representative from partner organizations. This presentation is a recap of the information shared during the Site Visitor's Exit Interview. The Site Visitors will compile a report to be distributed to CCHHS and the Public Health Accreditation Board (PHAB). This report will not include a recommendation for or against Accreditation. PHAB will make the final determination on whether or not CCHHS achieves Accreditation or receives an action plan. The anticipated date for this decision is May 2016.

26.D Presentation and Discussion Only: Presentation of Carson City Health and Human Services (CCHHS) 2015 Annual Report. (Nicki Aaker, [naaker@carson.org](mailto:naaker@carson.org) and Taylor Radtke, [tradtke@carson.org](mailto:tradtke@carson.org))

Staff Summary: CCHHS has compiled a report for Carson City residents providing an overview of their local health department, its mission, the services provided in 2015, along with a funding overview. This report accomplishes one of CCHHS' Strategic Plan goals "increase awareness of services available through Carson City Health and Human Services." The public will be able to access the report online at [www.gethealthycarsoncity.org](http://www.gethealthycarsoncity.org).

26.E Presentation and Discussion Only: Present and discuss the quality improvement project conducted within the Environmental Health Division to improve the Food Handler's Education and Testing method. (Dustin Boothe, [dboothe@carson.org](mailto:dboothe@carson.org))

Staff Summary: Carson City Health and Human Services (CCHHS) has a quality improvement plan. The mission of the plan is to continuously improve the quality of our programs, processes, and services so that the department may provide high quality services which best fulfills the needs of the community and improves the quality of life within the community.

**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 Board of Health**

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

**30. 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. --

### **31. City Manager**

31.A For Possible Action: To appoint a member to the Carson City Audit Committee, for a two year term that expires in December 2017. (Nick Marano, nmarano@carson.org)

Staff Summary: CCMC Chapter 2.14.030 provides for a five (5) member Audit Committee; one (1) member from the Board of Supervisors and four (4) members from the citizen-at-large. There is one vacancy for a citizen-at-large position due to expiration of term. An application was received from Catherine Byrne. There are no additional applicants.

31.B For Possible Action: To ratify the approval of bills and other requests for payments by the City Manager for the period of February 6, 2016 thru March 4, 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.

### **32. Community Development - Planning**

32.A For Possible Action: To approve a Master Plan Amendment request from the Carson City Parks and Recreation Department to adopt the Carson City Arts and Culture Master Plan as an element of the City's Master Plan. (MPA-15-181) (Susan Dorr Pansky, spansky@carson.org)

Staff Summary: Per the direction of the Board of Supervisors, the Carson City Cultural Commission and the Carson City Parks and Recreation Department have developed an Arts and Culture Master Plan to be incorporated into the Carson City Master Plan.

### **33. Carson City Visitors Bureau**

33.A For Possible Action: Action on a motion finding the proposed increase of 1% to the Carson City Transient Occupancy Tax does NOT impose a direct and significant economic burden on a Carson City lodging property or directly restrict formation, operations or expansion of a lodging property, that a business impact statement has been prepared, accepted and is on file with the Board of Supervisors and that the requirements of the act have been met. (Joel Dunn, jdunn@visitcarsoncity.com)

Staff Summary: The Carson City Visitors Bureau Board of Directors approved a recommendation to the Carson City Board of Supervisors for a 1% increase in transient occupancy tax dedicated to the required funding for the CCVB to diversify its current offerings in an effort to allow Carson City to compete in the cultural tourism market. Additionally, the

funds will allow the bureau to hire an Arts and Culture Coordinator and cover operational costs associated with the implementation of Carson City Arts and Culture Master Plan.

### **34. Community Development - Planning**

34.A For Possible Action: To approve a Master Plan Amendment request from Blackstone Development Group (property owners: MTK Properties, LLC, Arraiz Family Trust and Tom & Martha Keating Family Trust) to create a new Specific Plan Area for the north portion of the existing Lompa Ranch Specific Plan Area, on property located on the north side of East 5th Street between Saliman Road and Airport Road, APNs 010-041-16, -38, -52, -70, -71 and -73. (MPA-15-162) (Susan Dorr Pansky, spansky@carson.org)

Staff Summary: The Lompa Ranch Specific Plan (LR-SPA) was created as a part of the Carson City Master Plan in 2006 and includes the subject properties plus additional properties on the south side of 5th Street. Because future development plans for the parcels were not known at that time, a policy was created requiring that a new Specific Plan Area be approved prior to any development occurring on the property. The current master plan designations under the LR-SPA include Neighborhood Commercial (NC), Mixed-Use Commercial (MUC), Mixed-Use Employment (MUE) and Open Space (OS). The applicant is proposing a new Specific Plan Area to include the master plan designations of Medium Density Residential (MDR), High Density Residential (HDR), Mixed-Use Residential (MUR), Neighborhood Commercial (NC), Mixed-Use Commercial (MUC) and Open Space (OS), and addresses all LR-SPA policies including land use policies, circulation and access policies, environmental policies, community character and design policies, parks and open space policies, public utilities, services and facilities policies and fire and police protection policies.

34.B For Possible Action: To introduce, on first reading, Bill No. \_\_\_\_\_, an ordinance to change the zoning from Single Family One Acre (SF1A) and Agriculture (A) to Single Family 6,000 (SF6), Multi-Family Duplex (MFD), Multi-Family Apartment (MFA), Neighborhood Business (NB) and General Commercial (GC) on property located on the north side of East 5th Street between Saliman Road and Airport Road, APNs 010-041-16, -38, -52, -70, -71, and -73. (ZMA-15-163) (Susan Dorr Pansky, spansky@carson.org)

Staff Summary: The applicant is proposing to change the zoning districts on the subject properties to align with the master plan designations and policies proposed in the new Lompa Ranch North Specific Plan Area under MPA-15-162 that will be heard by the Board of Supervisors immediately preceding this item.

### **35. 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.

### **36. 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.

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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