

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

Day: Thursday
Date: April 7, 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 - Nick Emery, Good Shepherd Wesleyan**
- 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 18, 2016 and March 3, 2016**
- 7. For Possible Action: Adoption of Agenda**
- 8. Special Presentations**
 - 8.A Presentation of a proclamation for Public Health Month, April 2016. (Nicki Aaker, naaker@carson.org)
- 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 - February 18, 2016

13. Community Development - Business License

13.A For Possible Action: To approve Rory Bedore as the liquor manager for 7 Bears LLC dba Black Bear Diner (Liquor License #16-31258) located at 900 S. 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. 7 Bears LLC dba Black Bear Diner is applying for a beer and wine only liquor license. The restaurant is opening inside of Max Casino. Rory Bedore is the current liquor manager for Max Casino. Staff is recommending approval.

13.B For Possible Action: To approve the relocation of Bamboo Garden from 3747 S. Carson Street to 4250 Cochise Street, Ste 40 (Liquor License #16-16914). (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. Qin Song dba Bamboo Garden is relocating the restaurant. Qin Song will remain the liquor manager. Staff is recommending approval.

13.C For Possible Action: To approve Deanna Nollet as the liquor manager for 7-Eleven Store #32303B (Liquor License #16-12527) located at 3838 Hwy 50 East. (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. Deanna Nollet is applying to be the 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 - Planning

17.A For Possible Action: To adopt Bill No. 105 on second reading, Ordinance 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 in the new Lompa Ranch North Specific Plan Area under MPA-15-162 that was adopted by the Board of Supervisors on March 17, 2016.

18. Assessor

18.A For Possible Action: To approve the correction, decrease and partial refund of the Real Property Taxes for the 2015/16 fiscal year for parcel number 009-822-08 (7492 MACKINLY CT) per NRS 361.768 in the amount of \$144.02. (Kimberly Adams, kadams@carson.org)

Staff Summary: Due to a clerical error, the property located at 7492 Mackinly Ct, owned by Robert and Robina Walter, did not receive the necessary economic obsolescence/reduction in value to their 2015/16 valuation. This reduction insures that the taxable value remains under the market value per NRS 361.768.

18.B For Possible Action: To approve the removal and refund of the Real Property Taxes for the 2015/16 fiscal year for parcel number 010-041-99 (vacant portion of 411 N Saliman Rd.) per AB 391 in the amount of \$1,034.42. (Kimberly Adams, kadams@carson.org)

Staff Summary: Parcel number 010-041-99 is a leased parcel that was created for the taxable undeveloped portion of parcel number 010-041-17 (411 N Saliman Rd), which is owned by Corporation of the Presiding Bishop. As a result of the passage of AB 391 on May 25, 2015, the undeveloped portion is now exempt from taxation effective July 1, 2015. The Real Property Taxes that were billed for the 2015/16 fiscal year should be removed and refunded in the amount of \$1,034.42.

19. Public Works

19.A For Possible Action: To direct staff to sell all of Carson City's interest in Water Permit 36079 located in Washoe Valley (8.62 acre feet). (Darren Schulz, dschulz@carson.org)

Staff Summary: The City's water rights in Washoe Valley associated with Well #12 are currently unused and cannot be moved to another site where they could be utilized by Carson City. As such, the water rights are subject to forfeiture for non-use. The Board is being asked to authorize the appraisal and sale of these water rights. The official sale will require adopting a resolution.

19.B For Possible Action: To approve the reclassification of a GIS Specialist (CCEA T1) position to an Asset Manager - Public Works (Unclassified S2) position. (Darren Schulz, dschulz@carson.org)

Staff Summary: The GIS Specialist position is currently vacant. The Board is being asked to reclassify this position to an Asset Manager - Public Works to accommodate the additional responsibilities and complexity that will be asked of this position. Effective July 1, 2016, the Geographic Information System services provided to the City will move forward in a new direction. The current amount budgeted for this position is within the range of the Asset Manager - Public Works; however, the range of the Asset Manager - Public Works is approximately \$30,000 higher, so over time there will be an increase in salary.

20. Purchasing and Contracts

20.A For Possible Action: To award RFP #1516-091 the purchase of one (1) Type 1 Ambulance Chassis Re-mount to Firetrucks Unlimited for a bid amount of \$146,772.00 to be funded by a grant from Firehouse Subs Public Safety Foundation, Inc. and the Ambulance Enterprise Fund as provided in fiscal year 15/16. (Laura Tadman, ltadman@carson.org and Robert Schreihans, rschreihans@carson.org)

Staff Summary: Carson City received sealed bids for two (2) type 1 ambulance chassis re-mounts. Currently, there is funding to purchase only one. Carson City Fire Department applied for and was awarded a \$46,451 grant from Firehouse Subs Public Safety Foundation, Inc. to purchase a new Type 1 ambulance chassis. The old chassis will be mounted on a donated truck bed and used as a fuel truck which will be added to the fleet.

20.B For Possible Action: To approve contract number 1516-120, Purchase Agreement, with Road & Highway Builders, L.L.C., (RHB) which authorizes RHB to deliver excavation material from the Carson City Freeway Project, phase 2B-3, to the landfill at a charge of \$2 / cubic yard for a not to exceed amount of \$400,000. (Laura Tadman, ltadman@carson.org and David Bruketta, dbruketta@carson.org)

Staff Summary: Road and Highway Builders, L.L.C. will deliver an amount not to exceed 200,000 cubic yards of excavation material from the Carson City Freeway Project to the landfill. The landfill will store this material onsite and use as cover material to meet permit requirements. Carson City agrees to pay Road & Highway Builders L.L.C. \$2 / cubic yard for the amount of material received and will make annual payments, up to \$100,000 per year, on July 1 of each year. The first payment will be July 1, 2016.

20.C For Possible Action: To approve Resolution No. _____ authorizing the Board of Supervisors to approve the donation of the 1992 F-350 Box Van to the Carson City Senior Center, pursuant to NRS 244.1505. (Laura Tadman, ltadman@carson.org and 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 for the purpose of transporting donated items such as furniture and equipment, and such purpose provides a substantial benefit to the inhabitants of Carson City. 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.

21. Finance

21.A For Possible Action: To authorize staff to submit an application to the State of Nevada Office of the Attorney General for the 2016 Violence Against Women Act grant program in the amount of \$40,000. (Janice Keillor, jkeillor@carson.org)

Staff Summary: The Office of the Attorney General is soliciting for grant applications for the Services, Training, Officers, Prosecutors (STOP) grant program for 2016-17, with applications due by April 15, 2016. The STOP program supports communities in their efforts to develop and strengthen effective victim services, law enforcement and prosecution strategies to combat domestic violence, dating violence, sexual assault, and stalking. Staff would like to apply for funds to expand the Sexual Assault Exam Program Support project funded in 2015. There is a 25% match requirement, which Carson City will meet through the current funding of the sexual assault exam room Medical Director, Carson Tahoe Hospital's donation of the exam room, and exam room equipment provided by Advocates to End Domestic Violence.

21.B For Possible Action: To recommend to the U.S. Department of Housing and Urban Development (HUD) approval of the Carson City 2016-17 Annual Action Plan to implement programs associated with the Community Development Block Grant (CDBG) and to forward the plan to HUD. (Janice Keillor, jkeillor@carson.org)

Staff Summary: The Annual Action Plan establishes the distribution of CDBG funds between public services activities, public facilities and improvements, and planning, research, reports and administrative functions in accordance with HUD regulations. The CDBG funding available to Carson City for fiscal year 2016-17 is \$368,516.

21.C Discussion only: To review and take public comment regarding proposed amendments to the Community Development Block Grant (CDBG) 5-year Consolidated Plan to accommodate funding recommendations for the 2016-17 Annual Action Plan and to amend the Citizen Participation Plan. (Janice Keillor, jkeillor@carson.org)

Staff Summary: Due to recent CDBG funding recommendations and necessary revisions to the City's Citizen Participation Plan, Carson City is required to amend its Consolidated Plan that was approved in 2014. The U.S. Department of Housing and Urban Development (HUD) considers a change in funding allocation priorities to an approved Consolidated Plan to be a substantial amendment, which requires grant recipients to undertake certain steps in order to amend a plan. These steps include publishing a notice in the paper regarding the amendment, holding a public hearing, and providing a 30-day comment period to ensure that citizens have an opportunity to participate in the process. The 30-day comment period will be open from April 1-30.

22. District Attorney

22.A For Possible Action: To approve an Intrastate Interlocal Contract between the State of Nevada Acting By and Through Its Department of Public Safety, Records and Technology Division, Records Bureau and the Carson City District Attorney's Office to provide and receive access to the Nevada Criminal Justice Information System and the State's Law Enforcement Message Switch. (Adriana Fralick, afralick@carson.org)

Staff Summary: Adoption of this agreement will allow the Carson City District Attorney's Office to continue to access the Nevada Criminal Justice Information System through the State's Law Enforcement Message Switch for criminal justice purposes.

23. Human Resources

23.A For Possible Action: Discussion and possible action to approve the City Manager's performance evaluation form. (Melanie Bruketta, mbruketta@carson.org)

Staff Summary: Pursuant to Section 4.4 of the City Manager's employment contract, "In June of each year...the Board shall conduct a public meeting review and evaluate the performance of the Employee [City Manager]." Staff is requesting review and input on the proposed performance evaluation form.

24. 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

Closed Session:

Following a recess or the adjournment of the meeting, pursuant to NRS 241.015(3)(b)(2), the Carson City Board of Supervisors will meet to receive information from an attorney employed or retained by the City regarding potential and/or existing litigation involving matters over which the public body has supervision, control, jurisdiction or advisory power and to deliberate toward decisions on the matters.

-- LUNCH BREAK --

-- RETURN - APPROXIMATE TIME - 1:30 PM --

25. Purchasing and Contracts

25.A For Possible Action: To approve Contract #1516-134 professional services from Edmond "Buddy" Miller, Attorney at Law regarding the Empire Ranch Golf Course, LLC Chapter 11 Bankruptcy Case for a not to exceed amount of \$75,000. (Laura Tadman, ltadman@carson.org and Jason Woodbury, jwoodbury@carson.org).

Staff Summary: Mr. Miller is a Nevada licensed attorney with a practice focused primarily on the representation of creditors in bankruptcy proceedings. In July, 2015, Mr. Miller was engaged through the District Attorney's office to represent the interests of Carson City in the Empire Ranch Golf Course, LLC bankruptcy proceedings. The bankruptcy proceeding is still pending, and it is the recommendation of the District Attorney's office to continue the engagement of Mr. Miller to protect the legal interests of Carson City.

26. Public Works

26.A For Possible Action: To adopt the report from the Chair of the Utility Financial Oversight Committee from the March 15, 2016 meeting. (Ande Engleman)

Staff Summary: The Utility Financial Oversight Committee met on March 15, 2016 to review the Sewer, Water and Storm Water proposed budgets for FY 17 and make recommendations to the Board of Supervisors.

27. Finance

27.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 25, 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.

27.B For Possible Action: Presentation, discussion and possible direction to staff on the proposed Carson City FY 2017 Tentative Budget which includes the General Fund, Enterprise Funds and all other budgeted funds. (Nancy Paulson, npaulson@carson.org)

Staff Summary: The purpose of this item is to review the proposed FY 2017 Carson City Tentative Budget.

28. 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.

29. For Possible Action: To Adjourn as the Board of Supervisors

Redevelopment Authority

30. Call to Order & Roll Call - Redevelopment Authority

31. 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.

32. For Possible Action: Approval of Minutes - January 7, 2016, January 21, 2016, and March 3, 2016

33. Finance

33.A For Possible Action: Presentation, discussion and possible direction to staff on the proposed Carson City Redevelopment Authority FY 2017 Tentative Budget. (Sheri Russell, srussell@carson.org)

Staff Summary: The purpose of this item to review the proposed FY17 Carson City Redevelopment Authority Tentative Budget.

34. 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.

35. For Possible Action: To Adjourn as the Redevelopment Authority

**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 agendized 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

<http://notice.nv.gov>