

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

**Day:** Thursday  
**Date:** April 21, 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 - Pat Propster, Calvary Chapel**
- 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 - March 17, 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 - March 17, 2016**

**13. Community Development - Business License**

13.A For Possible Action: To approve Phong Tran as the liquor manager for Pho Country (Liquor License #16-31289) located at 2495 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. Phong Tran dba Pho Country is applying for a dining room with beer and wine 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. Carson City Airport Authority**

17.A For Possible Action: To approve and accept a 2016 Federal Aviation Administration Airport Improvement (AIP) Grant in the approximate amount of \$2,574,000 for north apron ramp reconstruction and Airport Geographic Information System (AGIS) airspace survey. (Steve Tackes)

Staff Summary: The FAA has informed the Carson City Airport Authority that it is processing an AIP Grant for the Carson City Airport and will be sending the Grant Offers out with a requirement that it be accepted and returned within 10 days. The FAA requires Carson City, as well as the Carson City Airport Authority, to approve and accept the grant offer. This Grant will be used for a project to reconstruct the apron ramp area on the north side of the Airport runway. The FAA has already funded reconstruction of the south ramps and those have been completed. This grant would also reimburse the Carson City Airport Authority for funds spent on a related airspace survey to meet FAA requirements.

**18. Courts**

18.A For Possible Action: To approve the First Judicial District Court's Proposed Budgets for Reimbursement from the State Child Support Enforcement Program for FY 2017 and FY 2018. (Max Cortes, mcortes@carson.org)

Staff Summary: On April 24, 2014, the Board of Supervisors approved an Intrastate Interlocal contract from FY 2014 - FY 2018 between the State of Nevada acting by and through its Department of Health and Human Services, Division of Welfare and Supportive Services, the First Judicial District Court and Storey County and the City of Carson City to recruit and appoint court masters to hold child support hearings and other matters properly related thereto. On May 15, 2014, the Board of Supervisors approved FY 2015 and FY 2016 budgets for reimbursement to the general fund. In accordance with the Intrastate Interlocal contract, two years of budget requests for fiscal years 2017 and 2018 are required in order to receive reimbursement from the State of Nevada and to ensure budgets approved by the State are consistent with budgets approved by the Board of Supervisors.

## **19. Finance**

19.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 April 8, 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. Community Development - Planning**

20.A For Possible Action: To consider a request from Silver Oak Development, L.P. (property owner: Silver Oak Development Co., Ltd.) to modify the Silver Oak Planned Unit Development to add 31 single family residential lots in a new phase to be known as Silver Oak Phase 21, on property zoned Single Family 12,000 – Planned Unit Development (SF12-P), located at 2951 Oak Ridge Drive, APN 007-462-12. (TPUD-16-012) (Susan Pansky, spansky@carson.org)

Staff Summary: The applicant is proposing the addition of 31 single family residential lots on a 7.99 acre parcel located on Oak Ridge Drive adjacent to John Mankins Park. These lots will range in size from 5,200 to 10,371 square feet.

## **21. Parks and Recreation**

21.A For Possible Action: To accept the Cultural Commission's 2015/16 annual report and approve the Commission's 2016/17 work plan. (Vern Krahn, vkrahn@carson.org)

Staff Summary: The Cultural Commission is required by Carson City Municipal Code (CCMC) 2.41.060(7) to submit an annual report and work plan to the Board of Supervisors.

## **22. Parks and Recreation - Open Space**

22.A For Possible Action: To accept the recommendation of the Open Space Advisory Committee to submit a grant application to the Bureau of Land Management, Southern Nevada

Public Land Management Act Program for trail and trailhead improvements and to allow the Mayor to sign a letter in support of the project. (Richard Wilkinson, [rwilkinson@carson.org](mailto:rwilkinson@carson.org))

Staff Summary: This grant will allow staff to fulfill some projects as identified in the Unified Pathways Master Plan and other planning documents. If funding is awarded, this grant will provide two safe crossings on Carson River Road. These safe crossings will connect the Carson River Trail System from Morgan Mill Preserve Open Space on the north to the Prison Hill Recreation Area on the south.

22.B For Possible Action: To accept the recommendations of the Open Space Advisory Committee and the Parks and Recreation Commission and approve the “Management Plan for Carson City Open Space and Parks in the Carson River Area.” (Ann Bollinger, [abollinger@carson.org](mailto:abollinger@carson.org))

Staff Summary: The completed draft “Management Plan” was presented to the public in July 2014. One public workshop was held in the Community Center and presentations were given at the Open Space Advisory Committee, Parks and Recreation Commission, and Carson City Board of Supervisors. In addition to those forums, written comments were received. In total, more than 200 comments were reviewed. While there were several changes throughout the document, staff will present the most significant changes.

### **23. Clerk-Recorder**

23.A For Possible Action: To appoint members to the committees to prepare arguments advocating and opposing the ballot question regarding AB 191 relating to motor vehicle fuel tax indexing and to take any additional action required or permitted by NRS 295.121, which establishes the provisions relating to the appointment of such members and the preparation of arguments. (Sue Merriwether, [smerriwether@carson.org](mailto:smerriwether@carson.org))

Staff Summary: NRS 295.121 requires the Board of Supervisors to appoint committees to write the arguments advocating and opposing ballot questions. If the Board fails to appoint a committee, the county clerk shall prepare the arguments.

### **24. City Manager**

24.A For Possible Action: To ratify the approval of bills and other requests for payments by the City Manager for the period of March 5, 2016 thru April 8, 2016. (Nick Marano, [nmarano@carson.org](mailto: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.

**25. Carson City Visitors Bureau**

25.A For Possible Action: To introduce on first reading, an ordinance amending Title 4 Licenses and Business Regulations, Chapter 4.08 (room rental tax) of the Carson City Municipal Code by changing Section 4.08.080 (imposition and rate of tax) by adding subsection 4 adding a tax of one (1%) percent of the gross receipts from the rental of lodging in Carson City upon all persons in the business of providing lodging to be used primarily for the implementation of the Carson City Arts & Cultural Master Plan, Cultural Tourism Campaign. (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.

**26. 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

**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**

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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  
<http://notice.nv.gov>