

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

**Day:** Thursday  
**Date:** May 5, 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 -** Chaplain Ben Fleming, Carson City Sheriff's Office
- 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 - April 7, 2016**
- 7. For Possible Action: Adoption of Agenda**
- 8. Special Presentations**
  - 8.A Presentation of a proclamation for Nevada Wildfire Awareness Month, May 2016. (Tom Tarulli)
  - 8.B Presentation of a proclamation for Historic Preservation and Archaeological Awareness Month, May 2016. (Susan Pansky and Mike Drews)
- 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 - April 7, 2016**

**13. Community Development - Business License**

13.A For Possible Action: To approve Joseph Reed as the liquor manager for 1855 Distributors LLC (Liquor License #16-31284) located in Sparks, Nevada. (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. 1855 Distributors LLC is applying for a general wholesale liquor license. Staff is recommending approval.

13.B For Possible Action: To approve Neal Kinzie as the liquor manager for Hacienda Market & Grill LLC (Liquor License #16-31017) located at 2270 E. William 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. Hacienda Market & Grill LLC is applying for a packaged liquor license. Staff is recommending approval.

13.C For Possible Action: To approve Doug Cramer as the liquor manager for Mom & Pop's Diner, Inc. (Liquor License #16-31282) located at 224 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. Mom & Pop's Diner, Inc. is applying for a dining room with full bar 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. Treasurer**

17.A For Possible Action: To accept the Affidavit of Mailing of delinquent notices for real property taxes. (Gayle Robertson, grobertson@carson.org)

Staff Summary: Per NRS 361.5648 within 30 days after mailing the original notice of delinquency, the tax receiver shall issue his personal affidavit to the board of county commissioners affirming that due notice has been mailed with respect to each parcel.

## **18. Carson City Visitors Bureau**

18.A For Possible Action: To adopt on second reading, Bill No. 106, 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.

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

19.A For Possible Action: To appoint Planning Manager Hope Sullivan, AICP, as a Hearing Examiner to review Administrative Permits received by the Community Development Department pursuant to the qualifications outlined in Carson City Municipal Code, Section 18.02.052 and NRS 278.263. (Lee Plemel, lplemel@carson.org)

Staff Summary: Carson City Municipal Code, Section 18.02.110 (Administrative Permits) authorizes a Hearing Examiner to review and render final decisions on zoning matters and development proposals that are identified as requiring an Administrative Permit. Community Development Director Lee Plemel and former Planning Manager Susan Dorr Pansky are currently the only Hearing Examiners appointed by the Board of Supervisors. Per Carson City Municipal Code Section 18.02.052 (Hearing Examiners), a Hearing Examiner shall be appointed by formal action of the Board and must meet qualifications established in NRS 278.263. These qualifications include being a planner certified by the American Institute of Certified Planners (AICP). Ms. Sullivan meets the qualifications to be a Hearing Examiner and staff requests her appointment to provide another Hearing Examiner within the Community Development Department.

## **20. Human Resources**

20.A For Possible Action: Direction and possible action to find that the City has sufficient financial resources to pay the increased salaries for elected city officers and the Board of Supervisors for fiscal year 2017 and to approve the increase as outlined in state law. (Melanie Bruketta, mbruketta@carson.org)

Staff Summary: Nevada Revised Statute (NRS 245.043) establishes the annual compensation for the District Attorney, Sheriff, Clerk/Recorder/Public Administrator, Assessor, Treasurer

and Board of Supervisors. Prior to implementing a salary increase, the Board must determine that the City has sufficient financial resources to pay the increase. On August 5, 2015, the Board made the determination that there was sufficient financial resources to increase the compensation for elected officers and the Board of Supervisors for fiscal year 2016.

## **21. Parks and Recreation**

21.A For Possible Action: To approve a project amendment and a \$46,522 project budget increase with the State of Nevada, Division of State Parks to a previously approved Land and Water Conservation Fund grant for additional capital improvements at the JohnD Winters Centennial Park (Upper Sports Complex) and to authorize Mayor Robert L. Crowell to sign the project amendment on behalf of Carson City. (Vern Krahn, vkrahn@carson.org)

Staff Summary: The City has a unique opportunity to receive an additional \$46,522 in grant funds using only in-kind match for additional capital improvements at the JohnD Winters Centennial Park (Upper Sports Complex). As background, the Board of Supervisors on October 3, 2013 accepted a \$75,750 Land and Water Conservation Fund grant for this project and with the \$46,522 project budget augmentation (increase) the total grant award for this project would be \$122,272.

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

22.A For Possible Action: To authorize the Mayor to sign a letter of support for the Dangberg Home Ranch Conservation Easement located in Douglas County, Nevada, for consideration in Round 16 of the Southern Nevada Public Land Management Act grant program - Environmentally Sensitive Land Acquisition category. (Ann Bollinger, abollinger@carson.org)

Staff Summary: The Dangberg Home Ranch Conservation Easement will protect 2,835+/- acres owned by Park Ranch Holdings, LLC. This property surrounds the Dangberg Home Ranch Historic Park, formerly a State Park, and will include a donation to the public of an additional 32-acre river park. Legacy Land and Water, LLC is the applicant on behalf of the landowner and the Bureau of Land Management would hold the conservation easement. Carson City is not eligible to submit a funding request under this category.

## **23. Finance**

23.A For Possible Action: To allocate the Community Support Services Grant (CSSG) funding for FY2016-17. (Janice Keillor, jkeillor@carson.org)

Staff Summary: The CSSG competitive funding available to Carson City for fiscal year 2016-17 is \$145,500. A community-based Application Review Workgroup (ARW) conducted a public meeting on April 5, 2016 to interview the CSSG general program applicants and rank the applications for recommendation to the Board of Supervisors. The Partnership Carson City Executive Board met on March 24, 2016 and ranked the CSSG youth program applications for recommendation to the Board of Supervisors.

## 24. Public Works

24.A For Possible Action: To recognize Eagle Valley Children's Home and accept their donation in memory of Art Hannafin of three easements to the Carson City Open Space Division for the Historic V&T Railroad Pathway Right-of-Way and the V&T/Carson Tahoe Hospital Connector. (Stephanie Hicks, shicks@carson.org)

Staff Summary: The Eagle Valley Children's Home is generously donating three easements in memory of Art Hannafin. One 30' access easement will provide a connector between the Carson Tahoe Hospital and the V&T Pathway for recreational use. The other two easements are located along the V&T Pathway and may be used for utilities and recreational purposes.

24.B Presentation Only: Carson City Freeway Update. (Darren Schulz, dschulz@carson.org)

Staff Summary: A discussion on the Carson City Freeway project and the status of the Freeway Agreement with the State of Nevada.

## 25. 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 PM --**

## 26. Finance

26.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 22, 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](http://www.carson.org).

26.B For Possible Action: Presentation, discussion and possible direction to staff on the proposed Carson City Capital Improvement Program for Fiscal Years 2017-2021. (Nancy Paulson, npaulson@carson.org)

Staff Summary: This is the annual update of the City's Capital Improvement Program which accompanies the City's annual budget. Staff will be making recommendations regarding the funding available and the recommended projects to be funded.

26.C For Possible Action: Discussion and possible direction to staff on the proposed Carson City FY 2017 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 continue the review of the proposed FY 2017 Carson City Budget that was initially presented to the Board on April 7, 2016 and to discuss possible funding of staff recommended supplemental requests.

**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 Supervisors**

**Redevelopment Authority**

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

**30. 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.

**31. For Possible Action: Approval of Minutes - April 7, 2016**

**32. Finance**

32.A For Possible Action: To accept the Carson City Redevelopment Authority Capital Improvement Program for Fiscal Years 2017-2021. (Nancy Paulson, npaulson@carson.org)

Staff Summary: This is the annual update of the Redevelopment Authority's Capital Improvement Program which accompanies the annual budget.

**33. 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.

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

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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>