

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

Day: Thursday
Date: August 4, 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 - June 22, 2016 and July 7, 2016**
- 7. For Possible Action: Adoption of Agenda**
- 8. Recess as the Board of Supervisors**

Liquor and Entertainment Board

- 9. Call to Order & Roll Call - Liquor and Entertainment Board**
- 10. 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.
- 11. For Possible Action: Approval of Minutes - June 16, 2016 and July 7, 2016**
- 12. Community Development - Business License**

12.A For Possible Action: To approve Amy Looper as the additional liquor manager for Dolgen Midwest LLC dba Dollar General #14780 (Liquor License #17-29913) located at 3059 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. Dolgen Midwest LLC dba Dollar General #14780 is applying to add an additional liquor manager to the current packaged liquor license. The applicant has met the requirements per CCMC 4.13.125 and staff is recommending approval.

13. 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.

14. For Possible Action: To Adjourn as the Liquor and Entertainment Board

15. Reconvene as the Board of Supervisors

Ordinances, Resolutions, and Other Items

16. Finance

16.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 July 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.

17. Purchasing and Contracts

17.A For Possible Action: To approve the purchase of crack sealant from Maxwell Products, Inc. for a not to exceed annual amount of \$140,000 to be funded from the Street Repair Account. Maxwell Products holds the patent and is considered a sole source for crack sealing packaging. (Laura Tadman, LTadman@carson.org and Darren Schulz, DSchulz@carson.org)

Staff Summary: Due to compatibility issues with the crack sealing equipment utilized by the Streets Division of the Carson City Public Works Department, Maxwell crack sealant packaging is the only packaging that does not clog the machine. Maxwell product is the inventor of the Polyskin packaging (a foam box) used on this product. This product helps to prevent build up (clogging) in the machine and allows for rapid melting and even mixing once it is placed into the kettle. This improves the performance of the machine and increases crew efficiency. The packaging is structurally rigid, so it does not deteriorate and or fuse together with other blocks during shipping. This also provides for increased efficiency in transport to the job site and safety in loading of the machine.

17.B For Possible Action: To approve Contract No. 1617-040 Information Technology Hardware, a joinder contract with Insight Public Sector through US Communities Contract #4400006644; Mountain States Networking/Cisco through NASPO (National Association State

Procurement Officials) Contract #AR233; Dell through NASPO Contract #AR602; Apple through NASPO Contract #MNWNC-102; CDW Government LLC through NIPA (National Intergovernmental Purchasing Alliance); and SHI International Corp. through NASPO/WSCA Contract #ADSP011 00000358-3 for an amount not to exceed \$500,000 from various city accounts as approved in the FY17 budget. (Laura Tadman, ltadman@carson.org and Eric VonSchimmelmänn, Evonschimmelmänn@carson.org)

Staff Summary: Each year we bring the vendors that we do a majority of the IT purchases with to the Board of Supervisors for approval. While many of the individual purchases and projects are not significant themselves, when combined together throughout the year they have a significant total cost to the city. This year is no exception and we are requesting you approve these major vendors for IT Hardware, Software and Services not to exceed \$500,000 in total. This amount was derived from looking at our historical yearly purchases.

18. Parks and Recreation - Open Space

18.A For Possible Action: To accept the recommendation of the Open Space Advisory Committee and approve the work program outline for the Fiscal Year 2016-2017. (Ann Bollinger, abollinger@carson.org)

Staff Summary: The work program outline is used to develop the budget and present an opportunity to provide direction and priorities to staff by the Open Space Advisory Committee and the Board of Supervisors. The work program outline is fairly lengthy and comprehensive. Projects with grant funding, timelines, and deadlines are considered a high priority.

18.B For Possible Action: To accept the recommendation from the Open Space Advisory Committee for the submittal of a grant application to the Forest Legacy Program for a conservation easement on four parcels – APNs 007-051-12 and 007-051-79 owned by the Old Woods Ranch LLC, APN 007-051-09 owned by Schulz Investments LLC, and the western 55 acres of APN 007-051-70 owned by Schulz Investments LLC. (Ann Bollinger, abollinger@carson.org)

Staff Summary: The four parcels are located on the north side of Highway 50 west, in the vicinity of the Clear Creek interchange. A total of 265 acres, the parcels are contiguous, adjacent to two Carson City Open Space properties, and adjacent to the Horsecreek Ranch conservation easement. One of the parcels consists of the remaining section of the high-elevation irrigated meadow shared by Horsecreek Ranch. A conservation easement will allow the properties to remain in private ownership and on the tax roll for Carson City. The conservation easement will protect many of the important values of the area for Clear Creek and the Carson River watershed.

19. Fire

19.A For Possible Action: To adopt a resolution adopting and approving the Carson City Hazard Mitigation Plan. (Robert Schreihans, rschreihans@carson.org)

Staff Summary: This Plan identifies and evaluates specific hazards that can affect Carson City. The Plan offers supporting documentation from subject matter experts and identifies mitigation strategies that can be implemented to reduce the impact of those identified hazards upon the community.

20. Community Development - Planning

20.A For Possible Action: To approve a request from Christopher White for a Historical Tax Deferment on property located within the Historic District, located at 506 W. Spear Street, APN 003-232-01. (Hope Sullivan, hsullivan@carson.org)

Staff Summary: The subject property is eligible for the Open Space Use Assessment as a result of its conformance to specific standards and its historical status in Carson City. The property is currently receiving an Historical Tax Deferment, but it must be re-applied for whenever the property ownership changes.

20.B For Possible Action: To report on the Building Enterprise Fund for Fiscal Year (FY) 2015-16 and to provide direction to staff regarding the continuation of Contract No. 1415-050 and Amendment No 1 to said contract for building permit services from Charles Abbott Associates, Inc (CAA). (Lee Plemel, lplemel@carson.org)

Staff Summary: CAA has provided building permit services to Carson City under contract since September 2014. The contract expires September 2, 2016, but automatically renews for up to five additional years if neither party provides 90-day notice of termination (per Contract Exhibit A, Section 3, Term). The FY 2015-16 budget year is the first full Fiscal Year completed under the CAA contract. The Building Fund in an Enterprise fund; all revenues from the Building Fund may only be used to provide building permit services.

21. City Manager

21.A For Possible Action: To appoint one member of the Board of Supervisors as Carson City's representative on the Nevada League of Cities & Municipalities Board of Directors. (Nick Marano, nmarano@carson.org)

Staff Summary: Nevada League of Cities and Municipalities has requested the Board of Supervisors appoint one member to their Board of Directors.

22. 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 - 1:00 P.M. --

23. City Manager

23.A For Possible Action: To appoint one member to the Carson City Planning Commission, for a partial term that expires June 2018. (Nick Marano, nmarano@carson.org)

Staff Summary: CCMC Chapter 18.02.010 and NRS 278.030 provide for a Planning Commission to be composed of not more than seven members who shall be appointed by the

Board of Supervisors. A position has opened due to a member's resignation. Hope Tingle, Charles Borders Jr, Stacey Giomi and Aster Grima are previous applicants that were interviewed at the July 7, 2016 Board of Supervisors Meeting. New applications have been submitted by Janice McCauley, Alex Baca, Deborah Hayward, Michael Alvarez, Casey Otto and Brandon Robinson.

24. 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.

25. 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
<http://notice.nv.gov>