

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

**Day:** Thursday  
**Date:** May 18, 2017  
**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 - April 20, 2017**
  - 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 - April 6, 2017 and April 20, 2017**

**13. Community Development - Planning**

13.A For Possible Action: To appoint Hope Sullivan, AICP, Planning Manager, as a Liquor License Hearings Officer. (Lee Plemel, lplemel@carson.org)

Staff Summary: The Carson City Municipal Code (CCMC) 4.13.030 (Powers and Duties of the Board) requires the Liquor Board to appoint a Hearings Officer “to grant or deny applications for [liquor] licenses.” The Hearings Officer also considers penalties under certain circumstances for violation pursuant to Section 4.13.150 (Disciplinary Action Procedure and Penalties). Currently, only one Hearings Officer has been appointed by the Liquor Board. Now that Liquor Licenses will routinely be heard by a Hearings Officer, it is prudent to appoint a backup Hearings Officer to help facilitate scheduling of Hearings Officer meetings.

**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**

**Consent Agenda**

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All matters listed under the consent agenda are considered routine and may be acted upon by the Board of Supervisors with one action and without an extensive hearing. Any member of the Board may request that an item be taken from the consent agenda, discussed and acted upon separately during this meeting. The Mayor, or the Mayor Pro-Tem, retains discretion in deciding whether or not an item will be pulled off the consent agenda.  
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**17. City Manager**

17.A For Possible Action: To ratify the approval of bills and other requests for payments by the City Manager for the period of April 8, 2017 thru May 5, 2017. (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.

## **18. Finance**

18.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 May 5, 2017 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.

## **19. Purchasing and Contracts**

19.A For Possible Action: To approve Forensic Support Services Agreement between Washoe County on behalf of the Washoe County Sheriff's Office and Carson City on behalf of the Carson City Sheriff's Office (file 1718-003) for a fee not to exceed \$127,910 to be funded from the Professional Services/Laboratory Expense Account. This agreement will start July 1, 2017 through June 30, 2018. (Laura Rader, LRader@carson.org and Ken Furlong, KFurlong@carson.org)

Staff Summary: The Washoe County Forensic Science Division will perform forensic services listed in Option B as deemed necessary by the Carson City Sheriff/Coroner.

**(End of Consent Agenda)**

### **Ordinances, Resolutions, and Other Items**

**20. Any item(s) pulled from the Consent Agenda will be heard at this time.**

## **21. Carson City Airport Authority**

21.A For Possible Action: Approval and acceptance of the 2016 Federal Aviation Administration Airport Improvement (AIP) Grant No. 3-32-0004-31 in the approximate amount of \$440,625.00 for use in conducting new Airport Master Plan Study. (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 to fund a new Master Plan Study for the Airport.

## **22. Purchasing and Contracts**

22.A For Possible Action: To approve the purchase of one (1) Fire Department Type 1 Ambulance from the HGAC buy program (Houston-Galveston Area Council) cooperative purchasing agreement for a not to exceed amount of \$224,560 to be funded from the Vehicle Replacement Account. (Laura Rader, LRader@carson.org and Zach Good, ZGood@carson.org)

Staff Summary: The Fire Department is looking to replace one (1) Type 1 Ambulance that has had major engine failure, cracked heads, is at the end of useful life, and is not cost effective to maintain.

## 23. Human Resources

23.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 2018 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.

23.B For Possible Action: To introduce, on first reading, an ordinance relating to public employment; amending Title 2, Administration and Personnel\*, by repealing as obsolete Section 2.04.371, Schematic of Class Series; repealing Section 2.04.383, Personnel Compensation Schedule; amending Section 2.04.400, Public Officers, to clarify the identity of “Public Officers” for purposes of ethics in government; repealing Section 2.04.410, Elected and Appointed Officers and Employees Annual, Sick and Disability Leave. (Melanie Bruketta, mbruketta@carson.org)

Staff Summary: Staff identified the following two sections of the Carson City Municipal Code as obsolete and recommends they be repealed; Section 2.04.371 Schematic of Class Series (the class series has changed over the years and was updated during the Pontifex study) and Section 2.04.383 Personnel Compensation Schedule (the compensation schedule was adopted in 1975 and last updated in 1998 and has been outdated for years). In addition, staff is proposing changes to Section 2.04.400 Public Officers, as a recent review of the ethics laws identified the “Public Officer” positions, as outlined in Nevada Revised Statutes 281A.160. Finally, staff is recommending the deletion of Section 2.04.410 Elected and Appointed Officers and Employees Annual, Sick and Disability Leave, as the provisions of the section are outdated due to the adoption of policies and collective bargaining agreements.

23.C For Possible Action: Discussion and possible action to approve the employee/retiree health insurance contract with Prominence Health Plan, dental and life insurance contracts with Standard, and vision insurance contract with EyeMed. (Melanie Bruketta, mbruketta@carson.org)

Staff Summary: This action is to approve the health insurance contract with Prominence Health Plan, dental and life insurance contract with Standard, and vision insurance contract with EyeMed, for active and retired employees. Prominence Health Plan will increase current plan costs by 6.91% for fiscal year 2018. The Standard dental plan will decrease current plan costs by 6.67%. The EyeMed vision plan will decrease current plan costs with VSP by 28.16%, and the Standard life policy will decrease by 33.33%.

## 24. Finance

24.A For Possible Action: To adopt a resolution setting the ad valorem tax rate for County Cooperative Extension for FY 2018 at 1.28 cents per \$100 of assessed valuation. (Nancy Paulson, npaulson@carson.org)

Staff Summary: By law, the Board of Supervisors must set the tax rate of the County Cooperative Extension annually in an amount between 1 cent and 5 cents per \$100 of assessed valuation to provide annual funding. If the proceeds of the county tax levy of 1 cent are insufficient to meet the county's share of the cooperative agricultural extension work, as provided in the combined annual financial budget, the board of county commissioners (in this case the Carson City Board of Supervisors), may by unanimous vote, levy an additional tax so that the total in no instance exceeds 5 cents on each \$100 of the county tax rate. The 1.28 cents per \$100 assessed valuation ad valorem tax rate requested is the same levy from prior years.

24.B For Possible Action: To adopt a resolution creating the Schulz Ranch Landscape Maintenance Fund, a special revenue fund. (Nancy Paulson, npaulson@carson.org)

Staff Summary: The Carson City Board of Supervisors may establish a special revenue fund by resolution which describes the purpose of the fund, the resources to be used to establish the fund, the sources to be used to replenish the fund, the method for controlling the expenses and revenues of the fund, and the method by which a determination will be made as to whether the balance of the fund is reasonable and necessary to carry out the purpose of the fund.

### 24.C PUBLIC HEARING:

For Possible Action: To approve the Carson City Final Budget for fiscal year 2018. (Nancy Paulson, npaulson@carson.org)

Staff Summary: Carson City is required by NRS 354.598 to hold a public hearing on the tentative budget, at which time interested persons must be given an opportunity to be heard. At the public hearing, the Board of Supervisors shall indicate changes, if any, to be made in the tentative budget and shall adopt a final budget by the favorable votes of a majority of all members of the Board of Supervisors.

## 25. Recess as the Board of Supervisors

### Redevelopment Authority

## 26. Call to Order & Roll Call - Redevelopment Authority

## 27. 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 his public body.

## 28. For Possible Action: Approval of Minutes - April 6, 2017 and April 20, 2017

## **29. Finance**

### **29.A PUBLIC HEARING:**

For Possible Action: To approve the Carson City Redevelopment Authority Final Budget for fiscal year 2018. (Nancy Paulson, npaulson@carson.org)

Staff Summary: Carson City Redevelopment Authority is required by NRS 354.598 to hold a public hearing on the tentative budget, at which time interested persons must be given an opportunity to be heard. At the public hearing, the Carson City Redevelopment Authority shall indicate changes, if any, to be made in the tentative budget and shall adopt a final budget by the favorable votes of a majority of all members of the Carson City Redevelopment Authority.

## **30. 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.

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

## **32. Reconvene as the Board of Supervisors**

## **33. Public Works**

33.A For Possible Action: To adopt a Resolution determining that Carson City's interest in Water Permit 36079 (Certificate 11627), located in Washoe Valley totaling 8.62 acre feet, is no longer required for public use and the sale of these water rights is desirable and in the best interest of the City pursuant to NRS 533.550 and NRS 332.185, and authorize method of open market sale for said personal property through the City's online Bid Management System, giving staff the authority to accept final and highest bid. (Stephanie Hicks; SHicks@carson.org)

Staff Summary: In April 2016, the Board of Supervisors approved a motion to direct staff to have the water under Permit 36079 appraised and sold on the open market for an amount not less than the appraised value. The appraisal was completed and the water rights were valued at \$50,000. NRS 533.550 requires that when a public body sells water rights, at least one public hearing must be held at which public comment was solicited and specific findings must be made. NRS 332.185 allows the City to dispose of personal property in any manner, including, without limitation, at public auction, if the City determines that the property is no longer required for public use and deems such action desirable and in the best interests of the local government.

33.B For Possible Action: To introduce, on first reading, an ordinance amending the Carson City Municipal Code Title 11 in order to add Chapter 11.35 regarding encroachment permits for outdoor dining and merchandise display in the Carson City right-of-way in downtown Carson City. (Stephanie Hicks, SHicks@carson.org)

Staff Summary: This will be the first reading of an ordinance to incorporate encroachment permits for outdoor dining and merchandise display in the Downtown Mixed-Use District. The ordinance is being brought back to the Board as a first reading in order to incorporate additional language including the ordinance summary and changes made to Section 11.35.110.

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

34.A For Possible Action: To approve Hardship Determinations related to the Downtown Neighborhood Improvement District (NID) assessment for applicants meeting the required conditions, and directing the City Engineer to postpone the assessment for any approved Hardship Determination applicants in accordance with NRS 271.360. (Lee Plemel, lplemel@carson.org)

Staff Summary: The Board of Supervisors adopted Ordinance No. 2016-1 establishing the Downtown NID on January 7, 2016, for the purpose of paying a portion of the cost of ongoing maintenance of the Downtown Streetscape Enhancement Project. The Board of Supervisors must consider applications for Hardship Determinations before ratifying the Downtown NID assessment roll. Property owners whose annual income is less than 50% of the median Carson City area annual income qualify for a Hardship Determination. Property owners approved for a Hardship Determination may have their Downtown NID assessment deferred in accordance with NRS 271.360 and the NRS Chapter 271 Hardship Determination Policy and Procedures adopted by the Board of Supervisors.

#### **34.B PUBLIC HEARING:**

To take public comment regarding the filing of the assessment roll for the Downtown Neighborhood Improvement District (NID), to consider written objections concerning that area to be assessed, and to consider all complaints, protests and objections to the assessment pursuant to NRS 271.385. (Lee Plemel, lplemel@carson.org)

Staff Summary: Pursuant to NRS 271.380 and 271.385, any complaint, protest or objection to the regularity, validity and correctness of the assessment roll, of each assessment, and of the amount of the assessment levied on each tract must be filed in writing with the Clerk (or Planning Division) at least 3 days before the assessment hearing. Any complaint, protest or objection to the assessment roll, the regularity validity and correctness of each assessment, the amount of each assessment, or the regularity, validity and correctness of any other proceedings occurring previously regarding the Downtown NID shall be deemed waived unless filed in writing within the time and in the manner provided above.

34.C For Possible Action: To adopt a resolution confirming the Downtown Neighborhood Improvement District (NID) assessment, dispensing with complaints, protests and objections to the assessment, and ratifying the City Engineer's assessment roll for FY 2017-18 for the Downtown NID for the maintenance of the Downtown Streetscape Enhancement Project. (Lee Plemel, lplemel@carson.org)

Staff Summary: After considering Hardship Determinations and all complaints, protests and objections to the Downtown NID assessment, the Board of Supervisors must confirm, correct, revise, or set aside the proposed assessment by Resolution per NRS 271.385.

34.D For Possible Action: To introduce, on first reading, an ordinance related to improvement districts, establishing provisions to levy the Downtown Neighborhood Improvement District assessment for Fiscal Year 2017-18 for the maintenance of the Downtown Streetscape Enhancement Project. (Lee Plemel, lplemel@carson.org)

Staff Summary: After adopting a Resolution confirming the Downtown NID assessment, the Board of Supervisors must introduce and adopt an ordinance to levy the assessment.

34.E For Possible Action: To consider a request from Doug Cramer to approve a vendor cart to be located on McFadden Plaza at 224 S. Carson Street (Mom & Pop's Diner), pursuant to the provisions of the Carson City Municipal Code, Development Standards Division 1.11 and Downtown Mixed Use Development Standards, Division 6.6.9. (Lee Plemel, lplemel@carson.org)

Staff Summary: Pursuant to the Carson City Downtown Mixed Use (DTMU) zoning district Development Standards, Division 6, Section 6.6.9(3), the Redevelopment Authority Citizens Committee (RACC) shall serve as the "vending review board" to review all applications for street vending. The RACC reviewed the application on May 1, 2017, and referred the application to the Board of Supervisors with the applicant's concurrence. Street vendor carts are permitted in the DTMU district subject to the standards identified in the Development Standards Section 6.6.9(3) and Section 1.11 (Street Vendors).

34.F For Possible Action: To provide direction to staff regarding the preparation of an ordinance to address permitting of Recreational Marijuana Establishments in Carson City, including provisions for zoning and business license requirements. (Hope Sullivan, hsullivan@carson.org)

Staff Summary: On May 8, 2017, the Nevada Department of Taxation released temporary regulations regarding recreational Marijuana Establishments. The temporary regulations allow businesses to start selling recreational marijuana as soon as July 1, 2017. The temporary regulations allow medical marijuana establishments that have a registration certificate, are operating, and are in good standing to apply for a recreational marijuana establishment temporary license no later than May 31, 2017. Staff is recommending that the City prepare regulations and a fee schedule that mirrors the regulations that currently exist for Medical Marijuana Establishments. Staff is seeking direction from the Board so that staff can begin drafting regulations responsive to the State's action.

### **35. Board of Supervisors**

Non-Action Items:

Legislative matters - no Board action will be taken - the Mayor may give limited staff direction regarding staff work and/or future agenda item(s).

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

### **36. 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.

### **37. 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>