

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

**Day:** Thursday  
**Date:** April 17, 2014  
**Time:** Beginning at 8:30 a.m.  
**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 - Mark Cyr, Salvation Army**
- 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 6, 2014**
- 7. For Possible Action: Adoption of Agenda**
- 8. Special Introduction and Presentations**
  - A) Introduction Only: To introduce Walter Davis, CEO of Nevada Health Centers. *(Marena Works)*  
  
Staff Summary: Nevada Health Centers has a mission to provide access to quality affordable healthcare services throughout Nevada. They operate 15 stationary medical centers and two mobile health centers around the state including Sierra Family Health in Carson City. Mr. Davis accepted the position of CEO in December of 2012 and is here today to introduce himself and the services of Nevada Health Centers.
  - B) Presentation of Length of Service Awards for City Employees. *(Melanie Bruketta)*  
  
Staff Summary: Once a month the Mayor and Board of Supervisors present length of service certificates to employees for 5, 10, 15, 20, 25, and 30 years of City service.

## 9. City Manager

### **PUBLIC HEARING**

- A) To conduct a public hearing and take public comment regarding a proposed Plan of Expenditure for a one-eighth of one percent (0.125%) sales tax for public infrastructure projects pursuant to NRS 377B, including (i) street and pedestrian improvements in the downtown area and Carson Street and William Street/Highway 50 East commercial corridors; (ii) the construction, expansion, improvement, and/or equipping of a new animal services facility; (iii) the construction, expansion, improvement, and/or equipping of a multi-purpose athletic center; (iv) and the construction of improvements to, remodeling, and/or equipping of the existing Community Center. *(Marena Works)*

Staff Summary: A “Plan of Expenditure” must be adopted by the Board of Supervisors to specify the public infrastructure projects for which a one-eighth sales tax may be used pursuant to NRS 377B. The sales tax may only be used to fund projects that are included within the Plan of Expenditure.

#### **a. Public Hearing – Public Comment (Plan of Expenditure)**

### **PUBLIC HEARING**

- B) To conduct a public hearing and take public comment regarding a proposed ordinance imposing a one-eighth of one percent (0.125%) sales tax for public infrastructure projects pursuant to NRS 377B, including (i) street and pedestrian improvements in the downtown area and Carson Street and William Street/Highway 50 East commercial corridors; (ii) the construction, expansion, improvement, and/or equipping of a new animal services facility; (iii) the construction, expansion, improvement, and/or equipping of a multi-purpose athletic center; (iv) and the construction of improvements to, remodeling, and/or equipping of the existing Community Center. *(Marena Works)*

Staff Summary: An ordinance must be adopted to implement a sales tax pursuant to NRS 377B to fund certain public infrastructure projects. The projects noted above are being considered for inclusion in the Plan of Expenditure. The sales tax may only be used to fund projects that are included within the Plan of Expenditure.

#### **b. Public Hearing – Public Comment (Sales Tax)**

- C) For Possible Action: To adopt a Plan of Expenditure for a one-eighth of one percent (0.125%) sales tax for public infrastructure projects pursuant to NRS 377B, including: (i) street and pedestrian improvements in the downtown area and Carson Street and William Street/Highway 50 East commercial corridors; (ii) the construction, expansion, improvement, and/or equipping of a new animal services facility; (iii) the construction, expansion, improvement, and/or equipping of a multi-purpose athletic center; (iv) and the construction of improvements to, remodeling, and/or equipping of the existing Community Center. *(Marena Works)*

Staff Summary: A “Plan of Expenditure” must be adopted by the Board of Supervisors to specify the public infrastructure projects for which a one-eighth sales tax may be used pursuant to NRS 377B. The sales tax may only be used to fund projects that are included within the Plan of Expenditure.

## 10. Supervisor Shirk

- A) For Possible Action: Discussion and possible direction to staff to bring back to the Board a draft NRS 295.230 advisory question resolution to provide that before the Board takes any vote on the proposed 1/8

cent sales tax for any NRS chapter 377B infrastructure plan of expenditure the Board shall first consider the vote of the citizens of Carson City at the 2014 November general election whether such a tax should be imposed.

Supervisor Shirk's Summary: With Board approval this will allow citizens to vote on an advisory question regarding the 1/8 of a cent sale tax increase.

- B) For Possible Action: Discussion and possible direction to staff to take the necessary steps to fund the repayment of proposed future revenue bonds for the proposed MAC building project (to be relocated to Mills Park), the Carson City Community Center project, the Downtown, Curry Street and South corridor revitalization projects, all solely from two cents (\$0.02) of the real property tax rate to be reset at \$3.56 (with the City's operating budget constructed at \$3.54), a one percent (1%) increase in the room rental tax, and freezing and redirecting all Redevelopment Authority spending (except to auto dealers and the Redevelopment Authority's operating budget).

Supervisor Shirk's Summary: Alternative means of funding, which can satisfy the corridor revitalizations, build the MAC building without imposing another sales tax increase. Proposed revenue bonds for these projects (not including the Animal Shelter) would solely be repaid from non-sales tax (non-NRS 377B) sources of revenue.

## 11. City Manager

For Possible Action: To introduce, on first reading, an ordinance amending Title 21-Taxation of the Carson City Municipal Code by adding a new Chapter 21.08-Infrastructure Sales Tax for the purpose of imposing a sales tax in Carson City of one-eighth of one-percent on retail sales; by adding a new Section 21.08.010-Definitions; by adding a new Section 21.08.020-Imposition of Tax, refunds, effective date of tax, repeal of tax; by adding a new Section 21.08.030-Use of Proceeds of Tax; by adding a new Section 21.08.040-Payment of Proceeds of Tax To Department, Contract With Department; by adding a new section 21.08.050-Incorporation of Provisions of Chapter 374 of NRS; by adding a new Section 21.08.060-Creation of Infrastructure Fund; by adding a new Section 21.08.070-Issuance of Bonds, Notes And Other Securities; by adding a new section 21.08.080-Impairment of Obligations Prohibited; to create an infrastructure fund for the accounting of the tax; to provide for payment of the proceeds of the tax to the Nevada Department of Taxation; to authorize a contract with the Nevada Department Of Taxation related to the administration and operation of the tax; to incorporate certain provisions of chapter 374 of NRS; to provide for the issuance of bonds and other securities; and other matters properly related thereto; and repealing in its entirety Ordinance No. 2014-5 adopted by the Board of Supervisors on March 6, 2014. (*Marena Works*)

Staff Summary: An ordinance must be adopted to implement a sales tax pursuant to NRS 377B to fund certain public infrastructure projects. The sales tax may only be used to fund projects that are included within the Plan of Expenditure. The Plan of Expenditure includes funding (i) street and pedestrian improvements in the downtown area and Carson Street and William Street/Highway 50 East commercial corridors; (ii) the construction, expansion, improvement, and/or equipping of a new animal services facility; (iii) the construction, expansion, improvement, and/or equipping of a multi-purpose athletic center; (iv) and the construction of improvements to, remodeling, and/or equipping of the existing Community Center.

## 12.

### 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 or any citizen 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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### **12-1. Finance**

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, 2014 per NRS 251.030 and NRS 354.290. *(Nick Providenti)*

Staff Summary: NRS 251.030 requires the Finance Director (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).

### **12-2. Fire**

For Possible Action: To authorize the mayor to sign the 2014 Annual Operating Plan between the Bureau of Land Management, Carson City District Office (Agreement number BLM-NV-CPFA-NV00340-2013-026) and the Carson City Fire Department. *(Stacey Giomi)*

Staff Summary: This document is an update of the annual operating plan between the City and the BLM. The document provides for mutual assistance between the agencies for responses to wildland fires as designated in the master agreement. The Annual Operating Plan (AOP) delineates billing fees, district boundaries, and parameters under which assistance will be provided.

### **12-3. City Manager**

For Possible Action: To ratify the approval of bills and other requests for payments by the City Manager for the period of March 11, 2014 thru April 7, 2014. *(Marena Works)*

Staff Summary: All bills or other requests for payment verified per CCMC 2.29.010 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.

### **12-4. Carson City Airport Authority**

For Possible Action: To approve and accept a 2014 Federal Aviation Administration Airport Improvement (AIP) Grant in the approximate amount of \$1,470,000 for main apron ramp reconstruction (phase 3). *(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 Phase 3 of a 3-phase project to reconstruct the apron ramp area on the southern side of the Airport runway. The FAA has already funded phases 1 and 2.

***(End of Consent Agenda)***

**13. Recess as Board of Supervisors**

**Liquor and Entertainment Board**

**14. Call to Order & Roll Call – Liquor and Entertainment Board**

**15. 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.

**16. Community Development - Business License**

For Possible Action: To approve Silvia Martinez as the liquor manager for Lupita’s Mexican Restaurant (Liquor License #14-30002) located at 1939 N. Carson St. (*Lena Reseck*)

Staff Summary: All liquor license requests are to be reviewed by the Liquor Board per CCMC 4.13. The liquor license will be a dining room with hard liquor. Silvia Martinez is the owner of the restaurant. Staff is recommending approval.

**17. 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.

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

**19. Reconvene as the Board of Supervisors**

**Ordinances, Resolutions, and Other Items**

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

**21. Finance**

**PUBLIC HEARING**

- A) Public hearing on the intent of Carson City, Nevada, to issue a medium-term obligation in an amount of up to \$2,700,000 to finance the cost of purchasing, upgrading, and replacing the equipment and software necessary to operate the City’s 911 enhanced telephone system, and the cost of improvements and equipment for the City’s landfill. (*Nick Providenti*)

Staff Summary: The City has determined that the bonds should be issued for the purpose of financing the cost of purchasing, upgrading, and replacing equipment and software necessary to operate the City's 911 enhanced telephone system, and the cost of improvements and equipment for the City's landfill.

All persons interested are hereby advised that the Board will hold a public hearing on the proposal for public comment.

- B) For Possible Action: To adopt a Resolution authorizing a medium-term obligation in an amount of up to \$2,700,000 to finance the cost of purchasing, upgrading, and replacing equipment and software necessary to operate the City's 911 enhanced telephone system, and the cost of improvements and equipment for the City's landfill; and providing the effective date hereof. *(Nick Providenti)*

Staff Summary: The City has determined that the bonds should be issued for the purpose of financing the cost of purchasing, upgrading, and replacing equipment and software necessary to operate the City's 911 enhanced telephone system, and the cost of improvements and equipment for the City's landfill.

## **22. Community Development**

For Possible Action: To provide direction to staff regarding the preparation of an ordinance to address permitting of Medical Marijuana Establishments (MMEs) in Carson City, including provisions for zoning and business license requirements. *(Lee Plemel)*

Staff Summary: Senate Bill (SB) 374, commonly referred to as the "Medical Marijuana Act," was adopted by the Nevada Legislature and signed into law in 2013. The Medical Marijuana Act authorizes MMEs in Nevada, including dispensaries, cultivation facilities, production facilities, and testing labs, but gives local jurisdictions the right to opt out or, if they opt in, to regulate the location of MMEs through zoning and business license requirements. Staff will provide an update regarding the MME state regulations adopted by the Nevada Division of Public and Behavioral Health as well as the status of what other local jurisdictions around Nevada are doing in regards to MMEs.

## **23. Human Resources**

For Possible Action: Discussion and possible action to select and affirm the names of candidates to continue to proceed through the City Manager hiring process. *(Heather Renschler, Ralph Andersen & Associates)*

Staff Summary: The Board of Supervisors will select and affirm the names of the candidates it wishes to interview on May 2, 2014. As supporting material, the Mayor and Supervisors are provided with the questions and ratings given by each City Manager Advisory Panel member to the answer provided by the candidate during the April 1, 2014 interview. The Citizen Advisory Panel interviews and rating sheets can be found at: [www.carson.org](http://www.carson.org). The candidates interviewed by the panel were: Jim Nichols, Stacey Giomi, Tim Hacker, Nick Marano and Jeff Fontaine.

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

For Possible Action: To accept the Cultural Commission's 2013/14 annual report and approve the Commission's 2014/15 work plan. *(Vern Krahn)*

Staff Summary: The Cultural Commission is required by CCMC 2.41.060(7) to submit an annual report and work plan to the Board of Supervisors no later than May 1 of each year.

**25. Board of Supervisors**

Non-Action Items:

Status review of projects

– Monthly Report on the Activities of the TRPA Governing Board (Submitted by Shelly Aldean)

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 – 1:30 P.M. –

**26. City Manager**

- A) For Possible Action: To appoint one member to the Carson City Redevelopment Authority Citizens Committee one position for “Business Operator” or “Property Owner” from Redevelopment Area 1, to fill a three-year term that is set to expire January 1, 2017. (*Marena Works*)

Staff Summary: The Carson City Redevelopment Authority Citizens Committee is a seven-member committee that advises the Redevelopment Authority on matters pertaining to the Redevelopment District. There is one opening due to a member’s term expiring. Garrett Lepire is a new applicant.

- B) For Possible Action: To appoint one member to the Cultural Commission for a three year term expiring January 1, 2017. (*Marena Works*)

Staff Summary: Per CCMC 2.41.040, “The Carson City Cultural Commission shall consist of seven (7) members appointed by the Board of Supervisors.” There is one vacancy due to a member’s term expiring. There are two applicants; Dr. Eugene Paslov is requesting reappointment and Terri McBride is a new applicant.

**27. Recess as Board of Supervisors**

**Board of Health**

**28. Call to Order & Roll Call – Board of Health**

**29. 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.

**30. Health and Human Services**

- A) For Possible Action: Report, discussion and possible direction to staff regarding the Health Officer’s report concerning activities the Health Officer is engaged in both inside and outside of CCHHS. (*Susan Pintar*)

Staff Summary: Provide an update on the Health Officer's engagement in the department and community. This is an opportunity to formally inform the Board of Health of the Health Officer's role and the projects she works on.

- B) For Possible Action: Report, discussion and possible direction to staff regarding the Director's report on Carson City Health and Human Services' (CCHHS) activities. *(Nicki Aaker)*

Staff Summary: Provide an update on CCHHS' activities. This is an opportunity to inform the Board of Health of current activities, programs and services within CCHHS.

- C) For Possible Action: Report and possible acceptance of Animal Services' donations received since the last Board of Health meeting (2/1/14 – 3/31/14). *(Nicki Aaker)*

Staff Summary: Donations are made on a regular basis to support various functions at animal services. This report will specify what monetary donations were made and what stipulations, if any, the donations carry.

- D) For Possible Action: Presentation with possible action to accept the Carson City Health and Human Services (CCHHS) 2<sup>nd</sup> Annual Report – 2013. *(Nicki Aaker)*

Staff Summary: This is the 2<sup>nd</sup> Annual Report from CCHHS. This report is designed for the residents of Carson City to have an easy to read overview of their local health department, its mission and services provided in 2013.

**31. 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.

**32. For Possible Action: To Adjourn as the Board of Health**

**33. Reconvene as the Board of Supervisors**

**34. Public Works**

- A) For Possible Action: To approve and authorize the Mayor to sign an Agreement by and between Carson City and North Carson Street LLC which provides for dedicating and banking certain water rights with Carson City. *(Darren Schulz)*

Staff Summary: This agreement provides for North Carson Street LLC to dedicate water rights to Carson City and be banked for future use and in the interim Carson City can utilize the water rights at no cost. All costs will be reimbursed by North Carson Street LLC.

- B) For Possible Action: To accept the Public Works Department Reclaimed Water Contingency Plan. *(David Bruketta)*

Staff Summary: Reclaimed water shortages are projected to continue for the near term. Staff is presenting the historical trends of reclaimed water production, usage / loss and projecting future supply. Staff has prepared a reclaimed water contingency plan to manage the projected shortfalls.

**35. 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.

### **36. 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 the 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.*

*This meeting can be viewed on Channel 226. For specific dates and times - [www.bactv.org](http://www.bactv.org).*

*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.*

*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.*

This notice has been posted at the following locations:

Community Center 851 East William Street  
Public Safety Complex 885 East Musser Street  
City Hall 201 North Carson Street  
Carson City Library 900 North Roop Street  
Business Resource & Innovation Center (BRIC) 108 East Proctor Street

**Date: April 10, 2014**