

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

Day: Thursday
Date: October 20, 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 - Bruce Henderson, Church of Christ**
- 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 - September 15, 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 - August 4, 2016

13. Community Development - Business License

13.A For Possible Action: To approve Regi Kunnel as the liquor manager for Southern Glazer's Wine and Spirits LLC dba Southern Glazer's of NV (Liquor License #17-3984) 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. Southern Glazer's Wine and Spirits LLC dba Southern Glazer's of NV is applying to add a new liquor manager to the current wholesale liquor license. The applicant has met the requirements per CCMC 4.13.125 and staff is recommending approval.

13.B For Possible Action: To approve Dean Dilullo as the liquor manager for Carson Nugget Casino, Inc. (Liquor License #17-27165) located 507 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. Carson Nugget Casino, Inc. is applying to add a new liquor manager to the current liquor license. The applicant has met the requirements per CCMC 4.13.125 and 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. Sheriff

17.A For Possible Action: For consideration to approve reclassifying an hourly APRN position to a full-time APRN position at a salary range of \$83,847-\$98,170. (Sheriff Furlong, kfurlong@carson.org)

Staff Summary: The current APRN is retiring at the end of December. He currently works approximately 35 hours/week covering Jail Medical Services at the Jail and Juvenile Detention. He sees approximately 50 inmates per day. The jail medical services have been steadily increasing with a 25% increase within the last 3 years warranting a full time position. It is anticipated that the increase will continue due to the population being served. Progressive

strides have been made to address mental health within this population and it is the desire to continue to enhance the programs and having an APRN in the jail setting is necessary.

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 October 7, 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.

19. Purchasing and Contracts

19.A For Possible Action: To approve the purchase of various vaccinations and pharmaceuticals for Health and Human Services Department through Joinder Contracts with Sanofi Pasteur, Merck Sharp & Dohme, Cardinal Health, GlaxoSmithKline, and Pfizer Pharmaceuticals in the total amount not to exceed \$432,500.00 to be funded from the Health and Human Services Private Vaccine, Clinical Services and various grant fund accounts for FY2016/2017. (Laura Tadman, ltadman@carson.org and Nicki Aaker, naaker@carson.org)

Staff Summary: The Carson City Health and Human Services Department wish to utilize current contracts through the Minnesota Multistate Contracting Alliance for Pharmacy to purchase vaccinations and pharmaceuticals for Carson City and Douglas County citizens.

19.B For Possible Action: To approve the payment for annual services from the Cooperative Libraries Automated Network for a not to exceed amount of \$58,485.72 to be funded from the Library's contractual services budget item. The Carson City Library is a member of the Cooperative Libraries Automated Network under a multi-year interlocal agreement. (Laura Tadman, ltadman@carson.org and Sena Loyd, sloyd@carson.org)

Staff Summary: The Carson City Library is a member of the Cooperative Libraries Automated Network that is established through an interlocal agreement under NRS 277.110. The agreement is a five year agreement that was approved on July 1, 2014 and expires on June 30, 2019. The annual cost of the library for the range of online services of the cooperative has reached the \$50,000 threshold requiring approval by the Board of Supervisors.

20. Parks and Recreation

20.A For Possible Action: To accept a \$52,461 (25% match required) Nevada Department of Wildlife Hunter Education Shooting Range subgrant award #W-511-HS-09 for design and construction of a restroom facility and associated site improvements at the Carson City Rifle and Pistol Range; and authorize the Mayor to sign the grant agreement on behalf of Carson City. (Vern Krahn, vkrahn@carson.org)

Staff Summary: If approved, this grant will authorize design and construction of a vault toilet restroom facility and associated site improvements (clearing/grubbing, grading, sidewalk, ADA access, signage and materials testing) at the Carson City Rifle and Pistol Range (Range). Due to the popularity of the Range, this amenity will be a great benefit to the thousands of participants and law enforcement officers that use and enjoy the facility. This is a U.S. Fish and Wildlife Service federal grant program administered locally through Nevada Department of Wildlife (NDOW).

21. Treasurer

21.A For Possible Action: To order and direct the Carson City Treasurer to sell, after giving notice of sale, for a total amount not less than the amount of taxes, costs, penalties and interest legally chargeable against the property as stated in the order, the following properties: 001-032-05; 001-102-21; 002-093-06; 002-482-30; 002-593-03; 002-742-10; 004-162-05; 004-242-05; 004-333-07; 005-072-07; 008-161-41; 008-191-37; 008-191-38; 008-191-39; 008-222-13; 008-271-08; 008-271-26; 008-344-01; 008-591-23; 008-797-35; 008-816-28; 009-393-09; 010-458-25. While this required step towards a tax sale is now being taken, some of these properties may be protected from sale under US Bankruptcy laws. (Gayle Robertson, grobertson@carson.org)

Staff Summary: NRS 361.595, Section 2 states that "if the property is to be sold, the board of county commissioners may make an order, to be entered on the record of its proceedings, directing the county treasurer to sell the property particularly described therein, after giving notice of sale, for a total amount not less than the amount of the taxes, costs, penalties and interest legally chargeable against the property as stated in the order."

22. City Manager

22.A For Possible Action: To appoint two members to the Airport Authority, one to fill the "Manufacturer" and one to fill the "Fixed Based Operator" position. These appointments are for four year terms set to expire October 2020. (Nick Marano, nmarano@carson.org)

Staff Summary: The Airport Authority Act for Carson City, Chapter 844, Statutes of Nevada 1989, creates a seven member authority as appointed by the Board of Supervisors. As stated in Section 4, the member categories are as follows: 1. Three members who represent the general public – at least one of these members must be a city official selected by the BOS and one must be a pilot who, at time of appointment, owns and operates an aircraft based at the airport; 2. Two members who are manufacturers in the CC industrial airport; 3. Two members who are fixed base operators at the airport. There are two vacancies on the Airport Authority, one for the "Manufacturer" position and one for the "Fixed Based Operator" position to be filled due to members' expiration of term. New applications were submitted by Larry Harvey and Aaron Collins.

22.B For Possible Action: To ratify the approval of bills and other requests for payments by the City Manager for the period of September 3, 2016 thru October 7, 2016. (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.

23. Community Development - Planning

23.A For Possible Action: To adopt a resolution approving and authorizing the Mayor to sign a cooperative agreement for public improvement maintenance and administrative services by and between Carson City and the Downtown Neighborhood Improvement District (NID) relating to ongoing maintenance for off-street improvements constructed along the frontages of private properties within the NID as part of the Downtown Streetscape Enhancement Project. (Lee Plemel, lplemel@carson.org and Michael Salogga, msalogga@carson.org)

Staff Summary: The Downtown NID was established by Ordinance No. 2016-1 on January 10, 2016, and the Board of Supervisors approved a property assessment to help pay for ongoing maintenance of the new downtown improvements. The cooperative agreement sets forth the respective responsibilities between the City and NID for the maintenance activities.

24. 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

25. 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.

26. 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>