

**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: December 20, 2012
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 - Pat Propster, Calvary Chapel

4. Pledge of Allegiance

5. Public Comments and Discussion:

The public is invited at this time to comment on and discuss any topic that is relevant to, or within the authority of, 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 (Boards). In order for members of the public to participate in the Boards' consideration of an agenda item, the Boards strongly encourage members of the public to comment on an agenda item 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, or the Mayor Pro-Tem, retains discretion to only provide for public comment under a public comment item and not call for or allow individual-item public comment at the time of any Boards' consideration of any item on the agenda involving: 1) an off-site tour by the Board; or 2) any person's or entity's due process appeal or hearing rights provided by statute or the Carson City Municipal Code.

6. For Possible Action: Approval of Minutes - November 13, 2012

7. For Possible Action: Adoption of Agenda

8. Special Presentations

- A) Presentation of appreciation to Shelly Aldean for serving as Carson City Supervisor, January 24, 2003 - January 6, 2013.
- B) Presentation of appreciation to Molly Walt for serving as Carson City Supervisor, January 5, 2009 - January 6, 2013.

9. 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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9-1. Assessor

- A) For Possible Action: To approve the removal and refund of the taxes for the 2012/13 tax year for parcel number 008-601-17 (Airport Rd/ Menlo Dr) and 008-621-15 (Green Dr) per NRS 361.765 in the amount of \$245.48. *(Kimberly Adams)*

Staff Summary: Due to a clerical error, the land use code was not changed and the improvement value was not removed from parcel number 008-601-17 (Airport Rd/ Menlo Dr) and 008-621-15 (Green Dr). These properties are considered to be common areas and the values that are attributed to these properties or amongst the adjacent properties within the subdivision or parcel map. The Assessor's office is asking the taxes be removed from the 2012/13 Real Property Tax roll and any amount paid be refunded per NRS 361.765 in the amount of \$245.48.

- B) For Possible Action: To approve the removal of the taxes and any penalties that have occurred for the 2012/13 tax year for parcel number 008-571-41 (Woodside Dr) per NRS 361.765 in the amount of \$475.15. *(Kimberly Adams)*

Staff Summary: Due to a clerical error, the land use code was not changed and the improvement value was not removed from parcel number 008-571-41 (Woodside Dr). This property is considered to be a common area and the value that is attributed to the property or amongst the adjacent properties within the subdivision or parcel map. The Assessor's office is asking the taxes and any penalties that have occurred be removed from the 2012/13 Real Property Tax bill per NRS 361.765 in the amount of \$475.15.

- C) For Possible Action: To approve the correction, increase of the taxes for the 2011/12 and the 2012/13 tax years for parcel number 009-031-23 (2310 S Curry St) per NRS 361.765 in the amount of \$2,279.15. *(Kimberly Adams)*

Staff Summary: Due to a factual error, the improvement value for the property located at 2310 S Curry St. (parcel number 009-031-23) was incorrect for the 2011/12 and the 2012/13 fiscal years. This resulted in an incorrect tax bill for the 2011/12 and 2012/13 years. The Assessor's office is requesting that the current fiscal year taxes be corrected and refunded in the amount of \$2,279.15 per NRS 361.765.

- D) For Possible Action: To approve the correction/increase of the taxes for the 2009/10 2010/11, 2011/12 or 2012/13 tax years for parcel numbers 001-163-02 (1400 N. Carson St), 002-097-05 (305 Burton St), 002-131-01 (1515 N Carson St.), 002-114-01 (419 E Adams St), 002-155-03 (205 E John St.), 002-441-18 (1333 E Long St.), 002-205-02 (5680 S Edmonds Dr), 003-215-01 (207 W Musser St.), 004-113-15 (1300 E Fifth St.), 009-112-07 (3251 S Carson St.), 009-112-10 (3129 S Carson St.) and 010-461-09 (1085 Round House Ln.) per NRS 361.765 in the amount of \$7,007.82. *(Kimberly Adams)*

Staff Summary: The owners of assessor parcel numbers 001-163-02 (1400 N. Carson St), 002-097-05 (305 Burton St), 002-131-01 (1515 N Carson St.), 002-114-01 (419 E Adams St), 002-155-03 (205 E

John St.), 002-441-18 (1333 E Long St.), 002-205-02 (5680 S Edmonds Dr), 003-215-01 (207 W Musser St.), 004-113-15 (1300 E Fifth St.), 009-112-07 (3251 S Carson St.), 009-112-10 (3129 S Carson St.) and 010-461-09 (1085 Round House Ln.) have been receiving the 3% tax cap on the above stated properties located in Carson City. These properties are residential/commercial properties or only a portion of the property qualifies for the 3% tax cap. The portion of the property that is used as an owner occupied residence or that portion that is being rented for less than the HUD fair market rent amounts can qualify for the 3% tax cap. Due to a programming change, the property started receiving the 3% tax cap on the entire property. This error affected all or some of the 2009/10, 2010/11, 2011/12 and the 2012/13 real property taxes. The Assessor's office is requesting that the abatement be adjusted so that the taxes reflect the correct percentage of the property that qualifies for the 3% tax cap for a total of three years plus the current tax year per NRS 361.765. This will result in an increase to the Real Property tax rolls in the amount of \$1,414.09 (2009/10), \$1,800.95 (2010/11), \$1,476.38 (2011/12) and \$2,316.40 (2012/13), for a total of \$7,007.82.

9-2. 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 December 11, 2012 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.

9-3. Purchasing and Contracts

- A) For Possible Action: To accept the Carson City Audit Committees recommendation to approve Amendment No. 1 to Contract No. 1112-133 with MOSS-ADAMS, LLP (Certified Public Accountants), titled "Internal Auditing Services" to increase the contract term from December 30, 2012 to June 30, 2013 to utilize the budget remainder from the FY 2012/13 budget (\$62,564.00). (*Kim Belt*)

Staff Summary: Moss Adam's contract to provide internal audit services to Carson City is set to expire on December 30, 2012. The Audit Committee is recommending amending the contract through June 30, 2013 for the \$62,564.00 remaining for FY 2012/13.

- B) For Possible Action: To approve Contract No. 1213-134 pursuant to NRS 332.115(1)(b) and NRS 625.530 with Terracon Consultants, Inc., to provide Professional Services for Inspection and Testing Services for North County Booster Pump Station through January 1, 2014 for a not to exceed amount of \$55,000.00 to be funded from the Water Regional Pipeline Project Account as provided FY 2012/2013. (*Kim Belt*)

Staff Summary: This contract is to provide Inspection and Testing Services which include: Reinforced Concrete Inspection, Portland Cement Concrete testing, Structural Masonry Inspection, compressive strength testing and provide final reports of all inspections and tests.

9-4. City Manager

For Possible Action: To ratify the approval of bills and other requests for payments by the City Manager for the period of November 6, 2012 thru December 10, 2012. *(Larry Werner)*

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.

9-5. Fire

For Possible Action: To authorize the mayor to sign an Interlocal Agreement between Carson City, Central Lyon County Fire Protection District, East Fork Fire and Paramedic Districts, Mason Valley Fire Protection District, North Lyon County Fire Protection District, Smith Valley Fire Protection District, Storey County Fire Protection District, and Tahoe Douglas Fire Protection District to provide for the continuation and improvement of the Quad County Hazardous Materials Response System. *(Stacey Giomi)*

Staff Summary: The Quad County Haz Mat team was established in the 1990's with the original version of this agreement. The agreement provides for regional cooperation between fire agencies to deal with a response to a hazardous materials incident. The agreement is being updated to reflect changes in operational direction and to add two additional fire agencies from Lyon County.

9-6. Health and Human Services

- A) For Possible Action: To approve CCHHS applying for a \$ 20,000 grant through the National Association of County and City Health Officials (NACCHO) to submit an application to increase the capacity of the local health department to implement evidence-based recommendations from the Guide to Community Preventive Services. *(The Community Guide) (Marena Works)*

Staff Summary: CCHHS has implemented our Community Health Improvement Plan (CHIP) as part of our accreditation process. This grant would allow CCHHS to target the CHIP Obesity Issue G objectives with the Community Guide resources for evidence-based recommendations and findings about what works to improve public health. Should we be successful in acquiring this grant, we would be able to apply the funds within our Chronic Disease Prevention & Health Promotion division to focus on the area of obesity prevention worksite programs.

- B) For Possible Action: To approve hiring a full-time Public Health Nurse in place of two part-time Public Health Nurses. Position is funded 50% from the School Located Vaccination grant and 50% from Douglas County. *(Marena Works)*

Staff Summary: The funding for this position will be 50% from the grant approved at the October 18th Board of Supervisor's meeting for the School Located Vaccination (SLV) program and 50% from Douglas County. The original request for staffing in the SLV grant included 1 full-time Registered Nurse and 1 part-time Registered Nurse. As CCHHS looked at resources, we can leverage staffing and

experience better by creating another full-time position instead of the part-time; the position will be made possible by combining our part-time Douglas County nurse with the part-time SLV nurse.

(End of Consent Agenda)

10. Recess as Board of Supervisors

Liquor and Entertainment Board

11. Call to Order & Roll Call – Liquor and Entertainment Board

12. For Possible Action: Approval of Minutes - November 13, 2012

13. Public Works - Business License

- A) For Possible Action: To approve Mary Jane Riva as the liquor manager for South Carson Pizza Factory (Liquor License #13-29429) located at 135 Clearview Dr., Carson City. *(Lena Reseck)*

Staff Summary: All liquor license requests are to be reviewed by the Liquor Board per CCMC 4.13. Mary Jane Riva is purchasing the business and will be the liquor manager.

- B) For Possible Action: To approve Trevor Rotoli as the liquor manager for Just Brew It (Liquor License #13-29461) located at 1210 N. Carson St., Carson City. *(Lena Reseck)*

Staff Summary: All liquor license requests are to be reviewed by the Liquor Board per CCMC 4.13. Trevor Rotoli wants to start selling beer at the store and will be the liquor manager.

14. Public Comment

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

18. Purchasing and Contracts

For Possible Action: To appoint and authorize the Mayor, the City Clerk Recorder, or designee to swear Mr. Stephen R. Johnson and Associates, MAI, SREA, as the appraiser for Carson City with regard to a self-contained summary appraisal for the Carson City Rhodes/2443 Curry Street Property, APN 009-051-19. *(Kim Belt)*

Staff Summary: Carson City is investigating the possibility of trading the aforementioned warehouse property located adjacent to Campagni property in lieu of a decrease in interest rate payment for the current Campagni Agreement in place.

19. Finance

- A) For Possible Action: Discussion and possible action to consider the Audit Committee's recommendations for projects to include the Fleet Management Efficiency Study and Phase 1 of the Fraud Waste and Abuse (FWA) Program Development. *(Michael Bertrand)*

Staff Summary: Moss Adams made recommendations to the Audit Committee at their November 20, 2012 meeting for future projects. The Committee is recommending to the Board of Supervisors that Moss Adams perform a Fleet Management Efficiency Study and Phase 1 of the Fraud Waste and Abuse (FWA) Program Development.

- B) For Possible Action: To accept the Carson City Comprehensive Annual Financial Report for the fiscal year ended June 30, 2012. *(Nick Providenti)*

Staff Summary: City staff and representatives from Kafoury, Armstrong and Co. will be making a presentation of the City's financial status as well as recommendations for improvement.

20. Office of Business Development

For Possible Action: To adopt on second reading, Bill No. 116, an ordinance amending Ordinance 2007-19 by amending the text of the South Carson Street Redevelopment Plan, Project Area No. 2, adding three strategies for addressing redevelopment of the area, and making other non-substantive clarifications and updates to the Plan. *(Lee Plemel)*

Staff Summary: The stated primary purpose of the Redevelopment Area 2 Plan, which was adopted in 2004, is to retain and enhance auto sales on South Carson Street. The revised plan would add implementation strategies to assist in reuse of vacant buildings, assist property owners in bringing utilities to properties to facilitate new development, and assist property owners in obtaining excess right-of-way from NDOT. Redevelopment Area 2 generally includes the South Carson Street commercial corridor from the Fairview Drive vicinity south to the Douglas County border, and generally bordered by Silver Sage Drive to the east and Voltaire Street to the west.

21. Public Works - Planning and Zoning

- A) For Possible Action: To approve a Master Plan Amendment application to change the land use designation of approximately 470 acres of property located along the Carson River approximately two miles east of Deer Run Road, APN's 010-011-24 and -25, from Conservation Reserve (Private) to Open Space. (MPA-12-108) *(Lee Plemel)*

Staff Summary: The subject properties were purchased and are now owned by the Carson City Open Space program. The proposed amendments would make the Master Plan land use designations and zoning consistent with the actual public ownership and intended long-term use of the subject properties for open space.

- B) For Possible Action: To introduce, on first reading, an ordinance to change the zoning of approximately 470 acres of property located along the Carson River approximately two miles east of Deer Run Road,

APN's 010-011-24 and -25, from Conservation Reserve to Public Community. (ZMA-12-109) (*Lee Plemel*)

Staff Summary: The subject properties were purchased and are now owned by the Carson City Open Space program. The proposed amendments would make the Master Plan land use designations and zoning consistent with the actual public ownership and intended long-term use of the subject properties for open space.

- C) For Possible Action: To approve a Master Plan Amendment application to change the land use designation of a total of approximately 440 acres of property located in the vicinity west of and between the Lakeview and Timberline areas, APN's 007-091-03, -11, -16, -22, 78, and -79, from Public Conservation to Open Space. (MPA-12-110) (*Lee Plemel*)

Staff Summary: This application is a result of the transfer of lands from the U.S. Forest Service to Carson City completed on September 30, 2011, and will result in Master Plan land use designations and zoning that is consistent with the actual public ownership and intended long-term use of the subject properties for open space.

- D) For Possible Action: To introduce, on first reading, an ordinance to change the zoning of a total of approximately 440 acres of property located in the vicinity west of and between the Lakeview and Timberline areas, APN's 007-091-03, -11, -16, -22, 78, and -79, from Conservation Reserve to Public Community. (ZMA-12-111) (*Lee Plemel*)

Staff Summary: This application is a result of the transfer of lands from the U.S. Forest Service to Carson City completed on September 30, 2011, and will result in Master Plan land use designations and zoning that is consistent with the actual public ownership and intended long-term use of the subject properties for open space.

- E) For Possible Action: To approve a Master Plan Amendment application to change the land use designation of approximately 148 acres of property located south of King Street ("C-Hill" property) and approximately 80 acres located west of the Carson City Quill Water Treatment Facility, APN's 007-061-18 and -81, and 009-014-06, from Public Conservation to Open Space. (MPA-12-114) (*Lee Plemel*)

Staff Summary: This application is a result of the transfer of lands from the U.S. Forest Service to Carson City completed on September 30, 2011, and will result in Master Plan land use designations and zoning that is consistent with the actual public ownership and intended long-term use of the subject properties for open space.

- F) For Possible Action: To introduce, on first reading, an ordinance to change the zoning of approximately 148 acres of property located south of King Street ("C-Hill" property) and approximately 80 acres located west of the Carson City Quill Water Treatment Facility, APN's 007-061-18 and -81, and 009-014-06, from Conservation Reserve and Single Family 12,000 to Public Community. (ZMA-12-115) (*Lee Plemel*)

Staff Summary: This application is a result of the transfer of lands from the U.S. Forest Service to Carson City completed on September 30, 2011, and will result in Master Plan land use designations and zoning

that is consistent with the actual public ownership and intended long-term use of the subject properties for open space.

- G) For Possible Action: To approve a Master Plan Amendment application to change the land use designation of approximately 2,265 acres of property located in the rural Ash Canyon vicinity, APN's 007-031-06, -15, 007-061-03, and 007-601-03, from Public/Quasi-Public to Public Conservation. (MPA-12-116) *(Lee Plemel)*

Staff Summary: This application is a result of the transfer of lands from Carson City to the U.S. Forest Service completed on September 30, 2011, and will result in Master Plan land use designations and zoning that is consistent with land owned by the U. S. Forest Service.

- H) For Possible Action: To introduce, on first reading, an ordinance to change the zoning of approximately 2,265 acres of property located in the rural Ash Canyon vicinity, APN's 007-031-06, -15, 007-061-03, and 007-601-03, from Public Community to Conservation Reserve. (ZMA-12-117) *(Lee Plemel)*

Staff Summary: This application is a result of the transfer of lands from Carson City to the U.S. Forest Service completed on September 30, 2011, and will result in Master Plan land use designations and zoning that is consistent with land owned by the U. S. Forest Service.

- I) For Possible Action: To approve a Master Plan Amendment application to change the land use designation of property located north and south of Arrowhead Drive between North Carson Street and the I-580 Freeway, portions of APN's 002-761-10 and 002-762-01, from Community/Regional Commercial to Mixed Use Commercial. (MPA-12-118) *(Lee Plemel)*

Staff Summary: This application will result in the consistent Land Use and zoning of parcels located west of the Carson Freeway in the Arrowhead Drive vicinity. The existing zoning on portions of the parcels is the result of freeway construction separating the residential neighborhood to the east of the freeway from the North Carson Street commercial corridor. This area is identified as a major Mixed Use area of Carson City.

- J) For Possible Action: To introduce, on first reading, an ordinance to change the zoning of portions of property located north and south of Arrowhead Drive between North Carson Street and the I-580 Freeway, APN's 002-761-10, 002-763-01, and 002-764-01, from Single Family One Acre to Retail Commercial. (ZMA-12-119) *(Lee Plemel)*

Staff Summary: This application will result in the consistent Land Use and zoning of parcels located west of the Carson Freeway in the Arrowhead Drive vicinity. The existing zoning on portions of the parcels is the result of freeway construction separating the residential neighborhood to the east of the freeway from the North Carson Street commercial corridor. This area is identified as a major Mixed Use area of Carson City.

PUBLIC HEARING:

- K) For Possible Action: Public hearing to take comment regarding a proposed amendment to Carson City's Community Development Block Grant (CDBG) 2012-2013 Annual Action Plan and action to open a 30-day public comment period regarding the proposed amendment from December 20, 2012 to January 21, 2013. *(Lee Plemel)*

Staff Summary: Since the 2012 Annual Action Plan was approved on April 19, 2012, the Public Works Department was able to acquire additional funding from Federal Transit Administration funds to pay for half of the Long Street ADA Sidewalk Improvements project. The Public Works Department would like to reallocate the remaining funds to another similar project. Federal regulation 24 CFR 91.505 and Carson City's Citizen Participation Plan require a substantial amendment to the Annual Action Plan since there is a change in the use of CDBG funds from one eligible activity to another and a budget amendment of more than \$50,000.

22. Public Works

Presentation and possible discussion on the past, present, and future of the Regional Transportation Commission (RTC) transit, bicycle and pedestrian infrastructure, and roadway system. (*Patrick Pittenger*)

Staff Summary: Staff will make a presentation on the RTC's past accomplishments and the future operations and maintenance needs of the transit, bicycle and pedestrian, and roadway systems as well as associated costs and revenue sources for each, in the context of the recent past. Staff will also discuss potential challenges and opportunities going forward.

23. Board of Supervisors

Non-Action 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 P.M. –

24. Recess as Board of Supervisors

Board of Health

25. Call to Order & Roll Call – Board of Health

26. For Possible Action: Approval of Minutes - September 20, 2012

27. Health and Human Services

- A) For Possible Action: Report and possible acceptance of donations for Animal Services received since the last Board of Health meeting. (*Marena Works*)

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.

- B) 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 Officers engagement in the department and community. This is an opportunity to formally inform the Board of Health of the Health Officers role and the projects she personally works on.

- C) For Possible Action: Review with possible action to continue developing the Carson City Health and Human Services Strategic Plan. (*Marena Works*)

Staff Summary: As one of the three perquisites for health department accreditation applications, an agency strategic plan must be completed and approved by the Board of Health. CCHHS is requesting the Board of Health to review the progress made so far and request any revisions at this time. Additionally, Molly Walt participated with the management team on the drafting of the plan and this will be her last meeting to address the Board on the Plan in her official capacity. Staff will be returning to the March meeting for final approval.

- D) For Possible Action: Report from Romaine Gilliland with possible action to give direction to Carson City Health and Human Services regarding the Nevada Department of Health and Human Services Primary Care and Behavioral Health Integration in Nevada. (*Marena Works*)

Staff Summary: In the 2013 legislative session, the Nevada Department of Health and Human Services will be requesting a bill to integrate the division of mental health with the division of health. At the same time new requirements in health care with regards to the Affordable Care Act (ACA) are beginning to come into play. The report on this conference attended by Romaine Gilliland on behalf of CCHHS is the first step in educating the Board of Health in preparation for the future.

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

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

- F) For Possible Action: To schedule Board of Health meetings for 2013 once a quarter in conjunction with the Board of Supervisor regular meeting days on March 21, June 20, September 19 and December 19. (*Marena Works*)

Staff Summary: Staff would like the Board of Health to continue to meet at a minimum on a quarterly basis and to schedule these meetings for the 2013 calendar year.

28. Public Comment

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

30. Reconvene as the Board of Supervisors

31. City Manager

- A) For Possible Action: To appoint one member to the Historic Resources Commission in the category of Archeology, Anthropology, or History Professional for a four year term that expires in February 2017. (Larry Werner)

Staff Summary: CCMC Chapter 18.06.020 provides for the Board of Supervisors to appoint seven members of the Historic Resources Commission (HRC). The categories for members are as follows: At least two (2) members of the HRC must be professionally qualified as an architect or a design professional with experience in historic preservation; at least one (1) member of the HRC must be professionally qualified in building construction; at least one (1) member, but not more than two (2), shall be a professional in the field of historic preservation; at least one (1) member of the HRC must be a professional in the disciplines of archeology, anthropology, history or related professions; at least one (1) person, but not more than two (2) persons, who owns property and resides within the district. There is one position open in the Archeology, Anthropology, or History Professional category due to a member's term expiring. Michael Drews, a History Professional, has applied for reappointment. No other applications were received.

- B) For Possible Action: To appoint two members to the Carson City Shade Tree Council, each for a two year term that expires January 1, 2015. (Larry Werner)

Staff Summary: CCMC 2.18.010 provides for the Board of Supervisors to appoint seven members to the Shade Tree Council. There are two open positions due to member's terms expiring. Both Carole Brewer and Roy Trenoweth have applied for reappointment. No other applications were received.

- 32. 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.

33. For Possible Action: To Adjourn

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.

Copies of information related to the above items can be viewed in the City Manager's Office.

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.

This agenda and backup information are available on the City's website at
www.carson.org/agendas

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: December 13, 2012