



STAFF REPORT

Agenda Item: 3D

Report To: Open Space Advisory Committee

Meeting Date: May 18, 2020

Staff Contact: Lyndsey Boyer, Senior Natural Resource Specialist and Jennifer Budge, Director

Agenda Title: For Discussion Only: Review and discussion regarding Carson River Advisory Committee's responsibilities assigned to the Open Space Advisory Committee. (*requested by member Evans*) (Lyndsey Boyer and Jennifer Budge)

Staff Summary: The Carson River Advisory Committee was formed in 1994 with the goal of coordinating stewardship activities along the Carson River. In 2013, the Board of Supervisors voted to dissolve the committee and the duties and responsibilities of the committee were transferred to the Open Space Advisory Committee. This document identifies directives provided by the Board of Supervisors and Open Space Advisory Committee following the dissolution of the committee.

Agenda Action: Other/Presentation

Time Requested: 20 minutes

Proposed Motion

N/A

Board's Strategic Goal

Quality of Life

Previous Action

January 28, 2013 – Carson River Advisory Committee Meeting

3(A) For Discussion and Possible Action: To recommend to the Board of Supervisors a resolution expressing gratitude to the present and past Carson River Advisory Committee members for their dedicated service and contributions towards the stewardship of the Carson River and providing for the termination of the Carson River Advisory Committee.

February 7, 2013 – Board of Supervisors Meeting

8-8 For Possible Action: To adopt a resolution expressing gratitude to the present and past Carson River Advisory Committee members for their dedicated service and contributions towards the stewardship of the Carson River and providing for the dissolution of the Carson River Advisory Committee.

February 25, 2013 – Open Space Advisory Committee Meeting

3(E) For Discussion and Possible Action: Regarding the dissolution of the Carson River Advisory Committee and Transfer of duties and responsibilities including the designation of a liaison for the Kiwanis Club Annual River Clean-up Activity.

Background/Issues & Analysis

The Carson River Advisory Committee was formed in 1994 by the Board of Supervisors through Resolution No. 1993-R-52 to advise on matters concerning the Carson City Master Plan updates as it pertains to uses of the Carson River, coordination and implementation of various projects along the river, and promotion of education and public awareness of the vital resources of the Carson River. The committee was successful in updating the Carson River Master Plan and was also instrumental in the formation of the Community Vision for the river lands through the charette process and facilitation of the Omnibus Public Land Management Act of 2009.

Over time, the functions of the committee began to overlap with the functions of the Open Space Advisory Committee, with the exception of coordinating the Kiwanis Club Annual River Clean-up Activity. On January 28, 2013, Carson River Advisory Committee members voted to recommend to the Board of Supervisors to dissolve the committee. On February 7, 2013, the Board of Supervisors adopted a resolution expressing gratitude to the present and past Carson River Advisory Committee members for their dedicated service and contributions towards the stewardship of the Carson River, and provided for the termination of the Carson River Advisory Committee.

At the Open Space Advisory Committee meeting held on February 25, 2013, the dissolution of the Carson River Advisory Committee was discussed, and Chairperson Scott noted that upon the inception of the Open Space Advisory Committee, a survey had indicated that the Carson River was one of the most valued assets to the public, adding that they [OSAC] had a great responsibility to carry forward the duties of the Carson River Advisory Committee. One of the projects hosted by the Carson River Advisory Committee was an annual workday in which volunteers were recruited to assist with willow plantings, wire wrappings on cottonwood trees, or other river conservation-related projects. Each year, one committee member would act as liaison and lead the coordination effort. Open Space staff suggested alternating the liaison duties every year. In addition, in an effort to maintain discussion surrounding stewardship of the Carson River, Member Fitzsimmons suggested having the Carson River as an on-going agenda item.

At the Open Space Advisory Committee meeting on February 24, 2020, Member Evans requested that staff examine whether the mandates from Carson River Advisory Committee have been incorporated into OSAC's roles and responsibilities, specifically within the OSAC bylaws in order to ensure the goals of the Carson River Advisory Committee are maintained into the future. After review of the Open Space Advisory Committee bylaws, there is no mention specific to the Carson River Advisory Committee or their associated responsibilities. Adding information about the importance of the Carson River may be a consideration for updating OSAC's bylaws or Carson City Municipal Codes regarding open space in the future.

Additionally, staff would like direction from the Committee related to the standing staff report related to updates within the Carson River corridor. Due to limited staffing and to reduce duplication of efforts, Open Space staff propose keeping a dedicated Carson River section and combining it with the other standing staff report related to updates in other open space areas. The resulting combined staff report would be titled: Activities, projects, and grants managed by the Open Space Division, including projects and planning within the Carson River corridor.

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A regular meeting of the Carson River Advisory Committee was scheduled for 5:30 p.m. on Monday, January 28, 2013, in the Community Center Sierra Room, 851 East William Street, Carson City, Nevada.

PRESENT: Chairperson Randy Pahl
Vice Chairperson Paul Pugsley
Member Dan Greytak
Member McCubbin
Member Ernie Rink
Member Lacey Sheck
Member Daniel Westermeyer

STAFF: Roger Moellendorf, Parks and Recreation Director
Juan Guzman, Open Space Manager
Vern Krahn, Park Planner
Ann Bollinger, Natural Resource Specialist
Tamar Warren, Deputy Clerk/Recording Secretary

NOTE: A recording of these proceedings, the committee's agenda materials, and any written comments or documentation provided to the recording secretary during the meeting are part of the public record. These materials are available for review, in the Clerk's Office, during regular business hours.

CALL TO ORDER (5:31:08) – Chairperson Pahl called the meeting to order at 5:31 p.m.

ROLL CALL AND DETERMINATION OF QUORUM (5:31:11) – Roll was called; a quorum was present.

CITIZEN COMMENTS (5:31:29) – Chairperson Pahl entertained public comments. Margie Evans, representing the Carson River Coalition's Education Working Group, announced a video contest, open to anyone in the watershed. She also distributed related flyers and stated that the submission deadline for the contest was February 16, 2013.

1. ACTION ON APPROVAL OF MINUTES (5:33:33) – Member Rink moved to approve the minutes of the July 16, 2012 as presented. The motion was seconded by Member McCubbin. Motion carried 7-0-0. Vice Chairperson Pugsley moved to approve the minutes of the September 17, 2012 meeting as presented. The motion was seconded by Member Westermeyer. Motion carried 7-0-0.

2. MODIFICATION TO THE AGENDA (5:33:22) – There were no modifications to the agenda.

3. MEETING ITEMS:

A. DISCUSSION AND POSSIBLE ACTION TO RECOMMEND TO THE BOARD OF SUPERVISORS A RESOLUTION EXPRESSING GRATITUDE TO THE PRESENT AND PAST CARSON RIVER ADVISORY COMMITTEE MEMBERS FOR THEIR DEDICATED SERVICE AND CONTRIBUTIONS TOWARDS THE STEWARDSHIP OF THE CARSON RIVER AND PROVIDING FOR THE TERMINATION OF THE CARSON RIVER ADVISORY COMMITTEE. (5:34:30) – Chairperson Pahl introduced the item. Mr. Guzman thanked the members of the Committee for serving. He also pointed out the redundancy of the items reviewed by this Committee and the Open Space Advisory Committee, with the exception of the specific river cleanup activities. Mr. Guzman hoped that the projects would be “folded into” the Open Space activities. He encouraged all the CRAC members to continue working with the Open Space Advisory Committee.

Chairperson Pahl expressed gratitude for being able to work with the City and thanked Staff for their support. Mr. Moellendorf encouraged Committee members to volunteer for other positions. Mr. Krahn cited the Committee's accomplishments over the years, and noted the completion of the Aquatic Trail and the Carson River Master Plan.

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Member Sheck inquired about the Lloyd's Diversion rock cleanup project and was assured by Mr. Moellendorf that the project would continue.

Member Greytak thanked all the past Committee members for their dedication.

Vice Chairperson Pugsley moved to recommend to the Board of Supervisors a resolution expressing gratitude to the present and past Carson River Advisory Committee members for their dedicated service and contributions towards the stewardship of the Carson River, and providing for the termination of the Carson River Advisory Committee. The motion was seconded by Member Westermeyer. Motion carried 7-0.

4. CITIZEN COMMENTS. (5:50:32) – Chairperson Pahl entertained public comments; however, none were forthcoming.

7. ACTION ON ADJOURNMENT. (5:51:02) – Chairperson Pahl entertained a motion for adjournment. **Member Rink moved to adjourn. The motion was seconded by Member McCubbin. The meeting adjourned at 5:51 p.m.**

The Minutes of the January 28, 2013 Carson River Advisory Committee Meeting are respectfully submitted this 26th day of February, 2013.

ALAN GLOVER, Clerk - Recorder

By: _____
Tamar Warren, Deputy Clerk/Recording Secretary

**City of Carson City
Agenda Report**

Date Submitted: January 29, 2013

Agenda Date Requested: February 7, 2013

Time Requested: ~~15 Minutes~~
Consent

To: Mayor and Supervisors

From: Parks and Recreation Department

Subject Title: For possible action to adopt a resolution expressing gratitude to the present and past Carson River Advisory Committee members for their dedicated service and contributions towards the stewardship of the Carson River and providing for the dissolution of the Carson River Advisory Committee. (Roger Moellendorf / Juan F. Guzman)

Staff Summary: The formation of the Carson River Advisory Committee was authorized by the Board of Supervisors in 1994. This action is for the Board of Supervisors to recognize the valuable contribution of past and present members and for the dissolution of the committee.

Type of Action Requested: (check one)

- Resolution Ordinance
 Formal Action/Motion Other (Specify)

Does This Action Require A Business Impact Statement: Yes No

Recommended Board Action: I move to adopt a resolution expressing gratitude to the present and past Carson River Advisory Committee members for their dedicated service and contributions towards the stewardship of the Carson River and providing for the dissolution of the Carson River Advisory Committee.

Explanation for Recommended Board Action: The Carson River Advisory Committee was authorized by the Board of Supervisors through Resolution No. 1993-R-52 to advise on matters pertaining to the update of the Carson River Master Plan, the coordination of projects, and the promotion of education and awareness of the river resources. The committee was successful in updating the Carson River Master Plan and was also instrumental in the formation of Community Vision for the river lands through the charrette process and the facilitation of the Omnibus Public Land Management Act of 2009. Presently, the functions of the committee overlap to a great extent with the functions of the Open Space Advisory Committee. Staff and the Carson River Advisory Committee recommend to the Board of Supervisors the dissolution of the committee.

Applicable Statute, Code, Policy, Rule or Regulation: City Charter empowers the Board of Supervisors to appoint advisory boards.

Fiscal Impact: Savings not quantified.

Explanation of Impact: The savings will be generated by not having staff support services conducted by the Parks and Recreation Department and the Clerk Recorders Office.

Funding Source: Not applicable.

Alternatives: Not to accept the recommendation of staff with the concurrence of the committee.

Supporting Material: Draft resolution

Prepared By: Juan F. Guzman Date: 1/29/13
Juan F. Guzman, Open Space Manager

Reviewed By: Roger Moellendorf Date: 1/28/13
Roger Moellendorf, Parks & Recreation Director

Lawrence A. Werner Date: 1/29/13
Lawrence A. Werner, City Manager

District Attorney's Office Date: 1/29/13
District Attorney's Office

Finance Department Date: 1/29/13
Finance Department

Board Action Taken:

Motion: _____ 1: _____ Aye/Nay

2: _____

(Vote Recorded By)

02-07-13 Agenda with Supporting Materials

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

Day: Thursday
Date: February 7, 2013
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** - Louie Locke, Fountainhead Foursquare Church
- 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** - [January 3, 2013 \(/home/showdocument?id=34607\)](#)
- 7. For Possible Action: Adoption of Agenda**

8. Consent Agenda

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.

8-1. Assessor

For Possible Action: To approve the correction and refund of the taxes for the 2009/10, 2010/11 and 2011/12 tax years for personal property account number AC 051268 (Aircraft - N28X) per NRS 361.767 in the amount of \$358.52. (/home/showdocument?id=34606). (Kimberly Adams)

Staff Summary: Due to a clerical error, the acquisition cost of the aircraft (AC 051268), which was located at the Carson City Airport, was entered incorrectly. This generated incorrect tax bills for fiscal years 2009/10, 2010/11 and 2011/12. The Assessor's office is requesting that the 2009/10, 2010/11 and 2011/12 fiscal year personal property taxes be corrected and refunded in the amount of \$358.52 per NRS 361.767.

8-2. Finance

A) For Possible Action: To adopt a resolution in support of AB 68 Consolidated Tax Bill. (/home/showdocument?id=34605). (Nick Providenti)

Staff Summary: The 2011 Legislature passed Assembly Bill 71 directing the Legislative Commission to conduct an interim study concerning the equitable allocation of money distributed from the Local Government Tax Distribution Account. Carson City participated in the local government working group meetings and agrees with the consensus on changes to the allocation formula for the Local Government Tax Distribution Account as suggested by the group. Because we are a Consolidated Municipality and there are no changes recommended to the Tier 1 formula, this bill will have no impact to Carson City.

B) For Possible Action: To approve the application to remove the uncollectible accounts receivable specified in the application from the records of the Ambulance Fund for a total amount of \$51,495.33 in uncollectible accounts receivable. (/home/showdocument?id=34604). (Nick Providenti)

Staff Summary: NRS 354.256 requires that the Controller apply to the Board for permission to remove uncollectible accounts receivable from the records of the County.

C) For Possible Action: To accept the report on the condition of each fund in the treasury and the statements of

receipts and expenditures through January 29, 2013, per NRS 251.030 and NRS 354.290. (/home/showdocument?id=34603) (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.

D) For Possible Action: To confirm the engagement of Sherman & Howard as bond counsel to Carson City, Nevada in connection with the \$1,250,000, Carson City, Nevada Installment Purchase Agreement for Acquisition of Office Building. (/home/showdocument?id=34602) (Nick Providenti)

Staff Summary: The agreement between the City and the firm of Sherman & Howard sets forth the role proposed to be served and the responsibilities proposed to be assumed as bond counsel.

E) For Possible Action: To allow the Finance Department to delete fixed assets from the Enterprise Funds Fixed Asset Listing for fiscal year 2011-2012. (/home/showdocument?id=34601) (Nick Providenti)

Staff Summary: The Finance Department, in concurrence with our auditors, Kafoury, Armstrong & Co. request that they be allowed to delete from the Ambulance Fund net book value of \$0.00 out of \$580,748.00 of total assets, and the Fleet Fund net book value of \$132,579.29 out of \$421,183.00 of total assets, and the Storm Drain Fund net book value of \$83,639.46 out of \$10,163,897.00 of total assets, and the Water Fund net book value of \$617,941.16 out of \$131,509,289.00 of total assets and the Sewer Fund net book value of \$53,997.27 out of \$120,654,545.00.

F) For Possible Action: To allow the Finance Department to delete fixed assets from the General Fund Fixed Asset Listing for fiscal year 2011-2012. (/home/showdocument?id=34600) (Nick Providenti)

Staff Summary: The Finance Department, in concurrence with our auditors, Kafoury, Armstrong & Co., request that they be allowed to delete from the General Fixed Asset Account Group \$836,510.89 out of \$403,549,714.00 of total assets.

8-3. Purchasing and Contracts

A) For Possible Action: To accept Public Works recommendation to approve Amendment No. 1 to Contract No. 1112-184 with Andritz Separation Inc. titled "D5LL Rotating Assembly Repair" to increase the contract term from November 15, 2012 to May 31, 2013. (/home/showdocument?id=34599) (Kim Belt)

Staff Summary: On May 3, 2012, the Carson City Board of Supervisors approved the above listed contract in the

amount of \$82,625.87. This request is to amend the contract term. This contract is to repair the D5LL rotating Assembly and Cyclo Gear at the Wastewater Treatment Plant.

B) For Possible Action: To accept Public Works recommendation to approve Amendment No. 3 to Contract No. 1011-125 with The Louis Berger Group, Inc., titled "Carson City Freeway Phase 2B Utilities Support" to increase the contract term from February 1, 2013 to December 31, 2014. (/home/showdocument?id=34598) (Kim Belt)

Staff Summary: On May 5, 2011, the Carson City Board of Supervisors approved the above listed contract in the amount of \$139,554.17, amended the contract on January 19, 2012 to increase the contract term and amended the contract on June 7, 2012 to increase the scope of work, increase contract amount to \$174,824.75 and increase the contract term to February 1, 2013. This request is to amend the contract term. This contract is to provide Professional Services which include: Bid Support, Construction Support and additional design support for the Carson City Freeway Phase 2B Utilities Relocation Project.

C) For Possible Action: To adopt a resolution authorizing the Board of Supervisors to determine that the Forty Eight (48) pieces of miscellaneous surplus property have reached the end of their useful lives and will be donated to another governmental entity or to a requesting non-profit organization created for religious, charitable or educational purpose as set forth in Nevada Revised Statute (NRS) 372.3261 (File 1213-142). (/home/showdocument?id=34597) (Kim Belt)

Staff Summary: This property is no longer useful to any city department/division and has been transferred to Surplus Property for disposal.

8-4. Airport Authority

For Possible Action: To approve the Fifth Addendum for the lease between El Aero Services and the Carson City Airport Authority for Parcels W1-D and W1E on the maps recorded with the original lease as Document No. 6457 (originally titled Aerohead Aviation lease). (/home/showdocument?id=34596) (Steve Tackes)

Staff Summary: At a regular meeting of the Carson City Airport Authority on January 16, 2012, publicly noticed for that purpose, the Authority approved a Fifth Addendum to this lease to clarify that the tenant only has the right to use the tiedowns in the areas designated for tiedown. This is consistent with the historical interpretation and use. The language is clarifying only.

8-5. Public Works - Wastewater Treatment Plant

For Possible Action: To approve Public Works proposed personnel changes to consolidate five management/supervisor positions into three management/supervisor positions and converting the two remaining positions into staff level positions resulting in savings of approximately \$45,000 annually. (/home/showdocument?id=34595)(Andy Burnham)

Staff Summary: Approval of this conversion will allow for the consolidation of five supervisor positions into three supervisor positions and two staff positions.

8-6. Fire

For Possible Action: To authorize the Mayor to sign the 2013 Annual Operating Plan between the United States Department of Agriculture - Forest Service, Humboldt-Toiyabe National Forest (Agreement number 12-FI-11041701-019) and the Carson City Fire Department. (/home/showdocument?id=34594) (Stacey Giomi)

Staff Summary: This document is an update of the annual operating plan between the City and the Forest Service. 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.

8-7. Health and Human Services

A) For Possible Action: To adopt a resolution accepting an inter-local agreement between the Board of Regents of the Nevada System of Higher Education on behalf of the University of Nevada Reno, Orvis School of Nursing and Carson City, a consolidated municipality and political subdivision of the State of Nevada on behalf of the Carson City Health and Human Services Department to provide a training site for the University's nursing students and other matters properly related thereto. (/home/showdocument?id=34592) (Marena Works)

Staff Summary: This action will allow Carson City Health and Human Services to assist the University of Nevada, Reno, Orvis School of Nursing with its instructional program for the benefit of training nursing students in the field of public health. We will provide student nurses in the undergraduate and graduate programs training in all of our Clinic Services, Disease Prevention and Control, Control and Chronic Disease Prevention and Control, and Public Health Preparedness activities.

B) For Possible Action: To accept a sub-grant in the amount of \$30,000 through September 30, from the Nevada State Health Division Bureau of Public Health & Clinical Services. The grant will be awarded immediately. The purpose of this grant is to support activities at Carson City Health and Human Services (CCHHS) that will prepare the department to submit and achieve national voluntary public health department accreditation. This support will also allow CCHHS to share knowledge gained by preparing for and submitting an application with all Nevada State and Local Health Authorities in Nevada. (/home/showdocument?id=34592) (Marena Works)

Staff Summary: The funding, which originates from the Centers for Disease Control (CDC), will be used to support 0.65 FTE already working at CCHHS and knowledgeable on the Accreditation process. The main scope of work will be to complete the CCHHS strategic plan, develop and implement a quality improvement process and to categorize and develop needed policies and procedures.

8-8. Parks and Recreation

For Possible Action: To adopt a resolution expressing gratitude to the present and past Carson River Advisory Committee members for their dedicated service and contributions towards the stewardship of the Carson River and providing for the dissolution of the Carson River Advisory Committee. (/home/showdocument?id=34591).
(Roger Moellendorf / Juan Guzman)

Staff Summary: The formation of the Carson River Advisory Committee was authorized by the Board of Supervisors in 1994. This action is for the Board of Supervisors to recognize the valuable contribution of past and present members and for the dissolution of the committee.

(End of Consent Agenda)

9. Recess as Board of Supervisors

Liquor and Entertainment Board

10. Call to Order & Roll Call - Liquor and Entertainment Board

11. For Possible Action: Approval of Minutes - December 6, 2012 (/home/showdocument?id=34590) & December 20, 2012 (/home/showdocument?id=34589).

12. Public Works - Business License

For Possible Action: To approve Nathaniel Killgore as the liquor manager for Caterpillar's (Liquor License #13-29126) located at 314 S. Carson St., Carson City. (/home/showdocument?id=34656) (Lena Reseck)

Staff Summary: All liquor license requests are to be reviewed by the Liquor Board per CCMC 4.13. Nathaniel Killgore wants to add beer and wine sales to the business.

13. Public Comment

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

15. Reconvene as the Board of Supervisors

Ordinances, Resolutions, and Other Items

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

17. Carson City School District

Presentation Only: Presentation by the Carson City School District regarding the Race to the Top Grant. (/home/showdocument?id=34655). (Dr. Steven Pradere, Brian Wallace & Susan Keema)

18. Sheriff

A) Presentation Only: Informational briefing regarding Nevada Highway Patrol occupying a portion of the Sheriff's Office. (/home/showdocument?id=34654). (Sheriff Furlong and Chief Abney)

Staff Summary: Sheriff Furlong and Chief Abney have entered into preliminary discussions to move the Nevada Highway Patrol substation from its current Curry Street location to the Sheriff's Office. A move such as this will not only benefit the Sheriff's Office and the Nevada Highway Patrol, but will also benefit the community in terms of convenience. Having both departments in one location would be a one-stop shop for law enforcement needs. Sheriff's deputies and troopers already work together on certain types of calls. Having both in the same location will only increase an already strong working bond, ultimately resulting in a higher level of service to the public. Legalities of such a move are being addressed with the Carson City District Attorney's Office. Once the final document is developed the Interlocal Agreement will be brought before the Board for approval.

B) For Possible Action: To accept Grant Award 09-ARRA-64/09-ARRA-65 from the Nevada Department of Public Safety, Office of Criminal Justice Assistance in the amount of \$100,494.99, contingent upon receipt of Authorization to Proceed. (/home/showdocument?id=34653). (Sheriff Furlong)

Staff Summary: This award will provide funding for equipment in several areas of the Sheriff's Office: The Sheriff's Office collects, either through community-wide drug round-ups or through our evidence vault, illegal and/or prescription drugs which must be destroyed. We have no permanent, reliable equipment to facilitate the destruction of these drugs. This award will provide funding for an incinerator which will accomplish that task. In addition, the award provides funding for Hand Held Radios and computer equipment for our Patrol and Detention divisions.

19. Finance

PUBLIC HEARING:

A) Public hearing on the intent of Carson City, Nevada to issue an installment-purchase agreement in an amount of up to \$1,250,000 to enable the Board to pay all or a portion of the cost to acquire, improve and equip a building project as defined in NRS 244A.019 in the City. (/home/showdocument?id=34652). (Nick Providenti)

Staff Summary: The City has determined that the installment-purchase agreement to pay all or a portion of the cost to acquire, improve and equip a building project is in the best interest of its residents and would best serve the public interest.

B) For Possible Action: To adopt a Resolution authorizing an Installment-Purchase Agreement for the purpose of

financing the cost of a building project; directing the City Finance Director to forward materials to the Department of Taxation of the State of Nevada; authorizing the City Finance Director of the City to execute the City's Installment-Purchase Agreement evidencing such financing; and providing the effective date hereof. (</home/showdocument?id=34651>). (*Nick Providenti*)

Staff Summary: The Board of Supervisors of Carson City, Nevada proposes to enter into an installment-purchase agreement in the aggregate amount of \$1,250,000 in order to finance all or a portion of the cost to acquire, improve and equip a building project as defined in NRS 244A.019. The resolution is hereby designated by the short title the "2013 Installment-Purchase Agreement Authorization Resolution." This Resolution allows the City Finance Director to take all action necessary to effectuate the provisions of this resolution, including, without limitation, forwarding all necessary documents to the Department of Taxation and, if necessary, update the City's plan for capital improvement to include the Project.

C) For Possible Action: To adopt a Resolution concerning the financing of a building project; directing the Clerk to notify the Carson City Debt Management Commission of the City's proposal to issue an Installment Purchase Agreement for that purpose; providing certain details in connection therewith; and providing the effective date hereof. (</home/showdocument?id=34650>). (*Nick Providenti*)

Staff Summary: The Board of Supervisors of Carson City, Nevada proposes to enter into an installment-purchase agreement in the aggregate amount of \$1,250,000 in order to finance all or a portion of the cost to acquire, improve and equip a building project as defined in NRS 244A.019. The resolution is hereby designated by the short title the "2013 Installment-Purchase DMC Notice Resolution." This Resolution requests that the Clerk notify the Carson City Debt Management Commission of the City's proposal to issue an Installment Purchase Agreement as NRS 350.014 requires a favorable vote of two-thirds of the members before the City can enter into such an agreement.

20. Recess as Board of Supervisors

Redevelopment Authority

21. Call to Order & Roll Call - Redevelopment Authority

22. For Possible Action: Approval of Minutes - January 3, 2013 (</home/showdocument?id=34649>).

23. Office of Business Development

For Possible Action: To amend Section 3.2 of the Carson City Redevelopment Authority Policies and Procedures regarding financial assistance for special events, changing the submittal deadline for Redevelopment Special Event applications from February 15 to April 15, and other matters related thereto. (</home/showdocument?id=34648>). (*Lee Plemel*) **Late Materials (2/5/13)**

([/home/showdocument?id=34695](#)) Staff Summary: Current Redevelopment Authority policy requires applications for special events to be submitted by February 15 each year, and it requires that the Authority act on the applications within 30 days. However, available funding for special events in the following fiscal year is generally not known until May or June. The proposed modifications are intended to allow the Redevelopment Authority Citizens Committee and Redevelopment Authority to review and take action on special event applications when the amount of funding that is available for such events is known or at least can be better estimated.

24. Public Comment

25. For Possible Action: To Adjourn as the Redevelopment Authority

26. Reconvene as the Board of Supervisors

27. Public Works - Planning

A) For Possible Action: To approve a proposed amendment to Carson City's Community Development Block Grant (CDBG) 2012-2013 Annual Action Plan modifying the scope of work for the Public Works sidewalk improvements project. ([/home/showdocument?id=34647](#)). *(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.

B) For Possible Action: To accept the 2012 Historic Resources Commission annual report. ([/home/showdocument?id=34646](#)). *(Lee Plemel)*

Staff Summary: The HRC (Historic Resources Commission) bylaws require the HRC to submit an annual report to the Board of Supervisors, including information about cases reviewed by the HRC, administrative reviews, and information regarding other historic preservation activities.

C) For Possible Action: To adopt Bill No. 102, on second reading, an ordinance approving a development agreement between Carson City and CNM Family, LLC, regarding the development of a commercial subdivision known as Arrowhead Business Park, located on Ryan Way, Assessors Parcel Numbers 005-072-05 and -06, to extend the approval of the tentative subdivision map, and other matters properly related thereto. ([/home/showdocument?id=34645](#)). *(Lee Plemel)*

Staff Summary: The primary purpose of the development agreement is to extend the approval of the tentative subdivision map for three years, which would expire on January 18, 2013, if no further action is taken.

D) For Possible Action: To approve a Quit Claim Deed between Carson City and the Sierra Nevada Community Land Trust for the conveyance of a property at 1104 Palo Verde Drive, APN 004-141-05, to Carson City.
 (/home/showdocument?id=34644) (Lee Plemel)

Staff Summary: On May 5, 2011, the Board of Supervisors approved the Sierra Nevada Community Land Trust (SNCLT) to construct, sell, and monitor an affordable single-family residence for a family whose income at the time of application for such housing does not exceed 80 percent of the median gross income for families in Carson City, on City-owned property located at 1104 Palo Verde Drive, and directed staff to prepare an agreement for approval by the Board of Supervisors between the City and the SNCLT. On October 20, 2011 the Board of Supervisors approved a Quit Claim Deed and Reversionary Interest Agreement and transferred the property at 1104 Palo Verde Drive to the SNCLT to construct a single family affordable home pursuant to the provisions of NRS 244.287. The SNCLT has decided to close down their land trust and would like to transfer the property back to Carson City.

28. Public Works

For Possible Action: To introduce, on first reading, an ordinance amending the Carson City Municipal Code Title 10 Vehicles and Traffic, Chapter 10.24 Stopping, Standing and Parking, adding a new Section 10.24.005 - Definitions, to define "public works director" and "controlled parking zone"; amending Section 10.24.020 - Removal of Vehicles, to provide clarifying text edits; amending Section 10.24.030 - Stopping, Standing or Parking Prohibited in Specified Places, to delegate authority to the public works director for placing official traffic control devices prohibiting or restricting the stopping, standing or parking of vehicles on any highway, and to provide clarifying text edits; amending Section 10.24.040 - Prohibited Parking in Front of Theaters, Hotels, Other Buildings, to provide clarifying text edits; amending Section 10.24.050 - Parallel, Angle Parking - Parking on Highways under Jurisdiction of Department of Highways, to shorten the title of the section, to eliminate the board from having to permit certain types of parking, and to provide clarifying text edits; amending Section 10.24.120 - Standing or Parking on One-way Streets, to modify the title of the section, and to provide clarifying text edits; amending Section 10.24.130 - Standing or Parking on One-way Roadways, to eliminate the section completely because it is redundant with Section 10.24.120; amending Section 10.24.145 Parking Space Designation for Handicapped: Signs; Required Plates, Stickers or Placards for Parking; Prohibited Acts; Penalty, to eliminate or reduce the fine to \$10 for a person who possesses a valid placard but failed to display it at the time of the infraction, and to provide clarifying text edits; amending Section 10.24.147 - Resident Parking Only, to delegate authority to the public works director for establishing resident parking zones, to change the fee to the actual cost of labor and materials for required signs and curb painting, and to provide clarifying text edits; amending Section 10.24.150 - General Parking Regulations, to delegate authority to the public works director for designation of loading zones and time restriction associated therewith, and to provide clarifying text edits; amending Section 10.24.200 - Restricted Use of Bus and Taxicab Stands, to delegate authority to the public works director for

establishing bus or taxicab parking zones, and to provide clarifying text edits; amending Section 10.24.210 - Regulation of Stopping, Standing or Parking by Board, to modify the title of the section, and to delegate authority to the public works director for erecting official traffic control devices; amending Section 10.24.300 - Declaration of Controlled Parking Zone, to eliminate the section completely because it is redundant with the proposed amendments to Section 10.24.150 which delegate authority to the public works director for establishing time-restricted parking zones; amending Section 10.24.305 - Placing of Time Limit Signs, to eliminate the section completely because it is redundant with the proposed amendments to Section 10.24.150 which delegate authority to the public works director for establishing time-restricted parking zones and placing appropriate time limit signs; amending Section 10.24.310 - Revenues - Designated Use, to modify the name of the section title to include collection, to delegate authority for collection of fines and fees to the city treasurer, and to provide clarifying text edits; amending Section 10.24.315 - Parking Space and Zone Markings, to eliminate the section completely because it is redundant with Sections 10.24.030 and 10.24.150; amending Section 10.24.320 - Collection, to eliminate the section completely because it is redundant with Section 10.24.310; amending Section 10.24.330 - Chapter Not Applicable to Certain Government Vehicles, to eliminate the section completely because it is felt that with the exception of emergency or law enforcement situations, operators of government vehicles should generally be held to the same stopping, standing and parking standards as any other motorist; amending Section 10.24.335 - Hearing Officer, to delegate authority to the public works director for appointing an administrative hearing officer, and to provide clarifying text edits; amending Section 10.24.345 - Notice of Infraction, to provide clarifying text edits; amending Section 10.24.350 - Notice of Infraction - Contents, to provide clarifying text edits, amending Section 10.24.355 - Notice of Infraction - Issuance and Filing, to provide clarifying text edits; amending Section 10.24.365 - Schedule of Civil Fines and Penalties and Use of Collection Agency, to make reference to Section 10.24.145 with regards to fines associated with ineligible parking in a parking space designated for the handicapped; amending Section 10.24.380- Notice of Infraction - Response, to establish a bail in the amount of the fine, not to exceed \$25, as a required deposit for requesting a hearing, and to provide clarifying text edits; amending Section 10.24.385 - Twenty-day Notice of Violation, to provide clarifying text edits; amending Section 10.24.390 - Final Notice of Violation, to provide clarifying text edits; amending Section 10.24.500 - Service Parking Permits, to provide clarifying text edits; amending Section 10.24.600 - Client Parking Zones and Permits, to provide clarifying text edits; amending Section 10.24.650 - Client Parking Enforcement Procedures, to provide clarifying text edits; and other matters properly related thereto. (/home/showdocument?id=34643) (Jeff Sharp & Al Kramer)

Staff Summary: The proposed revisions are necessary to provide relief and/or reduced infraction for persons who possess a valid handicapped parking placard but failed to display it while parked; to establish a bail requirement for disputing an infraction; to delegate authority to the Public Works Director for determining appropriate traffic control and timed parking zones; to delegate authority to the Public Works Director for administration and enforcement of the provisions of CCMC 10.24; and other housekeeping measures.

- LUNCH BREAK -

- RETURN - APPROXIMATE TIME - 2:00 P.M. -

29. Health and Human Services

For Possible Action: To introduce, on first reading, an ordinance amending the Carson City Municipal Code Title 7, Animals, Chapter 7.13 Licensing and Regulations, by amending the chapter to change the name from animal control center to animal services and from animal director to animal services manager, and by updating the chapter regarding the animal services department's and officer's duties, and to revise and eliminate certain provisions, and by amending Section 7.13.010, Definitions, to alphabetize and amend and add new definitions, and by updating Section 7.13.020 Carson City Animal Control Use, to update the powers and duties of animal services and relocating some existing provisions, and by amending Section 7.13.030, Animal Services Director-Animal Services Officers-powers and Duties, to change the section name and duties of the animal services officers and sheriff regarding animal calls, and by amending Section 7.13.040, Carson City Sheriff and Deputies, to change the section name and to provide for a collections, disbursement, and fee schedule, and by amending Section 7.13.050, Collections and Disbursements, to change the section name and duties, and by amending Section 7.13.060, Use of Tranquilizer Gun, Other Devices, in Controlling Animals, to change the section name and duties, and by amending Section 7.13.070, Search and Seizures, to change the name and duties regarding the impounding and reclaiming of animals, and by amending Section 7.13.080, Resisting or Obstructing Animal Services Officers, Health Officer, or Sheriff or Deputies, Unlawful, to change the section name and responsibility of owner, and by amending Section 7.13.090, Rabies Vaccination of Dogs, Cats and Ferrets Required - Revaccination Required - Exceptions, to change the name and amend Section 7.13.100, Animal Service Tags, Permits, and Fees to rename it as dangerous animals and to require the owner of a dog that has been determined to be dangerous/vicious to obtain a permit and other matters previously in 7.13.200 and 7.13.220, and by amending Section 7.13.110 Restraining Animals - sanitation, to change the section name to animal bites/rabies quarantine and to include the provisions previously included in 7.13.210, by amending Section 7.13.120 Dogs Running at Large - Impounds, to change the chapter name and duties and include the provisions previously contained in 7.13.520 through 7.13.540 and 7.13.570, and to include the criminal offense for any person who refuses to relinquish any domestic animal to animal services after finding such animal, by amending Section 7.13.130, Reserved, to change the section name and include the penalty provisions previously in 7.13.610, and expand the allowable fine amount from \$500.00 to \$1000.00 per offense and add the provision that a criminal penalty must be imposed for any offense which pertains to the bites of animals, vicious or dangerous dogs, or cruelty to animals and permit a judge, in addition to other penalties, to have the discretion to order the dog humanely destroyed, and by amending Section 7.13.140 Conditions for Release of Impounding Dog, to change the section title and including the provision previously contained in 7.13.620, and by deleting sections 7.13.145 through 7.13.620, and other matters properly related thereto. (/home/showdocument?id=34642) (Marena Works)

Staff Summary: The proposed changes to Title 7, Chapter 7.13, update, combine and clarify the existing code and necessary changes were made to ensure our code did not conflict with NRS. This update eliminates repetitive language, reorganizes the regulation to flow in a systematic way, adds a fee schedule and states where such fees are to be credited. Some added language includes verbiage on adoption, strays and the powers and duties of Animal Services.

30. Public Works

A) Presentation Only: Presentation to the Board concerning the completed project design concept for a new Carson City Animal Services Facility located in the Carson City Corporate Yard Complex on Airport Road. (/home/showdocument?id=34641). *(Dave Gasser, BDA Architecture)*

Staff Summary: The proposed Carson City Animal Services Facility contemplates a 10,955 square foot building on a 1.6 acre site. The facility will accommodate 134 dogs, 104 cats and 7 exotics. The facility promotes adoption and provides City staff sufficient area to manage and shelter animals. The proposed budget for the project is \$3.9 million (building and site improvements) or about \$205 per square foot for the building and \$24 per square foot for the site plus contingency. Project advocates are prepared to begin the fundraising for the new facility.

B) For Possible Action: To recommend that the Nevada State Engineer approve Water Applications 82303, 82304, 82307, 82308, 82309, 82310, 82311, 82312, 82313, 82314, 82315, 82316, 82317, 82318, 82319, 82320, 82321, 85322, 82323, 82324, 82325 and 82326 to allow water to be delivered across county lines and between hydrographic basins. (/home/showdocument?id=34640). *(Andy Burnham)*

Staff Summary: Applications 82303, 82304 propose to move water presently owned by Carson City from locations within the Carson Valley portion of Carson City to Town of Minden well sites in Carson Valley. The proposed place of use of these water rights includes the Town of Minden's Carson Valley service area and the Carson City Utilities, Carson City service area.

Applications 82307, 82308, 82309, 82310, 82311, 82312, 82313, 82314, 82315, 82316, 82317, 82318, 82319, 82320, 82321, 85322, 82323, 82324, 82325 and 82326 propose to move water presently owned by Douglas County to Town of Minden well sites in Carson Valley. The proposed place of use of these water rights includes the Town of Minden's Carson Valley service area and the Carson City Utilities, Carson City service area.

C) For Possible Action: To authorize the District Attorney's Office to join in filing an amicus brief in support of the State Engineer in Eureka County, et al. v. State Engineer, Case No. 61324. (/home/showdocument?id=34639). *(Andy Burnham & Randy Munn)*

Staff Summary: A group of municipal water purveyors intend to file an amicus brief in support of the State Engineer and are asking Carson City to sign onto the amicus brief.

31. Parks and Recreation - Open Space

A) For Possible Action: To approve the Open Space Advisory Committee annual activity report for 2012. (/home/showdocument?id=34638). *(Bruce Scott / Juan Guzman / Roger Moellendorf)*

Staff Summary: Section 13.06.090 of the Carson City Municipal Code requires that the Open Space Advisory

Committee provide an annual report of their activities to the Board of Supervisors. The report contains information on the activities of the Open Space Program organized into four major categories including land management, activities with volunteers, land preservation, and financial considerations.

B) For Possible Action: To accept the recommendation of the Open Space Advisory Committee to approve the Open Space Division Work Program Outline calling for the administration of the Open Space portions of the Quality of Life fund for acquisition, restoration of natural resources, development, and management of open space and related properties for calendar year 2013. (/home/showdocument?id=34637). (Juan Guzman / Roger Moellendorf)

Staff Summary: Based on the provisions of CCMC 13.06, and in anticipation of the budget process, the reports contain information regarding land management, capital improvements, planning activities, and land transactions. The work program outline will be used to develop the budget and present the Board with an opportunity to provide direction as to program activities.

32. Purchasing and Contracts

For Possible Action: To approve Contract 1112-159 for a Comprehensive Classification and Compensation Study in the amount of \$63,900.00 to Pontifex Consulting Group, LLC., to be funded from the Carson City Managers Professional Services Account Funds as provided in FY 2012/2013. (/home/showdocument?id=34636). (Kim Belt)

Staff Summary: The Comprehensive Classification and Compensation Study objective is to evaluate the internal equity and labor market competitiveness of the compensation and classification plans of Carson City employees.

33. City Manager

A) For Possible Action: To submit the City's nominee(s) for the Governor's consideration for appointment to the State Land Use Planning Council. (/home/showdocument?id=34635). (Larry Werner)

Staff Summary: James Lawrence, Administrator of the Nevada Division of State Lands has requested that the Board of Supervisors submit nominees to the Governor for the Governor's consideration for appointment to the State Land Use Planning Advisory Council. The request is for three nominees but in the past, the Board has only submitted one name for consideration. The Board could choose a member of the Board or Planning Commission, staff member, or member of the community to represent the City. The last representative for the City was Supervisor Pete Livermore with Juan Guzman as his alternative.

As in the past, staff is suggesting that the Board select one nominee as the City's representative. Staff has no opinion as to whether the nominee should be a Board member, Planning Commission member, staff member, or member of the general public. However should the Board determine that a staff member would be the nominee, Lee Plemel, Planning Director would be most appropriate.

B) For Possible Action: To change the first regularly scheduled Board of Supervisors meeting in July from Thursday, July 4, 2013 to Wednesday, July 3, 2013. (/home/showdocument?id=34660) (Larry Werner)

Staff Summary: The first regularly scheduled Board of Supervisors meeting in July falls on a holiday. Pursuant to CCMC 2.02.040 "By a motion made in a properly noticed meeting, the board may take action to change the date of a regularly scheduled future board meeting if the board finds that it is the best interest of the public and if the board acts to change the meeting date at least twenty days before the date of the meeting to be changed."

C) For Possible Action: To appoint one member to the Historic Resources Commission in the Architect or Design Professional category for a four year term that expires in February 2017. (/home/showdocument?id=34659) (Larry Werner)

Staff Summary: CCMC 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 Architect or Design Professional category due to a member's term expiring. Robert (Rob) Darney, a professional architect, has applied for reappointment. No other applications were received.

34. Board of Supervisors

A) For Possible Action: Discussion and possible action to authorize the Mayor to sign a letter to Western Nevada College (WNC) supporting adult education and the Adult Literacy & Language program.

(/home/showdocument?id=34634)Staff Summary: WNC has requested a letter of support to help ensure future funding for their program so they may continue to provide adult learners in our community with the opportunity to gain the skills necessary to be successful in the workforce and higher education.

B) Non-Action Items:

2013 Nevada Legislature - Bill Introductions & Activity

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

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

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 (<http://www.bactv.org>).

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: January 31, 2013

RESOLUTION NO. 2013-R-8

A RESOLUTION OF THE CARSON CITY BOARD OF SUPERVISORS EXPRESSING GRATITUDE TO THE PRESENT AND PAST CARSON RIVER ADVISORY COMMITTEE MEMBERS FOR THEIR DEDICATED SERVICE AND CONTRIBUTIONS TOWARDS THE STEWARDSHIP OF THE CARSON RIVER AND PROVIDING FOR THE DISSOLUTION OF THE CARSON RIVER ADVISORY COMMITTEE.

Whereas, the Carson City Board of Supervisors by order of Resolution No.1993-R-52 based on the powers of Section 2.320 of the Carson City Charter, formed the Carson River Advisory Committee; and

Whereas, the Board of Supervisors desired impartial recommendations from qualified persons regarding the Carson River in Carson City, Nevada; and

Whereas, the purpose of the Carson River Advisory Committee was to provide the Board of Supervisors with advice on matters pertaining to the Carson River for the update of the Carson City Master Plan, the coordination and implementation of enhancement projects along the Carson River, and the promotion of education and public awareness of the resources of the Carson River; and

Whereas, since its inception in 1994, the members of the Carson River Advisory Committee, residents, and citizens of Carson City have generously dedicated themselves to provide advice to the Board of Supervisors on matters concerning the Carson River, the coordination and implementation of valuable projects along the Carson River, and the promotion of education and public awareness of the valuable resources of the Carson River; and

Whereas, the Carson River Advisory Committee achieved a leadership role in the development and adoption of the Carson River Master Plan and has facilitated numerous activities for the purpose of promoting education on the river and work days dedicated to the improvement of the river environment; and

Whereas, the Carson River Advisory Committee has successfully and effectively collaborated in efforts with other groups that resulted in the Community Vision for the Silver Saddle Ranch and the Carson River; and

Whereas, the advice of the committee was instrumental in the development of the Omnibus Public Land Management Act of 2009 which resulted in the contiguous ownership of environmentally sensitive properties and agricultural fields with over 5,000 acres in size; and

Whereas, through the voter-approved Question-18 Quality of Life Initiative, a majority of the lands along the Carson River in Carson City are within public ownership, are dedicated for the conservation of the natural environment, and provide harmonious use for recreation and enjoyment of our residents and visitors; and

Whereas, the original mission of the Carson River Advisory Committee has been achieved; and

Whereas, the Open Space Advisory Committee has assumed the stewardship responsibilities of the lands located within the Carson River,

Now therefore, the Carson City Board of Supervisors hereby resolves to express gratitude to the present and past members of the Carson River Advisory Committee who have dedicated many hours of service to provide advice and conduct activities towards the protection and improvement of the river environment and, furthermore, it is hereby resolved that the Carson River Advisory Committee is dissolved upon adoption of this resolution.

Upon motion by Supervisor John McKenna, seconded by Supervisor Karen Abowd, the foregoing resolution was passed and adopted this 7th day of February, 2013, by the following vote:

AYES: Supervisor John McKenna
Supervisor Karen Abowd
Supervisor Brad Bonkowski
Supervisor Jim Shirk
Mayor Robert Crowell

NAYS: None.

ABSENT: None.



Robert L. Crowell, Mayor
Carson City, Nevada

ATTEST:

for: Kathleen King, Deputy
Alan Glover, Clerk/Recorder
Carson City, Nevada

**Open Space Advisory Committee
Staff Report**

Meeting Date: February 25, 2013

Agenda Item Number: 3E

Applicant: Ann Bollinger, Natural Resource Specialist

Request: For Discussion and Possible Action: Regarding the dissolution of the Carson River Advisory Committee and transfer of duties and responsibilities including the designation of a liaison for the Kiwanis Club annual river cleanup activity.

General Discussion: Twenty years ago, the Carson River Advisory Committee was formed by the Board of Supervisors through Resolution No. 1993-R-52 to advise on matters pertaining to the update of the Carson River Master Plan, the coordination of projects, and the promotion of education and awareness of the river resources. The committee was successful in updating the Carson River Master Plan and was also instrumental in the formation of the Community Vision for the river lands through the charrette process and the facilitation of the Omnibus Public Land Management Act of 2009. Throughout recent years, the functions of the committee began to overlap with the functions of the Open Space Advisory Committee. On February 7, 2013, the Board of Supervisors adopted a resolution expressing gratitude to the present and past Carson River Advisory Committee members for their dedicated service and contributions towards the stewardship of the Carson River and providing for the dissolution of the Carson River Advisory Committee.

One of the projects hosted by the Carson River Advisory Committee was an annual work day in which volunteers were recruited to assist with willow plantings, wire wrapping on cottonwood trees, or other river conservation-related projects. Each year, one committee member would act as liaison and lead the coordination effort. The purpose of this agenda item is to determine whether the Open Space Advisory Committee has an interest in conducting a work day and if so, to identify a committee member to coordinate the effort.

Recommended Action: I move to designate _____ as liaison for the Kiwanis Club annual river cleanup activity.

CARSON CITY OPEN SPACE ADVISORY COMMITTEE

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A regular meeting of the Carson City Open Space Advisory Committee was scheduled for 6:00 p.m. on Monday, February 25, 2013 in the Community Center Sierra Room, 851 East William Street, Carson City, Nevada.

PRESENT: Chairperson Bruce Scott

Member Margie Evans
Member Laura Fitzsimmons
Member Donna Inversin
Member Howard Riedl
Member Toby Welborn

STAFF: Roger Moellendorf, Parks and Recreation Department Director
Juan Guzman, Open Space Property Manager
Ann Bollinger, Natural Resources Specialist
Tina Russom, Senior Deputy District Attorney
Tamar Warren, Deputy Clerk / Recording Secretary

NOTE: A recording of these proceedings, the committee's agenda materials, and any written comments or documentation provided to the recording secretary during the meeting are part of the public record. These materials are available for review, in the Clerk's Office, during regular business hours.

CALL TO ORDER AND DETERMINATION OF A QUORUM (6:00:50) - Chairperson Scott called the meeting to order at 6:00 p.m. Roll was called; a quorum was present. Vice Chairperson Lincoln was absent as excused.

CITIZEN COMMENTS (6:01:43) - Chairperson Scott entertained public comments. Greg Swift introduced himself as a long-time Carson City resident, and noted that he was a member of a group that had been promoting a disc golf course in Carson City. Mr. Swift explained that he had presented the idea to the Parks and Recreation Commission as well, and had received positive feedback. He clarified that a permanent site had not yet been determined; however, one of the proposed sites was near the Lloyd's Bridge area, where a tournament would take place in the near future. Mr. Swift informed the Committee that disc golf could coexist with other activities, calling it a family-friendly, low cost sport, and wished the item to be placed on a future agenda. Chairperson Scott thanked Mr. Swift and stated that he would look to Staff to bring this item back in a future meeting. He also suggested that Mr. Swift stay in touch with Mr. Guzman, as the management plan was currently being addressed.

1. ACTION ON APPROVAL OF MINUTES (6:07:06) – Chairperson Scott introduced the item. **Member Fitzsimmons moved to approve the minutes of the October 15, 2012 meeting. The motion was seconded by Member Riedl. Motion carried 6-0. Member Fitzsimmons moved to approve the minutes of the December 17, 2012 meeting. The motion was seconded by member Evans. Motion carried 6-0.**

CARSON CITY OPEN SPACE ADVISORY COMMITTEE

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2. **MODIFICATIONS TO THE AGENDA** (6:08:33) - Chairperson Scott entertained modifications to the agenda; however, none were forthcoming.

3. MEETING ITEMS:

3(A) INTRODUCTION OF NEW COMMITTEE MEMBER, TOBY WELBORN. (6:08:47) – Chairperson Scott introduced this item. Mr. Guzman introduced Member Welborn, a geographer working for the US Geological Survey (USGS). Chairperson Scott welcomed Member Welborn, who noted that he was honored to be a member of this Committee, and was looking forward to working with everyone.

3(B) FOR DISCUSSION AND POSSIBLE ACTION: TO ELECT A CHAIRPERSON AND VICE CHAIRPERSON OF THE OPEN SPACE ADVISORY COMMITTEE FOR 2013. (6:11:05) – Chairperson Scott introduced this item. **Member Riedl nominated Chairperson Scott for another term. The nomination was seconded by Member Evans.** Chairperson Scott entertained additional nominations; however, none were forthcoming. **Member Riedl moved to close the nominations. The motion was seconded by Member Evans.** Chairperson Scott entertained public comments, and when none were forthcoming, a vote. **Motion carried 6-0.** Chairperson Scott introduced the item and noted that Vice Chairperson Lincoln had indicated in an e-mail, incorporated into the record, that she supported the election of Member Riedl to the position of Vice Chairperson. **Member Inversin nominated Member Riedl to the position of Vice Chair. The nomination was seconded by Member Evans.** Chairperson Scott entertained additional nominations and public comments, and when none were forthcoming a vote. **The nomination carried 6-0.**

3(C) DISCUSSION ONLY REGARDING THE STATUS OF THE POTTER PROPERTY TRANSACTION CONTAINING APPROXIMATELY 22 ACRES OF LAND LOCATED NEAR THE SOUTHWEST CORNER OF ORMSBY BOULEVARD AND KINGS CANYON ROAD, APN'S 9-014-05 AND 3-151-25. (6:13:57) - Chairperson Scott introduced the item. Mr. Guzman reviewed a Staff Report, incorporated into the record, and presented photographs of the subject property. He also referred to an appraisal by Johnson-Perkins and Associates, Inc., conducted recently and incorporated into the record. Mr. Guzman then introduced Julian Potter as the representative of the Patricia R. Potter Family Trust and the family's liaison with Mr. Guzman and the City. In response to a question by Vice Chairperson Riedl, Mr. Guzman clarified that he had, at times, received complaints from residents regarding motorized vehicles in the area, noting that he would usually clarify to the residents that the area in question is not a trail, but a FEMA feature, designed to prevent mud flows for five years after the fire. Member Fitzsimmons agreed that the property was "spectacular", and received confirmation from Mr. Guzman that he had presented other City-owned properties to the trust, and confirmed that there were plans to use the cemetery on the subject property as a "showcase". Julian Potter, introduced herself as one of the co-trustees, and informed Chairperson Scott that she agreed with the appraisal. She also praised the Committee for the "fantastic" Master Plan. Chairperson Scott clarified the approval process for Ms. Potter, noting the Committee's advisory role and the final approval required by the Board of Supervisors. In response to a question, Ms. Potter noted that she had been working with a realtor to narrow down the list of properties given to her by the

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City. Chairperson Scott entertained public comments; however none were forthcoming. He also stated that they were looking forward to the possibility of closing the transaction.

3(D) FOR DISCUSSION AND POSSIBLE ACTION: TO APPROVE A RESOLUTION EXPRESSING GRATITUDE TO TERI PRESTON FOR HER YEARS OF SERVICE AS A MEMBER OF THE OPEN SPACE ADVISORY COMMITTEE. (6:37:01) – Chairperson Scott introduced the item. Mr. Guzman gave background and presented the agenda item including a resolution, incorporated into the record, to be presented to former Member Teri Green-Preston, thanking her for her years of service. A minor change was suggested, and there were no public comments. Chairperson Scott stated that he had contacted Ms. Green-Preston and had encouraged her to continue to stay active. **Vice Chairperson Riedl moved to approve the resolution expressing gratitude to Teri Preston for her years of service as a member of the Open Space Advisory Committee. The motion was seconded by Member Fitzsimmons.** Chairperson Scott entertained public comments, and when none were forthcoming, a vote. **Motion carried 6-0.**

3(E) FOR DISCUSSION AND POSSIBLE ACTION: REGARDING THE DISSOLUTION OF THE CARSON RIVER ADVISORY COMMITTEE AND TRANSFER OF DUTIES AND RESPONSIBILITIES INCLUDING THE DESIGNATION OF A LIAISON FOR THE KIWANIS CLUB ANNUAL RIVER CLEANUP ACTIVITY. (6:40:40) – Chairperson Scott introduced the item. Ms. Bollinger presented a Staff Report and gave background on the item. She also inquired whether the Committee would be interested in having a river cleanup activity, and if so, would it be feasible to continue the effort jointly with the Kiwanis Club? Chairperson Scott clarified that upon the inception of this Committee, a survey had indicated that the Carson River was one of the most valued assets to the public, adding that they had a great responsibility to carry forward the duties of the Carson River Advisory Committee. Member Fitzsimmons suggested having the Carson River as an on-going agenda item. Member Evans considered the dissolution of the Carson River Advisory Committee a loss to the community. Member Inversin praised the efforts of the Kiwanis Club for their cleanup efforts and considered it important to appoint a liaison. **Member Evans moved to designate Member Welborn as liaison to the Kiwanis Club annual river cleanup activity. The motion was seconded by Member Inversin. Motion carried 6-0.** Ms. Bollinger suggested alternating the liaison duties every year.

3(F) FOR DISCUSSION AND POSSIBLE ACTION: REGARDING THE BOARD OF SUPERVISORS “POLICIES AND PROCEDURES FOR BOARDS, COMMITTEES, AND COMMISSIONS.” (6:51:26) – Chairperson Scott introduced the item. Mr. Moellendorf gave background and presented the newly-approved Board of Supervisors’ policies and procedures for boards, committees, and commissions, incorporated into the record. He specifically highlighted areas such as the Open Meeting Law, years of service, lobbying, members’ electronic communication as public record, chairperson term limits, etc. Ms. Russom clarified the difference between lobbying on behalf of a committee and lobbying as an individual. Mr. Moellendorf indicated that the Committee must have by-laws and a mission statement which he had enclosed in the packets, and suggested that members review them for discussion in the next meeting. Vice Chairperson Riedl received confirmation that any subcommittee would be subject to the Open Meeting Law. Chairperson Scott

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entertained public comments; however, none were forthcoming.

4. NON-ACTION ITEMS:

4(A) DISTRIBUTION OF THE OPEN SPACE ADVISORY COMMITTEE'S MISSION AND VISION STATEMENT, THE 2012 ACTIVITY REPORT TO THE BOARD OF SUPERVISORS, AND THE 2013 WORK PLAN. (7:14:20) – Chairperson Scott introduced the item. Mr. Guzman briefed the Committee on the 2012 activity report presented by Chairperson Scott to the Board of Supervisors. He added that the feedback had been positive, and that Mayor Crowell had asked Chairperson Scott to convey his praise to the Committee. Mr. Guzman indicated that a summary of the activities would be used to disseminate information about the Committee. Chairperson Scott iterated that the Board was very complimentary of and interested in the activities of this Committee. Chairperson Scott entertained public comments; however, none were forthcoming,

4(B) REPORTS ONLY - NO ACTION OR DISCUSSION AMONG MEMBERS OR WITH STAFF WILL TAKE PLACE ON THESE ITEMS.

STATUS REPORTS AND ANNOUNCEMENTS FROM STAFF (7:18:00) – Mr. Guzm an reported that some of the informational materials provided in the packets were submitted by the Friends of Silver Saddle Ranch. He also noted that as they continue to work on the Management Plan, a meeting or a workshop will be scheduled exclusively for this topic. Member Fitzsimmons stated that the Committee would welcome a workshop. Chairperson Scott suggested having a full Committee be present at the workshop, and advised that Mr. Guzman set it up early enough for the entire Committee to attend it. In response to a question, Chairperson Scott indicated that he would like to see this process concluded by the end of summer. Mr. Guzman also announced that the Carson Water Subconservancy District would like to invite the Open Space Staff to participate in an upcoming conference as panelists. He also stated that grant opportunities for motorized use in certain areas of Prison Hill would be agendized for a future meeting.

(7:22:53) – Member Fitzsimmons left at 7:22 p.m.

MEMBERS' ANNOUNCEMENTS AND REQUESTS FOR INFORMATION (6:52:30) – Chairperson Scott announced that the board of Eagle Valley Children's Home would like to extend the trail along the V&T right of way, connecting to an existing roadway trail behind the hospital in honor of the late Art Hannifin. He also noted that he would act as a liaison between the Eagle Valley Children's Home and the City. Due to the absorption of the duties of the Carson River Advisory Committee, consideration of monthly meetings was suggested. Member Evans received confirmation that drafts would be available to members prior to any workshop. She also advised the Committee of upcoming workday opportunities along the Carson River: an Earth Day event with Carson High School, Carson Valley Conservation District, and the River Wranglers, the adoption of the USGS area by Silver State High School, and a possible work day in May. Chairperson Scott suggested having Silver State High School work with Staff.

CARSON CITY OPEN SPACE ADVISORY COMMITTEE

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5. **FUTURE AGENDA ITEMS** (7:36:08) – Member Inversin requested a discussion on National Trail Days on June 1, 2013.
6. **CITIZEN COMMENTS** (7:35:45) - Chairperson Scott entertained public comments; however, none were forthcoming.
7. **ACTION ON ADJOURNMENT** (7:37:36) – Vice Chairperson Riedl moved to adjourn the meeting at 7:38 p.m. The motion was seconded and carried unanimously.

The Minutes of the February 25, 2013 Carson City Open Space Advisory Committee meeting are so approved this 15th day of April, 2013.

BRUCE

SCOTT, Chair

CARSON RIVER ADVISORY COMMITTEE

BYLAWS

I. GENERAL POLICIES

A. Carson River Advisory Committee

The Carson River Advisory Committee will provide the Carson City Board of Supervisors with informed recommendations on matters concerning the Carson River, the Carson City Master Plan Update as it pertains to the Carson River Region, and will participate in the plan's implementation.

1. Committee members shall make a diligent effort to attend all meetings, arrive promptly, and be properly prepared to discuss the issues calendars for the meeting.

B. Ethics of the Committee Members

1. Conflicts of interest

- a. Committee members shall comply with State and City regulations related to conflict of interest.
- b. No Committee member shall participate in, take action, cast a vote, or lobby other Committee members in relation to any project or proposal before the Committee that relates to a business, or other venture in which the Committee member has a financial or vested interest.
- c. It shall be the policy of the Committee that the appearance of the conflict of interest is as prejudicial in nature for the credibility of the Committee as an actual conflict of interest. Committee members, on behalf of the good of the Committee and to maintain its public credibility, shall utilize discretion and judgement and should disclose the appearance of conflict.
- d. In the event of a pending matter for which a Committee member wishes to be disqualified, the policy of the Committee shall be that if it is an actual conflict of interest as described in section I.B.1.b., the Committee member shall leave the proscenium and the room until the matter has been decided. If the matter is an appearance of conflict of interest, the Committee member may, using his

or her judgement, remain at the proscenium or step down to the floor, and announce prior to the opening of the public hearing that he or she will abstain.

e. No Committee member shall address or present himself or herself before the Committee on any matter which there is an actual conflict of interest.

2. Discretion Committee members shall be discreet in the discussion of pending matters outside the meeting forum. No commitments or prejudicial comments shall be made prior to a public hearing in advance of any official action.
3. Public and private life Committee members should remember that actions taken in personal lives also reflect on the public image of the Carson River Advisory Committee.
4. Representations in public At public and private functions at which a Committee member is present as an individual, each Committee member shall be careful to indicate when he/she is representing the Committee or acting as a private citizen.
5. Gifts, gratuities Committee members shall not accept any gifts from persons, institutions, associations, or organizations concerned with matters which have either been or are before the Committee. Even a well intentioned, innocent action has the appearance of a conflict of interest.

C. Public meetings and records

1. Regular meetings of the Committee shall be open to the public and subject to the provisions of the Nevada Open Meeting law.
2. The Committee may cause to be kept tape recordings of the meetings together with or separate from a minute record of the meetings containing each of the items before the Committee and vote taken on each item.
3. Committee files shall be public documents, and shall be available for review by Committee members or any member of the public within a reasonable period of time following a request to view such a document.

II. MEETING OF THE COMMITTEE

A. Regular meetings

The Committee shall hold its meetings at least monthly or at the call of the Chair as business requires, or a vote of the Committee members.

B. Adjourned meetings

Any meeting may be adjourned to a specified date, time, and place by a majority of members present.

C. Annual meeting for election of officers.

1. At its first meeting of each year, the Committee shall, as its first order of business following completion of scheduled public hearings, elect its officers for the coming calendar year.
2. The election of an officer shall be by affirmative vote of not less than five members of the Committee. The Committee shall elect a Chairperson and a Vice-Chairperson.
3. The terms of the Chairperson and Vice-Chairperson shall be one year. The officers may be re-elected to additional terms, if so desired by the Committee members.
4. In the absence of the Chairperson and Vice-Chairperson, the quorum present shall appoint a Chairperson Pro-tempore by majority vote.

D. Duties of the Chairperson

1. The Chairperson shall be responsible for the conduct of all Committee meetings.
2. The Chairperson shall confer with the City Manager's Office or his or her designee on matters scheduled for the agenda.
3. The Chairperson may request that items under the Committee's jurisdiction be calendared for a Committee meeting. If other Committee members wish to calendar an item, such request shall be made to the Chairperson.
4. In the absence of the Chairperson, these duties shall be assumed by the Vice-Chairperson; then Chairperson pro-tempore.

E. Notices of meetings

1. Notices of meetings shall be as set forth in Nevada's Open Meeting law, NRS 278.210, .260, .315 and the Carson City Municipal Code.

F. Attendance

1. In a calendar year, Committee members shall attend a minimum of ninety (90) percent of the scheduled meetings, and shall exercise due diligence in attending special meetings, public hearings, workshops, and study sessions. Should an absence be excused by the Chairperson of the Committee for reasons of illness, death in the family, or an emergency, this will be recorded as an excused absence and will not reflect on the attendance record.
2. Should a Committee member miss a meeting for reasons of business or other travel, the Chairperson may find that this is an excused absence, and it will not reflect on the attendance record. This discretion of the Chairperson is based on the Committee member's overall attendance record. The decision of the Chairperson shall be final.
3. Three consecutive unexcused absences is a ground for a majority of the Committee to request dismissal of that member.

G. Quorum

1. A quorum shall be a majority of the Committee.
2. To be considered an approved motion, a vote of a simple majority of the Committee present is required.

H. Conduct of the meetings

1. Committee members shall arrive in a timely manner prior to the opening gavel.
2. There shall be no smoking or consumption of alcoholic beverages in the Committee chambers during the Committee meeting.

I. Order of business

1. Call to order. The Chairperson shall gavel the meeting to order at the designated time.
2. The order of business:
 - a. Roll call and determination of a quorum.

- b. Consideration of the minutes of prior meetings.
- c. Modification to the agenda: Modifications, except for continued public hearings, may be by direction of the Chairperson without a vote of Committee members. Continued public hearings require a motion, second, and majority vote to approve the new hearing date and time.
- d. Public comment on agendized items: Public comment may be limited to a maximum of five minutes per person or ten minutes per topic. The Chairperson may direct issues of interest to be calendared for a future Committee meeting. Topics shall be limited to matters related to the Committee's area of responsibility and authority.
- e. Public hearings.

Public hearings will be subject to the provisions of the Nevada Open Meeting law.

3. Robert's Rules of Order. When there is doubt as to the certainty of a procedure, the procedures of Robert's Rules of Order shall apply. Other procedural matters are at the judgement of the Chairperson.

III. RECORDS AND DOCUMENTS

A. Office files

All records and files of the Committee shall be maintained in the office of the Clerk/Recorder.

B. Minutes

1. The minutes of the Committee meetings shall be kept by the secretary to the Committee and shall be retained by the Clerk/Recorder.
2. The minutes shall consist of a listing of the item under consideration, a brief description of the topic (generally no more than one sentence). The minutes shall show the motion of the Committee, the names of the Committee members making the motion and second, and the vote. The record of the vote shall identify Committee members voting "no" or disqualified from participating in the action.
3. Incorporated into the minutes of the meeting may be a verbatim tape recording which will be retained pursuant to the policies of the City Recorder.

C. Copies of minutes

Copies of minutes shall be provided to Committee members prior to the meeting in which action is proposed to be considered.

D. Taped meetings

All Committee meetings may be tape recorded.

IV. AMENDMENT

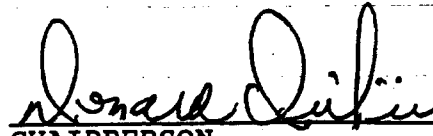
An amendment to these bylaws introduced at any regular meeting shall be voted on at the next meeting and required an affirmative vote of 2/3 of the total Committee membership in order to pass.

V. SEVERANCE CLAUSE

In the event of a conflict of any individual policy or portion thereof between this document and State law, County ordinance, or policy of the Board of Supervisors, the preeminent law, ordinance, or policy shall be in force.

VI. APPROVAL

These policies and procedures were approved by the Carson River Advisory Committee by unanimous vote on the 16th day of November, 1994.


CHAIRPERSON

1 RESOLUTION NO. 1993-R-52

2 A RESOLUTION FORMALLY ESTABLISHING THE
3 CARSON RIVER ADVISORY COMMITTEE

4 WHEREAS, the Carson City Board of Supervisors desires impartial recommendations
5 from qualified persons regarding the Carson River in Carson City, Nevada; and

6 WHEREAS, Section 2.320 of the Carson City Charter allows the board to create
7 advisory boards to advise the board in specific areas of local government; and

8 WHEREAS, the Board desires to create an advisory board to make suggestions to the
9 Board of Supervisors regarding the Carson River Corridor; and

10 WHEREAS, the board desires to set forth guidelines regarding membership of the
11 committee, purpose of the committee, length of term of the members of the committee,
12 frequency of meetings, and other related matters.

13
14 NOW, THEREFORE, the Board hereby resolves as follows:

15 1. The Carson River Advisory Committee is hereby formally established
16 consisting of nine (9) members appointed by the Board of Supervisors.

17 2. The Carson River Advisory Committee shall be composed of:

18 a. Four (4) owners of property along Carson River:

19 One (1) owner of 20+ acres; and

20 Three (3) owners of less than 20 acres, representing various geographic
21 areas along the Carson River;

22 b. One (1) Citizen-at-large;

23 c. One (1) person representing wild life issues;

24 d. One (1) person representing environmental/planning issues;

25
26
27 ///

1 7. The Carson River Advisory Committee meetings shall be subject to NRS
2 Chapter 241 (the open meeting law).

3 ADOPTED this 16th day of June, 1994.

4 AYES: Supervisors Greg Smith, Janice Ayres, Tom Tatro

5 Kay Bennett & Mary Teixeira, Mayor

6 NAYES: Supervisors None

7 ABSENT: Supervisors None

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9 MAY TEIXEIRA, Mayor

9 ATTEST:

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11 KIYOSHI NISHIKAWA, Clerk/Recorder

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CARSON CITY OPEN SPACE ADVISORY COMMITTEE BYLAWS

MISSION STATEMENT:

Reporting to the Board of Supervisors, the Open Space Advisory Committee will develop, oversee, and support the Open Space Program by working in concert with staff and the public to acquire, interpret, preserve, and enhance natural landscape, agriculture and cultural resources while balancing the needs of the public's opportunities for passive recreation.

1. MEETINGS:

It is the intent of the Open Space Advisory Committee to have regular meetings not less than once a month, unless otherwise determined by the committee, on the third Monday of the month. However, the Chair and the Open Space Manager together can decide to cancel a meeting if there is a lack of sufficient topics and agenda items in their opinion to warrant it.

Regular meetings may also be rescheduled in advance by a majority of Committee members at any regular meeting. If the meeting date is a legal holiday, the meeting may be rescheduled for another date in the same month if possible; the time will be designated by the Committee. All meetings, whether regular or special, shall be made public. A majority of members shall constitute a quorum for the transaction of business.

2. SPECIAL MEETINGS:

Special meetings may be called at any time by the Chair or by a quorum of the Committee. The purpose of the meeting shall be stated and shall be delivered to each member indicating the time, date, and place of the meeting. Non-decision making workshops may be called by the Chair or quorum of the Committee.

3. NOTICE OF MEETINGS:

Notices shall conform with the Nevada Open Meeting Law, N.R.S. Chapter 241. Notices of the meetings are to be posted at least three (3) working days prior to the scheduled meeting and in three locations.

4. OFFICERS:

At the first regular meeting of each calendar year, the Committee shall elect a Chair and Vice Chair for that year. In the absence of the Chair and Vice Chair, the quorum present shall appoint a Chair pro tempore by majority vote.

The City shall provide a Secretary to each and every meeting of the Committee to act as a recorder, vote counter, and to take roll.

OFFICERS: (Continued)

The terms of the office for the officers shall be one year, but any officer may be removed from office by a majority vote of the Committee. Any officer may resign his or her elected office at any time, with or without approval from the Committee. Except in circumstances where an officer is removed from the Committee for cause, an officer who is removed or resigns from an elected office may still remain on the Committee for the duration of his or her appointment as a Committee member.

The Chair can only serve as Chair for two consecutive years.

When an officer resigns his or her elected office, he or she shall communicate such resignation to the Committee. The Committee shall elect a new officer no later than the first regular meeting after an officer has been removed or has resigned from an elected office. The Committee may appoint an officer pro tempore to act during any interim period occurring after the removal or resignation of an officer and before any subsequent election of a new officer.

5. DUTIES OF CHAIR:

- a. The Chair shall be responsible for the conduct of all Open Space Advisory Committee meetings.
- b. The Chair shall confer with the Director of Parks and Recreation, or his designee, who places matters on the agenda.
- c. Any member of the Committee may request that items be scheduled for a Committee meeting.
- d. In the absence of the Chair, these duties shall be assumed by the Vice Chair, then the Chair pro tempore.

6. RESIGNATION:

Any Committee member may resign at any time by sending written notice of such resignation to the Parks and Recreation Department.

7. POWERS OF THE COMMITTEE:

The Committee shall have power as follows:

- a. Those powers written in the City Ordinance creating this Committee.
- b. To organize and dissolve subcommittee(s) of the Open Space Advisory Committee.
- c. To cooperate with other government agencies and civic groups in the advancement of sound open space planning and management.

8. AMENDMENT:

An amendment to these bylaws introduced at any regular meeting shall be voted on at the next meeting and require an affirmative vote of 2/3^{rds} of the total Committee membership in order to pass.

9. ATTENDANCE:

Regular attendance at meetings shall be expected of all members. In any calendar year, Committee members shall attend a minimum of seventy-five percent (75%) of the scheduled regular Open Space Advisory Committee meetings, and shall exercise due diligence in attending special meetings, public hearings, workshops, and study sessions.

- a. Approval for excused absence may be granted to any member by the Chair of the Committee. Should an absence be excused by the Chair for reasons of illness, death in the family, or an emergency, this will be recorded as an excused absence and will not reflect on the attendance record.
- b. Should a Committee member miss a meeting for other reasons, the Chair may find that this is an excused absence, and it will not reflect on the attendance record. This discretion of the Chair is based on the Committee member's overall attendance record.

10. QUORUM:

- a. A quorum shall be four (4) members of the Committee.
- b. To be considered an approval motion, a vote of a simple majority of the Committee present shall be required, unless a two-thirds vote is required for the action. A requirement for a two-thirds vote shall mean that five (5) Committee members vote aye on the motion.

11. CONDUCT OF THE MEETINGS:

- a. Committee members shall arrive in a timely manner prior to the opening gavel.
- b. There shall be no smoking or consumption of alcoholic beverages in the Committee chambers during the Committee meeting.
- c. Committee meetings shall not take place without a representative of the Parks and Recreation Department present.
- d. It shall be the policy of the Committee that a representative of the District Attorney shall be present if the Chair or a Committee member in consultation with the Chair and Open Space Manager so request. Staff will always have the right to request District Attorney representation.

12. REPORTS AND MEETING PACKETS:

- a. The Open Space Manager shall prepare reports on behalf of the Parks and Recreation staff or Open Space Advisory Committee member for each item for which a public hearing is scheduled.
- b. Each staff report shall be in the form and style as determined by the Open Space Manager. At a minimum, the report shall recommend to the Committee the necessary findings required to consider an action on a project; recommend language for a motion supporting the proposed action; and recommend conditions to ensure conformance of the proposed project with City policy and regulations.
- c. The Open Space Manager may present reports either orally or with written background materials for any other topics that are not scheduled as public hearing before the Committee. Such items shall be identified on the meeting agenda.

13. PARLIAMENTARY AUTHORITY:

Roberts Rules of Order shall apply at any time that a matter under consideration is not covered by these bylaws.