

WASHOE COUNTY BOARD OF EQUALIZATION

BOARD MEMBERS

James Covert, Chairman
James L. Brown
Benjamin Green
John Krolick
Linda Woodland

COUNTY CLERK

Amy Harvey

DEPUTY DISTRICT ATTORNEY

Herbert Kaplan

AGENDA

TUESDAY, DECEMBER 02, 2008, 9:00 A.M.

**MILLS LANE JUSTICE CENTER,
ONE SOUTH SIERRA STREET, THIRD FLOOR CLASSROOM
RENO, NEVADA**

Public Comment during the Meeting on December 2, 2008 will be for all matters, both on and off the agenda, and be limited to three (3) minutes per person. No public comment will be heard during individual items on the agenda. Persons are invited to submit comments in writing on the agenda items and/or attend and make comment on that item at the Commission meeting.

The Chairperson and County Board of Equalization intend that their proceedings should demonstrate the highest levels of decorum, civic responsibility, efficiency and mutual respect between citizens and their government. The Board respects the right of citizens to present differing opinions and views, even criticism, but our democracy cannot function effectively in an environment of personal attacks, slander, threats of violence and willful disruption. To that end the Nevada Open Meeting Law provides the authority for the Chair of a public body to maintain the decorum and to declare a recess if needed to remove any person who is disrupting the meeting, and notice is hereby provided of the intent of this body to preserve the decorum and remove anyone who disrupts the proceedings.

- *1. Call To Order - Roll Call
- *2. Clerk to administer oath of office to new Board members.
3. Approval of the Agenda for the Board of Equalization Meeting of December 2, 2008.
4. Selection of Vice Chairman.
- *5. Orientation and training:
 - A. State Department of Taxation (or State Board of Equalization) presentation, explanation and discussion of State Guidelines and Procedures for County Boards.
 - B. Washoe County Assessor's Office presentation and overview of assessment process, determination of taxable values, re-appraisal areas, factoring of properties, timeframes, forms and administrative processes, demonstration of state paperless procedures.

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C. Washoe County Clerk's Office presentation and overview by Washoe County Clerk's Office of statutory responsibilities as Clerk of the Board and administrative and clerical practices

D. Washoe County District Attorney's Office:

(i) Discussion of Nevada Open Meeting Law, Attorney General's Nevada Property Tax Manual and Ethics in Government Law.

6. Discussion and possible adoption of rules and procedures to be used by the Board for hearings during the 2009 Board of Equalization meetings.
- *7. Public Comments. Comment heard under this item will be limited to three minutes per person and may pertain to matters both on and off the Board agenda. Comments are to be made to the Board as a whole.
- *8. Board Member Comments: This item is limited to announcements or topics/issues proposed for future agendas.
9. Adjournment.

* Non-action items.

NOTE: The Mills Lane Justice Center is accessible to the disabled. If you require special arrangements for the meeting, call the County Clerk's Office, 328-3266, 24-hours prior to the meeting.

ITEMS ON THE AGENDA MAY BE TAKEN IN AN ORDER OTHER THAN WHAT APPEARS ON THE AGENDA.

THIS AGENDA IS AN OFFICIAL AGENDA OF THE WASHOE COUNTY BOARD OF EQUALIZATION PREPARED AND POSTED BY THE WASHOE COUNTY CLERK AS CLERK OF THE BOARD OF EQUALIZATION

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Pursuant to NRS 241.020, this Agenda has been posted at the following locations:
County Clerk's Office, Washoe County Courthouse, 75 Court Street, Reno, Nevada
Washoe County Administration Complex, 1001 East 9th Street, Reno, Nevada
Washoe County Central Library, 301 South Center Street, Reno, Nevada
Sparks Justice Court, 630 East Greenbrae Drive, Sparks, Nevada
Incline Village Justice Court, 865 Tahoe Blvd, Incline Village, Nevada
Incline Village Branch Library, 845 Alder Ave., Incline Village, Nevada
Washoe County Clerk's Office, 855 Alder Ave., Incline Village, Nevada
Mills Lane Justice Center, One South Sierra Street, Reno, Nevada
www.washoecounty.us