



STAFF REPORT

Report To: Board of Supervisors

Meeting Date: July 7, 2016

Staff Contact: Nick Marano, nmarano@carson.org

Agenda Title: For Possible Action: To appoint one member to the Carson City Redevelopment Authority Citizens Committee. There is one position for "Business Operator" or "Property Owner" from Redevelopment Area 1, to fill a three year term that will expire January 1, 2019.

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

Agenda Action: Formal Action/Motion

Time Requested: 15 mins

Proposed Motion

I move to appoint Jason Justice to the Carson City Redevelopment Authority Citizens Committee as a "Business Operator" or "Property Owner" from Redevelopment Area 1 to fill a three year term that will expire January 1, 2019.

Board's Strategic Goal

Quality of Life

Previous Action

N/A

Background/Issues & Analysis

The Carson City Redevelopment Authority Citizens Committee was established to include seven members who may or may not have property or business interests within the Redevelopment District and who may be widely skilled in professional categories such as architecture, urban planning, engineering, construction management, general contracting, historic preservation, residential or commercial development, real estate transactions, brokerage and property management, retail, entertainment and cinema, tourism, economic development, business ownership, startup and management, transit, cultural facilities, housing, economics and finance, education, technology, marketing, or law.

Applicable Statute, Code, Policy, Rule or Regulation

Reso. No. 2011-RA-R-3 and 2011-R-41

Financial Information

Is there a fiscal impact? Yes No

If yes, account name/number: n/a

Is it currently budgeted? Yes No

Explanation of Fiscal Impact: n/a

Alternatives

Re-open the position announcement for additional applicants

Board Action Taken:

Motion: _____

1) _____

2) _____

Aye/Nay

(Vote Recorded By)



Carson City Application for Appointive/Volunteer Position

Title of Board, Committee or Commission and position applying for:

CONTACT INFORMATION

FIRST NAME

LAST NAME

STREET ADDRESS

STREET ADDRESS LINE 2

CITY

STATE

ZIP CODE

PREFERRED CONTACT PHONE NUMBER

EMAIL ADDRESS

OCCUPATION/BUSINESS

PREFERRED METHOD OF CONTACT

Are you currently a registered voter in Carson City?

Yes

No

*Not required if applying for Convention & Visitors Bureau

Are you currently a member on any Carson City Board, Committee or Commission?

Yes

No

If yes, please list:

Term expiration:

Conflict of Interest:

Within the past twelve (12) months, have you been employed by Carson City (including as an elected official)?

Yes

No

Do you currently have a contract with Carson City for services/goods?

Yes

No

*Please refer to the BCC Policies & Procedures page 5 item C for more information

If yes, please provide contract details:

i.e. Name of contract, services provided.

Criminal Record:

Have you been convicted of a felony, domestic violence or gross misdemeanor involving moral turpitude (conduct contrary to community standards of justice, honesty and good morals)?

Yes

No

*Please refer to the BCC Policies & Procedures page 5 item B for more information

Education *(note: only complete below if a degree is required for this position)*

College, Professional,
Vocational or Other Schools
attended

Major Subject

Degree Conferred

Briefly describe the qualifications you possess which you feel would be an asset to this Board/Committee/Commission:

List the community organizations in which you have participated and describe participation:

List your affiliation with professional or technical societies, IF required for position:

Personal/Professional References - Please list three (3)

Name Address Telephone Number

I understand that my submitted application is considered public information. I understand the Board of Supervisors may require a pre-appointment background check for any position if deemed warranted.

I have read and understand the Carson City's Board, Committees and Commissions Policies and Procedures (online at www.carson.org/volunteer)

I agree

I hereby declare that all statements given by me on this form are truthful and complete to the best of my knowledge.

Signature of Applicant



Printed Name

Date

You may attach more information.

Deliver, mail, fax or email signed and completed application to:

Carson City Executive Offices
201 N. Carson St Suite 2
Carson City, NV 89701
Office: (775) 887-2100 Fax: (775) 887-2286
cceo@carson.org

Jason Justice

Career History

Business Solution Providers: Systems Specialist, 04/2016 - present

BPP University: Business/Data Analyst (Contractor), 01/2013 – 08/2015

euNetworks Fiber UK: Database Administrator (Contractor), 03/2011 – 12/2012

CloudSense Solutions (at O2): Data Analyst (Contractor), 12/2010 – 3/2011

Reed Exhibitions: Technical Business Analyst (Contractor), 1/2007 – 6/2010

Information Builders: Partner Management and Business Architect-EMEA/UK, 1/2005 – 1/2007,

Onyx Software: Partner Development Manager EMEA, 5/2003 – 12/2004

Visible: Managing Partner/Senior Consultant, 3/2002 – 5/2003

Onyx Software: Senior Partner Consultant/Support Manager, 5/1997-1/2002

Datafest Technologies: Customer Support Manager, 4/1995 – 4/1997

Esco Mechanical: Accounting Assistant/IT Support, 4/1992 – 4/1995

Education

Warwick Business School, Master of Business Administration, 2010

University of Utah, Bachelors of Science - Economics, 1991

Included study at American University-Cairo, Egypt (as Kerr Scholar of Arab and Islamic Studies) and The Johns Hopkins University.

Other:

Michigan State University: Geospatial Technologies, Geographic Information Systems, 2015

University of Washington: Software Engineering, System Architecture, 1998

Salt Lake Community College: Accounting, 1992

Volunteer Experience

FISH: Application Developer, 2015 - present

Guadalupe Center: English as a second language tutor, 1995 - 1997

REDEVELOPMENT AUTHORITY CITIZENS COMMITTEE
BYLAWS

I. GENERAL POLICIES AND PROCEDURES

A. Redevelopment Authority Citizens Committee established.

1. Appointment and terms of members.

- a. The Board of Supervisors and Redevelopment Authority shall appoint no more than seven citizens to serve on the Citizens Committee.
- b. The Committee shall be comprised of seven members, including: a member of the Redevelopment Authority as appointed by the Authority; two representatives each from Redevelopment Areas 1 and 2 who are either a business operator or property owner within that area; and two citizens at large with qualifications as may be further detailed in the most current resolution establishing the Committee approved by the Board of Supervisors.
- c. Members of the Redevelopment Authority Citizens Committee shall be residents and active registered voters of Carson City.
- d. The Board of Supervisors and Redevelopment Authority may appoint individuals from the financial community to be advisors to the Redevelopment Authority Citizen's Committee.
- e. Every member of the Committee shall be appointed for a three-year term which shall expire on January 1, or until a replacement is named. Appointments to the Committee will be made on a staggered-year basis. Except for the Redevelopment Authority member, Committee members may only serve two full three-year terms on the Committee, after which the member may not serve on the Committee for one year before being considered eligible for reappointment. Notwithstanding these term limits, an incumbent may be reappointed to the Committee if the position remains vacant for more than 60 days after the term expires.

2. Committee authorization.

The Redevelopment Authority Citizens Committee shall advise the Carson City Redevelopment Authority regarding the Redevelopment Incentives Program and other duties as authorized by the Board of Supervisors.

3. Service without compensation, removal, vacancies.
 - a. All members of the Redevelopment Authority Citizens Committee shall serve without compensation.
 - b. Citizen members may be removed after public hearing, by a majority vote of the Board of Supervisors, for inefficiency, neglect of duty, malfeasance of office or non-attendance at regular meetings. Vacancies that occur other than through the expiration of a term shall be filled for the unexpired term.

B. Ethics of the Committee Members.

1. Conflict of interest.
 - a. Members shall comply with State and City regulations related to conflict of interest. However, it is acknowledged any member of the Committee may be indirectly involved with projects under consideration of the Committee.
 - b. No member shall participate in, take action, cast a vote or lobby other members in relation to any project or proposal before the Committee that relates to a property, business, or other venture in which the member has a financial or vested interest.
 - c. The policy of the Committee is that the appearance of a conflict of interest is as prejudicial in nature for the credibility of the Redevelopment Authority Citizens Committee and the City as an actual conflict of interest. Members, on behalf of the good of the Committee and to maintain its public credibility, shall utilize discretion and judgment and should disclose the appearance of or actual conflict.
 - d. In the event of a pending matter for which a member wishes to be disqualified, the policy of the Committee shall be that if it is an actual conflict of interest as described in I. B. 1. b., the member shall leave the dais and the meeting room until the matter has been decided. If the matter is an appearance of conflict of interest, the member may, using his or her judgment, remain at the dais or step down to the floor, and announce prior to the opening of the public hearing that he or she will be abstaining from this matter.

2. Discretion.

Members shall be discreet in the discussion of pending matters outside of the meeting forum. No commitments or prejudicial comments shall be made prior to a public hearing in advance of any official action.

- 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 City shall provide a Secretary for each and every meeting of the Committee to act as a recorder, vote counter and to take roll.
 - 3. 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 the vote taken on each item.
 - 4. Committee files shall be public documents, and shall be available for review by members or any member of the public within a reasonable period of time following a request to view such a document at the Office of Business Development.

II. MEETINGS OF THE COMMITTEE

- A. Regular meetings.
 - 1. Regular meetings shall be held on a monthly basis at a time and date determined by the chair.
 - 2. Special meetings may be called at any time by the Chairman, or by a quorum of the Committee at a properly noticed meeting.
 - 3. The Committee shall make every effort to hold meetings as expediently as possible after submittal of request.
- B. Annual meeting for election of officer.
 - 1. At its regular meeting in January of each year, the Committee may elect a Chairman and Vice-Chairman for the coming calendar year or as a vacancy occurs.
 - 2. The term of the Chairman and Vice-Chairman shall be one year. The officer may be re-elected to additional terms, if so desired by the Committee.
 - 3. The Redevelopment Authority member shall not serve as the Chairman or Vice-Chairman of the Committee.
- C. Duties of the Chairman.
 - 1. The Chairman shall be responsible for the conduct of all Committee meetings.

2. The Chairman shall confer with the Director of the Office of Business Development or his/her designee on the matters scheduled for the agenda.
3. The Chairman may request that items be calendared for a Committee meeting. If other Committee members wish to calendar an item, such request shall be made to the Chairman.
4. In the absence of the Chairman, these duties shall be assumed by the Vice-Chairman.

D. Attendance.

1. Members shall make a diligent effort to attend all meetings, arrive promptly, and be properly prepared to discuss the issues calendared for the meeting.
2. In any calendar year; members shall attend a minimum of eighty percent (80%) of the scheduled Redevelopment Authority Citizens Committee meetings, and shall exercise due diligence in attending special meetings, public hearings, workshops and/or study sessions.
3. Approval for excused absences may be granted to any member by the Chairman or, in his/her absence, the Vice-Chairman. Should an absence be excused for reasons of illness, death in the family, an emergency or if other public meetings supersede the Committee's meetings, this will be recorded as an excused absence and will not reflect on the attendance record.
4. Should a member miss a meeting for other reasons, the Chairman or, in his/her absence, the Vice-Chairman may find that this is an excused absence, and it will not reflect on the attendance record. This discretion is based on the member's overall attendance record.

E. Quorum.

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

F. Resignation.

Any member may resign at any time by sending written notice of such resignation to the City Manager.

III. DUTIES OF THE COMMITTEE:

A. Responsibilities and authority.

1. The Committee shall have the responsibility and authority to review projects and make recommendations to the Redevelopment Authority and Board of Supervisors granting financial and other incentives, such as those delineated in the Carson City Redevelopment District Incentives Program.
2. The Committee shall grant these incentives based on adherence to the Carson City Development Standards and other criteria established by the Committee and approved by the Redevelopment Authority and Board of Supervisors.
3. The Committee shall have the authority to approve incentives established by the Redevelopment Authority and Board of Supervisors and delegated to the Committee.
4. The Committee shall work earnestly with the local banking institutions to encourage lending in the Redevelopment District.
5. The Committee may have other duties as authorized by the Board of Supervisors.

IV. AMENDMENT

An amendment to these by-laws requires an affirmative vote of two-thirds of the total Committee membership (five of seven Committee members) in order to pass. Amendment shall be reviewed and approved or amended by the Redevelopment Authority.

V. REPORTS AND MEETING PACKETS:

A. Staff reports.

1. The Director of the Office of Business Development or his/her designee shall cause to be prepared reports of the Redevelopment Authority Citizens Committee for each item for which a public hearing is scheduled.
2. Each staff report shall be in the form and style as determined by the Director. 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.

B. Submittal of materials with applications.

The policy of the Redevelopment Authority Citizens Committee is that staff will not schedule a matter before the Committee for decision until staff determines that all required information is submitted in a form and manner consistent with the policies of the Committee and City.

REDEVELOPMENT AUTHORITY CITIZENS COMMITTEE

<u>MEMBER</u>	<u>APPOINTMENT</u>	<u>TERM EXPIRES</u>
<u>RDA Member</u>		
Lori Bagwell Supervisor Ward 3 201 N. Carson St. Ste. 2 283-7144(w) 220-3646 (c) lbagwell@carson.org	Initial Appt. 01/15	12/2018
<u>Citizen-at-Large</u>		
Kristoffer Wickstead 2708 Gardner Lane Carson City, NV 89706 215-1035 (w) 790-1341 (c) kww@engineer.com	Initial Appt. 02/14	01/2017
Craig Mullet 3710 Timberline Dr. Carson City, NV 89703 540-1870 (h) Team1cm@sbcglobal.net	Initial Appt. 02/15	01/2018
<u>Redevelopment Area 1</u>		
<u>Business Operator or Property Owner</u>		
Garrett Lepire (Vice Chair, Elected 1/5/2015) 1012 N. Curry St Carson City, NV 89703 600-6670(w) 720-4712 (c) garrett@sellingcarsoncity.com	Initial Appt. 04/14	01/2017
<u>Business Operator or Property Owner</u>		
DeLacy (Lacy) Sheck 1381 S. Deer Run Rd. Carson City, NV 89701 882-8959 (w) 830-2564 (c) lacysol@sbcglobal.net	Initial Appt. 04/13	01/2016
<u>Redevelopment Area 2</u>		
<u>Business Operator or Property Owner</u>		
Ronni Hannaman (Chair, Elected 1/5/2015) c/o Carson City Chamber of Commerce 1900 S. Carson St. Carson City, NV 89701 882-1565 (w) 223-8534 (c) director@carsoncitychamber.com	Initial Appt. 03/12 Reappt 2/14	01/2017

Continued next page...

Business Operator or Property Owner

Court Cardinal
490 Brittiany Ct.
Carson City, NV 89701
691-3371 (w)
cardinalc@casinofandango.com

Initial Appt. 02/15

01/2018

AUTHORITY: RACC started as a 3-year pilot program in April of 1993. Resolution No. 2011-RA-R3 and 2011-R-41, approved by the Board of Supervisors on December 1, 2011, re-establishes the Carson City Redevelopment Authority Citizens Committee to include the following seven members: 1) A member of the Redevelopment Authority appointed by the Redevelopment Authority, who may or may not be the Redevelopment Authority Chair, 2) Two members who must be business operators or property owners from Redevelopment Area 1, 3) Two members who must be business operators or property owners from Redevelopment Area 2, 4) Two citizens-at-large appointed by the Redevelopment Authority who may or may not have property or business interests within the Redevelopment District and who may be widely skilled in professional categories such as architecture, urban planning, engineering, construction management, general contracting, historic preservation, residential or commercial development, real estate transactions, brokerage and property management, retail, entertainment and cinema, tourism, economic development, business ownership, startup and management, transit, cultural facilities, housing, economics and finance, education, technology, marketing, or law.

Members serve staggered 3-year terms that expire January 1, or until a replacement is appointed. **Committee members may only serve two (2) full 3-year terms on the Committee**, after which the member may not serve on the Committee for **one (1) year** before being considered eligible for reappointment.**

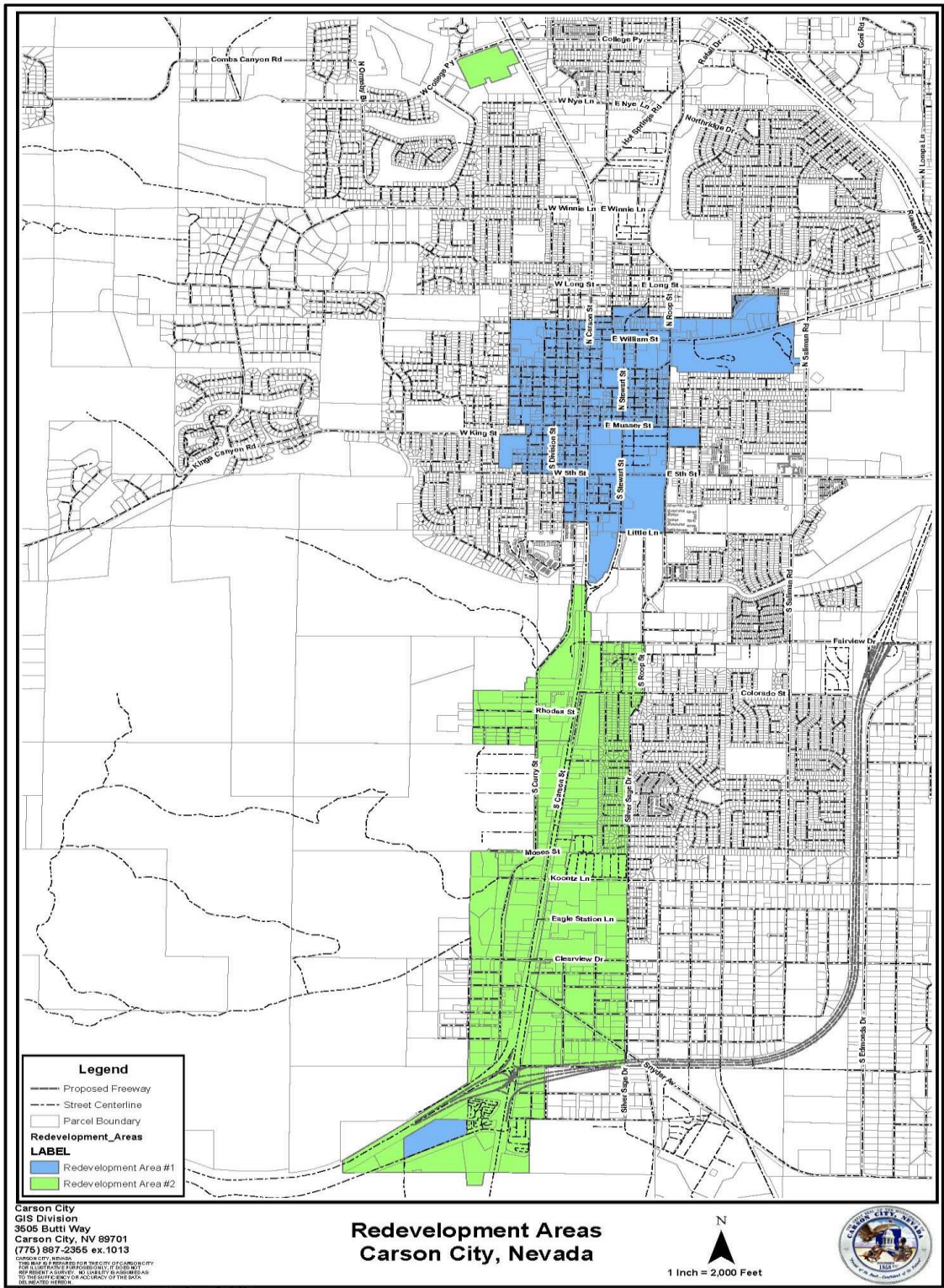
MEETINGS: First Monday of each month starting at 5:30 pm. Meetings are held at the Sierra Room.

PURPOSE: To make recommendations to the Redevelopment Authority on Redevelopment Area Plans, incentive programs, special event funding, and other matters pertaining to the Redevelopment District and within the authority of the Redevelopment Authority.

Liaison: Lee Plemel, Planning Division 283-7075 lplemel@carson.org

Attorney Assignment: Adriana Fralick 283-7665 afralick@carson.org

SEE NEXT PAGE FOR A MAP OF REDEVELOPMENT AREA 1 AND 2



- END DATA -

INTERNAL USE ONLY - NOT FOR DISTRIBUTION

RESOLUTION NO. 2011-RA-R-3 and 2011-R-41

A RESOLUTION AMENDING RESOLUTIONS 2003-RAR-2 AND 2003-R-37 TO RE-ESTABLISH THE CARSON CITY REDEVELOPMENT AUTHORITY CITIZENS COMMITTEE AND CONTINUE THE SUSPENSION OF REDEVELOPMENT DISTRICT INCENTIVE PROGRAMS FOR SMALL, PRIVATE REDEVELOPMENT PROJECTS.

WHEREAS, the Carson City Board of Supervisors and Redevelopment Authority have determined that the Redevelopment Authority Citizens Committee membership should be modified to include representatives from both Redevelopment Areas 1 and 2 in order to provide recommendations on Redevelopment Authority matters from a broader segment of the Redevelopment District; and

WHEREAS, the Carson City Board of Supervisors and Redevelopment Authority have determined that incentive programs for small, private redevelopment projects are no longer necessary or financially sustainable; and

NOW, THEREFORE, the Carson City Redevelopment Authority and Board of Supervisors do hereby RESOLVE to amend the membership of the Redevelopment Authority Citizens Committee to include the following seven members:

- 1) A member of the Redevelopment Authority appointed by the Redevelopment Authority, who may or may not be the Redevelopment Authority Chair.
- 2) Two members who must be business operators or property owners from Redevelopment Area 1.
- 3) Two members who must be business operators or property owners from Redevelopment Area 2.
- 4) Two citizens-at-large appointed by the Redevelopment Authority who may or may not have property or business interests within the Redevelopment District and who may be widely skilled in professional categories such as architecture, urban planning, engineering, construction management, general contracting, historic preservation, residential or commercial development, real estate transactions, brokerage and property management, retail, entertainment and cinema, tourism, economic development, business ownership, startup and management, transit, cultural facilities, housing, economics and finance, education, technology, marketing, or law.

The Redevelopment Authority Citizens Committee is re-established by this Resolution to make recommendations to the Redevelopment Authority on Redevelopment Area Plans, incentive programs, special event funding, and other matters pertaining to the Redevelopment District and within the authority of the Redevelopment Authority. The Redevelopment Authority Citizens Committee is subject to the Nevada Open Meeting Law.

The Carson City Redevelopment Authority and Board of Supervisors further RESOLVE that every member of the Committee shall be appointed for a three-year term which shall expire on January 1, or until a replacement is appointed. Appointments to the Committee will be made on a staggered-year basis. Except for the Redevelopment Authority member, Committee members may only serve two full three-year terms on the Committee, after which the member may not serve on the Committee for one year before being considered eligible for reappointment. Notwithstanding these term limits, an incumbent may be reappointed to the Committee if the position remains vacant for more than 60 days after the term expires. Term limits begin upon the adoption of this Resolution.

The existing Redevelopment Authority Citizens Committee members shall continue to serve until the Board of Supervisors appoints the new members pursuant to this Resolution.

The Carson City Redevelopment Authority and Board of Supervisors further RESOLVE to continue the indefinite suspension of the Redevelopment District Incentive Program for small, private redevelopment projects as adopted in Resolution 2010-RAR-3.


Upon motion by Member Robert Crowell, seconded by Vice Chairperson Karen Abowd, the foregoing Resolution was passed and adopted this 1st day of December, 2011, by the following vote:

AYES: Member Robert Crowell
 Vice Chairperson Karen Abowd
 Member John McKenna
 Member Molly Walt
 Chairperson Shelly Aldean

NAYS: None

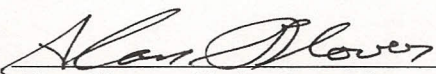
ABSENT: None

ABSTAIN: None



Shelly Aldean, Chair
Redevelopment Authority

ATTEST


Alan Glover, Clerk - Recorder
Carson City, Nevada


Upon motion by Supervisor Karen Abowd, seconded by Supervisor Shelly Aldean, the foregoing Resolution was passed and adopted this 1st day of December, 2011, by the following vote:

AYES: Supervisor Karen Abowd
Supervisor Shelly Aldean
Supervisor John McKenna
Supervisor Molly Walt
Mayor Robert Crowell

NAYS: None


ABSENT: None

ABSTAIN: None



Robert Crowell
Mayor, Carson City

ATTEST



Alan Glover, Clerk - Recorder
Carson City, Nevada