



STAFF REPORT

Report To: Redevelopment Authority

Meeting Date: February 15, 2018

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 "Citizen-at-Large" to fill a three year term ending January 2021.

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 position open due to member term expiration. New applications were submitted by Sherri Powell, Eric Kimzey and Gregory Stedfield.

Agenda Action: Formal Action/Motion

Time Requested: 45 mins

Proposed Motion

I move to appoint _____ to the Carson City Redevelopment Authority Citizens Committee as a "Citizen-at-Large" to fill a three year term ending January 2021.

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

RACC Bylaws

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, NV

REDEVELOPMENT AUTHORITY CITIZENS COMMITTEE

BOARD DETAILS



OVERVIEW



SIZE 7 Seats



TERM LENGTH 3 Years



TERM LIMIT 2 Terms

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.



DETAILS

MEETINGS

- 5:30 p.m.
- Quarterly, first Monday of February, May, August and November
- Community Center, Sierra Room
- 851 East William Street, Carson City, Nevada

POWERS & DUTIES

The Redevelopment Authority Citizens Committee was established by the Carson City Redevelopment Authority to make recommendations 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.

ADDITIONAL INFORMATION

[RACC By-laws.adopted.6.4.15.pdf](#)



Carson City, NV

REDEVELOPMENT AUTHORITY CITIZENS COMMITTEE

BOARD ROSTER



JOHN BARRETTE

1st Term Jan 19, 2017 - Jan 01, 2021

Position Board of Supervisors



COURT CARDINAL

2nd Term Jan 04, 2018 - Jan 31, 2021

Appointing Authority Board of Supervisors

Position Business Operator or Property Owner

Category Redevelopment Area 2



RONNI HANNAMAN

3rd Term Jan 05, 2017 - Jan 31, 2020

Position Business Operator or Property Owner

Office/Role Vice Chair

Category Redevelopment Area 2



JASON JUSTICE

1st Term Jul 21, 2016 - Jan 01, 2019

Appointing Authority Board of Supervisors

Position Business Operator or Property Owner

Category Redevelopment Area 1



LEE KENNEDY

1st Term Mar 16, 2017 - Jan 31, 2020

Appointing Authority Board of Supervisors

Position Business Operator or Property Owner

Category Redevelopment Area 1



CRAIG MULLET

1st Term Feb 05, 2015 - Jan 31, 2018

Appointing Authority Board of Supervisors

Position Citizen at Large



MICHAEL J SMITH

1st Term Jan 04, 2018 - Jan 31, 2021

Position Citizen at Large

Profile

Sherri _____ L _____ Powell _____
 First Name Middle Initial Last Name

 Email Address

 Street Address

 Suite or Apt

CARSON CITY _____
 City

NV _____ 89703 _____
 State Postal Code

 Primary Phone

 Alternate Phone

Which Boards would you like to apply for?

Redevelopment Authority Citizens Committee: Submitted

Question applies to Redevelopment Authority Citizens Committee

Redelopment Areas 1 & 2

Citizen-at-Large

Question applies to multiple boards

Why would you like to serve of this Board/Committee/Commission?

While living in Henderson, NV during college, I was a student that worked to redevelop downtown Las Vegas. That ultimately included proposing and supporting the Arts District and First Friday. Both are still successful and I enjoyed participating and being a part of growing a community.

Question applies to multiple boards

Are you currently a registered voter in Carson City?

Yes No

Question applies to multiple boards

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

Yes No

Question applies to multiple boards

If yes, please list:

Question applies to multiple boards

Term expiration:

Conflict of Interest

Question applies to multiple boards

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

Yes No

Question applies to multiple boards

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

Yes No

Question applies to multiple boards

If yes, please provide contract details:

Question applies to multiple boards

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

Education

Note: only complete this section if a degree is required for this position

College, Professional, Vocational or Other Schools attended:

Master's of Business Administration, University of Phoenix 2007 Bachelor of Science, University of Nevada Las Vegas 2005

Major Subject:

Business, Environmental Studies

Degree Conferred:

Master's of Business Administration, University of Phoenix 2007 Bachelor of Science, University of Nevada Las Vegas 2005

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

I'm new to Carson City, I have lived here 2 years. I own a home in Southwest Carson and I've been remodeling that home because I believe redeveloping, not building new, is important to keep our heritage and culture in Carson City.

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

I have volunteered for FISH, the Carson City Symphony and for Classy Seconds. While at both FISH and Classy Seconds, I was just a worker putting items away. While working at the Symphony, I was the volunteer coordinator and helped to manage events.

List your affiliation with professional or technical societies: *if required for the position.

[PowellResume2017.docx](#)

Upload a Resume

Personal/Professional References

Name, Telephone Number:

Sandy Zboinski, 775-230-5090

Name, Telephone Number:

Tracey Owen, 775-450-7537

Name, Telephone Number:

Kelly Kelly, 775-315-7469

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

I have read and understand the Carson City's Boards, Committees and Commissions Policies and Procedures.

I Agree *

Sherrri Powell, MBA
Carson City, Nevada
(702) 271-7109
sherpowell@gmail.com

Summary

I am a skilled government professional with experience working in a number of positions throughout my professional career. I have supported commissioners and executives and interacted frequently with community members and constituents. I have been trained in mediation while working for Clark County. I have also been trained as a facilitator for large groups to accomplish complex goals. I have worked with developers, contractors and planners throughout my professional career as an Environmental Planner for URS Engineering in 2005.

Education

University of Nevada Las Vegas
Bachelor of Science
Graduated August 2005

University of Phoenix
Master's of Business Administration
Graduated June 2007

Employment History

State of Nevada
Management Analyst III

Carson City, Nevada
January 2011 - Present

Civil Rights Officer for Medicaid recipients. HIPAA Privacy Officer for Nevada Medicaid. Work with the media, public and recipients for personal health information requests, analytics and media inquiries.

Clark County, Nevada
Management Analyst II

Las Vegas, Nevada
October 2007 - July 2010

Film Administrator for Clark County. Approved all film applications for the County and coordinated events and filming with the local jurisdictions including Las Vegas, North Las Vegas, and Henderson. Wrote County ordinances to respond to constituent needs and requests.

CDW Corporation
Executive Assistant

Las Vegas, Nevada
January 2006 - October 2007

Supported the West Coast Operations Executive in daily operations and activities. Coordinated all special events and media relations. Prepared reports for the Securities and Exchange Commission and coordinated all business relations and business meetings.

Professional Skills

Microsoft Office Specialist - Master Level

CompTia Security+

Nevada Information Security Professional

Profile

Eric _____ Kimzey _____
 First Name Middle Initial Last Name

 Email Address

 Street Address

 Suite or Apt

Carson City _____
 City

NV _____
 State

89703 _____
 Postal Code

 Primary Phone

 Alternate Phone

Which Boards would you like to apply for?

Redevelopment Authority Citizens Committee: Submitted

Question applies to Redevelopment Authority Citizens Committee

Redelopment Areas 1 & 2

Citizen-at-Large

Question applies to multiple boards

Why would you like to serve of this Board/Committee/Commission?

As a relatively new resident of Carson City with a vested business and residential interest, as well as a young growing family I am inclined to lend a hand to the development of this city. I would like to see where and how Carson City can grow and assist in the growth of this area. My three children will be raised here, I would like to see them stay and raise their families here with plentiful opportunities and a thriving community. With my experience as a business owner working with and along all types of different businesses and my educational background I feel can be a fantastic asset to the board of supervisors and this specific committee. I am on the road everyday, I see where this city is thriving and where it could maybe use a hand. My input on the growing business sector, especially retail is something I feel could be of use to this committee.

Question applies to multiple boards

Are you currently a registered voter in Carson City?

Yes No

Question applies to multiple boards

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

Yes No

Question applies to multiple boards

If yes, please list:

Question applies to multiple boards

Term expiration:

Conflict of Interest

Question applies to multiple boards

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

Yes No

Question applies to multiple boards

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

Yes No

Question applies to multiple boards

If yes, please provide contract details:

Question applies to multiple boards

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

Education

Note: only complete this section if a degree is required for this position

College, Professional, Vocational or Other Schools attended:

CSU Sacramento

Major Subject:

Government - International Relations

Degree Conferred:

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

As a business owner since 2012 I have seen the many ups and downs that come with being self employed. I have worked with cities, states and even national level agencies in the food industry. With my educational background in government I have a strong foundation of how committees and community boards work. As a former intern for CA State Senator Jim Beall I worked first hand with many California committees including business development and human services. I helped write, edit and analyze bills as they came from the floor to our offices and back. I worked first hand with committee leaders, members and community leaders to help in the creation of bills passed and voted on in the capitol.

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

AYSO Carson City - soccer coach

List your affiliation with professional or technical societies: *if required for the position.

[Eric_Kimzey_resume.docx](#)

Upload a Resume

Personal/Professional References

Name, Telephone Number:

Al Larocca - Area Sales Manager Pepperidge Farm - 650.291.4649

Name, Telephone Number:

Malinda Hammill - 916-601-9032

Name, Telephone Number:

Scott Simpson - fellow Pepperidge Farm SDA owner - 775.225.0596

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

I have read and understand the Carson City's Boards, Committees and Commissions Policies and Procedures.

I Agree *

ERIC KIMZEY

912 Angus St. Carson City,
NV | 408.828.9140 | eskimzey@gmail.com

SUMMARY

Goal orientated business owner with sales experience in both the travel and food industries.

COMPUTER SKILLS

Software

- Sales Force, Competent, 1 year
- Quickbooks, Competent, 5 years
- Photoshop, Expert, 10 years
- Microsoft Suite, Expert 10 years

EXPERIENCE

- 5/16-present SDA (Franchisee) , *Pepperidge Farm*
 - Own and operate a Pepperidge Farm cookie distributorship territory for the majority of northern Nevada
- 6/15-5/16 International Tours Consultant , *ACIS*
 - Recruited and helped teachers plan international trips for their students
 - Covered all western states
 - Attended teacher conferences
 - Used international travel knowledge in an educational capacity
- 3/12-5/16 Owner/Operator, *CalGreen Distribution*
 - Analyzed customer needs, discounts, volume potential, price ranges and planned sales campaign.
 - Attended food and beverage trade shows.
 - Built and designed POS merchandising displays and pop ups.
 - Created and maintained POGs.
 - Sold snack foods in all areas, conventional and natural to both retail and foodservice.
 - Negotiated fees and rates
 - Managed daily operations, dealt with customers and supported drivers.
 - Developed entire sales strategy for the company
 - Sent proposals by mail and e-mail when required. Met and completed numerous in person presentations.
 - Closed over 75 accounts since inception.
 - Grown revenue from 0 to over half a million in just over two years.
- 5/11-5/12 Operations Manager, *Primedia*

- As the Sacramento Operations Manager at Distributech/Primedia, I was responsible for managing 6 drivers and over 500 accounts. Including 7-11, Raleys and Blockbuster.
- Worked with management to keep rack space and offer new advertising efforts.
- Sold new accounts to place more racks.

5/11-5/12

Intern Jim Beall, *CA Assembly*

- Analyzed bills
- Ran bills to the floor
- Office Duties
- Attended committee meetings - took official notes
- Exposed to every aspect of the CA governmental system

EDUCATION

2011

BA International Relations Government, *CSUS*

Profile

Gregory

First Name

S

Middle Initial

Stedfield

Last Name

[Redacted]

Email Address

[Redacted]

Street Address

Suite or Apt

Carson City

City

NV

State

89701

Postal Code

[Redacted]

Primary Phone

[Redacted]

Alternate Phone

Which Boards would you like to apply for?

Redevelopment Authority Citizens Committee: Submitted

Question applies to Redevelopment Authority Citizens Committee

Redelopment Areas 1 & 2

Citizen-at-Large

Question applies to multiple boards

Why would you like to serve of this Board/Committee/Commission?

I would like to serve on the board for two reasons. First and foremost, I would like to be more involved in the community in which I live. I feel that there is not enough participation in our community. Second, I am a registered civil engineer who specializes in land development. I feel that my background and knowledge will be an asset to the Citizen's Committee.

Question applies to multiple boards

Are you currently a registered voter in Carson City?

Yes No

Question applies to multiple boards

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

Yes No

Question applies to multiple boards

If yes, please list:

N/A

Question applies to multiple boards

Term expiration:

N/A

Conflict of Interest

Question applies to multiple boards

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

Yes No

Question applies to multiple boards

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

Yes No

Question applies to multiple boards

If yes, please provide contract details:

N/A

Question applies to multiple boards

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

Education

Note: only complete this section 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:

My professional experience has taken me to many different jurisdictions in the development and design of projects. I have seen what is important to communities as far as how a project interacts with the surroundings. I also believe strongly in the redevelopment of properties that have previously been developed.

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

This will be my first opportunity to serve on a community organization.

List your affiliation with professional or technical societies: *if required for the position.

American Society of Civil Engineers

Upload a Resume

Personal/Professional References

Name, Telephone Number:

Polly Boardman 775-412-4607 professional

Name, Telephone Number:

Pat Sollberger 775-750-2451 personal

Name, Telephone Number:

John Kluber 630-360-1581

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

I have read and understand the Carson City's Boards, Committees and Commissions Policies and Procedures.

I Agree *

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 Citizens 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 four full three-year terms on the Committee

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.

4. Board of Supervisors' Policies and Procedures.

The Redevelopment Authority Citizens Committee shall be subject to the Board of Supervisors' Policies and Procedures for Boards, Committees, and Commissions, as may be amended, incorporated into these bylaws by reference.

B. Ethics of the Committee Members.

1. Conflict of interest.

- a. All Members must avoid any conflict of interest. No individual may use an official position to gain personal advantage. If a Member concludes that they have a conflict of interest or an appearance of fairness issue with respect to a matter pending before Committee, they must disqualify themselves from participating in the deliberations and decision-making process for the matter under consideration. A Member so disqualifying himself or herself shall have no personal presence before or direct communication with the other members regarding the matter at issue. Failure of a Member to disclose that he or she has a conflict of interest on a matter under consideration by the Committee may be cause for removal from 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.

- e. A member convicted of a felony, domestic violence or gross misdemeanor involving moral turpitude shall resign from the Committee within 30 days of the conviction.

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. In enacting NRS 241, the Nevada Legislature found and declared that all public bodies exist to aid in the conduct of the people's business. It is the intent of the law that public body actions be taken openly and that their deliberations be conducted openly. It is the responsibility of every Member to understand the requirements of the Open Meeting Law and to assure that they individually and the Committee as a whole operates within the letter and spirit of the law. Members are required to attend either the annual training course or the short course provided through the District Attorney's Office within twelve months of appointment.
- 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 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.

D. Code of conduct.

It is expected that appointees to all City boards, committees and commissions shall conduct themselves in a manner befitting their position. Courtesy, honesty and respect for others are important attributes for all public servants whether appointed, elected or employed. Everyone who serves the City should treat others in a professional manner being mindful

of the fact that they are expected to represent and be accountable to the people they serve.

E. Lobbying.

Unless expressly authorized by the Board of Supervisors, no board, commission, or committee, or any member of a board, commission or committee shall engage in lobbying on legislative or political matters on behalf of the board, commission or committee of Carson City. Nothing in this policy precludes individual appointees from lobbying or providing information as a private citizen provided the appointee specifically clarifies that while he or she holds an appointed position, the appointee is acting in a private capacity and not in his or her capacity as an appointed member of a board, commission, or committee or on behalf of the City. In that regard, individual appointees should refrain from lobbying as a private citizen in a way that implies authority to speak on behalf of the City or the public body to which they are appointed.

II. MEETINGS OF THE COMMITTEE

A. Regular meetings.

1. Regular meetings shall be held on a quarterly basis at a time and date determined by the Chairperson or by a quorum of the Committee at a properly noticed meeting.
2. Special meetings may be called at any time by the Chairperson, or by a quorum of the Committee at a properly noticed meeting.
3. The Committee shall make every effort to hold meetings as expeditiously as possible after submittal of request.

B. Annual meeting for election of officer.

1. At its first meeting of each year, the Committee shall elect a Chairperson and Vice-Chairperson for the coming calendar year, or the Committee may elect replacements as vacancies occur.
2. The term of the Chairperson and Vice-Chairperson shall be one year. A Chairperson may serve no more than two consecutive years. A Member who serves as Chairperson for two consecutive years will qualify to be re-nominated for Chairperson after two or more years have passed since the Member last served as Chairperson.
3. The Redevelopment Authority member shall not serve as the Chairperson or Vice-Chairperson of the Committee.

C. Duties of the Chairperson.

1. The Chairperson shall be responsible for the conduct of all Committee meetings.
2. The Chairperson shall confer with the Director of the Office of Business Development or his/her designee on the matters scheduled for the agenda.
3. The Chairperson 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 Chairperson, these duties shall be assumed by the Vice-Chairperson.

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. All Members shall attend at least 75 percent of all scheduled meetings in the preceding 12 month period, and shall exercise due diligence in attending special meetings, public hearings, workshops and/or study sessions. No differentiation is made between excused or unexcused absences of members.

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.
3. No quorum. If the Chairperson or liaison department staff is aware that a quorum will not be present at any time during the scheduled public meeting, the meeting shall be cancelled. When possible it shall be cancelled by providing email notice to any applicable notification list and posting the cancellation notice at the door of the noticed meeting location.
4. Late quorum. If it is reasonably believed that one or more members will arrive late to complete the quorum, the meeting may begin at its scheduled time, but the Chairperson may call for only non-action informational agenda items and public comment to be heard by the public body until a quorum is present. At any time after call to order and roll call, the Chairperson may call a recess until the quorum is present, or call an adjournment (without a vote) after providing for public comment if the quorum does not timely appear.

5. Loss of quorum. If for any reason during a public meeting that has been convened the Committee loses its quorum, the Chairperson may call for only non-action informational agenda items and public comment to be heard until a quorum is present. At any time after losing a quorum, the chairperson may call a recess until the quorum is present, or call an adjournment (without a vote) after providing for public comment if the quorum does not timely reappear.

F. Communications with the Redevelopment Authority and Board of Supervisors.

Expressions of the Committee's position, recommendation, or request for any action shall be in the form of a resolution, motion, or other written communication setting forth the reasons, facts, policies, and/or findings of the Committee supporting the communication and shall be directed to the Redevelopment Authority and the City Manager. It should be emphasized that when a Committee Member who is present at a Redevelopment Authority or Board of Supervisor's meeting is asked to address the Authority or Board on a matter within the scope of the Committee, the member should take care to represent the viewpoint of the Committee as a whole and to avoid expressing his or her personal opinion unless clearly stated as such.

-G. 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 bylaws requires an affirmative vote of two-thirds of the total Committee membership (five of seven Committee members) in order to pass. Amendments to these bylaws must be approved by the Redevelopment Authority to become effective.

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.