

**RESOLUTION ESTABLISHING A WARD 6 NEIGHBORHOOD
ADVISORY BOARD (NAB) , MAKING FUNCTIONAL CHANGES FOR
THE EFFICIENT ADMINISTRATION OF THE NABS, AND
REPEALING RESOLUTION NO. 8342 TO BRING ALL RULES
CONCERNING NABS INTO ONE RESOLUTION**

WHEREAS, the Reno City Council desires to meaningfully involve their constituents in the government decision making process in order to improve the quality of life in our community; and,

WHEREAS, the Reno City Council “City Council” desires that each ward have a Neighborhood Advisory Board (NAB), to serve as a forum for supplemental public comment to improve communication between the City and the community, whose participation is deemed necessary and desirable; and,

WHEREAS, the City Council approved Resolution No. 8342, adopted April 12, 2017, entitled, “Resolution establishing staggered terms for Neighborhood Advisory Board (NAB) members and geographical qualifications to be a NAB member, and repealing Resolution numbers 8064, 8077 and 8084 to bring all rules concerning NABs into one resolution”; and,

WHEREAS, the City Council adopted Ordinance # 6659, an Ordinance to amend Title 1, Chapter 1.02.010, of Reno Municipal Code titled "Ward Boundaries and Official City Map," to change the City of Reno ward boundaries and create a sixth ward on the Official City Map as required by Section 1.050 of the Reno City Charter, on September 13, 2023; and,

WHEREAS, the adoption of Ordinance # 6659 has necessitated this resolution, which aims to update provisions governing NABs to establish a Ward 6 NAB and consolidate all provisions governing the NABs into a single resolution; and,

WHEREAS, The City Council hereby finds that the foregoing recitals are true and correct and are incorporated by reference; and,

NOW, THEREFORE, BE IT RESOLVED by the Reno City Council that:

Ward 6 Changes

1. **Effective Date** - On the date and time the City Council and City Manager meet within the time set forth in NRS 293C.387 after the 2024 general election, canvass the returns, and declare the result, Resolution 8342 shall be repealed, and this Resolution shall take immediate effect thereafter.

2. **NAB Establishment** - There shall be six (6) NABs, named:
 - a. Ward 1 Neighborhood Advisory Board
 - b. Ward 2 Neighborhood Advisory Board
 - c. Ward 3 Neighborhood Advisory Board
 - d. Ward 4 Neighborhood Advisory Board
 - e. Ward 5 Neighborhood Advisory Board
 - f. Ward 6 Neighborhood Advisory Board
3. **Ward Map** - Upon the effective date, the NAB boundaries will be based on the attached Ward Map as adopted by the Reno City Council on September 13, 2023.
4. **NAB Member Transition** - All NAB members “members”, and NAB alternate members “alternate members”, may continue to serve on their appointed NABs for the remainder of their terms. Upon the expiration of their term(s) members and alternate members will be subject to all updated eligibility requirements as outlined in section 11 of this resolution. Appointed members and alternate members, who wish to serve on a new NAB upon the effective date of this resolution shall resign from their current position, and may choose to apply, through the standard process, for appointment on a new NAB.

Function and Scope of the Neighborhood Advisory Boards

5. **Function** - The NABs serve as a forum for supplemental public comment to improve communication between the City and the community for issues relating to City governance, activities, and other programs in which community member participation is desirable.
6. **Scope** - The NABs shall be recognized by all City agencies and departments to be used whenever possible to solicit constituent input and participation regarding issues which affect the wards shown on the attached map.
 - a. **Review of Physical Development Projects** - Regarding physical development projects, the NABs are not intended to replace the City Planning Commission, and while the City Council will take into consideration all comments from the NABs, the Reno City Council carries the ultimate responsibility for final decisions. As such, the NABs shall have the following authority:

- i. The developer of a physical development project which is subject to review by the Planning Commission, or Reno City Council, may present the project, if present, to the NAB(s) where the project has been proposed to be located;
- ii. The NAB(s) shall not take any action related to physical development projects;
- iii. The public comment and project review forms from the meeting shall be submitted to the City Planning Commission, to be included in the review of the physical development project.

NAB Member Management

- 7. **Eligibility** - City and ward residency are not required to be appointed as a member, or alternate member. Prospective members or alternate members may have their primary business activity, or significant community involvement within the NAB ward boundary. Members and alternate members shall not be appointed to more than one NAB at any time, this does not preclude members and alternate members from simultaneously serving on other City or County boards or commissions.
- 8. **NAB Member Nomination and Appointment** - The City Council Member who represents a specific ward shall nominate up to eleven (11) regular board members and two (2) alternate members to serve on their respective NAB. The Reno City Council will vote to approve or reject the nomination(s).
- 9. **Alternate NAB Members** - If a quorum is not present at a NAB meeting, an alternate member appointed to that NAB may stand in place for the absent member(s) to reach a quorum. If a quorum is reached utilizing an alternate member it shall be noted in the official record of that NAB meeting. Unless standing in for a member, alternate members shall not be counted in the establishment of a quorum. An alternate member shall only take formal action on any NAB item when that alternate member stands in place of a full member to reach a quorum, as defined in Nevada Open Meeting Law (NRS 241).
- 10. **Term Limits** – Upon appointment, members and alternate members shall serve two-year terms. At the end of a member or alternate member's term the Reno City Council may re-appoint the member or alternate member for one additional consecutive two-year term. After a member or alternate member has served a total of 2 consecutive terms (4 years), the member or alternate member may not be re-appointed until there has been a one-year gap in service on any NAB. The City Council may waive these term limits in specific instances where specific membership qualifications are desired or no qualified person has applied for appointment to the NAB(s).

11. **Removal of NAB Members and Alternate Members** – Members and alternate members serve at the pleasure of the respective City Council Member of the NAB. Members and alternate members do not have a vested right in their membership on the NAB. The City Council hereby delegates the authority to remove a member or alternate member to the respective City Council Member. The respective City Council Member may remove a member or alternate member for any reason at any time.
 - a. **Removal from a NAB due to Unexcused Absence** - Consistent participation is essential for the efficient functioning of the NABs. Absence from three consecutive regular meetings, without notification to the staff liaison of the board, may be deemed a resignation of board membership. Absence from 6 consecutive regular meetings with notification to the staff liaison of the board may be deemed a resignation of board membership.
12. **Resignation** - In the event a member or alternate member wishes to resign from their appointed NAB, they must submit a letter of resignation to the NAB's staff liaison.
13. **Members to Serve in a Volunteer Capacity** – Members of the NAB shall serve without compensation.
14. **Code of Ethics for Public Officials** – As public appointees, members and alternate members are required to adhere to all applicable sections of the Code of Ethics for Public Officials as established in Reno Municipal Code 2.20. It is incumbent upon each appointed member and alternate member to review the code and ensure individual compliance.
15. **Illegal and Discriminatory Activity** - Illegal and discriminatory activity will not be tolerated at any NAB meeting. Any question regarding this matter shall be addressed to the City Attorney's Office and/or the Reno City Council.

Neighborhood Advisory Board Meeting Functionality

16. **Open Meeting Law** - The NABs shall comply with Chapter 241 of the Nevada Revised Statutes, commonly known as the Nevada Open Meeting Law.
17. **Roberts Rules of Order** – The most recent edition of Roberts Rules of Order shall apply to all NAB proceedings when applicable, and when they are not inconsistent with any rules issued by the Reno City Council.
18. **Meeting Frequency** - Each NAB shall meet at least four (4) times per calendar year and up to twelve (12) times per calendar year.

19. **Selection of Chair and Vice Chair** - The members of the NAB shall, at the first regular meeting of the NAB in each calendar year, elect from their members a chair, and vice chair.
20. **Presiding Officer** - The chair shall be the presiding officer in all meetings of the NAB. In the absence of the chair, the vice chair shall preside. In the absence of both the chair and vice chair, the board shall elect a temporary presiding officer from the members present at the meeting.
21. **Creation of the Agenda** - The agenda of each NAB meeting will be set by the City Council Member who represents the Ward, and the board's staff liaison, in consultation with the NAB.

Legal Disclosures

22. **Authorization to Execute Intent** - The Mayor, City Manager, members, officers, employees, and agents of the City are hereby authorized and directed, jointly and severally, to do any and all things as may be required and otherwise to give effect to, carry out and comply with the terms and intent of this Resolution, and to take all necessary and appropriate actions to effectuate the intent of this resolution.

Upon motion by Councilmember _____, and seconded by Councilmember _____, the foregoing Resolution was passed and adopted this ____ day of _____, 2024, by the following vote of the Council:

AYES: _____

NAYS: _____

ABSTAIN: _____ ABSENT: _____

APPROVED this ____ day of _____, 2024.

HILLARY SCHIEVE MAYOR

ATTEST:

MIKKI HUNTSMAN

CITY CLERK

