STAFF REPORT

Date: **October 23, 2024**

To: **Chair and Redevelopment Agency Board**

Through: **Jackie Bryant, Interim City Manager**

Subject: **Staff Report (For Possible Action): Presentation, discussion, and potential direction on proposed amendments to the Redevelopment Agency Advisory Board (RAAB) bylaws.**

From: **Bryan McArdle, Revitalization Manager**

Department: **Redevelopment Agency**

Summary:
Staff seeks Board direction on amendments to the Redevelopment Agency Advisory Board (RAAB) bylaws. These amendments aim to improve board operations, ensure compliance with state law, and enhance transparency and public participation.

Alignment with Strategic Plan:
Governance and Organizational Effectiveness

Previous Council Action:
- November 9, 1987, City Council adopts Resolution No. 38 to establish the Downtown Redevelopment Plan Review Committee and Bylaws.
- September 29, 2003, City Council adopts Resolution No. 55 to establish the committee as a standing committee, update their bylaws, and rename it the Redevelopment Citizen Advisory Committee (CAC) expanding the number of members from 10 to 13.
- March 11, 2009, City Council adopts Resolution No. 186 renaming the CAC to the Redevelopment Agency Advisory Board (RAAB) due to the confusion with the Community Assistance Center (CAC).
- March 10, 2010, City Council approves the changes to the RAAB bylaws with the board now consisting of nine (9) members.

Background:
In 1987 the City created a citizen advisory committee known as the "Downtown Redevelopment Plan Review Committee" to provide an analysis of the original 1983 Redevelopment Plan and provide input on the 1990 Plan Amendment that created the formal Redevelopment Agency. The

1990 "Amendment to the Redevelopment Plan for the Downtown Redevelopment Area" section VII.A.5, stated that the Agency shall constitute an advisory group which will give the Agency input on its proposed projects and programs, and may also propose projects and programs for consideration.

The RAAB is currently tasked with advising the Agency on redevelopment efforts. Over the years, its bylaws have been amended several times to reflect changes in membership, scope, and procedural requirements. The most recent amendment was in 2010 when the board was reduced to nine members.

In preparation of appointing new members to the RAAB, staff has identified areas where the RAAB bylaws could be clarified and updated to reflect current best practices in governance and Nevada Open Meeting Law. Staff has prepared a series of recommendations for the Agency Board to consider before final approval of any bylaw amendments.

Discussion:
Staff is requesting the City Council's direction on the following proposed amendments to the RAAB bylaws:

- Meeting Schedule and Changes
  Current: The Chair and Redevelopment Agency Administrator establish the meeting schedule, with no specific guidelines for changing meetings.
  Recommendation: Require adherence with current Nevada Open Meeting Laws to ensure transparency and public engagement.
- Additional Meetings
  Current: Additional meetings may be called by the Chair or a majority of voting members without a defined notice period.
  Recommendation: Require time as noted in current Nevada Open Meeting Law for additional meetings to ensure board members and the public are informed in a timely manner.
- Officer Elections
  Current: The board elects its Chairperson and Vice-Chairperson annually in January.
  Recommendation: Establish a formal nomination process and clarify election procedures to ensure fairness and consistency in officer elections.
- Quorum and Voting
  Current: A majority of board members constitutes a quorum, but no provisions exist for remote attendance.
  Recommendation: Allow members to attend and vote remotely, in compliance with Nevada Open Meeting Law, to accommodate scheduling conflicts and ensure full participation.

- Absence Policy and Automatic Resignation
  Current: Automatic resignation occurs after four unexcused or three consecutive absences, but there is no clear definition of an "excused" absence.
  Recommendation: Define "excused" absences and allow members to request approval for legitimate reasons such as illness, family emergencies, or professional obligations.
- Amending Bylaws
  Current: Bylaws may be amended with a majority vote and 10 days' written notice to board members.
  Recommendation: Increase transparency and create consistency by requiring the proposed amendments to be agendized and adopted by the Redevelopment Agency.
- Chairperson's Role in Voting and Motions
  Current: The Chairperson may not make motions but may second them.
  Recommendation: Allow the Chairperson to make motions when necessary to ensure flexibility, especially in smaller boards.
- Press Releases
  Current: No press release may be made until 24 hours after being submitted to the Executive Director.
  Recommendation: Clarify press release procedures to accommodate urgent matters that require immediate public attention; also identify the advisory board does not issue press releases and staff shall manage the process.
- Board Make-Up:
  Current: No qualifications or professional experience listed.
  Recommendation: Members should have professional experience or certifications in the fields of transportation, urban planning, architecture, public finance, commercial real estate, landscape architecture, or redevelopment agency experience.

Financial Implications:
There are no direct financial implications associated with the proposed amendments to the RAAB bylaws. However, updating the bylaws will improve operational efficiency and may reduce administrative costs over time by streamlining procedures.

Legal Implications:
Legal review completed for compliance with City procedures and Nevada law.

Recommendation:
Staff recommends Council approve the proposed amendments to the Redevelopment Agency Advisory Board Bylaws.

Proposed Motion:
I move to approve staff recommendations.

Attachments:

- Redevelopment Agency Community Advisory Committee Bylaws -2003
- 2009 Resolution to change name of CAC to RAAB
- 2010 RAAB Bylaw Amendment