

STAFF REPORT

Date: November 20, 2024

To: Redevelopment Agency Board Chair

Through: Jackie Bryant, Interim City Manager

Subject: Resolution No. ____ (For Possible Action): Resolution amending the bylaws of the Redevelopment Agency Advisory Board (RAAB).

From: Bryan McArdle, Revitalization Manager

Department: City Manager's Office

Summary:

Staff is seeking to amend the bylaws of the Redevelopment Agency Advisory Board (RAAB). The updated bylaws incorporate recommendations approved by Council, enhance transparency, ensure compliance with Nevada Open Meeting Law, and improve the RAAB's operational efficiency.

Alignment with Strategic Plan:

Economic and Community Development
Governance and Organizational Effectiveness

Previous Council Action:

On October 23, 2024, the Redevelopment Agency Board approved the recommended changes to the RAAB bylaws, including clarifications on meeting procedures, member roles, attendance policies, and member appointments.

March 10, 2010, the Redevelopment Agency Board adopted the changes to the RAAB bylaws amending the body to nine (9) members.

March 11, 2009, the Redevelopment Agency Board adopted Resolution No. 186 renaming the Citizen Advisory Committee (CAC) to the Redevelopment Agency Advisory Board (RAAB) due to the confusion with the Community Assistance Center (CAC).

September 29, 2003, the Redevelopment Agency Board adopted 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.

November 9, 1987, the Redevelopment Agency Board adopted Resolution No. 38 to establish the Downtown Redevelopment Plan Review Committee and Bylaws.

Background:

In 1987 the Redevelopment Agency 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 Redevelopment Plan that formally created the Redevelopment Agency goals and activities. 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 in early 2025, 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 received approval on a series of recommended amendments for the RAAB bylaws before final approval of any bylaw amendments.

Discussion:

The following amendments have been incorporated into the updated RAAB bylaws:

1. Meeting Schedule and Notice Requirement: Clarified scheduling procedures to ensure alignment with Nevada Open Meeting Law.
2. Election Procedures: Standardized officer elections to ensure transparency, including formal nomination and voting procedures.
3. Remote Attendance and Quorum: Added provisions for remote attendance, allowing members to participate and vote remotely in compliance with Nevada Open Meeting Law. Remote attendance counts toward quorum.
4. Attendance and Absence Policy: Defined "excused absences" to include medical, family, and professional conflicts. Implemented automatic resignation policy for members with four unexcused or three consecutive absences.
5. Public Review of Bylaws Amendments: Proposed bylaw changes shall be adopted by the Redevelopment Agency Board.

6. Chairperson's Authority in Voting: Authorized the Chairperson to make motions when necessary, improving flexibility in smaller meetings.
7. Board Composition Requirements: Updated RAAB membership requirements to include professional experience or certification in relevant fields, ensuring a well-rounded advisory board.
8. Conflict of Interest Policy: Introduced a conflict of interest policy requiring members to disclose and recuse themselves from decisions where conflicts exist. Members must complete a Conflict of Interest disclosure form annually.

Financial Implications:

No direct fiscal impact is anticipated from the adoption of these bylaw amendments. Improvements in operational clarity and alignment with best practices may reduce administrative costs and improve board efficiency.

Legal Implications:

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

Recommendation:

Staff recommends Council adopt Resolution No. ____ amending the bylaws as presented.

Proposed Motion:

I move to adopt Resolution No. ____.

Attachments:

Resolution No. ____ Amending the Redevelopment Agency Advisory Board Bylaws
Redevelopment Agency Advisory Board Bylaws - markup original with proposed changes
Redevelopment Agency Advisory Board Bylaws - as amended