



**CITY OF HENDERSON  
REDEVELOPMENT AGENCY ADVISORY COMMISSION  
AGENDA**

**Regular Meeting  
Tuesday, June 25, 2013  
4:00 p.m.**

**City Hall Annex Conference Room  
280 Water Street  
Henderson, Nevada 89015**

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**Notice to persons with special needs:** For those requiring special assistance or accommodation at the meeting, please contact 702-267-1515 or the Relay Nevada TTY telephone 7-1-1 at least 72 hours in advance of the meeting.

The Chairman reserves the right to hear agenda items out of order, combine two or more agenda items for consideration, remove an item from the agenda, or delay discussion relating to an item on the agenda at any time. All items are action items unless otherwise noted.

Individuals speaking on an item will be limited to three (3) minutes and spokespersons for a group will be limited to ten (10) minutes.

Electronic agendas can be found at: [HTTP://WWW.CITYOFHENDERSON.COM/](http://www.cityofhenderson.com/)

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**I. CALL TO ORDER**

**II. CONFIRMATION OF POSTING AND ROLL CALL**

**III. ACCEPTANCE OF AGENDA (For Possible Action)**

**IV. PUBLIC COMMENT**

Note: Items discussed under Public Comment cannot be acted upon at this meeting, but may be referred to a future agenda for consideration (NRS 241.020). Individuals speaking on an item will be limited to three (3) minutes and spokespersons for a group will be limited to ten (10) minutes.

**V. NEW BUSINESS**

1.	MINUTES REDEVELOPMENT AGENCY ADVISORY COMMISSION MEETING OF MAY 28, 2013 <i>(For Possible Action)</i>
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Approve the minutes of the City of Henderson Redevelopment Agency Advisory Commission meeting of May 28, 2013.

2.	REVISIONS TO FINANCIAL MANAGEMENT POLICY NUMBERS 300-04, PURCHASING, 1200-03, FUND BALANCE CLASSIFICATION, AND 1300-01, FISCAL SIGNATURE AUTHORITY <i>(For Possible Action)</i>
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Adopt the revisions to the Redevelopment Agency Financial Management Policy Numbers 300-04, Purchasing, 1200-03, Fund Balance Classification, and 1300-01, Fiscal Signature Authority.

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3.	<b>FINANCIAL UPDATE</b> <i>(For Possible Action)</i>
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Accept the report.

4.	<b>PROJECTS UPDATE</b> <i>(For Possible Action)</i>
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Discuss project updates for the following projects and accept report. Cornerstone Redevelopment Area: HOF/Lake Pleasant; T-13 LID Bonds; Shortfall Note; Stone Lake/KB; Ladera Parcels; Loretto Bay. Downtown Redevelopment Area: 19 S. Water Street; Business Recruitment/Development; Business Retention; City Tower and Bank of America properties; Community Garden; Cultural and Events Center; Downtown Investment Strategy; Downtown Master Plan; Downtown Housing Work Group; Downtown Residential Civic Alliance; Events; Executive Team Workshop; Fencing; Former Asset Central Site; Former Parkline Site; Homeless Issue; HUD Grant; Marketing the Water Street District; Masterpiece Cuisine; Military Banner Recognition Program; Meridian; Monumentation; Nevada Hand; North Water Street; Outreach; Pedestrian Circulation Plan; Pinnacle Building; Public Art Project; Residential; Site A; Site B; Townhouse Motor Lodge; Water Street District Business Association; Assistance Programs. Eastside Redevelopment Area: Boulder Highway Business Coalition; Business Recruitment; Cowabunga Bay; Landwell/Cadence; Union Village; Assistance Programs. Tuscany: Note; Galleria Road; OPA; Tuscany Pending Escrow; Records Request; Semi-Annual Payment. Lakemoor Canyon: Bill; LLC. Administration/All Areas: Accounting; Audit; Assistance Programs; Bonds; Branding & Communication; Budget; Financials; Five-year Financial Plan; Homeowner Assistance Program; Incentive Programs; Legislation; Mikel's Fine Art Photography Collateral Swap; NDC; New Markets Tax Credit; Outreach; RDA Legislation; Redevelopment Association of Nevada (RAN); Revenue; SB92 Reporting; Tax Increment Distribution; Training.

**VI. PUBLIC COMMENT**

Note: Items discussed under Public Comment cannot be acted upon at this meeting, but may be referred to a future agenda for consideration (NRS 241.020). Individuals speaking on an item will be limited to three (3) minutes and spokespersons for a group will be limited to ten (10) minutes.

**VII. DIRECTOR'S/CHAIRMAN'S AND MEMBERS' COMMENTS**

The Director, Chairman and Members may speak on any subject under this section of the agenda. Chairman and Members may comment on matters including, without limitation, future agenda items, upcoming meeting dates, and meeting procedures. Comments made cannot be acted upon or discussed at this meeting, but may be placed on a future agenda for consideration by the Body.

**VIII. SET NEXT MEETING**

- July 23, 2013 at 4:00 p.m.

**IX. ADJOURNMENT**

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**Agenda posted prior to 9:00 a.m. on June 17, 2013 at the following locations:**

- City hall Annex, 280 Water Street, Lobby
- City Hall, 240 Water Street, 1<sup>st</sup> Floor Lobbies (2)
- Multigenerational Center, 250 S. Green Valley Parkway
- Whitney Ranch Recreational Center, 1575 Galleria Drive
- Fire Station No. 86, 96 Via Antincendio



RAC

# REDEVELOPMENT AGENCY ADVISORY COMMISSION AGENDA ITEM

REGULAR MEETING

JUNE 25, 2013

RAC-001

<b>SUBJECT</b>	Minutes—City of Henderson Redevelopment Agency Advisory Commission Meeting of May 28, 2013
<b>PETITIONER</b>	Economic Development/Redevelopment Division of the Public Affairs Department
<b>RECOMMENDATION</b>	Approve

**FISCAL IMPACT:**

No Impact

Budget funds available

Augmentation required

**BACKGROUND / DISCUSSION / ALTERNATIVES:**

**RECOMMENDED MOTION:**

Approve the minutes of the City of Henderson Redevelopment Agency Advisory Commission meeting of May 28, 2013.

**Supporting Documentation:**

Minutes consisting of four (4) pages.

**CITY OF HENDERSON REDEVELOPMENT AGENCY  
ADVISORY COMMISSION  
MINUTES  
May 28, 2013**

**I. CALL TO ORDER**

Chairman Mark McGinty called the Redevelopment Advisory Commission to order at 4:00 p.m. in the Annex Conference Room, City Hall Annex, 280 Water Street, Henderson, Nevada.

**II. CONFIRMATION OF POSTING AND ROLL CALL**

MaryAnne Cruzado, Recording Secretary, confirmed the meeting had been noticed in accordance with the Open Meeting Law by posting the Agenda three working days prior to the meeting at City Hall, Henderson Convention Center, Green Valley Police Substation, and Fire Station No. 86.

Present: Chairman Mark McGinty  
David Chavez  
Tom Foster  
Tom Fay  
Richard Serfas  
Stan Southwick  
Laura Jane Spina

Excused: None

Staff: MaryAnne Cruzado, Admin Assistant III  
Anthony Molloy, Business Development Supervisor  
Rory Robinson, Assistant City Attorney III  
April Parra, Minutes Clerk  
Michelle Romero, Redevelopment Manager  
Lisa Sich, Special Projects Accountant

**III. ACCEPTANCE OF AGENDA**

(Motion) Mr. Fay introduced a motion to accept the agenda as submitted. The vote favoring approval was unanimous. Chairman McGinty declared the motion carried.

**IV. PUBLIC COMMENT**

There were no comments presented by the public.

**V. NEW BUSINESS**

1.	MINUTES REDEVELOPMENT AGENCY ADVISORY COMMISSION MEETING OF APRIL 23, 2013
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Approve the minutes of the City of Henderson Redevelopment Agency Advisory Commission meeting of April 23, 2013.

(Motion) Mr. Foster introduced a motion to approve the minutes of the City of Henderson Redevelopment Agency Advisory Commission meeting of April 23, 2013, as submitted. The vote favoring approval was unanimous. Chairman McGinty declared the motion carried.

2.	A RESOLUTION OF THE CITY OF HENDERSON REDEVELOPMENT AGENCY, PROVIDING FOR THE AUGMENTATION OF THE 2012/2013 BUDGET WITH FUNDS IN THE FORM OF RESOURCES ANTICIPATED TO EXCEED THAT BUDGETED AND RECITING THE APPROPRIATIONS TO BE AUGMENTED; AND OTHER MATTERS RELATING THERETO.
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Approve the resolution of the City of Henderson Redevelopment Agency, providing for the augmentation of the 2012/2013 budget with funds in the form of resources anticipated to exceed that budgeted and reciting the appropriations to be augmented; and other matters relating thereto.

Lisa Sich, Special Projects Accountant, gave a brief summary of the proposed item and stated staff recommends approval. She also noted that the motion need not state “and other matters relating thereto”.

(Motion) Mr. Fay introduced a motion to approve the resolution of the City of Henderson Redevelopment Agency, providing for the augmentation of the 2012/2013 budget with funds in the form of resources anticipated to exceed that budgeted and reciting the appropriations to be augmented. The vote favoring approval was unanimous. Chairman McGinty declared the motion carried.

3.	<b>DOWNTOWN AND EASTSIDE RESIDENTIAL ASSISTANCE PROGRAM</b>
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Approve the Residential Assistance Program in the Downtown (Phase II) and Eastside Redevelopment Area (Phase I) and authorize staff to implement Phase II in the Eastside Redevelopment Area when additional funding becomes available.

Anthony Molloy, Business Development Supervisor, gave a brief summary of the proposed item and stated staff recommends approval. He reviewed the proposed changes and noted that modified motion verbiage is available should the Commission wish to approve the item as presented.

- (Motion) Mr. Fay introduced a motion to approve the Residential Improvement Program in the Downtown and Eastside Redevelopment Areas with the modifications read in by staff at this meeting and authorize staff to implement the same elements in the Eastside Redevelopment Area as the Downtown Redevelopment Area when additional funding becomes available and make said changes to the Program Guidelines. The vote favoring approval was unanimous. Chairman McGinty declared the motion carried.

4.	<b>PROJECTS UPDATE</b>
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Discuss project updates and accept the report.

Ms. Romero reviewed a memorandum regarding the status of projects as of May 9, 2013.

Responding to a question by Ms. Spina regarding the monitoring of the community artwork project, Ms. Romero stated that staff will be making regular walk-bys and will be looking into other ways of monitoring the project.

- (Motion) Mr. Southwick introduced a motion to accept the report. The vote favoring approval was unanimous. Chairman McGinty declared the motion carried.

## **VII. PUBLIC COMMENT**

There were no comments presented by the public.

## **VIII. DIRECTOR'S/CHAIRMAN'S BUSINESS**

### 1. Financial Update

Ms. Sich distributed the financials as of April 30, 2013, and gave a brief update. She noted that expenditures have been reduced and things are looking good.

## **IX. SET NEXT MEETING**

The next meeting was scheduled for June 25, 2013, at 4:00 p.m.

**X. ADJOURNMENT**

There being no further business to be discussed, the meeting was adjourned at 4:30 p.m.

Respectfully submitted,

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April Parra,  
Minutes Clerk



RAC

# REDEVELOPMENT AGENCY ADVISORY COMMISSION AGENDA ITEM

REGULAR MEETING

June 25, 2013

RAC-002

<b>SUBJECT</b>	Revisions to Financial Management Policy Numbers 300-04, Purchasing, 1200-03, Fund Balance Classification, and 1300-01, Fiscal Signature Authority
<b>PETITIONER</b>	Economic Development/Redevelopment Division of the City Manager's Office
<b>RECOMMENDATION</b>	Adopt

### FISCAL IMPACT:

No Impact

Budget funds available

Augmentation required

### BACKGROUND / DISCUSSION / ALTERNATIVES:

It is prudent of the Redevelopment Agency to adopt sound financial management policies. Historically, Agency staff has followed many of the financial policies of the City of Henderson.

Staff is recommending revisions to the following financial management policy statements:

1. 300-04 Purchasing
2. 1200-03 Fund Balance Classification
3. 1300-01 Signature Authority

The revision to policy number 300-04, Purchasing, revises the statutory reference for procurement activities that are not conducted with the Purchasing Division of the City of Henderson and is consistent with the City of Henderson's financial policy. As revised, the policy provides that the Redevelopment Agency shall work with the Purchasing Division as needed for the administration of formal procurement activities other than those that are classified under NRS Chapter 338, Public Works, and that the Redevelopment Agency will work with the Public Works Department or the Department of Utility Services of the City of Henderson as needed for the administration of formal procurement of Agency infrastructure or construction projects.

The revision to policy number 1200-03, Fund Balance Classification, revises the "Committed" fund balance classification to provide that Committed amounts result from constraints imposed by ordinance of the Agency Board.

The revisions to policy number 1300-01, Fiscal Signature Authority, revises the signature authority for contractual documents. As revised, the policy provides that the Redevelopment Department Director has signature authority for contractual documents with a fiscal impact of up to \$50,000.

### RECOMMENDED MOTION:

Adopt the revisions to the Redevelopment Agency Financial Management Policy Numbers 300-04, Purchasing, 1200-03, Fund Balance Classification, and 1300-01, Fiscal Signature Authority.

**Supporting Documentation:**

Redevelopment Financial Management Policy Statements consisting of three (3) pages.

**CITY OF HENDERSON REDEVELOPMENT AGENCY  
FINANCIAL MANAGEMENT POLICY**

POLICY NUMBER: 300-04

CATEGORY: EXPENDITURES

SUBJECT: **Purchasing**

**SCOPE**

All City of Henderson Redevelopment Employees; Redevelopment Residents

**PURPOSE**

To assure fiscal stability and the effective and efficient delivery of services, through the identification of necessary programs and services, establishment of appropriate programs, and careful administration of the expenditure of available resources.

**GUIDELINES**

Agency employees directly involved in procurement activities shall comply with the City of Henderson's Purchase Procedures, the Environmentally Preferable Purchasing (EPP) Program, and the Agency's Financial Management Policy 1300-01.

Agency employees shall ensure the acquisition of the most suitable goods and services that fulfill the requirement for a total cost that is most advantageous to the Agency.

Agency employees shall work with the Purchasing Division of the City of Henderson as needed for the administration of formal procurement activities other than those that are classified under Nevada Revised Statute ~~3282 (Invitations for Bids, Requests for Proposals, Requests for Qualifications, and Purchase Orders)~~338.

Agency employees shall work with the Public Works Department and/or the Department of Utilities Services Departments of the City of Henderson as needed for the administration of formal procurement of Agency infrastructure or construction projects.

**HISTORY**

Redevelopment Agency Board Adopted: September 20, 2011

Redevelopment Agency Board Adopted: (to be determined)

**CITY OF HENDERSON REDEVELOPMENT AGENCY  
FINANCIAL MANAGEMENT POLICY**

POLICY NUMBER: 1200-03

CATEGORY: ACCOUNTING, AUDITING AND  
FINANCIAL REPORTING

SUBJECT: **Fund Balance Classification**

**SCOPE**

All City of Henderson Redevelopment Employees; Redevelopment Residents; Developers within redevelopment project areas.

**PURPOSE**

To establish fund balance classifications and use.

**GUIDELINES**

Fund balance classifications describe the nature of net resources reported in a governmental fund. Classifications include non-spendable resources and amounts that are restricted, committed or assigned.

**Restricted** amounts result from constraints placed on the use of resources externally imposed by creditors, grantors, contributors, or laws or regulations of other governments or imposed by law through constitutional provision or enabling legislation.

**Committed** amounts result from constraints imposed by ~~formal action~~ [ordinance](#) of the Agency Board.

**Assigned** amounts are constrained by the Agency's intent to use for specific purposes. The Agency delegates authority to assign fund balance amounts to the Treasurer.

Because all funds of a Redevelopment Agency are imposed by Nevada Revised Statute, all funds of the Agency are Restricted.

**HISTORY**

Redevelopment Agency Board Adopted: December 20, 2011

[Redevelopment Agency Board Adopted: \(to be determined\)](#)

**CITY OF HENDERSON REDEVELOPMENT AGENCY  
FINANCIAL MANAGEMENT POLICY**

POLICY NUMBER: 1300-01

CATEGORY: INTERNAL CONTROLS

SUBJECT: Fiscal Signature Authority

**SCOPE**

All contractual documents issued on behalf of the City of Henderson Redevelopment Agency.

**PURPOSE**

To establish and maintain authority for the approval and execution of contractual documents.

**GUIDELINES**

Signature authority for contractual documents shall be determined by the fiscal impact amount reflected in the documents:

\$0.01 - ~~\$25,000~~50,000    Redevelopment Department Director

~~\$25,000.01 - \$50,000~~    ~~Executive Director~~

Over \$50,000    Approval by the Redevelopment Agency - Board and signature by the Board Chairman or authorized representative (Executive Director). The Executive Director may designate an Assistant City Manager or department director to sign contractual documents on behalf of the Executive Director.

Contractual documents with a fiscal impact over \$10,000 must also be:

• Reviewed and signed by the Agency's General Counsel.

- Signed by the Agency's Treasurer.

**ALL** contractual documents must be:

- Attested to by the Agency's Secretary, and the original must be maintained in the Office of the City of Henderson's City Clerk.

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**HISTORY**

Redevelopment Agency Board Adopted: September 20, 2011

Redevelopment Agency Board Revised: August 21, 2012

Redevelopment Agency Board Revised: January 15, 2013

Redevelopment Agency Board Revised: (to be determined)



RAC

# REDEVELOPMENT AGENCY ADVISORY COMMISSION AGENDA ITEM

REGULAR MEETING

June 25, 2013

RAC-003

<b>SUBJECT</b>	Financial Update
<b>PETITIONER</b>	Economic Development/Redevelopment Division of the City Manager's Office
<b>RECOMMENDATION</b>	Accept

**FISCAL IMPACT:**

No Impact

Budget funds available

Augmentation required

**BACKGROUND / DISCUSSION / ALTERNATIVES:**

**RECOMMENDED MOTION:**

Accept report.

**Supporting Documentation:**

Financial Report consisting of twelve (12) pages is not included in this packet but will be available on the Redevelopment website before or by the meeting date.



RAC

# REDEVELOPMENT AGENCY ADVISORY COMMISSION AGENDA ITEM

REGULAR MEETING

JUNE 25, 2013

RAC-004

<b>SUBJECT</b>	Projects Update
<b>PETITIONER</b>	Economic Development/Redevelopment Division of the City Manager's Office
<b>RECOMMENDATION</b>	Accept

**FISCAL IMPACT:**

No Impact

Budget funds available

Augmentation required

**BACKGROUND / DISCUSSION / ALTERNATIVES:**

**RECOMMENDED MOTION:**

Accept report.

**Supporting Documentation:**

Memorandum consisting of three (3) pages.



## Memorandum

**TO:** Redevelopment Agency Advisory Commission  
**FROM:** Michelle Romero, Redevelopment Manager  
**SUBJECT:** Projects Update

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Following are new or ongoing redevelopment projects, as compiled by staff, in our Redevelopment Areas and their status as of June 6, 2013:

### I. CORNERSTONE REDEVELOPMENT AREA

- HOF/Lake Pleasant
- T-13 LID Bonds
- Shortfall Note
- Stone Lake/KB

#### Projects

- Ladera Parcels
- Loretto Bay

### II. DOWNTOWN REDEVELOPMENT AREA

#### Projects

- 19 S. Water Street
- Business Recruitment/Development: President of K & N Construction has filed a Concept Plan Review for an existing house at 418 W. Basic Rd. This is a dilapidated residence that is next door to the K & N Construction office that he remodeled at 414 W. Basic Rd. The intention is to move the offices for his plumbing, HVAC, and electrical services to this building. At staff review it was determined that the City will not support this application because it will require a waiver to the parking space requirements. Agency staff is committed to work closely with Community Development and the developer to move the project forward.
- Business Retention
- City Tower and Bank of America Properties
- Community Garden: The group took a tour to look at viable locations. They highly ranked the City owned property on Basic Rd followed by the property on Texas Avenue adjacent to the Downtown Senior Center. Great Basin Permaculture is conducting a soil test on both of these sites at no cost to the City.
- Cultural and Events Center
- Downtown Investment Strategy (DTIS): (Update Implementation)
- Downtown Master Plan: RDA and CD staff has met to discuss layout, how uses not called out in the plan will be addressed, and the review process for projects that fall within the proposed master plan.
- Downtown Housing Work Group
  - Staff has arranged for a presentation by LandWell for their property along Van Wagenen, a review of the June charette agenda and discussion about the Housing Improvement program.
- Downtown Residential Civic Alliance
- Events
- Executive Team Workshop
- Fencing
- Former Asset Central Site
- Former Parkline Site: Staff continues to provide interested developers information on this site, including civil drawings for the property (which were provided to Blue Heron's architect).
- Homeless Issue
- HUD Grant

- Marketing the Water Street District
- Masterpiece Cuisine
- Meridian
- Military Banners
- Monumentation
- Nevada Hand
- North Water Street
- Outreach
- Pedestrian Circulation Plan
- Pinnacle Building
- Public Art Project
- Residential Development:
  - K & N Construction's application for a Concept Plan Review involving a six-plex on a vacant lot at 207 Pacific Avenue went to staff review this week. Originally designed as 8 units, because the owner could only provide 6 parking spaces, Agency staff recommended the scope be reduced to 6 units. Agency staff is committed to work closely with Community Development and the developer to move the project forward.
  - Staff met this week with an organization that may be interested in the Parkline Loft site for a 50 unit higher end multifamily housing project. RDA staff will continue to develop this relationship.
- Site A (SW corner of Victory and Water): NVE submitted a \$31,000 "true-up" invoice for the Site A Utility Relocations Project completed in 2011. Staff consulted with DUS to ascertain the legitimacy of the invoice and prompted DUS to challenge the costs. As a result, NVE has proposed a compromise settlement for 50% of the "true up" costs, effectively lowering the charges to \$15,000. The opinion of DUS staff is that we should accept the offer based on their determination that, per the contract with NVE, "true up" costs can be billed regardless of the time passed. Staff has now forwarded the contract, original invoice, and compromise invoice to Mark Backus for review and legal opinion.
- Site B (small lot at the corner of Water/Victory)
- Townhouse Motor Lodge
- Water Street District Business Association

### **Programs**

- Assistance Programs: At the 5/28 Loan Committee meeting, a Tenant Improvement Grant was approved for Advanced Home Health who has signed a five-year lease at 38 S. Water Street. The Agreement is being routed for signature.

## **III. EASTSIDE REDEVELOPMENT AREA**

### **Projects**

- Boulder Highway Business Coalition
- Business Recruitment
- Cowabunga Bay
- LandWell/Cadence (Cadence): LandWell has asked the Agency to contract with a firm to do a fiscal and economic impact analysis of the Cadence project for which LandWell will reimburse the Agency. Staff has forwarded the request for contracts to CAO.
- Union Village:
  - Staff received an updated assumptions list from Union Village that can be used for an updated tax increment analysis. Staff is currently preparing a contract for \$5,500 to KMA to complete the update. It is anticipated that Union Village will reimburse the Agency for this cost. Staff has begun the financial due diligence process with Union Village's anchor tenant.

### **Programs**

- Assistance Programs

## **IV. TUSCANY REDEVELOPMENT AREA**

- Note
- Galleria Road
- OPA
- Tuscany Pending Escrow

- Records Request
- Semi-Annual Payment

## **V. LAKEMOOR CANYON**

- Lakemoor: Due diligence has begun on this project.
- LLC

## **VI. ADMINISTRATION / ALL AREAS**

- Accounting
- Audit
- Assistance Programs:
  - The Residential Improvement Program was approved by RAC on May 28, 2013 and is now moving forward to RDA in June. If approved, the new program will become effective July 1.
- Bonds (Refinance of T-13 Bonds)
- Branding & Communication
- Budget: The RDA's FY14 budget was approved at the 5/21/13 RDA meeting.
- Financial
- Five-Year Financial Plan
- Homeowners Assistance Program: Existing Loans- Finance is looking into AMG offering online payments to Henderson's loan recipients. This will be an additional expense; however, it will be very minimal.
- Incentive Programs
- Legislation: AB417 (Redevelopment Reset) passed the Senate floor on May 22 and is moving on to the Governor for his approval.
- Mikel's Fine Art Photography Collateral Swap
- NDC
- New Markets Tax Credit
- Outreach
- RDA Legislation
- Redevelopment Association of Nevada (RAN)
- Revenue
- SB92 Reporting
- Tax Increment
- Training