

## STAFF REPORT

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**Date:** April 10, 2024

**To:** Mayor and City Council

**Through:** Doug Thornley, City Manager

**Subject:** Staff Report (For Possible Action): Resolution of the Reno City Council pursuant to NRS 271.377, 271.380 and 271.385 fixing the date, time and place when complaints, protests and objections to the assessment roll for a City of Reno, Nevada Neighborhood Improvement Project, otherwise known as the Downtown Reno Business Improvement District, will be heard; and causing such roll to be filed in the office of the City Clerk.

**From:** Bryan McArdle, Revitalization Manager

**Department:** City Manager's Office

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**Summary:**

Pursuant to NRS 271.380 Council must adopt a resolution fixing the date, time, and place when complaints, protests, and objections to the assessment roll for a City of Reno, Nevada Neighborhood Improvement Project, otherwise known as the Downtown Reno Business Improvement District (BID), will be heard; and causing such roll to be filed in the office of the City Clerk. The public hearing as set forth in the resolution is scheduled for May 08, 2024.

**Alignment with Strategic Plan:**

**Previous Council Action:**

Council adopted Ordinance No. 6455 on March 14, 2018, creating a Neighborhood Improvement Project, otherwise known as the Downtown Reno Business Improvement District (BID). Since then, on an annual basis, Council has held a public hearing at the time and place designated pursuant to NRS 271.380. Generally, noticing is completed in the month of April with the public hearing being held in May. The basis for the assessment roll is the ensuing fiscal year BID Operating Plan and Budget, which Council generally accepts in the month of February, also on an annual basis.

**Background:**

In November 2017, the City of Reno initiated a Neighborhood Improvement Project through a

petition process. The intent of this project was to create a private sector led and managed Business Improvement District with the objectives of stabilizing the downtown streets; increasing economic and community development; creating a unified voice and champion for downtown; and offering accountability to ratepayers. This project would become better known as the Downtown Reno Business Improvement District (BID).

After a successful petition drive, the City proceeded with the necessary actions to create the BID. Council adopted Ordinance No. 6455 on March 14, 2018, creating the BID and subsequently approved the Downtown Reno Business District, doing business as the Downtown Reno Partnership (DRP) to provide oversight and management of the BID. The Downtown Reno BID Management Plan is the guiding document as to how the BID was created, its objectives and how it is managed.

While creation of the BID was a singular action, the levying of assessments is an annual event that must be completed by June 30 and along with any modifications to the plan or plat requires an ordinance adoption by Council after holding a public hearing. The fiscal year cycle requires several council meetings to accomplish the levying of assessments:

1. Acceptance of the ensuing fiscal year BID Operating Plan and Budget. Prepared by the DRP – March.
2. Resolution fixing the date, time and place for a public hearing and the filing of the assessment roll – April.
3. Public hearing to consider complaints, protests, and objections to the assessment roll. Consideration of any hardships presented. Ordinance introduction to levy assessments – May.
4. Ordinance adoption to levy assessments – May/June.

**Discussion:**

Prior to the assessment of a property, an assessment role shall be prepared and provide a proposed assessment upon each parcel of land within the Downtown Reno BID. Upon receiving the assessment role, City Council is required to set a public hearing where complaints, protests, and objections made in writing or verbally concerning the assessment roll, by the owner of any tract or any person interested, will be heard; and cause for such roll to be filed in the office of the City Clerk. This assessment roll will be in a preliminary form until it is confirmed during the public hearing. Council will also consider applications for a hardship of natural persons as allowed under Ordinance No. 5385 during this hearing. To qualify for a hardship, the residential property owner's household must have an annual total household income equal to or less than

50% of the area median income. The hardship application has been updated to reflect the latest numbers, as determined by the United States Department of Housing and Urban Development.

Pursuant to the DRP's Operating Plan and Budget for Fiscal Year 2025, the total assessment budget was \$3,853,343.10. After the staff's final review and Washoe County updates to property values, the proposed assessment role has been calculated to be \$3,853,343.10. The increase of approximately 4.6% or \$169,418 in assessment revenue which is primarily driven by updates to property values and changes in ownership groups that have varying rates. Attached is the Downtown Reno BID Assessment Roll for Fiscal Year 2025. Each property owner will be notified via first-class mailing of the public hearing, which shall also include their proposed assessment. All occupants within the BID will receive notice of the public hearing.

The public hearing for the BID is set for 10:00 AM on May 08, 2024.

**Financial Implications:**

The costs of services provided to the BID are fully assessed to the BID property owners; as such, there are no other significant financial implications to the City. As a property owner of parcels within the BID, the City and RDA are subject to a proposed assessment of \$193,511.53.

**Legal Implications:**

The City is empowered under NRS 271.270, et. Seq., to acquire Neighborhood Improvement Projects and to levy assessments to defray all or a portion of all costs associated with acquiring or improving any project authorized under the statute. The public hearing is required by NRS 271.135, NRS 271.377, NRS 271.380 and NRS 271.385 as it relates to the proposed assessments.

**Recommendation:**

Staff recommends Council adopt Resolution No. \_\_\_\_\_.

**Proposed Motion:**

I move to adopt Resolution No. \_\_\_\_\_.

**Attachments:**

FY2024-2025 Downtown BID Assessment Roll  
BID Resolution