

## STAFF REPORT

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**Date:** September 19, 2024

**To:** Mayor and City Council

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

**Subject:** Resolution No. \_\_\_\_\_ (For Possible Action): 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.

**From:** Jenica Finnegan, Council Relations Manager

**Department:** City Manager's Office

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**Summary:**

Ordinance No. 6659, adopted by Council in 2023, transitions the City of Reno from five wards to six. When the results of the 2024 general election are declared, the adopted six-ward map will go into full effect. To ensure that each ward has an active and functional Neighborhood Advisory Board (NAB), staff recommends Council adopt the proposed resolution which provides for the creation of a Ward 6 NAB and makes other functional and administrative changes necessary for the efficient management of the NAB program.

<b>Consent Review</b>	<b>Yes</b>	<b>No</b>
1. Is this item an annual or standard item that comes before Council for regular approval?		X
2. Is this item an agreement required based on an item previously approved by Council?		X
3. Is this item included in the current budget approved and adopted by Council?	X	
<b>Other Considerations</b>		
What percent of the total City budget does this item represent?	<b>0.00%</b>	

**Alignment with Strategic Plan:**

Governance and Organizational Effectiveness

**Previous Council Action:**

September 13, 2023 – Council adopted Ordinance No. 6659, Ordinance to amend Title 1, Chapter 1.02.010, of Reno Municipal Code (RMC) 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, and providing matters properly relating thereto.

April 12, 2017 – Council adopted Resolution No. 8342 establishing staggered terms for NAB members, geographical qualifications to be a NAB member, and the repeal of Resolution Nos. 8064, 8077, and 8084 to bring all rules concerning NABs into one resolution.

March 11, 2015 – Council adopted Resolution No. 8045 re-establishing the NABs in the City of Reno and creating the current five NAB structure.

February 26, 2014 – Council adopted Resolution No. 7948 disbanding the NABs and the District Councils.

December 20, 1994 – Council adopted Resolution No. 5081 establishing “District Councils” in the City of Reno.

**Background:**

NABs serve as forums for public comment and engagement, enhancing communication between constituents and the City of Reno. NABs are recognized by all City agencies and departments as a forum for soliciting constituent input on various issues affecting their respective wards.

With the adoption of Ordinance No. 6659, the City of Reno redistricted its ward boundaries, creating a sixth ward. Consequently, the existing structure of five NABs should be updated to represent each of the six wards.

**Discussion:**

The primary purpose of this resolution is to ensure that each ward within the City of Reno has an active and functional NAB to facilitate improved communication between the City and its constituents. After a thorough review of Resolution No. 8342, staff identified some areas of confusion and inefficiency. As such, in addition to the creation of a Ward 6 NAB, this resolution seeks to make a series of functional and administrative changes that will allow for more consistent operation of the NAB program.

Staff solicited input and feedback from all five NABs in August 2024. The NAB members asked for clarification about transition plans and had questions related to the individual implications of

the change. Staff received positive feedback from the NAB members related to the standardization and reorganization of the resolution.

A summary of the proposed changes is below. A complete table of all changes can be found in Attachment B “Change Table - Comparison of Current and New NAB Resolution.”

***Ward 6 Changes:***

- Effective Date of Resolution: Resolution goes into effect at the same time as the new ward boundaries.
- Creation of Ward 6 NAB: Establishes a Ward 6 NAB.
- Update Ward Map Reference: Reflects the new ward boundaries per the official City map.
- NAB Member Transition: Allows current NAB members to serve out their current terms or apply for positions on a different NAB through the standard appointment process.

***Functional Changes:***

- Clarification of eligibility: Adds language that allows NAB members to serve on other City of Reno boards and commissions, but not multiple NABs.
- Converting alternate NAB members to full NAB members: Alternate members who wish to serve as full board members may apply through the standard appointment process. Staff recommends this change to ensure a consistent process for NAB member nomination and appointment.
- Removal due to absence: Council Members currently have the ability to remove NAB members for any reason. To ensure the NABs are able to regularly meet quorum, staff recommends the removal of inactive members to ensure NABs are made up of active members who are committed to attending the meetings. If a member is absent from three consecutive meetings without notifying the staff liaison, they may be removed. Absence from six consecutive regular meetings with notification to the staff liaison of the board may be deemed a resignation of board membership.
- Application of RMC 2.20 “Code of Ethics for Public Officials”: All public appointees, appointed by a public officer to serve on any board, agency, or commission within the City of Reno are currently required to adhere to the Code of Ethics for Public Officials as established by RMC 2.20. Staff recommends adding an explicit applicability clause to the resolution to ensure NAB members are aware of their duties and responsibilities as public appointees.
- Selection of Chair and Vice Chair: Resolution No. 8342 is vaguely worded in regard to the requirements for the selection of a Chair, which has led to a discrepancy in the functioning of the NABs. Staff recommends that all NABs annually select both a chair and a vice chair, as is the common practice of other City of Reno boards and commissions.

***Cleanup and Administrative Changes:***

- Remove gendered language.
- Combine and clarify scope and power related to physical development projects.
- Clarify language related to term limits and remove unnecessary language.
- Clarify resignation protocol.
- Add a disclaimer that service on the NAB is uncompensated.
- Outline the duties of the chair and vice chair as presiding officers.
- Clarify agenda creation process.
- Add legal disclaimers.

**Financial Implications:**

The establishment of a Ward 6 NAB is expected to incur minimal costs, primarily related to administrative support and meeting facilitation, which will be covered under the existing budget for the Council Relations Division.

**Legal Implications:**

This resolution complies with all relevant legal requirements, including the Nevada Open Meeting Law (Nevada Revised Statutes [NRS] 241). The resolution has been reviewed for legal sufficiency and conforms to the requirements set forth in the Reno City Charter and other applicable laws.

**Recommendation:**

Staff recommends Council adopt the resolution.

**Proposed Motion:**

I move to adopt the resolution.

**Attachments:**

Attachment A - Draft Resolution

Attachment B - Change Table

Attachment C - Final Adopted Map

Attachment D - Resolution 8342, previous NAB Resolution