

## STAFF REPORT

---

**Date:** May 8, 2024

**To:** Mayor and City Council

**Through:** Doug Thornley, City Manager

**Subject:** Staff Report (For Possible Action): Ordinance Introduction - Bill No. \_\_\_\_\_ Ordinance of the Reno City Council providing for the levy and manner of collection of assessments for the City of Reno, Nevada, Neighborhood Improvement Project, otherwise known as the Downtown Reno Business Improvement District; ratifying, approving, and confirming all other actions previously taken by the City Council of the City of Reno and the officers of said city directed toward the acquisition and improvements of said project in the district; together with other matters properly relating thereto.

**From:** Bryan McArdle, Revitalization Manager

**Department:** City Manager's Office

---

**Summary:**

This ordinance provides for the levy and manner of collection of assessments for the City of Reno, Nevada, Neighborhood Improvement Project, otherwise known as the Downtown Reno Business Improvement District (BID); ratifying, approving, and confirming all other actions previously taken by the City Council of the City of Reno and the officers of said city directed toward the acquisition and improvements of said project in the district; together with other matters properly relating thereto.

**Alignment with Strategic Plan:**

Economic and Community Development

**Previous Council Action:**

There is no recent Council action relevant to this item.

**Background:**

On a yearly basis, prior to June 30, a public hearing is required on the proposed assessment roll to fund the services proposed in the BID operating plan. During the public hearing, 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. The assessments are based upon a proposed

assessment role that is approved by the city engineer and filed with the City Clerk's Office (attached). The basis for how these assessments are calculated is contained within the Management Plan and Engineer's Report created during the acquisition of the BID and since modified.

Annually, the Board of Directors for the Downtown Reno Partnership (DRP), the non-profit selected to manage the BID, can adjust the rates applied against properties up to 5% per year. For fiscal year (FY) 25 the DRP Board has chosen to decrease the standard services assessment by 5%.

After consideration of any objections made at the hearing, and of any other information reasonably known to it, Council is requested to adopt a resolution confirming the assessment roll and dispensing with any remaining written and spoken objections and protests to the validity of the roll used for the levying of assessments. Part of this ratification process will also address any hardships that may exist. In accordance with Ordinance No. 5385 adopted November 5, 2002, hardship applications are to be brought before Council for consideration.

If Council approves any hardship applications, the owners of those properties will pay the interest only on their assessments with the assessment being postponed until the earlier of the following occurrences:

- a. The property is sold or transferred to a person other than one to whom a hardship determination has been granted;
- b. The term of the bonds expires;
- c. The property owner's application for renewal of the hardship determination is disapproved;
- d. The property owner fails to pay the interest on the unpaid balance of assessments in a timely manner; or
- e. The property owner pays all previous and current assessments.

**Discussion:**

Once all determinations have been made, Council may vote on passing resolutions and referring the ordinance for subsequent adoption to levy. Upon the adoption of the ordinance, staff will notice all property owners of the levy. In addition, the City Clerk and Clerk of the City Council of the City of Reno will record the assessments levied in said ordinance in the office of the County Recorder of Washoe County, Nevada.

**Financial Implications:**

None at this time

**Legal Implications:**

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

**Recommendation:**

Staff recommends Council refer Bill No. \_\_\_\_\_ for second reading.

**Proposed Motion:**

I move to refer Bill No. \_\_\_\_\_ for second reading.

**Attachments:**

Ordinance - Levy BID Assessments FY25 Legal Noticing