

## STAFF REPORT

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**Date:** April 12, 2023

**To:** Mayor and City Council

**Thru:** 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:** Amy Pennington, Project Coordinator

**Department:** Public Works

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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 10, 2023. Staff recommends Council adopt the resolution.

**Alignment with Strategic Plan:**

Economic and Community Development  
Public Safety

**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 Improvement 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 – February.
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. In order to qualify for a hardship, the

residential property owner's household must have an annual total household income equal to or less than 50 percent of the area median income.

Pursuant to the DRP's Operating Plan and Budget for Fiscal Year 2024, the total assessment budget was \$3,675,282.26. After staff's final review and Washoe County updates to property values, the assessment role has been calculated to be \$3,675,282.26. The increase of \$616,580.13 in assessment revenue 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 2024. Each property owner will be notified via certified 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 10, 2023.

**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 \$188,320.10.

**Legal Implications:**

The City is empowered under NRS 271.270, et. Seq., to create 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 271.377, NRS 271.380 and NRS 271.385, as it relates to the proposed assessments.

**Recommendation:**

Staff recommends Council adopt the Resolution.

**Proposed Motion:**

I move to approve staff recommendation.

**Attachments:**

Resolution of the Reno City Council pursuant to NRS 271-FY24

Downtown Reno Partnership BID FY24 Summary Numbers and Map

BID Assessment Roll Certification