

**CITY OF RENO**  
**DOWNTOWN POLICE SPECIAL ASSESSMENT DISTRICT**  
**ADVISORY COMMITTEE**

**MINUTES**  
March 19, 2014

**Members**

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**I. ROLL CALL**

Chairman Darrell Clifton called the meeting to order and requested a roll call.

Committee Members Present: Vice Chairman Dave Bennett, Chairman Darrell Clifton, Jim Gallaway, Larry Garrison, Greg Landrus, Lieutenant Amy Newman, Deputy Chief Tom Robinson, and Randy Riley.

Also Present: Sergeant Brian Dye, Council Member Jenny Brekhus, Charla Honey, Kerri Lanza, Dick Bartholet, Sharon Spangler, Alexis Hill, Zac Haffner, Lisa Mann, Steve Hardesty, Steve Foster, and Deputy City Attorney Rob Bony.

Absent: Chief Marshal Justin Roper.

Chairman Clifton verified that there was a quorum. This was confirmed.

**II. PUBLIC COMMENT – This item is for either public comment on any action item or for any general public comment.**

Chairman Clifton inquired if there was public comment. There was none.

**III. APPROVAL OF MINUTES (For Possible Action) – February 19, 2014.**

Chairman Clifton inquired if there was a motion to approve the minutes from the February 19 meeting. Jim Gallaway made the motion and Greg Landrus seconded. There being no opposition, the minutes were approved.

**IV. MEMBERS AND STAFF REPORTS (The items in this section are not for action and if action is desired the item will be placed on a future agenda and designated “For Possible Action.”)**

**A. Chairman Report – Chairman Darrell Clifton**

- Update on the progress of the Regional Alliance for Downtown (RAD).

Chairman Clifton informed the group that he invited Dick Bartholet to give an update on downtown. At this time, we will move to VII. New Business (2).

**B. Police Report – Deputy Chief Tom Robinson, Lieutenant Amy Newman, Sergeant Brian Dye, Sergeant Dan Thompson**

- Update on solutions and on-going enforcement at special assessment district locations.
- Identification of future Police Report agenda items.

Lieutenant Newman informed the group that we have received approval for the next two months to continue with the downtown walking patrol. This runs one day out of seven. Sergeant Thompson oversees this operation. The latest one was this past Saturday. The weather was beautiful which caused an influx downtown for the Wine Walk and the Leprechaun Crawl. The way that the walking patrol is perceived downtown is very positive. People see it as a natural deterrence when they see officers walking through that corridor. This program has expanded from the footprint for special events to include the river to 6<sup>th</sup> Street and Arlington to Center. The walking patrol interacts with businesses and pedestrians. This program is working very well. The team has been meeting to discuss their response should the special assessment district be expanded. They are looking at mobility and the impact of including a lot of residential areas and how contacts should be made. When we first started, there wasn't a lot of residential only transitory motel population. They are also starting to do some operations with the influx of people to the downtown corridor. The bike team will start doing more general crime operations in the areas where we receive the largest population of criminal activity along with the tourist population.

Sergeant Dye informed the group that St. Patrick's Day was not that busy downtown. Most of the activity seemed to be along the Wells Avenue Corridor. They are still running one operation per month. The last one was on the 5<sup>th</sup> where they arrested people for marijuana possession, open container, panhandling, and an ex-felon in possession of a stun gun. They will be working with the Community Action Officer (CAO) Unit for Motel Interdiction Team (MIT) operations. They have planned an operation for the Lakemill Lodge for next Wednesday. They will do a warrant sweep.

Lieutenant Newman inquired if there were any questions for police. Mr. Gallaway noted that last month Officer Bassett was supposed to meet with IT regarding the cameras and inquired what the status was. Sergeant Dye informed the group that Officer Bassett met with IT personnel. IT has a request in with the Streets Department to provide the lines for fiber optic cables in the lights for the cameras. The timeline should be two weeks from last week.

Mr. Gallaway inquired if the FBI certified NCIC had been completed so that we could begin to collect on parking tickets. It was discussed that Alex Woodley not police had talked about this at the last meeting. Mr. Woodley was not present at

today's meeting. It was discussed that if all this effort were to be made, we should be collecting the revenue. Deputy City Attorney Bony suggested that a follow-up with Mr. Woodley to see if this has occurred could be done. Council Member Brekhus thought that this might be going through Public Works. Mr. Gallaway requested that Mr. Hardesty have someone from Public Works at the Maintenance District Meeting on Monday to answer this question. Council Member Brekhus shared that the Director of Public Works had presented that this connection would be made through the revised parking meter program.

#### **C. Financial Report & Expenditures/Revenue – Zac Haffner**

- Review, explanation, and discussion of February financial reports.

Zac Haffner informed the group if there were questions, he would be happy to answer them. Council Member Brekhus inquired if Finance looked at the budget for the special assessment district from different perspectives and what money goes to what purpose. Deputy Chief Robinson explained that many of the programs that have been brought into the downtown corridor by the Downtown Enforcement Team (DET) were to address different cultural problems. Mr. Haffner explained that the financial report received each month for this committee is an update of where the special assessment district is similar to an income statement. Chairman Clifton explained that Mr. Haffner lines up the financials showing the payroll goes to the officers assigned in the downtown corridor. Council Member Brekhus thought a performance measurement might be helpful. It was discussed that all of our monies go to the bike team. In the ordinance, it talks about this being above and beyond at the time of adoption. It was felt that if someone was new in the district we should be able to show that this amount was what the amount was at the time of adoption and here is what it is enhanced in the district. Mr. Haffner deferred to Mr. Hardesty to see if this has actually been completed for an expanded district or if we have looked at the full impact with the change of expansion. Mr. Hardesty shared that the increase would be \$190,000 in revenue. Council Member Brekhus drew the group's attention to the Reno Municipal Code (RMC) 2.06.100 where it talks about the level of service provided and inquired if there should be a baseline showing what it was in the beginning. Deputy City Attorney Bony noted that there was a conversion from a tax to an assessment district in the 1990's. Deputy Chief Robinson clarified that we have a certain number of officers that we provide above and beyond the normal patrol should it be necessary to define that so that somewhere down the road this couldn't be changed. The police department has committed to maintain the same staffing levels within the special assessment district even when there have been reduced budgets. Right now, we have 14 officers assigned to the special assessment district (12 officers and 2 sergeants).

#### **D. Special Events Report – Alexis Hill**

- Review, explanation, and discussion of previous and upcoming special events as they apply to the Downtown Police Special Assessment District.

Ms. Hill informed the group that we had a busy weekend with the Leprechaun Chase and St. Patrick's Day parties. There is a marathon coming up in April and the River Fest. These are the kickoffs for the special event season. It was inquired when the Color Run would be. This will be June 28.

## **V. COUNCIL LIAISON REPORT – Council Member Jenny Brekhus**

- Update and discussion of actions taken or being considered by City Council.  
(The Council Liaison Report may be taken out of order.)

Council Member Brekhus informed the group that 3-4 people came to speak against the expansion of the Police Special Assessment District. Mr. Hardesty informed the group that one was from St. Mary's, one from Discount Office Supply, and one was a property owner. Council Member Brekhus informed the group that she thought that we should have changed the expansion to be responsive to the one property owner where his family has owned the property for 70 years. The property is a Victorian on Center Street between the freeway and 9<sup>th</sup> Street. This person owns two properties that are surrounded by properties owned by the university. When you go up Evans, you see a university police officer monitoring outside of there. It was thought that with this property owner being among university properties that this owner would have police coverage. Deputy Chief Robinson informed the group that even though this person had only the 2 properties that technically, he is covered by our jurisdiction. One reason this area was included was the crime and the need to bridge the gap between the downtown area and the university by providing an extra level of protection and coverage there. Council Member Brekhus was sympathetic to this person's plight. Deputy Chief Robinson informed the group that he didn't think that others were not sympathetic but that the process had taken so long and would have to be restarted. Council Member Brekhus thought that it went smoother than projected. Mr. Hardesty informed the group that this was the first big step. The second big hurdle is next Wednesday with the actual expansion public hearing. If this is successful, the second reading will be on April 16. Mr. Hardesty is in the process of getting all the estimated assessment letters put together. Once this is read on the 16<sup>th</sup> it will be effective on the 18<sup>th</sup> and estimated letters must be in the mail on the 18<sup>th</sup>. It is still tight but moving forward. Council Member Brekhus felt that as a participant and someone voting to increase the assessments for people, we need to be really solid on the budget and the above and beyond so that we can hand it to someone and they can understand. The deployment needs to also be understood. If it is all bikes, then it is all bikes. It was felt that this information might not have been as clearly identified. What you are getting above and beyond needs to be communicated. Mr. Gallaway informed the group that besides the bikes there would be the volunteers which would be a huge aspect of this. Mr. Gallaway inquired where we were at with the volunteers. Deputy Chief Robinson informed the group that there was not a formal agreement with the union but they have agreed to a deployment where each volunteer will partner with a full time police officer. The foot patrols are the precursor to the Reserve Program. Deputy Chief Venzon is in charge of the Reserve Program. His goal is to have 10-20 volunteers to be deployed on foot. Deputy Chief Robinson informed the group that the additional funds that Mr. Hardesty mentioned with the expanded SAD would be used at the Chief's request for the downtown foot patrols. Mr. Hardesty thanked the police department and Deputy City Attorney Bony to get this where it is now and where it is going.

## VI. OLD BUSINESS

1. (For Possible Action): Update, discussion, and possible recommendations to City Council relating to the next step in the process involving the increasing or decreasing of the special assessment district assessments, expansion of the special assessment district, increasing of business licensing fees for alcohol, and specifically, where the money should be spent, and any potential changes in the level or kind of service being provided in the special assessment district. *[On-going item]*
  - Council Member Jenny Brekhus and/or Steve Hardesty

This item was discussed under V. Council Liaison Report.

2. (For Possible Action): Update, discussion, and possible recommendations to City Council regarding parking meters in the downtown corridor. *[On-going item]*
  - Council Member Jenny Brekhus and/or Kurt Dietrich

Kurt Dietrich updated the group with a short history of this project. We had the single space meters up which were replaced with the multi-space meters. The multi-space meters did not perform and ultimately we terminated the contract. When we went to arbitration, we put out the old single space meters. Then we went out to RFP for a new smart system which allowed for new mechanisms for credit cards. We went with a company called IPS to order the credit card mechanisms. Those replacing the old meters had screens that were slightly tilted and needed the poles to be lowered. In the first phase, we ordered 890 smart meters. These will be supplemented with our old meters in the lower revenue areas. The problem with the old meters was that we had no way to audit them. We did not know meter by meter what the revenue was. This new system will give us a baseline to expand. Chairman Clifton requested that this item be kept on the agenda. Mr. Dietrich informed the group that he received an update from John Flansberg regarding the ticketing issue. We are actually working on replacing the citation management system. Charla Honey informed the group that Mr. Flansberg did not have an update on what was occurring through the City Clerk. The RFP that is going out right now does include a citation management system addition.

3. (For Possible Action): Update, discussion, and potential recommendations to the Director of the Office of Communications and Community Engagement for the City of Reno regarding options for improving the perception of the downtown area. *[On-going item]*
- Video Presentation of the Recognition of a Fourth Street Motel Owner with “Crime Free” Status.

Lisa Mann introduced Sharon Spangler who showed the video on downtown. Ms. Spangler informed the group that she had been doing quite a few videos and with the help of her new intern they will start producing videos in English and Spanish. The first video shown was on the Recognition of a Fourth Street Motel Owner with “Crime Free” Status. Chairman Clifton inquired who sees these videos. Ms. Spangler informed the group that the videos go on Charter Channel 194, the City of Reno YouTube channel, Facebook, and Twitter. Mr. Bartholet informed the group that RAD would love to link to these videos. Ms. Spangler ran another positive video regarding the Virginia Motor Lodge and Courtyard Inn renovations. These videos can be found at [YouTube.com/CityofReno](http://YouTube.com/CityofReno).

4. (For Possible Action): Update, discussion, and potential recommendations to the City Council regarding possible changes to the Reno Municipal Code (RMC) Sec. 2.06.110 as it relates to the Downtown Police Special Assessment District Advisory Committee.  
*[Continued]*

Deputy City Attorney Bony reminded the group that we removed the membership requirements from the bylaws and that these will be on the City Council Agenda for March 26. Since we are currently in the process of talking about expanding the perimeters of this SAD, it was thought that we might want to see how this plays out. At that point in time, we will see what the expansion will do demographically to this district. We would then think about what changes should be made to the membership requirements so that there will be an equal representation of members that would be in the expanded SAD on the committee. Mr. Hardesty may be able to give us the percentages within the district of how many casinos, business, and residential properties are now within the district. This would provide us with the science to take to City Council regarding any changes that this body may want to recommend to committee membership. There are 2 vacancies right now. Deputy City Attorney Bony thought we might want to consider holding off for a month or two to see how the expansion plays out. This would give us equal representation on the committee. The legal mechanics can be obtained but the committee needs to agree on who they want the committee membership to represent so that this can be taken to Council for a first and second reading of an ordinance. Mr. Gallaway informed the group that the demographic that we do not have is the small motel owners. It would be great to have one of the two owners shown in the videos join our committee. It was discussed that the 2 open positions required Security Directors appointment or RAD appointment. Mr. Gallaway thought that the Security Directors might be a little over weighted on the committee. They have the most expertise so we should have the director and probably 2 additional persons. Deputy City Attorney Bony explained that this would be a change to the ordinance. Historically when this committee was created there might have been a majority of casinos. We should relook at the science to see what the representation should entail. It was thought that there would not be much argument from the casinos as they were having trouble filling the positions available now. Chairman Clifton thought that we should wait and see who the new members are before deciding on how each group is represented. Deputy City Attorney Bony requested that this item be continued.

## **VII. NEW BUSINESS**

1. Presentation on the plan for traffic flow regarding pedestrians and vehicles during the Virginia Street Bridge construction along with an update on the construction timeline.
  - Charla Honey

Charla Honey (Engineering Manager for Public Works) introduced her co-project lead for the Virginia Street Bridge, Kerrie Lanza. Ms. Honey informed the group that we have 100% funding for the Virginia Street Bridge through FHWA, Flood Management Authority and the Regional Transportation Commission. Our City

Street Funds will be used to float the payments until we get reimbursement and to make up any difference if it comes in higher than the other 3 funding sources that we have. In regards to the project, we have 100% of the plans and documents are ready. We are ready to go out to bid. We have all of our permit applications in and we are awaiting approval. Federal money brings federal regulations and lots of boxes to check. We are currently waiting for the final approvals for us to go out to bid. From the time we go out to bid to the start of the project is about 3 months. Once we get final approval, we will let everyone know. Ms. Honey showed the group a rendering of what the bridge looks like. There is a lot of information on the website at vsbreno.com including the construction information. A schedule was included in the handouts showing what the major activities would look like. Total project construction time is from 12-18 months. What is important with respect to traffic is shown in two traffic control plans. The first shows the majority of the construction project and the closing of streets from just north of Mill Street to just south of W. 1st Street. Traffic will be able to get through 1<sup>st</sup> Street by coming down Virginia Street and then turn. The sidewalk in these areas is expected to be accessible for the majority of the time with the exception of the bridge itself. There will be some periods of time where the second traffic scenario will be in place. The intersection of Mill Street will get reconstructed and there will be minor utility work that takes place there. This will require the closing of the Mill Street intersection. Traffic at that time will be detoured to State, Pine, and Liberty. This is expected to occur in the 2-3 week timeframe. In the 1<sup>st</sup> Street intersection there are extensive utilities that need to be done and the street is concrete in this area which takes more time than asphalt paving. They are anticipating that there will be two closures of 1<sup>st</sup> Street not full closures but definitely the through from W. 1<sup>st</sup> Street will be closed. They are expecting two closures approximately one month each in that area. At that point, traffic will be able to get to City Hall by coming southbound on Virginia and making a left on the one-way part of 1<sup>st</sup> Street. Mr. Gallaway informed the group that he was equally concerned with pedestrian traffic and how we will alert residents and tourists on how to get to the Pioneer, Wild River, etc. Ms. Honey informed the group that there will be pedestrian and bike detours as well. Similar to car detours these will tell pedestrians which way to go. It was inquired if there would be maps at the visitors' center. Ms. Honey informed the group that they have been talking about this with the Office of Communications and Community Engagement (OCCE). They are developing some downtown walking maps that show more detail directions for the walker. It was suggested that these maps also be given to casino properties to hand out to guests. Mr. Landrus inquired about when the federal authorization would be complete. Ms. Honey informed the group that there was not a good timeframe available yet. They are hoping for authorization before the end of April. If it is not received by the end of April, we will have to see if we will still be able to start this construction project in this calendar year. The project could be delayed if this occurs. Mr. Gallaway inquired what agency was holding up the authorization. Ms. Honey informed the group that there are several agencies involved (Army Corp of Engineers, Nevada Department of Transportation, and Federal Highway Administration) so it is unclear where delays could occur. The City has been diligent in following up and requesting information and meetings. It was inquired if Council got involved in pushing these types of things. Council Member Brekhus informed the group that this was on her radar. She has asked and received a memo on this and understands the federal process. There is sometimes the perception that you can move these federal processes through political means and you really can't. Identifying where

each of the pieces are is important. Ms. Honey explained that they know where the pieces are as of the last time an update was requested but they don't always know when it will be moved to the next step. It was inquired if the post office and the acquisition of the post office and relocation of that where the historic issue is. Ms. Honey was willing to go over the little pieces with Council Member Brekhus if necessary. It was discussed that if we do not see what we need to see by the middle of April, we will know that we will not be able to start the construction project. If this can't start by the end of June or July, we will not have enough time in the river to get the work done. It would then have to be moved to next year. It was inquired if this occurred would we be at risk for losing funding. Mr. Galloway noted that this year we have the perfect low river to do this in. Chairman Clifton informed the group that if this gets started when it is supposed to there will be interruption with Hot August Nights and Street Vibrations. When Granite Construction was doing the I-80 rebuild, they had meetings with the stakeholders which were nice. They had a website and sent daily emails as to what would be closed today and how people should go. This was really helpful with special events. Chairman Clifton suggested that something similar to this be done for the businesses downtown.

2. Presentation of a summary from the Regional Alliance for Downtown (RAD) of the good things that have occurred in the downtown corridor.
  - Dick Bartholet

Mr. Bartholet, President for the Regional Alliance for Downtown (RAD), informed the group of the committees within RAD.

One is Safe and Clean which is most closely aligned with what this committee does. The primary focus lately has been the Good Neighbor Agreement. There is a lot of stuff that property owners, business owners, and residents can and should be doing for themselves rather than placing a call to the City every time they see a problem. The agreement informs the people of their rights and responsibilities as downtown stakeholders. It has to do with items like: keeping the sidewalk, curb and gutter cleaned in front of their buildings and the alley-way behind. Not only do they have this responsibility but so do other property owners. If someone is not doing their part, the first thing to do if there is open communication is to say that we are doing our part and we'd like you to do yours. They are just starting to roll this out to an area called '12 Blocks'. This area is bounded by the river on the south, the railroad tracks on the north, Arlington on the west, and West Street on the east. This might be expanded to include the Montage. Each block will have a Block Captain who will be responsible for keeping an eye on that area. The Block Captains will then meet with other Block Captains. The agreement will be online at [radreno.org](http://radreno.org). Initially, the ones pushing this effort were the proprietors at Noble Pie Pizza. Recommendations will be added as they move forward with this like information on a pigeon trapper, graffiti efforts/tips, no smoking signs, and noise abatement ideas.

Economic Influence is another RAD committee. This committee includes Bob Schreiber and Abbi Whittaker. Their current effort is to work with the downtown perceived districts of Riverwalk District, Riverwalk Merchants Association, Midtown, Wells Avenue, the Office/Financial District, the Entertainment District, East 4<sup>th</sup> Street, and the University retail elements. Gaming and tourism will

continue to be a key element but we need a new driver that adds new employees and vigor.

Life and Culture is the last committee. This will be the broadest and the one that could have the most impact. It will deal with everything from visual/performing arts to the crawls, and the white water park. They don't want to create anything new but to create communication and coordination between all the different groups in this arena and see if they can elevate the understanding of people of what is available in downtown.

The name was changed to Regional Alliance for Downtown (RAD) because they hope that not only those who live and have businesses downtown but that people throughout this region will realize the importance of having the downtown be a key focal point.

Chairman Clifton inquired if Mr. Bartholet could share some of the new developments and the new things that are happening downtown. Mr. Bartholet informed the group about those who have been acquiring properties downtown. Two RAD meetings ago, they had three technology based businesses that were talking about 'Why Reno?' and the walk-ability of Reno when they were in town for business. There are some local start-ups that have chosen to open in Reno. There is Start-up Row which includes the Reno Collective located along the 1<sup>st</sup> Street Corridor. There have been rumors of businesses coming and then they don't. If all of the things that people announce that they are going to do in Reno came to fruition, we would look like New York City. There are things happening and people investing their money in Reno. Chairman Clifton noted that in this committee we talk about the negatives like panhandling, dirt, and crime. It is nice to hear that there are positives going on. The hope is that the good overshadows the bad.

3. Welcome to Downtown Security Directors member Randy Riley completing the term of Mike Thomas.
  - Chairman Darrell Clifton

Chairman Clifton welcomed Randy Riley to the Committee. Mr. Riley introduced himself as the new Director of Security Surveillance at Harrah's. Chairman Clifton reminded the group that former Committee member Jerry Daughette retired so his position will be available. Chairman Clifton introduced Steve Foster who is the Interim Director at the Eldorado. He is not a member but it was hoped that we could welcome him to the Committee at some point. It was also discussed that we have a position on the Committee vacated by the RAD representative. Mr. Bartholet is working on this.

## VIII. OTHER BUSINESS

1. Identification of agenda items for April 16, 2014, meeting.  
**(This item is for identification of agenda items and there will be no action taken until such items are listed on future agenda as an action item.)**

There were no additional agenda items.

**IX. NEXT MEETING DATE/LOCATION**

**Noon, April 16, 2014, at 1 E. 1<sup>st</sup> Street, (City Hall) 7<sup>th</sup> Floor, Caucus Room,  
Reno, NV 89501.**

Chairman Clifton informed the group of the next meeting date and time.

**X. PUBLIC COMMENT – This item is for general public comment.**

There was no public comment.

**XI. ADJOURNMENT.** (For possible Action

Chairman Clifton requested a motion to adjourn. Greg Landrus made the motion and Larry Garrison seconded. There being no opposition, the meeting was adjourned.