



C I T Y O F  
**RENO**  
Memorandum

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**DATE:** May 20, 2025  
**TO:** Mayor and City Council  
**THROUGH:** Jackie Bryant, City Manager  
**FROM:** Bryan McArdle, Revitalization Manager  
**DEPT:** City Manager's Office - Economic Development  
**SUBJECT:** Downtown BID Assessment Update - Item D2

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This memo has been prepared to provide Council with the second corrected BID Assessment total.

The original agenda packet included \$3,961,960.90 as the total BID Assessment amount.

An application postmarked May 6, 2025, was not received until May 20, 2025. The updated total assessment amount is \$3,957,892.84. The change reflects the hardship applications our office has received, totaling \$4,068.06.

The updated Council Staff Report and Resolution have been posted on the City's public meeting portal and are attached for your reference.

Attachments:

- 5-21-25 Updated Staff Report
- 5-21-25 Updated Resolution

## STAFF REPORT

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**Date:** May 21, 2025

**To:** Mayor and City Council

**Through:** Jackie Bryant, City Manager

**Subject:** Resolution No.\_\_\_\_ (For Possible Action): Resolution of the Reno City Council dispensing with certain complaints, protests and objections made at the public hearing on the assessment roll for a City of Reno, Nevada Neighborhood Improvement Project, otherwise known as the Downtown Reno Business Improvement District; ratifying the cost of the project; and confirming said assessment roll and the assessments therein; to authorize the recordation of properties to be assessed in the Office of the County Recorder; together with other matters properly relating thereto.

**From:** Bryan McArdle, Revitalization Manager

**Department:** City Manager's Office

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**Summary:**

This public hearing and resolution finalize the annual assessment process for the Downtown Reno Business Improvement District (BID) by resolving any submitted objections from the public hearing, confirming the FY26 assessment roll and estimated project cost totaling \$3,957,892.84, and authorizing the formal recordation of the assessed properties with the Washoe County Recorder. The action ensures continued BID operations and funding for enhanced maintenance, safety, and economic vitality services in the downtown area.

**Alignment with Strategic Plan:**

Economic and Community Development

**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 by resolution and 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-April, also on an annual basis. As part of the annual public hearing, Council, after considering all

written and spoken objections and protests to the validity of the roll, adopts a resolution confirming the assessment roll in its original form, or as modified.

**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 are contained within the Management Plan and Engineer's Report that was 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 five percent per year. For FY 26 the DRP Board has chosen not to change the standard services assessment.

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 the 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:**

The Council has an opportunity to accept hardship petitions which could alter the total BID Assessment for FY26.

**Legal Implications:**

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

**Recommendation:**

Staff recommends Council adopt the Resolution and grant the eligible hardships.

**Proposed Motion:**

I move to adopt the Resolution and grant hardships to those presented.

**Attachments:**

Resolution - Dispense with Complaints - FY26.docx

Affidavit of Mailing Hardship Considerations

**RESOLUTION NO. \_\_\_\_\_**

**RESOLUTION OF THE RENO CITY COUNCIL DISPENSING WITH CERTAIN COMPLAINTS, PROTESTS AND OBJECTIONS MADE AT THE PUBLIC HEARING ON THE ASSESSMENT ROLL FOR A CITY OF RENO, NEVADA NEIGHBORHOOD IMPROVEMENT PROJECT, OTHERWISE KNOWN AS THE DOWNTOWN RENO BUSINESS IMPROVEMENT DISTRICT; RATIFYING THE COST OF THE PROJECT; AND CONFIRMING SAID ASSESSMENT ROLL AND THE ASSESSMENTS THEREIN; TO AUTHORIZE THE RECORDATION OF PROPERTIES TO BE ASSESSED IN THE OFFICE OF THE COUNTY RECORDER; TOGETHER WITH OTHER MATTERS PROPERLY RELATING THERETO.**

**A. WHEREAS**, the City Council of the City of Reno, in the State of Nevada (the “Council”, “City” and “State”, respectively), determined that a public convenience and necessity required it to create the City of Reno, Nevada Neighborhood Improvement Project (“Project”), otherwise known as the Downtown Reno Business Improvement District (“BID”) by adopting Ordinance No. 6455; and,

**B. WHEREAS**, the Downtown Reno Business Improvement District Engineer’s Report and Management Plan, both modified on May 8, 2019, and effective as of such date, describe the activities, objectives and service area of the BID; and,

**C. WHEREAS**, per NRS 271.472, the Downtown Reno Partnership (“DRP”), contracted pursuant to NRS 271.332, provided a financial report providing the improvements and operating budget for the BID for fiscal year 2025/2026 and filed the report with the Reno City Clerk on or before March 12, 2025; and,

**D. WHEREAS**, pursuant to NRS 271.377, on or before June 30 of each year after the governing body acquires or improves a neighborhood improvement project, the governing body shall prepare or cause to be prepared an estimate of the expenditures required in the ensuing fiscal year and a proposed assessment roll assessing an amount not greater than the estimated cost against the benefited property; and,

**E. WHEREAS** the basis of the estimate of the expenditures required in the ensuing fiscal year was based upon the improvements and operating budget provided by the DRP report; and,

**F. WHEREAS**, an assessment roll, completed by a competent engineer and, which contains, among other things, the names of the last known owners of the property to be assessed, or if not known, that the same is “unknown”, a description of each tract or parcel of land to be assessed, and the amount of the proposed assessment thereon was filed in the office of the City Clerk on April 23, 2025; and,

**G. WHEREAS** Council tentatively approved said assessment roll by Resolution 271 duly adopted on the 23rd day of April 2025 (“Resolution 271”) and is satisfied with the said assessment roll; and,

**H. WHEREAS**, Council has determined, and does hereby determine, that the total cost of the Project, including all incidental costs, is in the sum of \$3,957,892.84 for the BID; and,

**I. WHEREAS**, Council has determined, and does hereby determine, that the \$3,957,892.84 shall be paid for by the property specially benefited by said Project; and,

**J. WHEREAS**, Council has determined, and does hereby determine, that there shall be assessed to each lot or parcel of land specially benefited its proportionate share of said cost on the basis set forth in the Management Plan and Engineer’s Report; and

**K. WHEREAS**, said assessments in no event exceed the estimated benefits to the property assessed nor that the portion of the total cost of the improvements payable in assessments as heretofore determined; and

**L. WHEREAS**, pursuant to Resolution 271, Council gave notice to any owner or tenant who resides or owns a business within the BID may object to the regularity, validity and correctness of the proceedings, of said assessment roll, of each assessment contained therein, and of the amount thereof levied on each tract or parcel of land; and,

**M. WHEREAS**, pursuant to Resolution 271, Council gave notice of the contemplated improvements, preliminary estimate of cost, estimate of maximum benefits and of the time and place of hearing thereon, when specific objections, by the owners of such property, by any party interested in the regularity of the proceedings in making such assessments, and by all parties aggrieved by such assessments, to said assessment roll, including, without limiting the generality of the foregoing, the regularity of the proceedings in making any assessment thereon, and the correctness of such assessment or of the amount levied on any particular tract or parcel of land to be assessed, would be heard by said Council; and,

**N. WHEREAS** the manner of giving such notice by mail, publication and posting was reasonably calculated to inform the parties of the proceedings concerning the BID, which might directly and adversely affect their legally protected interests; and,

**O. WHEREAS**, at the time and place so designated for hearing such objections, said Council met to hear and determine all objections so filed by any interested party; and,

**P. WHEREAS**, all written complaints, protests and objections were heard and considered, along with any other relevant material, by the City Council and were found to be without sufficient merit and overruled; and

**NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE CITY OF RENO COUNCIL AS FOLLOWS:**

**SECTION 1:** That the Council hereby finds that the foregoing recitals are true and correct and are incorporated by reference.

**SECTION 2:** That all action heretofore taken (not inconsistent with the provisions of this Resolution) by the City of Reno and the officers of said City directed toward performing all prerequisites to levying special assessments and fixing the assessment liens against the properties in the BID, be, and the same hereby is ratified, approved, and confirmed.

**SECTION 3:** That the Council has heretofore determined and does hereby determine, that each and every written and spoken protest and objection made in connection with the assessment roll, and the same hereby is, overruled, and finally passed on by said Council.

**SECTION 4:** That the accurate estimate of costs, as more particularly shown in the assessment roll, have been filed in the City Clerk's Office on the 23<sup>rd</sup> day of April 2025.

**SECTION 5:** That it is estimated that the total cost of the BID shall be \$3,957,892.84 and is distributed on a cost allocation basis to a database that contains assessed valuations and linear street frontages for all *assessable properties* within standard, premium and premium-plus service zones. Standard zone services will be apportioned based upon the assessable property's assessed valuation and premium and premium-plus zone services will be apportioned based upon the assessable property's linear street frontage and these allocations are in proportion to the special benefits derived by each assessable property. Regardless of the basis used for apportioning assessments, in cases of a wedge or V or any other irregular shaped tracts, any amount apportioned thereto shall be in proportion to the special benefits thereby derived.

**SECTION 6:** Upon adoption of an ordinance levying assessments, the City Clerk and Clerk of the City Council of the City of Reno is hereby authorized and directed to record the assessments levied in said ordinance in the office of the County Recorder of Washoe County, Nevada, for the purpose of establishing of record the proposed lien or liens that may come into being under said ordinance against the lots, premises and parcels of land to be benefited by the project, or portions thereof, to be improved, all as fully set forth in said ordinance.

**SECTION 7:** That all ordinances or resolutions, or parts thereof, in conflict with the provisions of this resolution, are hereby repealed to the extent only of such inconsistency. This repealer shall not be construed to revive any ordinance or resolution, or part thereof, heretofore repealed.

**SECTION 8:** That if any section, paragraph, clause, or provision of this resolution shall for any reason be held to be invalid or unenforceable, the invalidity or unenforceability of such section, paragraph, clause or provision shall in no way affect any remaining provisions of this Resolution.

PASSED AND ADOPTED this day of \_\_\_\_\_, 2025, by the following vote of the Council:

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSTAIN: \_\_\_\_\_ ABSENT: \_\_\_\_\_

APPROVED this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
HILLARY L. SCHIEVE  
MAYOR

ATTEST:

\_\_\_\_\_  
MIKKI HUNTSMAN  
CITY CLERK