



C I T Y O F
RENO
Memorandum

DATE: March 28, 2025


TO: Mayor and City Council

THROUGH: Jackie Bryant, City Manager

FROM: Tyler Shaw, Agenda Manager

DEPT: City Manager's Office

SUBJECT: April 9, 2025 - DRAFT Reno City Council and Redevelopment Agency Board Meetings Agenda Memo



This memo is intended to provide an overview of the anticipated agendas for the Reno City Council and Redevelopment Agency Board meeting on Wednesday, April 9, 2025. This is a draft, and agenda items may be revised or removed prior to posting. Additional items not listed in this draft may also appear on the final agenda. The final agenda will be physically posted in compliance with Nevada Revised Statutes (NRS) 241.020(3) (notice of meetings) at Reno City Hall, 1 East First Street, Reno, Nevada 89501. In addition, the final agenda will be electronically posted in compliance with NRS 241.020(3) at Reno.gov, and NRS 232.2175 at notice.nv.gov/.

Reno City Council Meeting

- A Introductory Items**
 - A.1 Pledge of Allegiance**
 - A.2 Roll Call**
 - A.3 Public Comment**
 - A.3.1 Public Comment**
 - A.4 Approval of the Agenda (For Possible Action) – 9 April 2025**

A.5 Approval of the Minutes

A.5.1 Reno City Council Special 5 March 2025 10:00 AM (For Possible Action)

A.5.2 Reno City Council Regular 12 March 2025 10:00 AM (For Possible Action)

B Consent Agenda (All consent items may be approved together with a single motion, be taken out of order, and/or be heard and discussed individually.)

B.1 Staff Report (For Possible Action): Approval of Privileged Business License Alcohol Catering (Change of Description) Black Rabbit Mead Company, William Truce, Jacob Conway, 401 East 4th Street. [Ward 1]

Summary:

This is an application (R146539Q-AMD-2025a) by Black Rabbit Mead Company for a change of description to add alcohol catering. The business is located at 401 East 4th Street in Ward 1 (Exhibit A) and the zoning designation is Mixed-Use Downtown Innovation District (MD-ID). The Planning Division has recommended approval. Staff recommends that Council approve the privileged business license application.

B.2 Staff Report (For Possible Action): Approval of Privileged Business License Secondhand Dealer License, Merchandise Sales (New) Omni Art Co LLC, Javier Herrera HomeBased Business. [Ward 4]

Summary:

This is an application (R164811A-APP-2025) by Omni Art Co LLC for secondhand dealer license. This is a home-based business located in Ward 4. Staff recommends that Council approve the privileged business license application.

B.3 Staff Report (For Possible Action): Award of Contract to JLW Holdings Series I LLC for the University East Phase 1 Street Rehabilitation Project in the amount of \$1,244,897.29. (Street Fund) [Ward 1]

Summary:

The 2025 University East Phase 1 Street Rehabilitation Project is a critical infrastructure improvement designed to address the deteriorating condition of the roadway. Six bids were received and opened on March 13, 2025. JLW Holdings Series 1 LLC submitted the best bid pursuant to the requirements established in Nevada Revised Statute (NRS) Chapter 338. The project scope includes full pavement reconstruction, curb and gutter replacement, sidewalk and driveway improvements, pedestrian ramp upgrades, storm drain enhancements, pavement striping, and traffic control measures. This project is funded with Street Funds and is in the City's Capital Improvement Plan (CIP) budget for Fiscal Year 2025, with construction scheduled to begin in spring 2025 and be completed by fall 2025.

Staff recommends that Council approve the contract award to JLW Holdings Series 1 LLC in an amount not to exceed \$1,244,897.29 to ensure timely and cost-effective project delivery.

- B.4** Staff Report (For Possible Action): Approval of a Professional Services Agreement for Independent Cost Estimating Services with Pre Construction Services Group, LLC. for the Truckee Meadows Water Reclamation Facility New Dewatering Building Project in the amount of \$304,815 with Reno's share being \$209,194.53. (Sewer Fund)

Summary:

The Truckee Meadows Water Reclamation Facility (TMWRF) New Dewatering Building Project is in the design and preconstruction phase with Jacobs Engineering, Inc. as the engineer and PCL Construction, Co. as the construction manager at risk (CMAR). A key part of the CMAR process is cost estimating through all design phases, where project team, including the engineer, CMAR, and an independent cost estimator (ICE), collaborates on cost estimates. A request for qualifications (RFQ) was issued and identified Pre Construction Services Group, LLC (PCSG) as the best qualified consultant for independent cost estimating. This agreement with PCSG will provide more certainty on unit costs, material costs, and labor costs for the TMWRF New Dewatering Building Project. Staff recommends Council approve the Agreement for Professional Services with PCSG for \$304,815 (Reno's share of \$209,194.53 from the Sewer Fund).

- B.5** Staff Report (For Possible Action): Approval of Amendment to the operational grade audit agreement dated December 13, 2019 between the City of Reno and Ameresco to perform an audit of streetlight assets in the City of Reno in an amount not to exceed \$100,000. (Green Energy Fund)

Summary:

This agreement amendment allows Ameresco to audit the locations and characteristics of citywide streetlight assets to reduce costs, verify energy use, determine future energy usage, and identify billing errors. The audit cost is \$100,000. Funding for this audit is available in the Green Energy Fund from energy rebate revenues. The city's streetlight energy and operational costs are currently estimated to be over \$2 million per year.

- B.6** Staff Report (For Possible Action): Approval of annual subscription renewal fee for GovQA software for the period of March 31, 2025, through March 30, 2028, in the amount of \$160,000. (General Fund)

Summary:

GovQA is a public records request management software that is utilized on a daily basis by the City of Reno. This software facilitates customer submissions of records requests; allows staff to redact, release, and organize requests; and provides robust reporting functionality, including assignment, deadline tracking, and compliance with Nevada Revised Statutes (NRS) 239. This software is used

throughout the entire organization for all public records requests. Staff recommends Council approve the subscription fee for GovQA in the amount not to exceed \$160,000 for a three-year period.

C Public Hearings - 10:00 AM (Items scheduled to be heard at a specific time will be heard no earlier than the stated time, but may be heard later.)

D Department Items

Finance

- D.1** Staff Report (For Possible Action): Financial update presentation and discussion; Resolution to augment the budget of the City of Reno, Nevada, for FY24/25; and approval of budget revisions for the period of January 1, 2025 through March 31, 2025.

Summary:

This item includes a financial update and the third quarter augmentation for FY25. As we progress through the fiscal year, it is prudent for the City to review revenues and expenditures to ensure City operations are on track to stay within the approved budget. The City adopts an annual budget each year. The annual budget is the overall plan for City services for the fiscal year. As we proceed through the fiscal year, the plan changes and evolves requiring resources to be reallocated or added through budget augmentations. Budget augmentations must be adopted by resolution, and information forwarded to the Nevada Department of Taxation for approval. Augmentations of appropriations of a fund which receives ad valorem taxes must be noticed in the local newspaper prior to Council approval. The Augmentations were noticed as required.

- D.2** Staff Report (For Possible Action): Approval of Service Fee Addendum to Wells Fargo Merchant Services Agreement resulting in 2.7% merchant fee passed on to customers paying with credit cards and authorizing the Finance Director to sign the agreement.

Summary:

The City of Reno currently absorbs merchant fees associated with processing credit card, debit card, and electronic payments. These fees are charged by payment processors and financial institutions for each transaction. As the volume of electronic payments increases, the financial burden on the City has grown significantly, impacting the General Fund and Building Enterprise Fund and resources available for essential services. Passing these fees on to customers will reduce costs to the City and alternative methods of payment will still allow customers to avoid paying merchant fees as well.

- D.3** Staff Report (For Possible Action): Approval of Service Fee Addendum to Infosend/Pace Service Agreement resulting in 2.7% merchant fee passed on to customers paying with credit cards and authorizing the Finance

Director to sign the agreement.

Summary:

The City of Reno currently absorbs merchant fees associated with processing credit card, debit card, and electronic payments. These fees are charged by payment processors and financial institutions for each transaction. As the volume of electronic payments increases, the financial burden on the City has grown significantly, impacting the Sewer fund and resources available for essential services. Passing these fees on to customers will reduce costs to the City and alternative methods of payment will still allow customers to avoid paying merchant fees as well.

City Manager's Office

- D.4** Staff Report (For Possible Action): Presentation, discussion, and potential direction to staff regarding the sewer user rate sufficiency analysis, including direction to initiate a community feedback process on a potential rate increase and bring back an ordinance for consideration at a future meeting.

Summary:

The city conducts a sewer rate sufficiency analysis every two years to ensure financial stability of the sewer fund. The latest analysis, conducted with DOWL, recommends an 8% sewer rate increase for FY26 and FY27 due to rising capital improvement and treatment costs. Despite efforts to reduce expenses, including cuts to stormwater maintenance and the sewer capital improvement programs, the increase is necessary to prevent insolvency of the sewer fund by FY28. Major projects, such as the APWF and TMWRF facility upgrades, require significant funding. To mitigate the impact of the recommended sewer rate increase on low-income residents, staff propose expanding the criteria for eligibility of the sewer utility assistance program. Staff is seeking direction to initiate a community feedback process on a potential rate increase and bring back an ordinance for consideration at a future meeting.

- D.5** Staff Report (For Possible Action): 2302 Civil Service Audit Second Follow-Up.

Summary:

The purpose of the audit was to determine if the administration of the Civil Service program is operating consistently, efficiently, equitably, and in accordance with documented policies, procedures, and laws. We also evaluated the risk of fraud, waste, and abuse relative to the audit objectives. Seven findings resulted from the audit. A finding is noted when audit testing identifies an area of noncompliance with documented policies or best practices. Simply put, findings identify areas of risk. Four of the findings have been resolved by the corrective actions identified by management. Three audit findings have been partially implemented and additional follow-up is scheduled in six months. The remaining audit exceptions relate to comprehensive and iterative training programs and a

Classification and Compensation Guidelines Manual. The Civil Service Commission received a presentation on this second follow-up at their February 13 meeting. The Financial Advisory Board (FAB) reviewed and approved 23-02 Civil Service Audit Second Follow-up document at their February 13th meeting.

E Ordinances - Introduction (Other Ordinance, Introduction items may be found under the following agenda sections: Public Hearings, and/or Standard Department Items.)

F Ordinances – Adoption

F.1 Ordinance Adoption – Bill No. 7296 (For Possible Action): Case No. LDC25 00033 (NDI Office Rezoning) – Ordinance to amend Title 18, Chapter 18.02 of the Reno Municipal Code, entitled “Zoning,” rezoning a ±0.99 acre site located on the north side of Vassar Street, ±430 feet east of its intersection with Harvard Way, from Neighborhood Commercial (NC) to General Commercial (GC); together with matters which pertain to or are necessarily connected therewith. [Ward 3]

Summary:

The attached ordinance is a zoning map amendment from Neighborhood Commercial (NC) to General Commercial (GC). The ±0.99-acre site is located on the north side of Vassar Street, ±430 feet east of its intersection with Harvard Way (1855 Vassar Street). Staff recommends adoption of the attached ordinance.

G City Clerk

G.1 Staff Report (For Possible Action): Discussion and potential appointment of up to one individual as a Commissioner to the Reno Housing Authority from the following pool of applicants, listed in alphabetical order: Brandi Anderson, Naomi Duerr, Meghan Ebert, Miguel Martinez, and Devon Reese.

Summary:

Mayor Hillary Schieve resigned from the Reno Housing Authority (RHA) effective March 10, 2025. There is one (1) vacancy, to be filled from the following pool of applicants: Brandi Anderson, Naomi Duerr, Meghan Ebert, Miguel Martinez, and Devon Reese. The term of appointment is for the period from April 1, 2025, through January 31, 2028.

G.2 Staff Report (For Possible Action): Discussion and potential appointment or reappointment of up to one individual to the Other Post-Employment Benefits (OPEB) Trust Fund from the following pool of applicants, listed in alphabetical order: James Johns (Reappointment).

Summary:

Pursuant to Resolution No. 8762 adopted on January 22, 2020, the make-up of the Other Post-Employment Benefits (OPEB) Trust Fund includes up to five

members: (1) At least one member who has a combination of education and experience of at least five years in finance or economics; (2) A public officer or employee of the Employer who manages the fiscal affairs of the Employer; and (3) A beneficiary of the Trust. Mr. James Johns' term expired on February 28, 2025, leaving a vacancy for the position of beneficiary of the Trust. Mr. Johns is interested in and eligible for reappointment. The term of appointment will be for the period from April 1, 2025, through March 31, 2029.

H Mayor and Council

H.1 City Council Comments, including announcements regarding City boards and commissions, activities of local charitable organizations and upcoming local community events. (Non-Action Item)

I Public Hearings - 6:00 PM (Items scheduled to be heard at a specific time will be heard no earlier than the stated time, but may be heard later.)

I.1 Staff Report (For Possible Action): Case No. LDC2500031 (J Resort Festival Grounds) Appeal of the Planning Commission's decision to approve a request for a conditional use permit to allow "Amusement or Recreation, Outside" and "Live Entertainment" land uses to facilitate outdoor festivals, concerts, recreation, and events. The ±4.5acre site is located on seven parcels generally located south of Third Street, east of Ralston Street, and west of North Arlington Avenue. The site is located in the MixedUse Downtown Entertainment District (MDED) zone and has a Master Plan land use designation of Downtown MixedUse (DTMU). [Ward 1]

Summary:

This is a public hearing to consider an appeal of the Planning Commission's approval of a conditional use permit to establish an outdoor festival/event area with live entertainment within the Mixed-Use Downtown Entertainment District (MD-ED) zone. The proposed outdoor event space has capacity for a maximum of 15,000 patrons. Outdoor live entertainment is allowed by right until 10:00 p.m. Approval of this application will allow for: 1) the establishment of an outdoor recreational venue; and 2) outdoor live entertainment until 11:00 p.m. on Fridays and Saturdays and to allow live entertainment for two events per year until 12:15 a.m.

Staff analysis focused on compatibility and noise, safety and security, potential impacts to City services, and supporting policies of the Master Plan. This request was extensively analyzed by all departments in the City including Planning, Engineering, Public Works, Business Licensing, Reno Police Department, and Reno Fire Department. A special event/activity permit will be required for every event, allowing Staff to review the proposed event, allocate resources, and mitigate any impacts. The applicant has worked diligently with Staff to resolve all concerns. The Planning Commission unanimously approved of this request.

Appeals of the Planning Commission's decision (Exhibit A) have been filed by Smart Growth Reno (Magali Rivera and Rick Heroux), and by the applicant, Reno Real Estate Development, LLC, and are generally summarized as: Smart Growth Reno (Magali Rivera and Rick Heroux), appealed noting traffic, parking, and noise that will adversely affect health, enjoyment, and property in Downtown. Reno Real Estate Development, LLC the applicant, appealed in order to preserve its rights to judicial review.

- I.2** Staff Report (For Possible Action): Case No. LDC2500027 (214 West Commercial Row Live Entertainment) Appeal of the Planning Commission's decision to approve a request for a conditional use permit to allow live entertainment activities accessory to a bar use between the hours of 11:00 p.m. and 10:00 a.m. The ±0.11 acre site is located on the south side of West Commercial Row, ±87 feet west of its intersection with West Street (214 West Commercial Row). The site is within the MixedUse Downtown – Entertainment District (MDED) zone and has a Master Plan land use designation of Downtown MixedUsed (DTMU). Appeals were filed by the applicant, Fady Mehanna; and Mary Babiasz on behalf of The Montage North LLC. Council may affirm, modify, or reverse the decision of the Planning Commission. [Ward 1]

Summary:

Appeals have been filed against the Planning Commission's approval of a conditional use permit to allow live entertainment activities associated with a bar between the hours of 11:00 p.m. and 3:00 a.m. on Thursday, Friday, and Saturday. The original request from the applicant was to operate until 5:00 a.m. on the same days of the week. The property is located south of West Commercial Row, west of its intersection with West Street. Live entertainment between the hours of 11:00 p.m. and 10:00 a.m. requires the approval of a conditional use permit. The bar use is allowed for 24-hours by-right within the Mixed-Use Downtown - Entertainment District (MDED) zone. Key issues analyzed include: 1) compatibility with surrounding uses and 2) public safety. The Planning Commission upheld staff's recommendation to approve the permit with conditions, including limiting live entertainment operation to 3:00 a.m. The applicant, Fady Mehanna, has submitted an appeal to challenge the restriction on the hours of operation, and Mary Babiasz has submitted an appeal to challenge the approval altogether.

J Public Comment (This item is for either public comment on any action item or for any general public comment.)

J.1 Public Comment

K Adjournment (For Possible Action)

Redevelopment Agency Board

A Introductory Items

A.1 Pledge of Allegiance

A.2 Roll Call

A.3 Public Comment

A.3.1 Public Comment

A.4 Approval of the Agenda (For Possible Action) – 12 March 2025

A.5 Approval of the Minutes

**A.5.1 Redevelopment Agency Board Special 5 March 2025 10:00 AM
(For Possible Action)**

**A.5.2 Redevelopment Agency Board Regular 12 March 2025 10:00 AM
(For Possible Action)**

B Department Items

City Manager's Office

B.1 Presentation from Grand Sierra Resort on proposed arena and expansion project. (For Discussion Only)

Summary: NO STAFF REPORT

C Mayor and Council

C.1 Redevelopment Agency Board Comments, including announcements regarding City boards and commissions, activities of local charitable organizations and upcoming local community events. (For Discussion Only)

D Public Comment (This item is for either public comment on any action item or for any general public comment.)

D.1 Public Comment

E Adjournment (For Possible Action)