CITY OF RENO

Memorandum

DATE: December 8, 2025

TO: Mayor and Council

THROUGH: Jackie Bryant, City Manager

FROM: Tyler Shaw, Agenda Manager
Cali Shy, Agenda Coordinator

DEPT: City Manager's Office

SUBJECT: Update on Minute-Taking for Advisory Boards, Commissions, and Committees

This memo provides an update on the status of minute taking for the City's advisory boards, commissions, and committees (including neighborhood advisory boards) following the implementation of the new boards & commissions (B&C) structure. Council has requested additional context regarding current practices, available support, and long-term solutions being developed by staff.

Past State
Prior to the reorganization of the boards & commissions program, the City relied heavily on contract minute-takers. These services cost approximately $300 per meeting, totaling more than $25,000 annually across all boards.

With the adoption of Resolution No. 9417 on August 13, 2025, Council created a new secretary role for certain non-mandated advisory boards, commissions, and committees including:

- Access Advisory Board
- Arts & Culture Advisory Board
- Community Development Block Grant Subcommittee
- Financial Advisory Board
- Neighborhood Advisory Boards (NAB)
- Parks & Recreation Advisory Board
- Senior Resident Advisory Board
- Urban Forestry Commission

- Youth City Council

One of the primary duties of the secretary is preparing minutes that meet Nevada Open Meeting Law (OML) requirements. This structural change allows the City to discontinue the use of contract minute-taking services for the affected boards.

Current State
Staff implemented multiple supports to ensure volunteer secretaries can successfully and consistently prepare minutes:

1. Secretary Guide (Attached, Launching January 2026): A comprehensive written guide has been developed to walk volunteers through the responsibilities of the role. It includes:

    - A step-by-step overview of duties
    - A narrated example of high-quality minutes
    - A standardized minutes template
    - Clear expectations aligned with OML

    The guide is structured to be accessible for volunteers with no prior experience.

2. Board Member Training (Live and On-Demand): Staff held an in-person board member training at City Hall in September, which included a section on minute-taking. The recording is available on YouTube for ongoing use by current and future secretaries.

3. Individual Support for Newly Elected Secretaries: In addition to the formal training materials, staff have worked directly with each secretary to ensure they had the necessary materials, answered questions, and helped troubleshoot any issues as they arose. This individualized support has helped new secretaries navigate their responsibilities confidently.

As of December 1, all six NABs, and several other advisory boards, have elected board secretaries, and staff has not received concerns from any secretary currently performing these duties. With this capacity now in place, the City has discontinued the use of contract minute takers for the affected bodies. While staff recently explored whether short-term contract support could be secured for isolated meetings, there are currently no available contract minute takers providing these services.

Future State and Long-Term Solutions
Staff is pursuing long-term strategies to simplify the creation of, or eliminate the need for, written minutes while maintaining transparency and OML compliance.

1. Continued Evaluation of AI Transcription Tools: Staff has tested several AI transcription platforms. Preliminary findings indicate that:

- AI products do not produce minutes that meet OML requirements for summarized content.
- Volunteers would still need to manually identify speakers, condense long transcripts, and verify accuracy.
- Subscription costs are approximately $218 per month ($2,600 annually). There are no funds budgeted for this cost in Fiscal Year 26.
- Time savings appear minimal, reducing the value of the investment.

Staff will continue to monitor developments, but current AI solutions are not a viable replacement for volunteer-prepared minutes.

2. Potential Legislative Change: Staff is coordinating with the Office of Policy and Strategy (OPS) as the Nevada Attorney General's Office drafts their 2027 OML bill. The City is requesting consideration of a statutory amendment allowing advisory boards without elected officials to meet minute requirements through a posted meeting video within a defined timeframe, rather than written minutes. Because all City of Reno advisory board meetings are already fully recorded, this change could:

    - Eliminate the need for written minutes for these bodies
    - Reduce workload for volunteers
    - Modernize the City's B&C operations
    - Improve transparency through direct public access to recorded discussions

    Several other states such as Arizona and New York already allow video-based minute compliance. Staff is compiling additional comparative research.

The City has made significant progress in modernizing its Boards & Commissions structure, including establishing a volunteer-driven, low-cost, and OML-compliant minute-taking model. Staff will continue building out training and resources for board secretaries and will pursue long-term solutions that reduce administrative burden and enhance public access.

Staff will provide Council with updates as legislative discussions progress or as new tools become viable.

Attachments:

- Board Secretary Guide
- Resolution No. 9417

Secretary Guide

Guide for City of Reno Board, Commission, and Committee Secretaries

Welcome

Congratulations on your election as a board, commission, or committee secretary! The secretary role is vital to the success of the City of Reno's Boards and Commissions and your commitment to serving our community is deeply valued.

The secretary role, along with other updates implemented by Resolution No. 9417, is designed to give your board, commission, or committee greater ownership of its work, particularly in the creation of meeting minutes and an annual report to be created in partnership with the staff liaison. As a secretary, you will work closely with your staff liaison, who is your primary resource for guidance and support throughout your tenure as a secretary.

Thank you again for your dedication to serving our community!

Secretary Roles & Responsibilities

The secretary role is a critical component of the updated Boards and Commissions structure implemented under Resolution No. 9417. The secretary is responsible for:

- Verifying quorum prior to meetings.
- Supporting staff in the review and maintenance of meeting records.
- Preparing the meeting minutes.
- Providing public comment at future hearings.
- Working with the Staff Liaison on the annual report.

The governing resolution can be found at Reno.Gov/Boards under the "Documents" tab.

Verifying Quorum

The process for verifying a quorum may vary by board. Staff liaisons will conduct quorum checks on a regular basis, whether that be quarterly, monthly, or some other frequency. Secretaries should reach out to their staff liaison in advance of each meeting to verify if the board will have a quorum. The board secretary is responsible for contacting any members who have not confirmed their attendance at a particular meeting and relaying this information to the staff liaison.

Board Member contact information is available at Reno.Gov/Boards on the associated Board/Commission page under the "Members" tab.

Preparation of Minutes

Nevada Open Meeting Law (OML) requires written minutes to be prepared and kept for every meeting of all public bodies. Beginning with the adoption of Resolution No. 9417, responsibility for preparing draft minutes now lies with the Board Secretary.

The Secretary may use the minutes template provided by the staff liaison or use the standard template included at the end of this guide. The secretary may take notes during the meeting and/or refer to the meeting recording to complete the minutes. Completed draft minutes are due to the staff liaison of the board one week prior to the next board meeting. The staff liaison will add the draft minutes to a future meeting for approval by the body.

Nevada OML requires that minutes must include:

- Date, time and location of the meeting.
- Who was present/absent (members, liaisons and staff).
- Substance of all matters proposed, discussed, or decided.
- Motions and how each member voted.
- Public comments, if requested to be included, or if written comments are submitted.

Minutes prepared for board and commission meetings are not verbatim. The secretary should condense presentations and discussion into concise 1-2 sentence summaries, adding relevant details as needed.

The most important component of the minutes is the motion and vote. They are often described using the sample language below:

Motion: Upon Motion by Member/Commissioner X, seconded by Member/Commissioner X, the agenda for the [Date] meeting was approved unanimously.

Boards may only make motions or act on items listed as “for possible action” on the agenda. While preparing the minutes, the secretary is responsible for capturing motions and votes for all items listed as “for possible action.”

Refer to the section below on Robert’s Rules of Order to learn more about commonly used procedures, including motions and votes.

Robert’s Rules of Order

Robert's Rules of Order is a set of guidelines that helps public meetings run smoothly, fairly, and efficiently. It ensures everyone has a chance to speak, ideas are considered in an orderly way, and decisions are made clearly through motions and votes. All City of Reno boards and commissions use Robert’s Rules as their standard parliamentary procedure.

A summary of the most used procedures is below:

Meeting Decorum

- Board/Commission members wishing to speak shall notify the chair or vice chair and wait to be recognized before speaking.
- Once recognized, all members shall state their name for the record before speaking.
- Members should speak clearly and address their comments to either the presenter(s) or the chair, not to other members directly.

Making a Motion

A *motion* is a formal way to suggest that the board take specific action. Common motions include approving an item, continuing an item, and adjourning the meeting. It is important that members also state their name for the record before making or seconding any motions.

- To introduce a new piece of business or propose a decision or action, a motion must be made by a member ("I move that.....").
- A second motion must then also be made ("I second it."). After limited discussion, the body then votes on the motion.

- After the motion is made, seconded, and restated by the chair, the chair will call for the motion by saying “all those in favor please say aye”, “those opposed?”, and then state the outcome of the motion.
- A majority vote is required for the motion to pass (or quorum as specified in the bylaws).
- A motion can only be introduced on those items which are marked for “for possible action”.

Table

- To table a discussion is to lay aside the business at hand in such a manner that it will be considered later in the meeting or at another time
    - "I move to table this discussion until the next meeting. In the meantime, we will get more information so we can better discuss the issue."
- A second is needed and a majority vote required to table the item being discussed.

Adjourn

- A motion is made to end the meeting. A second motion is required. A majority vote is then required for the meeting to be adjourned (ended).

Annual Reports

The purpose of the annual report is to summarize the board, commission, or committee’s work over the past year, including key activities, recommendations to City Council, and how those efforts support the City’s strategic goals. The annual report is the formal method for communicating board input to the Reno City Council and closing the loop between community engagement and Council action.

The secretary will collaborate with the staff liaison to compile the necessary information, including a summary of the board’s work, member attendance, and meeting history from the previous year.

A standard annual report template will be provided to the staff liaison. Completed reports are due to the City Manager’s Office by July 1 of each year. Once submitted, annual reports will be forwarded to the Reno City Council via Council memo.

Neighborhood Advisory Boards are exempt from annual reporting requirements.

Meeting Facilitation

The information below details the preparation and post-meeting procedures for board, commission, and committee meetings. Secretaries should understand the procedure and use the example timeline to set deadlines for quorum checks and drafting meeting minutes.

Timeline

- At least three business days prior to the scheduled meeting date:
    - Agenda will be posted on reno.gov/meetings.
    - If available, draft minutes from the month’s previous meeting will be posted on reno.gov/meetings.
    - Staff liaison will work with Secretary to confirm a quorum.
    - Members should respond to the staff liaison and/or Board Secretary to ensure quorum.
    - Staff liaison will provide Secretary with a Minutes Template for the meeting.
- Day of meeting the staff liaison will:
    - Provide printed materials for the body.

    - Assign seating for each member.
- During the meeting:
    - Secretary may take notes and summarize comments for the minutes.
- After the meeting:
    - Staff liaison sends the Zoom recording link to the Secretary.
    - Secretary will begin drafting the minutes.
        - Draft minutes should be completed no less than one week prior to the next meeting.

Example Regular Meeting Timeline

Meeting Milestones	Date
Regular Meeting Date	Monday April 6, 2026
Secretary Drafts Minutes	(Starts) Monday, April 6, 2026
Minutes due to Staff Liaison	Monday, April 20 – Friday, April 24, 2026
Agenda Posted by	Wednesday, April 29, 2026 @ 9:00 AM
Agenda Distributed	Wednesday, April 29, 2026
Quorum Check	Thursday, April 30, 2026
Minutes template to Secretary	Thursday, April 30, 2026
Next Regular Meeting Date	Monday, May 4, 2026

Conclusion and Additional Support

Your service as a board, commission, or committee secretary plays an essential role in transparent and effective public decision making. This guide is designed to support you throughout your term and ensure you feel confident in preparing minutes, verifying quorum, and partnering with your staff liaison on the board's work.

Secretaries are encouraged to stay in close communication with their staff liaison, who is your primary point of contact for questions, troubleshooting, and meeting preparation. If you have additional questions, need clarification on any part of this guide, or would like extra support at any point, please reach out.

For further assistance, you are always welcome to contact:

Cali Shy, Agenda Coordinator
Email: shyc@reno.gov
Phone: (775) 895-9019

Thank you again for your commitment, your time, and your willingness to support your board's work and the community we serve. Your contributions make a meaningful difference!

Attachments

- Sample Minutes Template
- Annotated Minutes Example
- High-Quality Example Minutes

Sample Minutes Template

City of Reno
Draft Minutes
[BOARD/COMMISSION/COMMITTEE NAME] Hybrid Meeting
[DAY/DATE/TIME]
[LOCATION]
[ADDRESS]

A Introductory Items

A.1 Roll Call

Chair [NAME] called the [BOARD/COMMISSION/COMMITTEE NAME] meeting to order at [TIME]. Staff Liaison took roll call. Members [NAMES] were present. Members [NAMES] were absent.

A.2 Public Comment

[SUMMARIZE THE COMMENTS FROM PUBLIC COMMENTERS]

A.3 Approval of the Agenda – [DATE] (For Possible Action)

MOTION: Upon motion by Member [NAME], seconded by Member [NAME], the agenda for [DATE] was [APPROVED/DENIED].

A.4 Approval of the Minutes - [DATE] (For Possible Action)

MOTION: Upon motion by Member [NAME], seconded by Member [NAME], the minutes of the meeting of [DATE] were approved unanimously.

A.5 Council Liaison Report

[Fill out if applicable to the board]

A.6 Staff Liaison Report

Staff Liaison [NAME]

B Business Items

B.1 Example Title (For Discussion Only)

[Summarize the general areas of discussion and or concern from the board. This should NOT be a verbatim transcript, but an abbreviated and summarized version of the discussion.]

C Board/Commission/Committee Member Reports and Announcements – Limited to items that do not appear elsewhere on the agenda. No action may be taken on this item.
[Summarize all board/commission/committee member updates]

E Future Agenda Items – Discussion of items for future agendas. No action may be taken on this item.

[Summarize any requested future agenda items]

F Public Comment – This item is for either public comment on any action item or for any general public comment and is limited to no more than three (3) minutes for each commentator.

[Summarize comments from the public]

G Adjournment (For Possible Action)

MOTION: Upon motion by Member [NAME], seconded by Member [NAME], the meeting was unanimously adjourned at [TIME] AM/PM.

City of Reno
Draft Minutes
Ward 1 Neighborhood Advisory Board Hybrid Meeting
Monday, September 08, 2025 at 5:30 PM
Reno City Hall – City Council Chambers
1 E. 1st St. Reno, NV 89501

A Introductory Items

A.1 Roll Call

Chair Cason called the Ward 1 Neighborhood Advisory Board (NAB) meeting to order at 5:30 p.m. Staff Liaison Shy took roll call. NAB Members Sunny Allen, Dalton Cason, Michael Steedman, Claudia Davis, Bryan Harvey, Raymond Sherwood, Antonio Taylor were present. Members Shanda Golden and Maia Johnson were absent.

Identify members of the body, Council Liaison, Staff Liaison, and supporting staff

Also present were Councilmember Kathleen Taylor and Cali Shy.

A.2 Public Comment

A member of the public stated that he represented himself and several neighbors in their concerns regarding the strain on the electrical grid and public water system for data centers. He recommended utilizing a closed cooling system.

Another member of the public stated his agreement with the first commentor and advised that he would offer his support for the proposed data center if it is energy efficient and can create energy to return to the grid. He also commented on trash in the streets in Ward 1 and recommended trash removal around Kuenzli.

Condensed Version:
Members of the public expressed concerns regarding data centers and cleanliness in Ward 1.

A.3 Approval of the Agenda – 08 September 2025 (For Possible Action)

MOTION **MOTION: Upon motion by Member Steedman, seconded by Member Taylor, the agenda for September 8th was unanimously approved.**

A.4 Approval of the Minutes - August 11, 2025 at 5:30 PM (For Possible Action)

MOTION **MOTION: Upon motion by Member Steedman, seconded by Member Sherwood, the minutes of the meeting of August 11th were approved unanimously.**

A.5 Council Liaison Report

Councilmember Taylor provided a brief update regarding City Council actions taken and activities in Ward 1. She noted that she wants increased public attendance at the NAB meetings. A discussion was held regarding presentations from RTC, NV Cares, Arts and

Culture, Code enforcement, and the Downtown Reno Partnership which were said to be in the works.

A.6 Staff Liaison Report

Staff Liaison Shy introduced a new Boards page on the City's website which includes information regarding the NAB's and their meetings including member information, dates, times, and agendas and minutes after approval.

Staff Liaison Shy advised that the Reno Police Department would provide crime statistics, but would not be in attenance at the NAB meetings quarterly in the future due to a lack of staffing available to do so.

B Development Project Review - The developer of physical development project which is subject to review by the Planning Commission, or Reno City Council, may present the project, if present, to the NAB(s) where the project has been proposed to be located. The NAB(s) shall not take action related to physical development projects. NAB members and the public are encouraged to complete the development project review form with their input. Development project review forms may be submitted to the City of Reno Planning Staff to be distributed to the Reno Planning Commission for consideration in the development review process via the online form (https://forms.office.com/g/ST3BfS7UEe).

B.1 ABN26-00003 – Giroux Street Abandonment: A request has been made for the abandonment of ±13,819 square feet of public right-of-way. The project area is located at the northern terminus of Giroux Street, north of its intersection with Kuenzli Street (directly west of 1715 Kuenzli Street). The proposed abandonment area is bordered by the Mixed-Use Urban (MU) zoning district with a Master Plan land use designation of Parks, Greenways and Open Space (PGOS) to the west and the Reno-Sparks Indian Colony and Urban Mixed-Use (UMU) to the north and east.

Identify presenter(s)

Candace Stohl from the Reno Sparks Indian Colony presented the request for abandonment and explained that Giroux St. does not continue all the way to the river. She advised that the abandonment of that section of Giroux is an important traffic safety measure which will also provide more control of the area at the Tribal Health Center.

Members discussed the parking area near the health center and client parking on the other side of the center allowing users to enter through the main entrance. She explained that employees use a gated entrance on Giroux Street.

A member of the public offered support for the abandonment and commented on the excellent care the Reno Sparks Indian Colony takes of the site.

NAB members asked for clarification regarding how they and the public can provide comments regarding the proposed abandonment which is to go to the City Council on October 8th. Submission of the Development Project review form was explained.

B.2 LDC26-00009 – Lumen Data Center: A request has been made for a conditional use permit to allow a data center within an existing ±5,925 square foot building. The ±0.28-acre site is located on the east side of Gardner Street, approximately ±160 feet north of its intersection with West Second Street (220 Gardner Street). The subject property is zoned General Commercial (GC) and has a Master Plan land use designation of Suburban Mixed-Use (SMU).

Excessive Details

Mario Torregrossa of IMEG Corp. presented the request for a conditional use permit to allow for a data center to continue operating at this location. ~~He advised that they had allowed their business license to expire due to an oversight during reorganization. He advised that the City requires a conditional use permit to reinstate this use in the building. He noted that the business is located in an industrial area with residential adjacency and advised that the location is utilized by maintenance workers only and does not house workers onsite, and operates 24/7. He stated that the data center provides critical infrastructure for communications throughout the city~~.

NAB Members commented that the facility is low impact and maintained facilities well, noting that the business has been operating as a good neighbor at this location for 26 years.

Descriptions of presentations do not need to be verbatim or extensive; a 1-2 sentence summary of the discussion meets the minimum legal requirements of the meeting minutes.

C Business Items

C.1 Childcare Ordinance – Staff Presentation and Request for Feedback on Draft Language (For Discussion Only)

Grace Mackedon, Sr. Management Analyst with Development Services provided a presentation regarding the City's proposed childcare ordinance. She advised that the availability of childcare in Nevada had declined 55% from 2018 to 2024. She added that the City's scope is very limited and that their goal for the changes is to remove financial barriers and time delays for childcare facilities which currently exist in the code.

Unnecessary information / included in presentation & recording

Ms. Mackedon clarified three types of childcare facilities: home childcare, workplace childcare, and larger childcare centers. She advised that the City proposes to eliminate the requirement for a Minor Conditional Use Permit (MUP) for home and workplace childcare, and would reduce the Conditional Use Permit (CUP) to an MUP for a larger childcare center in order to reduce time and cost barriers. She noted that the ordinance is currently in the public outreach stage after which it will go to the Planning Commission, before going to City Council for adoption.

Members expressed concern about oversaturation of childcare in the region. They asked about applications denied in the past and Ms. Mackedon noted no denials, but some withdrawals by the requestors with no requests in progress. She also noted that licensing is regulated by the State and Washoe County and that licensing is verified in the City's review process.

C.2 Good Neighbors Warming Center Update - Presentation by Warming Center Volunteers (For Discussion Only)

Condense into 1-2 sentence summary

Warming Center volunteers Ilya Arbatman and Ben Castro advised that the Good Neighbors warming center program is located within Ward 1 initiated last winter with plans to operate again this winter as part of the Reno Initiative for Shelter and Equality (RISE). They noted the pilot program focused on single women needing a place to stay who were reluctant to go to the Cares Campus due to safety concerns or other reasons. They advised that the warming center operates as a resource with 25 beds over the course of three months from 9 p.m. to 6 a.m. rotating locations amongst participating churches. RISE was stated to provide insurance, three trained staff members, training, and contracts for volunteers with MOUs signed by churches. They explained that the warming center changes locations every Tuesday and discussed safety and cleanliness protocol. They noted the cost effectiveness of the program and their desire to expand with additional partners and fundraising efforts. They provided an email address for more information and/or to volunteer: goodneighborsreno@gmail.com.

Members were supportive of the grassroots program and thanked the organizers and volunteers. They discussed lessons learned in the pilot year as the benefits of data gathering and relationship building. Mr. Arbatman and Mr. Castro stated that they witnessed the positive impact a regular sleeping schedule had on the women using their resource. They added that more regional coordination and coordination with the City's ambassadors would be helpful for the women with referrals to another resource, Our Place, now run by Volunteers of America.

A member of the public offered his support and advised that he would like to donate time and money to the program. He also recommended more data collection from users of the facility.

D Board/Commission/Committee Member Reports and Announcements – Limited to items that do not appear elsewhere on the agenda. No action may be taken on this item.

No reports or announcements were made.

E Future Agenda Items – Discussion of items for future agendas. No action may be taken on this item.

Member Allen discussed parking meters in the downtown area and asked for a presentation by traffic enforcement. They requested a presentation from Washoe County Crossroads regarding locations of transitional housing in the City of Reno. A presentation regarding the City's Ambassador Program was also requested. A discussion with NDOT regarding signage directing traffic to the brewery district was also requested.

F Public Comment – This item is for either public comment on any action item or for any general public comment and is limited to no more than three (3) minutes for each commentator.

A member of the public commented regarding the improvement in transparency for obtaining permits for childcare.

G Adjournment (For Possible Action)

MOTION

MOTION: Upon motion by Member Allen, seconded by Member Davis, the meeting was unanimously adjourned at 6:56 p.m.

MINUTES IN BRIEF CITY OF RENO FINANCIAL ADVISORY BOARD - Draft

October 9, 2025 3:30 PM

Meeting held in person and virtually via Zoom

PRESENT: Daren McDonald, Chair; Charlene Hart, Vice-Chair; Kelly Bland, Second Vice-Chair; Jodi Bennett; James Christman; Brian Erbis; Joseph Schmitt

ABSENT: Bryan Carano, Jillian Keller, Ric Rosario

STAFF PRESENT: Lynsey Hatfield, Matthew Taylor, Travis Floyd, Tyler Shaw, Jackie Bryant, Jason Gortari

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A. Introductory Items

A.1 Call to Order/Roll Call – The meeting was called to order at 3:31 pm

A.2 Public Comment – None.

A.3 Approval of the Agenda (For Possible Action) – Business Items B5 and B6 will be moved to the next meeting on November 13th, 2025, due to time constraints. Approval of the amended agenda for October 9, 2025, was moved by Board Member Hart and seconded by Board Member Erbis. Motion carried unanimously.

A.4 Approval of the Minutes (For Possible Action) – It was moved by Board Member Bland and seconded by Board Member Erbis to approve the minutes for September 11, 2025. Motion carried unanimously.

A.5 Council Liaison Report – No update.

A.6 Staff Liaison Report – No update.

B. Business Items

B1. Interim Financial Report/Budget Update, including augmentations and revisions, for Fiscal Year 2025 to Date. (For Discussion Only)

Lynsey Hatfield, Budget Manager, gave a presentation on the Fiscal Year 2025 C-Tax, which ended up being 3.3% below budget for the year. This presentation also went over the Fiscal Year 2025 general fund revenues and expenditures.

General discussion on the C-Tax schedule release change due to the change in reporting by the state, as well as the cybersecurity attack that occurred to the State of Nevada

B2. Update on the city's current debt position. (For Discussion Only)

No update.

B3. Presentation and discussion on consolidated taxes (C-Tax), including an overview of the tax structure and distribution methods. (For Discussion Only)

Jackie Bryant, City Manager, gave a presentation on the Introduction to C-Tax. This presentation went over the origins of C-Tax, the components of what makes up the C-Tax, and how the distribution of revenue is recorded throughout the State and the City of Reno.

General discussion on the history of the C-Tax distribution method, and the legislative issues that make changing this method challenging.

B4. Presentation and discussion on the Fiscal Year 2025 external audit process from Moss Adams. (For Discussion Only)

Amanda Moore and Alise Horsley, external auditors with Baker Tilly (formally Moss Adams), gave a presentation on the audit process for Fiscal Year 2025. This presentation discussed the required communications, the auditor's responsibilities, the significant audit areas, the issued reports, and the audit timeline.

B5. Discussion and possible recommendation to staff regarding the percentage of reimbursed overtime related to grants and other sources in the police and fire departments. (For Possible Action)

This agenda item was moved to next month's meeting on November 13, 2025.

B6. Presentation & Training on updates to the City of Reno Board and Commission Structure from Tyler Shaw, Agenda Manager. (For Discussion Only)

This agenda item was moved to next month's meeting on November 13, 2025.

B7. Election of the position of Secretary of the Financial Advisory Board from the following active board members, listed in alphabetical order: Jodi Bennett, Bryan Carano, James Christman, Brian Erbis, Jillian Keller, Ric Rosario, Joseph Schmitt. (For Possible Action)

General discussion on the responsibilities of the position of Secretary of the Financial Advisory Board. This election will be held at next month's meeting due

to there being no one to volunteer for the position, as well as the number of board members missing at this meeting.

C. Board/Commission/Committee Member Reports and Announcements – None.

D. Future Agenda Items – Agenda items B5 and B6 that were moved to next month's meeting. Election of the position of Secretary. Matthew Taylor will have an audit update on how the auditor's fieldwork went. Update on the process of getting external auditors to do internal audits for the city. Travel Policy 306. Look at the updated bylaws and compare them to the previous version.

E. Public Comment – None.

F. Adjournment (For Possible Action) – Motion to adjourn made by Board Member Erbis and seconded by Board Member Bland. The motion carried unanimously, and the meeting was adjourned at 4:58 pm.

APPROVED AT 11/13/25 FINANICAL ADVISORY BOARD MEETING

RESOLUTION NO. 9417

RESOLUTION OF THE RENO CITY COUNCIL ESTABLISHING GENERAL RULES AND STANDARDS FOR THE CITY'S ADVISORY BOARDS AND COMMISSIONS AND REESTABLISHING STANDING NON-MANDATED BOARDS PREVIOUSLY CODIFIED IN RENO MUNICIPAL CODE OR BY RESOLUTION; REPEALING ANY PRIOR INCONSISTENT PROVISIONS; AND PROVIDING OTHER MATTERS PROPERLY RELATED THERETO.

WHEREAS, The Reno City Council desires to meaningfully involve their constituents in local government decision making to improve the quality of life and public trust in civic institutions; and,

WHEREAS, the Reno City Charter, Article II, Section 2.080, grants the City Council authority to establish such boards and commissions as may be deemed necessary for the good government of the City; and,

WHEREAS, the City of Reno's existing advisory board and commission system has become fragmented, with inconsistent governing documents, duplicative or outdated mandates, and administrative inefficiencies that undermine effectiveness; and,

WHEREAS, the Reno City Council is committed to ensuring that all public engagement opportunities, particularly those involving advisory input, are accessible, inclusive, and reflective of the City's composition; and,

WHEREAS, advisory boards and commissions are essential tools for bringing subject-matter expertise, neighborhood perspectives, and policy guidance into the City's planning and operational decisions; and,

WHEREAS, Council has previously adopted individual resolutions establishing advisory bodies, including Resolutions No. 9137, 8780, 7789, and others, some of which are now outdated or inconsistent with current City structures and needs; and,

WHEREAS, it is in the interest of the City to consolidate the enabling authority, governance rules, and oversight responsibilities of its non-mandated advisory boards into a single resolution in order to improve clarity, consistency, and administrative sustainability; and,

WHEREAS, the Reno City Council seeks to increase accountability and alignment of its advisory boards with its strategic priorities by establishing consistent membership requirements, reporting standards, and a formal performance evaluation process to occur at least once every five years; and,

WHEREAS, this Resolution reestablishes, consolidates, or sunsets certain boards and commissions based on legal authority, functional relevance, and operational capacity, while affirming the Council's ongoing commitment to meaningful public participation in municipal governance; and,

WHEREAS, the Council hereby overrides all prior resolutions and rules governing advisory boards and commissions that are inconsistent with the provisions of this Resolution; and,

WHEREAS, this action does not affect entities created under Nevada Revised Statutes, the Reno City Charter, Reno Municipal Code, or interlocal agreements, which shall remain governed by their respective authorities;

NOW, THEREFORE, BE IT RESOLVED that:

ARTICLE ONE – ADMINISTRATION

1. **Board Records** - There is hereby established, within the City Manager's Office, a centralized ledger for all City of Reno boards, commissions, and committees authorized by the City Council. Each entry shall indicate the date and authority of creation, stated purpose, membership and terms, duties, and any applicable rules or records of proceedings.

2. **Vacancy Notification** - The City Manager's Office shall keep the City Council apprised of any vacancies occurring within city boards and commissions via Council memo.

3. **Applicability of the Resolution** - This Resolution shall govern all City boards, commissions, and committees except those established by Nevada Revised Statute, the Reno City Charter, Reno Municipal Code, interlocal agreement, or otherwise intended or designated as exempt by City Council. In the event of a conflict between this Resolution and any applicable state law, City Charter provision, or ordinance, such higher authority shall prevail.

4. **Effective Date** – This Resolution shall go into effect on August 29, 2025.

ARTICLE TWO – GENERAL PROVISIONS GOVERNING ALL ADVISORY BOARDS AND COMMISSIONS

5. **Applicability of the General Provisions** - The provisions in this section shall apply to all advisory boards, commissions, and committees established by this Resolution, unless a specific exception is provided by state law or enabling ordinance.

6. **Purpose** - Advisory boards, commissions, and committees are established to provide subject-matter expertise, policy recommendations, and community input in support of the City Council's strategic goals and initiatives.

7. **Definitions** - To ensure consistency and clarity across all City of Reno advisory bodies, the following standard definitions shall govern the use of the terms "Commission," "Board," and "Committee" throughout this Resolution. All existing and future advisory bodies shall adopt a name aligned with the definitions provided below. As a result, some advisory bodies may be renamed as part of this restructuring to better reflect their scope, function, and legal authority.

    a. **Commission** – A body established to carry out a specific regulatory, investigative, or quasi-judicial function on behalf of the City. Commissions are typically granted specific powers by ordinance or statute and operate with a higher level of authority than advisory boards. Their primary role is to deliberate and act on matters delegated by law or Council, such as appeals, permits, or code enforcement. Examples include the Planning Commission and the Civil Service Commission.

    b. **Board** – A body established to provide ongoing oversight, guidance, or support on a particular functional or operational area of City government. Boards typically meet on a regular basis, have defined membership requirements, and are advisory entities. Boards often focus on implementation, compliance, and long-range strategic planning. Examples include the Financial Advisory Board and the Parks and Recreation Advisory Board.

    c. **Committee** – A body established to perform time-limited or narrowly scoped advisory functions, often focused on a single issue or task. Committees may be formed by Council or the City Manager, and typically sunset upon completion of their work. Committees are generally subordinate in structure and purpose, and do not exercise regulatory or binding authority. Examples include ad hoc working groups or event-specific planning committees.

8. **Membership**

    a. All members must be appointed to their respective boards, commissions, and committees by an affirmative vote of the City Council.

    b. **Membership Eligibility** - All members must be residents of the City of Reno unless otherwise approved by the City Council. The act of appointment by Council to a board, commission, or committee, shall constitute approval of the residency exception.

        i. To promote inclusive and informed participation, each advisory board, commission, and committee should strive to include members who reflect a diversity of experiences and perspectives relevant to the board's purpose.

    c. **Flexibility in Appointment** – Each appointing Council Member shall make a

good faith effort to recruit and nominate individuals who meet the designated membership qualifications for each board, commission, or committee as outlined in this Resolution.

i. Waivers of specific eligibility requirements should be granted only when no qualified applicants are available despite reasonable recruitment efforts. In such cases, the appointing Council Member must document the steps taken to identify a qualified candidate and provide justification for the waiver as part of the appointment process.

d. **Term Limits** - Members shall serve no more than two full consecutive terms. A member who has served two consecutive terms may be reappointed only after a minimum break in service of one year.

i. If there are no eligible applicants to replace a term-limited board member, the term limits may be waived at the discretion of the recommending Council liaison.

e. **Vacancies** - In the event of a mid-term vacancy on any advisory board, commission, or committee, the City Council shall appoint a suitable person to fill the remainder of the term. If a vacancy results in a partial term, the appointment shall be for the remainder of that term and shall not count toward the two-term limit outlined in subsection (8)(d).

9. **Meetings** –All applicable boards, commissions, and committees must comply with the following general meeting provisions, and may not adopt any bylaws which conflict with these provisions:

a. **Meeting Frequency** - All boards, commissions, and committees established herein are enabled to meet on an as-needed basis, there shall be no required minimum number of annual meetings established by board, commission, or committee bylaws.

i. No board, commission, or committee established by this Resolution shall meet more than 12 times per year unless otherwise directed by Council or as specified in either Nevada Revised Statutes (NRS), Reno City Charter, Reno Municipal Code, or interlocal agreement.

b. **Quorum and Voting** - A quorum shall consist of a simple majority of the voting membership of a public body, as defined by NRS 241. Meetings without a quorum must be canceled. All actions must be approved by a majority of members present at a quorum-verified meeting.

c. **Compliance with Open Meeting Law** - All boards, commission, and committees are subject to Nevada Open Meeting Law (NRS Chapter 241) and shall conduct all meetings in compliance with public notice, access, and transparency

requirements.

d. **Robert's Rules of Order** - The most recent edition of Robert's Rules of Order shall apply to board, commission, and committee proceedings unless otherwise provided by ordinance or City Council rule.

10. **Attendance and Removal**

a. Any member with three or more unexcused absences in a calendar year will automatically be removed from their respective board, commission, or committee, unless otherwise directed by the respective Council liaison.

b. Members who fail to participate constructively or consistently in their duties, such as repeated failure to complete assigned evaluations or attend required trainings, may be removed at the discretion of the respective Council liaison.

c. Members may be removed from their respective boards, commissions, and committees at any time at the discretion of the respective Council liaison.

d. **Notification of Removal** - When a member is subject to removal under subsections (a) or (b), the staff liaison shall notify the City Manager in advance of the removal. The City Manager shall promptly notify the applicable Council liaison before the removal is finalized.

e. All board, commission, and committee member resignations must be submitted in writing, either by email or letter, to the staff liaison of the respective board, commission, or committee.

i. Upon receipt of a resignation, the staff liaison shall notify the City Manager's Office and forward a copy of the written resignation within three (3) business days.

ii. Resignations shall be considered effective upon the date indicated in the written notice, or if no date is specified, upon the date the written notice is received.

11. **Roles and Positions**

a. **Chair** - Presides at all meetings of the board, commission, or committee and is responsible for maintaining decorum and compliance with Open Meeting Law during the meeting.

i. The chair, vice chair, or presiding officer of any board, commission, or committee is responsible for maintaining order and decorum during meetings. If at any time the presiding officer determines they are unable to fulfill this responsibility, they are authorized to immediately adjourn the meeting. In such cases, any time-sensitive agenda items previously

scheduled for that meeting may be referred directly to the next appropriate decision-making body, such as the Planning Commission or City Council, without further board or commission review.

b. **Vice Chair** - Assists the Chair in their duties, serves as acting Chair in the absence or incapacity of the Chair, assumes additional duties as delegated by the Chair.

c. **Secretary** –Verifies quorum prior to meetings, supports staff in the review and maintenance of meeting records, may take notes or summarize comments for the creation of minutes, and is responsible for creating the annual report for their respective board, commission, or committee in collaboration with the staff liaison.

d. **Council Liaison** – The role of the Council liaison is as previously adopted by the Reno City Council in Resolution No. 8771 (Council Rules). The following definition is taken verbatim from that resolution:

"Members of the City Council serving in a liaison relationship to an advisory board or commission shall communicate with said board or commission on a regular basis but shall refrain from participation in or discussion of items pending before said board or commission for action, unless in response to questions from the board or commission members."

i. Council liaisons are also responsible for recommending appointments to the boards, commissions, or committees they are assigned to, and for providing regular updates to the full City Council on the work and activities of those bodies.

e. **Staff Liaison** - Responsible for the administration of the board, commission, or committee, reviewing membership applications, responding to public inquiries about the board, commission, or committee, running the meetings, and submitting all records related thereto. Staff liaisons shall also coordinate meeting scheduling, ensure compliance with posting and noticing laws, and provide procedural support to board members.

12. **Bylaws** - All boards, commissions, or committees shall adopt bylaws using the standard City-approved bylaws template. All bylaws and bylaw revisions must be approved by the City Council. No bylaw provisions can conflict with the provisions of this Resolution.

13. **Agenda Setting** - Unless otherwise stated herein, each board, commission, or committee agenda shall be developed by the staff liaison in consultation with the Chair and, where applicable, the Council liaison. Agenda items shall reflect the board, commission, or committee's authorized scope and responsibilities as defined in this Resolution or any enabling legislation.

14. **Subcommittees** - Boards, commissions, or committees may not establish subcommittees without prior City Council approval. Any previously existing subcommittees under boards, commissions, or committees reestablished by this Resolution are hereby dissolved. Subcommittees are considered extensions of their parent body and may only perform the duties expressly authorized by Council.

    a. All authorized subcommittees shall comply with the general provisions established in this Resolution, including but not limited to requirements for quorum, term limits, attendance, reporting, bylaws, and compliance with Nevada Open Meeting Law.

    b. The Council Liaison assigned to the parent board, commission, or committee shall, by default, also serve as the liaison to any subcommittee established under that body. The City Council may designate a different Council Member to serve as the liaison to a subcommittee at the time of its creation or through subsequent Council action, if such designation better aligns with subject matter expertise, historical involvement, or other relevant considerations.

    c. Subcommittee members shall be appointed by the Council Liaison assigned to the subcommittee. Membership may include members of the parent body, members of the public, or a combination thereof, as determined appropriate by the Council liaison. All subcommittee appointments must be ratified by the City Council.

    d. Subcommittees shall not meet more than 12 times per calendar year unless otherwise approved by City Council.

15. **Reporting** - Each board, commission, or committee shall submit an annual report of recommendations to Council in alignment with the City's overarching strategic plan and each board, commission, or committee's individual scope by July 1 of each year.

    a. This report shall also include a summary of the board, commission, or committee's activities, member attendance, and meeting history for the previous year.

16. **Performance Review** - The City Council shall evaluate the performance, structure, and continued necessity of each board, commission, or committee at least once every five years.

    a. This performance review process shall serve as the primary vehicle by which Council considers and acts upon structural adjustments, including but not limited to revisions to the board's scope of work, the creation or dissolution of subcommittees, and the potential consolidation or sunsetting of boards.

    b. The evaluation shall be informed by both quantitative and qualitative data and

shall consider the following factors:

i. Alignment with current policy needs;

ii. Attendance and participation metrics;

iii. Effectiveness of recommendations;

iv. Required staff resources;

v. Public engagement;

vi. Redundancy with other boards, commissions, or committees; and

vii. Opportunities to streamline, consolidate, or refocus advisory efforts to better serve the public interest.

c. Outcomes of each performance review may include formal recommendations for Council action, including but not limited to amendments to enabling documents, changes to board composition or duties, or initiation of dissolution proceedings where warranted.

17. **Volunteer Status** - Members of advisory boards, commissions, and committees serve in a voluntary capacity, shall not be deemed employees of the City for any purpose, and shall serve without compensation unless otherwise authorized.

18. **Staff Support** - Each board, commission, or committee may be supplied by the city with such staff support services as may be deemed necessary by the City Manager, or their designee.

19. **Media and Public Communications** - Members of City of Reno boards, commissions, and committees are not authorized to issue public statements, speak to the media, or represent the City or the position of the body to which they are appointed, in any external communications without prior approval from the City Manager's Office. Inquiries from the press or external organizations shall be referred to the staff liaison or the City's designated communications personnel. Members may speak to the media in their capacity as private individuals, but they must make it clear that their views are personal and do not reflect the positions or policies of the City of Reno or the body to which they are appointed.

20. **Creation of New Advisory Bodies** - This section establishes the procedures and requirements for creating new advisory bodies. It distinguishes between long-term boards and commissions, which require formal incorporation into this Resolution, and short-term or single-purpose committees, which may be established by standalone Council resolution.

    a. **Ongoing Advisory Boards or Commissions** - Any advisory body intended to

serve on a permanent or recurring basis, especially those with a multi-issue scope, standing membership, or ongoing advisory duties, shall be created by amending this Resolution. The amendment must specify the new board's name, purpose, duties, membership, term structure, and any applicable reporting or performance review requirements.

b. **Single-Purpose or Time-Bound Committees** - The creation of any new committee intended to serve a single purpose or to operate on a temporary or project-specific basis shall occur by resolution of the City Council and must include a clearly defined scope, expiration date, and reporting requirement. These committees shall sunset automatically unless renewed or extended by formal Council action.

ARTICLE THREE – INDIVIDUAL BOARD ESTABLISHMENT

21. **Access Advisory Board**

a. **Creation** - There is hereby created an Access Advisory Board (AAB).

b. **Purpose** - The AAB investigates and advises the Reno City Council on the needs of the city's population of persons with disabilities and promotes accessibility, inclusion, and Americans with Disabilities Act (ADA) compliance in City facilities, services, and programs.

c. **Duties** - The AAB shall:

i. Review and provide input on accessibility issues related to City facilities and services;

ii. Recommend policies and initiatives to improve inclusion and ADA compliance;

iii. Serve as a liaison between the disabled community and the City of Reno;

iv. Promote public awareness of disability and accessibility issues.

d. **Composition and Appointment** - The AAB shall consist of nine (9) voting members, including disabled persons and individuals with interest or expertise in accessibility. All members are appointed pursuant to the general provisions of this Resolution.

e. **Terms and Term Limits** - Members shall serve three-year terms and are subject to the general term limits in this Resolution.

f. **Officers** - Officers shall be elected by the members in accordance with the adopted bylaws.

g. **Meetings** - Meetings shall be held as established in the bylaws. Quorum and voting requirements shall comply with Nevada Open Meeting Law.

h. **Bylaws** - The AAB shall adopt bylaws consistent with the City's standardized template, subject to Council approval.

i. **Staff Support** - A City staff liaison may be assigned in accordance with this Resolution.

j. **Annual Reporting** - Annual reports shall be submitted to City Council in accordance with this Resolution.

k. **Performance Evaluations** - This board shall be subject to the 5-year performance evaluation requirements established by this Resolution.

22. **Arts and Culture Advisory Board**

a. **Creation** - There is hereby established a board which shall be known as the Arts and Culture Advisory Board, replacing the Arts and Culture Commission and the Public Art Committee of the Arts and Culture Commission.

b. **Purpose** - The purpose of the board is to serve as the official advisor to the City of Reno on matters related to expenditures from the Public Art Fund established in Reno Municipal Code (RMC) Sec. 22.02.050, the cultural life of the community, supporting artistic excellence, and cultural access, through strategic recommendations and public engagement.

c. **Duties** - The duties of the Arts and Culture Advisory Board shall be to:

i. Create an environment that encourages excellence by area artists and cultural organizations;

ii. Strengthen the awareness and involvement of all citizens in the community's cultural life, both in heritage and in contemporary expressions;

iii. Establish the priorities necessary to achieve these goals in concert with representatives from the public and private sectors;

iv. Recommend to Council expenditures of any public funds which are designated for the cultural arts;

v. Review and evaluate all public art projects, and make recommendations to Council;

vi. To exercise such other powers and perform such other duties as may be delegated by Council.

d. **Composition and Appointment** - The board shall consist of 11 voting members appointed pursuant to the general provisions governing all advisory boards as established in this Resolution.

    i. Additionally, the board shall consist of at least one architect or designer, one arts educator, and one professional artist.

e. **Terms and Term Limits** - Members of the board shall be appointed for terms of three years. No person shall be appointed to serve more than two consecutive terms in accordance with the general provisions governing all advisory boards as established in this Resolution.

f. **Officers** - Officers shall be elected by the members of the board in accordance with the adopted bylaws.

g. **Meetings** - Meetings shall be held as established in the bylaws. Quorum and voting requirements shall comply with Nevada Open Meeting Law.

h. **Bylaws** - The board shall adopt bylaws consistent with the City's standardized template, subject to Council approval.

i. **Staff Support** - A City staff liaison may be assigned in accordance with the provisions of this Resolution.

j. **Annual Reporting** – Annual reports shall be submitted to City Council in accordance with the provisions of this Resolution.

k. **Performance Evaluations** - This board shall be subject to the 5 years performance evaluation requirements for all boards as established by this Resolution.

23. Community Development Block Grant City Council Subcommittee

a. **Creation** - There is hereby established a Community Development Block Grant (CDBG) Subcommittee of the Reno City Council.

b. **Purpose** - The purpose of the CDBG Subcommittee is to review and make recommendations to the full City Council regarding funding allocations, loans, and grants associated with the federally funded Community Development Block Grant program, as required in the City's Annual Action Plan (AAP) submitted to the U.S. Department of Housing and Urban Development (HUD).

c. **Duties** - The duties of the CDBG Subcommittee shall be:

    i. Review and evaluate proposed CDBG-funded projects, loans, grants, and other allocations;

ii. Review and discuss draft versions of the Annual Action Plan prepared by City staff;

iii. Provide recommendations to the full City Council on proposed CDBG funding and AAP content;

iv. Ensure public input and Council intent are incorporated into the CDBG allocation process.

d. **Composition and Appointment** - The Subcommittee shall consist of three (3) voting members of the Reno City Council, appointed annually by the full Council.

i. One (1) additional City Council Member shall be appointed to serve as an alternate member.

ii. The alternate member may stand in for an appointed member when quorum cannot be reached. When serving in place of a member, the alternate shall have full voting rights and count toward quorum.

iii. The subcommittee is exempt from all other eligibility requirements established in section (8)(c) of this Resolution.

e. **Terms and Term Limits** - Members of the subcommittee shall be appointed for terms of one year. Members of the subcommittee are exempt from the term limits established within section (8)(d) of this Resolution.

f. **Officers** - Officers shall be elected by the members of the subcommittee in accordance with the adopted bylaws. The CDBG subcommittee is exempt from the requirement to appoint a secretary.

g. **Meetings** - Meetings shall be held as established in the bylaws. Quorum and voting requirements shall comply with Nevada Open Meeting Law.

h. **Bylaws** - The subcommittee shall adopt bylaws consistent with the City's standardized template, subject to Council approval.

i. **Staff Support** - City staff may prepare, and present materials related to the Annual Action Plan and CDBG allocations. Staff may review the plan with the subcommittee and bring forward an item for consideration by the full Council based on the recommendations of the subcommittee.

j. **Reporting** - The subcommittee shall submit recommendations directly to the full City Council for final action. These recommendations are not binding, and individuals may address grievances with Council during its review of subcommittee recommendations. The subcommittee is exempt from the annual

reporting requirement.

k. **Performance Evaluations** - This subcommittee shall be subject to the 5-year performance evaluation requirements for all boards as established by this Resolution.

24. **Financial Advisory Board**

a. **Creation** - There is hereby created a Financial Advisory Board.

b. **Purpose** - The purpose of the Financial Advisory Board is to serve in an advisory capacity to the City Council and city administration on matters relating to financial policy, fiscal oversight, and the long-term financial health and stability of the City.

c. **Duties** - The duties of the board shall be:

i. Based upon financial considerations, review and evaluate any program or proposal for long- and short-term financial consequences that Council requests. The board is expected to assess alternatives to make appropriate recommendations to Council.

ii. Review and evaluate the city's investment policy, debt management policy and any other fiscal policies, and recommend changes to Council.

iii. Analyze the city's financial condition through review of the comprehensive annual financial report, budget document and revenue estimating procedures and make recommendations for improvement.

d. **Composition and Appointment** - The board shall consist of 11 voting members appointed pursuant to the general provisions governing all advisory boards as established in this Resolution.

e. **Terms and Term Limits** - Members of the board shall be appointed for terms of five years. No person shall be appointed to serve more than two consecutive terms in accordance with the general provisions governing all advisory boards as established in this Resolution.

f. **Officers** - Officers shall be elected by the members of the board in accordance with the adopted bylaws.

g. **Meetings** - Meetings shall be held as established in the bylaws. Quorum and voting requirements shall comply with Nevada Open Meeting Law.

h. **Bylaws** - The board shall adopt bylaws consistent with the City's standardized template, subject to Council approval.

i. **Staff Support** - A City staff liaison may be assigned in accordance with the provisions of this Resolution.

j. **Annual Reporting** – Annual reports shall be submitted to City Council in accordance with the provisions of this Resolution.

k. **Performance Evaluations** - This board shall be subject to the 5 years performance evaluation requirements for all boards as established by this Resolution.

25. **Neighborhood Advisory Boards**

a. **Repeal of Previous Resolution** – Resolution No. 9137 previously adopted by the Reno City Council is hereby repealed in its entirety, and replaced with the following provisions:

b. **Creation** – There are hereby created six Neighborhood Advisory Boards, each aligned with the boundaries of the currently adopted City Council ward map:

i. Ward 1 Neighborhood Advisory Board

ii. Ward 2 Neighborhood Advisory Board

iii. Ward 3 Neighborhood Advisory Board

iv. Ward 4 Neighborhood Advisory Board

v. Ward 5 Neighborhood Advisory Board

vi. Ward 6 Neighborhood Advisory Board

c. **Purpose** - The purpose of the Neighborhood Advisory Boards is to serve as ward-based forums for public comment and discussion on land development projects as identified in section (e)(i) and other community issues. NABs are intended to improve communication between the City and the community by capturing neighborhood-level feedback on project impacts and other community issues as directed by the Council liaison to the board.

d. **Duties** - The duties of the Neighborhood Advisory Boards shall be to:

i. Serve as a forum for public comment related to land development proposals and other community issues as directed by the Council liaison to the board;

ii. Provide feedback to the Planning Commission and City Council on proposed projects through standardized project feedback;

iii. Assist in documenting public concerns and ensuring those concerns are submitted into the public record for applicable development applications.

e. **Scope** – NABs shall be development focused forums used to solicit input on the following development project application types subject to review by the Planning Commission or City Council, and to discuss other community issues as directed by the Council liaison to the board:

i. Tentative Maps, Zone Changes, Planned Unit Developments, Specific Plan Districts, Master Plan Amendments, Annexations, Conditional Use Permits, Major Site Plan Reviews, Major Deviations, Variances, Alternative Equivalent Compliance, Text Amendments, Roadway Abandonments and Development Agreements.

ii. Any application for an extension of time for a previously approved development project, is exempt from the requirement to present at a NAB meeting prior to any Planning Commission or City Council hearings.

f. **Development Review Procedures** – For applicable development projects:

i. All project applicants or their representative(s) are required to present the project only to the ward NAB in which the project is located prior to the Planning Commission or City Council hearing.

1. NAB meeting does not constitute a "neighborhood meeting" as required by NRS 278 for certain development project types.

ii. Projects shall not be required to attend multiple ward NABs, or attend the same ward NAB multiple times.

iii. NAB members and the public may ask questions and provide comments pursuant to Nevada Open Meeting Law.

iv. NAB members will complete standardized Project Feedback Worksheets for each project.

v. One NAB officer (Chair, Vice Chair, or Secretary) must summarize community feedback and NAB member discussion and provide written or live public comment on behalf of the NAB at all future public hearings for each development project.

vi. NABs shall not take formal action or vote on development items.

vii. If a NAB meeting is not scheduled, canceled, or adjourned due to lack of quorum, unsafe conditions, or other circumstances, any development project previously scheduled for review at that meeting may proceed

directly to the Planning Commission or City Council without delay or rescheduling. The requirement for NAB presentation shall be deemed waived, and staff shall document the cancellation in the project's administrative record.

viii. If, during a scheduled NAB meeting, the project applicant or their representative experiences sustained shouting, personal attacks, threats, or other disruptive behavior from attendees that creates an unsafe or hostile environment, they may notify the presiding officer. Upon being notified, the presiding officer shall issue a formal warning to the attendees and attempt to restore order. If the disruption continues, the applicant or representative may choose to leave the meeting. In such instances, the NAB presentation requirement shall be deemed waived, and City staff shall document the circumstances in the project's administrative record.

g. **Composition and Appointment** – Each NAB shall consist of eleven (11) regular members and two (2) alternates appointed pursuant to the general provisions governing all advisory boards as established in this Resolution.

    i. Alternate members may substitute to establish quorum and vote only when standing in for an absent member, as permitted under NRS 241.

h. **Member Qualifications** – In addition to the general membership qualifications established in this Resolution, all NAB members and alternates must:

    i. Demonstrate a connection to the ward in which they serve (e.g., residency, primary business activity, or civic involvement);

    ii. Commit to completing training on Nevada Open Meeting Law and development-related topics;

    iii. Evaluate development proposals;

    iv. Serve on only one NAB at a time (but may serve on other boards or commissions).

i. **Terms and Term Limits** - Members of the board shall be appointed for terms of two years. No person shall be appointed to serve more than two consecutive terms in accordance with the general provisions governing all advisory boards as established in this Resolution.

j. **Officers** – Officers shall be elected by the members of the board in accordance with the adopted bylaws.

k. **Meetings** – Meetings shall be held as established in the bylaws. Quorum and voting requirements shall comply with Nevada Open Meeting Law.

i. Each NAB shall meet on an as-needed basis, up to once per month. Meetings will be canceled for a given month if there are no items scheduled for review.

ii. All NAB meetings shall be hybrid meetings, to be held at Reno City Hall, located at 1 E. 1st St. Reno, NV 89501, and via Zoom unless otherwise directed by the Council liaison to the board.

1. If a NAB meeting is hosted at a location other than Reno City Hall, there shall be a two-hour staff time limit for the meeting that shall apply only to the elapsed time from the official start of the meeting to its adjournment. Time spent on staff travel, setup, or teardown shall not be counted toward this limit.

l. **Bylaws** – The board shall adopt bylaws consistent with the City's standardized template, subject to City Council approval.

m. **Staff Support** – A City staff liaison shall be assigned in accordance with the provisions of this Resolution.

n. **Annual Reporting** – NABs are exempt from the requirement to produce an annual report. In lieu of the annual report, all project finding worksheets from the previous year will be forwarded to Council as a summary of the NAB's work.

o. **Performance Evaluations** - The NAB Program as a whole is subject to the five-year performance evaluation requirements established by this Resolution.

p. **Creation of the Agenda** - The agenda of each NAB meeting will be set based on the development project schedule provided by Development Services staff and as directed by the Council Liaison to the board.

26. **Parks and Recreation Advisory Board**

a. **Creation** - There is hereby created a Parks and Recreation Advisory Board, replacing the Recreation and Parks Commission and the Urban Forestry Commission.

b. **Purpose** - The purpose of the Parks and Recreation Advisory Board is to advise and make recommendations to the City Council and the Director of Parks and Recreation on matters relating to the development, maintenance, and promotion of public recreation and park facilities and programs.

c. **Duties** - The duties of the Parks and Recreation Advisory Board include advising and making recommendations to the City Council and Director regarding:

i. Promoting, aiding and encouraging public recreation, including the

development of recreation and park facilities;

ii. Maintenance, development, finance and operation of all city-owned or operated recreation areas and facilities, and advising on the development of rules and regulations governing the use of those facilities;

iii. Time schedules for acquisition, lease, dedication or exchange of lands for recreation or park purposes;

iv. Annual budgets for recreation and park facilities and programs;

v. Use and availability of facilities, rates, tolls and charges for services;

vi. Advocating for the recreation program so that it may receive adequate support from public officials, citizens and private corporations.

d. **Composition and Appointment** - The board shall consist of 9 voting members appointed pursuant to the general provisions governing all advisory boards as established in this Resolution.

e. **Terms and Term Limits** - Members of the board shall be appointed for terms of three years. No person shall be appointed to serve more than two consecutive terms in accordance with the general provisions governing all advisory boards as established in this Resolution.

f. **Officers** - Officers shall be elected by the members of the board in accordance with the adopted bylaws.

g. **Meetings** - Meetings shall be held as established in the bylaws. Quorum and voting requirements shall comply with Nevada Open Meeting Law.

h. **Bylaws** - The board shall adopt bylaws consistent with the City's standardized template, subject to Council approval.

i. **Staff Support** - A City staff liaison may be assigned in accordance with the provisions of this Resolution.

j. **Annual Reporting** - Annual reports shall be submitted to City Council in accordance with the provisions of this Resolution.

k. **Performance Evaluations** - This board shall be subject to the 5 years performance evaluation requirements for all boards as established by this Resolution.

27. **Senior Resident Advisory Board**

a. **Creation** - There is hereby created a Senior Resident Advisory Board (SRAB).

b. **Purpose** - The SRAB advises the City Council on matters relating to senior citizens, supports senior-oriented events and collaborations, and serves as an advocacy body for seniors in the community.

c. **Duties** - The SRAB shall:

   i. Advise the Council on policies, programs, and initiatives impacting senior citizens;

   ii. Support and promote senior-focused events and collaborations;

   iii. Serve as a public forum for senior citizen concerns.

d. **Composition and Appointment** - The SRAB shall consist of nine (9) voting members and two (2) ex-officio members (one each designated by Washoe County and the City of Sparks). All voting members are appointed pursuant to the general provisions of this Resolution.

e. **Terms and Term Limits** - Members shall serve two-year terms and are subject to the general term limits in this Resolution.

f. **Officers** - Officers shall be elected by the members in accordance with the adopted bylaws.

g. **Meetings** - Meetings shall be held as established in the bylaws. Quorum and voting requirements shall comply with Nevada Open Meeting Law.

h. **Bylaws** - The SRAB shall adopt bylaws consistent with the City's standardized template, subject to Council approval.

i. **Staff Support** - A City staff liaison may be assigned in accordance with this Resolution.

j. **Annual Reporting** - Annual reports shall be submitted to the City Council in accordance with this Resolution.

k. **Performance Evaluations** - This board shall be subject to the 5-year performance evaluation requirements established by this Resolution.

28. **Urban Forestry Commission**

a. **Creation** – There is hereby created an Urban Forestry Commission (UFC).

b. **Purpose** – The UFC advises the City Council and City staff on policies, initiatives, and activities related to the preservation, enhancement, and responsible

management of the City's urban forest, including trees, landscaping, and related environmental considerations.

c. **Duties** – The UFC shall:

   i. Recommend policies and initiatives to promote the growth, health, and sustainability of the urban forest;

   ii. Provide recommendations regarding landmark tree nominations and removal requests, except for trees determined to be dead or hazardous by the Urban Forester;

   iii. To hear and decide appeals related to permits issued by the urban forester;

   iv. Support public outreach and education efforts related to trees, landscaping, and urban forestry initiatives;

   v. Review and provide input on City regulations and standards related to trees and shrubs;

   vi. Identify and support funding opportunities to enhance urban forestry efforts;

   vii. Perform other duties as may be referred by the City Council or City staff related to the City's urban forestry program.

d. **Composition and Appointment** – The UFC shall consist of seven (7) voting members appointed pursuant to the general provisions of this Resolution.

   i. Specific Eligibility Criteria: A minimum of four of the members shall have at least one of the following credentials at the time of appointment and maintain throughout their term: (a) certified arborist or certified tree worker through the International Society of Arboriculture, (b) landscape architect registered in the State of Nevada, (c) bachelor's degree in arboriculture, landscape design, horticulture, urban planning or related degree, (d) certified tree care professional by the Tree Care Industry Association, (e) Certified Landscape Technician - Exterior by the Nevada Landscape Association, or (f) other professional certification or license in a arboriculture, horticulture, landscape architecture or a related program. The Director of Parks, Recreation and Community Services, or designee, and the Urban Forester, or designee, shall be non-voting members.

e. **Terms and Term Limits** – Members shall serve three-year terms and are subject to the general term limits in this Resolution.

f. **Officers** – Officers shall be elected by the members in accordance with the adopted bylaws.

g. **Meetings** – Meetings shall be held as established in the bylaws. Quorum and voting requirements shall comply with Nevada Open Meeting Law.

h. **Bylaws** – The UFC shall adopt bylaws consistent with the City's standardized template, subject to Council approval.

i. **Staff Support** – A City staff liaison may be assigned in accordance with the provisions of this Resolution.

j. **Annual Reporting** – Annual reports shall be submitted to City Council in accordance with the provisions of this Resolution.

k. **Performance Evaluations** – This board shall be subject to the 5-year performance evaluation requirements for all boards as established by this Resolution.

29. **Youth City Council**

a. **Creation** - There is hereby created a youth advisory board to be known as the Youth City Council.

b. **Purpose** - The purpose of the Youth City Council is to serve as the advisory board to the City of Reno on issues affecting youth, by encouraging civic engagement, fostering community connection, and supporting programs and policies that benefit young residents.

c. **Duties** - The duties of the board shall be to:

i. Promote activities for the youth of the city;

ii. Promote and support activities for Reno youth; in conjunction with the youth services division of the parks, recreation and community services department.

iii. Establish better relationships between the schools, and the adult and youth community;

iv. Promote cultural understanding within the Reno youth community;

v. Evaluate and recommend changes in the organizational operations of the City of Reno as they relate to youth;

vi. Suggest policy and ordinance changes to the city council related to youth;

vii. Attend city council meetings and speak on issues related to youth.

d. **Composition and Appointment** - The board shall consist of 9 voting members appointed pursuant to the general provisions governing all advisory boards as

established in this Resolution.

i. Members must also meet the following requirements in order to be eligible for or to retain office:

1. The age of the member at time of appointment must be between 14 and 22 years of age;

2. Be currently enrolled in high school, trade school, community college, university, or an approved homeschool program located or administered within Washoe County;

3. There can be a maximum of three members attending community college or university.

4. The Youth City Council is exempt from the requirement to include a Senior Representative as outlined in Section (8)(c) of this Resolution.

e. **Terms and Term Limits** - Members of the board shall be appointed for terms of two years. No person shall be appointed to serve more than two consecutive terms in accordance with the general provisions governing all advisory boards as established in this Resolution.

i. If a member ages out by turning 23 or otherwise becoming ineligible under the criteria in subsection (d)(i) during their term, they may continue to serve for the remainder of that term. However, they shall not be eligible for reappointment, even if it is their first term.

f. **Officers** - Officers shall be elected by the members of the board in accordance with the adopted bylaws.

g. **Meetings** - Meetings shall be held as established in the bylaws. Quorum and voting requirements shall comply with Nevada Open Meeting Law.

h. **Bylaws** - The board shall adopt bylaws consistent with the City's standardized template, subject to Council approval.

i. **Staff Support** - A City staff liaison may be assigned in accordance with the provisions of this Resolution.

j. **Annual Reporting** – Annual reports shall be submitted to City Council in accordance with the provisions of this Resolution.

k. **Performance Evaluations** - This board shall be subject to the 5 years performance evaluation requirements for all boards as established by this

Resolution.

ARTICLE FOUR – EXCLUSION CLAUSE

30. The following boards, commissions, or committees—established by Nevada Revised Statute, Reno City Charter, Reno Municipal Code, interlocal agreement, or otherwise intended or designated as exempt—are not subject to the provisions of this Resolution, including, without limitation:

    a. Building Enterprise Fund Advisory Committee

    b. Capital Improvements Surcharge Committee

    c. Civil Service Commission

    d. Historic Resources Commission

    e. North Valleys Water Management Subcommittee

    f. Other Post Employment Benefits Board (OPEB)

    g. Redevelopment Agency Advisory Board

    h. Redevelopment Agency Board

    i. Reno City Charter Commission

    j. Reno City Council

    k. Reno City Planning Commission

    l. Truckee Meadows Water Reclamation Facility Joint Coordinating Committee

    m. Truckee Meadows Stormwater Permit Coordinating Committee

    n. Washoe County HOME Consortium

    o. Washoe County HOME Consortium Technical Review Committee

    p. Washoe County Stadium Authority

    q. External boards or commissions which are not administered by the City of Reno

    r. Any other board, commission, or committee not listed herein which is established in NRS, City Charter, Reno Municipal Code, or by interlocal agreement.

ARTICLE FIVE – SUNSETTING BOARDS

31. **Definition of Sunsetting** - For the purposes of this Resolution, "sunsetting" a board or commission shall mean the formal repeal of its enabling authority, the conclusion of its operations, and the discharge of all appointed members. A sunset board shall no longer convene meetings, maintain membership rosters, or perform any duties previously assigned to it. Any functions previously performed by the sunset board that remain necessary shall be reassigned to City staff or integrated into another board or administrative process, as deemed appropriate by the City Manager or their designee.

32. **Repeal of Special Events Sponsorship Committee** - The Special Events Sponsorship Committee, established by Resolution No. 7789, is hereby sunset. All provisions of Resolution No. 7789 are repealed in their entirety. Any remaining administrative duties related to special event sponsorship allocations shall be reassigned to appropriate City staff under the direction of the City Manager or their designee.

33. **Repeal of Human Rights Commission** - The Human Rights Commission, established by Resolution No. 8780, is hereby sunset. All provisions of Resolution No. 8780 are repealed in their entirety. City staff shall review and, if needed, reassign any relevant functions or subject matter areas previously addressed by the Human Rights Commission to ensure continued integration of equity and inclusion principles into City operations and community engagement efforts.

Upon motion of Council Member Martinez, seconded by Council Member Taylor, the foregoing resolution was adopted this 13th day of August, 2025, by the following vote of the Council:

AYES: Martinez, Taylor, Duerr, Ebert, Anderson, Schieve
NAYS: Reese
ABSTAIN: None ABSENT: None

APPROVED this 13th day of August, 2025.

HILLARY L. SCHIEVE
MAYOR OF THE CITY OF RENO

ATTEST:

MIKKI HUNTSMAN
CITY CLERK AND CLERK OF THE CITY COUNCIL OF THE CITY OF RENO, NEVADA

CITY OF RENO CORPORATE SEAL WASHOE COUNTY, NEVADA