



STAFF REPORT

Report To: Board of Supervisors **Meeting Date:** April 20, 2023

Staff Contact: Hope Sullivan, Community Development Director

Agenda Title: For Possible Action: Discussion and possible action regarding (1) a proposed resolution: (a) adopting a provisional order to amend the ordinance establishing the South Carson Neighborhood Improvement District (“SCNID”) under NRS Chapter 271; (b) reporting the City Engineer’s estimated Fiscal Year (“FY”) 2024 assessment roll for the SCNID; (c) identifying the cost to be paid by the SCNID for the purpose of paying for maintenance of the South Carson Street Complete Streets Project; (d) directing City staff to file the assessment roll with the Clerk’s office; (e) fixing the time and place to hear complaints, protests and objections regarding the assessment or the propriety and advisability of amending the SCNID ordinance; and (f) directing City staff to provide notice of the public hearings pursuant to NRS Chapter 271; and (2) direction to staff regarding the SCNID ordinance. (Hope Sullivan, hsullivan@carson.org)

Staff Summary: The proposed resolution initiates the process for: (a) amending the SCNID ordinance; and (b) implementing the annual SCNID assessment for FY 2024, both as provided in NRS Chapter 271. The proposed amendments to the SCNID ordinance do not change the method of assessment but do amend the methods of calculating the assessment to be based on annual maintenance costs and includes a 10 percent administrative fee for the City’s administration of the SCNID. The base assessment for FY 2024 under Ordinance No. 2021-8 is \$155,678, with the proposed property owner’s assessment for FY 2024 estimated to be \$86,761 after reducing the assessment by the City’s FY 2024 contribution for the maintenance of the South Carson Street corridor (\$24,406) and the amount expected to be collected through City right-of-way license (\$44,510). The assessment is distributed among the commercial property owners within the SCNID as detailed in the resolution and assessment roll.

Agenda Action: Resolution **Time Requested:** 5 Minutes

Proposed Motion

I move to adopt Resolution 2023-R-__.

Board's Strategic Goal

Economic Development

Previous Action

June 17, 2021 (Item 27E): The Board of Supervisors (“Board”) adopted Ordinance No. 2021-8 creating the SCNID.

March 4, 2021 (Item 19A): The Board provided direction to staff regarding the area to be included within the SCNID and the methodology for assessing properties.

March 19, 2020 (Item 14C): The Board discussed the process to implement the SCNID to assess the property owners in FY 2021. The Board did not implement the SCNID for FY 2021 because the project was not complete and directed staff to bring back the item in 2021 for implementation of the SCNID in FY 2022.

February 20, 2014 (Item 22C): The Board enacted a one-eighth percent sales tax to help fund improvements to the City's primary commercial corridors, including the South Carson Street Complete Streets Project. The approved Plan of Expenditure for the sales tax included a provision that an assessment district would be formed as part of each corridor project to contribute funding annually to the City to provide for routine maintenance required for the corridors such as cleaning sidewalks, maintaining landscaping, servicing trash receptacles, etc.

Background/Issues & Analysis

NRS Chapter 271 provides for the procedure to amend a Neighborhood Improvement District ("NID") ordinance and the annual procedures for implementing a NID assessment. The resolution on this agenda initiates the actions necessary for both amending the SCNID ordinance and implementing the annual assessment of properties within the SCNID. Attached to this staff report are the resolution and associated exhibits and the proposed ordinance amending and replacing the existing SCNID ordinance, Ordinance No. 2021-8.

The proposed ordinance amendments include the following:

- A 10 percent administration fee for the City's administration of the SCNID;
- City contribution to increase or decrease with maintenance costs;
- Calculation of annual assessments based on annualized projected five-year maintenance costs, instead of on the Consumer Price Index; and
- Implementation of a 30 percent reserve requirement and accounting for multi-year maintenance needs;

During the past two years of administering the SCNID, City staff have spent many hours developing, reviewing and administering the project as well as updating calculations, administering bid proposals, managing maintenance contract and confirming compliance with the project requirements. The 10 percent administrative fee will offset staff time required to maintain proper function of the SCNID in addition to paying for hard costs such as envelopes, printing and postage required for public notices and communications.

The following is the schedule of upcoming actions in 2023 to implement the amendment and assessment:

- Week of April 24 - Notification is sent out to all property owners via US First-Class mail, published in the newspaper and posted pursuant to the requirements of NRS Chapter 271.

- May 18 Board of Supervisors meeting:

1) Consideration of hardship determinations, which allow a deferment of the assessment based on income per the adopted policy. (NRS 271.360[3])

2) A public hearing to consider complaints, protests and objections to the assessment or the propriety and advisability of amending the SCNID ordinance. (NRS 271.310, 271.380-271.385)

3) Adoption of a resolution to confirm, revise or correct the Assessment Roll. (NRS 271.325, 271.378[3] and 271.385[2])

4) Introduction, on first reading, of an ordinance to amend the SCNID ordinance and levy the assessments in the Assessment Roll. (NRS 271.325, 271.390[1])

- June 15 Board of Supervisors items:

1) Adoption, on second reading, of the ordinance to amend the SCNID ordinance and levy the assessments in the roll.

Notification of assessment – After second reading of the ordinance, notification of the assessment is sent to the property owners.

The City Engineer has provided the updated assessment rolls for FY 2024. A copy of the SCNID FY 2024 budget is attached to this report.

The annual budget for FY 2024 is anticipated to be \$197,478. This number includes the 20 percent reserve, as well as additional maintenance reserves to fund maintenance expense projections over the next five years, including typical annual maintenance and periodic maintenance that does not occur annually, such as multi-use path crack sealing (occurs every two years) and multi-use path slurry seal treatment (occurs every five years). It is anticipated that there will be \$41,800 in the SCNID account in the 20 percent reserve at the end of this fiscal year that will be carried over. Under Ordinance No. 2021-8, the City is obligated to allocate \$24,406 to the maintenance costs as that represents the City's pre-SCNID annual cost with an annual cost inflation adjustment. Per Ordinance No. 2021-8, the City is also obligated to allocate revenue "collected through City right-of-way licensing agreements for the City real property, easements, or other interests comprising right-of-way adjacent to properties located within the SCNID for the fiscal year in which the assessment is collected." This amount is anticipated to be \$44,510. The amount assessed to property owners in FY 2023 will be approximately \$86,761 after reducing the assessment by the amount expected to be collected through City right-of-way licenses.

The proposed ordinance amending the SCNID is provided with this item for the Board's comment and discussion. The first reading of the ordinance will not occur at this Board meeting, but will be agendaized for the May 18, 2023 Board meeting. The exhibits to the ordinance will be included for first reading. The exhibits to the ordinance are the same as the exhibits to the resolution, in the same order.

Applicable Statute, Code, Policy, Rule or Regulation

NRS Chapter 271; Ordinance No. 2021-8

Financial Information

Is there a fiscal impact? Yes

If yes, account name/number: SCNID Fund Special Assessments 2370083-415100, Transfer from Regional Transportation Fund 2370091-481150, Transfer from General Fund and Streets Maintenance Fund for City portion of funding 2370091-481237. Expenses are primarily Contractual Services 2373050-500349

Is it currently budgeted? No

Explanation of Fiscal Impact: The assessment is collected with the property tax bill, and will be \$86,761. Additionally, the \$24,406 that the City paid to maintain South Carson Street before the SCNID (adjusted annually for cost inflation) will be transferred from Street Maintenance (\$5,370) and General Fund (\$19,036). Lastly, \$44,510 in South Carson Street license fees will reduce the total annual assessments. The license fees are collected in the Regional Transportation Fund and transferred to the SCNID annually.

Alternatives

Do not initiate the process for amending the SCNID ordinance or implementing the SCNID assessment and/or provide alternative direction to staff.

Attachments:

[Resolution SCNID 2024_DLS_TER updated with exhibits.pdf](#)

[SCNID Amendment Ordinance v2.pdf](#)

[SCNID Amendment Ordinance v2 redline.pdf](#)

Board Action Taken:

Motion: _____

1) _____

2) _____

Aye/Nay

(Vote Recorded By)

RESOLUTION NO. 2023-R-

A RESOLUTION ADOPTING A PROVISIONAL ORDER TO AMEND THE ORDINANCE ESTABLISHING THE SOUTH CARSON NEIGHBORHOOD IMPROVEMENT DISTRICT; REPORTING THE CITY ENGINEER'S ESTIMATED FISCAL YEAR 2024 ASSESSMENT ROLL FOR THE SOUTH CARSON NEIGHBORHOOD IMPROVEMENT DISTRICT; IDENTIFYING THE COST TO BE PAID BY THE SOUTH CARSON NEIGHBORHOOD IMPROVEMENT DISTRICT FOR THE PURPOSE OF PAYING FOR MAINTENANCE OF THE SOUTH CARSON STREET COMPLETE STREETS PROJECT; DIRECTING CITY STAFF TO FILE THE ASSESSMENT ROLL WITH THE CLERK'S OFFICE; FIXING THE TIME AND PLACE TO HEAR COMPLAINTS, PROTESTS AND OBJECTIONS REGARDING THE ASSESSMENT; AND DIRECTING CITY STAFF TO PROVIDE NOTICE OF THE PUBLIC HEARINGS PURSUANT TO NRS CHAPTER 271.

WHEREAS, the Carson City Board of Supervisors adopted Ordinance 2021-8 establishing the South Carson Neighborhood Improvement District ("SCNID") on June 17, 2021, to help pay for the ongoing maintenance of the street beautification project known as the South Carson Street Complete Streets Project, and that resolution provides for the baseline property assessment as well as other requirements in accordance with NRS Chapter 271; and

WHEREAS, NRS 271.280 establishes the procedures to amend a Neighborhood Improvement District ordinance by provisional order of the Board of Supervisors; and

WHEREAS, NRS 271.375 requires the City Engineer to report the SCNID Assessment Roll to the Board of Supervisors prior to adopting the Assessment Roll; and

WHEREAS, NRS 271.325 and 271.375 require the Board of Supervisors to file the City Engineer's Assessment Roll with the Clerk's office; and

WHEREAS NRS 271.305, 271.310 and 271.380 require the adoption of a resolution to fix the time and place to hear complaints, protests and objections regarding the assessment and order notice of that public hearing.

NOW, THEREFORE, the Carson City Board of Supervisors hereby resolves that:

1. This provisional order hereby provisionally amends Ordinance No. 2021-8 establishing the SCNID in accordance with the provisions of NRS Chapter 271 and this resolution. The boundaries of the SCNID are as described in Exhibit A.

2. The base assessment and the total maintenance costs for the SCNID for FY 2024 are \$155,678. The City's contribution to the SCNID is \$24,406. The amount contributed to the SCNID from anticipated City right-of-way licensing fees from properties within the SCNID is \$44,510. These contributions reduce the estimated assessment to be assessed to property owners within the

SCNID in FY 2024 to \$86,761. This amount will be distributed among the properties within the DNID as follows: 50 percent will be distributed among the properties within the SCNID based on the total square footage of the property relative to the total square footage of properties within the SCNID, and 50 percent will be distributed among the properties within the SCNID based on the properties' lineal frontage length abutting South Carson Street or abutting a City right-of-way property fronting on South Carson Street relative to total property frontage of all properties within the SCNID abutting South Carson Street or abutting a City right-of-way property fronting on South Carson Street.

3. The total annual maintenance cost estimate to be assessed to the property owners shall be reduced each year by the projected amount that will be collected through City right-of-way licensing agreements for City real property, easements, or other interests comprising right-of-way adjacent to properties located within the SCNID for the fiscal year in which the assessment is collected. After this reduction in total assessment is calculated, as described in paragraph 2, the assessment shall be distributed among each property within the SCNID in accordance with formula described in paragraph 2. The SCNID assessment roll, which sets forth the assessment for each property within the SCNID, is attached as Exhibit B.

4. The SCNID assessment each year shall be equal to the actual projected maintenance cost for the SCNID. Maintenance costs and revenues must be projected each year for at least five years, and maintenance costs must include projections for any periodic maintenance that does not occur annually. The annual assessment must include amounts set aside for any periodic maintenance that occurs once every two years or more to avoid sudden increases in the annual assessment when such maintenance is scheduled to occur. A reserve account must be maintained to provide a buffer against sudden increases in the annual assessments and increased maintenance costs. In FY 2024, the required reserve amount shall be equal to 20 percent of the average annual maintenance costs over five years. The required reserve amount shall increase to 30 percent in FY 2025 and following years.

5. Once the required reserve account balance has been reached, the assessment must be adjusted to an amount designed to maintain the required reserve account balance. If the cost of maintenance in any given year exceeds the assessed amount plus any available reserve account balance and the City incurs the cost to meet contractual maintenance obligations, the assessment shall be increased the following year to reimburse the City for those additional maintenance expenditures and replenish the reserve account. In no event, however, may the assessment increase more than five percent on a year-over-year basis.

6. The SCNID assessment shall be paid by each property owner in conjunction with the owner's property taxes for the year, divided into quarterly payments. Penalties and interest for delinquent amounts will be calculated in the same manner as for real property taxes. The assessment amount shall constitute a lien upon an assessed property and have the same priority as a lien for property taxes.

7. The City shall prepare the annual assessment estimate to be considered by the Board of Supervisors in conformance with the requirements of NRS Chapter 271. After the assessment is confirmed, the Clerk's Office shall submit the list of parcel numbers and the assessed amount for

each property to the Carson City Treasurer. The Treasurer is authorized to reduce or waive the amount for good cause pursuant to NRS 361.483 and NRS 361.4835;

8. Carson City must itemize and document any alleged increased maintenance costs, which may include actual costs of maintenance or the cost of contracting the maintenance to a private company, as applicable;

9. The City has established a procedure for obtaining a hardship determination based on a property owner's ability to pay the assessment pursuant to NRS 271.357.

10. The Project improvements that are to be maintained through the SCNID assessment are shown in Exhibit C.

11. The Project improvements will be maintained in accordance with the maintenance plans described in Exhibit D.

12. The assessments to be made upon all parcels benefited by the project as described in this resolution are hereby declared to be proportional to the benefits received.

13. A hearing shall be held on May 18, 2023, at the regularly scheduled meeting of the Carson City Board of Supervisors beginning at 8:30 a.m., at 851 East William Street, Carson City, Nevada. At the hearing, owners of tracts to be assessed, or any other interested persons, may appear before the Board of Supervisors to present any complaints, protests and objections and to be heard as to the propriety and advisability of amending the SCNID ordinance as provisionally ordered.

14. This provisional order and resolution provisionally amending the SCNID ordinance shall be furnished to the Clerk-Recorder and filed, recorded and numbered in the office of the Clerk-Recorder.

15. City staff shall publish and provide notice of said public hearing in accordance with NRS 271.305, 271.380 and 271.390, including the provision of notice to each owner of property located within the SCNID.

16. The officers and employees of Carson City are hereby authorized and directed to take all action necessary or appropriate to effectuate the provisions of this provisional order and resolution.

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Upon motion by Supervisor _____, seconded by Supervisor _____, the foregoing resolution was passed and adopted this 20th day of April 2023 by the following vote:

AYES: _____

NAYES: _____

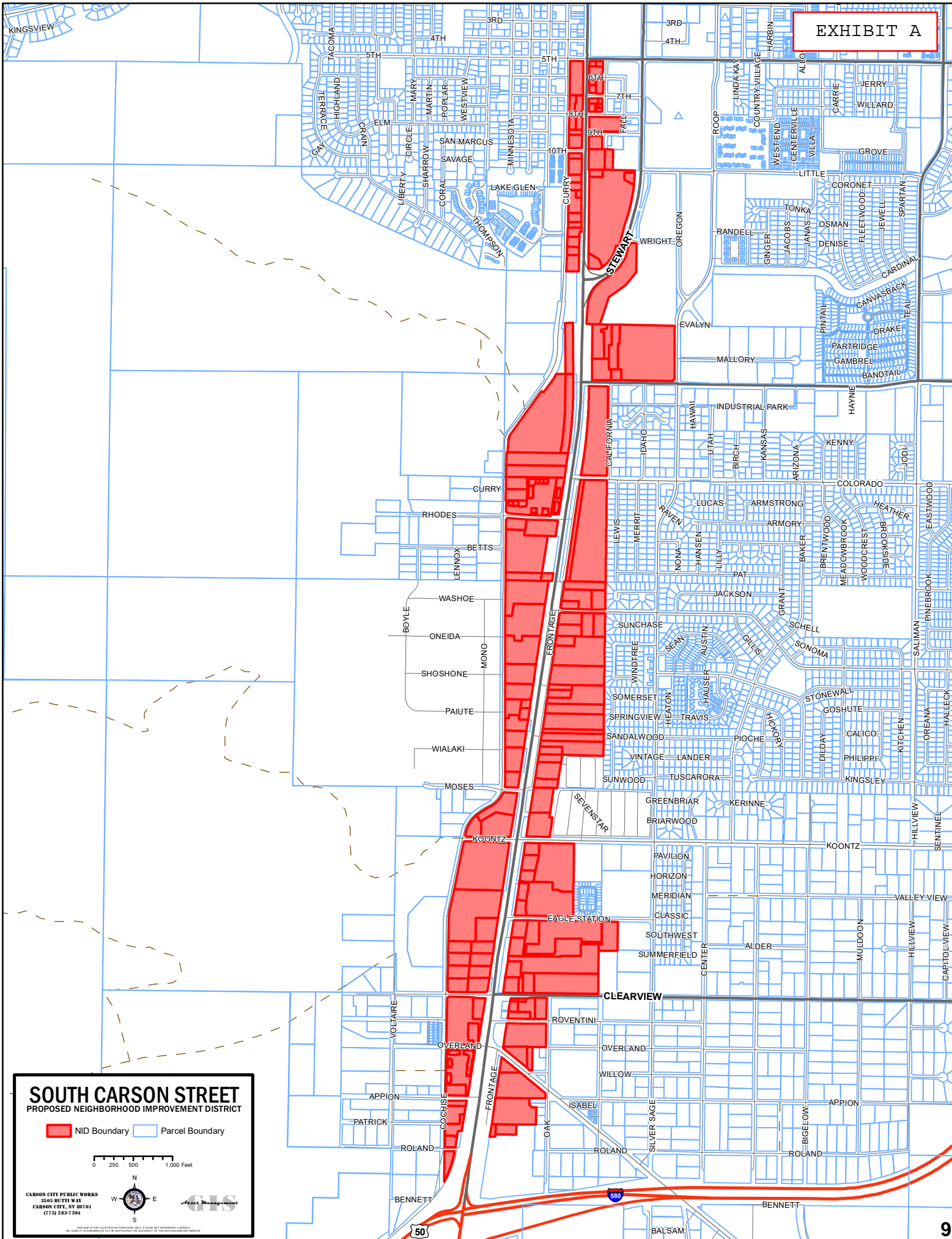
ABSENT: _____

ABSTAIN: _____

Lori Bagwell, Mayor
Carson City, Nevada

ATTEST:

William Scott Hoen, Clerk-Recorder



SOUTH CARSON STREET
 PROPOSED NEIGHBORHOOD IMPROVEMENT DISTRICT

█ NID Boundary Parcel Boundary

0 250 500 1,000 Feet

CARSON CITY PUBLIC WORKS
 2565 BUTTE WAY
 CARSON CITY, NV 89701
 (775) 283-7394

THIS MAP IS FOR INFORMATIONAL PURPOSES ONLY. IT DOES NOT REPRESENT A GUARANTEE OF ACCURACY OR LIABILITY BY THE CITY OF CARSON CITY.

South Carson Neighborhood Improvement District
FY 2024
City Engineer’s Assessment Roll

State of Nevada }
 }
County of Carson City }

To the Board of Supervisors of Carson City, Nevada:

I hereby certify and report that the foregoing is the assessment roll and assessments made by me for the purpose of paying that part of the cost which you decided should be paid and borne by special assessment for the South Carson Neighborhood Improvement District for the maintenance of the South Carson Complete Streets Project; that in making such assessments, I have, as near as may be, and according to my best judgement, conformed in all things to the provisions of Chapter 271 of NRS.



Randall Rice, PE, City Engineer

Dated at Carson City, Nevada, _____ April 11 , 2023.

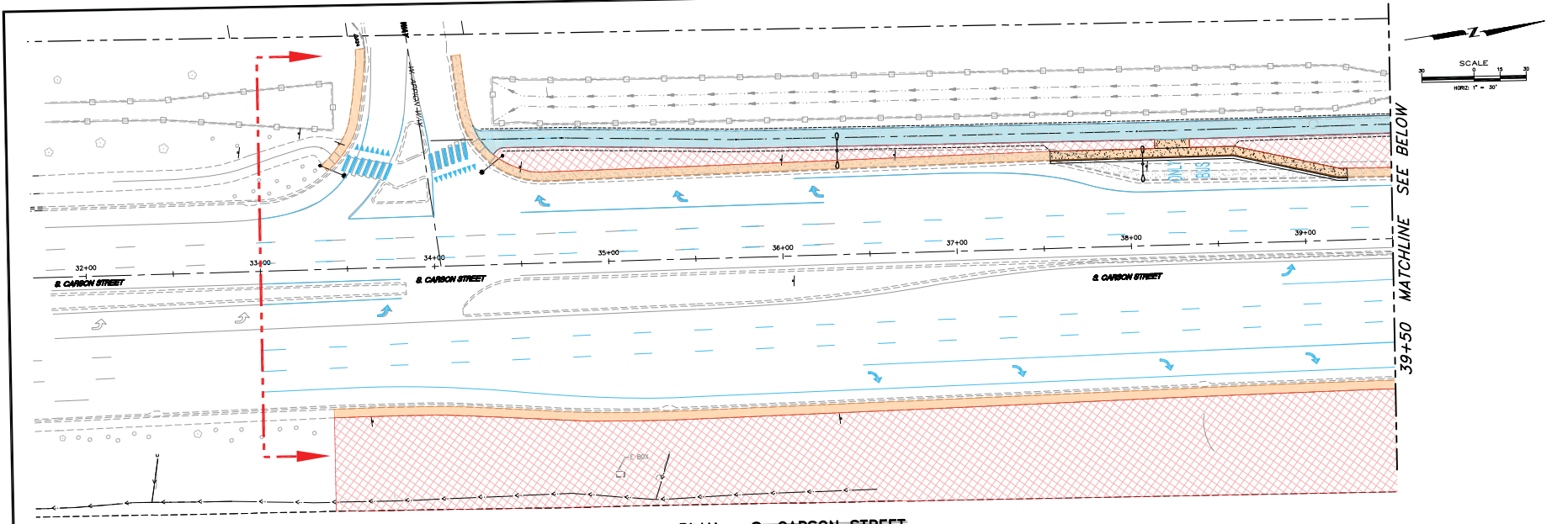
SCNID Base Assessment =	\$155,678
Existing City Cost to Maintain South Carson Street Corridor =	(\$24,406)
Estimated Annual South Carson License Fee Revenue =	(\$44,510)
Annual Assessment Cost to SCNID =	<u>\$86,761</u>

Assessor Parcel Number*	Legal Owner	Business/Property Name	Physical Address	Parcel Area (Square Feet)	Frontage Length (Linear Feet)	Total Assessment Cost
306301	GENOA FLATS LLC	DESERT HILLS MOTEL	1010 S CARSON ST	34,674	204	\$508
306304	NEWMAN CONSTRUCTION LTD	CARSON CAR WASH	1300 S CARSON ST	12,197	72	\$179
306305	LOFTIN & LOFTIN LLC		1356 S CARSON ST	20,473	122	\$303
306306	CARSON PETROLEUM INC	VALERO	1360 S CARSON ST	20,038	130	\$316
306307	CDX2 LLC		1400 S CARSON ST	15,682	99	\$242
306308	CARSON VALLEY OIL COMPANY, INC	SHELL STATION (SOUTH)	1462 S CARSON ST	33,106	214	\$521
306310	EASTERN SIERRA PROPERTIES LLC		111 W 10TH ST	11,326	68	\$169
306311	VAULTED LLC		1100 S CARSON ST	16,553	99	\$246
306312	1122 SOUTH CARSON LLC	ARBY'S ROAST BEEF RESTAURANT	1122 S CARSON ST	16,117	99	\$244
306313	DBB HOLDINGS LLC		1218 S CARSON ST	6,534	95	\$201
306315	STATE OF NEVADA DIV OF ST LANDS		S CARSON ST	49,484	649	\$1,392
306318	DBB HOLDINGS INC	ARNULFO MEXICAN FOOD	1250 S CARSON ST	42,079	196	\$521
306319	1280 S CARSON LLC	PINK ELEPHANT	1280 S CARSON ST	19,123	113	\$281
308201	900 CARSON LLC		845 S CURRY ST	14,375	0	\$53
308202	900 CARSON LLC		800 S CARSON ST	14,375	170	\$370
308203	900 CARSON LLC	CARSON STATION PARKING LOT	S CARSON ST	10,019	66	\$160
308204	900 CARSON LLC	CARSON STATION	900 S CARSON ST	28,750	169	\$421
309203	CUBIX ORMSBY LLC	ORMSBY HOUSE HOTEL/CASINO	600 S CARSON ST	74,488	440	\$1,095
309204	CUBIX CORPORATION	AM-PM MINI MARKET(CARSON ST)	720 S CARSON ST	18,731	210	\$460
309205	CUBIX ORMSBY LLC	ORMSBY HOUSE (S. PARKING LOT)	107 W 7TH ST	15,682	0	\$58
330201	STATE OF NEVADA DEPT OF TRAN		2180 S CARSON ST	443,876	0	\$1,640
330202	STATE OF NEVADA DIV OF ST LANDS		S CARSON ST	100,188	1	\$372
330305	NEVADA RURAL HOUSING AUTHORITY	SOUTHGATE MANOR APARTMENTS	2100 CALIFORNIA ST	317,552	1	\$1,175
330401	STATE OF NEVADA DIV OF ST LANDS		2361 S CARSON ST	509,216	0	\$1,882
330402	STATE OF NEVADA DIV OF ST LANDS		S CARSON ST	64,033	1	\$238
401101	CARRINGTON COMPANY	CARSON CITY MALL	1313 S CARSON ST	514,879	977	\$3,722
401102	CARRINGTON COMPANY		1457 S CARSON ST	22,651	203	\$462
401103	STEWART LLC, SER OF CARRINGTON		1108 S STEWART ST	15,682	0	\$58
401104	CARRINGTON COMPANY INC	STATION GRILL & ROTISSERIE	1105 S CARSON ST	15,246	92	\$228
401207	CCPD PROPERTIES LLC		230 FAIRVIEW DR	18,295	0	\$68
401226	SCP 2006-C23-092 LLC		220 FAIRVIEW DR	63,162	272	\$740
401227	LOWE'S HIW, INC		430 FAIRVIEW DR	499,198	0	\$1,845
401229	JAMES J STEVENSON, A CORP		250 FAIRVIEW DR	63,031	0	\$233
401231	RLS 2021 TRUST		222 FAIRVIEW DR	67,954	443	\$1,076
401232	CARSON OUTPARCEL LLC	OFFICE DEPOT	236 FAIRVIEW DR	35,719	0	\$132
405107	CARSON CITY PLAZA LLC	PLAZA MOTEL	801 S CARSON ST BLDG 1	75,359	186	\$625
405509	M&E, LLC		1055 S CARSON ST	27,443	0	\$101
405512	COPPER TREE LLC	COPPER POINTE	1001 S CARSON ST	45,302	261	\$654
405513	LAKE71 LLC	LANDER/PIONEER	907 S CARSON ST	28,750	170	\$423
406101	VISION INVESTMENTS GROUP, INC		501 S CARSON ST	5,663	69	\$149
406102	CUBIX ORMSBY LLC	ORMSBY HOUSE (E. PARKING LOT)	515 S CARSON ST	17,424	104	\$258
406104	VISION INVESTMENTS GROUP, INC		E 5TH ST	5,663	0	\$21
406601	SLAUGHTER SUZY		603 S CARSON ST	5,663	66	\$144
406602	MAPLE TREE TOWNHOMES LLC		651 S CARSON ST	8,712	103	\$224
406604	MONEY PIT PARTNERSHIP		111 E 6TH ST	16,988	19	\$98
406701	DRUDGE FAMILY TRUST 5/18/17		701 S CARSON ST	8,276	70	\$161
406702	GAVIN FAMILY TRUST 10/19/16		177 E 7TH ST	3,485	0	\$13

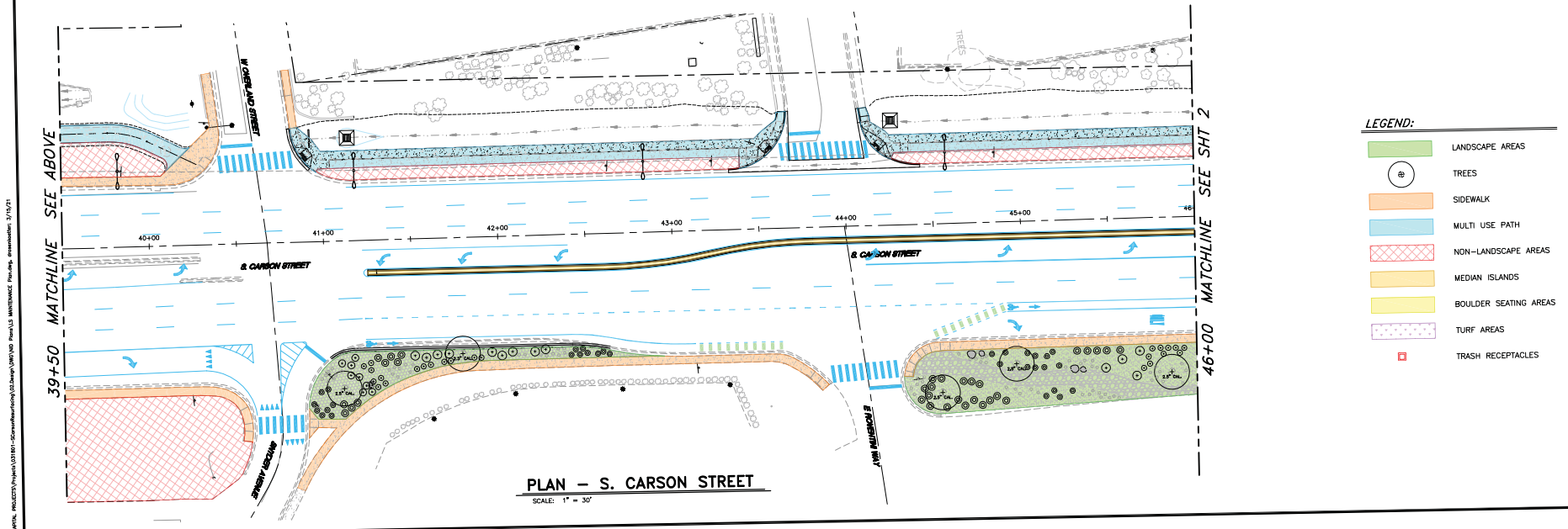
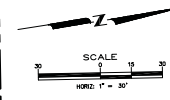
Assessor Parcel Number*	Legal Owner	Business/Property Name	Physical Address	Parcel Area (Square Feet)	Frontage Length (Linear Feet)	Total Assessment Cost
406703	THE TIMBERS LLC		714 S PLAZA ST	2,614	0	\$10
406704	THE TIMBERS LLC		716 S PLAZA ST	4,008	0	\$15
406705	THE TIMBERS LLC		E 8TH ST	1,307	0	\$5
406706	711 BUILDING GROUP LLC		711 S CARSON ST	8,276	102	\$221
905110	CAMPAGNI PROPERTIES LP		2590 S CARSON ST	255,262	480	\$1,837
905118	FIRST INTERSTATE BANK OF NEVADA	WELLS FARGO BANK (S CARSON ST)	2424 S CARSON ST #110	79,584	203	\$672
905119	CAMPAGNI PROPERTIES LTD PARTNER		2443 S CURRY ST	43,037	0	\$159
905121	D&P REAL ESTATE GROUP LLC	MICHAEL'S CYCLE WORKS	2680 S CARSON ST	55,565	103	\$397
905207	MAC DONALD FAMILY 1998 TRUST	SAND AND WEST FEED STORE	2292 S CARSON ST	114,998	152	\$708
905209	RNE CAPITAL LLC	PRECISION AUTO	2250 S CARSON ST	127,631	163	\$775
905210	LT PILGRIM REV TR 8/4/15		2350 S CARSON ST	7,841	0	\$29
905211	COFFEE ROAD INVESTMENT LLC	COMMON GROUND	2310 S CARSON ST #1	9,148	0	\$34
905212	COMMON GROUND CARSON	SIERRA HEALTH	2310 S CARSON ST #4	7,405	0	\$27
905215	CHEN, HUAYOU & ZHANG, PING REV TR		2330 S CARSON ST	5,663	0	\$21
905217	LIBERTY EQUITIES LLC		2300 S CARSON ST	6,970	0	\$26
905219	CARSON QUAIL PARK MAINT ASSOC		2312 S CARSON ST	160,736	0	\$594
905220	SUNRISE LLC		2310 S CARSON ST #5	3,049	0	\$11
905221	BLUE HORIZONS LLC		2310 S CARSON ST #6	2,614	0	\$10
905222	SUMMIT INVESTMENT HOLDINGS LLC		2310 S CARSON ST #7	3,485	0	\$13
905223	2340 CARSON DIALYSIS LLC		2340 S CARSON ST	4,356	0	\$16
905224	2350 CARSON LLC		2350 S CARSON ST #3	3,572	0	\$13
905225	BECKER FAM TR & DANKERS J & G		2350 S CARSON ST #2A	4,356	0	\$16
905226	CARSON QUAIL PARK MAINT ASSOC		2298 S CARSON ST	32,496	472	\$999
905227	LIBERTY EQUITIES LLC		2320 S CARSON ST	7,884	0	\$29
905228	DOGGIE DAYS INVESTMENTS LLC		2405 CURRY ST	37,405	0	\$138
905229	SGCJ HALEN FAM TRUST 6/19/2002		2321 CURRY ST	41,639	0	\$154
911108	MDALE LLC	CUSTOM TRUCK ACCESSORIES	3212 S CARSON ST	13,068	112	\$257
911126	SFP-B LIMITED PARTNERSHIP	LES SCHWAB TIRES (SOUTH)	3020 S CARSON ST	94,525	253	\$821
911128	CAPITOL CARWASH LLC		3390 S CARSON ST	66,647	311	\$826
911129	SARA M DONNAN TRUST 6/10/87		3300 S CARSON ST	54,014	215	\$600
911131	MORELAND MICHAEL M & DOROTHY J	AUTOZONE	3460 S CARSON ST	36,155	198	\$502
911134	EDWARD & SONG LLC	IN AND OUT CAR WASH	3130 S CARSON ST	68,825	197	\$621
911142	THEO PROPERTIES LLC	MICHAEL HOHL HONDA	2910 S CARSON ST	152,896	448	\$1,399
911141	THEO PROPERTIES LLC		2800 S CARSON ST	180,774	328	\$1,279
911137	SLR BUILDING INC		3270 S CARSON ST	49,266	147	\$456
911140	MARTINDALE INVESTMENTS 2 LLC	CUSTOM TRUCK	3217 S CURRY ST	58,804	158	\$512
911139	CARSON CITY NISSAN RE, LLC		2750 S CARSON ST	173,369	296	\$1,192
911201	STIVER LLC		3479 S CARSON ST	34,848	129	\$369
911202	HALLE PROPERTIES LLC		3449 S CARSON ST	63,598	208	\$622
911206	TEIXEIRA FAM LIV TRUST 9/21/17		3301 S CARSON ST	39,204	47	\$232
911207	APARTMENTS 801 LLC	MILL HOUSE INN	3251 S CARSON ST	153,331	200	\$939
911208	TUMBLEWEEDS 4 KIDS INC		3201 S CARSON ST	96,703	130	\$599
911209	SMILEY GORDON L		3179 S CARSON ST	121,532	247	\$909
911210	APARTMENTS 801 LLC	HOUSE OF DRAKE	3129 S CARSON ST	30,056	100	\$297
911211	KASSELS ANDREW S		3101 S CARSON ST	20,909	70	\$208
911217	ARCATA HOSPITAL CORPORATION		3331 S CARSON ST	78,844	97	\$472
911222	INGRAM CLARK PROPERTIES LLC		3355 S CARSON ST	30,492	101	\$301
911223	MARRON FAMILY TRUST 5/9/2002		3349 S CARSON ST	114,127	73	\$558
911225	NORTHERN NEVADA COMSTOCK INV	NEW CONSTRUCTION	2811 S CARSON ST	42,689	146	\$430
911227	YEAGER FAMILY TRUST 8/26/96		187 SONOMA ST	44,562	0	\$165
911231	HITTENMILLER-DEAN TRUST		3389 S CARSON ST	29,621	100	\$296
911232	OTRE INVESTMENTS LLC &	AAA OF CALIFORNIA	2901 S CARSON ST	30,056	122	\$338
911233	CARSON DODGE-CHRYSLER, INC		2929 S CARSON ST	210,830	373	\$1,474

Assessor Parcel Number*	Legal Owner	Business/Property Name	Physical Address	Parcel Area (Square Feet)	Frontage Length (Linear Feet)	Total Assessment Cost
911245	AMC LAND & CATTLE LLC		3059 S CARSON ST	170,320	249	\$1,093
911246	SHIVJI HOSPITALITY LLC	SUPER 8 MOTEL	2829 S CARSON ST	46,086	146	\$442
911247	SANDHU, JAGROOP SINGH & ET AL		SONOMA ST	44,562	0	\$165
911301	BEST VALUE MOTEL LLC		2731 S CARSON ST	52,708	100	\$381
911302	CARSON CITY HOTEL GROUP LLC	MOTEL 6	2749 S CARSON ST	73,616	250	\$738
911303	MC MILLAN LAND COMPANY	NEVADA TRANSMISSION EXCHANGE	2777 S CARSON ST	21,780	98	\$263
911304	YEAGER FAMILY TRUST 8/26/96		172 SONOMA ST	43,560	0	\$161
912202	NAPOLEON-LOTT LAND LLC		3555 S CARSON ST	84,942	321	\$912
912204	NAPOLEON-LOTT LAND LLC		3659 S CARSON ST	93,218	314	\$929
912302	PIM EAGLE SATION LLC		3665 S CARSON ST	28,750	154	\$393
912303	PIM EAGLE SATION LLC	RALEY'S	3675 S CARSON ST	265,019	0	\$979
912310	KOHL'S ILLINOIS INC	KOHL'S	3871 S CARSON ST	229,561	28	\$900
912311	PIM EAGLE SATION LLC		3667 S CARSON ST	37,462	196	\$504
912312	PIM EAGLE SATION LLC		3815 S CARSON ST	25,265	146	\$365
912314	PIM EAGLE SATION LLC		3849 S CARSON ST	27,007	220	\$510
912315	PIM EAGLE SATION LLC		3883 S CARSON ST	25,265	195	\$457
912502	MC DONALD'S CORPORATION	MC DONALD'S (SOUTH)	3905 S CARSON ST	40,075	223	\$563
912508	ZB N A DBA NEVADA STATE BANK	NEVADA STATE BANK	4267 S CARSON ST	36,590	194	\$497
912510	EDEN MANAGERMENTS		3947 S CARSON ST	42,689	238	\$601
912514	PENNY PROPERTY SUB HOLDINGS LLC		3939 S CARSON ST	256,568	0	\$948
912518	CARSON CITY PROPERTY LLC	TUESDAY MORNING	3921 S CARSON ST	58,806	0	\$217
912519	CARSON CITY PROPERTY LLC		4201 S CARSON ST	86,684	0	\$320
912520	CARSON CITY PROPERTY LLC		EAGLE STATION LN	78,408	0	\$290
912522	CARSON SOUTHGATE LLC		4219 S CARSON ST	210,395	0	\$777
912523	CARSON SOUTHGATE LLC		4277 S CARSON ST	36,939	0	\$136
912524	CARSON SOUTHGATE LLC		4209 S CARSON ST	274,428	69	\$1,143
912525	OLIVE INVESTORS LLC	OLIVE GARDEN	4253 S CARSON ST	38,333	203	\$520
915207	CAMPAGNI PROPERTIES LTD		3550 S CARSON ST	87,120	274	\$832
915210	CAMPAGNI PROPERTIES LTD PARTNER		S CURRY ST / KOONTZ LN	40,075	0	\$148
915211	CAMPAGNI PROPERTIES LTD PARTNER		3660 S CARSON ST	110,642	292	\$953
915305	CARSON GAMING LLC		3910 S CARSON ST	44,867	149	\$443
915306	JJ SUMMERS LLC		4050 S CARSON ST	44,431	157	\$457
915307	WENDPAC NEVADA LLC	WENDY'S SOUTH	4140 S CARSON ST	40,511	152	\$433
915308	GOEL VENTURES LIMITED	AM-PM MINI MARKET SO CARSON ST	4190 S CARSON ST	48,352	185	\$523
915309	SUMMERS FAMILY LLC		288 W CLEARVIEW DR	45,302	0	\$167
915310	SUMMERS FAMILY LLC		S CURRY ST	45,302	0	\$167
915311	SUMMERS FAMILY LLC		S CURRY ST	45,302	0	\$167
915312	SUMMERS FAMILY LLC		S CURRY ST	45,302	0	\$167
915317	CARSON GAMING LLC		3800 S CARSON ST	324,958	657	\$2,425
915318	CARSON GAMING HOTELS LLC		3870 S CARSON ST	79,933	296	\$847
915319	THEO PROPERTIES LLC		3700 S CARSON ST	369,824	626	\$2,533
916106	AVITIA AVEL		4389 S CARSON ST	24,829	87	\$254
916115	RED HUT SHOPPING CENTERS LLC		4385 S CARSON ST	14,810	131	\$299
916117	DBB HOLDINGS INC		151 CLEARVIEW DR	40,511	0	\$150
916118	RED HUT SHOPPING CENTERS LLC		CLEARVIEW DR	3,441	33	\$74
916119	DBB HOLDINGS INC		CLEARVIEW DR	3,528	0	\$13
916120	DBB HOLDINGS INC			39,204	0	\$145
916310	JODA LIMITED PARTNERSHIP		4501 S CARSON ST	45,302	0	\$167
916311	JODA LIMITED PARTNERSHIP			19,602	0	\$72
916315	JODA LIMITED PARTNERSHIP		4455 S CARSON ST	158,123	302	\$1,147
916706	TANGLEWOOD NEVADA LLC		4555 S CARSON ST	25,700	195	\$458
916707	TANGLEWOOD NEVADA LLC		4600 SNYDER AVE	161,608	333	\$1,217

Assessor Parcel Number*	Legal Owner	Business/Property Name	Physical Address	Parcel Area (Square Feet)	Frontage Length (Linear Feet)	Total Assessment Cost
919111	DEFUR JOE L & DEFUR ET ALL			34,848	0	\$129
919114	HARRIS HOMES INC		4729 S CARSON ST	171,191	338	\$1,262
919120	DEFUR JOE L & DEFUR ET ALL		4769 S CARSON ST	7,405	796	\$1,510
926207	CLEARVIEW LLC		4326 S CARSON ST	31,363	0	\$116
926208	SIMEON PROPERTIES LLC		4348 S CARSON ST	190,793	339	\$1,336
926209	CLEARVIEW LLC	HERITAGE BANK	4222 S CARSON ST	35,327	262	\$619
926605	BWI PROPERTIES LLC		4530 S CARSON ST #1	21,083	0	\$78
926606	MASSMUTUAL ASSET FINANCE LLC		4500 S CARSON ST	7,841	0	\$29
926607	BWI PROPERTIES LLC		4560 S CARSON ST #1	5,706	0	\$21
926608	CARSON TAHOE QUAIL CENTER			112,515	598	\$1,530
926609	BWI PROPERTIES LLC		4620 S CARSON ST #1	6,621	0	\$24
926610	BWI PROPERTIES LLC		4640 S CARSON ST	34,761	0	\$128
926802	KR-CARSON & APPION LLC		211 W APPION WAY	17,860	66	\$189
928207	JAMO NURSERY INC		4751 COCHISE ST	52,717	166	\$504
928208	BEACH STREET INN LLC		4849 COCHISE ST	22,658	135	\$335
928209	BURGENER-CLARK LLC		4881 COCHISE ST	30,821	240	\$562
928401	HARRAH'S LAKE TAHOE LLC VICI PROPERTIES		4900 S CARSON ST	25,265	401	\$840
*add 00 to left of #			Totals	11,740,252	23,288	\$86,761



PLAN - S. CARSON STREET
SCALE: 1" = 30'



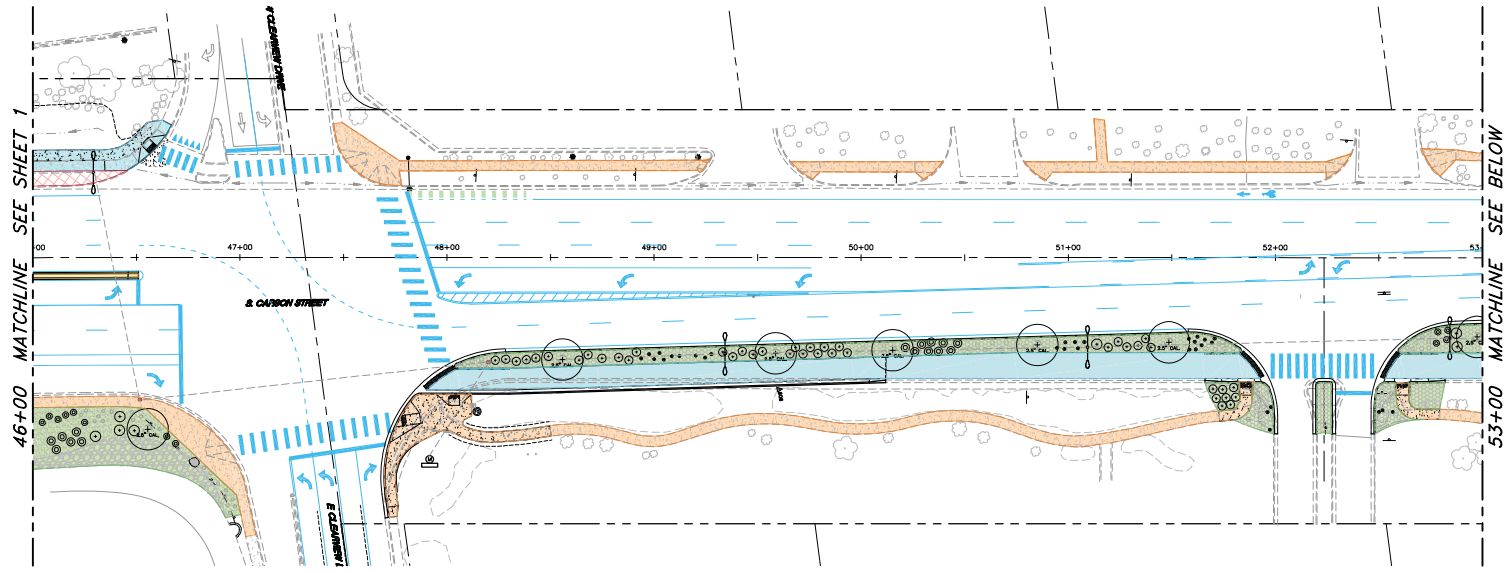
PLAN - S. CARSON STREET
SCALE: 1" = 30'

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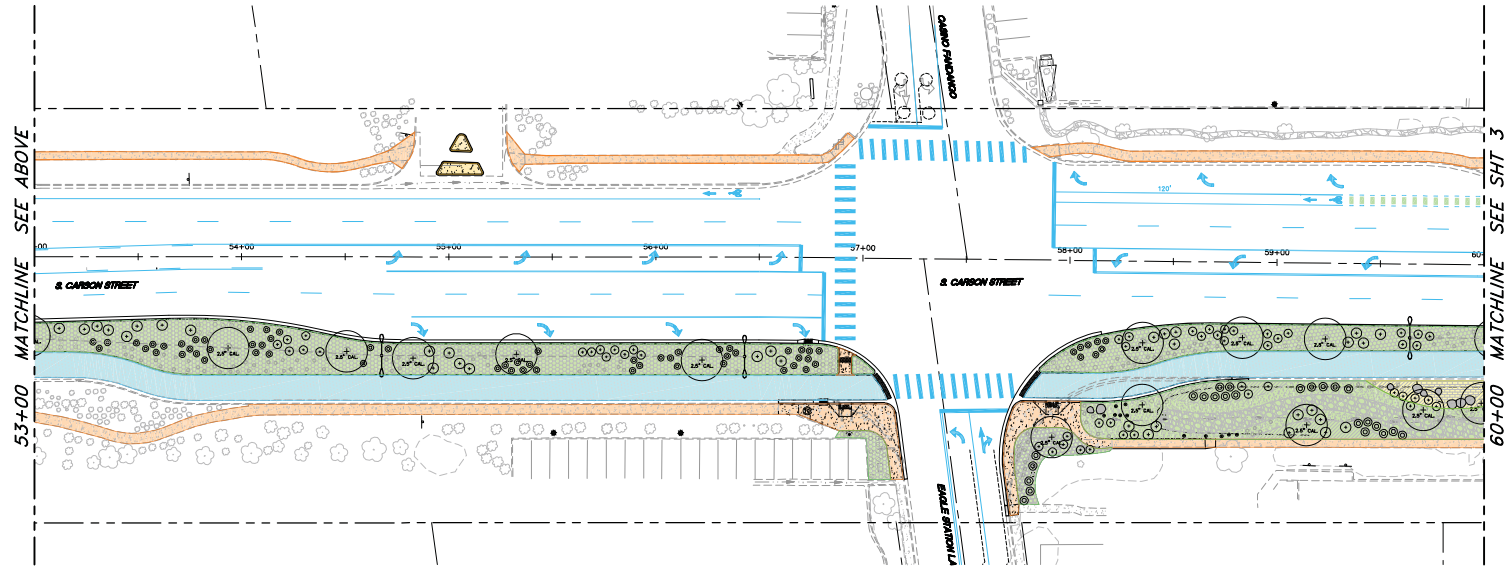
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- TREES
- SIDEWALK
- MULTI USE PATH
- NON-LANDSCAPE AREAS
- MEDIAN ISLANDS
- BOULDER SEATING AREAS
- TURF AREAS
- TRASH RECEPTACLES

DESIGNED BY: OS	DRAWN BY: DGR	CHECKED BY: OS	DWG NO.: 1-151801	SCALE (HORIZ.): 1"=30'	SCALE (VERT.): N/A	PLOT DATE: 3/19/21
CARSON CITY PUBLIC WORKS DEPARTMENT						
3505 BUTTE WAY CARSON CITY, NEVADA 89701 PH: 867-2355 FAX: 867-2112						
REV#	DATE	DESCRIPTION	BY	APP'D		
SOUTH CARSON STREET COMPLETE STREETS PROJECT PROJECT NO. 3-1801						
SOUTH CARSON STREET LANDSCAPE MAINTENANCE BOUNDARIES						
SHEET 1 OF *						

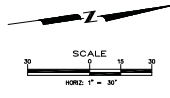
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PLAN - S. CARSON STREET
SCALE: 1" = 30'



PLAN - S. CARSON STREET
SCALE: 1" = 30'



LEGEND:

- LANDSCAPE AREAS
- TREES
- SIDEWALK
- MULTI USE PATH
- NON-LANDSCAPE AREAS
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- BOULDER SEATING AREAS
- TURF AREAS
- TRASH RECEPTACLES

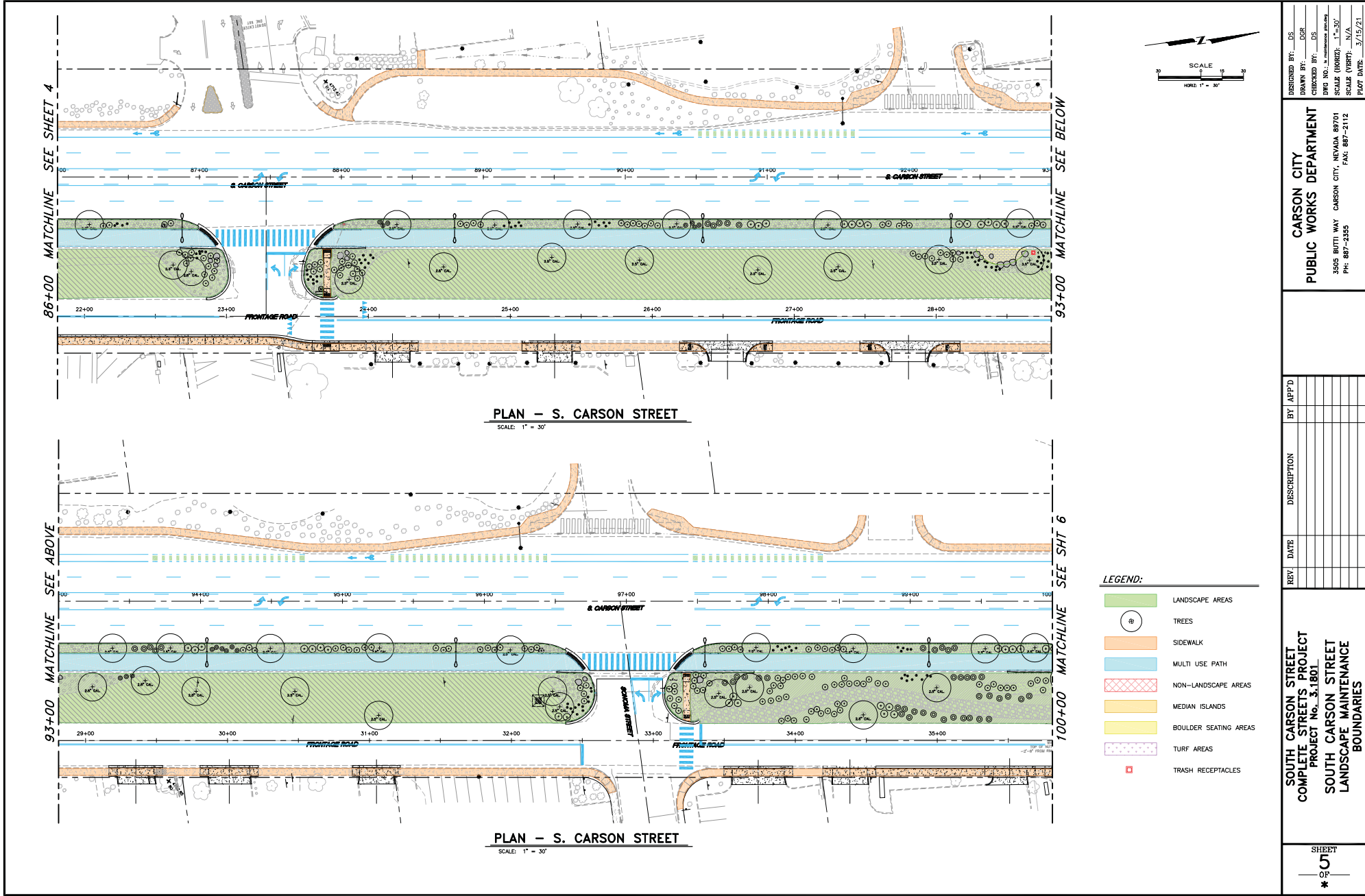
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 CHECKED BY: DS
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 SCALE (VERT): N/A
 PLOT DATE: 3/15/21

**CARSON CITY
 PUBLIC WORKS DEPARTMENT**
 3505 BUTTE WAY
 CARSON CITY, NEVADA 89701
 PH: 887-2355
 FAX: 887-2112

REV	DATE	DESCRIPTION	BY	APP'D

**SOUTH CARSON STREET
 COMPLETE STREETS PROJECT
 PROJECT No. 3.1801
 SOUTH CARSON STREET
 LANDSCAPE MAINTENANCE
 BOUNDARIES**

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DESIGNED BY: DS
 DRAWN BY: DCR
 CHECKED BY: DS
 DWG NO.: 16_maintenance_plan.dwg
 SCALE (HORIZ): 1"=50'
 SCALE (VERT): N/A
 PLOT DATE: 3/15/21

CARSON CITY PUBLIC WORKS DEPARTMENT
 3505 BUTTE WAY
 CARSON CITY, NEVADA 89701
 PH: 867-2355 FAX: 867-2112

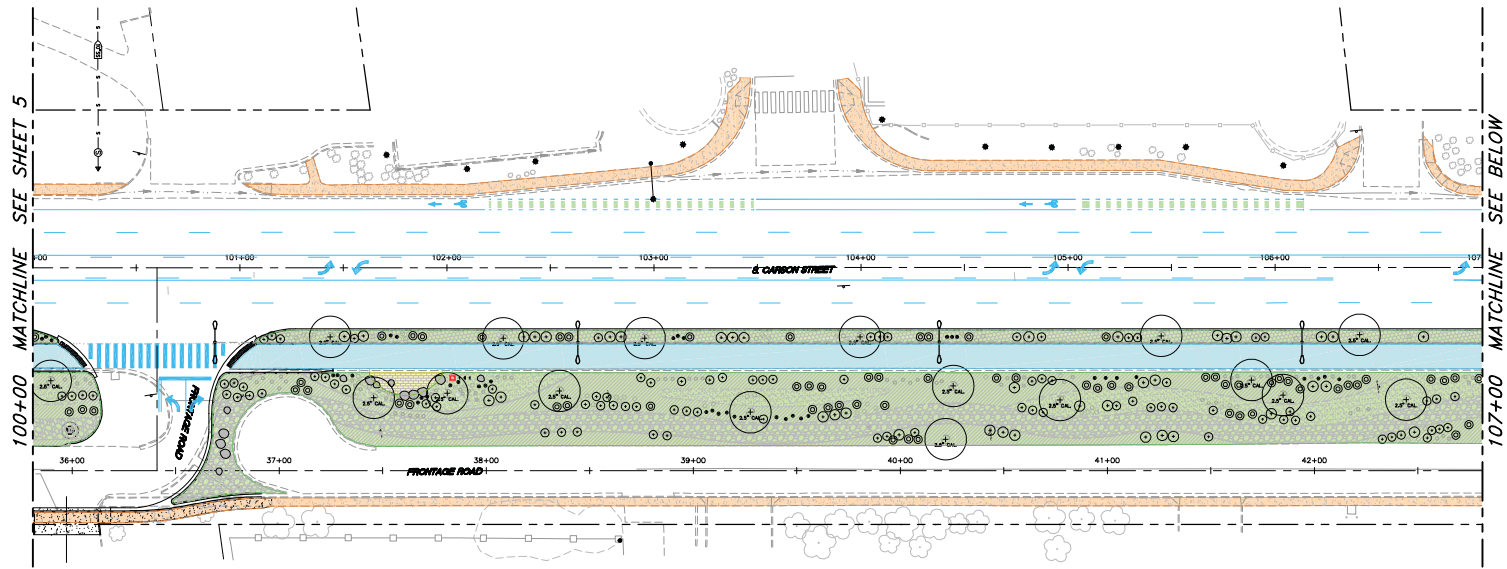
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SOUTH CARSON STREET COMPLETE STREETS PROJECT
 PROJECT No. 3.1801
SOUTH CARSON STREET LANDSCAPE MAINTENANCE BOUNDARIES

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 OF
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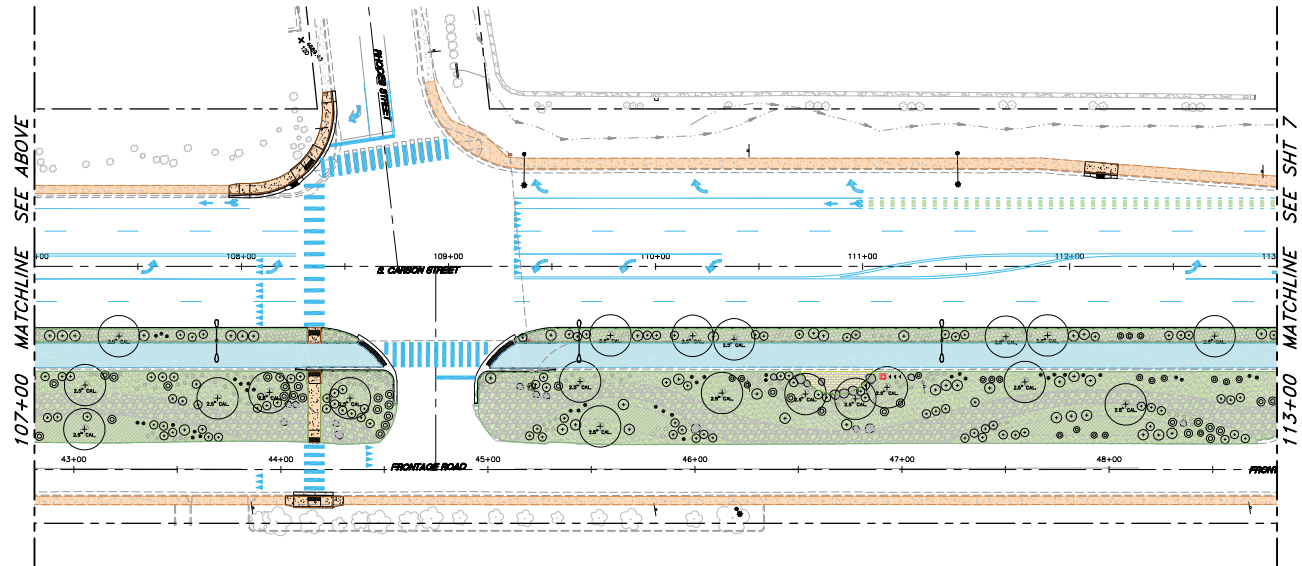
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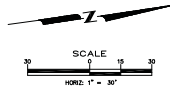
PLAN - S. CARSON STREET

SCALE: 1" = 30'



PLAN - S. CARSON STREET

SCALE: 1" = 30'



LEGEND:

- LANDSCAPE AREAS
- TREES
- SIDEWALK
- MULTI USE PATH
- NON-LANDSCAPE AREAS
- MEDIAN ISLANDS
- BOULDER SEATING AREAS
- TURF AREAS
- TRASH RECEPTACLES

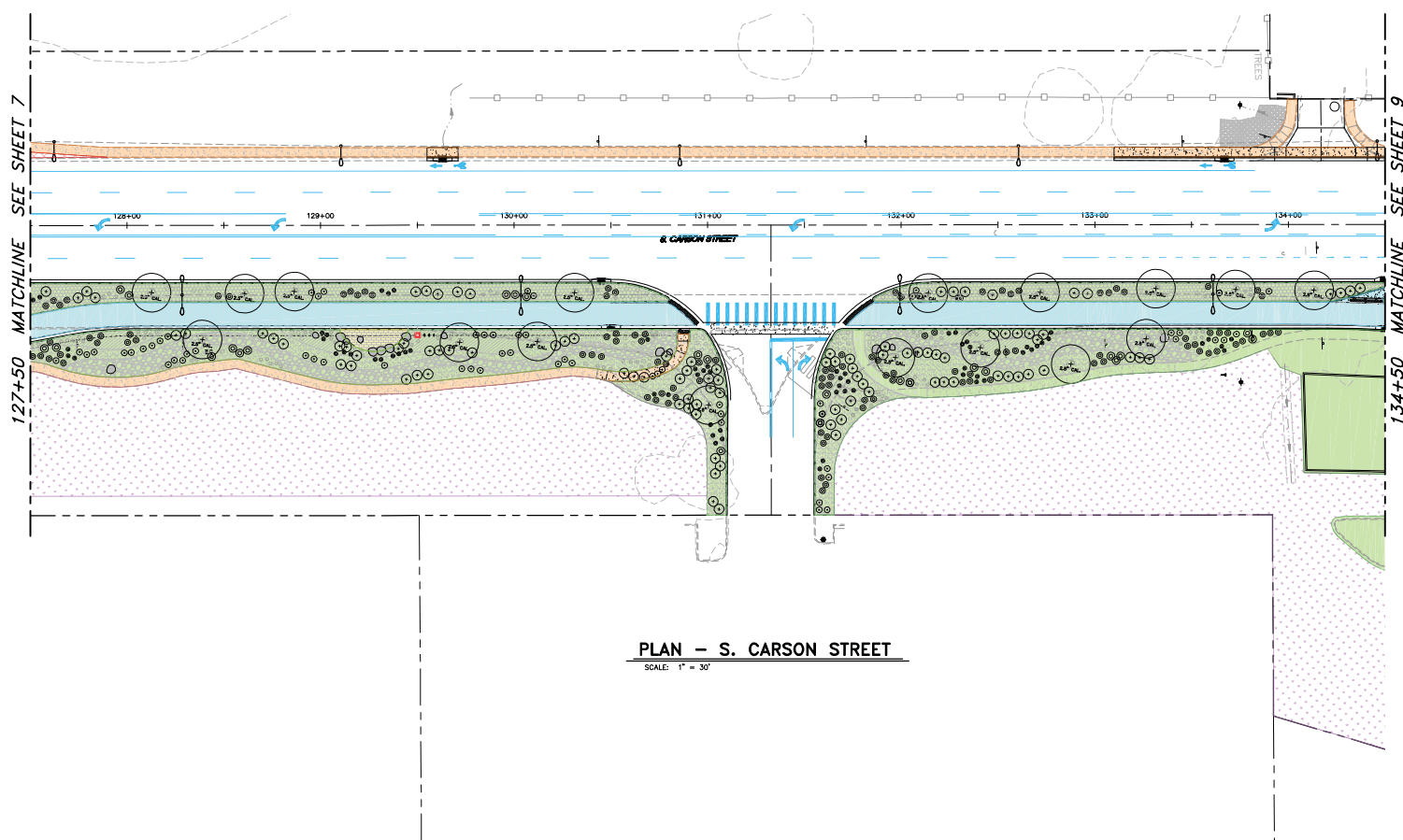
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 SCALE (VERT): N/A
 PLOT DATE: 3/15/21

**CARSON CITY
 PUBLIC WORKS DEPARTMENT**
 3505 BUTTE WAY
 CARSON CITY, NEVADA 89701
 PH: 867-2355
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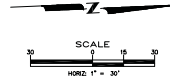
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**SOUTH CARSON STREET
 COMPLETE STREETS PROJECT
 PROJECT No. 3.1801
 SOUTH CARSON STREET
 LANDSCAPE MAINTENANCE
 BOUNDARIES**

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 OF
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PLAN - S. CARSON STREET
SCALE: 1" = 30'

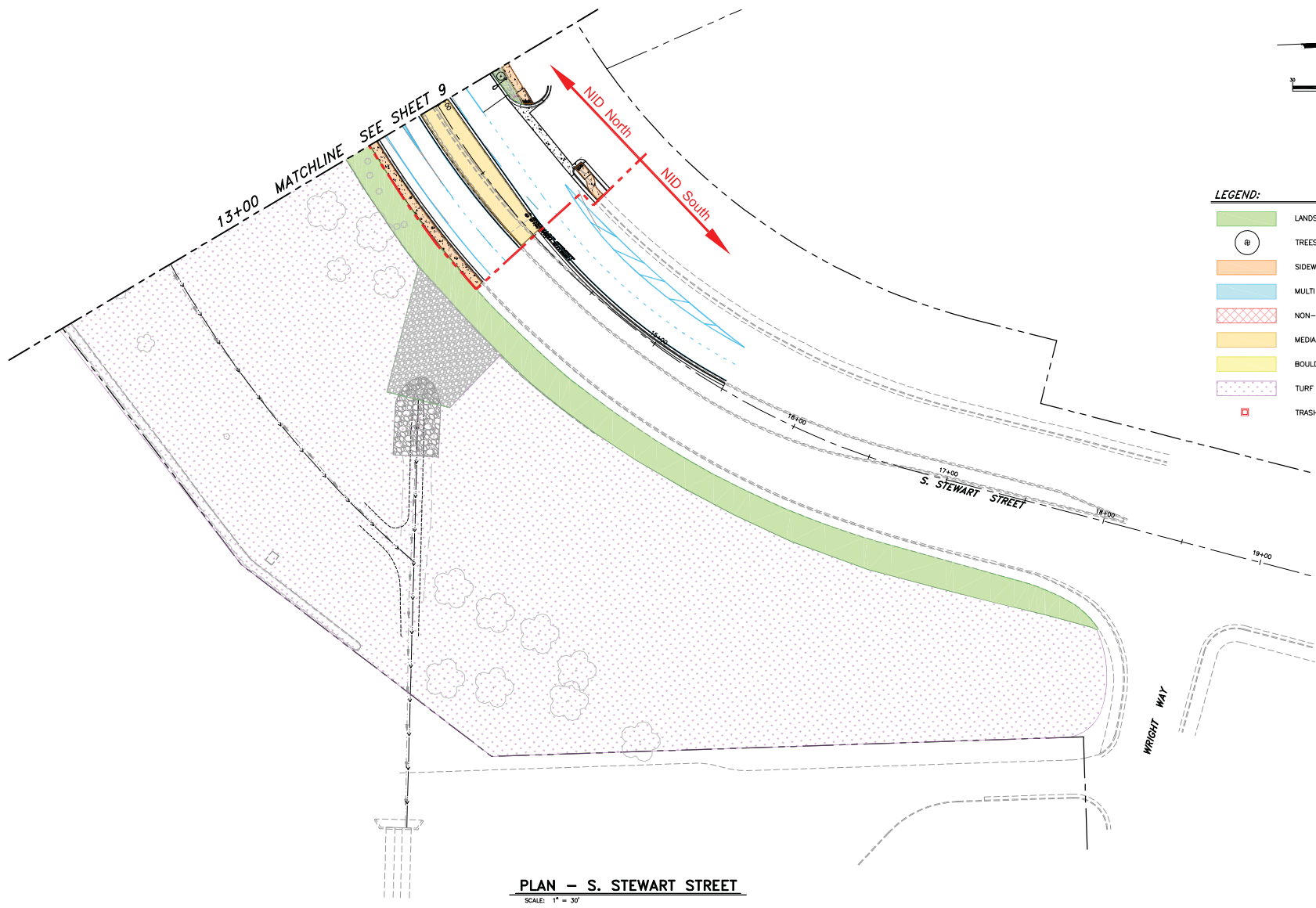


LEGEND:

- LANDSCAPE AREAS
- ⊕ TREES
- SIDEWALK
- MULTI USE PATH
- NON-LANDSCAPE AREAS
- MEDIAN ISLANDS
- BOULDER SEATING AREAS
- TURF AREAS
- TRASH RECEPTACLES

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CARSON CITY PUBLIC WORKS DEPARTMENT							
3505 BUTTE WAY CARSON CITY, NEVADA 89701 PH: 867-2355							
REV	DATE	DESCRIPTION	BY	APP'D			
SOUTH CARSON STREET COMPLETE STREETS PROJECT No. 3.1801							
SOUTH CARSON STREET LANDSCAPE MAINTENANCE BOUNDARIES							
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PLAN - S. STEWART STREET
SCALE: 1" = 30'

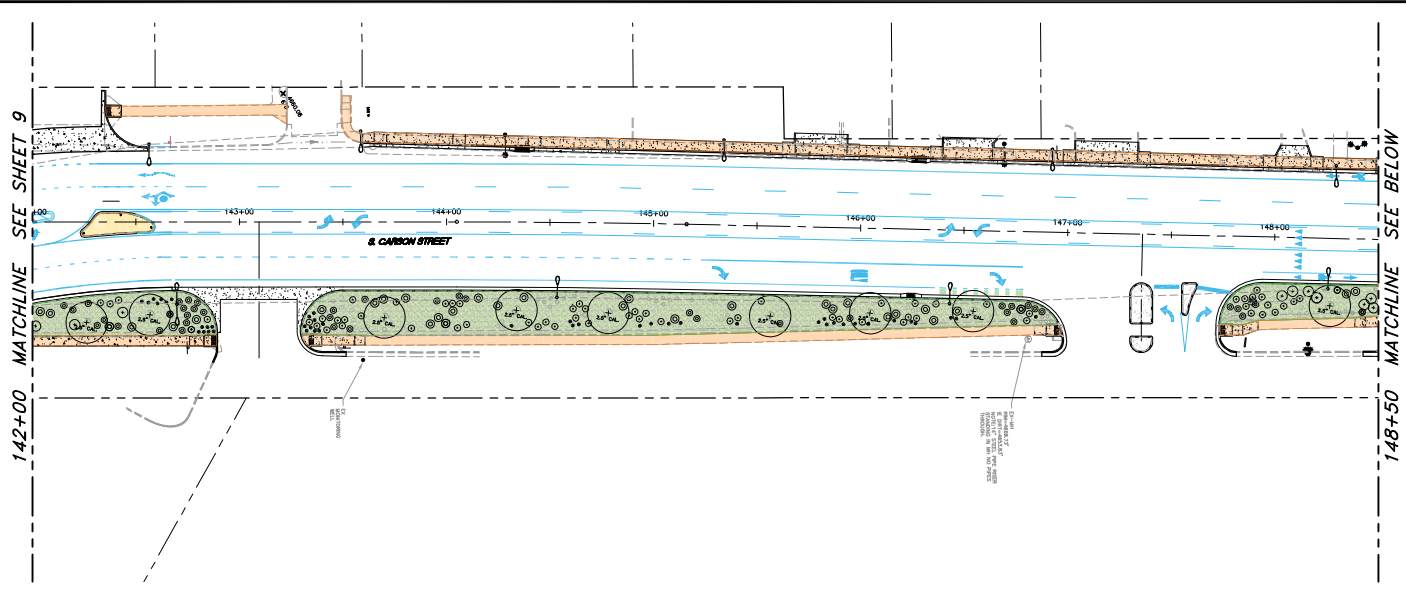


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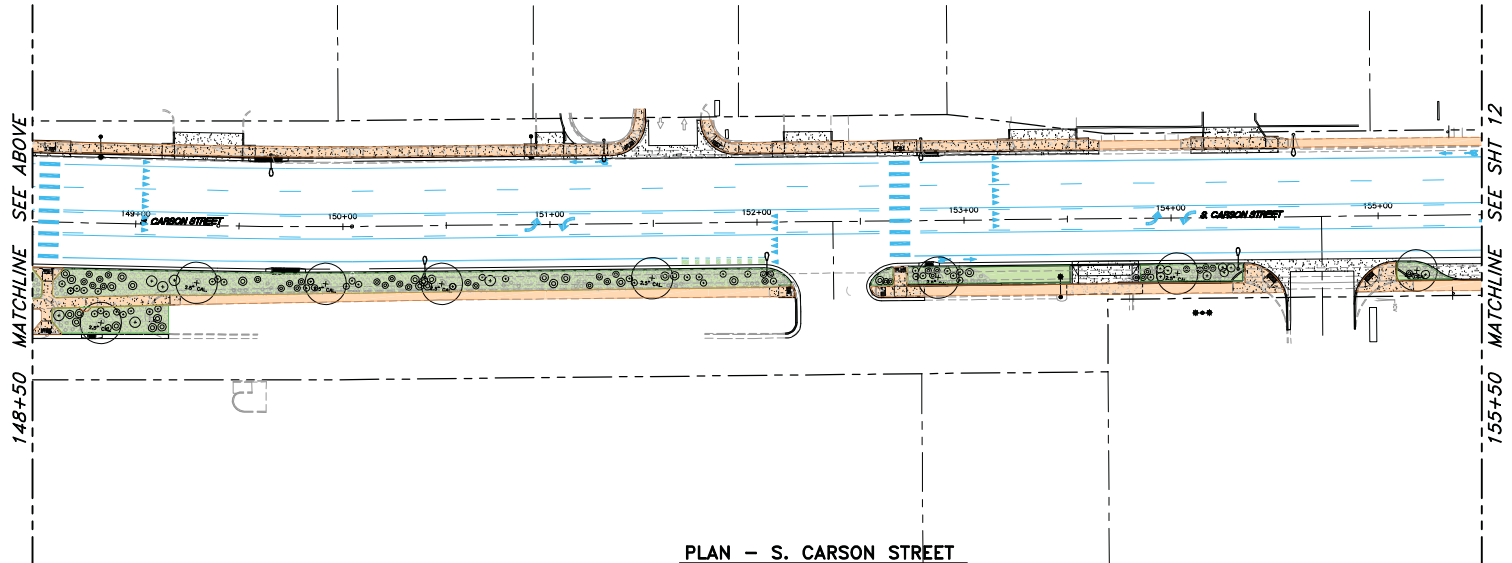
- LANDSCAPE AREAS
- TREES
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- NON-LANDSCAPE AREAS
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- TURF AREAS
- TRASH RECEPTACLES

SOUTH CARSON STREET COMPLETE STREETS PROJECT PROJECT No. 3.1801 SOUTH CARSON STREET LANDSCAPE MAINTENANCE BOUNDARIES	CARSON CITY PUBLIC WORKS DEPARTMENT 3505 BUTTE WAY CARSON CITY, NEVADA 89701 PH: 887-2355 FAX: 887-2112	DESIGNED BY: DS DRAWN BY: DSR CHECKED BY: DS DWG NO.: 3.1801-000-000 SCALE (HORIZ): 1"=30' SCALE (VERT): N/A PLOT DATE: 3/15/21	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>REV.</th> <th>DATE</th> <th>DESCRIPTION</th> <th>BY</th> <th>APP'D</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>	REV.	DATE	DESCRIPTION	BY	APP'D																																																		
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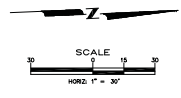
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PLAN - S. CARSON STREET
SCALE: 1" = 30'



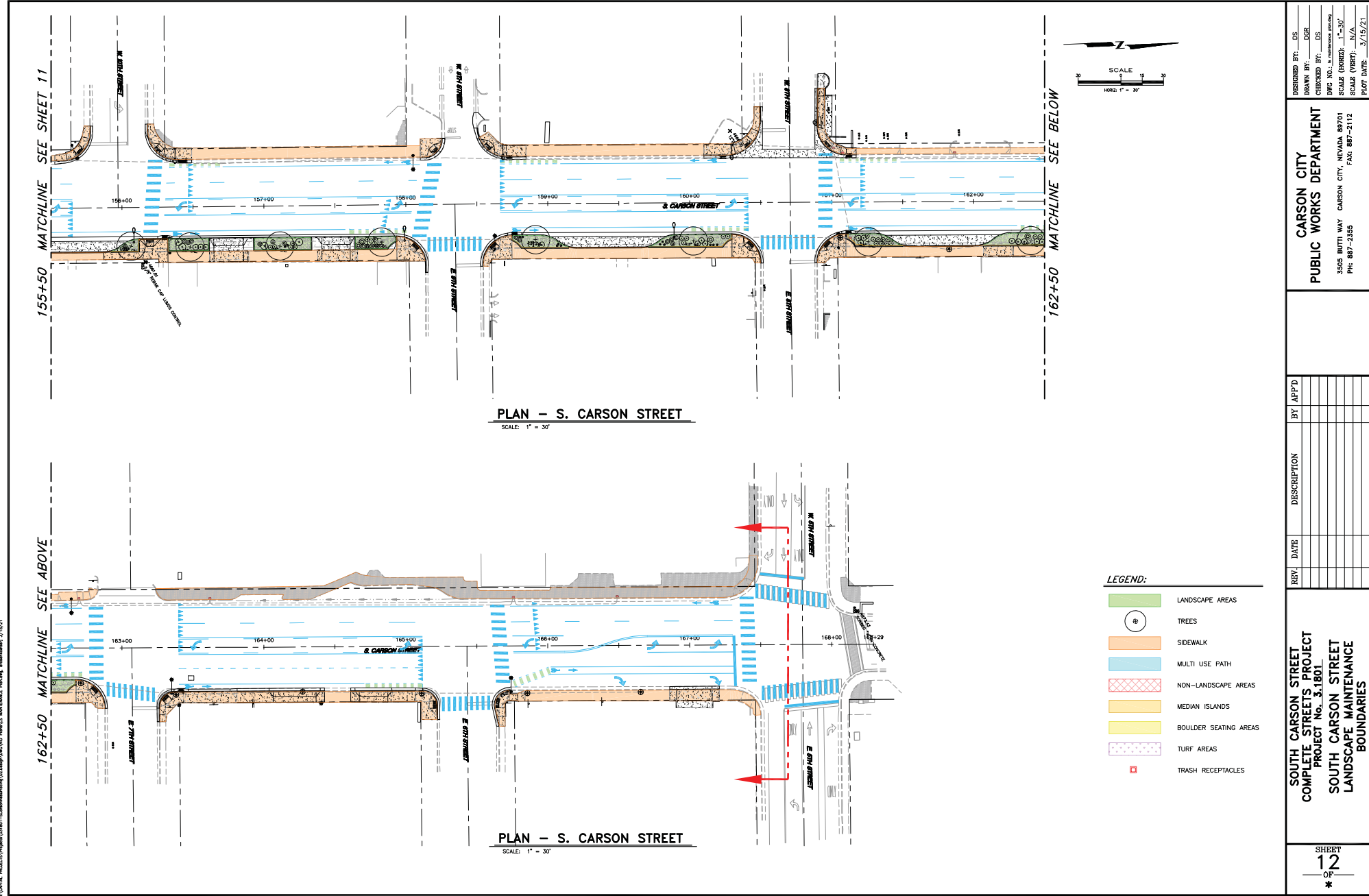
PLAN - S. CARSON STREET
SCALE: 1" = 30'



LEGEND:

- LANDSCAPE AREAS
- TREES
- SIDEWALK
- MULTI USE PATH
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- MEDIAN ISLANDS
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- TURF AREAS
- TRASH RECEPTACLES

DESIGNED BY: DS DRAWN BY: DOR CHECKED BY: DS DWG NO.: 03_maintenance_plan.dwg SCALE (HORIZ): 1"=30' SCALE (VERT): N/A PLOT DATE: 3/15/21	CARSON CITY PUBLIC WORKS DEPARTMENT 3505 BUTTE WAY CARSON CITY, NEVADA 89701 PH: 887-2355 FAX: 887-2112																																																									
SOUTH CARSON STREET COMPLETE STREETS PROJECT PROJECT No. 3.1801 SOUTH CARSON STREET LANDSCAPE MAINTENANCE BOUNDARIES	SHEET 11 OF *	REVISIONS <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>REV</th> <th>DATE</th> <th>DESCRIPTION</th> <th>BY</th> <th>APP'D</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>	REV	DATE	DESCRIPTION	BY	APP'D																																																			SEE ABOVE SEE SHT 12
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DRAWN BY: DSR
CHECKED BY: DS
DWG NO.: 16.maintenance plan.dwg
SCALE (HORIZONTAL): 1"=30'
SCALE (VERTICAL): N/A
PLOT DATE: 3/15/21

CARSON CITY PUBLIC WORKS DEPARTMENT
3505 BUTTI WAY CARSON CITY, NEVADA 89701
PH: 887-2355 FAX: 887-2112

SOUTH CARSON STREET COMPLETE STREETS PROJECT PROJECT No. 3.1801
SOUTH CARSON STREET LANDSCAPE MAINTENANCE BOUNDARIES

SHEET
12
OF

SOUTH CARSON STREET MAINTENANCE STANDARDS

Owner: Carson City, acting by and through its Parks and Recreation and Public Works Departments. All owner items are noted in grey and will not be the responsibility of the Maintenance Contractor.

NID: Neighborhood Improvement District [may direct and manage maintenance contract, authorize invoices, submit billing to City for payment]. If an official NID Board is not formed, then Carson City will be responsible for managing the NID maintenance contract.

Maintenance Contractor: Third-party independent provider for landscaping, snow removal, trash removal, and other related services as required.

Construction Contractor: The contractor for the South Carson Street Project who maintains ownership of the project landscape improvements until the official project acceptance by the City. The Construction Contractor is also responsible for any plant/tree replacements, during the 1-year warranty period, as part of the South Carson Street Project

The following maintenance standards outlined in this document shall apply to all maintenance areas (landscape and hardscape) identified in the attached exhibits (Landscape Maintenance Boundaries Sheets 1-12). *Exclusions: Graffiti removal will be the responsibility of the owner; all plant material and trees will be under warranty from the construction contract until April 1, 2022. The plant material will be under a 1-year warranty through the 2021 growing season, unless notice is otherwise given by the City. Irrigation Start-up, shutdown and winterizing will be the responsibility of the Owner.* Any recommended plant/tree replacements identified during this maintenance contract/warranty period should be communicated to the owner's representative.

Task 1: General Maintenance Standards

Guidelines: Paved pathways, multi-use paths, concrete sidewalks and other paved areas will be free of litter. Sidewalk and multi-use path areas are identified in the attached exhibits (Landscape Maintenance Boundaries Sheets 1-12).

General Tasks

Task	Description	Frequency	Season
Clean-up sidewalks & multi-use Paths	Sweep/blow sand, rocks, leaves and other debris from sidewalks and multi-use paths.	Bi-weekly or as needed throughout the year.	Year round
Litter Trash, & Debris	Pick-up all litter, trash, and other debris; dispose of properly. Maintain sites to be aesthetically attractive.	Minimum once every 2 weeks or as needed in landscape areas. Trash containers shall be emptied on a weekly occurrence or as needed.	Year round
Clean decorative boulder seating areas	Keep free of hazards and debris by sweeping, washing or blowing Use proper cleaning agent, scrub seats, wash down, and remove standing water. Notify owner of vandalism or safety concerns.	Inspect bi-weekly and clean as necessary	Year round

Task	Description	Frequency	Season
Crack repair and pavement surface treatment-multi-use paths	Crack sealing and slurry/micro seal of multi-use path	Crack sealing- Every 2 years or as directed Slurry/micro seal- Every 5 years or as directed	March-November, when pavement and air temperatures permit.

TASK 2: Landscape Area Standards

Guidelines: Landscape areas will contain healthy, attractive plants that lend variety, color and interest to the landscape. These areas will be litter, weed and pest free. Landscape areas will be maintained to provide secondary functions such as barriers, animal habitat, and dust and erosion control. All trees, shrubs and other plants will be trimmed, pruned or otherwise maintained to achieve natural form and enhance aesthetics as directed below. Landscape areas are identified in the attached exhibits (Landscape Maintenance Boundaries Sheets 1-12).

Landscape Area Tasks

Task	Description	Frequency	Season
Shrub Pruning	Prune shrub beds to achieve or maintain a natural form specific to the species. Prune out all deadwood. Remove pruning debris from site.	Bi-annually or as necessary for sidewalk, line of sight and traffic clearance.	Winter, Spring, or Fall, based on species' needs.
Plant Care	Prune, remove, and dispose of any dead plant material.	As needed.	Spring and Fall.
Plant Maintenance	Corrective pruning to perennials and shrubs to thin trunk stems and branches; reduce all ornamental grasses to an 8" height with a rounded or angled crown (per U.N.C.E recommendations) between February and March	A minimum of once annually.	During dormancy.
Trees	Prune trees to achieve a natural form specific to the species. Trees shall be pruned for 8' clearance above sidewalks. Remove all stakes & ties after one year; unless the City directs certain trees to remain staked. Inspect existing stakes and repair if needed to prevent damage to new trees. Prune new trees after one year for proper shape and health. Maintain all tree wells at all times to ensure adequate reservoir capabilities and proper form.	As needed or as required for visibility or sight clearance.	As necessary.
Tree and Plant Fertilization	Provide additional nutrients to tree and plants to aide in growth, appearance and overall health.	A minimum of 2 times annually based on recommended amounts for Tree and Plants in landscaped areas. Recommendations may come from City Staff.	As directed

Task	Description	Frequency	Season
Weed Control	<p>Remove weeds chemically or manually. Remove all weed debris from site.</p> <p>Any weeds greater than 6 inches tall shall be removed manually and not by chemical means. Weeds less than 6 inches tall should be treated chemically with an approved post emergent herbicide product.</p> <p>Remove all volunteer trees, shrubs, and suckers as needed and dispose all of debris.</p> <p>Remove and dispose of noxious weeds by appropriate means. Pre-emergent weed control herbicides shall be applied to all rock mulch and D.G. areas annually</p>	<p>Inspect monthly, remove or chemically treat as needed.</p> <p>One (1) pre-emergent application in Fall/Winter annually</p> <p>One (1) herbicide application in Spring annually</p>	<p>Year round for weed removal</p> <p>As directed for pre-emergent and herbicide applications</p>
Rake	Hand raking for small obstructions and debris	As needed	Year round
Leaf Removal	Rake or blow off as needed and haul off-site	As needed	October 1-February 1

Task 3: Non-Landscaped Maintenance Area Standards

Guidelines: Non-landscaped maintenance areas will be free of weeds and litter. Non-landscaped areas are identified in the attached exhibits (Landscape Maintenance Boundaries Sheets 1-12).

Litter Trash, & Debris	Pick-up all litter, trash, and other debris; dispose of properly. Maintain sites to be aesthetically attractive.	Minimum once every 2 weeks or as needed in non-landscaped areas.	Year round
Weed Control	<p>Remove weeds chemically or manually. Remove all weed debris from site.</p> <p>Any weeds greater than 6 inches tall shall be removed manually and not by chemical means. Weeds less than 6 inches tall should be treated chemically with an approved post emergent herbicide product.</p> <p>Remove all volunteer trees, shrubs, and suckers as needed and dispose all of debris.</p> <p>Remove and dispose of noxious weeds by appropriate means. Pre-emergent weed control herbicides shall be applied to all non-landscaped maintenance areas annually</p>	<p>Inspect monthly, remove or chemically treat as needed.</p> <p>One (1) pre-emergent application in Fall/Winter annually</p> <p>One (1) herbicide application in Spring annually</p>	<p>Year round for weed removal</p> <p>As directed for pre-emergent and herbicide applications</p>

Task 4: Turf Maintenance Standards

Guidelines: Turf areas will be aerated, mowed, fertilized and cleaned of all litter and other debris. Turf areas are identified in the attached exhibits (Landscape Maintenance Boundaries Sheets 1-12).

Turf Area Tasks

Task	Description	Frequency	Season
Greenbelt Turf Area – Mowing	The recommended height of cut for the turf is 3”.	Mowing occurrence will be a minimum 1 time a week during the growing season. Multiple occurrences may be necessary during excessive growth periods (May – Sept.) to prevent a pile up of clippings on the surface.	March – October. Mowing occurrences may happen before or after this range as directed by the City on “Time & Materials” basis.
Aerification of Turf Area	A hollow tine aerification to promote growth and combat compaction of the turf area.	Minimum 2 times annually based on industry best practices.	Spring and Fall.
Fertilization of Turf	To promote the growth and enhance the overall health of the turf by providing the Macro and Micro Nutrient supplements.	A minimum of 2 application annually. Amount should be based on the recommended pounds of nitrogen per thousand square feet, per year for the established turfgrass species. The total pounds of product may vary based on the nutrient analysis of N-P-K in the given product.	Spring and Fall

Task 5: Irrigation Systems Standards

Guidelines: Irrigation systems will deliver optimum water to each plant type at the lowest cost and with maximum water resource conservation. All systems will comply with legal requirements and will protect safety of the public water system.

Irrigation Systems Tasks

Task	Description	Frequency	Season
Irrigation – Start-up	<p>Owner responsibility. Charge backflows. System start-up following site specific procedures, check for leaks and proper operation.</p> <p>Carson City Parks Department to winterize existing turf zones in 2020. New drip stations on all of South Carson Street to remain the South Carson Street Project Construction Contractor's responsibility until the project's landscape portion is accepted.</p>	Annually or as needed based on weather and drought conditions.	<p>Spring</p> <p>The City reserves the right to direct the Maintenance Contractor to irrigate in the winter season if dry conditions warrant it. The Maintenance Contractor may be directed to hand water as needed in the event the system or zones are not operable for winter season watering.</p>
Irrigation – Test Backflows	Test and repair backflow prevention devices pursuant to Carson City Public Works (CCPW) requirements. Provide copy of completed test certificate to the City.	Annually	After start-up, provide report copies to CCPW no later than June 30th.
Irrigation – Controllers	The Maintenance Contractor will coordinate with the City to utilize the City’s central control system, but the Maintenance Contractor will be responsible to monitor and verify all watering programs.	On-going	During irrigation season or whenever system is operational.

Task	Description	Frequency	Season
Irrigation – Operation	Monitor and adjust system for proper operation.	Maintenance Contractor will notify the Carson City Parks Department if repairs are necessary. City staff to determine whether to fix ourselves or pay quoted irrigation repair rate on “Time & Materials” basis.	During irrigation season or whenever system is operational.
Irrigation – Drip Systems	Monitor health of all plants and trees and ensure that all irrigation zones are working properly and adequate irrigation programs are operating and functional.	As needed	During irrigation season or whenever system is operational.
Irrigation – Shut Down & Winterize	Owner responsibility. Shut off water service; winterize all backflows, lines, and fixtures using compressed air and blowing all lines.	Annually or as needed based on weather and drought conditions.	Fall and as determined by freezing temps.
Quick Couplers	Insure proper seating, and placement in valve box, clean from debris	As needed	Year Round

Task 6: Snow Removal Standards and Descriptions

Guidelines: Snow removal items described below will be provided along the multi-use path to ensure pedestrian safety within a reasonable timeframe and manner. All areas are identified in the attached exhibits (Landscape Maintenance Boundaries Sheets 1-12).

Snow Removal Tasks

Task	Description	Frequency	Season
Snow removal – Multi-use path	<p>Remove mechanically or physically along multi-use path. General guideline will be after a 2” snow accumulation and rising. Snow shall not be deposited/stored in a manner that obstructs a public sidewalk or roadway.</p> <p>This item will be paid on a “per visit” basis. For example, in a snow event that requires 2 visits for snow removal on the same day, the contractor will be paid for 2 visits.</p>	As directed by the City in response to 2” snow accumulation and rising.	October-June

Task 7: Time and Materials Standards and Descriptions

Guidelines: All Time and Materials items described below will be provided along the multi-use path and all other landscape and hardscape areas to ensure safety within a reasonable timeframe and manner. All areas are identified in the attached exhibits (Landscape Maintenance Boundaries Sheets 1-12).

Time and Materials Tasks

Task	Description	Frequency	Season
Plant Replacement	Replace dead/missing plants with same or approved substitute.	Per occurrence Plant material is covered under warranty for up to one year after installation and project acceptance from the City on the South Carson Street Project (the City anticipates project acceptance in March 2021). Any recommended plant replacements identified during this warranty period should be communicated by the Maintenance Contractor to the City's representative.	Spring.
Tree Replacement	Replace dead/missing trees with same plant species and size/ or approved substitute of species and size. Plantings must conform to City approved planting details provided to the Maintenance Contractor.	Per occurrence Trees are covered under warranty for up to one year after installation and project acceptance from the City on the South Carson Street Project (the City anticipates project acceptance in March 2021). Any recommended tree replacements identified during this warranty period should be communicated by the Maintenance Contractor to the City's representative.	Spring. During irrigation season.

Task	Description	Frequency	Season
Power washing sidewalk and multi-use path	Power wash sidewalk and MUP as directed by the City.	Power washing once annually as directed by the City on T&M basis.	As Directed
Accident Clean-up	Clean-up from vehicle accidents, including repair of irrigation systems, removal and replacement of plant stock, curbs and walks, general clean-up, and debris removal. Report any vehicular damage or vandalism to the City.	As needed. These instances will be directed by the City and the Maintenance Contractor compensated on a “Time & Materials” basis. These incidents must be handled within a 24-hour period.	As directed
Clean decorative boulder seating areas	Use proper cleaning agent, scrub seats, wash down, and remove standing water. Notify owner of vandalism or safety concerns.	Steam cleaning or similar method as directed by the City on “Time & Materials” basis.	As Directed
Pest Control	Identify and control pests through chemical, biological or mechanical means. No restricted use pesticides shall be used.	As needed	Year round.
Additional Greenbelt Turf Area – Mowing	The recommended height of cut for the turf is 3”.	Additional cost for mowing above the minimum 1 time a week during the growing season.	Year Round Mowing as directed by the City on “Time & Materials” basis.
Irrigation – Operation	Monitor and adjust system for proper operation.	Maintenance Contractor will notify the Carson City Parks Department if repairs are necessary. City staff to determine whether to fix ourselves or pay quoted irrigation repair rate on “Time & Materials” basis.	During irrigation season or whenever system is operational.
Irrigation – Valves & Boxes	Repair valves, wires and solenoids, and boxes; maintain visible box lids, replace or raise when necessary. Keep all valve boxes bolted down with stainless steel bolts to provide security and deter vandalism.	As needed whenever damage is present	During irrigation season or whenever system is operational.
Irrigation – Upgrades and New Installation	Upgrade/install new drip systems.	As directed by the City. The Maintenance Contractor will be compensated on a “Time & Materials” basis.	As necessary.

Task	Description	Frequency	Season
Additional Aerification of Turf Area	A hollow tine aerification to promote growth and combat compaction of the turf area.	Additional aerifications may be recommended by City staff based on overall condition of turf. These instances will be charged on a “Time & Materials” basis.	As Necessary.
Repair & Replace Heads	Broken heads and lateral line leaks/breaks to be repaired or replaced before next watering cycle by Maintenance Contractor, includes material failures, vandalism etc. All repairs performed by Maintenance Contractor. On a preventative basis, replace all heads at each site with new or reconditioned sprinkler heads.	Based on system inspections.	April 15-November 1

SUMMARY: An ordinance amending provisions of the South Carson Neighborhood Improvement District.

BILL NO. ____

ORDINANCE NO. 2023-_____

AN ORDINANCE RELATING TO IMPROVEMENT DISTRICTS; AMENDING THE SOUTH CARSON NEIGHBORHOOD IMPROVEMENT DISTRICT UNDER CHAPTER 271 OF THE NEVADA REVISED STATUTES; AND OTHER MATTERS PROPERLY RELATING THERETO.

The Carson City Board of Supervisors of do ordain:

SECTION I:

1. The South Carson Neighborhood Improvement District ("NID") was created by the Carson City Board of Supervisors ("Board") on June 17, 2021, through Ordinance No. 2021-8, pursuant to Chapter 271 of the Nevada Revised Statutes ("NRS"). The SCNID's purpose is to cover that portion of the cost of ongoing maintenance for those pedestrian, non-motorized and landscaping improvements constructed within the public right-of-way within the SCNID boundary as part of the South Carson Street Complete Streets Project (hereinafter "Project") that exceeds the maintenance costs already borne by Carson City ("City") for those types of improvements.

2. This ordinance amends and replaces in its entirety Ordinance No. 2021-8 establishing the NID pursuant to Chapter 271 of the NRS. The NID's purpose remains to cover that portion of the cost of ongoing maintenance for those pedestrian, non-motorized and landscaping improvements constructed within the public right-of-way within the NID boundary as part of the South Carson Street Complete Streets Project ("Project") that exceeds the maintenance costs already borne by the City for those types of improvements.

3. Pursuant to NRS 271.325, the Board has determined that public convenience and necessity require the NID's amendment, and that its amendment is economically sound and feasible.

SECTION II:

1. This amendment is being made through the provisional order process under Chapter 271 of the NRS.

2. The City may contract with a nonprofit association to administer the NID and provide for the maintenance of the improvements specified in the plans for the NID, as provided by NRS 271.322.

3. If the City contracts with a nonprofit association, the Board of Directors or other governing body of the nonprofit association must present an annual report, including the NID's activities, work accomplished, future plans and budget reconciliation, to the Board. The nonprofit association must make a reasonable effort to present the annual report at the meeting when the Board considers the first reading of the ordinance establishing the annual assessment.

4. If the City administers the NID, an administration fee of 10 percent of the anticipated annual maintenance budget shall be included in the annual budget and paid to the City. If the City does not administer the NID, the City's policies will govern any administrative fee. The administration fee is solely to offset the costs of the City to administer the NID, if applicable, and to administratively prepare and process the annual assessments.

SECTION III:

The NID comprises only the area depicted on EXHIBIT A, including only the Assessor's Parcel Numbers ("APN's") set forth on EXHIBIT B.

SECTION IV:

The improvements that are to be maintained, in part, through NID-derived funds are graphically shown on EXHIBIT C.

SECTION V:

Assessment amount and maintenance plan.

1. The property owners within the NID shall respectively be assessed for fiscal tax year 2023–2024 the amounts shown on EXHIBIT B for each such property.

2. At the time the Project's improvements were constructed, the City spent approximately \$22,240 per year on landscape, sidewalks and weed abatement maintenance of the areas where the Project's improvements will be constructed and maintained. For Fiscal Year ("FY") 2023, the City contributed \$23,352 to the NID for the City's portion of the maintenance costs in the NID. The City also collected \$49,855 through City right-of-way licenses for South Carson Street, which further off-set the maintenance costs. The "base assessment" or total maintenance cost for FY 2023 was \$148,953 and, after reducing the total maintenance cost for the City's contribution and the right-of-way licenses, the amount assessed to the owners of property in the NID was \$75,746. Future amounts paid by Carson City to the NID for the City's portion of the maintenance costs will maintain this ratio and increase or decrease in the same manner as provided for the annual assessment. The City's contribution will not increase, however, if the property owners or the NID Board of Directors, if one exists, request an increase in the amount of the assessment, as provided in this Ordinance.

3. For FY 2024, the total maintenance cost is \$155,678. The City's contribution is \$24,406, the contribution from collections of right-of-way license fees is \$44,510 and the amount assessed to the property owners is \$86,761.

4. The total annual maintenance cost estimate to be assessed to the property owners shall be reduced each year by the projected amount that will be collected through City right-of-way licensing agreements for City real property, easements, or other interests comprising right-of-way adjacent to properties located within the SCNID for the fiscal year in which the assessment is collected.

5. The NID Maintenance Plan, attached to this ordinance as EXHIBIT D, details the improvements to be maintained, the anticipated schedule and levels of maintenance of those improvements, and the estimated time and expense of that maintenance.

SECTION VI:

Assessment methodology and general provisions.

1. The NID's purpose is to assess the property owners within the NID area an amount equal to Carson City's increased maintenance costs for the Project that are constructed within the NID's geographic boundaries. No portion of any funds received from the NID, through assessment or otherwise, may be used to pay all or any portion of an expense previously obligated for, or which has traditionally been borne by, the City.

2. The NID's geographic boundaries will include all non-excluded real property depicted on EXHIBIT A. Each property within the NID will be assessed its proportionate share of the total property owners' assessment based on two factors: (1) parcel frontage length along South Carson Street and (2) parcel area. Half (50 percent) of the annual

assessment assigned to the property owners will be distributed among the property owners proportionately based on the lineal frontage of each property abutting South Carson Street or abutting a City right-of-way property fronting on South Carson Street, measured as a proportion of that property's frontage compared to the total property frontage within the entire NID. The other half (50 percent) of the annual assessment assigned to the property owners will be distributed among the property owners proportionately based on the square footage of each property measured as a proportion of the total square footage of properties within the NID. A Notice of NID Annual Assessment will be recorded against title to every assessed NID property.

3. The NID assessment shall be paid by each property owner in conjunction with the owner's property taxes for the year, divided into quarterly payments. Penalties and interest for delinquent amounts will be calculated in the same manner as for real property taxes. The assessment amount shall constitute a lien upon an assessed property and have the same priority as a lien for property taxes.

4. The total FY 2024 assessment to all non-excluded property owners within the NID shall be \$86,761, collectively. The assessment shall be calculated each year and pro-rated among the NID's property owners based on the methods described in this Ordinance.

5. Prior to the end of each fiscal year, the City, or the contracted nonprofit association if the City has contracted for the administration of the NID, must itemize and document maintenance costs, which may include actual costs of maintenance or the cost of contracting the maintenance to a private company, as applicable. Maintenance costs and revenues must be projected each year for at least five years, and maintenance costs must include projections for any periodic maintenance that does not occur annually. The annual assessment must include amounts set aside for any periodic maintenance that occurs once every two years or more to avoid sudden increases in the annual assessment when such maintenance is scheduled to occur. Such amounts must be identified in the prepared budget and set aside in designated roll-forward accounts.

6. A reserve account must be maintained to provide a buffer against sudden increases in the annual assessments and increased maintenance costs. In FY 2024, the required reserve amount shall be equal to 20 percent of the average annual maintenance costs over five years. The required reserve amount shall increase to 30 percent in FY 2025 and following years. The percentage or amount required to be maintained in a reserve account may be changed by the Board not more than once a year during the process to set the annual assessment. The roll-forward amounts for periodic maintenance may not be designated as part of the reserve account.

7. Except as provided in the following two paragraphs, the assessment shall be equal to the actual projected maintenance cost for the NID; plus additional amounts

necessary to maintain or establish the roll-forward accounts and reserve accounts and pay any administrative fees and other incurred costs; less the City's contribution to the NID and the contribution from the City's collection of right-of-way license fees along South Carson Street.

8. Once the required reserve account balance has been reached, the assessment must be adjusted to an amount designed to maintain the required reserve account balance. If the cost of maintenance in any given year exceeds the assessed amount plus any available reserve account balance and the City incurs the cost to meet contractual maintenance obligations, the assessment shall be increased the following year to reimburse the City for those additional maintenance expenditures and replenish the reserve account.

9. In no event, however, may the assessment increase more than five percent on a year-over-year basis. The assessment may not decrease from the prior year, except as otherwise provided in this Ordinance and approved by the Board.

10. The City shall prepare the annual assessment estimate to be considered by the Board at or prior to its first meeting in June each year, at which time the Board may confirm the assessment by resolution and levy the assessment for the following tax year. In confirming the assessment, the Board shall direct the Carson City Clerk-Recorder to submit the list of parcel numbers and the assessed amount for each property to the Carson City Treasurer. The Board authorizes the Treasurer to reduce or waive the assessment for good cause pursuant to NRS 361.483 and NRS 361.4835.

11. All NID assessments shall be allocated. In the event that a nonprofit association administers the NID, NID member voting shall be weighted in the same proportion as the assessment.

12. The Board may decrease the base assessment based upon an actual reduction in services or maintenance costs or for other special considerations. The Board may further consider a request from the non-excluded property owners within the NID or the NID's Board of Directors for an increase in the base assessment to pay for other improvements or activities, such as marketing and advertising, or requests to increase the levels of maintenance or modify the assessment percentages, as permitted by law, so long as such a request is approved in writing by no less than those property owners within the NID that collectively represent at least $66 \frac{2}{3}$ percent of the basis for assessment.

13. The City shall establish a procedure for obtaining a hardship determination on the basis of a property owner's ability to pay the assessment pursuant to NRS 271.357.

SECTION VII:

1. Pursuant to NRS 271.325(6), upon adoption of this Ordinance, the Board shall cause to be recorded in the office of the Carson City Clerk-Recorder a certified copy of a list of the tracts to be assessed and the amount of maximum benefits estimated to be assessed against each tract in the assessment area, as shown on the assessment plat, as revised and approved by the governing body pursuant to NRS 271.320 (the area and the list of assessed properties). Neither the failure to record that list nor any defect or omission in that list shall affect the validity of any assessment, the lien for the payment thereof, or the priority of that lien.

2. In addition to the specific provisions of this ordinance, the NID shall be subject to all applicable requirements of Chapter 271 of NRS.

SECTION VIII:

EXHIBIT LIST. This ordinance contains the following exhibits:

- A. NID Map
- B. NID Property List and FY 2024 Assessment
- C. Project improvement plan
- D. NID Maintenance Plan and Cost Estimate

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PROPOSED on _____, 2023.

PROPOSED by Supervisor _____.

PASSED on _____, 2023.

VOTE: AYES: SUPERVISORS: _____

 NAYS: SUPERVISORS: _____

 ABSENT: SUPERVISORS: _____

Lori Bagwell, Mayor

ATTEST:

William Scott Hoen, Clerk-Recorder

 This ordinance shall be in force and effect from the _____ day of the month
of _____ of the year 2023.

~~Summary~~SUMMARY: An ordinance ~~creating~~amending provisions of the South Carson Neighborhood Improvement District.

BILL NO. ~~108~~___

ORDINANCE NO. ~~2021~~___~~2023-~~___

AN ORDINANCE RELATING TO IMPROVEMENT DISTRICTS; ~~CREATING~~AMENDING THE SOUTH CARSON NEIGHBORHOOD IMPROVEMENT DISTRICT UNDER ~~NRS~~ CHAPTER 271 OF THE NEVADA REVISED STATUTES; AND ~~PROVIDING~~ OTHER MATTERS PROPERLY RELATING THERETO.

___ The Carson City Board of Supervisors of ~~Carson City~~ do ordain:

SECTION I:

1. The South Carson Neighborhood Improvement District ~~creation.~~

~~1. This ordinance creates ("NID") was created by the South Carson Neighborhood Improvement District (hereinafter "SCNID")~~City Board of Supervisors ("Board") on June 17, 2021, through Ordinance No. 2021-8, pursuant to Chapter 271 of NRS (hereinafter "NRS") based upon a provisional order of the Board of Supervisors at the Board's meeting of April 15, 2021. Nevada Revised Statutes ("NRS"). The SCNID's purpose is to cover that portion of the cost of ongoing maintenance for those pedestrian, non-motorized and landscaping improvements constructed within the public right-of-way within the SCNID boundary as part of the South Carson Street Complete Streets Project (hereinafter "Project") that exceeds the maintenance costs already borne by Carson City ("City") for those types of improvements.

2. This ordinance amends and replaces in its entirety Ordinance No. 2021-8 establishing the NID pursuant to Chapter 271 of the NRS. The NID's purpose remains to cover that portion of the cost of ongoing maintenance for those pedestrian, non-motorized and landscaping improvements constructed within the public right-of-way within the NID boundary as part of the South Carson Street Complete Streets Project ("Project") that exceeds the maintenance costs already borne by the City for those types of improvements.

3. Pursuant to NRS 271.325, the Board of Supervisors has determined that public convenience and necessity require the ~~SCNID's creation~~NID's amendment, and that its ~~creation~~amendment is economically sound and feasible.

SECTION II:

~~SCNID boundaries. The SCNID comprises only the area depicted on Exhibit A, including only the Assessor Parcel Numbers set forth on Exhibit B.~~

~~1. This amendment is being made through the provisional order process under Chapter 271 of the NRS.~~

~~2. The City may contract with a nonprofit association to administer the NID and provide for the maintenance of the improvements specified in the plans for the NID, as provided by NRS 271.322.~~

~~3. If the City contracts with a nonprofit association, the Board of Directors or other governing body of the nonprofit association must present an annual report, including the NID's activities, work accomplished, future plans and budget reconciliation, to the Board. The nonprofit association must make a reasonable effort to present the annual report at the meeting when the Board considers the first reading of the ordinance establishing the annual assessment.~~

~~4. If the City administers the NID, an administration fee of 10 percent of the anticipated annual maintenance budget shall be included in the annual budget and paid to the City. If the City does not administer the NID, the City's policies will govern any administrative fee. The administration fee is solely to offset the costs of the City to administer the NID, if applicable, and to administratively prepare and process the annual assessments.~~

SECTION III:

~~Project improvements. The Project improvements that are to be maintained, in part, through SCNID-derived funds are graphically shown on Exhibit C.~~

~~The NID comprises only the area depicted on EXHIBIT A, including only the Assessor's Parcel Numbers ("APN's") set forth on EXHIBIT B.~~

SECTION IV:

~~The improvements that are to be maintained, in part, through NID-derived funds are graphically shown on EXHIBIT C.~~

SECTION V:

~~Assessment amount and maintenance plan.~~

_____ 1. The property owners within the ~~SC~~NID shall respectively be assessed for fiscal tax year ~~2022~~ (“Year One”) ~~2023–2024~~ the amounts shown on ~~Exhibit~~EXHIBIT B for each such property.

_____ 2. ~~The~~At the time the Project’s improvements were constructed, the City ~~currently spends~~spent approximately \$22,240 per year on landscape, sidewalks and weed abatement maintenance of the areas where the Project’s improvements will be constructed and maintained. ~~The~~For Fiscal Year (“FY”) 2023, the City will ~~hereafter continue~~contributed \$23,352 to ~~contribute at least that amount toward~~the NID for the City’s portion of the maintenance of those improvements.

~~3. The annual costs in the NID. The City also collected \$49,855 through City right-of-way licenses for South Carson Street, which further off-set the maintenance costs. The “base assessment” or total maintenance cost estimate for the Project’s improvements is \$141,860 in Year One. The difference between the current maintenance expenditure by the City (\$22,240) for FY 2023 was \$148,953 and, after reducing the Year One estimated total maintenance cost (\$141,860) is \$119,620. This amount (\$119,620) will be for the City’s contribution and the right-of-way licenses, the amount assessed to the owners of property owners in Year One, in the NID was \$75,746. Future amounts paid by Carson City to the NID for the City’s portion of the maintenance costs will maintain this ratio and increase or decrease in the same manner as further detailed below in Section V of provided for the annual assessment. The City’s contribution will not increase, however, if the property owners or the NID Board of Directors, if one exists, request an increase in the amount of the assessment, as provided in this Ordinance.~~

_____ 3. For FY 2024, the total maintenance cost is \$155,678. The City’s contribution is \$24,406, the contribution from collections of right-of-way license fees is \$44,510 and the amount assessed to the property owners is \$86,761.

_____ 4. The total annual maintenance cost estimate to be assessed to the property owners shall be reduced each year by the projected amount that will be collected through City right-of-way licensing agreements for City real property, easements, or other interests comprising right-of-way adjacent to properties located within the SCNID for the fiscal year in which the assessment is collected.

_____ 5. The ~~SC~~NID Maintenance Plan, attached to this ordinance as ~~Exhibit~~EXHIBIT D, details the improvements to be maintained, the anticipated schedule and levels of maintenance of those improvements, and the estimated time and expense of that maintenance.

SECTION VI:

SECTION V:

_____ Assessment methodology and general provisions.

_____ 1. The ~~SCNID~~'s purpose is to assess the property owners within the NID area an amount equal to Carson City's increased maintenance costs for the Project that are constructed within the ~~SCNID~~'s geographic boundaries. No portion of any funds received from the ~~SCNID~~, through assessment or otherwise, may be used to pay all or any portion of an expense previously obligated for, or which has traditionally been borne by, the City.

_____ 2. The NID's geographic boundaries will include all non-excluded real property depicted on EXHIBIT A. Each property within the ~~SCNID~~ will be assessed its proportionate share of the total property owners' assessment based on two factors: (1) parcel frontage length along South Carson Street and (2) parcel area. Half (50 percent) of the annual assessment assigned to the property owners will be distributed among the property owners proportionately based on the lineal frontage of each property abutting South Carson Street or abutting a City right-of-way property fronting on South Carson Street, measured as a proportion of that property's frontage compared to the total property frontage within the entire ~~SCNID~~. The other half (50 percent) of the annual assessment assigned to the property owners will be distributed among the property owners proportionately based on the square footage of each property measured as a proportion of the total square footage of properties within the NID. A Notice of NID Annual Assessment will be recorded against title to every assessed NID property.

~~of properties within the SCNID. A Notice of SCNID Annual Assessment will be recorded against title to every assessed SCNID property.~~

_____ 3. The ~~SCNID~~ assessment shall be paid by each property owner in conjunction with the owner's property taxes for the year, divided into quarterly payments. Penalties and interest for delinquent amounts will be calculated in the same manner as for real property taxes. The assessment amount shall constitute a lien upon an assessed property and have the same priority as a lien for property taxes.

~~4. The SCNID assessment, including the amounts assessed to the property owners and the City's contribution share, shall increase each year by the Consumer Price Index for All Urban Consumers ("CPI")—All Items (1982-1984=100), as published by the U.S. Department of Labor, Bureau of Labor Statistics for the twelve month period ending December 31 next preceding the year for which the increase is being calculated, or by 5%, whichever is less. This assessment amount shall be the "base assessment" for each year. An assessment shall not decrease from the prior year if the CPI is negative for an evaluated period.~~

~~5. Notwithstanding the provisions in subparagraph 4 above for annual assessment increases, the annual property owners' assessment shall be reduced if actual maintenance costs are less than the amount collected and a reserve of not less than 20 percent is projected to be maintained through the following year's assessment period. The property owners' assessment shall be reduced to an amount that results in a projected 20 percent reserve at the end of the following year's assessment period. The City's contribution to the SCNID shall continue to increase in accordance with subparagraph 4 above, and the base assessment value shall continue to be calculated each year in accordance with~~

~~subparagraph 4 above regardless of whether the actual assessment is increased in any given year.~~

~~6. The City shall prepare the annual assessment estimate to be considered by the Board of Supervisors in conformance with the requirements of Chapter 271 of NRS. In confirming the assessment, the Board of Supervisors shall direct the Clerk to submit the list of parcel numbers and the assessed amount for each property to the Carson City Treasurer. The Board of Supervisors authorizes the Treasurer to reduce or waive the amount for good cause pursuant to NRS 361.483 and NRS 361.4835.~~

~~7. In Year One and all subsequent years, Carson City must itemize and document the alleged increased maintenance costs by spreadsheet and corroborating documentation _____ 4. The total FY 2024 assessment to all non-excluded property owners within the NID shall be \$86,761, collectively. The assessment shall be calculated each year and pro-rated among the NID's property owners based on the methods described in this Ordinance.~~

~~5. Prior to the end of each fiscal year, the City, or the contracted nonprofit association if the City has contracted for the administration of the NID, must itemize and document maintenance costs, which may include actual costs of maintenance or the cost of contracting the maintenance to a private company, as applicable. Maintenance costs and revenues must be projected each year for at least five years, and maintenance costs must include projections for any periodic maintenance that does not occur annually. The annual assessment must include amounts set aside for any periodic maintenance that occurs once every two years or more to avoid sudden increases in the annual assessment when such maintenance is scheduled to occur. Such amounts must be identified in the prepared budget and set aside in designated roll-forward accounts.~~

~~6. A reserve account must be maintained to provide a buffer against sudden increases in the annual assessments and increased maintenance costs. In FY 2024, the required reserve amount shall be equal to 20 percent of the average annual maintenance costs over five years. The required reserve amount shall increase to 30 percent in FY 2025 and following years. The percentage or amount required to be maintained in a reserve account may be changed by the Board not more than once a year during the process to set the annual assessment. The roll-forward amounts for periodic maintenance may not be designated as part of the reserve account.~~

~~7. Except as provided in the following two paragraphs, the assessment shall be equal to the actual projected maintenance cost for the NID; plus additional amounts necessary to maintain or establish the roll-forward accounts and reserve accounts and pay any administrative fees and other incurred costs; less the City's contribution to the NID and the contribution from the City's collection of right-of-way license fees along South Carson Street.~~

~~8. Once the required reserve account balance has been reached, the assessment must be adjusted to an amount designed to maintain the required reserve account balance. If the cost of maintenance in any given year exceeds the assessed amount plus any available reserve account balance and the City incurs~~

the cost to meet contractual maintenance obligations, the assessment shall be increased the following year to reimburse the City for those additional maintenance expenditures and replenish the reserve account.

9. In no event, however, may the assessment increase more than five percent on a year-over-year basis. The assessment may not decrease from the prior year, except as otherwise provided in this Ordinance and approved by the Board.

10. The City shall prepare the annual assessment estimate to be considered by the Board at or prior to its first meeting in June each year, at which time the Board may confirm the assessment by resolution and levy the assessment for the following tax year. In confirming the assessment, the Board shall direct the Carson City Clerk-Recorder to submit the list of parcel numbers and the assessed amount for each property to the Carson City Treasurer. The Board authorizes the Treasurer to reduce or waive the assessment for good cause pursuant to NRS 361.483 and NRS 361.4835.

11. All NID assessments shall be allocated. In the event that a nonprofit association administers the NID, NID member voting shall be weighted in the same proportion as the assessment.

12. The Board may decrease the base assessment based upon an actual reduction in services or maintenance costs or for other special considerations. The Board may further consider a request from the non-excluded property owners within the NID or the NID's Board of Directors for an increase in the base assessment to pay for other improvements or activities, such as marketing and advertising, or requests to increase the levels of maintenance or modify the assessment percentages, as permitted by law, so long as such a request is approved in writing by no less than those property owners within the NID that collectively represent at least 66 2/3 percent of the basis for assessment.

13. The City shall establish a procedure for obtaining a hardship determination based on the basis of a property owner's ability to pay the assessment pursuant to NRS 271.357.

SECTION VII:

SECTION VI:

1. — Pursuant to NRS 271.325(6), upon adoption of this Ordinance, the Board of Supervisors shall cause to be recorded in the office of the Carson City Clerk-Recorder a certified copy of a list of the tracts to be assessed and the amount of maximum benefits

estimated to be assessed against each tract in the assessment area, as shown on the assessment plat, as revised and approved by the governing body pursuant to NRS 271.320 (the area and the list of assessed properties). Neither the failure to record that list nor any defect or omission in that list shall affect the validity of any assessment, the lien for the payment thereof, or the priority of that lien.

2. In addition to the specific provisions of this ordinance, the ~~SC~~NID shall be subject to all applicable requirements of ~~NRS~~ Chapter 271, Local Improvements of NRS.

SECTION VII:

~~EXHIBIT LIST. This ordinance contains the following exhibits:~~

- ~~A. SCNID Map~~
- ~~B. SCNID Property List and Year One Assessment~~
- ~~C. Project improvement plan~~
- ~~D. SCNID Maintenance Plan and Cost Estimate~~

SECTION VIII:

EXHIBIT LIST.

This ordinance ~~becomes effective on _____, 2021,~~ contains the following exhibits:

- A. NID Map
- B. NID Property List and FY 2024 Assessment
- C. Project improvement plan

- D. NID Maintenance Plan and Cost Estimate

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PROPOSED on _____, 2021. _____, 2023.

PROPOSED by _____ Supervisor _____.

PASSED _____, 2021. on _____, 2023.

_____ VOTE:

AYES: _____ SUPERVISORS: _____

NAYS:

ABSENT:

LORIBAGWELL _____

NAYS: SUPERVISORS: _____

ABSENT: SUPERVISORS: _____

Lori Bagwell, Mayor

ATTEST:

AUBREY ROWLATT
William Scott Hoen, Clerk-Recorder

This ~~ordinance shall be in force and effect from and after~~ the
2021
 day ~~of~~ the month of of the year 2023.