

STAFF REPORT

Report To: Board of Supervisors Meeting Date: May 18, 2023 Staff Contact: Hope Sullivan, Community Development Director Agenda Title: For Possible Action: Discussion and possible action to introduce, on first reading, a proposed ordinance levving the Downtown Neighborhood Improvement District ("DNID") Fiscal Year ("FY") 2024 assessments and amending Ordinance No. 2016-1, which established the DNID. (Hope Sullivan, hsullivan@carson.org) Staff Summary: This is the first reading of a proposed ordinance which, if enacted, will levy the FY 2024 DNID assessment on property owners within the DNID area and amend Ordinance No. 2016-1. The DNID's annual estimated expenditures for FY 2024 are \$105,950, the City's FY 2024 contribution is proposed to be \$37,284 and the property owners' assessment for FY 2024 is proposed to be \$48,604 after reducing the assessment to draw down reserves. Pursuant to Nevada Revised Statutes ("NRS") Chapter 237, a business impact statement was not required to be prepared with this ordinance. Agenda Action: Ordinance - First Reading Time Requested: 15 Minutes

Proposed Motion

I move to introduce, on first reading, Bill No. _____.

Board's Strategic Goal

Economic Development

Previous Action

April 20, 2023 (Item 31A): The Board of Supervisors ("Board") adopted Resolution 2023-R-08, adopting a provisional order to amend the ordinance establishing the DNID; reporting the City Engineer's estimated fiscal year 2024 assessment roll for the downtown neighborhood improvement district; identifying the cost to be paid by the DNID for the purpose of paying for maintenance of the downtown streetscape enhancement 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.

October 20, 2016 (Item 23A): The Board entered into an agreement with the DNID, a non-profit organization, relating to ongoing Downtown improvements and maintenance provisions.

January 7, 2016 (Item 19A): The Board approved an ordinance establishing the DNID. The Board subsequently enacted the DNID assessment for FY 2017 and each year thereafter.

Background/Issues & Analysis

The Board of Supervisors established the DNID in January 2016 to assess property owners to help pay for the ongoing maintenance of the Downtown Streetscape Enhancement Project improvements. Since that time,

other areas have been added to the DNID for the maintenance of streetscape improvements. NRS Chapter 271 provides the annual procedures for implementing the DNID assessment and to amend the DNID ordinance. Notification of the DNID assessment and the proposed amendment to the DNID ordinance, the procedures for applying for a hardship determination and the procedures for making complaints, protests and objections were sent out to each property owner within the DNID.

Under NRS 271.325, the Board may by ordinance amend Ordinance No. 2016-1, which established the DNID. Under NRS 271.390, the Board may levy the DNID assessment. The proposed ordinance does both, levying the assessment and amending Ordinance No. 2016-1.

The DNID's annual estimated expenditures are \$105,950, the City's FY 2024 contribution is proposed to be \$37,284 and the property owners' assessment for FY 2024 is proposed to be \$48,604 after reducing the assessment to draw down reserves. The assessment is distributed among the property owners as provided in Exhibit B to the Ordinance.

The amended DNID ordinance is proposed to replace Ordinance No. 2016-1 in its entirety. The amendments and provisions of the proposed DNID Ordinance include the following:

- amendment by provisional order to allow for City or nonprofit administration of the DNID if the current nonprofit administering the DNID ceases to exist or is unable to administer the DNID;

- a 10 percent administration fee if the City administers the DNID, and 5 percent administration fee if the City does not administer the DNID;

- the method of distributing the annual assessment will not change - the distribution of the annual assessment will continue to be based on the square footage of non-residential building area on each parcel, so that properties with direct frontage or immediate adjacency to the streetscape improvements pay at a 100% assessment rate, while properties within the DNID but not immediately adjacent to the new improvements pay at a 75% rate;

- the method of calculating the annual assessment will change; the assessment will be based on annualized projected five-year maintenance costs, instead of on the Consumer Price Index;

- the 5-year maintenance projection must include any periodic maintenance costs that are incurred every two years or more;

- if such periodic maintenance costs exist, funds for such maintenance must be set aside in a designated roll-forward account;

- increases in the annual maintenance costs for the DNID are capped at a 5% increase, unless otherwise approved by the Board;

- the City's contribution to the DNID will be \$37,284 for FY 2024, which is 35.2% of the total maintenance costs for the DNID, and will increase or decrease in that proportion to the maintenance costs in subsequent years;

- a reserve account must be maintained at a 20% reserve or greater, as approved by the Board;

- the assessment in future years will be the total maintenance costs, less the City's contribution.

Except as specifically exempted, NRS 237.080 requires a business impact statement to be prepared whenever an ordinance by the adoption of which the governing body of a local government exercises legislative powers. Under the applicable exemptions, a business impact statement was not required to be prepared with this ordinance because an ordinance that is adopted pursuant to a provision of NRS Chapter 271 (governing special assessments), such as this proposed ordinance, is not subject to a business impact statement (See NRS 237.060).

Applicable Statute, Code, Policy, Rule or Regulation

NRS Chapters 237, 244 and 271; Article 2 of the Carson City Charter; and Ordinance No. 2016-01

Financial Information

Is there a fiscal impact? Yes

If yes, account name/number: DNID Assessment Revenue 7809883-411100

Is it currently budgeted? Yes

Explanation of Fiscal Impact: DNID Assessment revenue of \$48,604 will be posted to 7809883-411100 and the City will continue to pay its portion of downtown maintenance costs from the Redevelopment Administration Fund in the amount of \$37,284 which will be included in the Fiscal Year 2024 Final Budget.

Alternatives

Introduce an ordinance only levying the DNID assessment, do not introduce an ordinance and/or provide alternative direction to staff.

Attachments:

DNID Amendment Ordinance v7.pdf

DNID Ordinance Exhibits A-D.pdf

Board Action Taken:

Motion:	1)	Aye/Nay
	2)	
(Vote Recorded B)	()	

(Vote Recorded By)

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

BILL NO.

ORDINANCE NO. 2023-____

AN ORDINANCE RELATING TO IMPROVEMENT DISTRICTS; LEVYING THE FISCAL YEAR 2024 ASSESSMENT FOR THE DOWNTOWN NEIGHBORHOOD IMPROVEMENT DISTRICT ("DNID"); AMENDING THE DNID ORDINANCE UNDER CHAPTER 271 OF THE NEVADA REVISED STATUTES; AND PROVIDING OTHER MATTERS PROPERLY RELATING THERETO.

The Carson City Board of Supervisors do ordain:

SECTION I:

1. The Downtown Neighborhood Improvement District ("DNID") was created by the Carson City Board of Supervisors ("Board") on January 7, 2016, through Ordinance No. 2016-1, pursuant to Chapter 271 of the Nevada Revised Statutes ("NRS"). The DNID's purpose was to cover that portion of the cost of ongoing maintenance for those off-street improvements constructed along the frontages of private properties within the DNID as part of the Downtown Streetscape Enhancement Project, for example, sidewalks, landscaping, benches, etc., that exceeds the maintenance costs already borne by Carson City ("City") for the frontages of those private properties.

SECTION II:

Levy of Fiscal Year ("FY") 2024 Assessment

1. On May 18, 2023, the Board considered all applications for hardship determination and the recommendations of the Carson City Health and Human Services Department regarding such applications. The Board also held a public hearing and heard and disposed of any and all complaints, protests and objections to the assessment by resolution.

2. The total estimated expenditures for the DNID, including maintenance costs, for FY 2024 are \$105,950.

3. The City's contribution to the DNID for FY 2024 is \$37,284.

4. The assessment amount, which is the total estimated expenditures for the DNID (\$105,950), less the City's contributions (\$37,284) and a one-time drawdown of reserves (\$20,062), is equal to \$48,604. This amount is assessed to the property owners in the DNID for FY 2024.

6. The Board hereby levies the \$48,604 assessment for the DNID in FY 2024 for the purpose of paying for maintenance of the South Carson Complete Streets Project, distributed among the property owners as shown on the confirmed assessment roll in EXHIBIT B, attached hereto.

7. The officers and employees of Carson City are hereby authorized and directed to take all action necessary or appropriate to effectuate the levy of the assessment.

SECTION III:

1. In 2019, 2020, and 2021, after the enactment of the DNID, additional off-street improvements surrounding the DNID were improved and accepted into the DNID, increasing the DNID's area, for the DNID to maintain those improvements. The complete area of the DNID is depicted in EXHIBIT A.

3. This ordinance amends and replaces in its entirety Ordinance No. 2016-1, which established the DNID pursuant to Chapter 271 of the NRS. The DNID's purpose remains to cover that portion of the cost of ongoing maintenance for those off- street improvements constructed along the frontages of private properties within the DNID for example, sidewalks, landscaping, benches, etc., that exceeds the maintenance costs already borne by the City for the frontages of those private properties.

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

SECTION IV:

1. The DNID was originally created through the petition process under Chapter 271 of the NRS. This amendment is being made through the provisional order process under Chapter 271 of the NRS.

2. The City must continue to contract with the nonprofit association that initiated the original DNID through the petition process to administer the DNID and provide for the

maintenance of the improvements specified in the plans for the DNID, as provided by NRS 271.322 and the contract between the City and the nonprofit association.

3. If the nonprofit association that initiated the original DNID ceases to exist or otherwise ceases to administer the DNID, as may be provided for in the City's contract with the nonprofit association, the City may administer the DNID itself or contract with another nonprofit association, at the City's discretion.

4. If the City contracts with a nonprofit association, the governing body of the nonprofit association must present an annual report, including the DNID'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 on or before the second April meeting when the Board first considers the annual assessment.

5. If the City administers the DNID, an administration fee of 10 percent of the estimated annual expenditures must be included in the annual budget and paid to the City. If the City does not administer the DNID, an administration fee of 5 percent estimated annual expenditures must be included in the annual budget and paid to the City. The administration fee is to offset the costs of the City to administer the DNID, if applicable, and to administratively prepare and process the annual assessments.

SECTION V:

The DNID comprises only the area depicted on EXHIBIT A, including the real property designated in EXHIBIT B. The real property list comprising the DNID must be adjusted each year based on the Carson City Assessor's Office's records to account for lot line adjustments, parcel maps or other recorded events affecting a parcel.

SECTION VI:

1. The improvements that are to be maintained, in part, through DNID-derived funds are graphically shown on EXHIBIT C. Maintenance of improvements fronting the public properties identified on EXHIBIT A are hereby expressly excluded from the DNID and any DNID-funded maintenance obligation.

2. Properties owned by the government of the United States ("Federal properties") are exempt from the DNID. The DNID area includes improvements that front properties owned by the State of Nevada ("State") and the City, respectively. The State and City will continue to maintain all improvements along their building frontages (as they do currently).

Property owners in the area of the DNID will not be assessed for the maintenance of improvements that front properties owned by the State and City.

SECTION VII:

Assessment amount and maintenance plan.

1. In 2016, at the time the Downtown Streetscape Enhancement Project's improvements were constructed and the DNID was created, the City spent approximately \$37,284 per year on maintenance of the areas where the Downtown Streetscape Enhancement Project's improvements were constructed.

2. For FY 2024, the City will contribute \$37,284 to the DNID. The total expenditures for the DNID in FY 2024 are estimated at \$105,950. The percentage of the City's contribution to the DNID as compared with the total expenditures for FY 2024 is 35.2%

4. Unless otherwise approved by the Board of Supervisors, amounts paid by Carson City to the DNID for the City's portion of the expenditures must continue to be 35.2% of the overall expenditures of the DNID in FY 2025 and following years. If expenditures decrease, less maintenance is agreed upon, or reserves are used to supplement the budget, the City's costs will decrease along with the property owner's assessment. If expenditures increase or additional reserves are needed, the City's portion will increase along with the property owner's assessment.

5. However, unless otherwise approved by the Board of Supervisors, the City's contribution will not increase if any nonprofit organization administering the DNID or the property owners in the DNID request, as provided in this Ordinance, an increase in the amount of the assessment for additional maintenance or other improvements that were not included in this Ordinance or the attached EXHIBITS A-D.

6. The DNID 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.

SECTION VIII:

Assessment methodology and general provisions.

1. The DNID's purpose is to assess the owners of private property within the DNID area an amount equal to the increased maintenance costs for the portions of the off-street improvements that are constructed within the DNID's geographic boundaries.

2. The DNID's geographic boundaries are depicted in EXHIBIT A, with those included properties being assessed based upon the commercial building square footage of a property relative to the total commercial building square footage of all properties included within the DNID. Further, properties that directly front the improvements are assessed at a 100 percent assessment rate, and properties that are elsewhere within the DNID, including those properties that are located on a side or adjacent street, are assessed at a 75 percent rate. All properties within the DNID that are zoned exclusively residential, including private homes and all portions of private residences included within a mixed-use property, will be excluded from the DNID and the resulting DNID assessments. Where a change in use occurs for a property within the DNID from commercial to residential or residential to commercial and that change becomes effective in the Assessor's records, the assessment will be adjusted with the next full assessment year as established at the time the Board confirms the assessment. No pro-ration by the City will be required for assessed DNID properties sold during a tax year; rather, all such pro- rations will be privately addressed, if at all, by the buyer and seller to each such respective transaction.

3. The DNID assessment must 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 constitutes a lien upon an assessed property and have the same priority as a lien for property taxes. After being collected, DNID assessments must be deposited in the DNID accounts.

4. The assessment must be calculated each year and pro-rated among the DNID's property owners based on the methods described in this Ordinance.

5. In conjunction with any nonprofit association administering the DNID, the City must itemize and document expenditures, including maintenance costs, which may include actual costs of maintenance or the cost of contracting the maintenance to a private company, as applicable. Expenditures, including 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, if any. Expenditures must include amounts set aside for any periodic maintenance that occurs once every two years or more, if any, to avoid sudden increases in the annual assessment when such maintenance is scheduled to occur. Such amounts, if any, 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 due to increased expenditures or maintenance costs. Beginning in FY 2024, the reserve amount must not be less than 20 percent of the average annual expenditures over five years. The percentage or amount required to be maintained in a reserve account may be approved by the Board not more than once a year during the process to set the annual assessment. The roll-forward amounts for periodic maintenance, if any, may not be designated as part of the reserve account.

7. If the cost of maintenance or other expenditures in any given year exceeds the assessed amount plus any available reserve account balance and the City incurs the cost to meet contractual obligations, the expenditures must be increased the following year to reimburse the City for the City paid expenses.

8. Except as otherwise provided in this Ordinance, the assessment must be equal to the actual projected expenditures for the DNID, including annual maintenance costs, administrative fees and other incurred costs; plus additional amounts necessary to maintain or establish the roll-forward accounts and reserve accounts; less the City's contribution to the DNID.

9. The total expenditures of the DNID must not in any event increase more than five percent on a year-over-year basis, unless otherwise approved by the Board of Supervisors. The assessment may not decrease from the prior year, except as otherwise provided in this Ordinance and approved by the Board.

10. The City must prepare the annual assessment estimate to be considered by the Board prior to its first meeting in June each year, at which time the Board may confirm and levy the assessment for the following tax year in conformance with the requirements of Chapter 271 of NRS. After the assessment is confirmed, the Clerk's Office must 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 assessment penalties and interest for good cause pursuant to NRS 361.4835.

11. All DNID member voting must be weighted, in the proportion to the square footage that each Member's DNID building(s) bear(s) to the total square footage of all buildings within the DNID, reduced by 25 percent for each 75 percent-assessed DNID Member, as detailed above and on Exhibit C. Square footage will be determined based upon the Carson City Assessor's Records and must be adjusted each year to account for lot line adjustments, parcel maps or other recorded events affecting the square footage of a parcel.

12. The Board may decrease the assessment based upon an actual reduction in services or maintenance costs or for other special considerations. The Board may further consider a request in writing from the nonprofit association's governing body or non-

excluded property owners within the DNID representing at least 66 2/3 percent of the basis for assessment for an increase in the assessment to pay for other improvements or activities, such as marketing and advertising, or for an increase in the levels of maintenance, or to modify the assessment percentages, as permitted by law.

13. The City has established 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 IX:

1. Pursuant to NRS 271.325(6), upon adoption of this Ordinance, the Board must 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 will 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 DNID shall be subject to all applicable requirements of Chapter 271 of NRS.

SECTION X:

Ordinance No. 2016-1 is hereby repealed.

SECTION XI:

EXHIBIT LIST. This ordinance contains the following exhibits:

A. DNID MapB. DNID Property List and FY 2024 AssessmentC. Project improvement planD. DNID Maintenance Plan

PROPOSED on _____, 2023.

PROPOSED by Supervisor _____.

PASSED on		,2	.023.
VOTE:	AYES:	SUPERVISORS:	
	NAYS:	SUPERVISORS:	
	ABSENT:	SUPERVISORS:	
ATTEST:			Lori Bagwell, Mayor
William Scott H	loen, Clerk-Recor	rder	
	inance shall be ir of the year 2		the day of the month
	TT 3/T		IONIC

TEXT OF REPEALED SECTIONS

SECTION I:

This ordinance creates the Downtown Neighborhood Improvement District 1. (hereinafter "NID") pursuant to Chapter 271 of the Nevada Revised Statutes (hereinafter "NRS") based upon a petition submitted by property owners representing at least fifty percent of the assessed valuation of the properties within the NID. The NID's sole purpose is to cover that portion of the cost of ongoing maintenance for those off- street improvements first constructed along the frontages of private properties within the NID as part of the Downtown Streetscape Enhancement Project (e.g. sidewalks, landscaping, benches, etc.) that exceeds the maintenance costs already borne by Carson City for the frontages of those private properties.

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

SECTION II:

The NID comprises only the area depicted on EXHIBIT A, including only the Assessor Parcel Numbers set forth on EXHIBIT C.

SECTION III:

The Downtown Streetscape Enhancement Project improvements that are to be maintained, in part, through NID derived funds are graphically shown on Exhibit B, all of which front private properties within the NID's geographical boundaries. Maintenance of improvements fronting the public properties identified on Exhibit A are hereby expressly excluded from the NID and any NID funded maintenance obligation.

SECTION IV:

1. The property owners within the NID shall respectively be assessed for fiscal tax year 2016-2017 ("Year One") the amounts shown on Exhibit C for each such property.

2. The City currently spends approximately \$37,284 per year on maintenance of the areas where Downtown Streetscape Enhancement Project's improvements will be constructed. The City will hereafter continue to contribute at least that amount toward the maintenance of those improvements.

3. The present annual maintenance cost estimate for the Downtown Streetscape Enhancement Project's improvements, including those on Carson Street, Curry Street, and the Third Street Plaza, is \$107,335. That estimate includes improvements that front properties owned by the State of Nevada ("State") and Carson City ("City"), respectively. The State and City will continue to maintain all improvements along their building frontages (as they do currently). The State and City properties occupy 29% (2,600 feet of a total of 8,950 feet) of the property frontage where Downtown Streetscape Enhancement Project improvements will be constructed. The difference between the current maintenance expenditure by the City (\$37,284) and the Year One estimated maintenance cost (\$107,335) is \$70,051. The private property owners' annual maintenance cost share (71% of \$70,051) is therefore estimated to be \$49,736. This is the amount that will be assessed to property owners in Year One, as further detailed below in Section V of this Ordinance.

4. The Curry Street improvements under the Downtown Streetscape Enhancement Project are scheduled for construction two years after the Carson Street and Third Street improvements. It is the intent of this Ordinance to hereby establish a maintenance assessment for all of those improvements under the Downtown Streetscape Enhancement Project, including those made to Curry Street.

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. The NID Maintenance Plan further provides for the power washing of sidewalks, garbage removal, general cleanup, landscape maintenance, and sidewalk snow removal.

SECTION V:

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

This NID's geographic boundaries will include all non-excluded real property depicted on Exhibit A, with those included properties being assessed based upon the commercial building square footage of a property relative to the total commercial building square footage of all properties included within the NID. Generally, properties that directly front on the Downtown Streetscape Enhancement Project improvements are assessed at a 100% assessment rate, and properties that are elsewhere within the NID (i.e., are located on a side or adjacent street), are assessed at a 75% rate. All properties within the NID that are zoned exclusively residential (e.g., private homes and all private residences included within a mixed-use property) will be excluded from the NID and the resulting NID assessments. Where a change in use occurs for a property within the NID from commercial to residential or residential to commercial and that change becomes effective in the Assessor's records, the assessment will be adjusted with the next full assessment year as established at the time the Board of Supervisors confirms the assessment. No pro-ration by Carson City will be required for assessed NID properties sold during a tax year; rather, all such pro- rations will be privately addressed, if at all, by the buyer and seller to each such respective transaction. A Notice of NID Annual Assessment will be recorded against title to each and every assessed NID property.

3. The NID assessment shall be paid by each property owner in conjunction with such owner's property taxes for the year. 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 Year One assessment to all non-excluded property owners within the NID shall be \$49,736, collectively. The assessment shall be pro-rated each year among the NID's property owners based on the distribution method described in detail below.

5. The assessment 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, but in no event more than 5% on a year-over-year basis. An assessment shall not decrease from the prior year if the CPI goes negative for an evaluated period; provided, however, that once a credit balance of twenty percent (20%) above the projected cost of maintenance is established in the maintenance account for unexpected expenses (e.g. unanticipated heavy snow removal), the City shall reduce the assessment amount to the actual projected maintenance cost (if that cost is less than the base assessment amount plus CPI increases). If the credit balance decreases below 20% of the projected cost of maintenance, the assessment shall be increased that year to cover the projected cost of maintenance plus the additional cost to reestablish the 20% credit balance, but in no case shall the assessment be more than the base assessment plus CPI increases described above. If the cost of maintenance in any given year exceeds the assessed amount plus any available credit 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 credit balance but in no case shall the assessment be more than the base assessment plus CPI increases described above.

6. The City shall prepare the annual assessment estimate to be considered by the Board of Supervisors at or prior to its first meeting in June each year, at which time the Board of Supervisors may confirm the assessment by resolution and levy the assessment for the following tax year. 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 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, which may include actual costs of maintenance or the cost of contracting the maintenance to a private company, as applicable.

8. All NID assessments shall be allocated, and all NID member voting shall be weighted, in the proportion to the square footage of each Member's NID building(s) bear(s) to the total square footage of all buildings within the NID, as reduced by 25% for each 75%-assessed NID Member, as detailed above and on Exhibit C. Square footage will be determined based upon the Carson City Assessor's Records.

9. Carson City and the State are not a part of the NID, and will be solely responsible for the maintenance of all improvements fronting their respective properties.

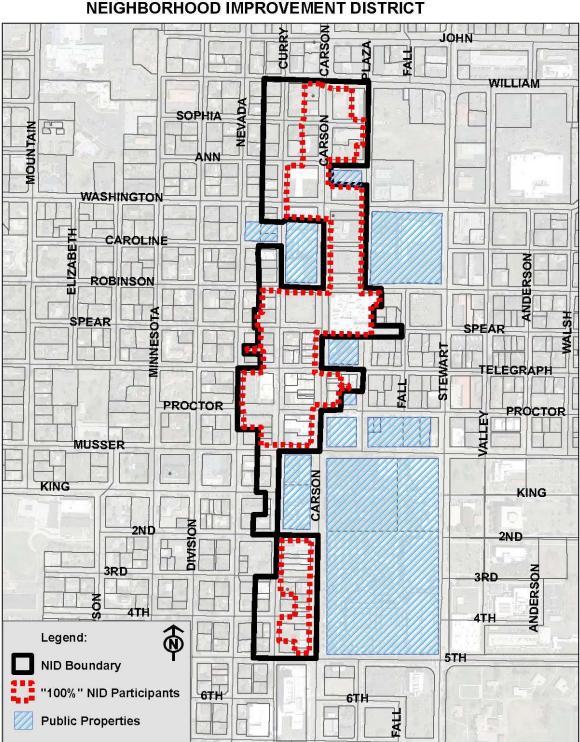
10. Upon request from the NID's board of directors, the Board of Supervisors may decrease the base assessment based upon an actual reduction in maintenance costs or other special considerations. The Board of Supervisors may further consider a request from the NID's board of directors for an increase 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% of the basis for assessment.

11. 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 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 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 NRS Chapter 271, Local Improvements.]



DOWNTOWN NEIGHBORHOOD IMPROVEMENT DISTRICT **EXHIBIT A**

Downtown 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 Downtown Neighborhood Improvement District for the maintenance of the Downtown Streetscape Enhancement 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 (. Pice Randall Rice, PE, City Engineer

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

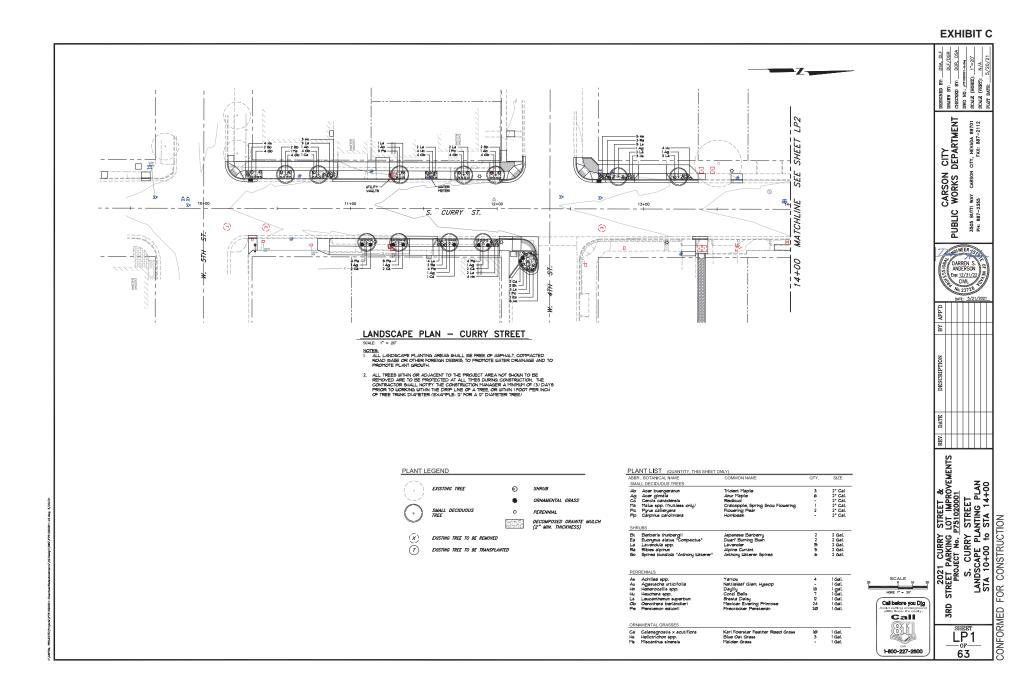
}

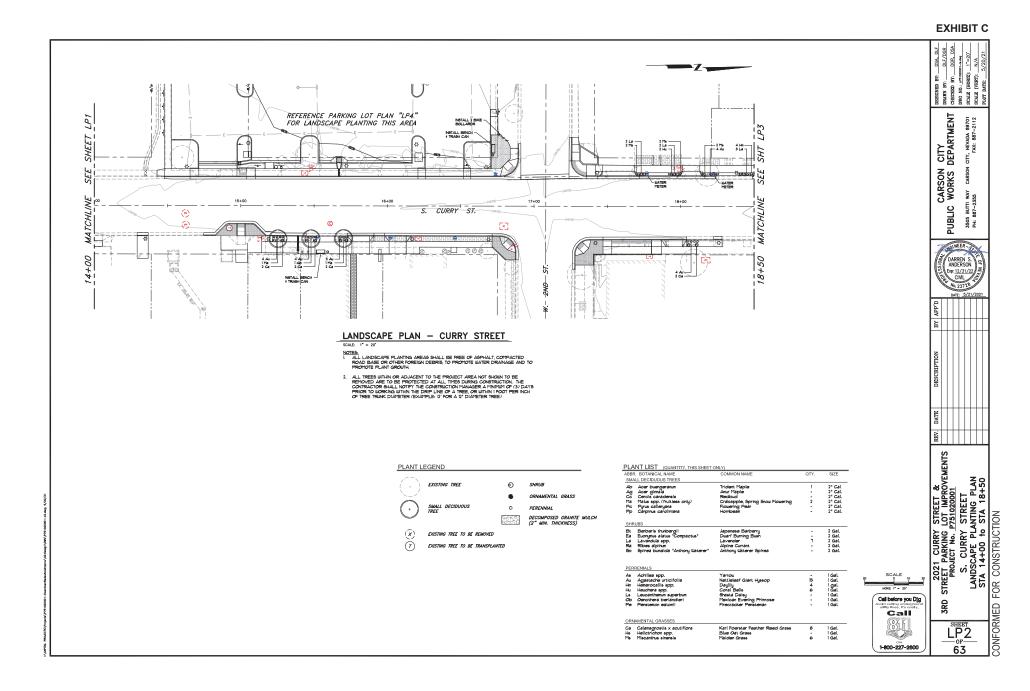
	Parcel No	Property Location	Owner Name	Non-Res. Bldg size	Specia Ber Factor	nefit	% total bldg size		ssment 48,604
WEST SIDE OF CARSO									
W WILLIAMS AND N CARSON	00118499	1020 N CARSON ST	HEIDI'S DUTCH MILL	2,259		2,259	0.50%	•	244
	00118407	1020 N CARSON ST	ROSENTHAL, DONALD M ET AL	0		-	0.00%		-
	00118408	1000 N CARSON ST	TERVEER, JOHN & BELL, MICHELLE	1,500		1,500	0.33%	•	162
SOPHIA AND N CARSON	00118802	922 N CARSON STREET	BROGISH LLC	516		516	0.11%		56
	00118804	900 N CARSON STREET	BROOKS, BENTLEY Y & MONICA	2,100		2,100	0.47%		226
ANN AND N CARSON	00119401	800 N CARSON STREET	MAFFI, JOE ROBERT	37,838		37,838	8.39%	\$	4,080
W WASHINGTON AND N CARSON	00328304	716 N CARSON ST	KAPLAN FAMILY TRUST	19,927		19,927	4.42%	\$	2,149
W ROBINSON AND N CARSON	00322301	500 N CARSON ST	ADAMS CARSON LLC	0	100%	-	0.00%	\$	-
W SPEAR AND N CARSON	00322402	420 N CARSON ST	NORTHERN NV COMSTOCK INV LLC	5,439		5,439	1.21%	\$	586
	00322403	410 N CARSON ST	DOUGLASS DEVELOPMENT LLC	2,552		2,552	0.57%	\$	275
	00322404	408 N CARSON ST	CHANEY, EUGENE FAM LIMITED PART	2,769		2,769	0.61%	\$	299
	00322409	402 N CARSON ST	CHANEY, EUGENE FAM LIMITED PART	5,951		5,951	1.32%	\$	642
W TELEGRAPH AND N CARSON	00322902	320 N CARSON ST	320 NORTH CARSON STREET LLC	2,690	100%	2,690	0.60%	\$	290
	00322903	318 N CARSON ST	COLE, JEFFREY N & DENISE M	13,441	100%	13,441	2.98%	\$	1,449
	00322904	310 N CARSON ST	SCHMIDT, MARK & KIMBERLY TRUST	1,020	100%	1,020	0.23%	\$	110
	00322905	308 N CARSON ST	SCHMIDT, MARK & KIMBERLY TRUST	1,275	100%	1,275	0.28%	\$	137
	00322906	306 N CARSON ST	ADAMS 302 CARSON LLC	2,053	100%	2,053	0.46%	\$	221
	00322907	302 N CARSON ST	ADAMS 302 CARSON LLC	8,748	100%	8,748	1.94%	\$	943
W PROCTOR AND N CARSON	00321301	111 W PROCTOR ST	CARSON INCUBATOR I LLC	8,390	100%	8,390	1.86%	\$	905
	00321302	206 N CARSON ST	WARREN, RICHARD & WARREN, DC TR	11,519	100%	11,519	2.56%	\$	1,242
	00321303	202 N CARSON ST	KNASIAK, JAMES W & BETTY TRUST	9,426	100%	9,426	2.09%	\$	1,016
SECOND AND S CARSON	00311206	123 W SECOND ST	LOPICCOLO FAMILY 1998 TRUST	10,243	100%	10,243	2.27%	\$	1,104
	00311203	210 S CARSON ST	BODIE NEVADA TRUST 12/27/11	1,924	100%	1,924	0.43%	\$	207
	00311204	217 S CURRY ST	MERCURY CLEANERS INC	5,746	100%	5,746	1.27%	\$	620
	00311205	224 S CARSON ST	LOPICCOLO FAMILY 1998 TRUST	5,685	100%	5,685	1.26%	\$	613
THIRD AND S CARSON	00311309	310 S CARSON ST	LOPICCOLO INVESTMENTS LLC	12,906	100%	12,906	2.86%	\$	1,392
	00311310	S CARSON ST	BERNARD LLC	0	100%	-	0.00%	\$	-
	00311311	312 S CARSON ST	BERNARD LLC	2,890	100%	2,890	0.64%	\$	312
	00311312	314 S CARSON ST	BERNARD LLC	1,925	100%	1,925	0.43%	\$	208
FOUTH AND S CARSON	00311602	400 S CARSON ST	BORTOLIN LLC	0	100%	-	0.00%	\$	-
	00311601	410 S CARSON ST	BORTOLIN LLC	4,208	100%	4,208	0.93%	\$	454
	00311605	418 S CARSON ST	NEVADA BUILDERS ALLIANCE	2,180	100%	2,180	0.48%	\$	235
EAST SIDE OF CARSON	N ST					·		-	
E WILLIAMS AND N CARSON	00216503	1017 N CARSON ST	MAPP ENTERPRISES, INC	1,653	100%	1,653	0.37%	Ś	178
SOPHIA AND N CARSON	00216502	917 N CARSON ST	B P HOTEL, LLC	31,890		31,890	7.07%		3,439
	00216501	901 N CARSON STREET	B P HOTEL, LLC	0		-	0.00%	-	-
ANN AND N CARSON	00216402	801 N CARSON ST	CAPITAL CITY FLATS LLC	10,531		10,531	2.34%	•	1,136
E WASHINGTON AND N CARSON	00426101	113 E WASHINGTON ST	CARSON LODGE #1 - MASONIC LODGE	739		739	0.16%	•	80
	00426102	705 N CARSON ST	LAMKIN, ROBERT L & ROBERTA J	1,731		1,731	0.38%	•	187
EAST CAROLINE AND N CARSON	00426301	617 N CARSON ST	ADAMS CARSON LLC	0		-	0.00%		-

	00426302	601 N CARSON ST	PARDINI FAMILY PROPERTIES LLC	3,920	100%	3,920	0.87% \$	423
E ROBINSON AND N CARSON	00421111	507 N CARSON ST	ADAMS CARSON LLC	79,378	100%	79,378	17.61% \$	8,559
	00421402	E SPEAR ST	ADAMS CARSON LLC	0	100%	-	0.00% \$	-
E TELEGRAPH AND N CARSON	00421503	319 N CARSON ST	DAVIS / BENTHAM LLC	4,320	100%	4,320	0.96% \$	466
	00421504	315 N CARSON ST	YAPLE, JON M AND JEANNE	1,958	100%	1,958	0.43% \$	211
	00421508	311 N CARSON ST	JOHNSON, THOMAS Y AND LINDA E	7,644	100%	7,644	1.70% \$	824
	00421506	301 N CARSON ST	JOHNSON FAMILY REV TR 1/31/92	9,282	100%	9,282	2.06% \$	1,001
CURRY STREET FRONTA								
W WILLIAM AND N CURRY	00118409	1007 N CURRY STREET	NDBT PROPERTIES LLC	4,506	75%	3,380	0.75% \$	364
SOPHIA AND N CURRY	00118801	115 W SOPHIA	BROGISH LLC	0	75%	-	0.00% \$	-
	00118803	110 W ANN	PROPERTY MANAGEMENT, CARSON CITY	0	75%	-	0.00% \$	-
SPEAR AND N CURRY	00322401	411 N CURRY ST	NORTHERN NEVADA COMSTOCK INVEST	9,467	100%	9,467	2.10% \$	1,021
	00322407	407 N CURRY ST	OLD GLOBE SALOON INC	1,641	100%	1,641	0.36% \$	177
	00322406	110 W TELEGRAPH ST	JONES, K & M TRUST	6,160	100%	6,160	1.37% \$	664
W TELEGRAPH AND N CURRY	00322408	108 W TELEGRAPH ST	CROWELL ENTERPRISES INC	2,311	100%	2,311	0.51% \$	249
	00322901	111 W TELEGRAPH ST	BRUUN-ANDERSEN FAMILY EST TRUST	11,019	100%	11,019	2.44% \$	1,188
THIRD AND N CURRY	00311315	S CURRY / THIRD	LOPICCOLO INVESTMENTS LLC	1,080	100%	1,080	0.24% \$	116
	00311399	W THIRD ST	LOPICCOLO INVESTMENTS LLC	0	100%	-	0.00% \$	-
	00311313	110 W FOURTH ST	BERNARD LLC	1,456	75%	1,092	0.24% \$	118
	00311314	309 S CURRY ST	BERNARD LLC	0	75%	-	0.00% \$	-
W FOUTH AND N CURRY	00311606	114 W FIFTH ST	NEVADA BUILDERS ALLIANCE	0	75%	-	0.00% \$	-
WILLIAM AND N CURRY	00118302	1012 N CURRY ST	SHEERIN, MARY J & SHEERIN, ETAL	0	75%	-	0.00% \$	-
	00118304	1008 N CURRY ST	FOUR WINDS, LLC	924	75%	693	0.15% \$	75
	00118306	1002 N CURRY ST	LORENZ, ALLEN R TRUST 1/19/07	2,053	75%	1,540	0.34% \$	166
SOPHIA AND N CURRY	00118707	910 N CURRY ST	C & A INVESTMENTS LLC	0	75%	-	0.00% \$	-
	00118705	904 N CURRY ST	T C J ENTERPRISES LLC	936	75%	702	0.16% \$	76
ANN AND N CURRY	00119302	812 N CURRY ST	ADAMS 800 N CURRY LLC	0	75%	-	0.00% \$	-
	00119305	808 N CURRY ST	ADAMS 800 N CURRY LLC	0	75%	-	0.00% \$	-
	00119306	802 N CURRY ST	ADAMS 800 N CURRY LLC	0	75%	-	0.00% \$	-
W WASHINGTON AND N CURRY	00328202	714 N CURRY ST	MKR VENTURES LLC	1,433	75%	1,075	0.24% \$	116
	00328203	710 N CURRY ST	GRAVES, BRANDI & JONES, LINDSEY	1,250	75%	938	0.21% \$	101
W CAROLINE AND N CURRY	00328502	201 W CAROLINE ST	CARSON HEIGHTS LLC	11,684	75%	8,763	1.94% \$	945
	00328503	N CURRY ST	CARSON HEIGHTS LLC	0	75%	-	0.00% \$	-
	00328504	602 N CURRY ST	CHIM MARK H K & MARILYN M	2,446	75%	1,835	0.41% \$	198
W ROBINSON AND N CURRY	00322202	512 N CURRY ST	KLETTE S & M E FAMILY TRUST	713	100%	713	0.16% \$	77
	00322203	508 N CURRY ST	RPJ NV LLC	2,448	100%	2,448	0.54% \$	264
	00322204	204 W SPEAR ST	BENGOCHEA LLC	3,307	100%	3,307	0.73% \$	357
W SPEAR AND N CURRY	00322510	412 N CURRY ST	CAIN GARY	528	100%	528	0.12% \$	57
	00322503	402 N CURRY ST	PRUETT FAMILY TRUST 6/10/04	2,297	100%	2,297	0.51% \$	248
	00322506	405 N NEVADA ST	PRUETT FAMILY TRUST	1,309	100%	1,309	0.29% \$	141
W TELEGRAPH AND N CURRY	00322802	308 N CURRY ST	ADAMS 308 N CURRY LLC	21,826	100%	21,777	4.83% \$	2,348
W PROCTOR AND N CURRY	00321206	234 N CURRY ST	ADAMS 308 N CURRY LLC	0	100%	-	0.00% \$	-
	00321203	208 N CURRY ST	PLATINUM QUAIL LLC SERIES A	1,853	100%	1,853	0.41% \$	200

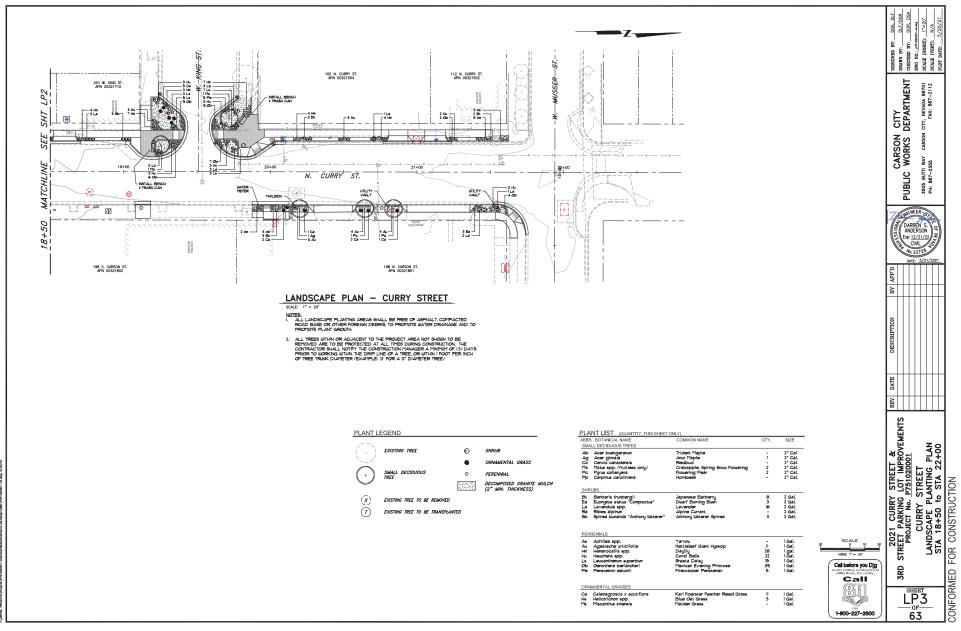
	00321204	206 N CURRY ST	CC CONCIERGE LLC	1,333	100%	1,333	0.30% \$	144
	00321205	202 N CURRY ST	WARREN, RICHARD AND WARREN DC TR	1,242	100%	1,242	0.28% \$	134
W MUSSER AND N CURRY	00321502	112 N CURRY ST	CURRY MUSSER PROCTOR & GREEN LLC	1,303	75%	977	0.22% \$	105
	00321504	102 N CURRY ST	NEVADA PRESS FOUNDATION	3,541	75%	2,656	0.59% \$	286
W KING AND N CURRY	00321710	201 W KING ST	201 W KING STREET LLC	2,788	75%	2,091	0.46% \$	225
	00321711	106 S CURRY ST	JOOST, KAREN	954	75%	716	0.16% \$	77
	00321713	110 S CURRY ST	SUMMO, DONALD W & EILENE H TR	1,123	75%	842	0.19% \$	91
W SECOND AND S CURRY	00311401	300 S CURRY ST	SIERRA NV ASSOC OF REALTORS INC	5,528	75%	4,146	0.92% \$	447
	00311403	314 S CURRY ST	SIERRA NV ASSOC OF REALTORS INC	0	75%	-	0.00% \$	-
	00311404	310 S CURRY ST	BROWN, RANDY J INVESTMENTS LLC	1,419	75%	1,064	0.24% \$	115
W FOUTH AND S CURRY	00311503	201 W FOURTH ST	BROWN, RANDY J INVESTMENTS LLC	0	75%	-	0.00% \$	-
	00311505	202 W FIFTH ST	LANGSON, DON K	0	75%	-	0.00% \$	-
	00311502	205 W FOURTH ST	BROWN, RANDY J INVESTMENTS LLC	0	75%	-	0.00% \$	-
PLAZA STREET FRONTA	GE							
WILLIAMS AND PLAZA	00216504	1000 N PLAZA STREET	M & M BIGUE INVESTMENTS LLC	5,239	75%	3,929	0.87% \$	424
SOPHIA AND PLAZA	00216505	110 E ANN STREET	SALAS, ANGELICA	2,465	75%	1,849	0.41% \$	199
E TELEGRAPH AND PLAZA	00421502	107 E TELEGRAPH	T.L.A.C.P., LLC	2,150	75%	1,613	0.36% \$	174
	00421501	111 E TELEGRAPH	WONG FAMILY TRUST 11/22/97	2,948	75%	2,211	0.49% \$	238
			Tota	I 464,847		450,761	100% \$	48,604

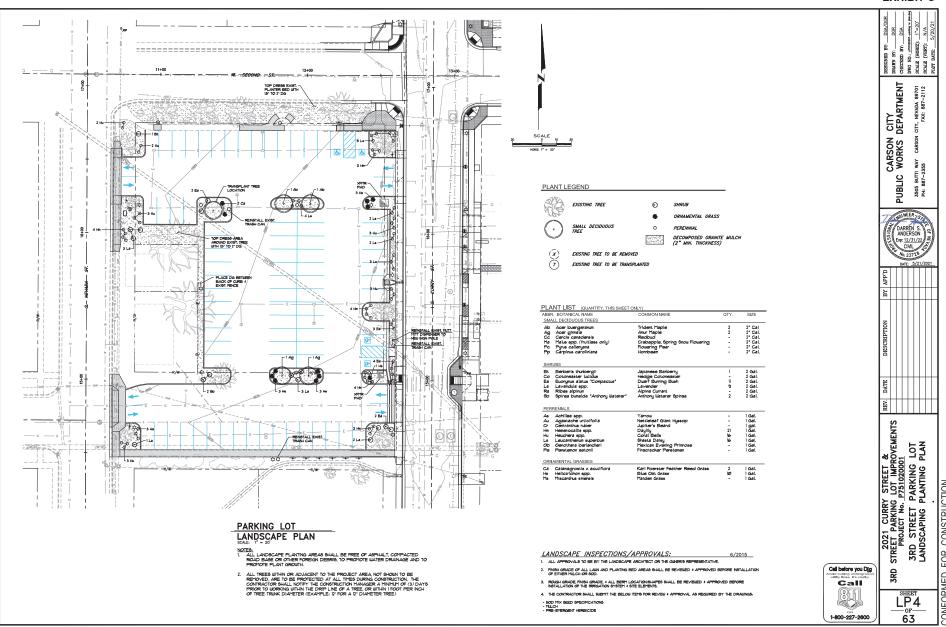
2021 CURRY STREET & **3RD STREET PARKING LOT IMPROVEMENTS** CITY DEPARTMENT , NEVADA 89701 Fax: 887-2112 **CARSON CITY, NEVADA PROJECT NO. P751020001** CITY, CARSON WORKS CARSON 5 BUTTI WAY 887-2355 PUBLIC BOARD OF SUPERVISORS SHEET INDEX 3505 PH: Lori Bagwell. Mayor TITLE SHEET G1 . Stacey Giomi Supervisor GENERAL CONSTRUCTION NOTES G2 Maurice White Supervisor G3 NOTES, LEGEND & ABBREVIATIONS NDFRSC Supervisor Stan Jones. G4 SURVEY CONTROL PLAN 12/31 Lisa Schuette Supervisor G5 HORIZONTAL CONTROL PLAN Aubrey Rowlatt City Clerk G6 STORMWATER POLLUTION PREVENTION PLAN 67-69 CURRY STREET - DEMOLITION PLAN G10 **3RD STREET PARKING LOT - DEMOLITION PLAN** C1-C3. CURRY STREET - SITE LAYOUT PLAN C4-C8 CURRY STREET - SITE GRADING PLAN DESIGNED FOR: RECREATION C9. **3RD STREET PARKING LOT - SITE PLAN** PROJECT CARSON CITY PUBLIC WORKS DEPARTMENT ARSON CITY PUBLIC W C10-C11. 3RD STREET PARKING LOT LOCATION 3505 BUTTI WAY TRANSPORTATION, CAPITAL PROJECTS SITE GRADING PLAN CARSON CITY, NV 89701 PUBLIC WORKS OPERATION 3505 BUTTI WAY ENLARGED PLAN VIEW SOUTHEAST DRIVEWAY GRADING C12 (775) 887-2355 L.I.D. INFILTRATION GALLERY C13 SITE PLAN & DETAILS UT1-UT3 CURRY STREET - UTILITY IMPROVEMENTS D1-D5 CONSTRUCTION DETAILS REV. ELECTRICAL PLANS E0-E11 NV ENERGY - ELECTRICAL PLANS EMENTS NV1-NV4 CURRY STREET CS1-CS3. SIGNING & STRIPING PLAN 3RD STREET PARKING LOT CS4 5 SIGNING & STRIPING PLAN ళ ల్త CS5 SIGNING & STRIPING DETAILS LANDSCAPE & IRRIGATION NOTES LPO. LP1-LP4 LANDSCAPE PLANTING PLANS ភ LANDSCAPE IRRIGATION PLANS LI1-LI4. LANDSCAPE / IRRIGATION DETAILS CURRY LD1-LD2 2021 CU STREET PAR Call before you Dig Call **3RD** NFORMED VICINITY MAP G1 N.T.S. 1-800-227-2600 63





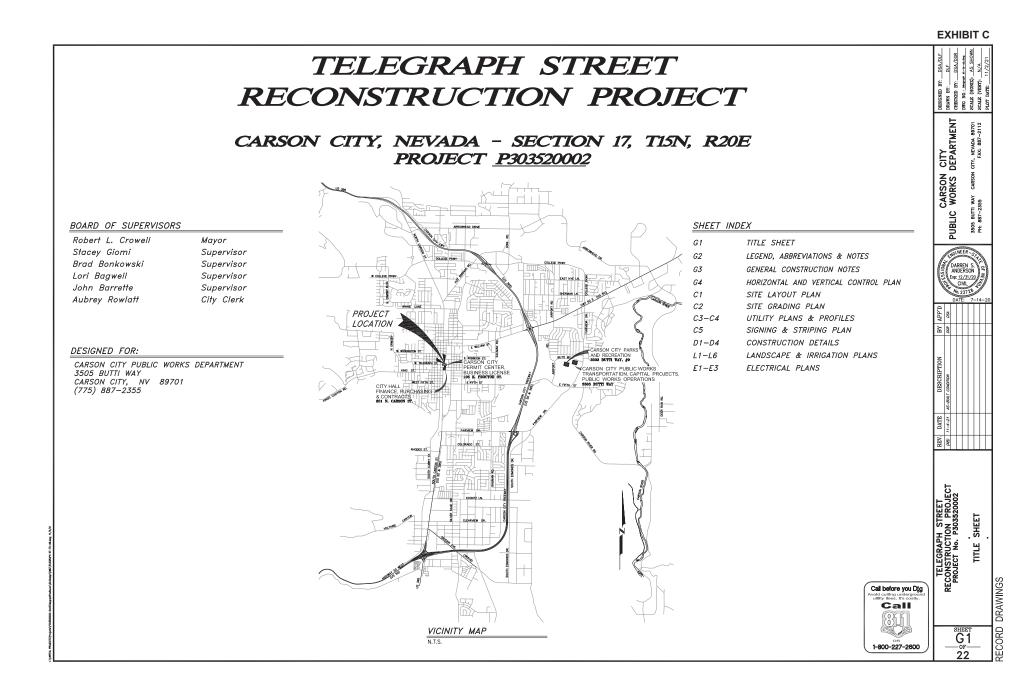


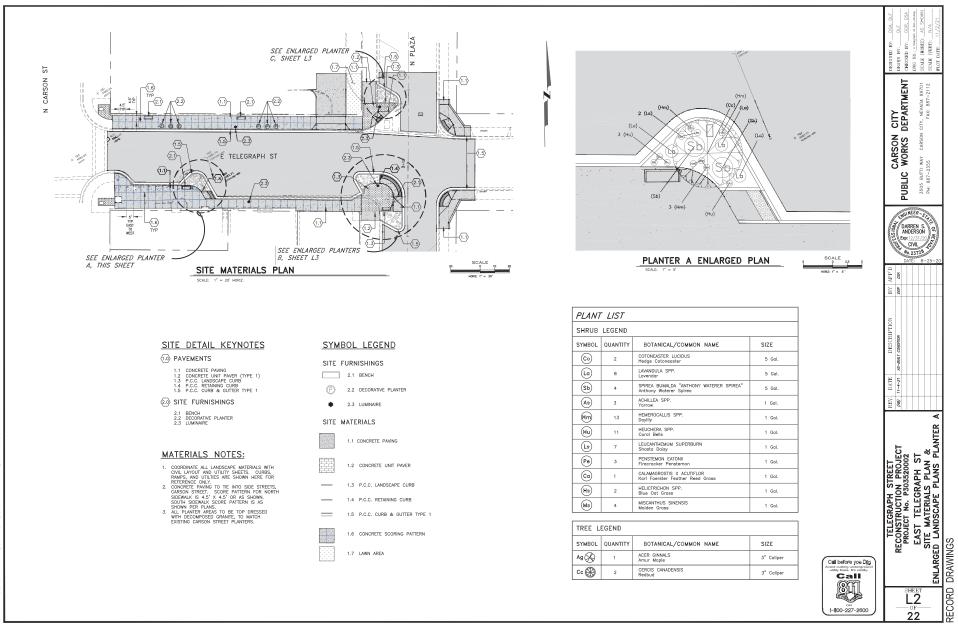


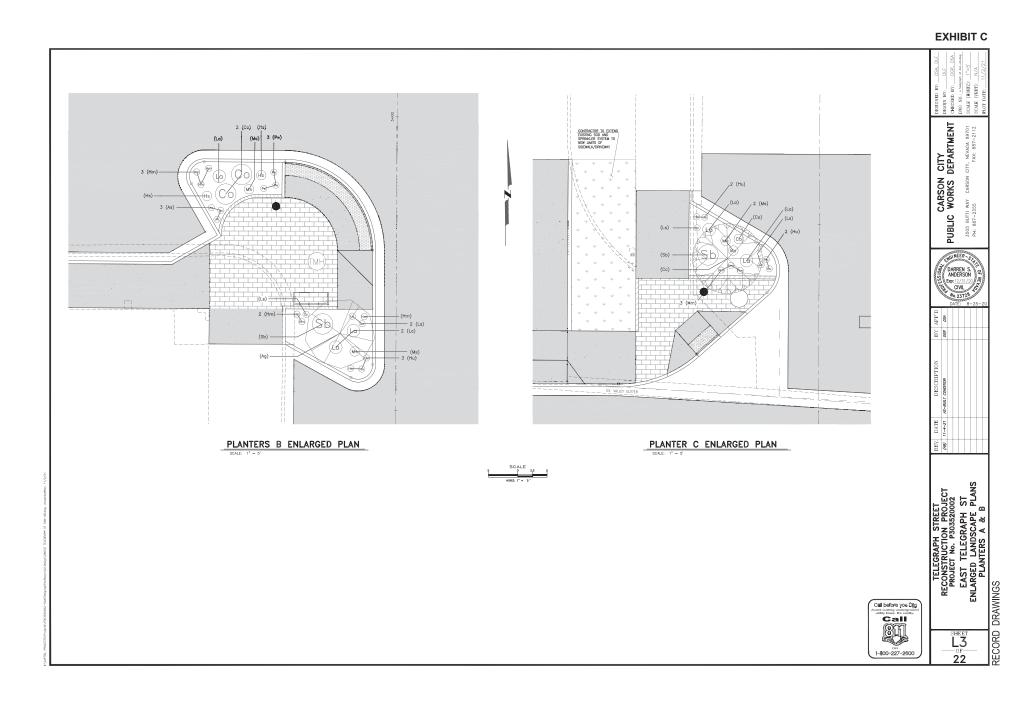


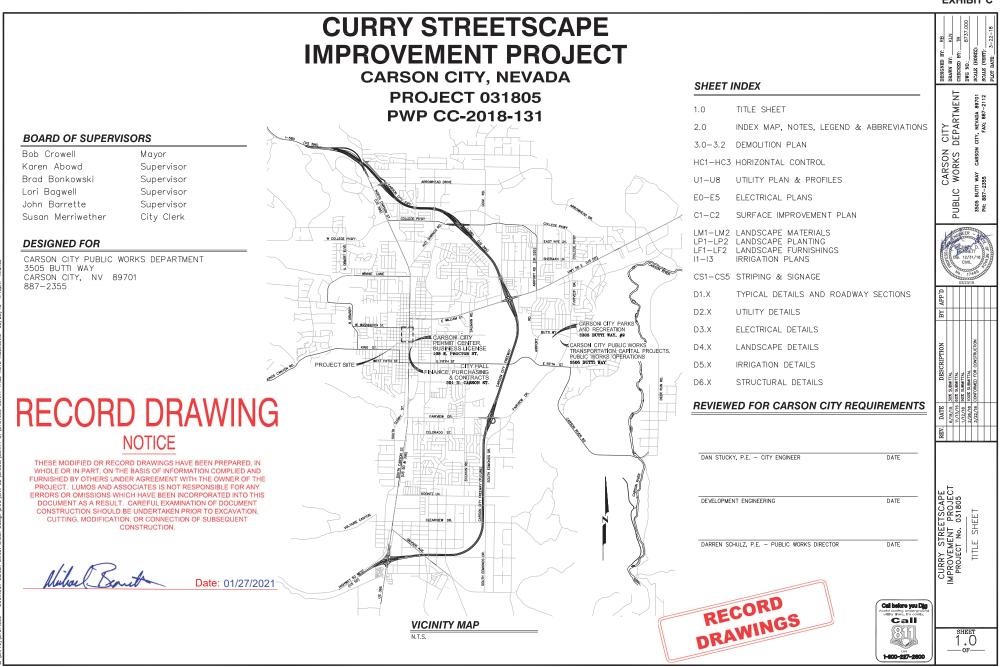
25

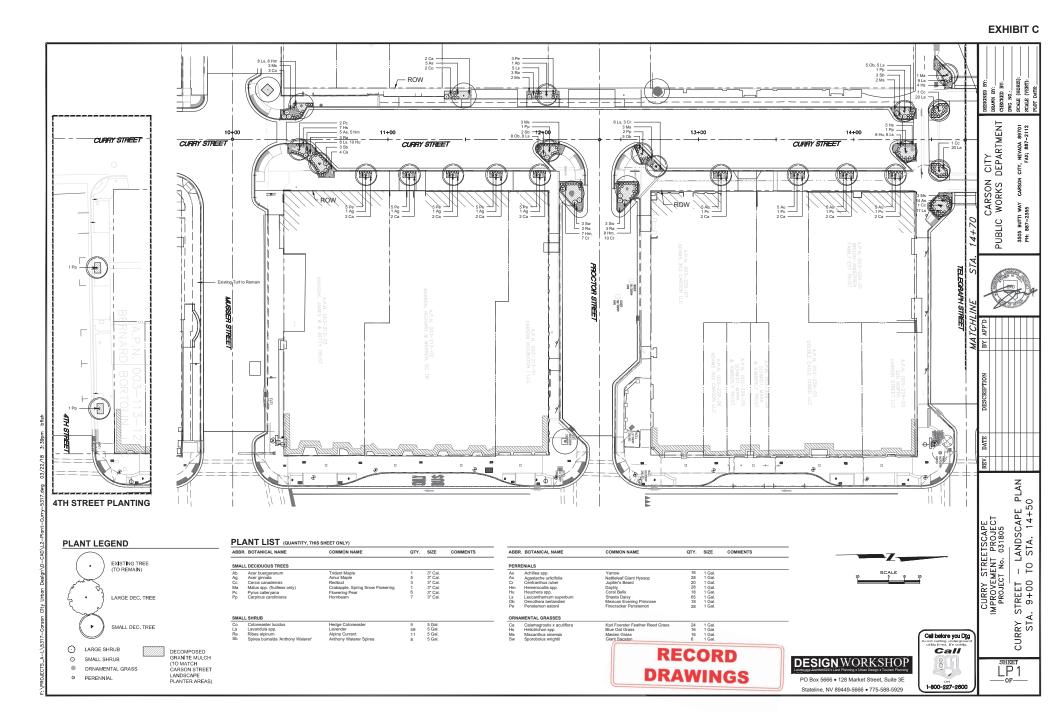
FOR CONSTRUCTION CONFORMED

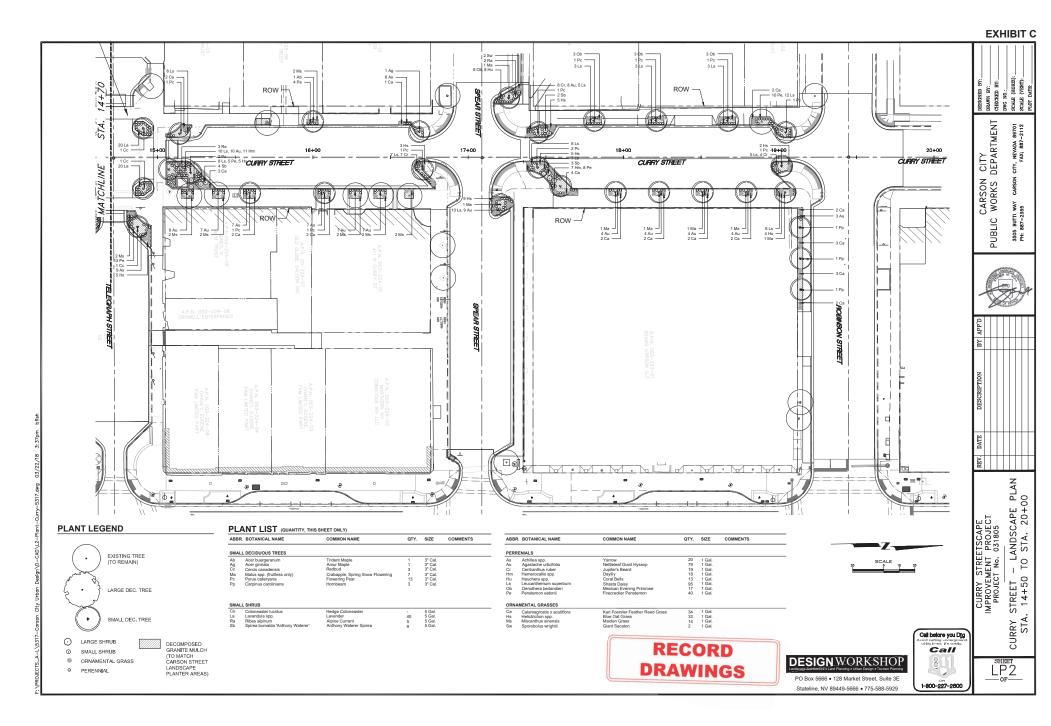




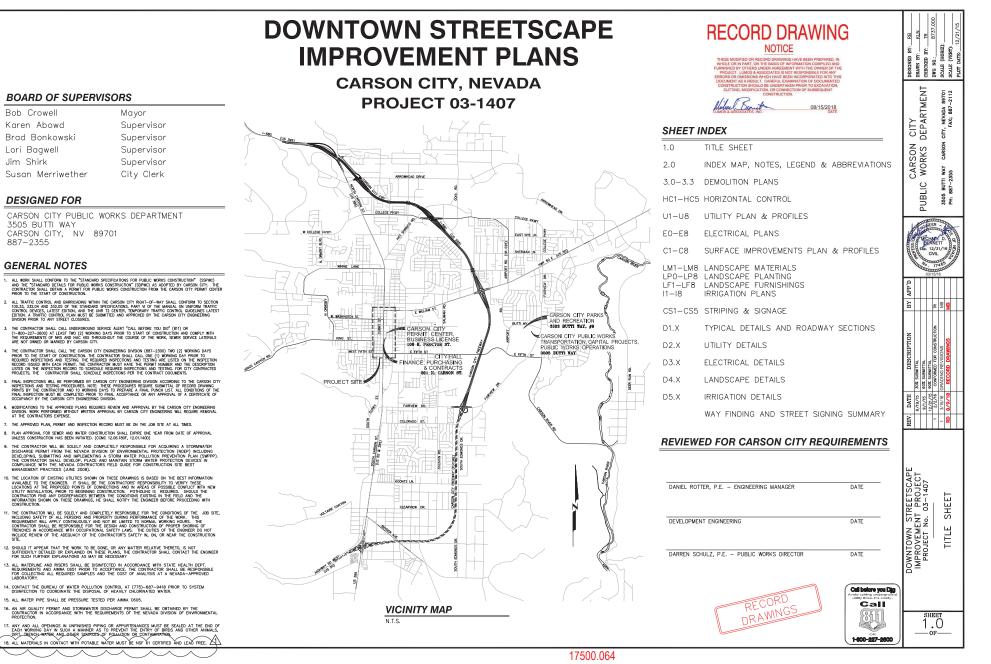




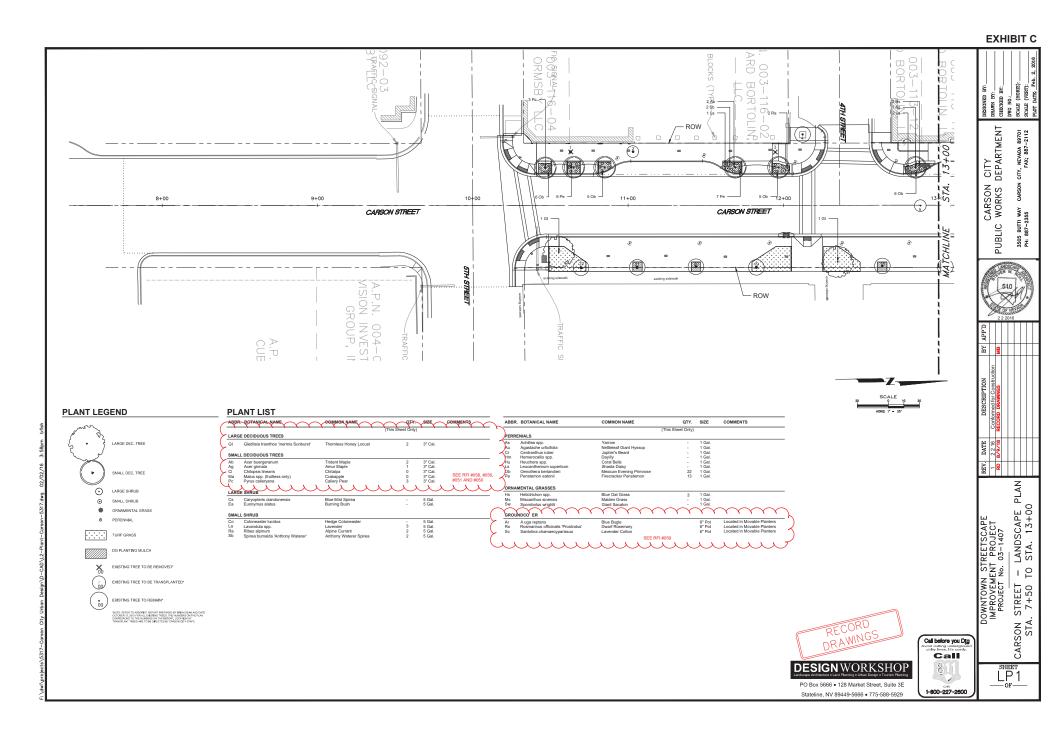




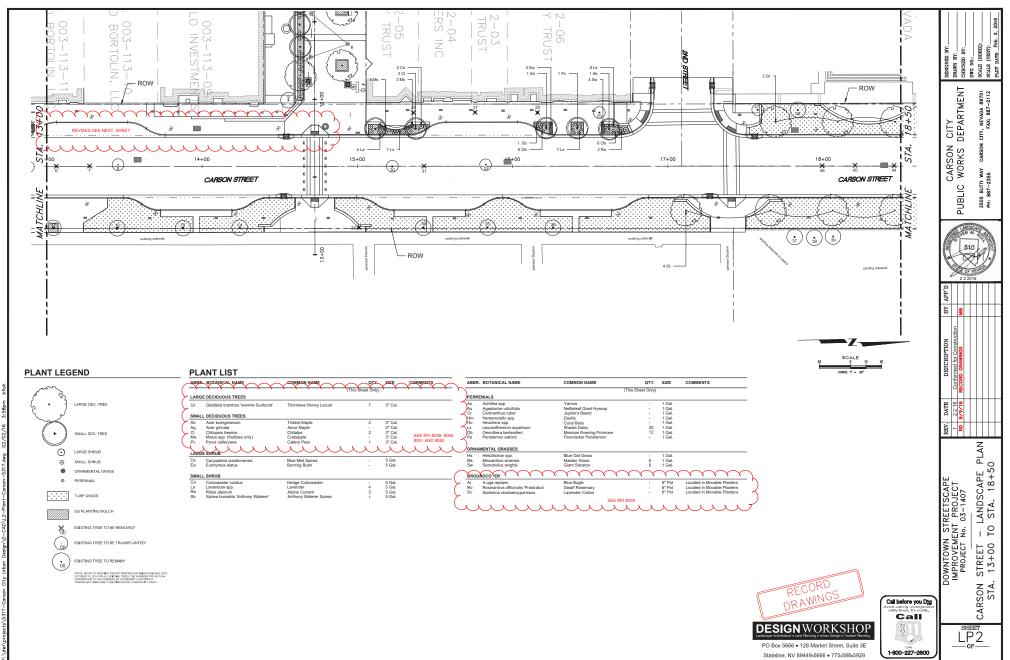
<u>3</u>

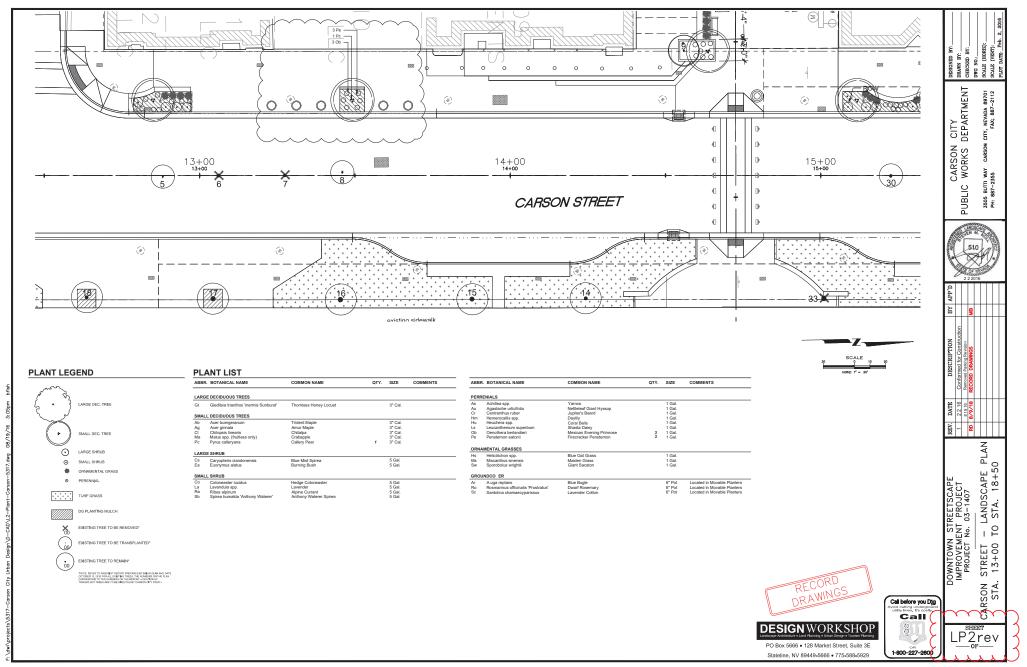


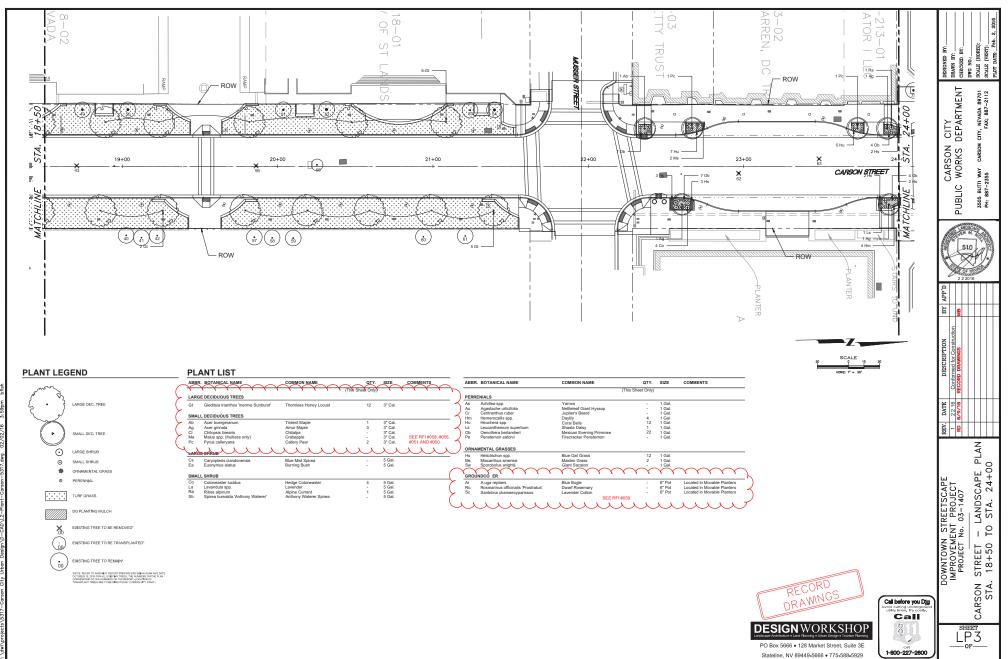
FOR COLLECT

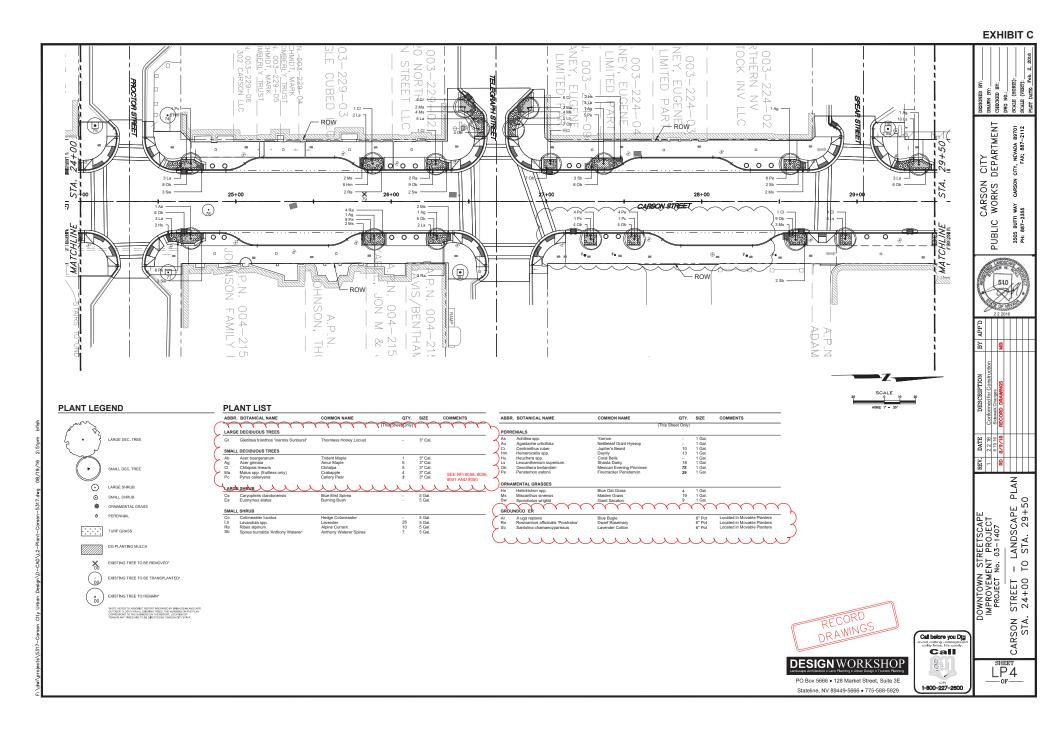


ယ္သ









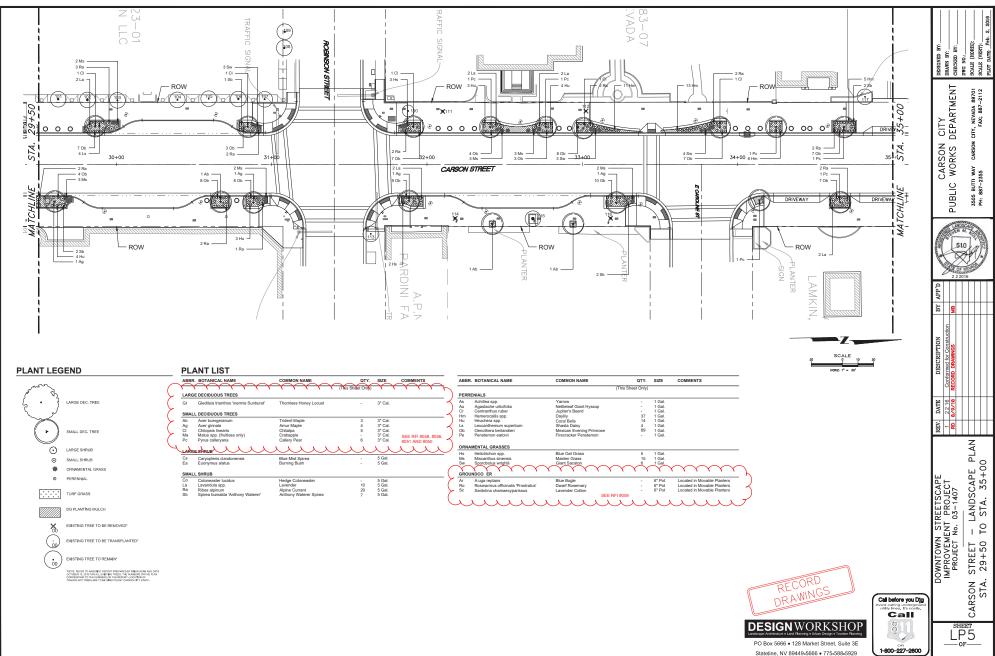
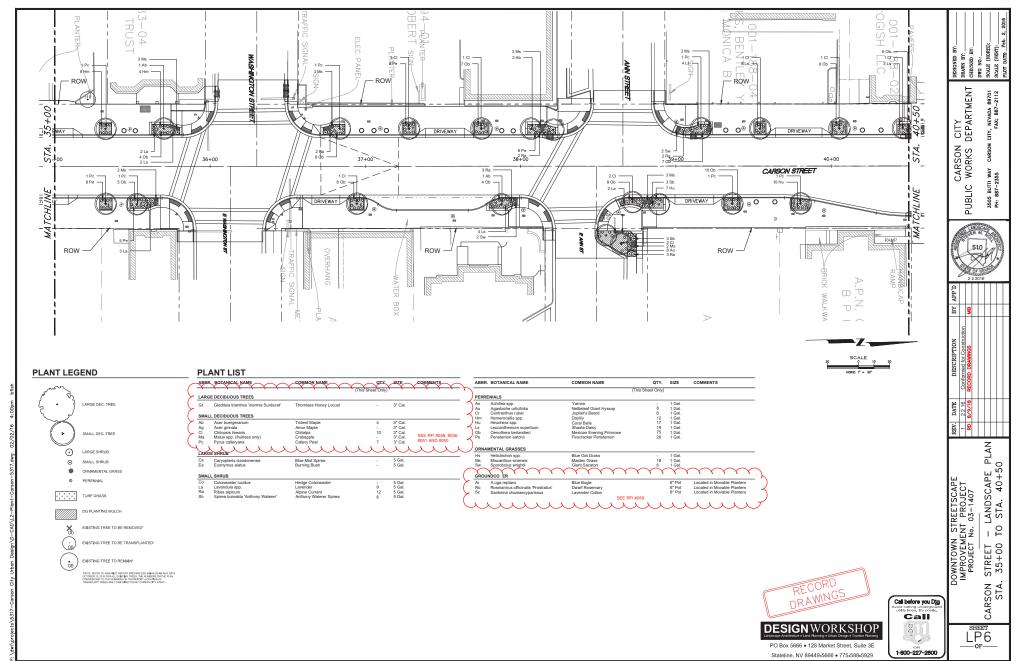
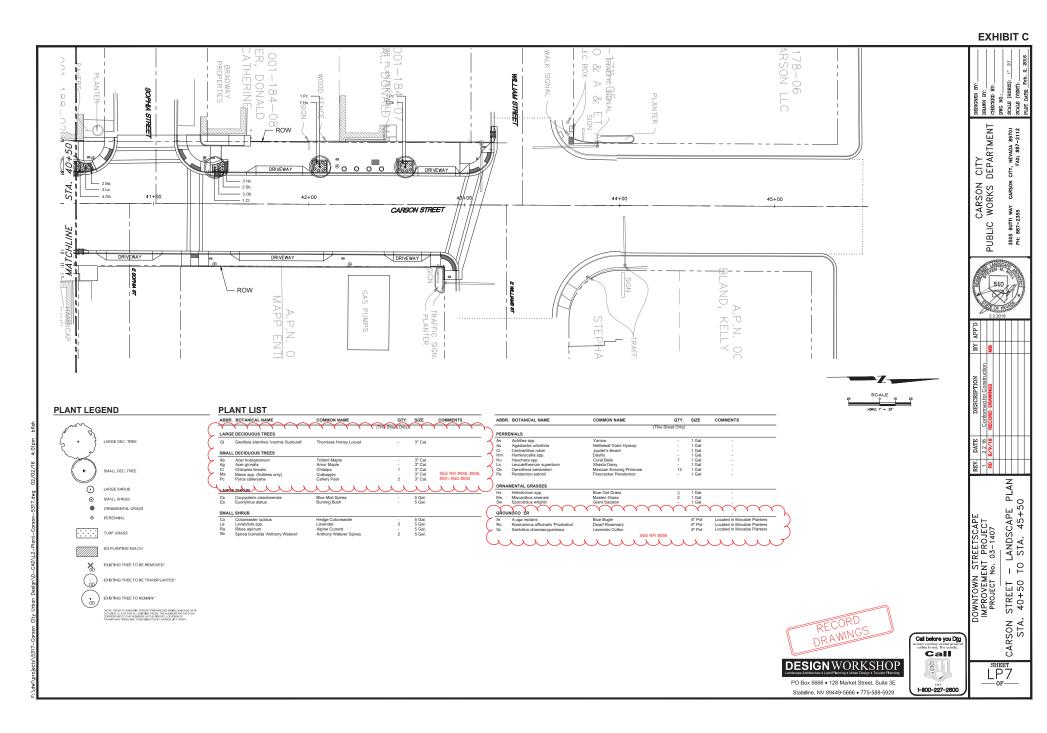


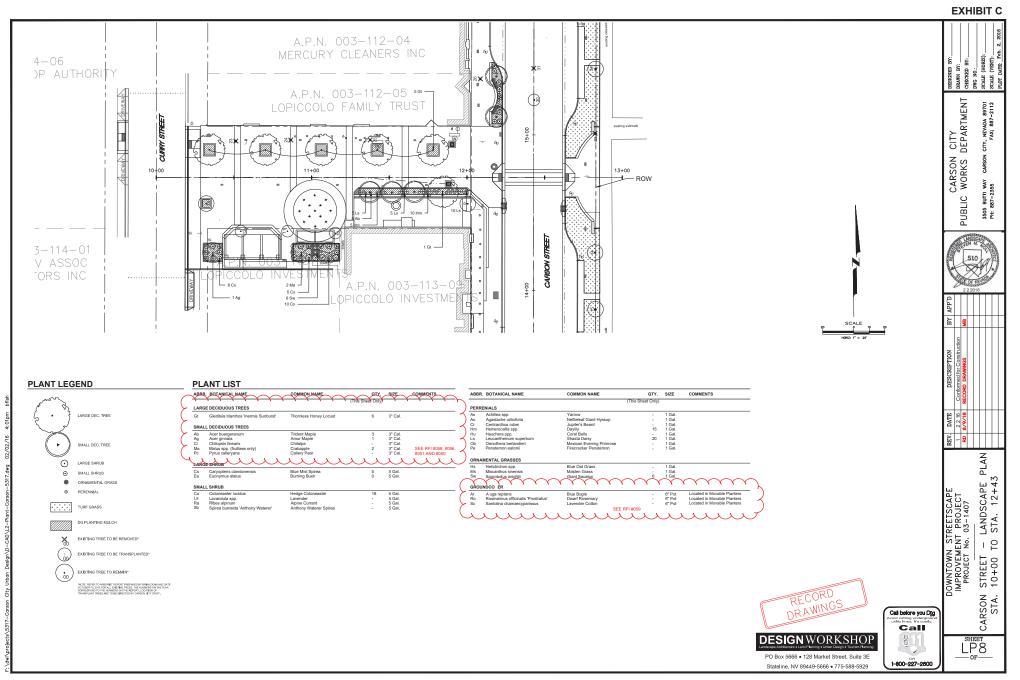
EXHIBIT C

EXHIBIT C





0



CARSON CITY DOWNTOWN NEIGHBORHOOD IMPROVEMENT DISTRICT MAINTENANCE LEVEL OF SERVICE STANDARDS

Owner: Carson City, acting by and through its parks and recreation and public works departments. All owner items are noted in grey.
NID: Neighborhood Improvement District [will direct and manage maintenance contract, authorize invoices, submit billing to City for payment]
Contractor: Third-party independent provider for landscaping, trash removal, and other related services as required.
Effective Date: This agreement will be effective upon the approval of the NID Agreement by the Board of Supervisors and the date of acceptance of bids by the NID for work under these standards.

Level of service standards outlined in this document are to guide regular maintenance tasks for the NID and are not intended for special events. Not all tasks in this document are the responsibility of the contractor, but are incorporated with the intent to ensure clear roles and responsibilities between owner, NID and contractor. *Exclusions: Graffiti removal will be the responsibility of the owner; all plant material will be under warranty for up to one year after installation and project acceptance from the owner. It is anticipated that plant material will be under warranty through the 2017 growing season unless otherwise determined by contract documents.* Plant replacements during the warranty period should be coordinated through the owner's representative. Plant replacements or additions of plant material shall be conducted in good faith and mutual cooperation between the owner and the NID.

TASK 1: Planter Beds

Guidelines: Bedding areas will contain healthy, attractive plants that lend variety, color and interest to the landscape. These areas will be litter, weed and pest free. Planter beds 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.

Task	Description	Frequency	Season
Pruning	Prune according to International Society of Arboriculture (ISA) standards. Shrubs 1' minimum clearance to curbs/sidewalks. Branch height of trees to provide clearance consistence on sidewalks/streets in accordance with city codes for safety. Be sure utility boxes and other areas needing accessibility are cleared for servicing.	Shrubs 1/yr Flowers 4-6/season	Shrubs: spring or fall Flowers: April 15- November 1
Irrigation	Adequate irrigation to sustain healthy, vigorous plant growth	As needed	April 15-November 1

Planter Beds Tasks

Pest control	Correct identification and proper control methods. Use of Chemical, mechanical, cultural or biological when appropriate, determined by supervisor. Chemical applications according to ordinance as defined on label.	Typical: Inspections weekly peak season one/month off season	Year round
Fertilize	Use appropriate fertilizer according to plant needs.	2/ year for herbaceous perennials and annuals 1/year for woody plants	April 15-November 1
Clean-up	Rake leaves, weeds, add mulch	Initial spring clean-up and as needed throughout the year	April 15-November 1
Litter removal	Pick-up all debris when visible	As needed	Year round
Tree stakes	Maintenance and removal of tree stakes.	Check as needed for proper operation. Remove all tree stakes after 1 year or as determined by owner.	Yearly

TASK 2: Flower Baskets

Guidelines: Flower baskets purchased and placed through the Greenhouse Project will contain healthy, attractive plants that lend variety, color and interest to the landscape. These areas will be litter, weed and pest free. All flower baskets will be cleaned or otherwise maintained to achieve natural form and enhance aesthetics.

Flower Basket Tasks

Flower	Watering, clean up and removal of dead petals/flowers to	Daily or as needed	June-October
Baskets	achieve a healthy plant and maintain a consistent and		
	aesthetic product throughout the NID. Fertilize every 2-		
	weeks, fertilizer provided by others (Greenhouse);		
	maintain hangars and replace as needed.		

Task 3: 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
Repair & Replace Irrigation valves	Contractor responsibility begins at the location of the valve. Valve to point of connection is the owner responsibility. Contractor to coordinate with owner regarding controls/timers. Repair of irrigation control valves and main line leaks/breaks with specified materials within 4 hours for main breaks and within 24 hours for other leaks are the responsibility of owner.	As needed	Spring + fall
Repair & Replace Heads	Broken heads and lateral line leaks/breaks to be repaired or replaced before next watering cycle by contractor, includes material failures, vandalism etc. All repairs performed by 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
Monitor & Adjust system	Observe the system in operation. Make adjustments. Call owner for major items.	As needed	April 15-November 1
Adjust Controller	Owner responsibility. Contractor to advise owner of changes or adjustments requested to watering schedules.	Spring, peak heat periods, fall and with significant weather changes	April 15-November 1
Start-up	Owner responsibility. Following site specific procedures, restore water service to each site upon owner inspection/coordination.	Once per year	Spring
Shut-down & winterize	Owner responsibility.	Once per year	Fall and as determined by freezing temps.
Backflow	Owner responsibility. Complete standard backflow test and submit test report. Responsibility of owner.	At system startup each spring.	Spring
Drains	Owner responsibility. Check drains at site shut down, repair or replace as needed and coordinate with owner.	Once per year	Fall

Task	Description	Frequency	Season
Valves	Repair valves, solenoids and decoder when indicated by inspection. Replace according to manufacturer specifications.	As needed	April 15-November 1
Central Computer Control System	Responsibility of owner. Download and observe data, adjust program according to irrigation needs. Owner to trouble shoot system with contractor when necessary. Upgrade software and system.	Daily during irrigation season.	April 15-November 1
Valve Boxes	Maintain visible lids, replace if broken or missing, insure proper grade in the field and secure bolts.	Weekly in season; monthly off season	Year round
Quick Couplers	Insure proper seating, and placement in valve box, clean from debris	As needed	April 15-November 1
Drip Systems	Inspect operation of emitters and replace as needed. Inspect placement of distribution tubing, check and clean filter and pressure regulator. Flush end lines. Check, replace and repair lines & fittings. Expand emitters out to drip line of tree as needed.	Inspect, adjust and repair as needed. In season, observe plant stress or lack of fwater.	April 15-November 1

Task 4: Paved/Concrete and Unpaved Surfaces Standard

Guidelines: Paved pathways, parking lots, concrete sidewalks and other paved areas will have smooth surfaces, be properly marked or signed and, where night use is intended, be adequately lighted. Pathways and parking lots will be free of litter. Contractor will provide a cleaning/power washing schedule to assist NID in coordination with business owners and scheduling of activities. Unpaved surfaces will be clean, graded and compacted for its intended use. This task also includes regular maintenance of the Bob McFadden Plaza, *excluding the splash pad*.

Task	Description	Frequency	Season
Clean walks	Keep free of hazards and debris by sweeping, washing or blowing	Clean as necessary	Year round
Litter Removal	Pick up all debris in designated areas	As necessary	Year round
Clean stairs, shelters and stage structure	Keep free of hazards and debris by sweeping, washing or blowing. Sweep or blow off, user proper cleaning agent when needed, wash down, keep free from food/gum/standing water. Dry clean/pressure wash in off-season. Dispose of debris. Notify owner of vandalism, graffiti or safety concerns.	Inspect regularly and clean as necessary	Year round
Clean benches/seat walls	Use proper cleaning agent, scrub seats, wash down, and remove standing water. Notify owner of vandalism or safety concerns.	Inspect regularly and clean as necessary	April 15-November 1
Trash containers	Dispose if over ½ full, clean barrels when necessary.	In season: 1/day minimum/7-days per week. Off season: Fridays and Mondays only	In season: April 15- November 1 Off season: November 2-April 14
Weed control	Remove all invasive vegetation chemically or mechanically. Maintain 3'set back off roads and sidewalks/pathways to be clear for ADA access.	As needed	April 15-November 1

Paved/Concrete Surfaces Tasks

Task	Description	Frequency	Season
Grade	Maintain smooth surfaces as necessary by mechanical means	As needed	April 15-November 1
Rake	Hand raking for small obstructions and debris	As needed	Year round
Weed Removal	Remove by Chemical (pre-and post- emergence) physical or mechanical means. Maintain 3-foot set back or as site requires.	Twice annually	April 15-November 1
Litter Removal	Pick up all debris	As needed	Year round
Leaf Removal	Rake or blow off as needed	As needed	April 15-November 1

Task 5: Splash Pad Standards

Guidelines: Splash pad will be operated and maintained in accordance with Nevada Administrative Code and in a manner acceptable to national, state and local health department regulations for the safety and enjoyment of the general public. Graffiti and vandalism must be reported to owner within 24 hours and owner will be responsible for replacement/removal associated with any acts of vandalism. Contractor is required to have a Certified Pool and Spa Operator as part of team providing service with proof of certification to be provided to owner and NID.

Task	Description	Frequency	Season
Graffiti removal and vandalism mitigation	Owner responsibility. Replacement items due to vandalism are the responsibility of owner, upon notification of contractor or NID.	Remove Graffiti within 24-48 hours	June - October
Splash Pad Regular Maintenance	Checks plumbing and system operation for defects, leaks, vandalism, blockages etc. Clean out all drains/hair catches, removes debris to ensure an efficiently operating system including on pad surface. Cleans filtration system as needed. Contractor to monitor and make adjustments to water chemistry, add chemicals to maintain NAC and health department chemical levels as needed. Contractor to purchase and transport chemicals as no chemical storage is on site. Contractor to close splash pad when safety issues arise and post accordingly. Should a closure occur, contractor will notify NID and owner accordingly with a timeline and plan of action to resolve issues. Contractor will provide an inspection/testing log on-site for health department inspections.	Daily or as needed.	June- October
Splash Pad Emergency Maintenance	Contractor to provide minor system/plumping repairs as needed and notifies owner to address all mainline or major issues including vandalism.	As needed	June – October
Splash Pad System Start Up	Owner responsibility. Upon owner inspection, start up system, flush lines, check	1 x Beginning of season	End of May, beginning of June

Splash Pad Tasks

Task	Description	Frequency	Season
	plumbing for leaks, inspect chemical feeders,		
	fittings, parts etc.		
Splash Pad System Shut	Owner responsibility. Upon owner	1 x End of Season	October
Down	inspection, winterize system, flush and blow		
	lines to ensure system protection during		
	winter.		

Task 6: Snow Removal Standards

Guidelines: Snow removal will be provided to ensure safety within a reasonable timeframe and manner in high traffic areas within the NID boundaries (see map). NID will work cooperatively with contractor to negotiate thresholds to reduce duplication of efforts and maximize time frames for ease of the contractor if providing service to others in the vicinity, especially adjacent property owners.

Snow Removal Tasks

Task	Description	Frequency	Season
Snow removal – McFadden Plaza	Remove mechanically, physically or chemically as available, in designated locations, with priorities set by NID, but general guideline will be after a 2" snow accumulation. Provide ice melt product (product must be pre-approved by owner) to reduce slips and falls in high traffic areas.	As needed in response to 2" snow accumulation.	October-June
Snow removal- Sidewalks	Remove mechanically, physically or chemically as available, in designated locations, with priorities set by NID, but general guideline will be after a 4" snow accumulation. Provide ice melt product (product must be pre-approved by owner) to reduce slips and falls in high traffic areas. Contractor to identify problem areas and notify NID accordingly	As needed in response to 4" snow accumulation.	October-June