



# STAFF REPORT

**Report To:** Board of Supervisors

**Meeting Date:** April 19, 2018

**Staff Contact:** Lee Plemel, Community Development Director

**Agenda Title:** For Possible Action: To adopt Resolution No. 2017-R-\_\_ reporting the City Engineer's estimated assessment roll for Fiscal Year 2019, identifying the cost to be paid by the Downtown NID (Neighborhood Improvement District) 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. (Lee Plemel, lplemel@carson.org)

**Staff Summary:** The Board of Supervisors adopted Ordinance No. 2016-1 establishing the Downtown NID on January 7, 2016, and implemented the first annual assessment in FY 2017 to assist in the cost of sidewalk maintenance. The proposed Resolution initiates the process for implementing the annual assessment for FY 2019, as provided in NRS Chapter 271. The draft assessment for FY 2019 is \$51,846, distributed among the property owners within the NID in accordance with the ordinance.

**Agenda Action:** Resolution

**Time Requested:** 15 minutes

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## **Proposed Motion**

I move to adopt Resolution No. 2018-R-\_\_ reporting the City Engineer's estimated assessment roll for Fiscal Year 2019, identifying the cost to be paid by the Downtown NID (Neighborhood Improvement District) 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.

## **Board's Strategic Goal**

Economic Development

## **Previous Action**

On January 7, 2016, the Board of Supervisors approved an ordinance establishing the Downtown Neighborhood Improvement District. The Board enacted the Downtown NID assessment for FY's 2017 and 2018.

On October 20, 2016, the Board of Supervisors entered into an agreement with the Downtown NID relating to ongoing project maintenance provisions.

## **Background/Issues & Analysis**

The Board of Supervisors established the Downtown NID in order to assess property owners to help pay for the ongoing maintenance of the Downtown Streetscape Enhancement Project improvements. The NID was initiated by petition of property owners representing more than 50% of the assessed valuation of properties within the NID. The FY 2019 Downtown NID assessment will be the third year of the assessment.

NRS Chapter 271 provides for the annual procedures for implementing a NID assessment. The Resolution on this agenda initiates the actions necessary for implementing the annual assessment of properties within the Downtown NID. Following is the schedule of actions to implement the assessment:

- Property Owner Notification - Notification is sent out to all property owners via certified mail, publish in the newspaper and posted.

- May 19 Board of Supervisors meeting:

1. Consideration of Hardship Determinations. Hardship Determinations allow a deferment of the assessment based on income per the adopted policy. (NRS 271.360[3])
2. Public Hearing to consider complaints, protests and objections to the assessment. (NRS 271.380-385)
3. Adoption of a Resolution to confirm, revise or correct the Assessment Roll. (NRS 271.378[3] & 385[2])
4. Introduction of an ordinance to levy the assessments in the roll. (NRS 271.390[1])

- June 7 Board of Supervisors items:

1. Adoption, on second, reading of the ordinance to levy the assessments in the roll.

- Notification of assessment - Notification of the assessment is sent to the property owners.

The enacting Downtown NID ordinance provides for an annual increase in the total assessment equal to the 12-month CPI (Consumer Price Index) for the preceding calendar year, which was 2.1% at the end of 2017. Application of the CPI to the FY 2017 assessment (\$50,780) results in a full assessment for FY 2019 of \$51,846. The ordinance also provides that "once a credit balance of 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)."

As of the writing of this staff report, the Downtown NID Board was still considering bids for maintenance for next year and evaluated the projected expenditures for the remainder of FY 2017 assessment period. Once this information is available to City staff, staff will evaluate the collected funds that are anticipated to be rolled forward to next year, the expected cost of maintenance for next year, and the projected ending fund balance for next year. Based on the funds remaining from the assessments over the first two years, it is anticipated that the assessment for FY 2019 will be reduced. In no instance will the FY 2019 assessment be greater than \$51,846 as provided in the attached draft assessment.

Since the bids for an entire season of maintenance are still pending, the projected cost of maintenance for the next Fiscal Year is not known at this time. It is anticipated that this information will be available before the assessment is implemented by ordinance in May.

The Downtown NID Board consists of property owners from within the NID. The Downtown NID Board began managing the downtown maintenance contract in 2017.

The City contributes \$26,472 annually to the cost of maintenance within the NID per the agreement between the City and the NID and the provisions of NRS 271.

Contact Lee Plemel at 283-7075 or lplemel@carson.org for any questions regarding this item.

#### **Applicable Statute, Code, Policy, Rule or Regulation**

NRS Chapter 271

**Financial Information**

Is there a fiscal impact?  Yes  No

If yes, account name/number: N/A

Is it currently budgeted?  Yes  No

Explanation of Fiscal Impact: The City will continue to pay its portion of downtown maintenance costs in an amount that has been budgeted in past years before the downtown improvements, which is identified in the draft FY 2019 City budget.

**Alternatives**

Do not implement the Downtown NID assessment.

**Attachments:**

1) Resolution

**Board Action Taken:**

Motion: \_\_\_\_\_

1) \_\_\_\_\_

Aye/Nay

2) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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(Vote Recorded By)

**RESOLUTION NO. 2018-R-\_\_**

**A RESOLUTION REPORTING THE CITY ENGINEER'S ESTIMATED ASSESSMENT ROLL FOR FISCAL YEAR 2019, IDENTIFYING THE COST TO BE PAID BY THE DOWNTOWN NID (NEIGHBORHOOD IMPROVEMENT DISTRICT) 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.**

**WHEREAS**, the Carson City Board of Supervisors adopted Ordinance No. 2016-1 establishing the Downtown Neighborhood Improvement District ("NID") on January 7, 2016, to help pay for the ongoing maintenance of the street beautification project known as the Downtown Streetscape Enhancement Project, and that ordinance provided for the baseline property assessment as well as other requirements; and

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

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

**WHEREAS**, NRS 271.380 requires 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; and

**NOW, THEREFORE, BE IT RESOLVED** that the Carson City Board of Supervisors hereby takes the following actions:

1. The Board of Supervisors estimates the assessment to be paid by the Downtown NID in FY 2018 ("Year Two") for the purpose of paying for maintenance of the Downtown Streetscape Enhancement Project at \$51,846, an amount equal to the Year Two Assessment (\$50,780) plus the CPI (2.1%) as identified in Ordinance No. 2016-1, and estimates the Year Three Downtown NID assessment roll for each property within the NID to be in those amounts as set forth in EXHIBIT A, attached herewith; and

2. The Board of Supervisors directs City staff to file the City Engineer's Assessment Roll with the Clerk's office; and

3. The Board of Supervisors fixes the date and time for a hearing of complaints, protests and projections to be May 17, 2018, at the regularly scheduled meeting of the Board beginning at 8:30 a.m., to be held at 851 East William Street, Carson City, Nevada, and further directs staff to publish and provide notice of said public hearing in accordance with NRS 271.360, including the provision of notice to each owner of property located within the NID; and

4. The Board of Supervisors directs staff to publish and provide notice of said public hearing in accordance with NRS 271.360, including the provision of notice to each owner of property located within the NID.

Upon motion by Supervisor \_\_\_\_\_, seconded by Supervisor \_\_\_\_\_, this foregoing Resolution was passed and adopted this 19th day of April, 2018 by the following vote:

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

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

\_\_\_\_\_

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

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Robert L. Crowell, Mayor  
Carson City, Nevada

ATTEST:

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Sue Merriwether, Clerk  
Carson City, Nevada

Downtown Neighborhood Improvement District  
FY 2019  
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.

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Dan Stucky, P.E., City Engineer

Dated at Carson City, Nevada, April \_\_, 2018.

Parcel No	Property Location	Owner Name	Specia Benefit		% total bldg size	Assessment
			Bldg size	Factor		
<b><u>WEST SIDE OF CARSON ST</u></b>						
<u>W WILLIAMS AND N CARSON</u>	00118499	1020 N CARSON ST	HEIDI'S DUTCH MILL	2,259	100%	2,259
	00118407	1020 N CARSON ST	ROSENTHAL, DONALD M ET AL	0	100%	-
	00118408	1000 N CARSON ST	THAYER, DONALD AND CATHERINE	1,500	100%	1,500
<u>SOPHIA AND N CARSON</u>	00118802	922 N CARSON STREET	BROGISH LLC	788	100%	788
	00118804	900 N CARSON STREET	BROOKS, BENTLEY Y & MONICA	2,100	100%	2,100
<u>ANN AND N CARSON</u>	00119401	800 N CARSON STREET	MAFFI, JOE ROBERT	37,838	100%	37,838
<u>W WASHINGTON AND N CARSON</u>	00328304	716 N CARSON ST	KAPLAN FAMILY TRUST	19,927	100%	19,927
<u>W ROBINSON AND N CARSON</u>	00322301	500 N CARSON ST	ADAMS CARSON LLC	0	100%	-
<u>W SPEAR AND N CARSON</u>	00322402	420 N CARSON ST	NORTHERN NV COMSTOCK INV LLC	5,439	100%	5,439
	00322403	410 N CARSON ST	DOUGLASS DEVELOPMENT LLC	4,403	100%	4,403
	00322404	408 N CARSON ST	CHANAY, EUGENE FAM LIMITED PART	4,945	100%	4,945
	00322409	402 N CARSON ST	CHANAY, EUGENE FAM LIMITED PART	5,951	100%	5,951
<u>W TELEGRAPH AND N CARSON</u>	00322902	320 N CARSON ST	320 NORTH CARSON STREET LLC	2,690	100%	2,690
	00322903	318 N CARSON ST	DOUBLE EAGLE CUBED LLC	13,441	100%	13,441
	00322904	310 N CARSON ST	SCHMIDT, MARK & KIMBERLY TRUST	1,020	100%	1,020
	00322905	308 N CARSON ST	SCHMIDT, MARK & KIMBERLY TRUST	1,275	100%	1,275
	00322906	306 N CARSON ST	ADAMS 302 CARSON LLC	2,053	100%	2,053
	00322907	302 N CARSON ST	ADAMS CARSON LLC	8,748	100%	8,748
<u>W PROCTOR AND N CARSON</u>	00321301	111 W PROCTOR ST	CARSON INCUBATOR I LLC	8,390	100%	8,390
	00321302	206 N CARSON ST	WARREN, RICHARD & WARREN, DC TR	11,519	100%	11,519
	00321303	202 N CARSON ST	KNASIAK, JAMES W & BETTY TRUST	9,426	100%	9,426
<u>SECOND AND S CARSON</u>	00311206	123 W SECOND ST	LOPICCOLO FAMILY TRUST 5/26/98	10,251	100%	10,251
	00311203	210 S CARSON ST	BODIE NEVADA TRUST 12/27/11	1,924	100%	1,924
	00311204	217 S CURRY ST	MERCURY CLEANERS INC	5,746	100%	5,746
	00311205	224 S CARSON ST	LOPICCOLO FAMILY TRUST 5/26/98	5,685	100%	5,685
<u>THIRD AND S CARSON</u>	00311309	310 S CARSON ST	LOPICCOLO INVESTMENTS LLC	12,906	100%	12,906
	00311310	S CARSON ST	BERNARD BORTOLIN, LLC	0	100%	-
	00311311	312 S CARSON ST	BERNARD BORTOLIN, LLC	2,890	100%	2,890
	00311312	314 S CARSON ST	BERNARD BORTOLIN, LLC	1,920	100%	1,920
<u>FOUTH AND S CARSON</u>	00311602	400 S CARSON ST	BERNARD BORTOLIN, LLC	0	100%	-
	00311601	410 S CARSON ST	BERNARD BORTOLIN, LLC	4,208	100%	4,208
	00311604	418 S CARSON ST	CUBIX ORMSBY LLC	2,079	100%	2,079
<b><u>EAST SIDE OF CARSON ST</u></b>						
<u>E WILLIAMS AND N CARSON</u>	00216201	1017 N CARSON ST	MAPP ENTERPRISES, INC	1,653	100%	1,653
<u>SOPHIA AND N CARSON</u>	00216304	917 N CARSON ST	B P HOTEL, LLC	31,890	100%	31,890
	00216305	901 N CARSON STREET	B P HOTEL, LLC	0	100%	-
<u>ANN AND N CARSON</u>	00216402	801 N CARSON ST	BRINSON, BETTY	10,531	100%	10,531
<u>E WASHINGTON AND N CARSON</u>	00426101	113 E WASHINGTON ST	CARSON LODGE #1 - MASONIC LODGE	4,929	100%	4,929
	00426102	705 N CARSON ST	LAMKIN, ROBERT L AND ROBERTA A	1,731	100%	1,731
<u>EAST CAROLINE AND N CARSON</u>	00426301	617 N CARSON ST	ADAMS CARSON LLC	0	100%	-

FY 2019 "Year-Three" Downtown Neighborhood Improvement District Maintenance Engineer's Assessment Roll

EXHIBIT A

<u>E ROBINSON AND N CARSON</u>	00426302	601 N CARSON ST	PARDINI FAMILY PROPERTIES LLC	3,920	100%	3,920	0.86%	\$ 444
	00421111	507 N CARSON ST	ADAMS CARSON LLC	79,378	100%	79,378	17.34%	\$ 8,991
	00421402	E SPEAR ST	ADAMS CARSON LLC	0	100%	-	0.00%	\$ -
<u>E TELEGRAPH AND N CARSON</u>	00421503	319 N CARSON ST	DAVIS / BENTHAM LLC	4,320	100%	4,320	0.94%	\$ 489
	00421504	315 N CARSON ST	YAPLE, JON M AND JEANNE	1,958	100%	1,958	0.43%	\$ 222
	00421508	311 N CARSON ST	JOHNSON, THOMAS Y AND LINDA E	7,644	100%	7,644	1.67%	\$ 866
	00421506	301 N CARSON ST	JOHNSON FAMILY REVOCABLETRUST	9,282	100%	9,282	2.03%	\$ 1,051
<b>CURRY STREET FRONTAGE - EAST</b>								
<u>W WILLIAM AND N CURRY</u>	00118409	1007 N CURRY STREET	HAUTEKEET FAMILY TRUST	4,506	75%	3,380	0.74%	\$ 383
<u>SOPHIA AND N CURRY</u>	00118801	115 W SOPHIA	BROGISH LLC	0	75%	-	0.00%	\$ -
	00118803	110 W ANN	CARSON CITY	0	75%	-	0.00%	\$ -
<u>SPEAR AND N CURRY</u>	00322401	411 N CURRY ST	NORTHERN NV COMSTOCK INV LLC	9,467	100%	9,467	2.07%	\$ 1,072
	00322407	407 N CURRY ST	OLD GLOBE SALOON INC	1,641	100%	1,641	0.36%	\$ 186
	00322406	110 W TELEGRAPH ST	JONES, K & M TRUST	6,160	100%	6,160	1.35%	\$ 698
<u>W TELEGRAPH AND N CURRY</u>	00322408	108 W TELEGRAPH ST	CROWELL ENTERPRISES INC	2,311	100%	2,311	0.50%	\$ 262
	00322901	111 W TELEGRAPH ST	BRUUN-ANDERSEN FAMILY EST TRUST	11,019	100%	11,019	2.41%	\$ 1,248
<u>THIRD AND N CURRY</u>	00311315	S CURRY / THIRD	LOPICCOLO INVESTMENTS LLC	1,080	100%	1,080	0.24%	\$ 122
	00311399	W THIRD ST	LOPICCOLO INVESTMENTS LLC	0	100%	-	0.00%	\$ -
	00311313	110 W FOURTH ST	BERNARD BORTOLIN, LLC	1,456	75%	1,092	0.24%	\$ 124
	00311314	309 S CURRY ST	BERNARD BORTOLIN, LLC	0	75%	-	0.00%	\$ -
<u>W FOUTH AND N CURRY</u>	00311603	114 W FIFTH ST	CUBIX ORMSBY LLC	0	75%	-	0.00%	\$ -
<u>WILLIAM AND N CURRY</u>	00118302	1012 N CURRY ST	LEPIRE, GARRETT	0	75%	-	0.00%	\$ -
	00118304	1008 N CURRY ST	FOUR WINDS, LLC	924	75%	693	0.15%	\$ 78
	00118306	1002 N CURRY ST	BRITTON, C M & SALKIN, H Q TR	2,053	75%	1,540	0.34%	\$ 174
<u>SOPHIA AND N CURRY</u>	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	0.15%	\$ 80
<u>ANN AND N CURRY</u>	00119302	812 N CURRY ST	ADAMS CARSON LLC	0	75%	-	0.00%	\$ -
	00119305	808 N CURRY ST	ADAMS CARSON LLC	2,368	75%	1,776	0.39%	\$ 201
	00119306	802 N CURRY ST	ADAMS CARSON LLC	0	75%	-	0.00%	\$ -
<u>W WASHINGTON AND N CURRY</u>	00328202	714 N CURRY ST	MKR VENTURES LLC	1,433	75%	1,075	0.23%	\$ 122
	00328203	710 N CURRY ST	GRAVES, BRANDI & JONES, LINDSEY	1,250	75%	938	0.20%	\$ 106
<u>W CAROLINE AND N CURRY</u>	00328502	201 W CAROLINE ST	RETRO INN LLC	11,684	75%	8,763	1.91%	\$ 993
	00328503	N CURRY ST	RETRO INN LLC	0	75%	-	0.00%	\$ -
	00328504	602 N CURRY ST	SWAFFORD, DOYLE E & LORIE ET AL	2,446	75%	1,835	0.40%	\$ 208
<u>W ROBINSON AND N CURRY</u>	00322202	512 N CURRY ST	KLETTE S & M E FAMILY TRUST	713	100%	713	0.16%	\$ 81
	00322203	508 N CURRY ST	RPJ NV LLC	2,448	100%	2,448	0.53%	\$ 277
	00322204	204 W SPEAR ST	BENGOCHEA LLC	3,307	100%	3,307	0.72%	\$ 375
<u>W SPEAR AND N CURRY</u>	00322510	412 N CURRY ST	VERIVE, JENNIFER AND CAIN, GARY	517	100%	517	0.11%	\$ 59
	00322503	402 N CURRY ST	PRUETT FAMILY TRUST	2,297	100%	2,297	0.50%	\$ 260
	00322506	405 N NEVADA ST	PRUETT FAMILY TRUST	1,309	100%	1,309	0.29%	\$ 148
<u>W TELEGRAPH AND N CURRY</u>	00322801	308 N CURRY ST	ADAMS 308 N CURRY LLC	18,352	100%	18,352	4.01%	\$ 2,079
<u>W PROCTOR AND N CURRY</u>	00321201	234 N CURRY ST	ADAMS 308 N CURRY LLC	0	100%	-	0.00%	\$ -
	00321203	208 N CURRY ST	PLATINUM QUAIL LLC SERIES A	2,118	100%	2,118	0.46%	\$ 240
	00321204	206 N CURRY ST	FLIEGLER, ROBERT MD LTD	1,333	100%	1,333	0.29%	\$ 151

FY 2019 "Year-Three" Downtown Neighborhood Improvement District Maintenance Engineer's Assessment Roll

EXHIBIT A

<u>W MUSSER AND N CURRY</u>	00321205	202 N CURRY ST	WARREN, RICHARD AND WARREN DC TR	1,242	100%	1,242	0.27%	\$	141
	00321502	112 N CURRY ST	CURRY MUSSER PROCTOR & GREEN LLC	1,303	75%	977	0.21%	\$	111
	00321504	102 N CURRY ST	NEVADA PRESS FOUNDATION	3,541	75%	2,656	0.58%	\$	301
<u>W KING AND N CURRY</u>	00321710	201 W KING ST	201 W KING STREET LLC	2,788	75%	2,091	0.46%	\$	237
	00321711	106 S CURRY ST	JOOST, KAREN	954	75%	716	0.16%	\$	81
	00321713	110 S CURRY ST	SUMMO, DONALD W & EILENE H TR	1,123	75%	842	0.18%	\$	95
<u>W SECOND AND S CURRY</u>	00311401	300 S CURRY ST	SIERRA NV ASSOC OF REALTORS INC	5,528	75%	4,146	0.91%	\$	470
	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	0.23%	\$	121
<u>W FOUTH AND S CURRY</u>	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	DOESCHER FAMILY TRUST 12/4/03	0	75%	-	0.00%	\$	-
						-	0.00%	\$	-
<b>PLAZA STREET FRONTAGE</b>									
<u>WILLIAMS AND PLAZA</u>	00216202	1000 N PLAZA STREET	M & M BIGUE INVESTMENTS LLC	5,239	75%	3,929	0.86%	\$	445
<u>SOPHIA AND PLAZA</u>	00216303	110 E ANN STREET	SALAS, ANGELICA & GONZALEZ	2,465	75%	1,849	0.40%	\$	209
<u>E TELEGRAPH AND PLAZA</u>	00421502	107 E TELEGRAPH	T.L.A.C.P., LLC	2,150	75%	1,613	0.35%	\$	183
	00421501	111 E TELEGRAPH	PH PROPERTIES LTE PARTNERSHIP	2,948	75%	2,211	0.48%	\$	250
				Total	472,384	457,756	100%	\$	51,846