



STAFF REPORT

Report To: Board of Supervisors

Meeting Date: July 5, 2018

Staff Contact: Jennifer Budge, Parks and Recreation Director

Agenda Title: For Possible Action: To adopt a Resolution authorizing a one year cessation of the Schulz Ranch Maintenance District assessment for fiscal year 2018-2019. (Jennifer Budge, jbudge@carson.org)

Staff Summary: The Schulz Ranch development is located in the southeast portion of Carson City and a Maintenance District was created to fund the landscapes, parks, and trails throughout the development. The initial assessment of \$210.11 for fiscal year 2017-2018 generated \$28,403.04, which is sufficient to fund existing and anticipated maintenance needs through fiscal year 2018-2019. If approved, this item will authorize a one year cessation of the assessment, and on July 1, 2019, the assessment will continue as regularly scheduled for fiscal year 2019-2020 with an assessment of \$254.23, consistent with the approved financial plan.

Agenda Action: Formal Action/Motion

Time Requested: 5 minutes

Proposed Motion

"I Move to approve Resolution #_____authorizing a one year cessation of the Schulz Ranch Maintenance District assessment for fiscal year 2018-2019."

Board's Strategic Goal

Quality of Life

Previous Action

April 16, 2015-The Board of Supervisors approved and accepted the Schulz Ranch Maintenance District Petition and subsequently created the Schulz Ranch Maintenance District pursuant to CCMC 17.18.

Background/Issues & Analysis

The Schulz Ranch development is located in the southeast portion of Carson City and a Maintenance District was created to fund the landscapes, parks, and trails throughout the development. The Maintenance District is jointly funded by the property owners and the City, with a 70% contribution made by the property owners and a 30% contribution made by the City. The initial assessment of \$210.11 for fiscal year 2017-2018 generated \$28,403.04, which includes the City's contribution, and is sufficient to fund existing and anticipated maintenance needs through fiscal year 2018-2019. If approved, this item will authorize a one year cessation of the assessment, and on July 1, 2019, the assessment will continue as regularly scheduled for fiscal year 2019-2020 with an assessment of \$254.23, consistent with the approved financial plan.

Construction of Schulz Ranch Park is anticipated to begin shortly, with anticipated completion by fall of 2018. Even with the completion of the park, there are adequate funds to carry maintenance responsibilities to the beginning of the next fiscal year.

ATTACHMENTS: Resolution
Notice of Change

Applicable Statute, Code, Policy, Rule or Regulation

CCMC 17.18

Financial Information

Is there a fiscal impact? Yes No

If yes, account name/number: 235-0000-315.10

Is it currently budgeted? Yes No

Explanation of Fiscal Impact: Should the Board approve the one year cessation, there will be no revenue posted to the Special Assessment Account for the Schulz Ranch Maintenance District for FY 18-19 and the anticipated general fund contribution of \$6,092 will not be required.

Alternatives

Do not approve the resolution and direct staff to pursue another course of action, which may include administrative tasks such as refunds and continuing the assessment as identified in the financial plan.

Board Action Taken:

Motion: _____

1) _____

2) _____

Aye/Nay

(Vote Recorded By)



CARSON CITY, NEVADA
CONSOLIDATED MUNICIPALITY AND STATE CAPITOL

**SUPPLEMENT TO NOTICE OF MAINTENANCE DISTRICT ASSESSMENT
RECORDED DOCUMENTS #45439 AND #473951 - SCHULZ RANCH**

**NOTICE OF CHANGE
REGARDING FISCAL YEAR 2018-2019 ASSESSMENT**

YOU ARE HEREBY NOTIFIED that this is to supplement information contained in recorded document #45439, recorded on May 28, 2015, and recorded document #473951, recorded on April 13, 2017.

YOU ARE FUTHER NOTIFIED that, \$28,403.04 in funds were received during the initial assessment year, which includes the City's contribution, and these funds are sufficient to fund the existing and anticipated maintenance needs through the 2018-2019 fiscal year. Carson City Municipal Code Chapter 17.18 allows a change in the assessment to be made at the discretion of the Parks Director upon notice of such change, with a 10% change in the assessment, including a cessation, upon approval of the Carson City Board of Supervisors (Board). At the request of the Parks Director, the Board authorized through resolution a one year cessation of the Schulz Ranch Maintenance District Assessment for fiscal year 2018-2019, at their July 5, 2018 meeting. At the end of fiscal year 2019, the cessation of the assessment will end, and the assessments will continue as regularly scheduled for the 2019-2020 fiscal year in the amount and manner consistent with the terms identified in the financial plan as part of recorded document #454327.

**THERE WILL BE NO ASSESSMENT ADDED TO YOUR PROPERTY TAX
BILL FOR THE 2018-2019 FISCAL YEAR FOR THE SCHULZ RANCH
MAINTENANCE DISTRICT.**

Information about this notice, the Maintenance District, including the financial plan and the one year cessation may be obtained by calling Carson City Parks, Recreation and Open Space Department at 775.887.2262.

Jennifer Budge, CPRP
Parks and Recreation Director

STATE OF NEVADA

SS

CARSON CITY

On this _____ day of July 2018, in Carson City Nevada, Jennifer Budge, Parks and Recreation Director, personally appeared before me, in and for Carson City, and is acknowledged before me to be the person and official described who executed the foregoing instrument, who acknowledged to me that she executed the same freely and voluntarily in her official capacity as the Parks and Recreation Director, for the uses and purposed mentioned therein.

Notary Public
My Commission Expires on _____

RESOLUTION NO. _____

A RESOLUTION AUTHORIZING A ONE YEAR CESSATION OF THE SCHULZ RANCH
MAINTENANCE DISTRICT ASSESSMENT FOR FISCAL YEAR 2018-2019

WHEREAS, Carson City Municipal Code (CCMC) Chapter 17.18 provides the procedures and requirements for administering Landscape Maintenance Districts within Carson City, Nevada; and

WHEREAS, Schulz Ranch Maintenance District was created on or about April 16, 2015 as approved and accepted by the Carson City Board of Supervisors (Board), by Petition as recorded document #454327 on May 28, 2015, and implemented by notice on April 13, 2017 as recorded document #473951 with an initial assessment amount of \$210.11; and

WHEREAS, \$28,403.04 in funds were received during the initial assessment year, which includes the city's contribution, and these funds are sufficient to fund the existing and anticipated maintenance needs through the 2018-2019 fiscal year; and

WHEREAS, CCMC 17.18.070(4) allows a change in the assessment to be made at the discretion of the Parks Director upon filing of a notice of such change with the Carson City recorder; and

WHEREAS, the Parks Director is requesting a one (1) year cessation in the Landscape Maintenance Assessments; and

WHEREAS a 10% change in the assessment, including a cessation, must be duly approved by the Board;

NOW, THEREFORE, the Carson City Board of Supervisors does hereby resolve:

1. Authorization of a one (1) year cessation of the Schulz Ranch Maintenance District assessment for fiscal year 2018-2019, as it is in the best interest of the City and the Schulz Ranch residents.
2. The Parks Director is authorized to file a notice of change with the Carson City Recorder and to notify Schulz Ranch residents reflecting said notice.
3. At the end of fiscal year 2019, the cessation of the assessment will end, and the assessments will continue as regularly scheduled for the 2019-2020 fiscal year in the amount and manner consistent with the terms identified in the financial plan as part of recorded document #454327.

ADOPTED this ____ day of _____, 2018

AYES: Supervisors _____

NAYS: Supervisors _____

ABSENT: Supervisors _____

ROBERT L. CROWELL, Mayor

ATTEST:

Sue Merriwether, Clerk-Recorder