



# STAFF REPORT

**Report To:** Board of Supervisors

**Meeting Date:** May 18, 2017

**Staff Contact:** Nancy Paulson, Chief Financial Officer

**Agenda Title:** For Possible Action: To adopt a resolution creating the Schulz Ranch Landscape Maintenance Fund, a special revenue fund. (Nancy Paulson, npaulson@carson.org)

**Staff Summary:** The Carson City Board of Supervisors may establish a special revenue fund by resolution which describes the purpose of the fund, the resources to be used to establish the fund, the sources to be used to replenish the fund, the method for controlling the expenses and revenues of the fund, and the method by which a determination will be made as to whether the balance of the fund is reasonable and necessary to carry out the purpose of the fund.

**Agenda Action:** Formal Action/Motion

**Time Requested:** 5 Minutes

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## **Proposed Motion**

I move to adopt Resolution No. \_\_\_\_\_, a resolution creating the Schulz Ranch Landscape Maintenance Fund, a special revenue fund.

## **Board's Strategic Goal**

Economic Development

## **Previous Action**

April 16, 2015 - the Board of Supervisors approved and accepted the Schulz Ranch Landscape Maintenance District Petition and the Schulz Ranch Maintenance Development Agreement for the planned Schulz Ranch Development.

May 21, 2015 - the Board of Supervisors adopted on second reading Bill No. 106, Ordinance No. 2015-4, an ordinance approving the Schulz Ranch Maintenance District Development Agreement for the planned Schulz Ranch Development.

## **Background/Issues & Analysis**

The purpose of the fund is to account for the landscape assessments paid by the residents of the Schulz Ranch Development to provide for the City maintenance of landscape improvements contained within the borders of the Landscape Maintenance District (LMD).

The resources used to establish and replenish the fund are the annual assessments to be paid from all assessed properties within the LMD and an annual City allocation to be transferred from the General Fund.

The method for controlling expenses and revenues of the fund is the budgeting and financial accounting policies administered by the City Finance Department.

A \$5,000 deposit provided by the Developer will be the initial fund balance. Unspent assessments at year end will be refunded to the parcel owner who paid the special assessment.

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

NRS 354.612, NRS 278.4787, CCMC Chapter 17.18

**Financial Information**

Is there a fiscal impact?  Yes  No

If yes, account name/number: Landscape Maintenance Fund - Fund 235

Is it currently budgeted?  Yes  No

Explanation of Fiscal Impact: The Landscape Maintenance Fund will be used to account for special assessments and expenses related to the maintenance of landscape improvements for the Schulz Ranch Development. This fund was included in the City's FY 18 Budget.

**Alternatives**

Amend Resolution

**Board Action Taken:**

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

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

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

Aye/Nay

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(Vote Recorded By)

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RESOLUTION NO. \_\_\_\_\_

A RESOLUTION CREATING THE SCHULZ RANCH LANDSCAPE MAINTENANCE  
FUND, A SPECIAL REVENUE FUND

WHEREAS, NRS 354.612 provides that the Carson City Board of Supervisors may establish a special revenue fund by resolution which describes the purpose of the fund, the resources to be used to establish the fund, the sources to be used to replenish the fund, the method for controlling the expenses and revenues of the fund, and the method by which a determination will be made as to whether the balance of the fund is reasonable and necessary to carry out the purpose of the fund.

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

- 1) The purpose of the fund is to account for the special assessments paid by the residents of the Schulz Ranch Development to provide for the City maintenance of landscape improvements contained within the borders of the Landscape Maintenance District (LMD); and
- 2) The resources used to establish and replenish the fund are the annual assessments to be paid from all assessed properties within the LMD and an annual City allocation which will be transferred from the General Fund; and
- 3) The method for controlling expenses and revenues of the fund is the budgeting and financial accounting policies administered by the City Finance Department.
- 4) The Parks and Recreation Department Director will make an annual determination as to whether the balance, reserve, or retained earnings of the fund are reasonable

1 and necessary to carry out the purpose of the fund.

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3 5) Unspent assessments at the end of the fiscal year will be refunded to the property  
4 owner who paid the landscape maintenance assessment.

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6 ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 2017.

7 AYES: Supervisors \_\_\_\_\_

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12 NAYES: Supervisors \_\_\_\_\_

13 ABSENT: Supervisors \_\_\_\_\_

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ROBERT L. CROWELL, Mayor

15 ATTEST:

16 \_\_\_\_\_  
Sue Merriwether, Clerk-Recorder

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