

**CARSON CITY CONSOLIDATED MUNICIPALITY
NOTICE OF MEETING OF THE
UTILITY FINANCE OVERSIGHT COMMITTEE**

Day: Monday
Date: January 29, 2018
Time: Beginning at 1:00 pm
Location: Community Center, Sierra Room
851 East William Street
Carson City, Nevada

AGENDA

1. Call to Order.

2. Roll Call and Determination of a Quorum.

3. Public Comment**

The public is invited at this time to comment on and discuss any topic that is relevant to, or within the authority of the Utility Finance Oversight Committee, including any matter that is not specifically included on the agenda as an action item. No action may be taken on a matter raised under public comment unless the item has been specifically included on the agenda as an item upon which action may be taken.

4. For Possible Action - Approval of meeting minutes.

4.A For Possible Action: To approve the September 19, 2017 draft meeting minutes.

Staff Summary: Committee members will be provided the draft meeting minutes from the September 19, 2017 meeting and asked to review and approve.

[SR-approval of minutes.docx](#)

[09-19-17 draft minutes.pdf](#)

5. Public Hearing Matters.

5.A For Possible Action: To elect a Committee Chairperson and Vice-Chairperson for the Utility Finance Oversight Committee.

Staff Summary: Committee members will be asked to nominate and elect a Chairperson and Vice-Chairperson to serve for this year.

[SR_Elect Chair and Vice Chair.docx](#)

5.B For Information Only: A report from David Bruketta, Utility Manager for the Carson City Public Works Department on general matters relating to adding a 20-year outlook of projected costs on Capital Improvement Plans for water, sewer and storm water that will be brought to the Committee in March; operations, maintenance and management changes at the Eagle Valley Golf Course; update on the status of the low income utility rate assistance program; update on the status of the storm water rates. (David Bruketta; dbruketta@carson.org)

Staff Summary: This is an informational only update on: capital improvement planning for the utility funds and providing a longer term projection of capital expenses beyond the typical 5 years; in December 2017, the Board of Supervisors selected Duncan Golf Management DBA TDS Golf at Eagle Valley LLC as the most responsive and responsible bidder as a result of Request for Proposal No. 1718-096 for the operation, maintenance and management of the Eagle Valley Golf Course. The Board authorized the City Manager to sign a Temporary Right of Entry Agreement and directed staff to draft a 5-year license agreement with terms consistent with the Request for Proposal; in October, the Board of Supervisors directed staff to prepare an ordinance revising Chapter 12.04 (Senior Citizens Assistance) of the Carson City Municipal Code to provide assistance to low-income property owners that will have no adverse impacts on the water, sewer and storm water funds. In accordance with City policy, the ordinance revision process has started and has a target completion date of the summer of 2018; in August 2017, the Board of Supervisors directed staff to begin the process of pursuing a 20-year bond in the amount of \$4,875,000 to support storm water capital expenses and an initial storm water rate increase of 30%. The ordinance change process was completed and the storm water rates were implemented on November 1, 2017.

[SR-MR_General.docx](#)

[Attachment.pdf](#)

5.C For Possible Action: To recommend the following the dates, times and locations for reoccurring Committee meetings for CY18: _____.

Staff Summary: Discussion and possible action to set dates, times and locations for future meetings. The resolution (2016-R-27) states that the Committee may hold quarterly meetings in each calendar year or at any other time and as often as is deemed necessary and appropriate by the Chairperson of the Utility Committee.

6. For Information Only: Future Agenda Items

Discussion under this item is limited to the possible placement of new matters on future agendas only. The next meeting is tentatively scheduled for:

7. Public Comment**

The public is invited at this time to comment on and discuss any topic that is relevant to or within the authority of the Utility Finance Oversight Committee, including any matter that is not specifically included on the agenda as an action item. No action may be taken on a matter raised under public comment unless the item has been specifically included on the agenda as an item upon which action may be taken.

8. For Possible Action: To Adjourn.

****Public Comment**

It is Carson City's aspirational goal to provide for item-specific public comment as follows: in order for members of the public to participate in the public body's consideration of an agenda item, the public is strongly encouraged to comment on an agenda item when called for by the Chair during the item itself. No action may be taken on a matter raised under public comment unless the item has been specifically included on the agenda as an item upon which action may be taken. The Chair also retains discretion to only provide for the Open Meeting Law's minimum public comment and not call for or allow additional individual-item public comment at the time of the body's consideration of the item when: 1) it is deemed necessary by the Chair to the orderly conduct of the meeting; 2) it involves an off-site non-action facility tour agenda item; or 3) it involves any person's or entity's due process appeal or hearing rights provided by statute or the Carson City Municipal Code.

Agenda Management Notice

Items on the agenda may be taken out of order; the Chair may combine two or more agenda items for consideration; and the Chair may remove an item from the agenda or delay discussion relating to an item on the agenda at any time.

Notice to Persons with Disabilities

The Utility Finance Oversight Committee is pleased to make reasonable accommodations for members of the public who wish to attend the meeting and need assistance. If arrangements for special assistance or reasonable accommodations at the meeting are needed, please notify the Public Works Department in writing at 3505 Butti Way, Carson City, NV 89701, or by calling (775) 887-2355 as soon as possible, but not less than 24 hours in advance of the meeting.

For Further Information

If you would like more information about an agenda item listed above or to request a copy of the supporting material for this meeting, please contact Karen Leet at Kleet@carson.org or call (775) 887-2355. A copy of this agenda and supporting materials for the meeting are also available at the Public Works Department located at 3505 Butti Way, Carson City, NV 89701, or at the City's website at <http://carson.org/government/meeting-information/agendas>.

This notice and agenda has been posted at the following locations:

Community Center, 851 East William Street
Public Safety Complex, 885 East Musser Street
City Hall, 201 North Carson Street
Carson City Library, 900 North Roop Street
Business Resource & Innovation Center (BRIC), 108 East Proctor Street
The Carson City website at <http://carson.org/government/meeting-information/agendas>



STAFF REPORT

Item No. 4A

Report To: Utility Finance Oversight Committee

Meeting Date: 01/29/2018

Staff Contact: Darren Schulz, Director of Public Works

Agenda Title: For Possible Action: To approve the September 19, 2017 draft meeting minutes.

Staff Summary: Committee members will be provided the draft meeting minutes from the September 19, 2017 meeting and asked to review and approve.

Agenda Action: Formal Action/Motion

Time Requested: 5 minutes

Proposed Motion

Move to approve the September 19, 2017 draft meeting minutes.

Board's Strategic Goal

N/A

Previous Action

N/A

Background/Issues & Analysis

N/a

Applicable Statute, Code, Policy, Rule or Regulation

N/a

Financial Information

Is there a fiscal impact? Yes No

If yes, account name/number:

Is it currently budgeted? Yes No

Explanation of Fiscal Impact:

Alternatives

Committee Action Taken:

Motion: _____

1) _____

2) _____

Aye/Nay

(Vote Recorded By)

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A regular meeting of the Carson City Utility Financial Oversight Committee was scheduled for 1:00 p.m. on Tuesday, September 19, 2017 in the Community Center Sierra Room, 851 East William Street, Carson City, Nevada.

PRESENT: Chairperson Andrea Engleman
Vice Chairperson Michael Bennett
Member Randy Bowling
Member Bruce Scott
Member Mike Spell

STAFF: Darren Schulz, Public Works Department Director
David Bruketta, Utility Manager
Dan Yu, Deputy District Attorney
Cheryl Eggert, Deputy Clerk

NOTE: A recording of these proceedings, the committee's agenda materials, and any written comments or documentation provided to the Clerk, during the meeting, are part of the public record. These materials are available for review, in the Clerk's Office, during regular business hours.

1 - 2. CALL TO ORDER AND DETERMINATION OF A QUORUM (12:59:27) - Chairperson Engleman called the meeting to order at 12:59 p.m. Ms. Eggert called the roll; a quorum was present.

3. PUBLIC COMMENT (1:00:02) - Chairperson Engleman entertained public comment; however, none was forthcoming.

4. POSSIBLE ACTION ON APPROVAL OF MINUTES - June 20, 2017 (1:00:08) - Chairperson Engleman introduced this item, and entertained suggested revisions. When no suggested revisions were forthcoming, Chairperson Engleman entertained a motion. **Vice Chairperson Bennett moved to approve the minutes. Member Scott seconded the motion. Motion carried 4-0-1, Member Bowling abstaining.**

5. POSSIBLE ACTION REGARDING PROPOSED DISCOUNT FOR LOW-INCOME PROPERTY OWNERS; TO RECOMMEND TO THE BOARD OF SUPERVISORS THAT IT INSTRUCT STAFF TO PREPARE AN ORDINANCE REVISING CARSON CITY MUNICIPAL CODE, CHAPTER 12.04, SENIOR CITIZENS ASSISTANCE (1:01:13) - Chairperson Engleman introduced this item, and recognized Supervisors Karen Abowd and Lori Bagwell, City Treasurer Gayle Robertson, Chief Deputy Treasurer Beth Huck, City Assessor Dave Dawley, F.I.S.H. Executive Director Jim Peckham, Mr. Yu, Mr. Bruketta, and Department Business Manager Karen Leet.

Supervisor Abowd provided background information on this item, and requested recommendations from the committee "to go forward with this programming and any suggestions or cautions that you may have. This program is to be funded through donations to supplement this assistance instead of the City providing a percentage of discount ... These dollars would not come out of the utility. They would be provided as donations, as in a check box on your utility bill just as Southwest Gas and some of the other bills that you receive. This discount would apply to individually-metered folks. The requirement is that you be a homeowner, not a renter. This would be annual relief and the thought process is that we would end the current program but this cannot happen until it comes before the Board of Supervisors. And the City

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Manager would send out letters that those currently receiving the discount have 90 days to reapply at their service address. And then we would have F.I.S.H., which currently vets a lot of discounts to those in need, be the group that would vet these applications annually.”

At Supervisor Abowd’s request, Assessor Dave Dawley reviewed the history of CCMC Chapter 12.04. Mr. Dawley responded to questions of clarification. At Supervisor Abowd’s request, Mr. Bruketta provided background information on the “grandfathered residents.” Supervisor Bagwell and Mr. Peckham discussed F.I.S.H.’s proposed role. Mr. Peckham responded to questions of clarification. At Supervisor Bagwell’s request, Ms. Leet discussed the bill pay / donation mechanism. Ms. Robertson and Ms. Huck discussed possibilities for distinguishing donations from payments. Ms. Robertson, Ms. Huck, Mr. Bruketta, and Supervisor Bagwell responded to questions of clarification, and discussion ensued.

At Supervisor Abowd’s request, Mr. Yu provided an overview of the purpose of the working group and the proposed concept. Supervisor Abowd summarized the proposal to grant “assistance to low-income property owners, through the use of tax-deductible contributions made either to the City or F.I.S.H., and changing the ordinance to reflect the revisions.” Supervisor Abowd requested the committee members to offer other considerations.

Chairperson Engleman entertained additional questions or comments of the committee members. Member Bowling commended the concept. Supervisor Abowd and Mr. Peckham responded to additional questions of clarification. Chairperson Engleman entertained additional questions or comments and, when none were forthcoming, a motion. **Member Scott expressed appreciation for the efforts of the working group, and moved to recommend to the Board of Supervisors that they recognize and acknowledge and move forward utilizing the resources, the local experience, and the local face of F.I.S.H. in this process; with the understanding that this will not have any adverse impact on our utility funds and that the details will be worked out among the parties. Vice Chairperson Bennett seconded the motion.** Chairperson Engleman entertained discussion on the motion and, when none was forthcoming, called for a vote. **Motion carried 5-0.** Chairperson Engleman entertained public comment and, when none was forthcoming, thanked everyone involved in the presentation.

6. DISCUSSION WITH STAFF CONCERNING THE STATUS OF THE STORM WATER RATES (1:49:27) - Chairperson Engleman introduced this item. Mr. Bruketta reviewed the agenda materials, and responded to questions of clarification. Vice Chairperson Bennett commended the committee “for putting a spotlight on the need for storm water funding, Public Works for identifying it to us, ... the Board of Supervisors for taking the first step. But I’d also like everyone to acknowledge that this isn’t crossing the finish line, which I think that’s acknowledged by going through the effort of the rate study. ... it’s certainly a step in the right direction and I appreciate moving forward with it.”

7. PRESENTATION OF A REPORT FROM UTILITY MANAGER DAVID BRUKETTA REGARDING UPDATES ON BUDGET REVENUES AND EXPENDITURES FOR THE SEWER, WATER, AND STORM WATER FUNDS (1:54:39) - Chairperson Engleman introduced this item, and Mr. Bruketta reviewed the agenda materials in conjunction with displayed slides. Mr. Bruketta and Deputy Chief Financial Officer Sheri Russell responded to questions of clarification, and discussion ensued. Public Works Department Director Darren Schulz provided additional detail on the water fund, and responded to questions of clarification. Chairperson Engleman entertained additional questions or comments; however, none were forthcoming.

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8. DISCUSSION WITH STAFF CONCERNING THE BUDGETING AND CAPITAL IMPROVEMENT PLANNING PROCESS FOR THE SEWER, WATER, AND STORM WATER FUNDS (2:17:14) - Chairperson Engleman introduced this item. Mr. Bruketta reviewed the agenda materials, and responded to questions of clarification. Discussion followed.

9. POSSIBLE ACTION TO DIRECT STAFF TO REVIEW ALL EXISTING PROVISIONS OF THE CARSON CITY MUNICIPAL CODE WHICH IMPACT THE WATER, SEWER, AND STORM WATER FUNDS TO IDENTIFY APPROPRIATE CHANGES AND TO REPORT THOSE RECOMMENDATIONS BACK TO THE UTILITY FINANCE OVERSIGHT COMMITTEE (2:23:47) - Chairperson Engleman introduced this item, and Mr. Bruketta reviewed the agenda materials. At the request of committee members, Mr. Schulz and Mr. Yu discussed the approach to and process required for such a review. Extensive discussion followed, and consensus of the committee was to periodically agendize a meeting item to review sections of the Code which would be concurrently under Public Works Department / District Attorney's Office review.

10. FUTURE AGENDA ITEMS (2:57:27) - Chairperson Engleman introduced this item. Vice Chairperson Bennett requested to be included in the capital projects planning process. In response to a comment, Mr. Bruketta discussed plans for a ribbon cutting ceremony at the wastewater treatment facility. Following discussion, consensus of the committee was to schedule the next meeting for Monday, January 29, 2018 at 1:00 p.m. Additional discussion took place regarding the tentative agenda for the next meeting.

11. PUBLIC COMMENT (3:09:57) - Chairperson Engleman entertained public comment; however, none was forthcoming.

12. ACTION TO ADJOURN (3:10:09) - Chairperson Engleman entertained a motion to adjourn. A motion was made, seconded, and carried unanimously to adjourn the meeting at 3:10 p.m.

The Minutes of the September 19, 2017 Carson City Utility Financial Oversight Committee are so approved this _____ day of January, 2018.

ANDREA ENGLEMAN, Chair



STAFF REPORT

Item No. 5A

Report To: Utility Finance Oversight Committee

Meeting Date: 01/29/2018

Staff Contact: Darren Schulz, Director of Public Works

Agenda Title: For Possible Action: To elect a Committee Chairperson and Vice-Chairperson for the Utility Finance Oversight Committee.

Staff Summary: Committee members will be asked to nominate and elect a Chairperson and Vice-Chairperson to serve for this year.

Agenda Action: Formal Action/Motion

Time Requested: 5 minutes

Proposed Motion

Move to elect a Committee Chairperson and Vice-Chairperson for the Utility Finance Oversight Committee.

Board's Strategic Goal

N/A

Previous Action

N/A

Background/Issues & Analysis

In accordance with the Boards, Committees and Commissions Policies and Procedures, unless otherwise provided by law, ordinance or resolution, at the first meeting of each calendar year, the board, committee, or commission shall pursuant to a noticed agenda item elect a chairperson who shall preside at meetings. The board, committee, or commission shall then choose a vice-chairperson. Additionally, it is the goal of the Utility Finance Oversight Committee that leadership will regularly rotate among the members of the boards, committees and commissions. As such, a member should only serve as chairperson for two consecutive years and should be nominated for chairperson only when two or more years have passed since the member last served as chairperson. A board, committee or commission may deviate from this aspirational goal if it determines that compliance would be detrimental to its purpose or function.

Applicable Statute, Code, Policy, Rule or Regulation

Carson City, Nevada
Boards, Committees, and Commissions
Policies and Procedures
Approved September 5, 2012
Amended February 4, 2016

Financial Information

Is there a fiscal impact? Yes No

If yes, account name/number:

Is it currently budgeted? Yes No

Explanation of Fiscal Impact:

Alternatives

Committee Action Taken:

Motion: _____

1) _____

2) _____

Aye/Nay

(Vote Recorded By)



STAFF REPORT

Item No. 5B

Report To: Utility Finance Oversight Committee

Meeting Date: 01/29/2018

Staff Contact: Darren Schulz, Public Works Director

Agenda Title: For Information Only: A report from David Bruketta, Utility Manager for the Carson City Public Works Department on general matters relating to adding a 20-year outlook of projected costs on Capital Improvement Plans for water, sewer and storm water that will be brought to the Committee in March; operations, maintenance and management changes at the Eagle Valley Golf Course; update on the status of the low income utility rate assistance program; update on the status of the storm water rates. (David Bruketta; dbruketta@carson.org)

Staff Summary: This is an informational only update on: capital improvement planning for the utility funds and providing a longer term projection of capital expenses beyond the typical 5 years; in December 2017, the Board of Supervisors selected Duncan Golf Management DBA TDS Golf at Eagle Valley LLC as the most responsive and responsible bidder as a result of Request for Proposal No. 1718-096 for the operation, maintenance and management of the Eagle Valley Golf Course. The Board authorized the City Manager to sign a Temporary Right of Entry Agreement and directed staff to draft a 5-year license agreement with term consistent with the Request for Proposal; in October, the Board of Supervisors directed staff to prepare an ordinance revising Chapter 12.04 (Senior Citizens Assistance) of the Carson City Municipal Code to provide assistance to low-income property owners that will have no adverse impacts on the water, sewer and storm water funds. In accordance with City policy, the ordinance revision process has started and has a target completion date of the summer of 2018; in August 2017, the Board of Supervisors directed staff to begin the process of pursuing a 20-year bond in the amount of \$4,875,000 to support storm water capital expenses and an initial storm water rate increase of 30%. The ordinance change process was completed and the storm water rates were implemented on November 1, 2017.

Agenda Action: Other/Presentation

Time Requested: 30 minutes

Proposed Motion

N/A

Board's Strategic Goal

N/A

Previous Action

N/A

Background/Issues & Analysis

N/A

Attachments

AgAgenda Item 5B

Example of Draft Capital Improvement Plan Storm Water

FY 2018-22 Public Works Funds Capital

Department	Description	FISCAL YEAR						5 Yr Total	20 Yr Total
		FY2018	FY2019	FY2020	FY2021	FY2022	FY2023		
Stormwater	Lakeview SD Upgrades	250,000	-	-	-	-	-	-	-
	Kings Canyon Channel Maintenance (Roop to Saliman)	110,000	-	-	-	-	-	-	-
	Kings Canyon Rd Culvert Upgrade (at Creek Crossing)	90,000	-	-	-	-	-	-	-
	Carson St. SD Improvements (Fairview to Clearview)	1,100,000	-	-	-	-	-	-	-
	Carson St. SD Improvements (5th to Stewart and Curry Street)	2,900,000	-	-	-	-	-	-	-
	Minor System Improvements	625,000	-	250,000	250,000	250,000	250,000	1,000,000	2,250,000
	Nye/N Carson St Channel Berms	-	-	-	85,000	-	-	85,000	85,000
	Flood Emergency Equipment	-	-	-	300,000	200,000	-	500,000	800,000
	Anderson Ranch Access and Drainage Improvements	-	-	-	100,000	-	-	100,000	100,000
	Lower Kings Canyon Channel Restoration Project	-	-	-	-	300,000	100,000	400,000	400,000
	Lower Goni Wash Water Quality Improvements	-	-	-	-	-	115,000	115,000	115,000
	Airport road to Sherman Storm Drain Improvements	-	-	-	-	-	-	-	400,000
	Rand Avenue SD Improvements (N.Lompa to Bunch Way)	-	-	-	-	-	-	-	200,000
	Vicee Watershed Access Management	-	-	-	-	-	-	-	150,000
	South Carson St. SD Improvements (Stewart to Rhodes)	-	-	-	-	100,000	450,000	550,000	950,000
	Carmine St SD Improvements (N.Lompa to Bunch Way)	-	-	-	-	-	-	-	600,000
	Panamint & Merrimac SD Improvements	-	-	-	-	-	-	-	150,000
	Sean Drive SD Improvements (Baker to Gillis Way)	-	-	-	-	-	-	-	120,000
	Carson St. SD Improvements (N.Carson to Nye)	-	-	-	-	-	-	-	450,000
	Empire System Improvements (Gordon to Morgan Mill)	-	-	-	-	-	-	-	1,100,000
	Voltaire Canyon Channel & System Improvements - Phase 1	-	-	-	-	-	-	-	1,000,000
	Voltaire Canyon Channel & System Improvements - Phase 2	-	-	-	-	-	-	-	1,500,000
	Golf Course A & B Drainage Basins and System	-	-	-	-	-	-	-	2,500,000
	Goni Wash - drainage/basins channels & system	-	-	-	-	-	-	-	5,000,000
	Sutro Area Drainage System Improvements	-	-	-	-	-	-	-	1,500,000
	Prison Hill Drainage Improvements	-	-	-	-	-	-	-	500,000
	South Edmonds curb and drainage system	-	-	-	-	-	-	-	2,500,000
	Vehicle Replacement	-	-	450,000	140,000	280,000	-	870,000	870,000
	Stormwater Total	5,075,000	-	700,000	875,000	1,130,000	915,000	3,620,000	23,240,000

Eagle Valley Golf Course

PROVISIONS AND REQUIREMENTS

REQUEST FOR PROPOSALS

THIS IS NOT AN ORDER

ADVERTISED RFP 1718-096

Operation, Maintenance and Management of Eagle Valley Golf Course for Carson City

RELEASE DATE: October 4, 2017

The City of Carson City, a consolidated municipality of the State of Nevada, invites qualified operators to submit proposals for Operation, Maintenance and Management of Eagle Valley Golf Course for Carson City. Proposals shall be submitted in accordance with the Documents and Requirements as set forth in the formal "Request for Proposals."

PROPOSALS shall be submitted to **CARSON CITY– PURCHASING AND CONTRACTS**, 201 N. Carson Street, Suite 2, Carson City, Nevada 89701, by no later than **2 p.m. on November 7, 2017**.

RECOMMENDATION FOR AWARD will be made cooperatively by the Purchasing and Contracts Administrator and the Parks and Recreation Director, based on the evaluation results of the City Review and Selection Committee. Once the committee has made a recommendation to the Board of Supervisors, the results will be posted on the City's website www.carson.org/bids.

FINAL SELECTION will be made by the Carson City Board of Supervisors and is anticipated to be considered at their December 7, 2017 meeting. Should it become necessary to reschedule the date set for award/selection, notice will be provided to those finalists selected. In all instances, a decision rendered by Carson City shall be deemed final.

1. **INTRODUCTION** (General Information)

- 1.1 Carson City invites qualified operators to submit proposals for Operation, Maintenance and Management of Eagle Valley Golf Course for Carson City. Proposals shall be submitted in accordance with the Documents and Requirements as set forth in the formal "Request for Proposals." The Contract that will result from this "Request for Proposals" will include what is indicated in Section 4 of this RFP.
- 1.2 A City Review and Selection Committee will evaluate the proposals submitted. The Committee will consist of a combination of City staff, a Carson City Parks and Recreation Commissioner, and at least one external professional in the municipal parks and recreation and/or golf industry.
- 1.3 During evaluation, the City Review and Selection Committee reserves the right, where it may serve the City's best interest, to request additional information or clarification from the Proposer, or to allow corrections of errors or omissions. Oral interviews may be conducted by the City Review and Selection Committee for the operators who submit a Proposal and were short listed.

Exhibit I

Eagle Valley Golf Course – Reclaimed Water System

City is responsible for:

- Delivery of reclaimed water, in accordance with the permit No. NEV900008 issued by the Nevada Division of Environmental Protection (NDEP), to the main reservoir located on the east course pursuant to Carson City Municipal Code 12.10.
- Operating and maintaining the Eagle Valley pump station located at the Water Resource Recovery Facility (WRRF), the transmission line, including appurtenances, from the WRRF to point of discharge at the main reservoir, the main reservoir level control system.
- Prioritizing, funding and completing capital project improvements in accordance with approved budgets.
- Providing financial operations support in accordance with approved budgets.

Operator/Licensee is responsible for:

- Maintaining compliance with all requirements set forth by the NDEP for the use of reclaimed water, including but not limited to an Effluent Management Plan, Groundwater Discharge Permit, discharge monitor reporting, reclaimed water quality sampling and testing, and spill reporting.
- Maintaining compliance with all requirements set forth by the Environmental Control Authority including but not limited to proper solid waste handling per an approved solid waste management plan and proper maintenance of pretreatment equipment per the wastewater discharge permit.
- Providing support personnel to operate and maintain an alarm notification system and program for the timely response and repair of the system in the event of failure or malfunction to prevent any regulatory violation or property damage from occurring.
- Operating and maintaining the reclaimed water system from the point of discharge at the main reservoir throughout the distribution system used to deliver reclaimed water to and throughout the property including but not limited to the irrigation system, on-site pump stations, diversion vaults, valves, air releases, filters, controllers, ponds and reservoirs in accordance with industry standards and local building codes.
- Maintaining a program for maintenance of the golf course property, including but not limited to turf management and the control of noxious and invasive weeds, mosquitos, and algae in accordance with industry and municipal code standards.
- Repair and maintenance of golf cart paths that are not part of a capital program.
- Providing records upon the City's request.



STAFF REPORT

Report To: Board of Supervisors

Meeting Date: December 7, 2017

Staff Contact: Laura Rader, CPPB, Purchasing and Contracts Administrator
Jennifer Budge, CPRP, Parks and Recreation Director

Agenda Title: For Possible Action: To select Duncan Golf Management DBA TDS Golf at Eagle Valley LLC as the most responsive and responsible bidder as a result of Request For Proposal No. 1718-096 for operation, maintenance and management of Eagle Valley Golf Course; and to authorize the City Manager to sign on behalf of Carson City a Temporary Right of Entry Agreement; and direct staff to draft a 5-year license agreement with terms consistent with RFP No. 1718-096 and the proposal submitted by Duncan Golf Management for future consideration by the Board of Supervisors. (Laura Rader; Lrader@carson.org and Jennifer Budge; Jbudge@carson.org).

Staff Summary: Eagle Valley Golf Course is currently operated and maintained by Carson City Municipal Golf Corporation, a private non-profit corporation, through a lease agreement which will expire December 31, 2017. A Request for Proposal (RFP) was published seeking firms to provide operation, maintenance and management services. The City received three (3) proposals and the evaluation committee reviewed each proposer's background, experience and proposal as well as interviewed all three firms. The committee recommends moving forward with Duncan Golf Management DBA TDS Golf at Eagle Valley LLC.

Agenda Action: Formal Action/Motion

Time Requested: 20 minutes

Proposed Motion

"I move to select Duncan Golf Management DBA TDS Golf at Eagle Valley LLC as the most responsive and responsible bidder as a result of Request For Proposal No. 1718-096 for operation, maintenance and management of Eagle Valley Golf Course; and to authorize the City Manager to sign on behalf of the City a Temporary Right of Entry Agreement; and direct staff to draft a 5-year license agreement with terms consistent with RFP No. 1718-096 and the proposal submitted by Duncan Golf Management for future consideration by the Board of Supervisors."

Board's Strategic Goal

Efficient Government

Previous Action

N/A

Background/Issues & Analysis

Property History: Carson City owns two 18-hole golf courses, situated in the foothills of Carson City, which collectively comprise portions of six separate parcels known as Eagle Valley Golf Course (EVGC). The property was acquired through a combination of federal land patents through the Omnibus Public Land Management Act (OPLMA) of 2009, land patent for Recreation and Public Purposes, a gift deed from the JohnD. Winters Family Trust, and property purchased by the City using Residential Construction Tax. The land on which Eagle Valley

East is located was deeded to the City with the condition that it be used for open space and public use. The land used for Eagle Valley West was deeded to the City with golf as its express purpose. [See site map attached]

Effluent/Reclaimed Water: EVGC was the first land application site created for the disposal of reclaimed water. It is an integral part of the City's disposal inventory as it consumes approximately 25% of the total available effluent to irrigate approximately 213-acres of turf and vegetation. The average quantity of reclaimed water delivered to the Golf Course is 816 acre-feet per year. EVGC is identified as a reclaimed water disposal site compliant with the City's Effluent Management Plan.

Current Operation: Since 1997, EVGC has been operated and maintained by Carson City Municipal Golf Corporation (CCMGC), a private non-profit corporation, through a lease agreement, which will expire December 31, 2017. In anticipation of the agreement's expiration, the CCMGC was notified of the City's intent to distribute a Request For Proposals (RFP) for qualified golf course operators to operate, maintain and manage Eagle Valley Golf Course and its amenities. Concurrently, an on-line survey was distributed regarding EVGC and resulted in 629 respondents. The City also sent out two informational emails informing CCMGC's member database (over 900 recipients) about the RFP process and timeframe for review and consideration.

RFP Process: An RFP was distributed on October 4, 2017. Two pre-proposal meetings and site visits were held and three proposals/statements of qualifications were received. CCMGC, the current operator, did not submit a proposal for consideration. A review committee comprised of City staff (parks, public works and purchasing departments) and an outside technical expert in municipal golf administration evaluated the written proposals and interviewed all three proposers. Duncan Golf Management (Duncan) was selected as the top candidate and is recommended by staff as the most responsive and responsible bidder. This determination was based on the following criteria: qualifications, staffing and maintenance, financial and operational capability, value and innovation, marketing and youth/community engagement, as outlined in the RFP. Duncan is based in Northern Nevada and has successful golf course operations throughout the region. Duncan's proposal not only provided all required items as outlined in the RFP, but also proposed reinvestment opportunities to address aging equipment and capital improvements, and a detailed maintenance and operations plan. The Duncan proposal outlined a thoughtful transition plan and presented itself as the lowest financial risk to the city and the taxpayers, as compared to the other two proposals submitted. Duncan was the highest scoring proposal for both the written and oral/interview portions of the RFP process and was available to begin operations with limited impacts to public play.

Transition and Implementation: Should the Board agree with staff's recommendation, a Temporary Right of Entry Agreement is proposed. In an effort to reduce impacts to EVGC operations and provide a smooth transition in management, a temporary agreement will enable Duncan staff to immediately enter the property and meet with staff/community members, conduct inventory, and assess the facility and equipment. It is anticipated that Duncan would provide a limited operation of EVGC under the temporary agreement beginning January 1, 2017, which would include public play (weather permitting), general maintenance, pass/membership sales, and limited food and beverage (no liquor). This is an ideal time of year for transition, as it is traditionally the slowest months due to inclement weather. This temporary agreement would be for no more than ninety days, while city staff works cooperatively with Duncan to develop a 5-year license agreement, for future board consideration.

Upon the board's direction, the license agreement will include full operation, maintenance, and management of the course, as well as effluent/reclaimed water use, investment into equipment and capital improvements, insurance and other requirements as outlined in the RFP, Duncan's proposal and compliant with Nevada Revised Statutes. Once the License Agreement is completed and approved by the Board of Supervisors, Duncan can assume full management of EVGC, which is anticipated to be March of 2018. Upon the Board's approval, staff stands ready to support this cooperative public-private partnership for the benefit of the community.

Attachments:

- Eagle Valley Golf Course Map
- Duncan Golf Management Proposal
- Temporary Right of Entry Agreement (draft)

Applicable Statute, Code, Policy, Rule or Regulation

N/A

Financial Information

Is there a fiscal impact? Yes No

If yes, account name/number: General Fund Park Maintenance/101-5012-452

Is it currently budgeted? Yes No

Explanation of Fiscal Impact: Upon the Board's direction, the City will assume utility and security costs estimated not to exceed \$20,000 during the term of the Temporary Right of Entry Agreement. Park Maintenance may be able to absorb some of the costs within the current budget, with any excess to be covered by contingency in the General Fund. Once the 5-year license agreement is approved at a future meeting, these expenses will become the responsibility of Duncan.

Alternatives

Do not approve and provide alternative direction to staff.

Board Action Taken:

Motion: _____

1) _____

2) _____

Aye/Nay

(Vote Recorded By)



STAFF REPORT

Item No. 5

Report To: Utility Finance Oversight Committee

Meeting Date: 09/19/2017

Staff Contact: Darren Schulz, Director of Public Works

Agenda Title: For Possible Action: To recommend to the Board of Supervisors that it instruct staff to prepare an ordinance revising Chapter 12.04 (Senior Citizens Assistance) of the Carson City Municipal Code. (Ande Engleman; andelee@aol.com).

Staff Summary: Chapter 12.04 of the Carson City Municipal Code establishes a utility rate discount program for certain eligible senior citizens. Various suggested changes to this program including eligibility, discount rates and program administration, are being proposed for consideration by the Board of Supervisors and to recommend that the Board instruct staff to prepare an ordinance to carry out those changes.

Agenda Action: Formal Action/Motion

Time Requested: 30 minutes

Proposed Motion

Move to recommend to the Board of Supervisors that it instruct staff to prepare an ordinance revising Chapter 12.04 (Senior Citizens Assistance) of the Carson City Municipal Code.

Board's Strategic Goal

N/A

Previous Action

N/A

Background/Issues & Analysis

N/A

Applicable Statute, Code, Policy, Rule or Regulation

CCMC 12.04 Senior Assistance Program

Financial Information

Is there a fiscal impact? Yes No

If yes, account name/number: Sewer, water and storm water funds

Is it currently budgeted? Yes No

Explanation of Fiscal Impact: There would be some staff time involved in the initial set up of the program along with processing and tracking donations. There may be some programming and or office supply fees. There would be additional revenue generated from the elimination of the current assistance program.

Alternatives

Recommend alternatives.

Committee Action Taken:

Motion: _____

1) _____

2) _____

Aye/Nay

(Vote Recorded By)

Low Income Utility Assistance



STAFF REPORT

Report To: Board of Supervisors

Meeting Date: October 19, 2017

Staff Contact: Darren Schulz, Public Works Director

Agenda Title: For Possible Action: To direct staff to prepare an ordinance revising Chapter 12.04 (Senior Citizens Assistance) of the Carson City Municipal Code to provide assistance to low-income property owners that will have no adverse impacts on the water, sewer and storm water funds (Karen Abowd, kabowd@carson.org and Lori Bagwell, lbagwell@carson.org).

Staff Summary: Chapter 12.04 of the Carson City Municipal Code establishes a utility rate assistance program for certain eligible senior citizens. The Utility Finance Oversight Committee (Committee) met on September 19, 2017 to review, discuss and recommend to the Board of Supervisors various changes to this program including eligibility, assistance rates and program administration.

Agenda Action: Formal Action/Motion

Time Requested: 30 minutes

Proposed Motion

Move to direct staff to prepare an ordinance revising Chapter 12.04 (Senior Citizens Assistance) of the Carson City Municipal Code to provide assistance to low-income property owners that will have no adverse impacts on the water, sewer and storm water funds.

Board's Strategic Goal

Efficient Government

Previous Action

None

Background/Issues & Analysis

The senior citizens discount program, as defined in Chapter 12.04 of the Carson City Municipal Code, is a program that is no longer offered to new applicants due to State budget cuts. The current program has approximately 110 participants who still receive the discount that results in an estimated revenue loss of \$60,000 per year due to the discounts. The proposed program would revise the existing ordinance to offer assistance to low income property owners. The program would be administered by a 3rd party, and paid for by optional donations that would be made available on utility bills. Similar programs are currently offered by SW Gas and NV Energy. Administrative costs that the City may incur would be paid for by the cost savings associated with the elimination of the existing program.

Applicable Statute, Code, Policy, Rule or Regulation

Carson City Municipal Code, Chapter 12.04

Financial Information

Is there a fiscal impact? Yes No

If yes, account name/number: NA

Is it currently budgeted? Yes No

Explanation of Fiscal Impact: NA

Alternatives

Provide additional instructions or direction to staff.

Board Action Taken:

Motion: _____


1) _____

2) _____

Aye/Nay

(Vote Recorded By)

11/21/2017

	CARSON CITY ORDINANCE DRAFT REQUEST (ODR)	Date of submission: 11/21/17
		Name, Department of Person Submitting: David Bruketta Public Works
		Department head: Darren Schultz
This is a request to (check all that apply): <input type="checkbox"/> repeal an existing ordinance; <input checked="" type="checkbox"/> amend an existing ordinance; <input type="checkbox"/> adopt a new ordinance		
Title and Chapter of Carson City Municipal Code affected: 12.04 Senior Citizens Assistance		
Description of subject and purpose of ODR (attach additional pages if necessary): Pursuant to the direction of the Board of Supervisors on OCT 19, 2017, prepare an ordinance revising Chapter 12.04 to provide assistance to low income property owners that will have no adverse impacts on the water, sewer and storm water funds		
Contact	Contact's Name: Lori Bagwell	Contact's Department: Elected official
	Contact's E-mail: lbagwell@carson.org	Contact's Phone Number: 283-7144
Delivery	Delivery of draft requested on or before: Insert date: <u>March 2018</u> - Lori requested an implementation date of July 1, 2018; OR	City Manager approval required for delivery requests less than 45 days after submission: Approved by: _____ (initials) on: _____ (date) (if applicable)
	<input type="checkbox"/> Check this box if ODR is not time sensitive.	
Add'l Info	PLEASE ATTACH ADDITIONAL MATERIAL AND INFORMATION THAT MAY ASSIST UNDERSTANDING ODR, SUCH AS: <ul style="list-style-type: none"> • Sample ordinances, regulations, or statutes from other jurisdictions; • Source material such as media, academic, or governmental publications; • Applicable laws, regulations, or judicial decisions that bear upon the draft; • Correspondence OPTIONAL: You may submit your own draft language.	OCT 19, 2017 - BOS ^{staff report} agenda • minutes NOT posted yet SEPT 19, 2017 - UFOC • Agenda: see #5 • minutes
Special	Please explain any special requests or circumstances (attach additional pages if necessary): • notes from July 27, 2017 meeting - including handouts	

OFFICE USE ONLY

OFFICE USE ONLY	ASSIGNMENT	TRACKING	
	Assigned to:	ODR Received	Date:
	Date of Assignment:	ODR Reviewed	By:
		Draft Delivered	Date:

Average (Mean) Utility Bill for single family property

	Water	Sewer	Storm Water	Water ROW	Sewer ROW	Total Utility Bill
Jan 17	\$33.61	\$36.98	\$4.38	\$0.34	\$0.37	\$75.68
Feb 17	\$32.40	\$36.98	\$4.38	\$0.32	\$0.37	\$74.45
Mar 17	\$32.26	\$36.98	\$4.38	\$0.32	\$0.37	\$74.31
Apr 17	\$34.92	\$36.98	\$4.38	\$0.35	\$0.37	\$77.00
May 17	\$45.82	\$36.98	\$4.38	\$0.46	\$0.37	\$88.01
Jun 17	\$73.94	\$36.98	\$4.38	\$0.74	\$0.37	\$116.41
Jul 17	\$92.45	\$40.45	\$5.69	\$0.92	\$0.40	\$139.92
Aug 17	\$92.05	\$40.45	\$5.69	\$0.92	\$0.40	\$139.52
Sep 17	\$82.14	\$40.45	\$5.69	\$0.82	\$0.40	\$129.51
Oct 17	\$61.22	\$40.45	\$5.69	\$0.61	\$0.40	\$108.38
Nov 17	\$43.52	\$40.45	\$5.69	\$0.44	\$0.40	\$90.50
Dec 17	\$37.05	\$40.45	\$5.69	\$0.37	\$0.40	\$83.97
Average	\$55.12	\$38.72	\$5.04	\$0.55	\$0.39	\$99.80

Storm Water Rate Update



STAFF REPORT

Report To: Board of Supervisors

Meeting Date: August 3, 2017

Staff Contact: Darren Schulz, Public Works Director

Agenda Title: For Possible Action: To direct staff to begin the process of pursuing a 20-year bond in the amount of \$4,875,000 to support storm water capital expenses and a one-time Storm Water rate increase of thirty percent (30%) to support the debt service on the bond and to provide maintenance support. (David Bruketta, dbruketta@carson.org)

Staff Summary: On July 6, 2017, the Board of Supervisors directed staff to bring back a proposal that would include a bonding mechanism based on a rate percentage increase that would allow Public Works to complete the first six projects of the 10-year Storm Water Capital Improvement Plan. The Board of Supervisors noted that in 18 months, Public Works will bring forward a rate consultant's report that will review the needs and financial health of the Water, Sewer and Storm Water Utility Funds. The estimated cost of the first six projects on the 10-year storm water capital improvement plan is \$4,875,000 (Exhibit 1). A preliminary analysis to issue a 20-year General Obligation Storm Water Drainage bond estimates an annual debt service of approximately \$357,000 (Exhibit 2). A storm water rate increase of 26% would be needed to fund the cost of the annual debt service cost. Staff is recommending an increase of 30% to cover the debt service cost and provide approximately \$54,000 annually to support maintenance costs (Exhibit 3). Upon approval from the Board of Supervisors, staff would proceed with the rate change process followed by the bond issuance process and staff could start the design work when funds would be available in April of 2018 (Exhibit 4).

Agenda Action: Formal Action/Motion

Time Requested: 10 minutes

Proposed Motion

Move to direct staff to begin the process of pursuing a 20-year bond in the amount of \$4,875,000 to support storm water capital expenses and a one-time Storm Water rate increase of thirty percent (30%) to support the debt service on the bond and to provide maintenance support.

Board's Strategic Goal

Sustainable Infrastructure

Previous Action

On March 28, 2017, the Utility Finance Oversight Committee was presented with a staff-recommended plan to fund operations and a 10-year capital improvement plan. The Committee recommended changes to the proposed plan and those recommendations were presented to the Board of Supervisors on May 4, 2017, but no action was taken. On July 6, 2017, additional funding options were presented to the Board of Supervisors. Staff was directed to bring back a proposal with a one-time rate increase to support a limited capital plan funded through bonding.

Background/Issues & Analysis

Applicable Statute, Code, Policy, Rule or Regulation

Financial Information

Is there a fiscal impact? Yes No

If yes, account name/number: Storm Drain Fund

Is it currently budgeted? Yes No

Explanation of Fiscal Impact: The fiscal impact will depend on how the Board would like to proceed.

Alternatives

The Board may direct staff proceed with other options.

Board Action Taken:

Motion: _____

1) _____

2) _____

Aye/Nay

(Vote Recorded By)



STAFF REPORT

Item No. 6

Report To: Utility Finance Oversight Committee

Meeting Date: 09/19/2017

Staff Contact: Darren Schulz, Director of Public Works

Agenda Title: For Information Only: Discussion with staff concerning the status of the storm water rates. (David Bruketta; dbruketta@carson.org)

Staff Summary: At the August 3, 2017 Board of Supervisor's meeting, staff was directed to begin the process of pursuing a 20-year bond in the amount of \$4,875,000 to support storm water capital expenses and an initial storm water rate increase of 30%. Staff has prepared a draft Business Impact Statement (BIS) and proposed changes to the municipal code that are under review through the District Attorney's office. Upon approval, staff will begin the BIS and ordinance change process. Upon rate implementation, staff will begin the bonding process where funds from the bond sale are anticipated to be available in 2018, late spring.

Agenda Action: Other/Presentation

Time Requested: 5 minutes

Proposed Motion

N/A

Board's Strategic Goal

N/A

Previous Action

N/A

Background/Issues & Analysis

N/A

Applicable Statute, Code, Policy, Rule or Regulation

Financial Information

Is there a fiscal impact? Yes No

If yes, account name/number:

Is it currently budgeted? Yes No

Explanation of Fiscal Impact:

Alternatives

Committee Action Taken:

Motion: _____

1) _____

2) _____

Aye/Nay

(Vote Recorded By)



STAFF REPORT

Report To: Board of Supervisors

Meeting Date: October 5, 2017

Staff Contact: Darren Schulz, Public Works Director

Agenda Title: For Possible Action: Action to find that the proposed ordinance amending the Carson City Municipal Code, Title 12 - Water, Sewerage and Drainage, Chapter 12.17.040 - Service Charge Rates by increasing the monthly rate by 30 percent for each property classification does impose a direct and significant economic burden on a business or directly restrict formation, operations or expansion of a business, that a Business Impact Statement has been prepared in compliance with NRS 237, and is on file with the Board of Supervisors. (David Bruketta, dbruketta@carson.org)

Staff Summary: This ordinance proposes an increase to storm water rates. It would increase each property classification defined in the Municipal Code, Chapter 12.17.040, by 30 percent. The additional revenue generated from the increase would provide funding to pay for debt service on a storm water general obligation bond and provide annual revenue to support storm water maintenance functions. NRS 237.080 requires that the City prepare a Business Impact Statement when an increase in a fee is contemplated.

Agenda Action: Formal Action/Motion

Time Requested: 10 minutes

Proposed Motion

Move to find that the proposed ordinance amending the Carson City Municipal Code, Title 12 - Water, Sewerage and Drainage, Chapter 12.17.040 - Service Charge Rates by increasing the monthly rate by 30 percent for each property classification does impose a direct and significant economic burden on a business or directly restrict formation, operations or expansion of a business, that a Business Impact Statement has been prepared in compliance with NRS 237 and is on file with the Board of Supervisors.

Board's Strategic Goal

Sustainable Infrastructure

Previous Action

None

Background/Issues & Analysis

At the August 3, 2017 Board of Supervisors meeting, staff was directed to begin the process of pursuing a 20-year bond in the amount of \$4,875,000 to support storm water capital expenses and a one-time Storm Water rate increase of thirty percent (30%) to support the debt service on the bond and to provide maintenance support.

A draft Business Impact Statement was prepared and made available at the Public Works' office and sent to the Carson City Area Chamber of Commerce and the Nevada Builders Alliance on September 11, 2017 for feedback as to whether any of the proposed fee structure will impose a direct and significant economic burden upon a business or directly restricts the formation, operation or expansion of a business. As of the writing of this report, no feedback has been received.

Supporting Material: Copy of the Draft Business Impact Statement that was provided to the Carson City Area Chamber of Commerce and Nevada Builders Alliance.

Applicable Statute, Code, Policy, Rule or Regulation

NRS 237 Business Impact Statements

Financial Information

Is there a fiscal impact? Yes No

If yes, account name/number: NA

Is it currently budgeted? Yes No

Explanation of Fiscal Impact: NA

Alternatives

Make the finding that the proposed ordinance does not impose a direct and significant economic burden upon a business or directly restrict the formation, operation or expansion of a business.

Board Action Taken:

Motion: _____

1) _____

2) _____

Aye/Nay

(Vote Recorded By)



STAFF REPORT

Report To: Board of Supervisors

Meeting Date: October 5, 2017

Staff Contact: Darren Schulz, Public Works Director

Agenda Title: For Possible Action: To introduce, on first reading, Bill No. ___, an ordinance amending Title 12 of the Carson City Municipal Code to increase the rate of storm water service charges levied upon all developed real property located within Carson City; to revise provisions establishing the procedure by which to protest storm water service charges and fees; and to make non-substantive changes to provide technical, grammatical and structural corrections for legal clarity. (David Bruketta, dbruketta@carson.org)

Staff Summary: This will be the first reading of an ordinance that proposes to increase the storm water service charge by 30 percent to pay for the debt service on a storm water bond, to revise the protest procedure to require that a person who appeals the determination made by the Director to the Board has to be provided written notification of the date of the appeal at least 10 days before the hearing, and to amend Chapter 12.17 to remove or amend words, term and NRS references that have been modified or no longer exist.

Agenda Action: Ordinance - First Reading

Time Requested: 15 minutes

Proposed Motion

Move to introduce, on first reading, Bill No. ___, an ordinance amending Title 12 of the Carson City Municipal Code to increase the rate of storm water service charges levied upon all developed real property located within Carson City; to revise provisions establishing the procedure by which to protest storm water service charges and fees; and to make non-substantive changes to provide technical, grammatical and structural corrections for legal clarity.

Board's Strategic Goal

Sustainable Infrastructure

Previous Action

NA

Background/Issues & Analysis

At the August 3, 2017 Board of Supervisors meeting, staff was directed to begin the process of pursuing a 20-year bond in the amount of \$4,875,000 to support storm water capital expenses and a one-time Storm Water rate increase of 30 percent to support the debt service on the bond and to provide maintenance support.

Applicable Statute, Code, Policy, Rule or Regulation

Carson City Municipal Code Title 12

Financial Information

Is there a fiscal impact? Yes No

If yes, account name/number: Storm Drain Fund / 505-3702-437

Is it currently budgeted? Yes No

Explanation of Fiscal Impact: The schedule of rates would increase by 30 percent. The proposed increase would generate approximately \$413,517 in additional annual revenue.

Alternatives

The Board may modify or decline to adopt the ordinance.

Board Action Taken:

Motion: _____

1) _____

2) _____

Aye/Nay

(Vote Recorded By)



STAFF REPORT

Report To: Board of Supervisors

Meeting Date: October 19, 2017

Staff Contact: Darren Schulz, Public Works Director

Agenda Title: For Possible Action: To adopt Bill No. 126, on second reading, Ordinance No. ___, an ordinance amending Title 12 of the Carson City Municipal Code to increase the rate of storm water service charges levied upon all developed real property located within Carson City; to revise provisions establishing the procedure by which to protest storm water service charges and fees; and to make non-substantive changes to provide technical, grammatical and structural corrections for legal clarity. (David Bruketta, dbruketta@carson.org)

Staff Summary: This is the second reading of an ordinance that proposes to increase the storm water service charge by 30 percent to pay for the debt service on a storm water bond, to revise the protest procedure to require that a person who appeals the determination made by the Director to the Board has to be provided written notification of the date of the appeal at least 10 days before the hearing, and to amend Chapter 12.17 to remove or amend words, term and NRS references that have been modified or no longer exist.

Agenda Action: Ordinance - Second Reading

Time Requested: 5 minutes

Proposed Motion

Move to adopt Bill No. 126, on second reading, Ordinance No. ___, an ordinance amending Title 12 of the Carson City Municipal Code to increase the rate of storm water service charges levied upon all developed real property located within Carson City; to revise provisions establishing the procedure by which to protest storm water service charges and fees; and to make non-substantive changes to provide technical, grammatical and structural corrections for legal clarity.

Board's Strategic Goal

Sustainable Infrastructure

Previous Action

NA

Background/Issues & Analysis

August 3, 2017: The Board of Supervisors directed staff to begin the process of pursuing a 20-year bond in the amount of \$4,875,000 to support storm water capital expenses and a one-time Storm Water rate increase of thirty percent to support the debt service on the bond and to provide maintenance support.

October 5, 2017: The first reading was introduced to the Board of Supervisors and assigned Bill no 126.

Applicable Statute, Code, Policy, Rule or Regulation

Carson City Municipal Code Title 12

Financial Information

Is there a fiscal impact? Yes No

If yes, account name/number: Storm Drain Fund / 505-3702-437

Is it currently budgeted? Yes No

Explanation of Fiscal Impact: The schedule of rates would increase by thirty percent. The proposed increase would generate approximately \$413,517 in additional annual revenue.

Alternatives

Modify the proposed ordinance and direct it back to staff for first reading.

Board Action Taken:

Motion: _____

- 1) _____
- 2) _____

Aye/Nay

(Vote Recorded By)

Zoning Classification of Real Property	Monthly Rate
["Single-Family"] Single-Family Property	[\$4.38] \$5.69
["Multi-Family"] Multi-Family Property	[\$22.56] \$29.33
["Public"] Public Property	[\$24.64] \$32.03
["Manufacturing"] Manufacturing Property	[\$29.38] \$38.19
["Commercial"] Commercial Property	[\$31.51] \$40.96

SECTION VI:

That Title 12 (Water, Sewerage and Drainage), Chapter 12.17 (Storm Water Service Charges), Section 12.17.050 (Collection) is hereby amended (**bold, underlined** text is added, ~~stricken~~ text is deleted) as follows:

12.17.050 - Collection.

- ~~1. All service charges and all other fees or charges hereafter established by the city shall be deemed to be levied upon the premises themselves.~~
- ~~2. The city shall have a lien for all delinquent and unpaid rates and charges for storm water purposes assessed against all premises to which service was furnished, which lien shall have the superiority established by NRS 318.197 and shall be foreclosed in the manner described in NRS 318.197.~~
- ~~3. Storm water service charges shall be deemed to be delinquent if not paid within 21 days following the billing date. A penalty charge of 2.5% shall be imposed on past due bills for each 27 days that the bill is unpaid.]~~

For the purposes of this chapter, a service charge or any other fee that is levied, assessed or imposed upon or against real property:

- 1. Except as otherwise provided in section 12.17.060, is delinquent if it remains unpaid 21 days after the date on which the service charge or fee is due;**

Applicable Statute, Code, Policy, Rule or Regulation

N/A

Financial Information

Is there a fiscal impact? Yes No

If yes, account name/number:

Is it currently budgeted? Yes No

Explanation of Fiscal Impact:

Alternatives

Committee Action Taken:

Motion: _____

1) _____

2) _____

Aye/Nay

(Vote Recorded By)



STAFF REPORT

Item No. 5C

Report To: Utility Finance Oversight Committee

Meeting Date: 01/29/2018

Staff Contact: Darren Schulz, Director of Public Works

Agenda Title: For Possible Action: To recommend the following the dates, times and locations for reoccurring Committee meetings for CY18: _____.

Staff Summary: Discussion and possible action to set dates, times and locations for future meetings. The resolution (2016-R-27) states that the Committee may hold quarterly meetings in each calendar year or at any other time and as often as is deemed necessary and appropriate by the Chairperson of the Utility Committee.

Agenda Action: Formal Action/Motion

Time Requested: 5 minutes

Proposed Motion

Move to recommend the following the dates, times and location for reoccurring Committee meetings for CY18:

Board's Strategic Goal

Efficient Government

Previous Action

N/A

Background/Issues & Analysis

N/A

Applicable Statute, Code, Policy, Rule or Regulation

N/A

Financial Information

Is there a fiscal impact? Yes No

If yes, account name/number:

Is it currently budgeted? Yes No

Explanation of Fiscal Impact:

Alternatives

Committee Action Taken:

Motion: _____

1) _____

2) _____

Aye/Nay

(Vote Recorded By)