

CARLIN CITY COUNCIL
CITY OF CARLIN, STATE OF NEVADA
BUDGET WORKSHOP
CARLIN CITY HALL
101 SOUTH EIGHTH STREET
CARLIN, NEVADA
March 19, 2013, 4:00 p.m.

Call to Order and Roll Call:

Mayor Cliff Eklund called the meeting of the City Council to order at 4:00 p.m.

1. Council Members Present: Mayor Cliff Eklund
Vice Mayor Donnetta Skinner
Councilperson Steve Feasel
Councilperson Bob DeMars
Councilperson Jay Duke

Absent:

2. Administrative Staff: City Manager Glenn Trust, City Clerk LaDawn Lawson, Police Chief William Bauer, Public Works Director Carlos Esparza
3. Public Present: Karla Jones

I. Review, discussion and direction from the City Council regarding preparation of the City of Carlin's budget for fiscal year 2013-2014 and all related matters. (Non-Action Item)

1. Discussion was held on the meetings for the budget and the process of working with the Department of Taxation.
2. City Manager Glenn Trust reported this would be a review of the General Fund with the biggest part the Opening Balance followed by Intergovernmental revenues and Ad Valorem taxes. He stated the Capital Projects Funds are the projects they set aside each year to grow and this year they will be spending some money. He stated the Capital Projects opening fund balance is \$308,849 and the revenues are from two (2) sources; the tax from Ad Valorem which is only for Capital Projects at \$15,000 to \$20,000 a year and the other source is transfers from the General Fund. He noted they transfer a portion of the surplus they have built up and divide it among the Fire, Police, Public Works and Administration Departments. He stated this money is segregated so that it is not easily used by other funds and if it is in the Capital Projects Fund, it has to be used for just that. He discussed the various amounts with \$29,000 for the Police, \$184,000 for Fire, \$120,000 of which is earmarked for the Fire House, and \$90,000 for streets, which will be spent for streets and radios. He stated the street money is spent early in the year. He stated there are unallocated funds of \$912,000 from the sale of property and that they are projecting the actual Ending Fund Balance will be \$997,848. He stated they are proposing \$190,000 for Streets; \$30,000 for computers, software, complete renovations for Administration; \$85,000 in the Police Department for 2 vehicles, records management software and dog pound; \$182,500 for the Fire house truck, general building and software, and Street Repairs of \$300,000. He noted even with the expenditures, there is an Ending Fund Balance of \$645,348.
3. Discussion was held on the cost and safety of current trucks and police vehicles.
4. Councilperson Jay Duke stated he can appreciate the rotation of the vehicles through the departments and getting the best value out of the vehicles, but he does not agree with the rotation because of the number of years he spent on the Fire Department. He stated there is a safety aspect that needs to be reviewed thoroughly.
5. City Manager Glenn Trust stated this is what they brought to the Council, not what the Council said they were going to do.
6. Councilperson Jay Duke stated the rotation needs to be reviewed.

7. Chief Bauer stated there is confusion because the Tahoe trucks that came from Mesquite are not off-road vehicles and were not intended to be. He stated they currently have one of the Police vehicles that is an off road vehicle with 4-wheel drive, noting 3 years ago they had pickups that were 4-wheel drive what were logistical vehicles, not emergency vehicles. He stated the Police Department has a front line emergency vehicle that, when transferred is used as a logistical vehicle. He stated they are looking at the ¾ ton vehicle.
8. City Manager Glenn Trust stated they have not changed the rotation, but some of the vehicles do not meet all of the requirements that the Fire Department has and therefore they are proposing to purchase this additional truck.
9. Public Works Director Carlos Esparza stated some of these vehicles are pre-rotation vehicles donated to the City, which have not been weeded out. He stated some of the half-ton trucks would go to Public Works.
10. Mayor Cliff Eklund spoke to the rotation the City put in place.
11. Public Works Director Carlos Esparza stated Public Works and the Fire Department cannot use the Ford Explorers.
12. Mayor Cliff Eklund stated he has no objection to the purchase of vehicles, but he was just wondering about the rotation.
13. City Manager Glenn Trust stated the rotation is still in place. He stated that by putting something in the budget, it does not necessarily mean they would purchase that year, but rather earmark money for later.
14. Councilperson Jay Duke inquired if the Council makes the decision of where the vehicle goes.
15. City Manager Glenn Trust stated he does not think the Council wants to get into the micromanaging of these things.
16. City Manager Glenn Trust stated the primary people who decide are Chief Bauer and Public Works Director Carlos Esparza with Fire Department input. He stated he would like to see all of the Public Works vehicles replaced and noted they had a big sale last year of vehicles they could no longer use. He stated that does not happen without Council approval. He wants it to be clear that the Council agrees with the Capital Projects expenditures they have discussed and therefore asked for direction.
17. Mayor Cliff Eklund agreed that it be put in the budget.
18. City Manager Glenn Trust stated they would be using \$110,000 of the \$912,000 and adding to it to make \$300,000 for street work for the upcoming year. He spoke to the overlay projects on Camp, Cedar and Hamilton Streets. He noted the total yards of streets to be resurfaced would be a total cost of \$283,345.86. He stated if the City of Elko contracts with a company he has contacted, they might get a break on the mobilization fees and setup.
19. Councilperson Bob DeMars confirmed this is a company out of California and possibly this could be split between a couple of communities.
20. Public Works Director Carlos Esparza agreed.
21. Councilperson Jay Duke noted since there is a \$645,000 ending balance for the year, it might be better to spend an additional \$100,000 on street repairs this year.
22. City Manager Glenn Trust explained there is an issue of the construction season and getting it done. He also noted that the City is really trying to preserve some of that balance for unforeseen things and they could budget the same amount for next year.
23. Mayor Cliff Eklund explained the work cannot be done before July 1 for the new budget.
24. Councilperson Jay Duke stated the costs may go up next year and they may have to pay the mobilization costs next year.
25. Mayor Cliff Eklund stated he could see budgeting another \$100,000.
26. City Manager Glenn Trust noted if they do that, it would come out of the \$912,000 windfall, inquiring if the Council would be okay with this when he brought this back in April for the final vote.

27. Mayor Cliff Eklund stated he would like to budget enough that if the construction season allows, they can do as much as they can, noting that next year they might not get this break, thereby spending more money to do less.
28. Councilperson Bob DeMars stated there is no guarantee they are going to get a break this year.
29. City Manager Glenn Trust inquired if everyone was agreeable with bumping up the figure by \$100,000, leaving \$545,000 as a balance.
30. Councilperson Steve Feasel stated looking at all the improvements, his concern is whether the water supply really qualifies the City for the growth they are going to be looking at. He inquired, "Is our water system in as good shape as it needs to be". He stated if they start looking at 300 units coming in and then find out they have a water problem, would they have to delay building.
31. City Manager Glenn Trust stated that is a valid question, noting the City Engineer assures them that there is enough water storage capacity. He noted they are proposing they begin an exploration with City Engineer's budget and determine where another well might be drilled. He stated, "We do not have the storage capacity for fire protection as well as for high flow days in the middle of the summer". He reiterated they have the water supply, but not the capacity for storage. He explained the system does need work, as Public Works discovers a pipe that is 30 – 90 years old all the time. He stated the developers are serious and when all of this gets underway, they will have a better idea of what capacity will be needed. He stated there is additional revenue the City will receive from Consolidated Tax, but the City has to be solvent enough that they can bond for this water issue.
32. Councilperson Bob DeMars inquired when the Departments are deciding what they want to do, is growth calculated in that. He stated if they are considering about putting another \$100,000 in streets, "would it add to the City's revenue".
33. City Manager Glenn Trust stated growth is considered in the discussions, explaining they put money away for the new sewer lift station. He stated if there is an infrastructure issue within the City, it is discussed whether another well or something needs to be added. He noted that Public Works Director Carlos Esparza has stated the one and only lift station is at 4th and Oak for everything in the City and that is the worst-case scenario.
34. Councilperson Steve Feasel inquired what would happen if one the water tanks goes out and it needs to be emptied.
35. City Manager Glenn Trust stated that scenario could be applied to all the City services.
36. Councilperson Steve Feasel stated they are talking about old pieces of equipment that are still used by Public Works, questioning the adequacy of the tanks.
37. Public Works Director Carlos Esparza stated the equipment is to be checked in July. He replied these concerns are worries within the City, but he defers to the City Engineer.
38. Mayor Cliff Eklund stated when the expansion does take place, there would be money generated to build extra reserves from the Capital Improvement and hook-up fees.
39. City Manager Glenn Trust stated if they spend money out of the Utility Fund for engineering next year, it would be approximately one-half million dollars to complete a lift station. He stated if they build 300 homes, a truck stop and an RV Park, etc., there would be significant dollars coming in for Capital Improvement sewer connections. He stated the Capital Reserve is a City ordinance for the Capital Improvement fees paid into the City for water or sewer that year. He stated there is only \$100,000 in that fund after all the years of putting money in. He stated they need to grow the City or there is no solution. He cautioned them to understand there has to be enough revenue coming in.
40. Councilperson Bob DeMars stated, "The one person who knows if we need to add \$100,000 to the streets is Public Works Director Carlos Esparza".
41. Public Works Director Carlos Esparza stated that would be at the Council's discretion.
42. Mayor Cliff Eklund stated he would rather have the money available to Public Works to do what they need to do than have to shut down and come back to the Council to get more money.

43. Councilperson Steve Feasel agreed.
44. City Manager Glenn Trust stated the requirement is that they agree this would be used on the overlay.
45. Discussion was held on the repairs to Hamilton Street.
46. Councilperson Bob DeMars stated he drove around the City and picked 20 random homes and got feedback from the citizens. He stated they discussed signage, issues on curb and gutter and 80% wanted to see the streets repaired.
47. City Manager Glenn Trust stated he would add \$100,000 to the streets, explaining it does not have to be spent, but if it is budgeted, they can. He stated Public Works Director Carlos Esparza would plan where the extra funds would be spent and report to the Council.
48. Public Works Director Carlos Esparza stated the portion of Hamilton was not considered because the majority of homes do not have curb, gutter and sidewalks there. He explained those are some of the critical items that determine whether the street repair would be done, including those streets with heavy traffic flow.
49. City Manager Glenn Trust explained the departmental ending fund balances, noting the overall ending fund balance would be \$545,348.
50. Mayor Cliff Eklund inquired if there were any objections on the Street work or other Capital Projects.
51. There was no disagreement.
52. City Manager Glenn Trust reported that the budget request for Municipal Court is \$42,000 in Salaries and \$25,000 in benefits, which covers the Judge and one employee with reimbursement from the County for a portion of their pay and benefits. He noted they are required to have an audit next year as it is every three (3) years, at a cost of \$3,000. He noted that Capital Outlay would be video equipment and refurbishing the Clerk's area in the Courtroom at a cost of \$8,000. He stated some of this was budgeted last year and there would be a rollover of those funds this year. He noted the total budget is about \$80,000, a \$5,000 increase due to his overestimating expenses and underestimating revenues. He explained the City Council is pretty basic each year. He stated the City Manager's indicates an increase to his salary, noting he does not usually spend the \$1000 budgeted for travel & training. He stated Capital Outlay has \$1,500 as a buffer should anything be needed. He stated the City Clerk's office has a large jump in Salaries as they have moved Heather Trujillo, Economic Development, into the Administration budget for ease of bookkeeping. He stated the City Clerk comes in at the end of the year either right on or under budget.
53. Discussion was held on using past experience for the Administration budget.
54. City Manager Glenn Trust stated salaries and benefits increase each year, while many of the categories stay the same. He stated the Animal Control section is a first-time budget item with salaries, benefits, uniform, equipment, travel materials and animal supplies totalling \$50,516.
55. Councilperson Bob DeMars inquired about fuel expense.
56. City Manager Glenn Trust stated they would be getting to that, but it is pooled for everyone. He stated the Police Department budget decreased because animal control was separated out. He stated benefits are paid at a different rate than the other employees. He stated the Communications line is \$50,995, which includes the money paid to Central Dispatch for part of that system. He noted they pay an amount equal to the number of radios they have.
57. Mayor Cliff Eklund stated POOL/PACT is expecting the insurance on Fire Departments and Police to increase significantly, because of the law passed by the Legislature a few years ago. He explained the particular community a fireman or policeman works for is responsible for their heart and lung for the rest of their life.
58. Councilperson Bob DeMars inquired about 10-54-611, Animal Shelter Supplies.
59. City Manager Glenn Trust stated it has \$0 in it for the coming year.
60. Vice Mayor Donnetta Skinner inquired why there was only one service dog listed.
61. Chief Bauer stated they only have one (1) dog, the other was on loan.

62. Councilperson Jay Duke stated he did not see the Facility Maintenance line item in the City Clerk's office.
63. City Manager Glenn Trust stated they will see it when they get to the 10-79 numbers, which will show \$30,000 in Building Maintenance. He stated the Fire Department proposes to bring on one (1) additional firefighter/EMT to work as Karla Jones' assistant full time and start the process that as the City expands, they will be creating a base for additional personnel or a full time Fire Department.
64. Karla Jones stated this would be a day time person and probably cover the weekend. She stated currently the day time schedule is that you show, but if you are not available, you do not show for the ambulance. She stated when they had a structure fire and only three (3) people responded, they had to call for help.
65. Councilperson Bob DeMars inquired if they have someone internally to put in the position.
66. City Manager Glenn Trust stated they would advertise for it. He stated the firefighter/EMT starts at Grade 10 at \$33,000.
67. Karla Jones stated there is a new man camp starting at Cortez paying \$28/hr.
68. City Manager Glenn Trust stated they conducted a survey last year on wages and they learned that everyone was underpaid, but there were some that were 25% underpaid. He noted there was an adjustment to the pay schedule last year within 15% of the median. He stated the City is still below.
69. Councilperson Jay Duke inquired if they included COLA.
70. City Manager Glenn Trust replied affirmatively.
71. Mayor Cliff Eklund stated they also found the insurance was the best of any entity in the state with a low deductible.
72. City Manager Glenn Trust noted he was told that the insurance would stay flat this next year. He requested input on putting the additional firefighter/EMT in the budget. He stated they believe it is workable.
73. Mayor Cliff Eklund agreed if it is workable and they can afford it, it is a good investment.
74. Vice Mayor Donnetta Skinner also agreed.
75. Councilperson Bob DeMars stated, "Grow the City".
76. City Manager Glenn Trust stated this would allow two (2) people who would be responding instead of one (1). He noted there is a \$30,000 Communications expense.
77. Discussion was held on the new radios.
78. Councilperson Bob DeMars inquired if \$5,000 uniform is a new expense.
79. City Manager Glenn Trust stated this is a first time budget item of \$5,000 for the two (2) full-time personnel.
80. Karla Jones stated the cost is more for the specialized type of clothing.
81. City Manager Glenn Trust stated this is the right thing to do.
82. Councilperson Bob DeMars reiterated Councilperson Steve Feasel's point about people coming into town on Hamilton; "It is embarrassing and everything that we can do that to make Carlin more presentable, and anything noteworthy through this process will come back".
83. Vice Mayor Donnetta Skinner stated the thing that helps is the way outside people are treated. She noted the City's people are very good to them.
84. *A brief recess was called from 5:45 p.m. to 5:55 p.m. Roll was taken with Mayor Cliff Eklund, Vice Mayor Donnetta Skinner, Councilperson Bob DeMars, Councilperson Jay Duke and Councilperson Steve Feasel present.*
85. City Manager Glenn Trust explained there are three (3) employees of Public Works that work in the departments of Streets, Park and Cemetery with the rest working in the Utility Department. He noted snow removal had been increased a little bit, as well as Equipment Repairs due to aging equipment. He noted street repairs are more like potholes and signage, etc. The uniform figure of \$1,500 is for one (1) person.

86. Public Works Director Carlos Esparza explained that materials and supplies included everything like hot pack machines, cold mix for potholes and even weed killer. He stated the \$5,000 Capital Outlay was for concrete and curbing in the right of way.
87. City Manager Glenn Trust stated they are proposing to do some things to both entrances into Carlin similar to the one that has been done. He explained the Health & Sanitation mosquito abatement cost is \$15,000 and will probably increase next year because Newmont wants to pull out of the agreement of splitting the cost. He stated they do not want to do it because they sold the wetland property to Felzers. He stated there is a meeting scheduled to discuss this, but stated he is not interested in who they sold it to, as much as he is interested in the fact that Newmont created the wetlands. He stated there was never a true "solid" agreement.
88. City Clerk LaDawn Lawson explained it is \$7,020 to spray each time.
89. City Manager Glenn Trust stated that cost is also due to the fact that they try to work with Elko's use and share the time when the sprayer is in town. He noted it would be much more without that cooperation. He stated there is one staff member from Public Works included in the Cemetery figures. He explained that employee has been with the City for 30 years, noting that everyone gets a step increase each year.
90. Discussion was held on the employees last name, years of service, title, and grade level.
91. City Manager Glenn Trust stated that if they want something fixed, the public needs to tell someone in the City. He stated the Library maintenance is done by the Cemetery employee too.
92. Discussion was held on cemetery signage.
93. City Manager Glenn Trust stated the cost for finishing the library was \$157,118 and they would augment this item in the budget this year. He stated there was no money budgeted for a sign at the cemetery. He stated Economic Development budget is all "zeros", as that employee was moved into the Administration accounts.
94. Vice Mayor Donnetta Skinner stated the Economic Development has been better without a department.
95. City Manager Glenn Trust explained the items under Miscellaneous Other Expense.
96. Discussion was held on how many people are collecting retiree benefits.
97. City Manager Glenn Trust stated the Workers Comp line item covers the Council or volunteers, etc. He noted legal fees has been increased due to the property development and he discussed the increase in Audit fees, even though Administration is providing a lot of the paperwork.
98. Councilperson Bob DeMars inquired if the Audit is a state requirement.
99. City Manager Glenn Trust replied affirmatively. He noted engineering fees are reflective of the growth. He noted Election Fees have been reduced since City Clerk LaDawn Lawson got them under the County election process. He stated he increased Building Inspection to \$55,000, which is Bob Bratcher's domain, anticipating the increase and expenditures this year. He noted Auto Expense is a combined fund for maintenance of all the vehicles.
100. Councilperson Bob DeMars inquired about coding on the invoices.
101. City Manager Glenn Trust explained the process. He stated the insurance premiums are in a pool and generally stay about \$40,000 a year.
102. Mayor Cliff Eklund inquired if the solar is saving money.
103. City Manager Glenn Trust responded affirmatively.
104. Councilperson Bob DeMars inquired about green credits.
105. Councilperson Steve Feasel inquired what was decided about Citizen of the Year.
106. Mayor Cliff Eklund explained that four of the citizens decided the winner and awarded it during the car show.
107. Councilperson Steve Feasel stated that there was a request to have someone take this over for the Council.
108. City Manager Glenn Trust stated it was not given to anyone else.

109. Councilperson Bob DeMars stated the banquet seemed to be the problem, as it never seemed to work out.
110. City Manager Glenn Trust stated it should not be the Council who picks the Citizen. He stated there is \$300 in the budget for the award. He explained the transfer to Debt Service is an annual transfer for payments on two (2) notes. He noted the City is self-insured so the budgeted amount is an administration expense. He stated Contingency is something required to show the state, but they never spend any of it. He noted this year it is \$20,000 and since he did not include it, the Revenue/expenditures will change to \$89,218 and Ending Balance of \$3,115,713. He noted \$40,000+ in Miscellaneous was a reimbursement to Denis Floge in a land sale. He explained the Ending Fund Balance for the General Fund and the Opening Fund Balance for next year would be \$3,115, 713 even with all the transfers. He stated the Park & Rec Fund is for the events and it has Capital Outlay of \$50,000, which has not been determined yet.
111. Vice Mayor Donnetta Skinner inquired if the freezer and such in the concession stand belong to the City.
112. Discussion was held on what belongs to the City's.
113. City Manager Glenn Trust stated the Equestrian Park is the budget for the Board, noting the electrical work was not done in the last fiscal year. He stated the Park brought in good revenue last year of over \$72,000, but they are still budgeting conservatively although there are ideas for Capital Outlay. He noted the Park & Rec Room Tax explanation has been placed in their packet for the members to review later, as the funds have restrictions on their use. He stated he wants to have any changes now rather than trying to correct the budget at a later date, which is more difficult when it has been prepared for the state.
114. Public Works Director Carlos Esparza stated some of the tables at the Chinese Gardens should be changed due to their condition.
115. Councilperson Steve Feasel stated they could do something about the shade by the pond.
116. Public Works Director Carlos Esparza explained it is a nature study area.
117. City Manager Glenn Trust stated everything that they have discussed is in the Capital Projects Fund with one change that increases the Street Capital Project from \$300,000 to \$400,000 and the Ending Fund Balance change to \$545,349. He explained the Police Forfeiture monies are those collected from seizures. He stated there are no cemetery expenses planned under the Perpetual Care Fund. He stated when Administration comes to the Council to increase fees, the Council needs to recognize they are still operating with funds that were scheduled years ago and are not paying for the increased costs over those years.
118. Discussion was held on raising fees and the pros and cons of doing so.
119. City Manager Glenn Trust explained the Senior Center Fund, with three different sources of funding, also explaining the C1, etc categories. He stated he would change the Equipment Repair and Raw Food figures.
120. Vice Mayor Donnetta Skinner reported it costs \$300,000 a year to operate the building.
121. Discussion was held on the labeling of the budget divisions of 30, 82, 83, and 84.
122. City Manager Glenn Trust stated C-2 is for Homebound. He stated he is not transferring as much money this year. He stated if the members have questions or an issue now, he would be grateful to discuss it before he puts final numbers in.
123. Vice Mayor Donnetta Skinner inquired about doors for the Senior Center this year.
124. City Manager Glenn Trust noted they would be done.
125. Councilperson Jay Duke spoke to the estimating of expenditures and revenues inquiring if that is standard practice.
126. City Manager Glenn Trust stated his general rule is to bring a number that is 10% more or less. He stated some are more.
127. Mayor Cliff Eklund explained that five (5) years ago when City Manager Glenn Trust was hired, the City was not in good financial position, and he and City Manager Glenn Trust agreed to get out of debt and build a cash reserve. He stated there is very little debt left and

they have a cash reserve in case of emergency, besides paying cash for some of the things done in town.

128. City Manager Glenn Trust explained in 2009, debt went down, but it went down deliberately and they put the sewer and water line in the Industrial Park as well as building something critical - the new reservoir building. He stated that was paid for in cash.

II. Comments by the General Public: Pursuant to NRS 241.020(2C) this time is devoted to comments by the general public and discussion to those comments. No action may be taken upon a matter raised under this item until the matter has been included on a successive agenda and identified as an action item. (Non-Action Item)

1. None.

III. Adjournment. (Action Item)

Vice Mayor Donnetta Skinner moved for adjournment with Councilperson Steve Feasel seconding the motion. The meeting was adjourned at 7:42 p.m.

APPROVED:

MAYOR CLIFF EKLUND

ATTEST:

LADAWN LAWSON, CITY CLERK