

CARLIN CITY COUNCIL
CITY OF CARLIN, STATE OF NEVADA
SPECIAL SESSION BUDGET HEARING
CARLIN CITY HALL
101 SOUTH EIGHTH STREET
CARLIN, NEVADA
April 8, 2015, 5:30 p.m.

Call to Order and Roll Call:

Mayor Donnetta Skinner called the meeting of the City Council to order at 5:39 p.m.

1. Council Members Present: Mayor Donnetta Skinner
Vice Mayor Lincoln Litchfield
Councilperson Bob DeMars
Councilperson Jay Duke
Councilperson Pam Griswold

Absent: None

2. Administrative Staff: City Manager David Jones, City Clerk LaDawn Lawson, Police Chief Dennis Fobes, Public Works Director Carlos Esparza, Carlin Volunteer Fire and Ambulance Department Karla Jones, and Robert Jess.
3. Public Present: None

I. Review, discussion and direction from the City Council regarding preparation of the City of Carlin's budget for fiscal year 2015-2016, and all related matters. (Non-Action Item)

1. City Manager David Jones reported papers labeled City of Carlin shows where we are at a 59% budget and 89% budget has elapsed right now. The Tentative budget is due April 15, 2015. You have the 14-15 budget and you also have the 15-16 budget and what was turned into the State of Nevada and put into Caselle last year. The 2015-2016 is the proposed budget and the column that says variance shows last year \$45,000 and this year \$46,000 shows a difference of \$1,000. Down here for benefits \$2,180 Public Defender. Teri Feasel stated she would like to take that to \$500, a variance of \$350. If you look over here, we spent \$1,504 of the budget, so we bumped that up a little bit. That is a number we could bring down. All of these are zeros, so we held everything even and this one here is down by \$3,000.00. Teri requested \$5,000 capital outlay and is down by \$3,000.00
2. Mayor Donnetta Skinner inquired about travel and training, "because we should not have to train them, that comes from the county".
3. City Clerk LaDawn Lawson stated Carlin is supposed to reimburse the County for the time that they work on Carlin Municipal court things.
4. Vice Mayor Lincoln Litchfield stated the clerks do some training online.
5. City Manager David Jones stated Legislative or Council, salaries and wages increased by \$2,000.00 due to the resolution that was passed. Employee benefits were at \$7,000.00 and only 21% was spent and he did not change it.
6. City Clerk LaDawn Lawson stated benefits include PERS and Workman's Comp.
7. City Manager David Jones stated if they do not budget an amount, you cannot spend any money there. We can move these funds around, but if we did not budget, we give it up. The Municipal Court has a new person, Les Brown, as bailiff, and because of what the County splits with us in wages and benefits, we only pay 23% of the Court Clerk's salary, and half of the judge's salary. PERS is going up 2.5% so in all of the calculations, we have that increase. I put 10% of a buffer across the board.
8. Councilperson Bob DeMars inquired if the 10% is taking the saturation for 2014-15 and thinking that we are going to have a dip in business in the 2015-16.
9. City Manager David Jones stated he took it out because he does not see where they have to work overtime. The salary with step raises and everything is \$94,000 under Fire Department,

but when you put the formula of 10% in it comes up to \$103,700. We do carry Worker's Comp on all of the volunteers, but that comes out of a different account. The City Manager's budget is flat; because of the transition between Mr. Trust and myself, employee benefits are only 27.1% spent.

10. Public Works Director Carlos Esparza stated Public Works controls all of the auto expense and there are departments in the City that did not have auto expense, but it is becoming a problem with some of the bigger equipment. It was set up for light vehicles, but we are doing fire trucks, police cars etc. I had no control, but I was responsible for those, so we decided to "divvy" it out to all of the departments. We will continue to do all of the work, but it gives the Department heads control over their own budget and also gives them the responsibility to maintain their budget.
11. City Clerk LaDawn Lawson stated this also gives the Department Heads a true picture of their department expenses.
12. City Manager David Jones stated this will develop a little history for next year.
13. Discussion was held on depreciation.
14. City Manager David Jones stated the City Manager's budget shows a variance of \$5,000 increase.
15. Councilperson Pam Griswold inquired about office expense.
16. City Manager David Jones explained Administration increased by \$9,027.00. We took \$16,423.00 out of these benefits because only about 40% was spent, but other line items were increased. A total of \$1,396.00 decrease was made overall. Animal Control has several amounts that are decreased, but equipment repairs increased due to the truck needing a new motor, which will be about \$4,500. A decrease of \$6,247 in the overall budget was made. Police Department salaries increased \$16,925.00
17. Chief Fobes stated that the money for the service dog was all donated.
18. City Manager David Jones stated Chief Fobes would like to put another person on, but they do not have a candidate yet. He did not put any overtime in for the animal control officer. There is a minimum buffer, but not much. The auto expense is a calculation. Communication is taking a \$6,900.00 increase this year. We need to buy a microwave switch to go into Central Dispatch at a cost of \$4,500.
19. Councilperson Jay Duke inquired if they had contacted Eureka on the suggestion from Councilperson Pam Griswold.
20. Chief Fobes stated they have not needed them for a while, but if they do they go into Crescent Valley.
21. Karla Jones explained that communications is almost all unfunded.
22. Councilperson Pam Griswold stated she would still like someone to talk to the Eureka people face to face on this, because they have a lot of tax revenue they have to spend or it goes back to the state. If Carlin did not have to take the full hit, it would be helpful.
23. City Manager David Jones reported they decreased computer supplies \$500, \$60 out of cell service and service dog \$300.00. We added \$1,000 to ammo and supplies, as they have spent 117% of that budget currently.
24. Chief Fobes stated they are required to expend 2,000 bullets at post.
25. Discussion was held on facility maintenance.
26. Councilperson Jay Duke stated he would prefer parentheses to be consistent.
27. City Manager David Jones stated salaries and wages at the Fire Department are increasing. A couple of volunteers would actually go and have the physicals as they are supposed to, it would be a change.
28. Karla Jones stated some are using their Newmont physicals.
29. City Manager David Jones inquired about the cost of uniforms. Equipment repairs increased from \$8,000 to \$16,000.00. Every department spent about \$8,000. Communications increased \$20,385.00 and this formula is going to change after a year. Each radio is \$8,500.00. Every unit has a radio and we should be paying an annual cost to Central Dispatch for each.

Carlin was only charged for four (4) radios. He sat on the executive board and they were diligent in their deliberations on the cost. Bill Hance said they would only use two (2) radios on dispatch. All the rest of the people will call the NDF and everything is funneling back through Central Dispatch now. He put in 3 command rigs, 2 ambulances, 4 fire engines for Carlin at a total of \$56,000. They took office expense down \$4,200.00, small claim fees \$750. He increased the Ambulance supplies to make it more even. Ambulance personnel is around \$2,700, which is reimbursement to the LLC for persons on the ambulance. Streets: Public Works Director Carlos Esparza and City Manager David Jones went through the salaries, which is going down \$985.

30. Discussion was held on the fireworks and Will Johnston holds the only pyrotechnic license in the City of Carlin.
31. City Manager David Jones stated he can add \$3,000.00. If they do not have a pyrotechnician, it would go back into the general fund. He is in the process of getting a license, Linda Bingaman is also in the process. After they finish, they have to apprentice under a technician for 3 years and the hard thing is to get a company that we can license under.
32. Mayor Donnetta Skinner stated they would hire a company.
33. City Manager David Jones explained light vehicle repairs under Streets is covered and increased overall at \$3,253 and Fire Department increased \$33,602, the big cost is the communications and public safety. Karla Jones did not receive her correct raises for the amount of years that she was there, during an internal audit this was found. She was owed back pay.
34. City Clerk LaDawn Lawson stated this was found after an audit was done of the Fire Station personnel.
35. City Manager David Jones stated the Mosquito Abatement was kept at the same rate. Cemetery increasing about \$4,000 in salaries and overall benefits reducing by \$6,000, with a total overall reduction of \$2,000. Parks up \$9,000 and benefits down \$6,000 for an increased total of \$3,000. Library was kept the same. He anticipates legal fees and engineering fees increasing. Electricity was increased \$1,500, because it is just a little over. Transfer to the Senior Center has been adjusted by \$40,000. Overall the total is \$50,000 less on these items.
36. Councilperson Jay Duke discussed the percentages and expected those should match next year.
37. Mayor Donnetta Skinner stated they have to make sure that all of the entries are put in so they are not surprised later because something was forgotten.
38. City Manager David Jones explained that the City would give \$10,000 in seed money to Parks & Rec until that money comes back from the overall collection.
39. Mayor Donnetta Skinner inquired why that board is not given \$10,000 in a budget to do their events. "Why would we make them give this money back?"
40. Councilperson Jay Duke stated it is a fund.
41. Mayor Donnetta Skinner inquired why they do not have a budgeted amount.
42. City Manager David Jones stated this has nothing to do with the Park & Rec. As he understands, the Park & Rec Committee is an advisory board to the City Council by charter or code. They have no budget; they do not have spending authority. They are like the Planning Board.
43. Mayor Donnetta Skinner stated they should have.
44. City Manager David Jones stated then we would have to change the code.
45. Councilperson Jay Duke stated, "What you are trying to do is have people be more responsible for their spending.
46. City Clerk LaDawn Lawson stated the Equestrian Park Board had a meeting about everyone spending and charging and Glenn Trust talked to them and told them that they could not have "Joe Smith" signing, so the board decided that the only ones who was allowed to charge was Donnetta Skinner, Ron Johnson and Cliff Eklund. We did not pay anything that was not charged.
47. Mayor Donnetta Skinner stated the Park & Rec have more charges.

48. Councilperson Jay Duke stated it is like any department; we challenge our department heads to budget and go through the exercise every year and when it gets to the parks, they just go willy-nilly and charge things. That is no way to run the city.
49. Mayor Donnetta Skinner inquired why they don't give them a budget. "We need to teach them." She stated this needs to be organized, put an amount on this so they do not go over it.
50. Public Works Director Carlos Esparza stated, "What drives me nuts is that they just go ahead and keep charging".
51. City Clerk LaDawn Lawson stated one of the problems is that we have asked for a budget and every year we have not gotten one. "They say they would really like this or really like that. We would have to develop a budget ourselves. Last year Carlos Esparza had some park stuff he wanted to do and the funds were put into the 12 fund and it should not have been done that way. I talked to Glenn Trust and told him I thought it needed to be divided so Carlos knew what he had to spend and Park & Rec knew what they had".
52. Councilperson Pam Griswold inquired where the money is that they raised.
53. Mayor Donnetta Skinner stated No one knows.
54. City Manager David Jones stated it goes in the Park & Rec fund.
55. Vice Mayor Lincoln Litchfield stated there is a budget on page 14.
56. Mayor Donnetta Skinner inquired, "is that Carlos' budget or the Parks & Rec".
57. City Clerk LaDawn Lawson 12 is the Park & Rec Board's fund.
58. City Manager David Jones stated, "I took effort to go to a Park & Rec Board meeting not too long ago, trying to help facilitate this process. Some of you may have heard. I am trying to get them educated on the points of what do they do, how do they have money, what is this money and at this point, everyone is busy, but no one has come to see me about it". They won't take the initiative to educate themselves.
59. Councilperson Jay Duke stated, "I challenge you to get on them".
60. Councilperson Pam Griswold stated they attended a meeting and told them they were going to have a budget meeting and asked them what you need, what do you want.
61. City Manager David Jones stated that is the same thing I told them.
62. City Clerk LaDawn Lawson stated Heather Trujillo has told them the same.
63. Mayor Donnetta Skinner stated in their defense, they do not know what they need. I told them to go through each event and put in a list.
64. Councilperson Pam Griswold stated at the last meeting, we told them they needed to prioritize. "Do you need \$10,000, put it down, you might only get \$8,000, but they were supposed to put this in a budget for us this meeting".
65. Mayor Donnetta Skinner stated. Give them this amount of money and tell them this is where you start. This is all the money you have to do the whole year events".
66. City Clerk LaDawn Lawson stated a transfer of money is made each year. Last year we transferred from the room tax fund.
67. City Manager David Jones stated it was approximately \$30,000 between Park & Rec and Equestrian.
68. City Clerk LaDawn Lawson stated this is what we budgeted for them.
69. Vice Mayor Lincoln Litchfield inquired why the Park & Rec people do not know how much they need for each event; we have people who have been on there for 20 years. They ought to know".
70. Mayor Donnetta Skinner stated, "Come on give them a break. If they get something, they charge it to the City, of course they do not know how much".
71. Councilperson Jay Duke stated they are going to come to you with a wish list but they have to take the initiative, "so if you are stoked the fire already and they have run from that fire, maybe we take something away and that puts the fire under them".
72. Councilperson Pam Griswold stated at the next board meeting, we could say "Well guys, you do not have a budget, you did not put anything about how much money you wanted to start with. We did not give you any".

73. Mayor Donnetta Skinner stated then Ellen Meshefski is going to end up paying. "This is not going to work. Give them a cockeyed budget. Tell them this is how much you have to pay and if you go over it, you take it out of the funds you have made".
74. City Clerk LaDawn Lawson stated "Heather Trujillo has put together expense sheets after the events to show them all the expenses and all the income after each event. They think they made money but they don't because they spend".
75. Mayor Donnetta Skinner stated, "They have to see the papers with how much they spent and they have no papers showing them what they have done".
76. City Clerk LaDawn Lawson stated, "Mayor, I know that Heather has given them that information".
77. Mayor Donnetta Skinner replied, "Then you show me LaDawn. I want to see them".
78. Vice Mayor Lincoln Litchfield inquired, "Can you get what they have spent, at least we would have a track record of what they have spent".
79. City Clerk LaDawn Lawson stated she would get that together.
80. Vice Mayor Lincoln Litchfield stated that way we can show them.
81. Mayor Donnetta Skinner stated, "I can show you what is on the books and I can show you another pile that has never been paid by the City. How do you like that, bud?"
82. Vice Mayor Lincoln Litchfield stated, "If we have what Heather has at least we have a starting point"
83. Mayor Donnetta Skinner stated, "I want to see that. I have my own set of papers for everything we do, because I do not trust you guys".
84. City Manager David Jones stated, "I do not want to argue with you, but they have to interact with us".
85. Mayor Donnetta Skinner stated, "They do, but they do not know how. We have to fix it. It is just like showing a little kid, if they do not know how to do something, they screw it up".
86. City Manager David Jones stated, "I went to their meeting, did I not say present a budget to the City Council". City Manager David Jones stated he does not mind "diving into the middle of a mess".
87. Mayor Donnetta Skinner stated, "Every year they come to her and I feel sorry for them because they cannot fix it and they do not know what or how to do it; they do not know what to do".
88. City Manager David Jones stated, "They have got to get involved. This is the level that you get involved. I take it this is going to be yours and my project".
89. Councilperson Pam Griswold spoke about the budgeting.
90. Vice Mayor Lincoln Litchfield inquired if there has been any advertising.
91. Mayor Donnetta Skinner stated they got an \$11,000 check for advertising for 2 or 3 departments and it needs to be split. It is showing what they paid for each one. They do not have their figures proper. So when they come to their meeting, they ask how much money have we got?"
92. City Manager David Jones stated, "How do they want to structure it?"
93. Karla Jones stated, "Ranch Hand Rodeo, Buckaroo Bash, Spook Walk, Car Show there were about 6 events that I applied for an advertising grant for this year".
94. City Manager David Jones stated, Water and Sewer Utility Funds income number are the 50-30s. 50-71 is water, with wages increased by \$ 10,000, and benefits down \$8,500, capital outlay \$90,000.
95. Public Works Director Carlos Esparza stated projects are preliminary hydrology and engineering for a new well.
96. Councilperson Pam Griswold inquired about water testing.
97. Public Works Director Carlos Esparza replied they test in-house and send it STB Utilities in Reno.
98. City Manager David Jones stated Landfill is \$76,000, and fees are \$208,000. Sewer Capital Outlay has \$140,000 for engineering for sewer and lift stations. Salaries and Wages went up

\$54,000 because it was 73.5% and some things were not put in there last year, benefits down \$5,500, equipment repairs up \$5,000. With a total overall increase of \$143,500. He stated the 50-79 expenses are the items that are “really killing us this year”. Senior Citizen Center is being kept the same but wages, benefits were reduced by \$8,600.

99. Councilperson Jay Duke inquired about the Newmont Legacy Fund.
100. Mayor Donnetta Skinner stated it is a quarterly contribution.
101. City Manager David Jones stated total revenues are about \$3 million and ending fund balance for the year is \$4 million, total expenditures: ad valorem is going down just a bit. Revenues across the board is going to be about \$2.2 million, available resources of about \$6 million. He asked about the April 13th meeting.
102. Councilperson Jay Duke stated another meeting might be helpful instead of just throwing it out there at one meeting.
103. City Manager David Jones stated it is tentative budget and the County is going in \$5 million over.
104. Councilperson Jay Duke stated when “we get a second stab at this, it should be just fine”.
105. Mayor Donnetta Skinner stated, “Don’t make us look really bad with this, David, come up with the right numbers”.
106. City Manager David Jones stated, “We are \$255,000 off.
107. Councilperson Jay Duke stated that is about 1.75.
108. Discussion was held on the audit.

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)

Councilperson Bob DeMars moved for adjournment with Councilperson Jay Duke seconding the motion. The meeting was adjourned at 6:55 p.m.

APPROVED:

MAYOR DONNETTA SKINNER

ATTEST:

LADAWN LAWSON, CITY CLERK