

CARLIN CITY COUNCIL
CITY OF CARLIN, STATE OF NEVADA
SPECIAL SESSION BUDGET HEARING
CARLIN CITY HALL
101 SOUTH EIGHTH STREET
CARLIN, NEVADA
March 16, 2016, 3:00 p.m.

Call to Order and Roll Call:

Mayor Donnetta Skinner called the meeting of the City Council to order at 3:12 p.m.

Council Members Present: Mayor Donnetta Skinner
Vice Mayor Lincoln Litchfield
Councilperson Bob DeMars
Councilperson Jay Duke

Absent: Councilperson Pam Griswold

1. Administrative Staff: City Manager David Jones, City Clerk LaDawn Lawson, Public Works Director Carlos Esparza, Chief Dennis Fobes, Carlin Municipal Judge Teri Feasel, Carlin Volunteer Fire Assistant Chief Roger Curry, City Engineer Chris P. Woster, Carlin Senior Center Director Debbie Beck, and Carlin Fire Fighter/EMT Robert Jess
2. Public Present: None

PLEDGE OF ALLEGIANCE

I. 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.

II. Review, discussion and direction regarding revenues and expenditures from the Carlin City Council regarding preparation of the City of Carlin's budget for Fiscal Year 2016 - 2017, and all related matters. (Non-Action Item)

1. City Manager David Jones reported he just received the final projections from the State. Some of the numbers are tentative and will change. Ad valorem took a 5% jump, up \$17,000. The Franchise fees are at \$10,000 so I budget this for \$14,000 and I will do some more research on this. We will make that as realistic as possible. Business licenses are right on target for this time of year, we are at 103% for liquor licenses. C-tax we talked about and felt comfortable at \$150,000 a month. Motor Vehicle Fuel tax was brought down to \$45,000, which is realistic. County Gaming tax looks like we should make the \$7,000. These are all revenues. \$40,000 and \$65,000 were for ambulance and supplies so these were just carried those over. Contract fees, Hazmat fees are \$100.
2. Councilperson Jay Duke inquired about the last 4 years of revenue. That is a lot of excess right now at \$8,500 to the good.
3. City Manager David Jones stated they are about 60 days ahead of where they were last year roughly. Fines and forfeitures, animal and court are down a little bit, but on target as far as the time of year. Court fees are exceeding the \$17,000 budgeted. Other revenue, interest income is about \$4,500; Leases and contracts were \$16,000, a little bit low. Senior Center Building lease budgeted -0- as well as Services and Sales. City Dumpster Fees budgeted at \$4,000 and collected \$3,900. If the council wants to look at this rate, we can because it is costing us more than the \$4,000. Recycling Revenue "is in the tank right now" and what we is gathering is that it takes more money to process it than it is worth. He left that at \$1,000 and they could hold on to the scrap until it is beneficial. Returned Check Fees were -0-, but

- increased to \$100. Miscellaneous Income is at \$500. Contributions and Grants and he has to contact Linda Bingaman on that figure. Sale of Fixed Assets was \$15,000, we budgeted -0-, and I cannot tell you what we sold. Transfers from other funds was \$13,000 from City of Elko and Elko County. The total is \$2,383,011.98.
4. Councilperson Jay Duke inquired about the police seizures.
 5. City Manager David Jones stated that is a totally separate fund.
 6. Vice Mayor Lincoln Litchfield inquired if the increased in the fines are due to what the Police are doing.
 7. City Manager David Jones reported it could be.
 8. Councilperson Jay Duke inquired if they had finished that part.
 9. City Manager David Jones explained they could discuss the expenditures.
 10. Discussion was held on the dumpster.
 11. City Manager David Jones stated Carlin Municipal Judge Teri Feasel gave him the Municipal Court numbers. Salaries are down \$8,500. Benefits down \$7,180. The big change is that they went to County staffing.
 12. Councilman Jay Duke inquired, "Will the second court affect those numbers".
 13. City Manager David Jones stated that is a good question, but he does not know.
 14. Councilperson Jay Duke stated it might affect caseload.
 15. City Manager David Jones stated the County has to fund it. Legislative has been increased \$1,000 due to new Council members at \$50.00 more per member each month. \$4,840.88 of benefits is still not expended. City Manager benefits were decreased \$9,000 down to \$22,000. He and City Clerk LaDawn Lawson plan to determine how they are going to coordinate some things between their departments. Administration is up \$7,344. Benefits are disturbing to him because the health care provider is going to increase 30%. We are a small group plan under 50, so it looks like we are going to take a hit. Currently there is one insurance provider in Nevada writing policies for small government. There are some repairs we have to do this year. Travel and Training is budgeted for \$10,000 next year because the Council wants Administration to receive more financial training and to bring them here is \$8,000. It would be better to bring them here and train us on our system and if they see something wrong with our program, they can address it. It would mean shutting down Administration for a week. Capital Outlay has been increased to \$18,000 for a back up system for our server. Administration has been increased by \$54,844. Animal Control Salaries has been increased \$800.
 16. Discussion was held on a cleaning system.
 17. City Manager David Jones reported Benefits increased. Auto expense budgeted \$3,000, last year nothing was budgeted. Police Department benefits increased \$3,842 due to insurance. Communications increased an extra \$3,000. Training increased \$4,000. Ammo and Range increased due to low inventory. Capital Outlay budgeted \$35,000. Their server is giving them problems and we need to talk to our IT people.
 18. City Clerk LaDawn Lawson stated PERS is increasing 2% and Worker's Comp by 5%.
 19. City Manager David Jones stated Liability insurance has 5% increase also (POOL/PACT). Fire Department Salaries have been adjusted from \$67,000 to \$52,606. Benefits decreased \$9,100. Equipment Repairs increased \$1,000. Communications looks like \$23,455.00.
 20. Discussion was held on the Police Department increases and the Fire Department decreases.
 21. City Manager David Jones stated Fire Department Travel and Training increase by \$2,000 and Office Expense increase of \$2,000. Capital Outlay at \$40,000 for a new vehicle. There were 2 accidents last year and one of the vehicles was totaled and the other was the ambulance, which they are still working on.
 22. City Manager David Jones stated he would be meeting with Carlin Volunteer Fire Chief Linda Bingaman about the figures. I will not support any measure to replace any of these streets in the worst part of town unless the infrastructure is changed first".
 23. Discussion was held on the pyrotechnics.

24. City Manager David Jones reported Streets Salaries increased \$2,713. Benefits up \$3,182. He noted the physicals are NDOT and every 2 years. Equipment Repairs up \$10,000. Street Repairs has a \$90,000 increase. Auto Expense up \$2,000. Materials and Supplies up \$10,000. Capital Outlay increased \$125,000; it was \$12,000 last year. He showed the inside of the box on the Street Sweeper, which has a lot of holes in it. The fan, filters, and bag house is worn out.
25. Public Works Director Carlos Esparza stated that to repair the street sweeper costs \$40,000.
26. City Manager David Jones reported they put new brushes on it. He stated he has not been able to talk to Curtis Calder of the City of Elko to see if they have a used one. We predict \$125,000 for a street sweeper. Cemetery Wages went up \$1,216. Benefits went up.
27. Mayor Donnetta Skinner stated she put linseed oil on the older wooden markers. She still has Bryce doing the map.
28. City Manager David Jones stated Parks salaries, physicals and benefits have been decreased. Materials and Supplies were increased \$1,000. 10-79 Fund Legal Fees increased \$10,000. He is waiting for the Accounting Fees from the Auditor. Engineering Fees increased \$130,000 to do the city wide PR to see what we need to do there. Election Fees increased \$500. Contract Fees increased \$10,100, because this is where we were told by the auditors to put tree removal, etc. in, some Chief Fobes and City Clerk LaDawn Lawson's contracts are in there. Caselle is in it and its increase is in here. Building Inspections shows an increase of \$20,000. Building Maintenance increased \$55,000. There is a slight water leak in this building and it was budgeted for a new roof and it had to be delayed. Liability Insurance up \$2,000, League of Cities up \$280 and Natural Gas down \$2,000. Electricity up \$3,500 with more things online than last year. ECEDA increase of \$505. Transfer to Senior Center increased by \$40,150. Total Fund Expenditures \$2,477,996. Total Fund Revenues \$2,391,298 – a deficit of \$87,000 roughly. He will get with the Department Heads and adjust these figures.
29. City Manager David Jones stated there are a lot of capital expenses included here, which are thing that the City needs and are expensive.
30. Vice Mayor Lincoln Litchfield stated they have 3 command vehicles for the Fire Department.
31. City Manager David Jones replied affirmatively.
32. Chief Fobes stated they have 4 pick up trucks and 1 Animal Control Vehicle. Reserves are a Chevy Blazer and the Ford Explorers.
33. City Manager David Jones reported he has to work on grants and Brownfield's. It is up this year and he has asked for a no cost extension. He has not done a lot of work in the Park & Rec Fund. General Events we budgeted \$10,000, collected \$16,000 to date. Proposed budget for this year is \$10,000 and we put in grants and donations. We hoped to get \$1,000 and we got -0-. Transfers from other funds were \$55,000 and I need to get with the Equestrian Park, Park & Rec Board on their budgets.
34. City Clerk LaDawn Lawson reported some of the Park & Rec money is not just the Park & Rec Board. It is also the Parks. It is confusing for the Board.
35. City Manager David Jones stated a lot of the \$30,000 that is being spent is concession stand upgrades. We got hit by the Health Department last year and there has been significant upgrades and are just about completed. We are working toward a goal. Electrical upgrades and sheetrock was included. Everything has to have the Food Safe NS Stamp on it, so all the wooden tables have to be taken out. If it does not have the commercial stamp, it is not allowed. Equestrian Park Fund numbers have to be put in. We budgeted to move \$35,000 out of the one fund over to the Equestrian Park for the rehabilitation of some of the work that has been done. Capital Outlay was \$40,000. More direction will be coming from them after their meeting and we can provide the actuals.
36. City Clerk LaDawn Lawson stated the Equestrian Park is more of a building park and the Park and Rec is more event.
37. Councilperson Jay Duke stated this is an investment and they have made revenue. We need

- to continue to watch the returns on those investments.
38. City Manager David Jones reported he was unaware of the impact of the car show or other events on the overall economy and it is pretty significant.
 39. Councilperson Jay Duke stated a well run event is a revenue builder.
 40. City Manager David Jones stated it helps the local businesses. The income that funds all of this comes from room tax and those are significantly down right now.
 41. Councilperson Jay Duke inquired if Elko entities help advertise Carlin for their overflow.
 42. City Clerk LaDawn Lawson stated the ECVA have given grants and have not charged them for the free half page ad. Winnemucca Publishing is another one.
 43. City Clerk LaDawn Lawson stated the Room tax money is transferred to the various entities.
 44. City Manager David Jones stated the Capital Projects fund is funded with money for the sales of the Industrial Park. There are 100 acres, enlarged parcels to be parceled off in a customized manner.
 45. Councilperson Bob DeMars inquired about Duckwater and ESCO have moved out.
 46. City Manager David Jones explained he would discuss that later.
 47. Vice Mayor Lincoln Litchfield inquired how far west the Industrial Park goes.
 48. City Manager David Jones replied it is just pieces and he has maps to showing this in the office. The Utility Fund, Water utility fees are only 71% of what they should be. He reviewed the Utility fund Revenue with a lot of the items blank because he has to do the research. He stated the Sewer Utility Fees was over-budgeted by \$16,068. He decreased Sewer Cap Improvement Fee to \$1,745. Intergovernmental revenue he decreased both categories. Interest Income Penalties increased to \$41,000 up \$4,000, money paid by people not paying their bills on time. Water Department Salaries up by \$12,839, Uniforms increased by \$300 and Office Expense by \$500. Capital Outlay increased by \$100,000 because last year was the 5-year and every so many years the water tanks have to be inspected. The paint is failing inside the tanks and the money is budgeted to repair the liners. I was told that this liner should last for 44 years, not 2 years. We are looking to spend \$550,000. Sewer Salaries up \$11,000, Benefits up 13,259, Equipment Repairs increased \$5,000, Uniforms up \$300, Capital Outlay up \$140,000, but could change. 50-79 fund Liability Insurance increased \$2,000, Natural Gas down \$1,000. Fuel Expense down \$10,000.
 49. Councilperson Jay Duke stated the 2.5% in monthly on-line payment and the credit card fees are a nice gratuity, but they should probably be reviewed over a longer timeframe and budget for these. This is an expense to us.
 50. City Clerk LaDawn Lawson stated there is a \$15 late fee to offset some of that.
 51. Discussion was held on the postage and contract fees and the possible effect of more scrutiny.
 52. City Manager David Jones reported Natural Gas, where the auditor asked how much are you charging back to the proprietary fund for your court building, your city administration offices. Our answer was none. Fuel Expense was decreased by \$10,000. Total Fund Expenses of \$1.4 million dollars. Net Revenue over Expenditures is \$500,000.
 53. Councilperson Jay Duke inquired if they wanted to implement any of the recommendations by the Nevada Rural Water Association and it merits more discussion.
 54. City Manager David Jones stated there are some large ticket items here. Fund 54 is one of the Police Department Funds and had \$31,207.00 and the opening fund balance was \$168, 925. These are the Forfeitures. The fund balance of \$31,000 this is technically an error in the fund amount. Some of the fund is actual money that has been turned over to the Police Department, but it does not mean they can spend it. \$49,500 was a check we wrote to people to pull money out of here. We have no control over what the DA does and we are totally dependent on what they do, if they choose not to prosecute someone, we have to return the money after the statute of limitations runs out. It cannot be in an interest-bearing account. Administrative Assessment Fund is basically all of the money we collected to turn back over.
 55. City Clerk LaDawn Lawson explained the fees that go back to the State.
 56. He reviewed the Muni Court fund.

57. City Manager David Jones stated there is only \$329 to date. Senior Citizens Center. They are 66% to C1 and C2 is 78%
58. Senior Citizen Director Debbie Beck stated they aimed for \$20,000 transportation this year and we got \$15,000.
59. City Manager David Jones stated they should probably budget for \$15,000.
60. Senior Citizen Director Debbie Beck stated Newmont revenue is a great assist to the Center and they fixed electrical and the only other thing we have is the water heater repair.
61. City Manager David Jones stated they might want to increase fees for the non-seniors that attend.
62. Senior Center Director Debbie Beck stated they have to look at transportation. You spend \$2.00 if you go to Elko; a non-senior can go for \$4.00. We could look at increasing these fees.
63. City Manager David Jones stated if you are a senior, we are not allowed to track the money.
64. Senior Center Director Debbie Beck stated that is correct, as they are not obligated to pay. Elko charged \$3.00 and they are reimbursed for every senior who pays. We do not require our seniors to pay. We have had so many expenditures this year and we had to fix a lot of things. They are getting about \$7,000 from the Legacy Fund. Donations have helped a lot.
65. City Manager David Jones reported the C1 Salaries came down \$13,184, benefits up \$10,000. Facility increased and Building Maintenance is over by \$315. Equipment Repair increases by \$500. C2 Salaries decreased by \$5,000. Benefits increase at \$4,000. Facility increased \$500. Training increased, Materials and supplies up \$500. Equipment Repair up \$2,000 and Raw Food increase \$3,250.00 Transportation 3B Salaries are down \$5,008. Benefits up \$4,783. Training up, Total Fund Expenditures \$268, 250. Net Revenue over Expenditures are in the red by \$5,000. If we stay where we are this year, the Senior Center will be augmented \$86,000. We are happy to take direction on any of these. There is a lot of information here.
66. Councilperson Jay Duke stated by the time you meet with staff and departments, the next meeting we might not be able to give you direction, as you may have made adjustments that are necessary.
67. Councilperson Bob DeMars requested if they could have a copy of this to study and make notes so that they could come to the next meeting with some thoughts and information.
68. City Manager David Jones stated before he does that he wants to get some of the yellow marks cleared up on this paperwork and he would absolutely give all of them a copy, but it would be easier to review at that time. He will have it to them in 10 days.
69. Discussion was held on places that are in trouble and on suspension.
70. **No action taken.**

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 Jay Duke moved for adjournment with Vice Mayor Lincoln Litchfield seconding the motion. The meeting was adjourned at 5:10 p.m.

APPROVED:

MAYOR DONNETTA SKINNER

