

CARLIN CITY COUNCIL
CITY OF CARLIN, STATE OF NEVADA
BUDGET WORKSHOP
CARLIN CITY HALL
101 SOUTH EIGHTH STREET
CARLIN, NEVADA
March 28, 2012, 5:00 p.m.

Call to Order and Roll Call:

Mayor Cliff Eklund called the meeting of the City Council to order at 5:07 p.m.

1. Council Members Present: Mayor Cliff Eklund
Vice Mayor Donnetta Skinner
Councilperson Steve Feasel
Councilperson Lee Griswold
Councilperson Lincoln Litchfield

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, Teri Feasel

Pledge of Allegiance

I. Discussion and review of the proposed Expense and Revenue budgets for Fiscal Year 2012-2013 and City Council discussion and direction regarding budget preparation (Non-Action Item)

1. City Manager Glenn Trust reported the final Proforma Ad Valorem Revenue is projected to be \$312,788.72 at a rate of 1.1481 and 940 parcels are taxed within the City. He stated the assessed value, although down from last year is \$27,942,499. He stated they have projected \$300,000 in this budget. He stated this is more than last year and the actuals were more than projected as well. He stated the actuals should be more in the next year also. He stated that he reworked the salary numbers adjusted to Public Works, Fire Department and Police Department. He reported the total expenses would be \$2,174,779 and \$2,084,800 in total revenues with a deficit of \$89,979. He stated the Beginning Balance is estimated at \$2,439,699 and ending with \$2,349,720. He explained they would begin the year at a figure much larger than that. He stated everything in the Meter Fund is all liability because it is a deposit, which is repaid when the citizens qualify for their refund. He stated \$1,228,456 is what the Utility Fund began the fiscal year with after the audit and the \$1,248,267 is the projected to be the ending balance, a difference of \$20,000. He stated they are budgeting \$373,000 for water utility fees and it is under estimated as they added a 3% increase.
2. Mayor Cliff Eklund inquired if the Utility Fund has to be balanced according to state law and they are a stand-alone fund. He inquired if they are considering the same amount with gas costs rising.
3. City Manager Glenn Trust stated that is an expense they included in the General Fund. He noted they are budgeting \$35,000 this year for fuel expense and they will have more revenue, as he has not factored in the 3% increase. He stated they should budget more for fuel and go into cost control as well. He noted everyone kept their costs down last year and conserved fuel.
4. Public Works Director Carlos Esparza stated 4,000 gallons of unleaded fuel year to date and 2,000 gallons of diesel.
5. City Manager Glenn Trust stated they would continue the cost control. He stated if they have to increase the budget due to fuel, they would do so, but the budget reflects under estimation of revenues. He explained the \$15,000 for water sales is well below the revenues and with the increase of the bulk water fees, he expects it to increase significantly. He discussed the garbage landfill and sewer utility fees. He stated the USDA Water Bond is the amount the

- City of Elko pays Carlin for their share of the bond payment on the water line. He stated the Street Lights is an estimate based on what is actually spent for fees during the year. He stated the penalties are those fees, which are pay late.
6. City Clerk LaDawn Lawson stated the late fee is \$15.00 beyond the 10th of the month and a reconnect penalty fee of \$15.00 for the first instance, the second \$25.00, and the third is \$50.00 within the same year.
 7. Discussion was held on the 3% increase.
 8. City Clerk LaDawn Lawson stated there is online bill pay and credit card bill pay which offers the residents several options of paying.
 9. City Manager Glenn Trust stated the \$2,202, 866 is the total revenue projection.
 10. Councilperson Steve Feasel inquired about the Fire Academy change and the reserve taking over.
 11. City Manager Glenn Trust stated it would not change, as they still have to pay for the water line. He stated there are some stipulations on the water line toward the Fire Academy.
 12. City Manager Glenn Trust explained the Water Fund and noted the Capital Outlay expense is not an operating expense. He noted the increases are included in the Salaries and Wages, but are over estimated figures. He stated the uniforms are a good benefit for the employees in the department. He explained the SPB is the laboratory that tests the water and sewer. He explained that Public Works Director Carlos Esparza would be getting quotes on the bulk water system. He noted the total water expenditures are \$339,125, but the Capital Outlay will be approximately \$45,000. He discussed the landfill expense and their contract renewal is in 2013, at which time the cost would be negotiated and inquired if the Members wanted to open this up to other companies or just work with Elko Sanitation. He explained the Sewer includes three (3) employees. He stated the sewer expenses are lower than water.
 13. Vice Mayor Donnetta Skinner inquired if the sewer is in better shape than last year.
 14. Public Works Director Carlos Esparza responded they have changed the maintenance, which has cut some of the overtime. He stated there are some big projects they would be looking at within five (5) years. He stated growth would require some improvements.
 15. City Manager Glenn Trust reported that even with the additional payroll amount, the City has put a new reservoir, new water and sewer lines for the Industrial Park, sewer pond fences and a number of projects that have cost the City and were required to be done. He stated there is approximately \$62,000 budgeted in capital improvements for the coming year.
 16. Mayor Cliff Eklund commented on the three (3) line items for uniforms.
 17. Public Works Director Carlos Esparza stated he has to replace coats, hats, and shirts in addition to the regular uniforms and for rentals.
 18. City Manager Glenn Trust stated the \$25,000 Materials and Supplies is just an estimate, which is the average for several years. He stated the \$12,000 is for the sewer pond pump station and engineering the sewer.
 19. Public Works Director Carlos Esparza explained the pump station keeps the sewer reservoir down at a constant level, pumping water to a storage facility on the other side of the river for irrigation. He stated they had to replace waterspouts that were not operational.
 20. Discussion was held on office supplies for water and sewer.
 21. City Manager Glenn Trust stated the Miscellaneous Expenses that do not fit in the other categories and include legal fees that are divided on an annual basis, unforeseen fuel expenses, a share of the audit expense.
 22. Discussion was held on Bob Bratcher's expenses and revenues.
 23. City Manager Glenn Trust noted most of the postage is taken out of the Utility Fund.
 24. City Clerk LaDawn Lawson stated the company they contract with sends the water bills out and their fee is part of the postage amount.
 25. City Manager Glenn Trust stated they are estimating the Liability Insurance. He noted the electricity for the Utility Fund is separate from the same line item in the General Fund and includes the water pumps at the sewer ponds, the wells, lift station and others. He deleted the Acquisition of Capital Assets expense, as it was last year's. He stated the Depreciation Expense is a 10-year expense and would be reflected differently on the financial reports. He

stated the \$120,000 is the current assets that are being depreciated and is the total aggregate for the year. He explained that \$20,000 is the total payment for the water line. He stated Public Works Director Carlos Esparza has done a great job of managing the expenses and holding the costs down.

26. Vice Mayor Donnetta Skinner complimented City Manager Glenn Trust on the budget and the transparency to understand the revenues and expenses.
27. City Manager Glenn Trust stated he would like to have any changes given to him so he can change the budget so it is complete before it is sent in. He explained the Capital Improvements: \$10,000 for computers in the Police Department, \$4,000 to redo the kennels, \$15,000 which is the second half of the radio upgrade; in the Fire Department \$129,000 for the new fire station plus whatever the Volunteer Fire Department adds to that, \$45,000 for the second half of the radios and \$10,000 for the generator and switch gear for the doors; street repairs of \$80,000 and switch gear \$10,000; in the General Fund \$100,000 for the library.
28. Discussion was held on upgrading the server in Administration.
29. City Manager Glenn Trust stated there is money in this year's budget for a new server at \$2,000. He stated once they move and get everything set up, they could replace the computers at minimal cost.

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 Lincoln Litchfield moved for adjournment with Vice Mayor Donnetta Skinner seconding the motion. The meeting was adjourned at 6:13 p.m.

APPROVED:

MAYOR CLIFF EKLUND

ATTEST:

LADAWN LAWSON, CITY CLERK