

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

Day: Tuesday
Date: September 19, 2017
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 June 20, 2017 draft meeting minutes.

Staff Summary: Committee members will be provided the draft meeting minutes from the June 20, 2017 meeting and asked to review and approve.

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

[06-20-17 minutes.pdf](#)

5. For Possible Action: Proposed discount for low-income property owners.

5.A 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.

[SR-LowIncomeDiscount.docx](#)

[Attachment.pdf](#)

6. For Information Only: Storm water rate status.

6.A 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.

[SR-StormWaterRateStatus.docx](#)

7. For Information Only: Budget status.

7.A For Information Only: Presentation of a report from David Bruketta, Utility Manager for the Carson City Public Works Department, regarding updates on budget revenues and expenditures for the sewer, water and storm water funds. (David Bruketta; dbruketta@carson.org)

Staff Summary: This is an informational only update on the FY17 revenues and expenditures for sewer, water and storm water funds.

[SR-BudgetUpdate.docx](#)

[7Attachments.pdf](#)

8. For Information Only: Capital planning - the big picture.

8.A For Information Only: Discussion with staff concerning the budgeting and capital improvement planning process for the sewer, water and storm water funds. (David Bruketta; dbruketta@carson.org)

Staff Summary: At the June 20, 2017 meeting of the Utility Finance Oversight Committee, Vice Chair Bennett, requested that staff shows a list of needs or wants that are independent of the budget and capital improvement plans so that the Committee and the public can get a better understanding of the needs within the funds. This informational only item will discuss the budgeting and capital improvements process, the establishment of how needs or wants are prioritized and the development of the 5-year capital improvement plan.

9. For Possible Action: Ordinance Review.

9.A For 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. (David Bruketta; dbruketta@carson.org)

Staff Summary: Title 12 – Water, Sewerage and Drainage is comprised of 19 Chapters that impact the water, sewer and storm water funds. A review of the chapters and sections within Title 12 would be beneficial to identify areas that may be in need of updating and improvement.

[SR-OrdinanceReview.docx](#)

10. For Information Only: Future Agenda Items

Discussion under this item is limited to the possible placement of new matters on future agendas only: establishing future meeting dates, including the remainder of this year; WRRF tour to see the Phase 1A improvements; water rate structure; sewer, water and storm water rate consultant.

11. 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.

12. For Possible Action: To Adjourn.

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.

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. 4

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 approve the June 20, 2017 draft meeting minutes.

Staff Summary: Committee members will be provided the draft meeting minutes from the June 20, 2017 meeting and asked to review and approve.

Agenda Action: Formal Action/Motion

Time Requested: 5 minutes

Proposed Motion

Move to approve the June 20, 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 Finance Oversight Committee was scheduled for 1:00 p.m. on Tuesday, June 20, 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
Sherri Russell, Deputy Chief Financial Officer
Pamala Ganger, Accounting Manager
Cindy Mills, Fiscal Analyst
Dan Yu, Deputy District Attorney
Kathleen King, Chief 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 ROLL CALL (1:01:40) - Chairperson Engleman called the meeting to order at 1:01 p.m. Ms. King called the roll; a quorum was present. Member Bowling arrived at 2:18 p.m.

3. PUBLIC COMMENT (1:02:09) - Chairperson Engleman entertained public comment; however, none was forthcoming.

4. POSSIBLE ACTION ON APPROVAL OF MINUTES - March 28, 2017 (1:02:15) - Chairperson Engleman introduced this item, and entertained suggested revisions. Member Scott suggested the possibility of a necessary correction at page 11, and Ms. King advised that she would listen to the recording. Chairperson Engleman entertained additional suggested revisions and, when none were forthcoming, a motion. **Vice Chairperson Bennett moved to accept the minutes. Member Scott seconded the motion. Motion carried 4-0.**

5. PUBLIC HEARING MATTERS

5(A) INFORMATION ONLY - PRESENTATION OF A REPORT FROM UTILITY MANAGER DAVID BRUKETTA FOR THE CARSON CITY PUBLIC WORKS DEPARTMENT, ON GENERAL MATTERS RELATIVE TO FLOODING IN 2017; THE COMMITTEE'S FISCAL POLICIES AND RECOMMENDED BUDGETS; AND VARIOUS CHANGES AFFECTING PERSONNEL (1:03:54) - At Mr. Bruketta's request, the following Public Works Department personnel introduced themselves for the record: Wastewater Treatment Plant Operator Joe Carter; Wastewater Treatment Plant Operator Chris Wade; Wastewater Treatment Plant Supervisor Randall Gray; Wastewater Treatment Plant Operator Jennifer Lopez. Mr. Bruketta reviewed paragraph 4 of the June 20, 2017 memo included in the agenda materials which detailed the awards conferred on the aforementioned staff. Mr. Bruketta congratulated each of the staff members, and commended their hard work. The committee members also commended the staff, and expressed appreciation for their dedication.

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(1:18:35) - Chairperson Engleman introduced this item, and Mr. Bruketta reviewed the agenda materials in conjunction with displayed slides. Mr. Schulz, Mr. Bruketta, Ms. Ganger, and Ms. Russell responded to questions of clarification, and discussion ensued.

5(B) INFORMATION ONLY - PRESENTATION OF A REPORT FROM UTILITY MANAGER DAVID BRUKETTA, FOR THE CARSON CITY PUBLIC WORKS DEPARTMENT, CONCERNING UPDATES ON BUDGET REVENUES AND EXPENDITURES AND THE PROGRESS OF PROJECTS THAT HAVE AN IMPACT ON THE CITY'S SEWER FUND

(1:28:43) - Mr. Bruketta reviewed the agenda materials in conjunction with displayed slides. Ms. Russell and Mr. Bruketta responded to questions of clarification, and discussion took place throughout the presentation.

5(C) INFORMATION ONLY - PRESENTATION OF A REPORT FROM UTILITY MANAGER DAVID BRUKETTA, FOR THE CARSON CITY PUBLIC WORKS DEPARTMENT, CONCERNING UPDATES ON BUDGET REVENUES AND EXPENDITURES AND THE PROGRESS OF PROJECTS THAT HAVE AN IMPACT ON THE CITY'S WATER FUND

(1:57:12) - Mr. Bruketta introduced this item, and reviewed the agenda materials in conjunction with displayed slides. Mr. Bruketta and Ms. Russell responded to questions of clarification throughout the presentation.

5(D) INFORMATION ONLY - PRESENTATION OF A REPORT FROM UTILITY MANAGER DAVID BRUKETTA, FOR THE CARSON CITY PUBLIC WORKS DEPARTMENT, CONCERNING UPDATES ON BUDGET REVENUES AND EXPENDITURES AND THE PROGRESS OF PROJECTS THAT HAVE AN IMPACT ON THE CITY'S STORM WATER FUND

(2:07:46) - Mr. Bruketta introduced this item, and reviewed the agenda materials in conjunction with displayed slides. In response to a question, Mr. Bruketta advised that staff was provided direction following a recent Board of Supervisors meeting. "The goal is to be able to provide more detail and more options to the Board at the July 6th meeting ..." Chairperson Engleman entertained additional questions; however, none were forthcoming.

5(E) INFORMATION ONLY - PRESENTATION AND DISCUSSION ON THE WATER AND SEWER INFORMATION THAT WAS PRESENTED TO THE PLANNING COMMISSION, ACTING AS THE GROWTH MANAGEMENT COMMISSION, ON MAY 31, 2017, AS IT RELATES TO THE GROWTH MANAGEMENT COMMISSION'S RECOMMENDATION TO THE BOARD OF SUPERVISORS, A RESOLUTION ESTABLISHING THE MAXIMUM NUMBER OF RESIDENTIAL BUILDING PERMIT ALLOCATIONS UNDER THE GROWTH MANAGEMENT ORDINANCE FOR THE YEARS 2018 AND 2019, AND ESTIMATING THE MAXIMUM NUMBER OF RESIDENTIAL BUILDING PERMITS FOR THE YEARS 2020 AND 2021; ESTABLISHING THE NUMBER OF BUILDING PERMIT ALLOCATIONS WITH THE DEVELOPMENT AND GENERAL PROPERTY OWNERS CATEGORIES; AND ESTABLISHING A MAXIMUM AVERAGE DAILY WATER USAGE FOR COMMERCIAL AND INDUSTRIAL BUILDING PERMITS, AS A THRESHOLD FOR GROWTH MANAGEMENT COMMISSION REVIEW

(1:08:58) - Chairperson Engleman introduced this item, and commended Mr. Bruketta on the agenda materials. Chairperson Engleman provided background information on the purpose of this item. Mr. Bruketta reviewed the agenda materials, including late material which had been distributed prior to the start of the meeting. He responded to questions of clarification, and discussion ensued. Chairperson Engleman entertained questions or comments; however, none were forthcoming.

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6. INFORMATION ONLY - FUTURE AGENDA ITEMS (2:12:20) - Chairperson Engleman introduced this item. Mr. Bruketta advised that the next committee meeting is scheduled for Tuesday, September 19th from 1:00 to 4:00 p.m. Discussion took place regarding possible future agenda items, and Chairperson Engleman requested the committee members to contact her with additional items.

7. PUBLIC COMMENT (2:22:49) - Chairperson Engleman entertained public comment; however, none was forthcoming.

8. ACTION TO ADJOURN (2:23:00) - A motion was made, seconded, and carried unanimously to adjourn the meeting at 2:23 p.m.

The Minutes of the June 20, 2017 Carson City Utility Finance Oversight Committee meeting are so approved this _____ day of September, 2017.

ANDREA ENGLEMAN, Chair



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)

Attachments

Agenda Item 5

Chapter 12.04 - SENIOR CITIZENS ASSISTANCE

Sections:

12.04.010 - Purpose.

1. The board finds that:
 - a. Certain senior citizens of this city live, as a rule, on limited retirement incomes which remain fixed, and often face no opportunities to supplement such income.
 - b. Costs, including those that fund essential city services, rise causing the diversion of portions of income.
2. The board declares that:
 - a. It is the public policy of the city to provide some assistance to senior citizens.
 - b. It is the purpose of these sections to provide some relief from the rates that must be charged for sewer and water services provided by the city through a system of discounts.

(Ord. 2007-7 § 2, 2007: Ord. 1981-18 § 4 (part), 1981).

12.04.020 - Definitions.

1. "Application" means an application for senior citizens assistance, and an "applicant" is a person who files such an application. When 2 members of a household are able to meet the qualifications for an applicant, they may determine between themselves who is to be the applicant. Only 1 application may be filed for any household.
2. "Director" means the public works director or his/her designee.
3. "Home" means residential living quarters located in Carson City in which an applicant actually resides on a full time basis. The quarters may consist of a single dwelling unit, or a unit which is an integral part of a larger complex such as a multi-dwelling or multi-purpose building providing that it is served by its own meter.
 - a. The term "home" includes a mobilehome or dwelling which the applicant possesses under a contract of sale, deed of trust, life estate, joint tenancy or tenancy in common.
4. "Household" means an applicant and spouse.
5. "Household income" means the income received by an applicant plus the income received by the applicant's spouse.
6. "Income" means adjusted gross income, as defined in the U.S. Internal Revenue Code, plus the following items: tax-free interest; the untaxed portion of pensions and compensations; payments received under the Federal Social Security Act, including supplemental security income but excluding

hospital and medical insurance benefits for the aged and disabled; public welfare payments, including shelter allowances; unemployment insurance benefits; all "loss of time" and disability insurance payments; disability payments under Workmen's Compensation laws; alimony; support payments; allowances received by dependents of servicemen; the amount of recognized capital gains and losses excluded from adjusted gross income; life insurance proceeds; bequests and inheritances; cash gifts over \$300.00 not between household members and such other kinds of cash flow into a household as the director specifies by regulation.

7. "Senior citizen" means any person who is domiciled in Carson City and will attain the age of 62 years on or before the last day of June of the year in which the application is filed.

(Ord. 2007-7 § 3, 2007: Ord. 1999-32 § 1, 1999: Ord. 1981-18 § 4 (part), 1981).

12.04.030 - Discount.

1. A senior citizen who pays user charges to a sewer utility account and monthly service and commodity charges to a water utility account in his or her name, resides in the home, and whose household income is within an income range for which a discount is allowed, is entitled to a discount of sewer use fees and water service and commodity charges actually charged by Carson City during that following fiscal year beginning July 1 to the extent determined by the percentage shown opposite the household income range on the schedule below:

If the Amount of Applicant's Household Income Is Over	But Not Over	Percent of Sewer Monthly User Charges and Water Monthly Service and Commodity Charges Paid to Be Discounted to the Applicant
\$0	\$15,776	90
\$15,777	\$18,387	80
\$18,388	\$21,120	50
\$21,121	\$23,730	25
\$23,731	\$26,714	10

(Ord. 2007-7 § 4, 2007: Ord. 2004-8 § 1, 2004: Ord. 1999-32 § 2, 1999: Ord. 1992-28 § 1, 1992: Ord. 1985-43 § 1, 1985: Ord. 1985-18 § 1, 1985: Ord. 1981-18 § 4 (part), 1981).

(Ord. No. 2013-26, § I, 9-19-2013)

12.04.040 - Filing applications.

Between January 15th and April 30th, an application for a discount for the following fiscal year beginning July 1 may be filed with the Carson City assessor's office, under oath, upon forms provided by the assessor.

(Ord. 2007-7 § 5, 2007: Ord. 1992-28 § 2, 1992: Ord. 1985-18 § 2, 1985: Ord. 1981-18 § 4 (part), 1981).

12.04.050 - Applying the Discount.

The assessor shall examine each application and determine the eligibility of the applicant and the appropriate discount. The assessor will then forward the application to the public works director. All capitalization charges and user charges from the sewer utility account and monthly service and commodity charges from the water utility accounts shall be discounted by the appropriate amount beginning the month of July of the year in which the application is determined to be eligible. The discount shall be applied for a 12 month period. Application for discounts shall be required to be filed each year.

The public works director may discontinue any discount to any applicant who is determined to waste water pursuant to Carson City Municipal Code Section 12.01.120, waste of water prohibited, or to violate the limitations on irrigation pursuant to Carson City Municipal Code 12.01.130, limitations on irrigation.

(Ord. 2007-7 § 6, 2007: Ord. 1997-36 § 5, 1997: Ord. 1992-28 § 3, 1992: Ord. 1985-18 § 3, 1985: Ord. 1981-18 § 4 (part), 1981).

12.04.060 - Appeals.

1. Any applicant whose application is rejected or not approved by the utilities director may appeal that action to the board by notifying the city manager in writing on or before July 31st of the year the application was filed.
2. The appellant shall be required to provide proof of eligibility for the discount offered at a hearing before the board.
3. The hearing shall be conducted and the matter determined on or before August 31st of the year the application was filed.

(Ord. 2007-7 § 7, 2007: Ord. 1997-36 § 6, 1997: Ord. 1992-28 § 4, 1992: Ord. 1985-18 § 4, 1985: Ord. 1981-18 § 4 (part), 1981).

12.04.070 - Fraudulent practices—Penalties.

Any person who shall knowingly obtain or attempt to obtain a discount under Sections 12.04.010 through 12.04.070 to which he or she is not entitled or in an amount greater than the entitlement through the submission of false or fraudulent statements or proof shall:

1. Repay any discount received together with a 10 percent penalty;
2. Forfeit eligibility for any discount in that year; and
3. Be punished for a misdemeanor.

(Ord. 2007-7 § 8, 2007: Ord. 1981-18 § 4 (part), 1981).

Projected:						
Average (Mean) Utility Bill for single family property						
	Water	Sewer	Storm Water	Water - ROW	Sewer-ROW	Total Utility Bill
Jul-17	\$95.45	\$40.45	\$5.69	\$0.95	\$0.41	\$142.96
Aug-17	\$101.37	\$40.45	\$5.69	\$1.01	\$0.41	\$148.94
Sep-17	\$97.50	\$40.45	\$5.69	\$0.98	\$0.41	\$145.03
Oct-17	\$72.07	\$40.45	\$5.69	\$0.72	\$0.41	\$119.34
Nov-17	\$44.20	\$40.45	\$5.69	\$0.44	\$0.41	\$91.20
Dec-17	\$38.00	\$40.45	\$5.69	\$0.38	\$0.41	\$84.93
Jan-18	\$38.26	\$40.45	\$5.69	\$0.38	\$0.41	\$85.20
Feb-18	\$36.89	\$40.45	\$5.69	\$0.37	\$0.41	\$83.81
Mar-18	\$36.73	\$40.45	\$5.69	\$0.37	\$0.41	\$83.65
Apr-18	\$39.76	\$40.45	\$5.69	\$0.40	\$0.41	\$86.71
May-18	\$52.17	\$40.45	\$5.69	\$0.52	\$0.41	\$99.25
Jun-18	\$84.18	\$40.45	\$5.69	\$0.84	\$0.41	\$131.58
Average	\$61.38	\$40.45	\$5.69	\$0.61	\$0.41	\$108.55
Notes:						
Water: 15/ increase to prior year average						
Sewer: flat rate effective 7/1/2017						
Storm Water: \$4.38 + 30/ increase						
ROW: Right of way charge (1/)						
Data: 8/9/17 email from Cindy Mills						



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

Item No. 7

Report To: Utility Finance Oversight Committee

Meeting Date: 09/19/2017

Staff Contact: Darren Schulz, Director of Public Works

Agenda Title: For Information Only: Presentation of a report from David Bruketta, Utility Manager for the Carson City Public Works Department, regarding updates on budget revenues and expenditures for the sewer, water and storm water funds. (David Bruketta; dbruketta@carson.org)

Staff Summary: This is an informational only update on the FY17 revenues and expenditures for sewer, water and storm water funds.

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

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)

Attachments

Agenda Item 7

Department				
CAMPO	Engineering	Facilities Maintenance	Fleet	Fleet Radios
GIS	Infrastructure Tax	Landfill	RTC	Sewer Capital
Sewer Maintenance	Sewer WWRP	Sewer/WWRP Revenue	Stormwater	Street Maintenance
Transit	Water			

CASH BALANCE	FYTD2017
Cash Balance - Stormwater	776,412.19
Grand Total	776,412.19

Type	Revenue				
	REVENUE	FY16 Actual	FY17 Budget	FY17 YTD	FY17 (Under)/Over
Charges for Services					
.10-00 Service Charges	1,391,061.63	1,393,881	1,312,630.77	✖	(81,250.23)
.70-00 Refunds/Reimbur:	-	-	-	✔	-
.06-00 Department Charg	40.00	-	1,762.60	✔	1,762.60
Charges for Services Total	1,391,101.63	1,393,881	1,314,393.37	✖	(79,487.63)
Bond Proceeds					
.03-00 Bond Proceeds	670,768.28	1,212,377	305,455.54	✖	(906,921.46)
Bond Proceeds Total	670,768.28	1,212,377	305,455.54	✖	(906,921.46)
Intergovernmental	-	-	-	✔	-
Investment Income					
.02-00 Interest Income	1,947.60	500	3,741.17	✔	3,241.17
.03-00 Net Increase in Fa	848.83	-	-	✔	-
Investment Income Total	2,796.43	500	3,741.17	✔	3,241.17
Operating Transfer In	-	-	-	✔	-
Capital Contributions					
.10-00 Developer Contribit	112,140.00	-	-	✔	-
.20-01 Capital Contributi	21,516.16	-	-	✔	-
Capital Contributions Total	133,656.16	-	-	✔	-
Grand Total	2,198,322.50	2,606,758	1,623,590.08	✖	(983,167.92)

Type	Expenditure				
	EXPENDITURES	FY16 Actual	FY17 Budget	FY17 YTD	FY17 Under/(Over) FY17 / Spent
Salaries and Wages					
.01-01 Salaries		121,332.89	129,995	103,064.29	✓ 26,930.71 79/
.01-03 Administrative Pay		-	-	12.87	✗ (12.87) 0/
.01-06 Management Leave Pay		473.86	-	298.60	✗ (298.60) 0/
.01-07 Annual Leave Payoff		(897.31)	-	887.78	✗ (887.78) 0/
.01-08 Sick Leave Payoff		8,806.78	-	-	✓ - 0/
.01-09 Workers' Compensatory Leave		381.15	-	-	✓ - 0/
.01-11 Overtime		4,921.65	8,000	8,675.27	✗ (675.27) 108/
.01-12 Call Back Pay		701.37	2,500	3,200.32	✗ (700.32) 128/
.01-13 Standby Pay		1,862.90	5,000	1,448.19	✓ 3,551.81 29/
.01-14 F L S A		67.51	-	161.82	✗ (161.82) 0/
.01-16 Holiday Pay		1,045.01	-	589.49	✗ (589.49) 0/
Salaries and Wages Total		138,695.81	145,495	118,338.63	✓ 27,156.37 81/
Employee Benefits					
.02-25 Medicare		1,766.90	1,994	1,605.43	✓ 388.57 81/
.02-30 Retirement		26,799.83	29,817	21,636.36	✓ 8,180.64 73/
.02-40 Group Insurance		25,313.50	27,040	22,403.29	✓ 4,636.71 83/
.02-50 Workers' Compensation		1,324.02	1,414	1,349.89	✓ 64.11 95/
.02-65 Clothing Allowance		2,048.85	2,000	1,071.60	✓ 928.40 54/
.02-66 Foul Weather Allowance		322.50	315	247.50	✓ 67.50 79/
.02-71 Phone Allowance		136.00	145	140.00	✓ 5.00 97/
.02-72 Mobile Device Allowance		15.00	15	13.75	✓ 1.25 92/
.02-86 OPEB Cost		9,838.00	10,822	-	✓ 10,822.00 0/
.02-87 GASB 69 Pension Expense		(5,655.00)	-	-	✓ - 0/
Employee Benefits Total		61,909.60	73,562	48,467.82	✓ 25,094.18 66/
Services and Supplies					
.03-09 Professional Services		18,653.58	42,000	-	✓ 42,000.00 0/
.03-12 Auditing Fees		1,136.60	1,200	1,084.00	✓ 116.00 90/
.03-30 Training		1,030.00	2,500	2,938.00	✗ (438.00) 118/
.03-62 Unemployment Compensation		-	-	-	✓ - 0/
.04-33 Software Maintenance		117.00	2,000	-	✓ 2,000.00 0/
.04-35 Vehicle Repair & Maintenance		11,980.95	5,000	8,074.21	✗ (3,074.21) 161/
.04-45 Equipment Rental		-	2,000	-	✓ 2,000.00 0/
.04-46 Fire Suppression		37,500.00	37,500	37,500.00	✓ - 100/
.04-47 Contribution to Tahoe Conservation District		-	2,000	-	✓ 2,000.00 0/
.05-42 Printing/Advertising		717.70	-	-	✓ - 0/
.05-80 Travel		90.00	2,000	2,657.68	✗ (657.68) 133/
.06-01 Office Supplies		1,536.37	500	1,080.49	✗ (580.49) 216/
.06-02 Postage/Shipping		3,164.72	9,000	8,157.65	✓ 842.35 91/
.06-25 Operating Supplies		21,832.71	25,000	18,158.98	✓ 6,841.02 73/

.06-60 Vehicle Fuel/Oil	6,096.89	10,000	6,365.57	✓	3,634.43	64/
.07-10 Telephone	285.91	800	267.74	✓	532.26	33/
.09-01 ISC: General Fund	358,836.00	265,705	243,562.00	✓	22,143.00	92/
.09-15 ISC: Insurance Fund	26,250.00	26,250	26,250.00	✓	-	100/
.09-20 ISC: Sewer Fund	1,225.00	-	-	✓	-	0/
.09-24 ISC: Water Fund	1,837.00	-	-	✓	-	0/
.09-50 ISC: Fleet Management	33,187.50	27,002	27,002.00	✓	-	100/
.09-55 ISC: Radios	234.00	174	174.00	✓	-	100/
.12-99 Grant Allocation/Direct Bill	(35,241.56)	-	(4,484.87)	✓	4,484.87	0/
.05-87 Click-2-Gov Fees	165.20	-	1,082.96	✗	(1,082.96)	0/
Services and Supplies Total	490,635.57	460,631	379,870.41	✓	80,760.59	82/
Operating Transfer Out						
.72-83 Group Medical Fund	-	-	-	✓	-	0/
.72-91 Grant Fund	-	-	-	✓	-	0/
.72-75 Fleet Management Fund	-	-	-	✓	-	0/
Operating Transfer Out Total	-	-	-	✓	-	0/
Capitalized Assets						
.50-00	(520,604.34)	-	-	✓	-	0/
Capitalized Assets Total	(520,604.34)	-	-	✓	-	0/
Depreciation						
.44-65 Depreciation Expense	287,058.79	282,000	-	✓	282,000.00	0/
Depreciation Total	287,058.79	282,000	-	✓	282,000.00	0/
Capital Projects						
.70-40 Construction	442,678.47	1,191,965	182,829.25	✓	1,009,135.75	15/
.70-70 Labor	27,217.87	-	90.91	✗	(90.91)	0/
.77-50 HTE Fixed Assets	-	-	-	✓	-	0/
.77-75 Equipment	50,708.00	-	-	✓	-	0/
.48-75 Loss on Disposal of F.A.	56,827.77	-	-	✓	-	0/
Capital Projects Total	577,432.11	1,191,965	182,920.16	✓	1,009,044.84	15/
Debt Service						
.83-35 2012 Mt Refunding	-	101,000	101,000.00	✓	-	100/
.83-50 2005 Stormwater Bonds	-	-	-	✓	-	0/
.83-53 2014 Refunding EF Bonds	-	342,000	-	✓	342,000.00	0/
.93-13 2014 Stormwater Srf Bonds	10,993.09	51,291	9,577.26	✓	41,713.74	19/
.93-35 2012 Mt Refunding	10,361.86	5,698	4,062.99	✓	1,635.01	71/
.93-50 2005 Stormwater Bonds	5,645.56	-	-	✓	-	0/
.93-51 2009 Stormwater Bonds	-	-	-	✓	-	0/
.93-53 2014 Refunding EF Bonds	98,655.33	85,400	35,883.83	✓	49,516.17	42/
.83-13 2013 Stormwater Bonds	-	42,142	-	✓	42,142.00	0/
Debt Service Total	125,655.84	627,531	150,524.08	✓	477,006.92	24/
Bond Issuance Costs						
.48-45 Bond Issuance Costs	250.00	1,000	-	✓	1,000.00	0/
.48-46 Bond Issuance Costs	-	-	-	✓	-	0/
Bond Issuance Costs Total	250.00	1,000	-	✓	1,000.00	0/
Grand Total	1,161,033.38	2,782,184	880,121.10	✓	1,902,062.90	32/

Department				
CAMPO	Engineering	Facilities Maintenance	Fleet	Fleet Radios
GIS	Infrastructure Tax	Landfill	RTC	Sewer Capital
Sewer Maintenance	Sewer WWRP	Sewer/WWRP Revenue	Stormwater	Street Maintenance
Transit	Water			

CASH BALANCE	FYTD2017
Cash Balance - Water	4,706,803.15
Grand Total	4,706,803.15

Type	Revenue				
	REVENUE	FY16 Actual	FY17 Budget	FY17 YTD	FY17 (Under)/Over
Charges for Services					
.01-00 Establishment Fee		25,740.00	25,000	26,900.00	✓ 1,900.00
.01-00 Service Charges		5,963,229.42	6,386,588	6,226,736.40	✗ (159,851.60)
.03-00 Meter Reset Fee		152.86	-	152.86	✓ 152.86
.04-00 Reconnection Fee		275.00	500	125.00	✗ (375.00)
.04-00 User Fees		7,385,457.52	7,713,644	7,643,225.33	✗ (70,418.67)
.04-01 User Fees - Lyon County		30,711.35	30,000	-	✗ (30,000.00)
.05-00 Tapping Fee		13,041.00	1,500	29,994.30	✓ 28,494.30
.09-00 Private Hydrant Service		96,240.12	50,000	190,916.88	✓ 140,916.88
.10-00 Meter Box Set		44,761.50	16,000	70,678.20	✓ 54,678.20
.11-00 Complete Lateral Service		13,786.50	10,000	25,210.35	✓ 15,210.35
.50-01 ISC: General Fund		16,055.00	17,000	-	✗ (17,000.00)
.50-15 ISC: RTC Fund		3,833.00	-	-	✓ -
.50-17 ISF: Streets Maintenance Fund		55,103.00	-	-	✓ -
.50-53 ISC: Stormwater Drainage Fund		1,837.00	1,800	-	✗ (1,800.00)
.50-54 ISC: Sewer Fund		7,070.70	100,000	37,062.90	✗ (62,937.10)
.62-00 Penalties and Interest		167,309.25	160,000	146,248.46	✗ (13,751.54)
.69-00 Inspection Fees		530.25	-	-	✓ -
.75-00 Miscellaneous Other Operating Revenue		58.32	-	(33.02)	✗ (33.02)
.75-00 Other Charges		1,037.40	500	1,915.20	✓ 1,415.20
.75-01 Right of Way Toll		-	-	135,577.28	✓ 135,577.28
.06-00 Department Charges		3,635.82	-	-	✓ -
Charges for Services Total		13,829,865.01	14,512,532	14,534,710.14	✓ 22,178.14
Bond Proceeds					
.03-00 Bond Proceeds		3,493,592.17	5,000,000	831,455.38	✗ (4,168,544.62)
Bond Proceeds Total		3,493,592.17	5,000,000	831,455.38	✗ (4,168,544.62)
Investment Income					
.02-00 Interest Income		7,978.24	15,000	28,123.63	✓ 13,123.63
.03-00 Net Increase in Fair Value Investments		10,719.53	-	-	✓ -
Investment Income Total		18,697.77	15,000	28,123.63	✓ 13,123.63
Miscellaneous					
.05-00 Refunds/Reimbursements		1,316.48	-	-	✓ -
.11-01 Real Property - Water Delinquencies		-	-	946,911.43	✓ 946,911.43
.15-00 Refunds/Reimbursements		5,000.00	5,000	1,581.84	✗ (3,418.16)
.16-00 Miscellaneous Other Income		69.03	-	-	✓ -
Miscellaneous Total		6,385.51	5,000	948,493.27	✓ 943,493.27
Sale of Capital Assets					
.10-01 Surplus Sales		218.50	-	7,647.50	✓ 7,647.50
.10-02 Vehicle Sales		27,740.00	-	12,112.50	✓ 12,112.50
Sale of Capital Assets Total		27,958.50	-	19,760.00	✓ 19,760.00
Capital Contributions					
.05-01 Connection Fees: Commercial		10,849.34	6,050	33,950.53	✓ 27,900.53
.05-02 Connection Fees: Residential		35,185.00	19,985	150,914.00	✓ 130,929.00
.10-00 Developer Contributions		265,243.86	-	-	✓ -
.20-01 Capital Contributions		4,144.92	-	-	✓ -
Capital Contributions Total		315,423.12	26,035	184,864.53	✓ 158,829.53
Federal Interest Subsidy					
.01-01 Build America Bonds - 2010B & 2010E Water Bonds		224,721.31	217,420	224,181.00	✓ 6,761.00
Federal Interest Subsidy Total		224,721.31	217,420	224,181.00	✓ 6,761.00
Capital Grant					
.16-00 Other Local Government Grant - Water Subconservancy		125,000.00	-	62,500.00	✓ 62,500.00
.64-06 FTA 5307		-	-	-	✓ -
.92-00 NDOT Bypass Reimbursement		-	-	-	✓ -
.96-00 Other Government Grant - Douglas County Interlocal		-	-	-	✓ -

Type	Expenditure					
	EXPENDITURES	FY16 Actual	FY17 Budget	FY17 YTD	FY17 Under/(Over)	FY17 / Spent
Salaries and Wages						
.01-01 Salaries	1,378,206.59	1,542,214	1,353,976.23	✓	188,237.77	88/
.01-02 Hourly/Seasonal	66,333.31	85,000	85,000.00	✓	-	100/
.01-06 Management Leave Pay	6,947.70	-	5,803.74	✗	(5,803.74)	0/
.01-07 Annual Leave Payoff	4,400.00	-	(136.38)	✓	136.38	0/
.01-08 Sick Leave Payoff	14,377.75	-	-	✓	-	0/
.01-09 Workers' Compensatory Leave	2,997.95	-	-	✓	-	0/
.01-11 Overtime	45,533.68	53,342	51,342.91	✓	1,999.09	96/
.01-12 Call Back Pay	26,946.35	32,000	20,620.43	✓	11,379.57	64/
.01-13 Standby Pay	37,700.66	42,000	39,065.68	✓	2,934.32	93/
.01-14 F L S A	455.93	-	483.95	✗	(483.95)	0/
.01-16 Holiday Pay	7,855.34	1,020	8,309.50	✗	(7,289.50)	815/
.01-99 Grant Fund Allocation	-	-	(16,733.23)	✓	16,733.23	0/
Salaries and Wages Total	1,591,755.26	1,755,576	1,547,732.83	✓	207,843.17	88/
Employee Benefits						
.02-25 Medicare	20,962.10	24,294	20,407.64	✓	3,886.36	84/
.02-30 Retirement	344,530.27	378,279	333,665.19	✓	44,613.81	88/
.02-40 Group Insurance	309,138.89	343,461	319,712.52	✓	23,748.48	93/
.02-50 Workers' Compensation	24,832.17	28,929	26,935.86	✓	1,993.14	93/
.02-60 Education Incentive	567.50	525	200.00	✓	325.00	38/
.02-65 Clothing Allowance	7,341.00	8,000	4,683.44	✓	3,316.56	59/
.02-66 Foul Weather Allowance	3,225.00	3,233	3,300.00	✗	(67.00)	102/
.02-68 Tool Allowance	975.00	1,207	1,062.50	✓	144.50	88/
.02-70 Car Allowance	-	-	-	✓	-	0/
.02-71 Phone Allowance	4,389.00	3,682	4,425.75	✗	(743.75)	120/
.02-72 Mobile Device Allowance	540.00	543	495.00	✓	48.00	91/
.02-86 OPEB Cost	148,764.00	163,640	-	✓	163,640.00	0/
.02-57 Domestic Partner Insurance Benefit	154.25	-	(270.33)	✓	270.33	0/
.02-87 GASB 69 Pension Expense	(56,365.00)	-	-	✓	-	0/
Employee Benefits Total	809,054.18	955,793	714,617.57	✓	241,175.43	75/
Services and Supplies						
.03-09 Professional Services	170,856.20	125,000	96,733.90	✓	28,266.10	77/
.03-12 Auditing Fees	22,732.00	24,000	21,690.00	✓	2,310.00	90/
.03-30 Training	9,512.30	18,000	6,816.00	✓	11,184.00	38/
.03-45 Data Processing	8,095.17	8,000	8,223.56	✗	(223.56)	103/
.03-49 Contractual Services	1,500.00	2,000	-	✓	2,000.00	0/
.03-62 Unemployment Compensation	-	-	510.44	✗	(510.44)	0/
.03-72 USGS Stream Monitoring	48,050.00	75,000	48,585.00	✓	26,415.00	65/
.04-30 Equipment Repair & Maintenance	63,986.12	85,273	72,532.76	✓	12,740.24	85/
.04-33 Software Maintenance	14,030.12	12,000	22,045.25	✗	(10,045.25)	184/
.04-34 Building Repair & Maintenance	33,736.27	50,000	8,321.90	✓	41,678.10	17/
.04-35 Vehicle Repair & Maintenance	57,474.63	25,000	47,531.32	✗	(22,531.32)	190/
.04-36 Facility Repair & Maintenance	76,753.32	139,000	60,237.84	✓	78,762.16	43/
.04-44 Office Equipment Rental	1,027.56	2,000	1,645.17	✓	354.83	82/
.04-45 Equipment Rental	384.00	4,500	-	✓	4,500.00	0/
.04-46 Fire Suppression	37,500.00	37,500	37,500.00	✓	-	100/
.04-49 Water Meters & Services	615,969.76	200,000	155,863.86	✓	44,136.14	78/
.04-50 Water Purchase/Lease Payment	-	31,800	31,780.16	✓	19.84	100/
.04-51 Water Purchase - Lyon County	34,321.44	25,000	20,148.00	✓	4,852.00	81/
.04-52 Water Purchase - State Monthly	145,188.00	145,188	145,188.00	✓	-	100/
.04-53 Water Purchase - State Usage	390,350.58	344,984	206,778.01	✓	138,205.99	60/
.04-54 Water Purchase - Douglas County	693,163.75	595,668	596,010.25	✗	(342.25)	100/
.04-55 Water Purchase - State Pump Service Fee	429,103.80	429,104	429,104.00	✗	(0.00)	100/
.04-56 Water Purchase - State System Wide Improvements	183,287.52	183,288	183,288.00	✓	0.00	100/

Capital Grant Total	125,000.00	-	62,500.00	✓	62,500.00
Grand Total	18,041,643.39	19,775,987	16,834,087.95	✗	(2,941,899.05)

.04-57 Water Purchase - Ash/Kings Canyon	-	-	-	✓	-	0/
.04-65 Water Line Repair & Maintenance	277,993.68	160,000	186,243.23	✗	(26,243.23)	116/
.04-66 Tank Repair & Maintenance	13,392.18	20,000	10,096.56	✓	9,903.44	50/
.04-67 Telemetry Repair & Maintenance	42,803.96	50,000	34,134.17	✓	15,865.83	68/
.04-90 Fees and Permits	29,581.24	40,000	31,995.83	✓	8,004.17	80/
.05-42 Printing/Advertising	17,670.13	15,000	6,840.72	✓	8,159.28	46/
.05-45 Membership/Publications	6,975.35	8,000	6,698.15	✓	1,301.85	84/
.05-80 Travel	9,232.02	10,000	10,162.64	✗	(162.64)	102/
.06-01 Office Supplies	2,193.80	3,000	3,870.67	✗	(870.67)	129/
.06-02 Postage/Shipping	32,730.86	50,000	51,929.93	✗	(1,929.93)	104/
.06-25 Operating Supplies	79,499.78	90,000	81,499.25	✓	8,500.75	91/
.06-36 Laboratory Expense	91,991.08	125,000	73,168.46	✓	51,831.54	59/
.06-37 Chemicals	109,700.92	150,000	126,260.43	✓	23,739.57	84/
.06-45 Books/Periodicals	847.44	700	489.91	✓	210.09	70/
.06-60 Vehicle Fuel/Oil	56,726.89	70,000	51,899.97	✓	18,100.03	74/
.06-74 Small Tools/Instruments	2,120.53	14,000	5,330.31	✓	8,669.69	38/
.06-75 Small Furnishings	12,589.58	15,000	3,076.31	✓	11,923.69	21/
.07-10 Telephone	12,574.54	15,000	12,594.04	✓	2,405.96	84/
.07-12 Power	652,338.83	800,000	495,290.68	✓	304,709.32	62/
.07-13 Heating	9,801.59	13,000	9,491.76	✓	3,508.24	73/
.09-01 ISC: General Fund	1,219,308.00	1,200,319	1,100,297.00	✓	100,022.00	92/
.09-15 ISC: Insurance Fund	157,500.00	157,500	157,500.00	✓	-	100/
.09-50 ISC: Fleet Management	146,250.00	157,903	157,903.00	✓	-	100/
.09-55 ISC: Radios	6,668.00	4,430	4,430.00	✓	-	100/
.12-99 Grant Allocation/Direct Bill	(87,467.85)	-	(29,493.09)	✓	29,493.09	0/
.24-05 Leak Detection Program	-	3,000	2,995.00	✓	5.00	100/
.24-30 Refunds & Reimbursements	-	10,000	-	✓	10,000.00	0/
.24-50 Cash Short/Over	53.90	-	112.28	✗	(112.28)	0/
.06-76 Technical Equipment	25,801.64	10,000	7,749.95	✓	2,250.05	77/
.05-87 Click-2-Gov Fees	330.40	-	2,165.92	✗	(2,165.92)	0/
Services and Supplies Total	5,966,231.03	5,754,157	4,805,266.50	✓	948,890.50	84/
Operating Transfer Out						
.72-83 Group Medical Fund	-	-	-	✓	-	0/
.72-75 Fleet Management Fund	-	-	-	✓	-	0/
Operating Transfer Out Total	-	-	-	✓	-	0/
Capitalized Assets						
.50-00	(4,563,957.19)	-	-	✓	-	0/
Capitalized Assets Total	(4,563,957.19)	-	-	✓	-	0/
Depreciation						
.44-65 Depreciation Expense	3,319,901.67	3,500,000	-	✓	3,500,000.00	0/
Depreciation Total	3,319,901.67	3,500,000	-	✓	3,500,000.00	0/
Capital Projects						
.70-20 Design	-	-	-	✓	-	0/
.70-40 Construction	3,823,430.64	2,404,000	383,822.41	✓	2,020,177.59	16/
.70-50 Project Services	-	-	-	✓	-	0/
.70-70 Labor	198,856.42	-	13,207.82	✗	(13,207.82)	0/
.73-04 Well Redevelopment	-	-	-	✓	-	0/
.73-10 Water Rights Purchases	-	-	-	✓	-	0/
.73-33 Emergency Generator Program	-	-	-	✓	-	0/
.73-50 Hte Fixed Assets	-	-	-	✓	-	0/
.73-95 Replace Pumps/Motor	23,950.00	200,000	89,237.65	✓	110,762.35	45/
.74-01 Land Acquisition	-	-	-	✓	-	0/
.77-15 Computer Equipment	2,380.00	-	-	✓	-	0/
.77-75 Equipment	337,250.00	133,000	131,804.02	✓	1,195.98	99/
.78-07 Regional Pipeline Project	-	-	-	✓	-	0/
.78-09 N/S Transmission Main	-	-	-	✓	-	0/
.78-10 E/W Transmission Main	-	-	-	✓	-	0/
.78-46 Facility Addition	11,715.00	-	-	✓	-	0/
.78-61 Prison Hill Storage Tank	-	-	-	✓	-	0/
.78-74 Costco Connection	-	-	-	✓	-	0/
.78-77 Prison Hill Tank Power	-	-	-	✓	-	0/
.78-84 Well #50-H2O Line Project	-	-	-	✓	-	0/
.78-93 NDOT Bypass Non-Reimburse	-	-	-	✓	-	0/
.78-94 NDOT Bypass Reimburseible	-	-	-	✓	-	0/
.77-25 Radio System Upgrade	8,420.05	-	-	✓	-	0/
.48-75 Loss on Disposal of F.A.	2,559.60	-	-	✓	-	0/
.76-05 Facility Improvements	150,385.51	100,000	7,725.00	✓	92,275.00	8/
.73-05 Well Redrilling	-	750,000	-	✓	750,000.00	0/
Capital Projects Total	4,558,947.22	3,587,000	625,796.90	✓	2,961,203.10	17/
Debt Service						
.83-39 2012 Water Refunding	-	625,000	625,000.00	✓	-	100/
.83-41 2010E SDWRF	-	1,113,404	1,113,404.67	✗	(0.67)	100/
.83-44 2012 Water Bonds	-	150,000	150,000.00	✓	-	100/
.83-53 2014 Refunding EF Bonds	-	497,000	-	✓	497,000.00	0/

.83-61 2010B Wtr Imp & Refunding	-	520,000	520,000.00	✓	-	100/
.83-87 2005 Water Bonds	-	-	-	✓	-	0/
.83-92 03 St Bd Bk Wtr Ref	-	-	-	✓	-	0/
.83-99 2009 Water Bonds	-	183,784	183,783.79	✓	0.21	100/
.93-16 2014 Water SRF Bonds	86,785.79	157,751	76,983.52	✓	80,767.48	49/
.93-39 2012 Water Refunding	368,426.28	371,387	313,541.67	✓	57,845.33	84/
.93-40 2010A Wtr Improvement	672,862.00	672,862	560,718.33	✓	112,143.67	83/
.93-41 2010E SDWRF	493,579.70	465,587	236,336.53	✓	229,250.47	51/
.93-44 2012 Water Bonds	116,349.03	110,416	103,541.67	✓	6,874.33	94/
.93-53 2014 Refunding EF Bonds	149,579.44	128,159	53,836.29	✓	74,322.71	42/
.93-61 2010B Wtr Imp & Refunding	173,024.36	154,808	145,521.88	✓	9,286.12	94/
.93-87 2005 Water Bonds	15,950.00	-	-	✓	-	0/
.93-92 03 St Bd Bk Wtr Ref	-	-	-	✓	-	0/
.93-94 03 State Water Bonds	-	-	-	✓	-	0/
.83-16 2013 Water Bonds	-	255,484	140,616.25	✓	114,867.75	55/
Debt Service Total	2,076,556.60	5,405,642	4,223,284.60	✓	1,182,357.40	78/
Bond Issuance Costs						
.48-45 Bond Issuance Costs	1,581.25	2,000	1,331.25	✓	668.75	67/
.48-46 Bond Issuance Costs	-	150,000	-	✓	150,000.00	0/
Bond Issuance Costs Total	1,581.25	152,000	1,331.25	✓	150,668.75	1/
Grand Total	13,760,070.02	21,110,168	11,918,029.65	✓	9,192,138.35	56/

Department				
CAMPO	Engineering	Facilities Maintenance	Fleet	Fleet Radios
GIS	Infrastructure Tax	Landfill	RTC	Sewer Capital
Sewer Maintenance	Sewer WWRP	Sewer/WWRP Revenue	Stormwater	Street Maintenance
Transit	Water			

CASH BALANCE	FYTD2017
Cash Balance - Sewer	13,025,698.96
Grand Total	13,025,698.96

Type	Revenue
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REVENUE	FY16 Actual	FY17 Budget	FY17 YTD	FY17 (Under)/Over
Charges for Services				
.02-00 User Charges	3,227,027.44	3,704,854	3,681,845.13	(23,008.87)
.06-00 Douglas County	95,765.35	-	-	-
.11-00 Septic Disposal	18,088.80	12,000	20,137.50	8,137.50
.25-00 Fixed Capitalization	7,824,437.25	8,996,826	8,646,984.21	(349,841.79)
.27-00 Variable Capitalization	6.83	-	4.13	4.13
.28-00 Effluent Meter Charges	13,634.64	13,000	12,498.42	(501.58)
.50-01 ISC: General Fund	10,704.00	-	-	-
.50-15 ISC: RTC Fund	2,555.00	-	-	-
.50-17 ISF: Streets Maintenance Fund	1,520.00	-	-	-
.50-53 ISC: Stormwater Drainage Fund	1,225.00	-	-	-
.50-56 ISC: Water Fund	3,405.00	10,000	3,545.00	(6,455.00)
.62-00 Penalties and Interest	122,816.11	85,000	114,269.20	29,269.20
.69-00 Inspection Fees	-	-	-	-
.70-00 Refunds/Reimbursements	112,186.83	-	1,337.25	1,337.25
.75-00 Other Charges	5,892.00	-	6,967.00	6,967.00
.75-01 Right of Way Toll	-	-	117,414.08	117,414.08
.06-00 Department Charges	5,524.79	-	478.53	478.53
Charges for Services Total	11,444,789.04	12,821,680	12,605,480.45	(216,199.55)
Bond Proceeds				
.03-00 Bond Proceeds	10,052,189.15	27,895,076	25,075,445.21	(2,819,630.79)
.03-01 Premium on Bond Proceeds	415,387.40	-	-	-
Bond Proceeds Total	10,467,576.55	27,895,076	25,075,445.21	(2,819,630.79)
Investment Income				
.02-00 Interest Income	39,207.08	2,500	50,782.77	48,282.77
.03-00 Net Increase in Fair Value Investments	34,233.48	-	-	-
Investment Income Total	73,440.56	2,500	50,782.77	48,282.77
Miscellaneous				
.16-00 Miscellaneous Other Income	-	-	-	-
.21-00 Sewer Lateral Reimbursement	3,580.00	5,000	3,000.00	(2,000.00)
Miscellaneous Total	3,580.00	5,000	3,000.00	(2,000.00)
Capital Contributions				
.05-01 Connection Fees: Commercial	15,689.78	25,000	52,761.16	27,761.16
.05-02 Connection Fees: Residential	44,717.50	15,000	190,209.00	175,209.00
.10-00 Developer Contributions	61,155.24	-	-	-
.20-01 Capital Contributions	7,884.97	-	-	-
.92-00 NDOT Bypass Reimbursement	-	-	-	-
Capital Contributions Total	129,447.49	40,000	242,970.16	202,970.16
Federal Interest Subsidy				
.01-02 Build America Bonds - 2010F SRF Sewer Bonds	1,616.71	1,550	1,484.82	(65.18)
Federal Interest Subsidy Total	1,616.71	1,550	1,484.82	(65.18)
Gain(loss) on sales of capital assets				
.20-00 Gain on Sale of Assets	-	-	-	-
.10-01 Surplus Sales	-	-	4,085.00	4,085.00
.10-02 Vehicle Sales	1,900.00	-	-	-
Gain(loss) on sales of capital assets Total	1,900.00	-	4,085.00	4,085.00
Grand Total	22,122,350.35	40,765,806	37,983,248.41	(2,782,557.59)

Type	Expenditure
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EXPENDITURES	FY16 Actual	FY17 Budget	FY17 YTD	FY17 Under/(Over)	FY17 / Spent
Salaries and Wages					
.01-01 Salaries	1,243,409.00	1,368,696	1,242,074.91	126,621.09	91/
.01-02 Hourly/Seasonal	104,744.29	115,000	113,803.52	1,196.48	99/
.01-03 Administrative Pay	-	-	220.96	(220.96)	0/
.01-06 Management Leave Pay	11,084.25	-	9,876.20	(9,876.20)	0/
.01-07 Annual Leave Payoff	12,807.06	-	7,680.78	(7,680.78)	0/
.01-08 Sick Leave Payoff	34,492.31	-	41,092.92	(41,092.92)	0/
.01-09 Workers' Compensatory Leave	5,251.90	-	88.69	(88.69)	0/
.01-11 Overtime	46,293.60	41,000	72,239.96	(31,239.96)	176/
.01-12 Call Back Pay	7,210.25	12,000	10,128.24	1,871.76	84/
.01-13 Standby Pay	54,489.28	55,000	52,903.49	2,096.51	96/
.01-14 F L S A	229.78	-	396.80	(396.80)	0/
.01-16 Holiday Pay	7,593.59	-	9,831.37	(9,831.37)	0/
Salaries and Wages Total	1,527,605.31	1,591,696	1,560,337.84	31,358.16	98/
Employee Benefits					
.02-25 Medicare	18,991.12	22,190	20,132.18	2,057.82	91/
.02-30 Retirement	287,947.68	314,742	288,394.55	26,347.45	92/
.02-40 Group Insurance	255,863.37	279,709	264,953.15	14,755.85	95/
.02-50 Workers' Compensation	19,013.41	23,614	22,445.64	1,168.36	95/
.02-60 Education Incentive	747.50	675	275.00	400.00	41/
.02-65 Clothing Allowance	8,109.13	9,000	5,395.13	3,604.87	60/
.02-66 Foul Weather Allowance	2,505.00	2,663	2,730.00	(67.00)	103/
.02-68 Tool Allowance	975.00	1,207	1,100.49	106.51	91/
.02-70 Car Allowance	-	-	-	-	0/
.02-71 Phone Allowance	3,237.00	3,247	3,162.25	84.75	97/
.02-72 Mobile Device Allowance	405.00	407	371.25	35.75	91/
.02-86 OPEB Cost	109,440.00	120,384	-	120,384.00	0/
.02-87 GASB 69 Pension Expense	(59,929.00)	-	-	-	0/
Employee Benefits Total	647,305.21	777,838	608,959.64	168,878.36	78/
Services and Supplies					
.03-09 Professional Services	59,488.70	383,500	229,496.99	154,003.01	60/
.03-12 Auditing Fees	22,732.00	24,000	21,690.00	2,310.00	90/
.03-30 Training	11,423.26	11,000	2,653.00	8,347.00	24/
.03-45 Data Processing	8,532.81	8,500	8,671.34	(171.34)	102/
.03-49 Contractual Services	-	3,000	-	3,000.00	0/
.03-56 Physicals (Employee)	-	-	-	-	0/
.03-62 Unemployment Compensation	1,436.84	-	510.43	(510.43)	0/
.03-72 USGS Stream Monitoring	-	-	-	-	0/
.03-75 Sludge Hauling	27,251.85	35,000	2,236.25	32,763.75	6/
.04-30 Equipment Repair & Maintenance	202,036.12	200,213	205,696.28	(5,483.28)	103/
.04-33 Software Maintenance	28,191.85	50,000	25,238.96	24,761.04	50/
.04-34 Building Repair & Maintenance	16,734.17	12,500	9,999.14	2,500.86	80/
.04-35 Vehicle Repair & Maintenance	35,031.24	30,000	25,790.58	4,209.42	86/
.04-36 Facility Repair & Maintenance	47,908.97	75,000	54,350.68	20,649.32	72/
.04-37 Effluent Line Repairs	27,141.00	30,000	-	30,000.00	0/
.04-44 Office Equipment Rental	1,172.05	2,000	3,180.58	(1,180.58)	159/
.04-45 Equipment Rental	1,444.65	11,000	522.38	10,477.62	5/
.04-67 Telemetry Repair & Maintenance	29,164.93	25,000	26,564.43	(1,564.43)	106/

.04-70 S. Sewer Repair & Maintenance	-	50,000	10,278.00	39,722.00	21/
.04-72 Mosquito Control	57,519.01	66,500	57,009.18	9,490.82	86/
.04-89 Effluent - Golf Course - Eagle Valley	43,962.92	37,500	29,995.96	7,504.04	80/
.04-90 Fees and Permits	24,824.10	25,000	36,766.00	(11,766.00)	147/
.04-91 Effluent - Golf Course - Carson City	26,462.31	37,500	18,133.37	19,366.63	48/
.05-42 Printing/Advertising	6,693.88	5,000	1,471.58	3,528.42	29/
.05-45 Membership/Publications	4,093.92	3,000	4,969.06	(1,969.06)	166/
.05-80 Travel	6,532.77	8,000	3,094.83	4,905.17	39/
.06-01 Office Supplies	4,215.26	5,500	2,529.86	2,970.14	46/
.06-02 Postage/Shipping	23,776.40	41,000	38,262.11	2,737.89	93/
.06-25 Operating Supplies	133,747.59	118,000	137,539.91	(19,539.91)	117/
.06-36 Laboratory Expense	45,746.94	38,000	40,694.37	(2,694.37)	107/
.06-37 Chemicals	192,001.07	274,000	335,109.51	(61,109.51)	122/
.06-45 Books/Periodicals	267.00	500	-	500.00	0/
.06-60 Vehicle Fuel/Oil	21,089.46	36,000	19,579.63	16,420.37	54/
.06-74 Small Tools/Instruments	3,277.70	14,300	4,829.92	9,470.08	34/
.06-75 Small Furnishings	14,522.88	17,000	2,427.23	14,572.77	14/
.07-10 Telephone	12,489.76	13,500	12,477.09	1,022.91	92/
.07-12 Power	512,424.68	600,000	468,139.07	131,860.93	78/
.07-13 Heating	27,020.50	48,000	40,942.01	7,057.99	85/
.09-01 ISC: General Fund	1,222,896.00	1,177,283	1,079,177.00	98,106.00	92/
.09-15 ISC: Insurance Fund	227,500.00	227,500	227,500.00	-	100/
.09-50 ISC: Fleet Management	80,437.50	80,419	80,419.00	-	100/
.09-55 ISC: Radios	5,264.00	3,040	3,040.00	-	100/
.12-99 Grant Allocation/Direct Bill	(72,039.32)	-	(22,209.25)	22,209.25	0/
.24-30 Refunds & Reimbursements	-	10,000	-	10,000.00	0/
.24-49 Bad Debt Expense	-	400	-	400.00	0/
.24-50 Cash Short/Over	-	50	-	50.00	0/
.06-76 Technical Equipment	50,716.70	10,000	6,670.29	3,329.71	67/
.04-39 Water - Effluent Supplementation	59,892.70	100,000	37,062.90	62,937.10	37/
.05-87 Click-2-Gov Fees	330.40	3,000	2,165.92	834.08	72/
Services and Supplies Total	3,255,356.57	3,950,705	3,294,675.59	656,029.41	83/
Operating Transfer Out					
.72-79 Stormwater	-	-	-	-	0/
.72-83 Group Medical Fund	-	-	-	-	0/
.72-75 Fleet Management Fund	-	-	-	-	0/
Operating Transfer Out Total	-	-	-	-	0/
Capitalized Assets					
.50-00	(12,438,306.76)	-	-	-	0/
Capitalized Assets Total	(12,438,306.76)	-	-	-	0/
Depreciation					
.44-65 Depreciation Expense	3,311,678.23	3,500,000	-	3,500,000.00	0/
Depreciation Total	3,311,678.23	3,500,000	-	3,500,000.00	0/
Capital Projects					
.70-20 Design	(113.25)	-	-	-	0/
.70-40 Construction	11,654,851.56	36,295,076	25,847,546.17	10,447,529.83	71/
.70-70 Labor	472,159.38	-	405,801.26	(405,801.26)	0/
.74-01 Land Acquisition	-	-	-	-	0/
.77-15 Computer Equipment	2,380.00	-	-	-	0/
.77-75 Equipment	258,680.25	365,000	334,325.59	30,674.41	92/
.78-10 Facility Upgrade	41,928.81	225,000	31,337.00	193,663.00	14/
.79-70 Replacement Parts/Motors	-	-	-	-	0/
.79-87 Landscaping	-	-	-	-	0/
.77-25 Comm-Fiber-SCADA	8,420.01	90,000	90,000.00	-	100/
.77-05 Vehicle Replacement Program	-	160,000	142,601.20	17,398.80	89/
Capital Projects Total	12,438,306.76	37,135,076	26,851,611.22	10,283,464.78	72/
Gain(loss) on sales of capital assets					
.48-75 Loss on Disposal of F.A.	21,516.16	-	-	-	0/
Gain(loss) on sales of capital assets Total	21,516.16	-	-	-	0/
Debt Service					
.83-22 2012 Sewer Bonds	-	90,000	90,000.00	-	100/
.83-23 2012 Sewer Refunding	-	500,000	500,000.00	-	100/
.83-35 2012 Mt Refunding	-	204,000	204,000.00	-	100/
.83-42 2010F State Water Pollut	-	134,568	134,569.74	(1.74)	100/
.83-53 2014 Refunding EF Bonds	-	-	-	-	0/
.83-71 '94 State Sewer Issue	-	-	-	-	0/
.83-74 1996 State Sewer Issue	-	-	-	-	0/
.83-79 1998 State Sewer Issue	-	421,150	421,149.96	0.04	100/

.83-90 03 St Bd Bank Sewer Ref	-	-	-	✓	-	0/
.83-98 2010D Swr Imp & Refunding	-	55,000	55,000.00	✓	-	100/
.93-22 2012 Sewer Bonds	69,408.80	65,875	61,783.33	✓	4,091.67	94/
.93-23 2012 Sewer Refunding	83,656.72	60,177	63,333.33	✗	(3,156.33)	105/
.93-35 2012 Mt Refunding	20,710.14	11,471	8,181.45	✓	3,289.55	71/
.93-42 2010F State Water Pollut	55,806.70	52,609	26,709.15	✓	25,899.85	51/
.93-49 2014 Sewer SRF Bond	107,709.40	615,597	133,258.08	✓	482,338.92	22/
.93-53 2014 Refunding EF Bonds	2,014.19	-	-	✓	-	0/
.93-71 94 State Sewer Issue	-	-	-	✓	-	0/
.93-74 1996 State Sewer Issue	-	-	-	✓	-	0/
.93-79 1998 State Sewer Issue	38,162.80	24,668	14,047.88	✓	10,620.12	57/
.93-90 03 St Bd Bk Sewer Ref	-	-	-	✓	-	0/
.93-98 2010D Swr Imp & Refunding	42,293.27	38,682	31,831.25	✓	6,850.75	82/
.93-14 2014 Sewer SRF Bond	1,548.61	60,838	794.16	✓	60,043.84	1/
.93-07 2015 Sewer Impr & Refund Bds	205,981.63	243,588	203,339.60	✓	40,248.40	83/
.83-49 2014 Sewer SRF Bond	-	512,434	-	✓	512,434.00	0/
.83-07 2015 Sewer Bonds	-	210,000	210,000.00	✓	-	100/
Debt Service Total	627,292.26	3,300,657	2,157,997.93	✓	1,142,659.07	65/
Bond Issuance Costs						
.48-45 Bond Issuance Costs	1,531.25	1,500	1,081.25	✓	418.75	72/
.48-46 Bond Issuance Costs	177,662.99	-	-	✓	-	0/
Bond Issuance Costs Total	179,194.24	1,500	1,081.25	✓	418.75	72/
Grand Total	9,569,947.98	50,257,472	34,474,663.47	✓	15,782,808.53	69/



STAFF REPORT

Item No. 8

Report To: Utility Financial 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 budgeting and capital improvement planning process for the sewer, water and storm water funds. (David Bruketta; dbruketta@carson.org)

Staff Summary: At the June 20, 2017 meeting of the Utility Finance Oversight Committee, Vice Chair Bennett, requested that staff shows a list of needs or wants that are independent of the budget and capital improvement plans so that the Committee and the public can get a better understanding of the needs within the funds. This informational only item will discuss the budgeting and capital improvements process, the establishment of how needs or wants are prioritized and the development of the 5-year capital improvement plan.

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

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. 9

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 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. (David Bruketta; dbruketta@carson.org)

Staff Summary: Title 12 – Water, Sewerage and Drainage is comprised of 19 Chapters that impact the water, sewer and storm water funds. A review of the chapters and sections within Title 12 would be beneficial to identify areas that may be in need of updating and improvement.

Agenda Action: Formal Action/Motion

Time Requested: 10 minutes

Proposed Motion

Move 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.

Board's Strategic Goal

N/A

Previous Action

N/A

Background/Issues & Analysis

N/A

Applicable Statute, Code, Policy, Rule or Regulation

CCMC Title 12

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)