

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

Day: Tuesday
Date: November 27, 2018
Time: Beginning at 1:00 pm
Location: Community Center, Sierra Room
851 East William Street
Carson City, Nevada

AGENDA

Call to Order.

Roll Call and Determination of a Quorum.

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.

1. For Possible Action - Approval of meeting minutes.

1.A For possible Action: To approve the August 21, 2018 draft meeting minutes. (Darren Schulz, dschulz@carson.org)

Staff Summary: Committee members will be provided the draft meeting minutes from the August 21, 2018 meeting and asked to review and approve.

[SR-Approval of Minutes.docx](#)

[08-21-18 minutes.pdf](#)

2. Meeting Items:

2.A For Possible Action: Presentation, discussion and possible recommendation to the Board of Supervisors of updated financial policies for Enterprise Funds. (Sheri Russell, SRussell@carson.org)

Staff Summary: The City is updating our Citywide Financial Policies and asking the Utilities Finance Oversight Committee to review those policies to ensure they are in-line with those of the Stormwater, Sewer and Water systems.

[SR-Review of Financial Policies.docx](#)

[Financial Budget Policies Revised 11-7-18.docx](#)

2.B For Information Only: Presentation of FY18 financial review, regarding updates on revenues and expenditures for the sewer (wastewater), water and stormwater drainage funds. (Pam Ganger, Pganger@carson.org)

Staff Summary: This is an informational only update on the FY18 revenues and expenditures for sewer (wastewater), water, and stormwater drainage funds.

[SR-FY 18 Financial Review.docx](#)

[A-Sewer \(Wastewater\) Water Stormwater FY 2018 Financial Presentation.pdf](#)

[B-Sewer \(Wastewater\) financial update.pdf](#)

[C-Water financial update.pdf](#)

[D-Stormwater Drainage financial update.pdf](#)

2.C For Information Only: Update on water, wastewater, and stormwater rate refresh.

Staff Summary: The City undertook a comprehensive rate study in 2012/13 for the water and sewer utilities. The study included a series of newly adopted financial policies which served to guide the resulting rate evaluation and development of complex rate models for the water and sewer utilities using the entire user database for each utility. The study resulted in a significant change in the rate structure reflecting distribution of costs to the users based on cost of service to the user. This resulted in shifting costs between commercial, industrial, state, and residential users based on actual costs of operating the water or sewer system. In addition, the rates included capitalization costs for new infrastructure improvements and adding depreciation costs for replacement of the current facilities. The costs were phased in over a five-year period. The last of the five years of rate increases went into effect in July 2017. The stormwater utility was not considered in this rate review.

Staff is now currently in the process of hiring a consultant to perform a rate refresh of the water and wastewater utilities to review assumptions and projections from the 2012/2013 rate study and compare them to actuals. Further, at the request of the Board of Supervisors, staff will have the rate consultant review the stormwater rate methodology/rate model and make recommendations for improvements and/or refinements.

[SR-Rate Refresh.docx](#)

[Attachment A Final RFP.docx](#)

2.D For Information Only: Manager's report on personnel, projects and planning. (Darren Schulz, Dschulz@carson.org)

Staff Summary: Manager's report on personnel changes, projects and planning.

[SR-Managers Report.docx](#)

2.E For Discussion Only: Discussion on the Utility Finance Oversight Committee's activities and roles currently and into the future. (Ande Engleman, andelee@sbcglobal.net)

Staff Summary: A request was brought forth by the Chair for an opportunity for the Committee to perform a self-review of their current role.

[SR- UFOC self review.docx](#)

2.F For Discussion Only: Discussion regarding possible dates, times and locations for reoccurring Committee meetings for CY19.

Staff Summary: Discussion regarding possible dates, times and locations for future meetings. The Resolution (2016-R-27) states that the Committee may hold quarterly meetings in each calendar year or at any other time and as often as is deemed necessary and appropriate by the Chairperson of the Utility Committee, including, without limitation, one or more meeting for the purpose of reviewing proposed budgets concerning Carson City utilities. Before the adoption of annual Carson City budgets by the Board, the Utility Committee shall submit to the Board a report concerning the results of any budget review.

[SR-Meeting Dates.docx](#)

3. For Information Only: Future Agenda Items

Discussion under this item is limited to the possible placement of new matters on future agendas only. The next meeting is tentatively scheduled for:

4. 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.

5. For Possible Action: To Adjourn.

****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. 1.A

Report To: Utility Finance Oversight Committee

Meeting Date: 11/27/18

Staff Contact: Darren Schulz, Director of Public Works

Agenda Title: For Possible Action: To approve the August 21, 2018 draft meeting minutes. (Darren Schulz, dschulz@carson.org)

Staff Summary: Committee members will be provided the draft meeting minutes from the August 21, 2018 meeting and asked to review and approve.

Agenda Action: Formal Action/Motion

Time Requested: 5 minutes

Proposed Motion

I move to approve the August 21, 2018 meeting minutes of 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

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)

CARSON CITY UTILITY FINANCE OVERSIGHT COMMITTEE

Minutes of the August 21, 2018 Meeting

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A regular meeting of the Carson City Utility Finance Oversight Committee was scheduled for 1:00 p.m. on Tuesday, August 21, 2018 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: Nancy Paulson, City Manager
Darren Schulz, Public Works Department Director
Pamala Ganger, Deputy Chief Financial Officer
Eddy Quaglieri, Water Utility Manager
Iris Yowell, 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.

CALL TO ORDER AND ROLL CALL (1:00:22) - Chairperson Engleman called the meeting to order at 1:00 p.m. Ms. King called the roll; a quorum was present.

PUBLIC COMMENT (1:01:22) - Chairperson Engleman entertained public comment; however, none was forthcoming.

1. POSSIBLE ACTION ON APPROVAL OF MINUTES - May 21, 2018 (1:00:40) - Chairperson Engleman provided the committee members an opportunity to review the minutes and entertained questions or comments. When no questions or comments were forthcoming, she entertained a motion to approve the minutes. **Member Bowling so moved. Vice Chairperson Bennett seconded the motion. Motion carried 4 - 0 - 1, Member Scott abstaining.**

2. PUBLIC MEETING ITEMS:

2(A) PRESENTATION OF FINANCIAL UPDATE FOR FY 18, REGARDING UPDATES ON BUDGET REVENUES AND EXPENDITURES FOR THE WASTEWATER, WATER, AND STORM WATER FUNDS (1:02:13) - Chairperson Engleman introduced this item, and Ms. Ganger presented the agenda materials. Ms. Ganger, Mr. Schulz, and Ms. Paulson responded to questions of clarification, and discussion followed.

2(B) PRESENTATION OF REPORT ON THE WASTEWATER, WATER, AND STORM WATER FUNDS WITH REGARD TO CHANGES TO THE TENTATIVE FY 2019 BUDGET THAT THE UFOC APPROVED TO WHAT WAS ADOPTED BY THE BOARD OF SUPERVISORS (1:22:05) - Chairperson Engleman introduced this item. Ms. Ganger and Mr. Schulz responded to questions regarding the refunding bonds. Ms. Ganger presented the agenda materials, and she and Mr. Schulz responded to additional questions of clarification. Chairperson Engleman entertained additional questions; however, none were forthcoming.

CARSON CITY UTILITY FINANCE OVERSIGHT COMMITTEE

Minutes of the August 21, 2018 Meeting

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DRAFT

2(C) POSSIBLE ACTION ON AN UPDATE TO THE WATER AND WASTEWATER UTILITY CONNECTION RATES AND TO MAKE RECOMMENDATIONS TO THE BOARD OF SUPERVISORS FOR MODIFICATIONS TO THE PHASE-IN PLAN (1:34:20) - Chairperson Engleman introduced this item. Mr. Schulz introduced Mr. Quaglieri, and presented the agenda materials in conjunction with displayed slides. Mr. Schulz reviewed a Residential Water Connection Charge Comparison chart which was distributed, as late material, to the committee members, the Clerk, and made available to the public. He noted a correction to the chart that the water rights depicted are only included in Carson City. "... any other of these municipalities, when you have a connection fee, you also have to bring or buy water rights so the fee would go up ..." In response to a question, Member Scott commented that "it varies by location. Some places have water that you can pay for as part of your connection fee, such as Minden. Others, and Minden as well, will allow you to bring water to the table which you may purchase for a little bit less or you may already have it. So it does become pretty subjective but the bottom line is that Carson City is still a tremendous bargain because the water right value is included in what somebody's paying today and as it goes up the next two years. If you were to add water rights costs to these, they would be somewhat subjective, but they would all be quite a bit higher."

Mr. Schulz responded to questions of clarification, and advised of having spoken with Development Services staff "in terms of ... anything unique throughout the year ... and they said that there is generally a slight uptick in June in terms of people pulling permits but, in terms of a range, they're guessing ... it would be less than ten ... people that are coming in June specifically to get a lower fee than what they would have to pay in July. Now, in terms of how long it takes before they build, right now, they said that on the residential side, ... they ... see a very small number of people that are pulling residential permits and not building immediately. And I think that's probably a sign of the times." Mr. Schulz responded to additional questions of clarification, and discussion followed. No formal action was taken.

2(D) MANAGER'S REPORT ON PERSONNEL, PROJECTS, AND PLANNING (2:00:59) - Chairperson Engleman introduced this item. Mr. Schulz presented his report, and responded to questions of clarification.

3. DISCUSSION REGARDING FUTURE AGENDA ITEMS (2:13:38) - Chairperson Engleman introduced this item, and Ms. Ganger advised that the next meeting is scheduled for 1:00 p.m. on November 27th. Chairperson Engleman entertained suggested future agenda items and, when none were forthcoming, Mr. Schulz reviewed the tentative agenda for the November meeting. Chairperson Engleman requested to agendize discussion on the committee's future direction.

4. PUBLIC COMMENT (2:15:52) - Chairperson Engleman entertained public comment; however, none was forthcoming.

5. ACTION TO ADJOURN (2:16:05) - Vice Chairperson Bennett moved to adjourn the meeting at 2:16 p.m. The motion was seconded and carried unanimously.

The Minutes of the August 21, 2018 Carson City Utility Finance Oversight Committee meeting are so approved this _____ day of November, 2018.

ANDREA ENGLEMAN, Chair

Utility Finance Oversight Committee Agenda Item Report

Meeting Date: November 27, 2018

Submitted by: Sheri Russell

Submitting Department: Finance

Item Type: Formal Action / Motion

Agenda Section: Meeting Items:

Subject:

For Possible Action: Presentation, discussion and possible recommendation to the Board of Supervisors of updated financial policies for Enterprise Funds. (Sheri Russell, SRussell@carson.org)

Staff Summary: The City is updating our Citywide Financial Policies and asking the Utilities Finance Oversight Committee to review those policies to ensure they are in-line with those of the Stormwater, Sewer and Water systems.

Suggested Action:

I move to recommend to the Board of Supervisors acceptance of the Enterprise Fund financial policies as they relate to the Stormwater, Sewer and Water Systems.

Attachments:

[SR-Review of Financial Policies.docx](#)

[Financial Budget Policies Revised 11-7-18.docx](#)



STAFF REPORT

Item No. 2.A

Report To: Utility Finance Oversight Committee

Meeting Date: November 27, 2018

Staff Contact: Sheri Russell, Chief Financial Officer

Agenda Title: For Possible Action: Presentation, discussion and possible recommendation to the Board of Supervisors of updated financial policies for Enterprise Funds. (Sheri Russell, SRussell@carson.org)

Staff Summary: The City is updating our Citywide Financial Policies and asking the Utilities Finance Oversight Committee to review those policies to ensure they are in-line with those of the Stormwater, Sewer and Water systems.

Agenda Action: Other/Presentation

Time Requested: 10 minutes

Proposed Motion

I move to recommend to the Board of Supervisors acceptance of the Enterprise Fund financial policies as they relate to the Stormwater, Sewer and Water Systems.

Board's Strategic Goal

N/A

Previous Action

N/A

Background/Issues & Analysis

The City has been in the process of updating these policies for quite some time. Five years ago the City implemented a new rate structure for the Sewer and Water Customers based on a Rate Study conducted by outside consultants. The rate increase was set to phase in over a five year period in order to offer some relief to customers. Included in the rate study were suggested financial policies, and the Board of Supervisors created the Utilities Finance Oversight Committee to ensure compliance with the suggested policies. Such policies include Operating Reserves, Capital Reserves as well as Debt to Equity Ratios. We are now incorporating these specific financial policies as part of the City-wide financial policies.

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

Do not recommend to the Board of Supervisors acceptance of the Enterprise Fund policies; modify the proposed revisions; or further instruct staff.

Committee Action Taken:

Motion: _____

1) _____

2) _____

Aye/Nay

(Vote Recorded By)



FINANCIAL & BUDGET POLICIES

Purpose and Objective:

- To deliver quality services in an affordable, efficient, financially responsible and transparent manner providing full cost accounting.
- To maintain an adequate financial base to sustain a sufficient level of municipal services, thereby preserving the quality of life.
- To have the ability to withstand local and regional economic fluctuations, to adjust to changes in the service requirements of the community and to respond to changes in federal and state priorities and funding as they affect the City's residents.
- To develop and maintain sustainable public infrastructure to meet current and future needs.
- To maintain high bond credit ratings in the financial community and assure the City's stakeholders that the City is well managed and financially sound.

GENERAL FUND FINANCIAL STABILIZATION POLICY

To establish financial policies which are designed to address fiscal stability within the general fund. A portion of unrestricted fund balance will be used to ensure the continued delivery of services, provide funding for emergencies, and provide for stability during downturns in economic cycles. In addition, sufficient reserve funds will be maintained to ensure a positive cash flow at any time during a fiscal year and stabilize interest rates on debt service.

To designate unrestricted fund balance, at the end of a given year, to be used in the subsequent fiscal year in the following priority order:

1. Reserve Fund – maintain an unrestricted ending fund balance at a minimum of 8.33% of annual expenditures.
2. Contingency – budget a minimum of \$500,000 annually.
3. Asset Management Program – budget a minimum of \$0.05 of the City's operating property tax rate towards the City's asset management program annually.
4. Fleet / Equipment Replacement – budget a minimum of 1% of annual expenditures towards the City's fleet / equipment replacement program annually.
5. Operating Expenses (Supplemental Requests) – justifications for new expenses must be related to actual service performance.
6. Stabilization Fund – as allowed by NRS 354.6115 at a level equal to 10% of expenditures from the general fund the previous fiscal year, excluding any federal funds expended.

ENTERPRISE FUND FINANCIAL STABILIZATION POLICY

To establish financial policies which will stabilize and manage enterprise funds consistent with the objective of having the full cost (direct and indirect) of providing services supported by each fund.

1. Cash Reserves – Are a necessary and appropriate part of prudent financial management practices. Reserve balances will vary during the course of the year. Calculations are performed at year-end and during budget preparation to ensure each fund is maintaining the guidelines below:
 - a. Operating Reserve - Provides a cushion to ensure sufficient cash flow to meet daily operating expenses. Funding levels industry wide are generally expressed in number of days of cash operating expenses with the minimum requirement varying based on the expected risk of unanticipated needs. The citywide funding level shall be a minimum of 30 days (8.33%) to a maximum of 90 days (25%) of annual operating expenses.
 - i. The Water and Sewer Funds have stricter cash flow needs based on industry standards:
 - Water 60-90 Days of operating expenses
 - Sewer 30-45 Days of operating expenses
 - b. Capital Project Reserve – Provides a cushion for existing systems in case of emergency repairs, unanticipated capital needs or capital cost overruns. It holds debt proceeds, connection charge revenues, system reinvestment funding, and transfers from the operating fund designated for capital projects. The capital reserve is intended to mitigate the impact of unanticipated capital costs on rates. The funding level shall be a minimum of 2.0% of the total (original) cost of fixed assets, or \$50,000, whichever is greater.
 - i. Debt Proceeds – The unspent proceeds from loan and/or bond debt, including related interest earnings shall be maintained as “restricted” until such time as they are spent.
 - ii. Connection Charge Revenues – Unspent revenue generated from new customer connections or existing customer expansions.
 - iii. System Reinvestment Funding – A component of the rate revenue designated for repair and replacement of aging and failing capital infrastructure. The funding level is equal to the annual depreciation expense (calculated by the Finance Department).
 - iv. Transfers from Operating Fund – Transfers from the operating accounts in excess of the operating reserve deemed necessary.

2. Rate making procedures – Each year during the budget process, the Chief Financial Officer and the appropriate director responsible for their enterprise fund, shall present a report to the Board of Supervisors detailing the prior fiscal year's actual revenues and expenses in each of the enterprise funds. This report must address the fiscal condition of the fund and make recommendations to the Board for changes in rates to achieve the stated financial policies.
3. The Utility Financial Oversight Committee will provide a report to the Board of Supervisors regarding compliance with the Enterprise Fund Financial Stabilization policies, for the Water, Sewer and Storm Water Drainage Funds annually as part of the City budget process as well as throughout the year as deemed necessary based on their resolution or at the request of the Board of Supervisors.

BUDGET AUGMENTATION POLICY

1. The procedures and requirements for augmenting or amending the budget are addressed in NRS 354.598005.
2. Budget augmentations will be presented to the Board of Supervisors for approval a minimum of two times per fiscal year, generally in January and June. A copy of the Board approved resolution will be submitted to the NV Department of Taxation.
3. Transfers of appropriations within the same fund and department may be made at any time by submitting a Budget Transfer Form to the Finance Department. These transfers will be included, as necessary, with the budget augmentations presented to the Board.

INTERNAL FINANCE COMMITTEE

The Internal Finance Committee (IFC) is comprised of the City Manager, Deputy City Manager, Chief Financial Officer, Human Resources Director and a representative from the District Attorney's office.

1. IFC's approval is required in advance of expending resources in excess of a department or budget unit's approved budget. In order to obtain IFC approval departments must make the case that the need for additional financial resources results from unforeseen and uncontrollable circumstances and that every effort has been made to meet service demands using existing financial resources, (e.g. departmental savings).
2. Approval for funding at IFC does not remove the necessary Board approvals outlined in the purchasing policy.
3. IFC's approval is also required for the following personnel requests:

- a. Filling full-time vacant positions.
 - b. Promotions / demotions / reductions in force. (In some cases, promotions also require Board approval)
 - c. Equity adjustments for full-time employees.
 - d. Reclassifications of positions. (Reclassifications to a higher grade also require Board approval)
4. The City Manager will update the Board regularly on the activities of the IFC.

LITIGATION CLAIMS SETTLEMENT POLICY

The Board of Supervisors' approval is required for claim settlements in excess of \$50,000. The City Manager possesses the authority to approve settlements in the amount of \$50,000 or less.

DEBT MANAGEMENT POLICY

Debt is the current commitment of future revenues. As a result, the decision to incur debt limits the City's capacity to respond to changing service priorities, revenue streams or cost structures. The City will not use debt to fund operating expenses. Decisions regarding the use of debt will be based in part on the long-term needs of the City and the amount of funding dedicated in a given fiscal year to capital needs.

Debt Issuance Considerations:

1. All borrowing requests shall be evaluated by the Finance Department during the annual budget process which begins in December or January. Requests for additional debt must be identified as part of a Capital Improvement Program (CIP) request. Justification, amount, timing of borrowing and proposed method of repayment must be provided.
2. The Internal Finance Committee will evaluate each debt proposal to determine need and priority. The Finance Department will coordinate the issuance of debt.
3. Debt should only be used after considering alternative funding sources, such as: state, federal, and private grants, current revenue and fund balances, state "matching" programs, private sector contributions, public/private partnerships, etc.
4. Debt should be used to finance or refinance only capital improvements or long-term assets that have a useful life of at least five years. The borrowing term of the debt should always be less than the useful life of the asset being financed.
5. Debt should not be issued unless a primary and secondary source of repayment is identified.

6. When contemplating debt, the City should consider all forms of financing including bonds, traditional bank financing and State programs (Bond Bank, State Revolving Fund, etc.).
7. In order to reduce transaction costs and staff time commitment, the City should strive to issue bonds no more frequently than necessary and try to group as many projects as possible into a single bond issue.
8. The City will not issue tax or revenue anticipation notes.
9. The City will not issue bond anticipation notes with maturities in excess of two years.
10. The City will strive to maintain a high reliance on pay-as-you-go financing for its capital improvements.
11. To anticipate potential debt needs, a five-year projection of revenues, expenditures, and capital needs for the general and enterprise funds will be prepared in conjunction with the annual budget process.
12. Temporary Interfund Loans will be allowed in accordance with the provisions of NRS 354.6118.
13. Water and Sewer Financial policies have a goal of 50/50 debt to equity ratio which is tested annually and projected as part of the budget.

Debt Service Coverage:

The coverage test is based on a commitment made by the City when it issues bonds to investors. Annual coverage equal to or above the debt service payment is a requirement of bond issues and some other long-term debt. Failure to comply with the minimum annual coverage requirement can lower the City's bond rating and jeopardize its ability to sell revenue bonds in the future. Higher coverage levels can result in more favorable bond terms.

The minimum required coverage factor assuming debt financing through the Nevada State Bond Bank is 1.0 – meaning no additional cushion above the level of annual debt service is required. However, the City's goal is to set rates sufficient to maintain a coverage factor of at least 1.25. This practice enhances the City's creditworthiness and improves its financial position if the City decides to raise revenue by selling its own revenue bonds, which typically require a factor around 1.25 to 1.35. Excess revenues generated to meet the internal policy can be used to fund capital projects or to help build other under-funded reserves.

CAPITAL IMPROVEMENT PROGRAM POLICY

The Capital Improvement Program (CIP) is the process used to facilitate the planning and acquisition of capital assets. The goals of the program are as follows:

1. To assess capital needs of the City's departments and functions.
2. To identify funding sources for those capital projects/programs which will provide the greatest return on investment in meeting the demand for public facilities, equipment and services.
3. To establish priorities among projects in order to maximize the utility of the City's resources.
4. To facilitate financial planning with respect to funding the long-term capital needs of the City.

The Capital Budget Process:

As part of the annual budget process, all departments and funds are required to identify and submit a five-year capital improvement program (CIP) to accomplish the City's goals and objectives.

The Capital Budget Process formally begins each year with the distribution of the multi-year CIP instructions to departments in December or January. Departments submit capital expenditure requests to Finance for review in January or February.

These capital requests are then presented to the CIP committee comprised of Department Directors / Department Elected Officials throughout the City. The committee reviews each request and interviews each department regarding their request. The role of this committee is to prioritize the CIP requests into a recommendation for the City Manager to consider. The committee members consider the Board of Supervisor's goals and objectives in determining the capital spending priorities of the City. The City Manager will then review, modify and direct the Chief Financial Officer to forward the recommendations to the Board of Supervisors.

Capital Project Selection Criteria:

The Capital Improvement Program Committee selects projects based upon the following criteria:

Essential Projects:

- Critical to remedying or preventing a major health or safety concern.
- Legally mandated (such as compliance with the Americans with Disabilities Act).
- Essential to completing a project.
- Positive fiscal impact such as when a project creates revenues or identifiable savings.
- Facilities / Equipment Maintenance or Replacement Program which is essential to avoid facility or equipment failures that could result in more costly and complex problems.
- Conformance with existing plans or policies.

Discretionary Projects (if funding is available):

- Optional remodeling or construction designed to improve productivity.
- Capital expenditures to increase levels of service to the public.

Major and Minor Capital Expenditures:

CIP requests under \$5,000 and which have a useful life of less than 1 year are classified as minor CIP expenditures and considered to be operational in nature. The CIP committee prioritizes and selects the minor capital requests to be funded, if any and presents a recommendation to the City Manager for consideration.

CIP requests of \$5,000 or more and which have a useful life of more than 1 year are classified as major CIP expenditures and considered to be capital in nature. The CIP committee prioritizes and selects major capital projects, given the level of funding determined by the Internal Finance Committee, and presents a recommendation to the City Manager for consideration.

The City Manager will review, modify and direct the Chief Financial Officer to forward the recommendations to the Board of Supervisors. The Board accepts, rejects or modifies the recommendation of major and minor capital project spending by the City Manager. Once approved these expenditures are incorporated into the annual budget.

GENERAL AUTHORITY

Nothing contained within this policy prohibits the Carson City Board of Supervisors from deviating from the City's financial policies and funding goals, as they find reasonably necessary, to address economic conditions, provided any change does not violate state law, existing bond or loan covenants, or generally accepted accounting principles.



STAFF REPORT

Item No. 2.B

Report To: Utility Financial Oversight Committee

Meeting Date: 11/27/18

Staff Contact: Pam Ganger, Deputy Chief Financial Officer

Agenda Title: For Information Only: Presentation of FY18 financial review, regarding updates on revenues and expenditures for the sewer (wastewater), water and stormwater drainage funds. (Pam Ganger, Pganger@carson.org)

Staff Summary: This is an informational only update on the FY18 revenues and expenditures for sewer (wastewater), water, and stormwater drainage funds.

Agenda Action: Other/Presentation

Time Requested: 10 minutes

Proposed Motion

Informational only item.

Board's Strategic Goal

N/A

Previous Action

N/A

Background/Issues & Analysis

Exhibit "A" attached is the Sewer (Wastewater), Water and Stormwater Drainage FY2018 Financial Presentation. These are meant to show a snap-shot in time and are draft audit numbers for FY2018. Exhibits "B," "C" and "D" contain the State Budget forms updated for FY2018, the calculation of Financial Policies and detail Budget Preparation Worksheets for the sewer (wastewater), water, and stormwater drainage funds, respectively. Again, these are draft audit numbers for FY2018.

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)

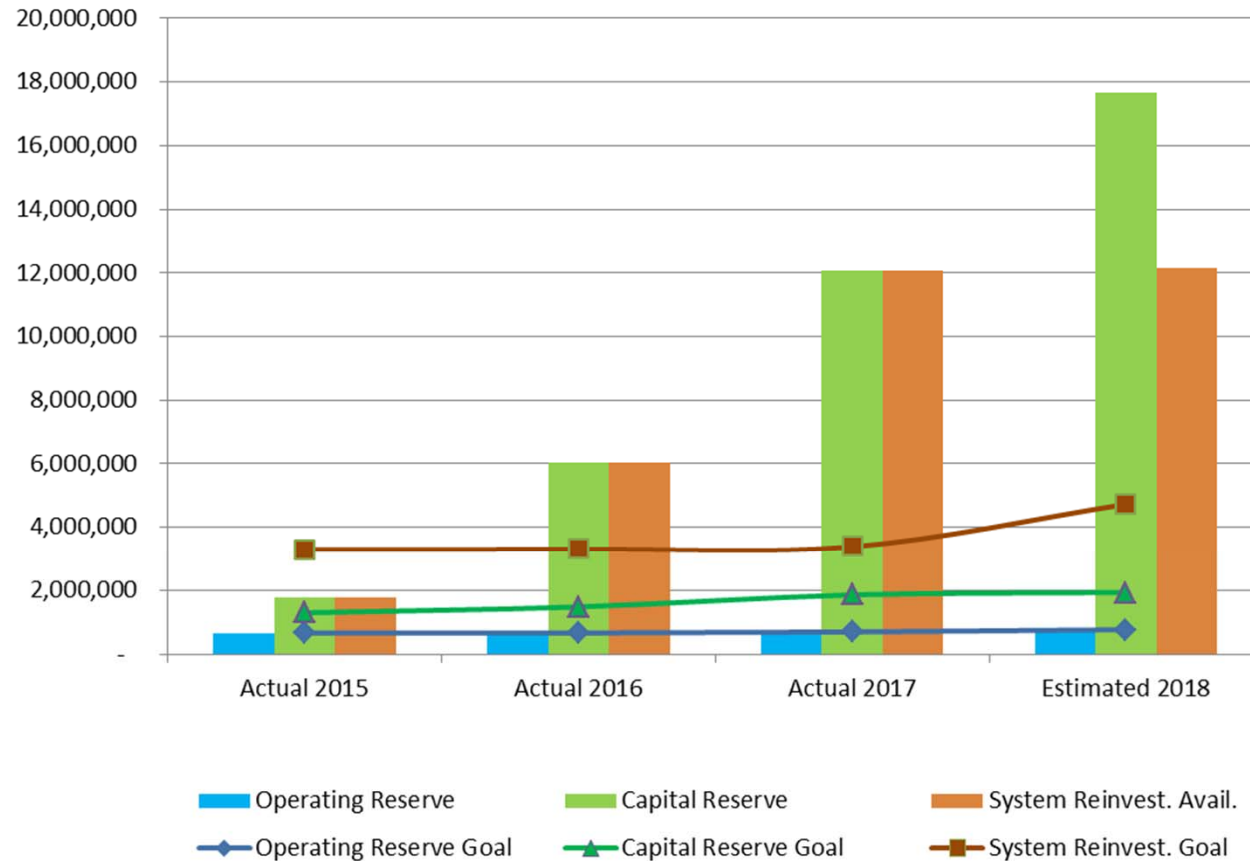
Carson City Financial Presentation FY 2018 – Sewer (Wastewater), Water and Stormwater Drainage Funds

Pamala Ganger
Deputy Chief Financial
Officer



FISCAL SUMMARY - SEWER (WASTEWATER) FUND					
	6/30/17	6/30/18	6/30/18	% Change	\$ Change
	Actual	Estimated	Final Budget	Budget	Budget
REVENUE					
Charges for Services	\$ 12,996,501	\$ 15,131,864	\$ 14,837,878	1.94%	\$ 293,986
Non-Operating Income	56,907	168,870	33,000	80.46%	135,870
Developer Contributions	41,974	386,886	-	100.00%	386,886
Connection Fees	244,160	383,217	153,500	59.94%	229,717
Federal Subsidy - BAB Credits	1,508	1,464	1,550	-5.87%	(86)
TOTAL	\$ 13,341,050	\$ 16,072,301	\$ 15,025,928	6.51%	\$ 1,046,373
EXPENDITURE					
Salary	\$ 1,491,839	\$ 1,641,850	\$ 1,718,486	-4.67%	\$ (76,636)
Benefits	782,452	1,064,284	825,834	22.40%	238,450
Service & Supplies	3,508,870	3,907,354	4,455,857	-14.04%	(548,503)
Depreciation	3,385,557	4,728,685	3,500,000	25.98%	1,228,685
Interest Expense	1,002,575	1,475,714	1,514,069	-2.60%	(38,355)
Other	1,402	285,692	202,521	29.11%	83,171
TOTAL	\$ 10,172,695	\$ 13,103,579	\$ 12,216,767	6.77%	\$ 886,812
CHANGE IN NET POSITION	\$ 3,168,355	\$ 2,968,722	\$ 2,809,161	5.37%	\$ 159,561

Sewer (Wastewater) Fund Financial Policies



Operating Reserve:
45 days of operating expenses

Capital Reserve:
2% of Capital Assets

System Reinvestment Funding:
Included in Capital Reserve, less unspent bond proceeds and equal to annual depreciation

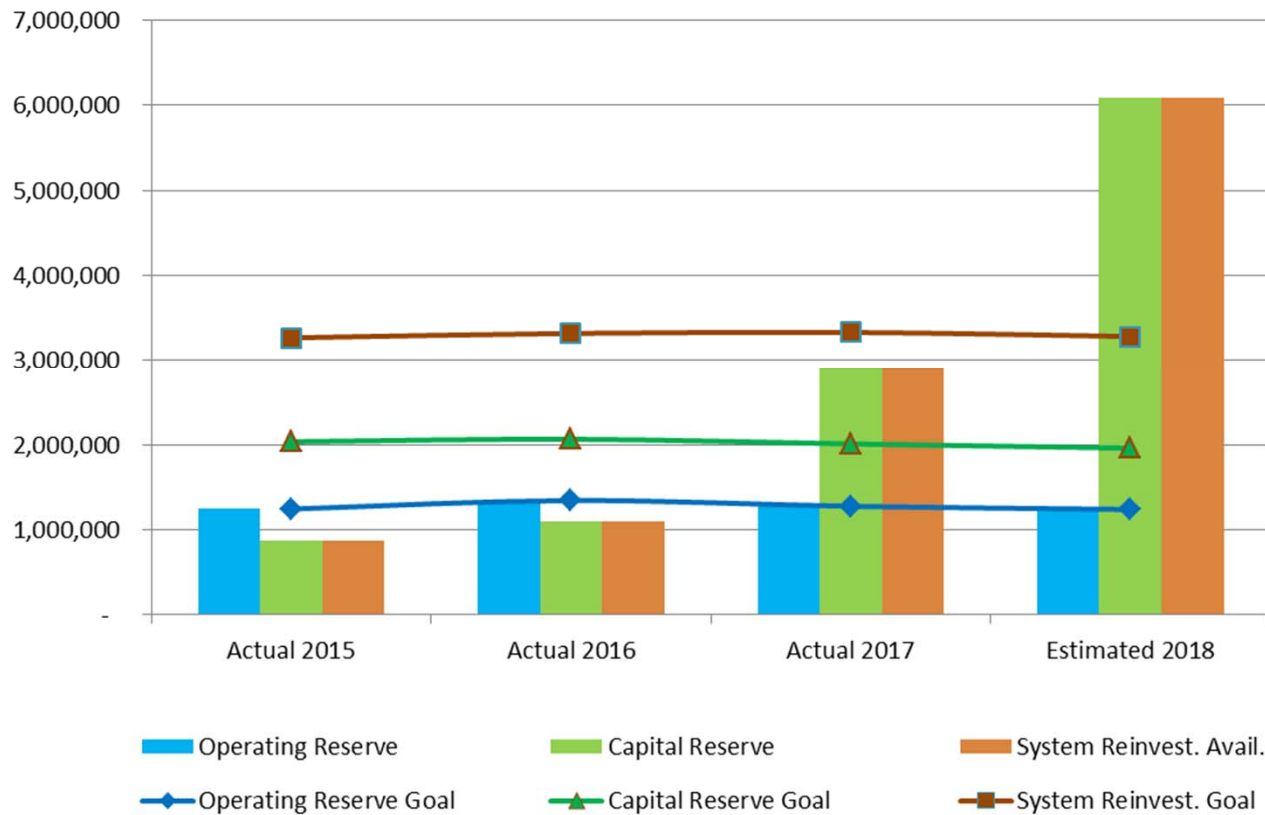
Debt to Equity Ratio:
Goal: 50:50
Actual FY18 49:51

Debt Service Coverage:
Goal 1.0
Actual FY18 2.1

FISCAL SUMMARY - WATER FUND

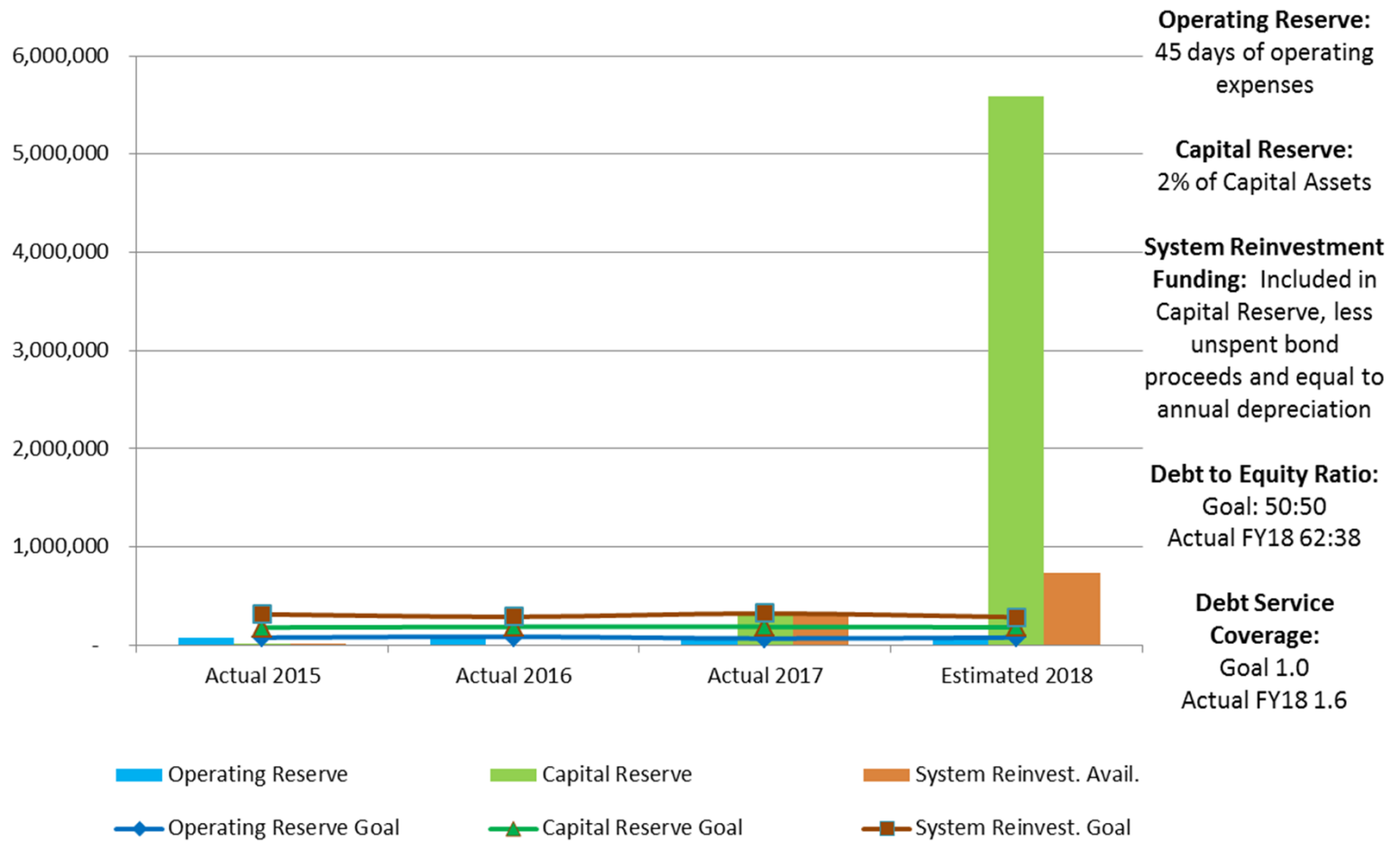
	6/30/17	6/30/18	6/30/18	% Change	\$ Change
	Actual	Estimated	Final Budget	Budget	Budget
REVENUE					
Charges for Services	\$ 15,053,015	\$ 15,920,047	\$ 15,724,926	1.23%	\$ 195,121
Non-Operating Income	23,485	59,487	15,000	74.78%	44,487
Developer Contributions	75,648	232,669	-	100.00%	232,669
Connection Fees	185,015	249,664	30,000	87.98%	219,664
Federal Subsidy-BAB Credits	224,329	224,277	195,678	12.75%	28,599
Grant Revenue	125,000	125,000	-	100.00%	125,000
TOTAL	\$ 15,686,492	\$ 16,811,144	\$ 15,965,604	5.03%	\$ 845,540
EXPENDITURE					
Salary	\$ 1,559,356	\$ 1,675,034	\$ 1,836,061	-9.61%	\$ (161,027)
Benefits	934,593	1,239,505	1,002,109	19.15%	237,396
Service & Supplies	5,453,566	5,106,110	5,710,502	-11.84%	(604,392)
Depreciation	3,331,454	3,283,296	3,500,000	-6.60%	(216,704)
Interest Expense	2,047,931	1,960,200	1,955,101	0.26%	5,099
Other	99,335	47,852	2,000	95.82%	45,852
TOTAL	\$ 13,426,235	\$ 13,311,997	\$ 14,005,773	-5.21%	\$ (693,776)
CHANGE IN NET POSITION	\$ 2,260,257	\$ 3,499,147	\$ 1,959,831	43.99%	\$ 1,539,316

Water Fund Financial Policies



FISCAL SUMMARY - STORMWATER DRAINAGE FUND					
	6/30/17	6/30/18	6/30/18	% Change	\$ Change
	Actual	Estimated	Final Budget	Budget	Budget
REVENUE					
Charges for Services	\$ 1,361,322	\$ 1,707,494	\$ 1,654,473	3.11%	\$ 53,021
Contributed Capital Asset	157,214	-	-	0.00%	-
Non-Operating Income	2,394	43,855	6,039	86.23%	37,816
TOTAL	\$ 1,520,930	\$ 1,751,349	\$ 1,660,512	5.19%	\$ 90,837
EXPENDITURE					
Salary	\$ 45,118	\$ 130,779	\$ 145,054	-10.92%	\$ (14,275)
Benefits	70,169	84,381	84,195	0.22%	186
Service & Supplies	443,349	435,538	467,916	-7.43%	(32,378)
Depreciation	321,472	283,268	325,000	-14.73%	(41,732)
Interest Expense	128,528	164,351	155,752	5.23%	8,599
Other	-	227,134	228,134	-0.44%	(1,000)
TOTAL	\$ 1,008,636	\$ 1,325,451	\$ 1,406,051	-6.08%	\$ (80,600)
CHANGE IN NET POSITION	\$ 512,294	\$ 425,898	\$ 254,461	40.25%	\$ 171,437

Stormwater Drainage Fund Financial Policies



PROPRIETARY FUND	ACTUAL PRIOR YEAR ENDING 6/30/2017	ESTIMATED CURRENT YEAR ENDING 6/30/2018	BUDGET YEAR ENDING 6/30/19	
			TENTATIVE APPROVED	FINAL APPROVED
OPERATING REVENUE				
Charges for Services				
Use Fees and Charges	12,996,501	15,131,864	15,046,128	15,046,128
Total Operating Revenue	12,996,501	15,131,864	15,046,128	15,046,128
OPERATING EXPENSE				
Utility Enterprises				
Salaries & Wages	1,491,839	1,641,850	1,819,900	1,866,435
Employee Benefits	782,452	1,064,284	918,137	935,500
Services & Supplies	3,508,870	3,907,354	4,667,425	4,681,142
Depreciation/amortization	3,385,557	4,728,685	3,500,000	3,500,000
Total Operating Expense	9,168,718	11,342,173	10,905,462	10,983,077
Operating Income or (Loss)	3,827,783	3,789,691	4,140,666	4,063,051
NONOPERATING REVENUES				
Interest Earned	29,684	143,894	20,000	20,000
Miscellaneous	23,138	24,976	21,000	21,000
Gain on Sale of Capital Assets	4,085	-	-	-
Federal Subsidy - BAB Credits	1,508	1,464	1,550	1,550
Total Nonoperating Revenues	58,415	170,334	42,550	42,550
NONOPERATING EXPENSES				
Interest expense	1,002,575	1,475,714	1,518,656	1,518,656
Loss on Disposal of Fixed Asset	-	91,895	-	-
Bond Issuance Costs	1,402	193,797	1,500	1,500
Total Nonoperating Expenses	1,003,977	1,761,406	1,520,156	1,520,156
Net Income before Contributions	2,882,221	2,198,619	2,663,060	2,585,445
CAPITAL CONTRIBUTIONS				
Capital Assets	-	-	-	-
Capital Grants	-	-	-	-
Developers	41,974	386,886	-	-
Connection Fees	244,160	383,217	268,576	268,576
Total Capital Contributions	286,134	770,103	268,576	268,576
TRANSFERS				
Transfer to Fleet Fund	-	-	-	-
Transfer to Stormwater Drainage	-	-	-	-
Total transfers	-	-	-	-
CHANGE IN NET POSITION	3,168,355	2,968,722	2,931,636	2,854,021

CARSON CITY
 (Local Government)
 SCHEDULE F-1 REVENUES, EXPENSES, AND NET INCOME

FUND: SEWER

PROPRIETARY FUND	ACTUAL PRIOR YEAR ENDING 6/30/2017	ESTIMATED CURRENT YEAR ENDING 6/30/2018	BUDGET YEAR ENDING 6/30/19	
			TENTATIVE APPROVED	FINAL APPROVED
A. CASH FLOWS FROM OPERATING ACTIVITIES:				
Cash received for services	13,008,697	14,666,712	15,046,128	15,046,128
Cash payment for personnel costs	(2,314,441)	(2,310,669)	(2,599,571)	(2,663,469)
Cash payment for services & supplies	(3,202,442)	(4,208,941)	(4,667,425)	(4,681,142)
Miscellaneous cash received/(paid)	23,138	24,976	19,500	19,500
a. Net cash provided by (or used for) operating activities	7,514,952	8,172,078	7,798,632	7,721,017
B. CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES:				
Transfer from (to) other Funds	-	-	-	-
b. Net cash provided by (or used for) noncapital financing activities	-	-	-	-
C. CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES:				
Bond principal payments	(1,614,719)	(2,752,580)	(3,059,120)	(3,059,120)
Bond interest expense paid	(732,338)	(1,440,368)	(1,518,656)	(1,518,656)
Bond proceeds	25,075,445	10,224,938	-	-
Bond issuance costs	(1,402)	(193,797)	-	-
Federal Subsidy - BAB Credits	1,508	1,464	1,550	1,550
Subsidy from state grant	-	-	-	-
Acquisition of capital assets	(24,437,754)	(8,874,171)	(7,338,000)	(7,338,000)
Cash contributions - sewer connection fees	244,160	383,217	268,576	268,576
c. Net cash provided by (or used for) capital and related financing activities	(1,465,100)	(2,651,297)	(11,645,650)	(11,645,650)
D. CASH FLOWS FROM INVESTING ACTIVITIES:				
Interest received on investments	29,684	143,894	20,000	20,000
d. Net cash provided by (or used in) investing activities	29,684	143,894	20,000	20,000
NET INCREASE (DECREASE) in cash and cash equivalents (a+b+c+d)	6,079,536	5,664,675	(3,827,018)	(3,904,633)
CASH AND CASH EQUIVALENTS AT JULY 1, 20xx	6,694,016	12,773,552	18,438,227	18,438,227
CASH AND CASH EQUIVALENTS AT JUNE 30, 20xx	12,773,552	18,438,227	14,611,209	14,533,594

CARSON CITY
(Local Government)
SCHEDULE F-2 STATEMENT OF CASH FLOWS

FUND: SEWER

Schedule F-2

Carson City - Cash Flow Worksheets
Sewer (Wastewater) Fund - 510
FINANCIAL POLICIES

	Actual 2015	Actual 2016	Actual 2017	Estimated 2018
Operating Reserve Goal	662,090	663,381	695,919	766,786
Operating Reserve	662,090	663,381	695,919	766,786
Capital Reserve Goal	1,297,679	1,481,162	1,858,723	1,934,439
Capital Reserve	1,766,442	6,030,635	12,077,633	17,671,441
System Reinvestment Funding Goal	3,296,397	3,311,678	3,385,557	4,728,685
System Reinvestment Funding Available	1,766,442	6,030,635	12,077,633	12,159,260
Debt to Equity (goal is 50:50)	24:76	34:66	47:53	49:51
Debt Service Coverage (goal 1.0 minimum)	1.9	2.4	2.8	2.1

Goal met, Goal not met

CALCULATIONS

Operating Reserve

Salaries & wages	\$ 1,477,482	\$ 1,527,606	\$ 1,491,839	\$ 1,641,850
Employee benefits	688,567	647,304	782,452	1,064,284
Services & supplies	3,338,211	3,255,356	3,508,870	3,907,354
Less non-cash OBEB adj	(133,977)	(109,440)	(132,441)	(134,682)
Less non-cash PERS adj	-	59,929	(6,044)	(259,318)
	5,370,283	5,380,755	5,644,676	6,219,488
Minimum 45 day reserve	\$ 662,090	\$ 663,381	\$ 695,919	\$ 766,786

Capital Reserve Goal

Net capital assets (CAFR)	\$ 64,883,939	\$ 74,058,091	\$ 92,936,165	\$ 96,721,953
Required 2% minimum	1,297,679	1,481,162	1,858,723	1,934,439

Capital Reserve-Actual or projected

Cash at 6/30 (CAFR)	\$ 2,428,532	\$ 6,694,016	\$ 12,773,552	\$ 18,438,227
Less operating reserve	(662,090)	(663,381)	(695,919)	(766,786)
Capital reserve	\$ 1,766,442	\$ 6,030,635	\$ 12,077,633	\$ 17,671,441

System Reinvestment Funding Goal

Annual depreciation	\$ 3,296,397	\$ 3,311,678	\$ 3,385,557	\$ 4,728,685
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System Reinvestment Funding actual or projected (nested within capital reserve)

Cash at 6/30 (CAFR)	\$ 2,428,532	\$ 6,694,016	\$ 12,773,552	\$ 18,438,227
Less operating reserve	(662,090)	(663,381)	(695,919)	(766,786)
Less unspent bond proceeds	-	-	-	(5,512,181)
Available for system reinvestment	\$ 1,766,442	\$ 6,030,635	\$ 12,077,633	\$ 12,159,260

Debt to Equity Ratio (goal is 50:50)

Total liabilities at 6/30 (CAFR)	\$ 18,324,834	\$ 30,033,542	\$ 52,125,369	\$ 60,762,743
Less PERS obligation	(1,847,824)	(2,036,471)	(2,356,744)	(2,349,001)
Less OPEB obligation	(527,612)	(637,052)	(769,493)	(3,007,596)
Liabilities	15,949,398	27,360,019	48,999,132	55,406,146
Net position at 6/30	50,098,862	52,183,689	55,352,044	56,959,231
Percentage of liabilities	24.15%	34.40%	46.96%	49.31%
Percentage of equity	75.85%	65.60%	53.04%	50.69%
Debt to equity	24:76	34:66	47:53	49:51

Debt Service Coverage

Net pledged revenues (CAFR Notes)	\$ 4,495,043	\$ 5,974,374	\$ 7,510,428	\$ 8,976,465
Principal & interest payments (CAFR Notes)	2,343,143	2,463,658	2,638,875	4,266,648
Debt service coverage	1.9	2.4	2.8	2.1

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 16 ACTUALS	FY 17 ACTUALS	FY 18 ADJUSTED BUDGET	Y-T-D ACTUALS	ESTIMATED FY 2018	TENTATIVE FY 2019	FINAL FY 2019
INTERGOVERNMENTAL								
FEDERAL SUBSIDY PAYMENTS								
510-0000-332.01-02	2010F SRF SEWER BONDS	1,617	1,508	1,550	1,464	1,550	1,550	1,550
*	FEDERAL SUBSIDY PAYMENTS	1,617	1,508	1,550	1,464	1,550	1,550	1,550
**	INTERGOVERNMENTAL	1,617	1,508	1,550	1,464	1,550	1,550	1,550
CHARGES FOR SERVICES								
PUBLIC WORKS								
510-0000-343.06-00	DEPARTMENT CHARGES	5,525	479	0	0	0	0	0
*	PUBLIC WORKS	5,525	479	0	0	0	0	0
**	CHARGES FOR SERVICES	5,525	479	0	0	0	0	0
PROPRIETARY REVENUES								
USER FEES AND CHARGES								
510-0000-370.02-00	USER CHARGES	3,227,027	3,863,471	4,406,473	4,778,418	4,814,638	4,814,638	4,814,638
510-0000-370.06-00	DOUGLAS COUNTY	95,765	117,412	150,205	132,337	150,205	80,000	80,000
510-0000-370.25-00	FIXED CAPITALIZATION	7,824,437	8,854,620	10,173,200	10,039,462	10,043,490	10,043,490	10,043,490
510-0000-370.27-00	VARIABLE CAPITALIZATION	7	4	0	4	0	0	0
510-0000-370.28-00	EFFLUENT METER CHARGES	13,635	13,635	13,000	11,587	13,000	13,000	13,000
510-0000-370.75-00	OTHER CHARGES/FEES	5,892	6,967	0	10,222	6,247	0	0
*	USER FEES AND CHARGES	11,166,763	12,856,109	14,742,878	14,972,030	15,027,580	14,951,128	14,951,128
OTHER OPERATING CHARGES								
510-0000-372.50-01	GENERAL FUND	10,704	10,875	0	11,624	0	0	0
510-0000-372.50-15	REG TRANSPORTATION	2,555	2,596	0	2,671	0	0	0
510-0000-372.50-17	STREETS MAINTENANCE	1,520	1,545	0	1,590	0	0	0
510-0000-372.50-53	ISC: STORM DRAINAGE	1,225	1,244	0	1,280	0	0	0
510-0000-372.50-56	WATER FUND	3,405	4,145	10,000	3,600	10,000	10,000	10,000
510-0000-372.62-00	PENALTIES AND INTEREST	122,816	116,629	85,000	139,069	85,000	85,000	85,000
510-0000-372.70-00	REFUNDS/REIMBURSEMENTS	112,187	2,879	0	0	0	0	0
*	OTHER OPERATING CHARGES	254,412	139,913	95,000	159,834	95,000	95,000	95,000
NON-OPERATING REVENUE								
510-0000-375.05-01	COMMERCIAL	15,690	53,951	33,500	56,211	50,000	59,346	59,346
510-0000-375.05-02	RESIDENTIAL	44,718	190,209	120,000	327,006	130,000	209,230	209,230
510-0000-375.10-00	DEVELOPER CONTRIBUTIONS	61,155	41,974	0	374,158	0	0	0
510-0000-375.20-01	CAPITAL ASSETS	7,885	0	0	12,728	0	0	0
*	NON-OPERATING REVENUE	129,448	286,134	153,500	770,103	180,000	268,576	268,576

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 16 ACTUALS	FY 17 ACTUALS	FY 18 ADJUSTED BUDGET	Y-T-D ACTUALS	ESTIMATED FY 2018	TENTATIVE FY 2019	FINAL FY 2019
INTEREST EARNED								
510-0000-377.02-00	INTEREST INCOME	39,207	75,412	10,000	149,867	85,000	20,000	20,000
510-0000-377.03-00	NET INC IN FAIR VALUE INV	34,233	45,728	0	5,973	0	0	0
*	INTEREST EARNED	73,440	29,684	10,000	143,894	85,000	20,000	20,000
MISCELLANEOUS								
510-0000-378.11-00	SEPTIC DISPOSAL	18,089	20,138	18,000	23,476	18,000	18,000	18,000
510-0000-378.21-00	SEWER LATERAL REIMBURSEMT	3,580	3,000	5,000	1,500	3,000	3,000	3,000
*	MISCELLANEOUS	21,669	23,138	23,000	24,976	21,000	21,000	21,000
OTHER NON-OPER. INCOME								
510-0000-379.10-01	SURPLUS SALES	0	4,085	0	7,149	760	0	0
510-0000-379.10-02	VEHICLE SALES	1,900	0	0	3,420	3,420	0	0
*	OTHER NON-OPER. INCOME	1,900	4,085	0	10,569	4,180	0	0
**	PROPRIETARY REVENUES	11,647,632	13,339,063	15,024,378	16,081,406	15,412,760	15,355,704	15,355,704
OTHER FINANCING SOURCES								
510-0000-383.03-00	BOND PROCEEDS	0	0	9,742,292	0	9,742,292	0	0
*	PROCEEDS OF GENL L-T LIAB	0	0	9,742,292	0	9,742,292	0	0
**	OTHER FINANCING SOURCES	0	0	9,742,292	0	9,742,292	0	0
***	SEWER OPERATION	11,654,774	13,341,050	24,768,220	16,082,870	25,156,602	15,357,254	15,357,254

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 16 ACTUALS	FY 17 ACTUALS	FY18 ADJUSTED BUDGET	Y-T-D ACTUALS	ESTIMATED FY 2018	TENTATIVE FY 2019	FINAL FY 2019
SEWER OPERATION								
Salaries and Wages								
510-3201-434.01-01 SALARIES		787,713	847,095	918,976	827,584	871,616	958,161	1,008,901
510-3201-434.01-02 HOURLY/SEASONAL		51,488	60,419	0	0	0	0	0
510-3201-434.01-03 ADMINISTRATIVE PAY		0	0	0	776	0	0	0
510-3201-434.01-06 MANAGEMENT LEAVE PAY		9,869	11,523	0	11,613	5,278	0	0
510-3201-434.01-07 ANNUAL LEAVE PAYOFF		7,287	744	0	10,627	4,765	0	0
510-3201-434.01-08 SICK LEAVE PAYOFF		23,423	17,036	0	3,868	0	0	0
510-3201-434.01-09 WORKERS' COMPENSATORY LV		2,675	19	0	2,791	0	0	0
510-3201-434.01-11 OVERTIME		35,111	58,832	40,000	59,737	40,000	50,000	50,000
510-3201-434.01-12 CALL BACK PAY		5,469	8,377	24,000	3,202	24,000	14,000	14,000
510-3201-434.01-13 STAND-BY PAY		42,025	42,038	45,000	44,790	45,000	45,000	45,000
510-3201-434.01-14 F L S A		139	210	0	159	52	0	0
510-3201-434.01-16 HOLIDAY PAY		3,759	5,710	0	2,868	3,921	0	0
510-3201-434.01-25 TEMPORARY STAFFING		0	0	90,000	75,054	90,000	90,000	80,000
510-3201-434.01-99 GRANT ALLOCATION		0	11,842	0	853	0	0	0
* Salaries and Wages		963,308	1,006,089	1,117,976	1,043,922	1,084,632	1,157,161	1,197,901
EMPLOYEE BENEFITS								
510-3201-434.02-25 MEDICARE		12,617	14,653	15,565	13,871	14,866	15,219	15,469
510-3201-434.02-30 RETIREMENT		176,943	190,993	213,103	194,776	217,186	229,893	241,801
510-3201-434.02-40 GROUP INSURANCE		140,013	142,965	156,754	156,864	157,193	190,554	193,148
510-3201-434.02-50 WORKERS' COMPENSATION		9,744	12,121	11,353	13,441	10,365	11,185	11,634
510-3201-434.02-60 EDUCATION INCENTIVE		688	663	625	688	688	788	788
510-3201-434.02-65 CLOTHING ALLOWANCE		4,252	2,723	4,000	4,477	4,000	4,000	4,000
510-3201-434.02-66 FOUL WEATHER ALLOWANCE		1,290	1,515	1,515	1,403	1,515	1,583	1,583
510-3201-434.02-68 TOOL ALLOWANCE		975	4,151	1,207	1,385	1,523	1,658	1,658
510-3201-434.02-71 PHONE ALLOWANCE		2,909	2,938	3,075	2,976	3,178	3,286	3,527
510-3201-434.02-72 MOBILE DEVICE ALLOWANCE		330	330	332	267	348	332	407
510-3201-434.02-86 OPEB COST		109,440	132,441	120,384	134,682	120,384	132,422	132,422
510-3201-434.02-87 GASB 68 PENSION EXPENSE		35,729	2,326	0	157,473	2,326	2,326	2,326
* EMPLOYEE BENEFITS		423,472	507,819	527,913	682,283	533,572	593,246	608,763
SERVICE AND SUPPLIES								
510-3201-434.03-09 PROFESSIONAL SERVICES		49,192	23,124	183,500	42,910	183,500	225,000	225,000
510-3201-434.03-12 AUDITING		22,732	19,990	24,000	21,322	24,000	24,000	24,000
510-3201-434.03-30 TRAINING		7,426	1,528	10,000	13,335	10,000	15,000	15,000
510-3201-434.03-45 DATA PROCESSING		7,117	8,497	6,500	6,667	6,500	6,500	6,500
510-3201-434.03-62 UNEMPLOYMENT COMPENSATION		1,437	510	0	0	0	0	0
510-3201-434.03-75 SLUDGE HAULING		27,252	40,297	35,000	11,655	35,000	35,000	35,000
510-3201-434.04-30 EQUIPMENT REPAIR & MAINT.		173,498	198,723	175,213	155,319	175,213	175,213	175,213
510-3201-434.04-33 SOFTWARE MAINTENANCE		25,322	18,765	30,000	21,833	30,000	30,000	30,000
510-3201-434.04-34 BUILDING REPAIR & MAINT.		11,910	9,381	10,000	3,903	10,000	10,000	10,000
510-3201-434.04-35 VEHICLE REPAIR & MAINT.		5,990	14,876	10,000	9,645	10,000	10,000	10,000
510-3201-434.04-36 FACILITY REPAIR & MAINT.		32,175	46,871	55,000	92,561	55,000	55,000	55,000
510-3201-434.04-39 WATER - EFFLUENT SUPPL		59,893	37,063	100,000	0	100,000	100,000	100,000

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 16 ACTUALS	FY 17 ACTUALS	ADJUSTED BUDGET	Y-T-D ACTUALS	ESTIMATED FY 2018	TENTATIVE FY 2019	FINAL FY 2019
510-3201-434.04-44	OFFICE EQUIPMENT RENTAL	144	2,310	3,000	1,846	3,000	3,000	3,000
510-3201-434.04-45	EQUIPMENT RENTAL	1,445	1,466	6,000	3,878	6,000	6,000	6,000
510-3201-434.04-67	TELEMETRY MAINTENANCE	29,185	29,730	25,000	29,029	25,000	25,000	25,000
510-3201-434.04-72	MOSQUITO CONTROL	57,519	71,170	66,500	66,500	66,500	66,500	66,500
510-3201-434.04-90	FEES AND PERMITS	24,824	18,498	25,000	27,658	25,000	25,000	25,000
510-3201-434.05-42	PRINTING / ADVERTISING	1,082	1,596	0	527	0	0	0
510-3201-434.05-45	MEMBERSHIP / PUBLICATIONS	2,714	3,713	3,000	2,372	3,000	3,000	3,000
510-3201-434.05-80	TRAVEL	6,533	3,499	0	1,397	0	0	0
510-3201-434.05-87	CLICK-2-GOV FEES	330	2,681	3,000	2,840	3,000	3,000	3,000
510-3201-434.06-01	OFFICE SUPPLIES	2,045	1,720	1,500	1,528	1,500	1,500	1,500
510-3201-434.06-02	POSTAGE / SHIPPING	17	0	1,000	322	1,000	1,000	1,000
510-3201-434.06-25	OPERATING SUPPLIES	81,690	128,358	80,000	85,215	80,000	80,000	80,000
510-3201-434.06-36	LABORATORY EXPENSE	44,900	37,875	55,000	68,954	55,000	55,000	55,000
510-3201-434.06-37	CHEMICALS	192,001	226,012	274,000	244,586	274,000	274,000	274,000
510-3201-434.06-45	BOOKS / PERIODICALS	257	0	300	202	300	300	300
510-3201-434.06-60	VEHICLE FUEL/OIL	4,829	4,169	12,000	13,361	12,000	12,000	12,000
510-3201-434.06-74	SMALL TOOLS / INSTRUMENTS	3,278	9,336	12,800	12,858	12,800	12,800	12,800
510-3201-434.06-75	SMALL FURNISHINGS	4,609	5,127	5,000	6,392	5,000	5,000	5,000
510-3201-434.06-76	TECHNICAL EQUIPMENT	27,476	7,368	5,000	7,875	5,000	5,000	5,000
510-3201-434.07-10	TELEPHONE	7,307	8,078	8,500	8,650	8,500	8,500	8,500
510-3201-434.07-12	POWER	512,425	525,381	600,000	664,572	600,000	600,000	600,000
510-3201-434.07-13	HEATING	20,339	39,992	40,000	40,735	40,000	40,000	40,000
510-3201-434.07-26	WATER CHARGES	0	0	96,000	47,986	96,000	96,000	96,000
510-3201-434.09-01	ISC: GENERAL FUND	1,222,896	1,177,284	1,545,431	1,545,432	1,545,431	1,725,855	1,725,855
510-3201-434.09-15	ISC: INSURANCE FUND	227,500	227,500	227,500	227,500	227,500	227,500	227,500
510-3201-434.09-50	ISC: FLEET MANAGEMENT	29,813	25,241	26,338	26,338	26,338	34,636	34,636
510-3201-434.09-55	ISC: RADIOS	3,158	1,477	12,875	12,875	12,875	17,398	26,005
510-3201-434.12-99	GRANT ALLOC/ DIRECT BILL	4,839-	36,098	0	39,905	0	0	0

* SERVICE AND SUPPLIES		2,927,411	3,015,304	3,773,957	3,570,503	3,773,957	4,013,702	4,022,309

CAPITAL OUTLAY								
510-3201-434.77-05	VEHICLE REPLACMNT PROGRAM	0	113,057	95,735	39,854	95,735	63,000	63,000
510-3201-434.77-15	COMPUTER EQUIPMENT	2,380	0	0	0	0	0	0
510-3201-434.77-75	EQUIPMENT	180,745	173,358	200,000	106,792	200,000	200,000	200,000
510-3201-434.78-10	FACILITY UPGRADE	41,929	12,720	150,000	37,308	150,000	150,000	150,000

* CAPITAL OUTLAY		225,054	299,135	445,735	183,954	445,735	413,000	413,000

** WASTEWATER PLANT		4,539,245	4,828,347	5,865,581	5,480,662	5,837,896	6,177,109	6,241,973

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 16 ACTUALS	FY 17 ACTUALS	FY18 ADJUSTED BUDGET	Y-T-D ACTUALS	ESTIMATED FY 2018	TENTATIVE FY 2019	FINAL FY 2019
Salaries and Wages								
510-3202-434.01-01	SALARIES	455,696	475,472	507,510	507,907	495,622	569,739	575,534
510-3202-434.01-02	HOURLY/SEASONAL	53,557	33,585	0	0	0	0	0
510-3202-434.01-03	ADMINISTRATIVE PAY	0	221	0	7,466	0	0	0
510-3202-434.01-06	MANAGEMENT LEAVE PAY	1,215	299	0	1,501	366	0	0
510-3202-434.01-07	ANNUAL LEAVE PAYOFF	5,520	3,803	0	152	259	0	0
510-3202-434.01-08	SICK LEAVE PAYOFF	11,069	57,488	0	21,680	0	0	0
510-3202-434.01-09	WORKERS' COMPENSATORY LV	7,927	3,615	0	499	0	0	0
510-3202-434.01-11	OVERTIME	11,182	21,836	17,000	15,498	17,000	17,000	17,000
510-3202-434.01-12	CALL BACK PAY	1,741	5,615	6,000	5,873	6,000	6,000	6,000
510-3202-434.01-13	STAND-BY PAY	12,465	14,345	15,000	13,526	15,000	15,000	15,000
510-3202-434.01-14	F L S A	91	202	0	178	54	0	0
510-3202-434.01-16	HOLIDAY PAY	3,835	5,607	0	3,402	3,995	0	0
510-3202-434.01-25	TEMPORARY STAFFING	0	0	55,000	19,677	55,000	55,000	55,000
510-3202-434.01-99	GRANT ALLOCATION	0	21,363	0	1,871	0	0	0
Salaries and Wages		564,298	485,750	600,510	597,928	593,296	662,739	668,534
EMPLOYEE BENEFITS								
510-3202-434.02-25	MEDICARE	6,374	6,876	7,911	7,441	7,282	8,049	8,106
510-3202-434.02-30	RETIREMENT	111,004	117,434	125,028	120,793	124,485	140,475	142,120
510-3202-434.02-40	GROUP INSURANCE	115,850	129,652	146,369	134,421	134,766	152,933	152,933
510-3202-434.02-50	WORKERS' COMPENSATION	9,269	11,846	11,935	11,395	11,261	12,109	12,254
510-3202-434.02-60	EDUCATION INCENTIVE	60	55	50	50	50	100	100
510-3202-434.02-65	CLOTHING ALLOWANCE	3,857	3,344	5,000	3,959	5,000	5,000	5,000
510-3202-434.02-66	FOUL WEATHER ALLOWANCE	1,215	1,215	1,215	1,215	1,215	1,230	1,230
510-3202-434.02-71	PHONE ALLOWANCE	328	418	338	809	819	1,111	1,111
510-3202-434.02-72	MOBILE DEVICE ALLOWANCE	75	75	75	73	79	166	166
510-3202-434.02-87	GASB 68 PENSION EXPENSE	24,200	3,718	0	101,845	3,718	3,718	3,718
EMPLOYEE BENEFITS		223,832	274,633	297,921	382,001	288,675	324,891	326,738
SERVICE AND SUPPLIES								
510-3202-434.03-09	PROFESSIONAL SERVICES	10,297	189,747	200,000	60,005	200,000	225,000	225,000
510-3202-434.03-30	TRAINING	3,997	1,670	9,000	6,145	9,000	9,000	9,000
510-3202-434.03-45	DATA PROCESSING	1,416	174	2,000	174	2,000	2,000	2,000
510-3202-434.03-49	CONTRACTUAL SERVICES	0	0	3,000	0	3,000	3,000	3,000
510-3202-434.04-30	EQUIPMENT REPAIR & MAINT.	28,538	18,999	25,000	965	25,000	25,000	25,000
510-3202-434.04-33	SOFTWARE MAINTENANCE	2,870	9,582	20,000	3,164	20,000	20,000	20,000
510-3202-434.04-34	BUILDING REPAIR & MAINT.	4,824	618	2,500	1,251	2,500	2,500	2,500
510-3202-434.04-35	VEHICLE REPAIR & MAINT.	29,041	24,330	20,000	5,827	20,000	20,000	20,000
510-3202-434.04-36	FACILITY REPAIR & MAINT.	15,734	14,245	20,000	7,585	20,000	20,000	20,000
510-3202-434.04-37	EFFLUENT LINE REPAIRS	27,141	0	30,000	10,123	30,000	30,000	30,000
510-3202-434.04-44	OFFICE EQUIPMENT RENTAL	1,028	965	1,000	1,022	1,000	1,000	1,000
510-3202-434.04-45	EQUIPMENT RENTAL	0	3,983	5,000	0	5,000	5,000	5,000
510-3202-434.04-70	S. SEWER REPAIR & MAINT.	0	10,278	50,000	23,169	50,000	50,000	50,000
510-3202-434.04-89	EFFLUENT-GOLF COURSE -EV	43,963	37,835	37,500	16,513	37,500	0	0
510-3202-434.04-91	EFFLUENT-GOLF COURSE-CC	26,462	7,543	37,500	21,976	37,500	15,000	15,000

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 16 ACTUALS	FY 17 ACTUALS	FY18 ADJUSTED BUDGET	Y-T-D ACTUALS	ESTIMATED FY 2018	TENTATIVE FY 2019	FINAL FY 2019
510-3202-434.05-42	PRINTING / ADVERTISING	5,612	4,729	5,000	4,574	5,000	5,000	5,000
510-3202-434.05-45	MEMBERSHIP / PUBLICATIONS	1,380	1,424	1,500	1,778	1,500	1,500	1,500
510-3202-434.05-80	TRAVEL	0	751	0	0	0	0	0
510-3202-434.06-01	OFFICE SUPPLIES	2,170	1,282	4,000	1,117	4,000	4,000	4,000
510-3202-434.06-02	POSTAGE / SHIPPING	23,759	40,451	40,000	30,417	40,000	50,000	50,000
510-3202-434.06-25	OPERATING SUPPLIES	52,058	25,586	38,000	27,925	38,000	38,000	38,000
510-3202-434.06-36	LABORATORY EXPENSE	847	5,248	3,000	2,186	3,000	3,000	3,000
510-3202-434.06-45	BOOKS / PERIODICALS	0	0	200	0	200	200	200
510-3202-434.06-60	VEHICLE FUEL/OIL	16,261	17,424	24,000	20,396	24,000	24,000	24,000
510-3202-434.06-74	SMALL TOOLS / INSTRUMENTS	0	124	1,500	0	1,500	1,500	1,500
510-3202-434.06-75	SMALL FURNISHINGS	9,914	2,618	12,000	1,273	12,000	12,000	12,000
510-3202-434.06-76	TECHNICAL EQUIPMENT	23,240	2,535	5,000	827	5,000	5,000	5,000
510-3202-434.07-10	TELEPHONE	5,183	4,784	5,000	4,941	5,000	5,000	5,000
510-3202-434.07-13	HEATING	6,681	6,197	8,000	7,497	8,000	8,000	8,000
510-3202-434.09-50	ISC: FLEET MANAGEMENT	50,625	55,178	51,450	51,450	51,450	48,243	48,243
510-3202-434.09-55	ISC: RADIOS	2,106	1,563	10,300	10,300	10,300	10,330	15,440
510-3202-434.12-99	GRANT ALLOC/ DIRECT BILL	67,200-	3,706	0	14,253	0	0	0
510-3202-434.24-30	REFUNDS & REIMBURSEMENTS	0	0	10,000	0	10,000	10,000	10,000
510-3202-434.24-49	BAD DEBT EXPENSE	0	0	400	0	400	400	400
510-3202-434.24-50	CASH SHORTAGE/OVERAGE	0	0	50	0	50	50	50
510-3202-500.50-00	CAPITALIZED ASSETS	12,463-	0	0	0	0	0	0
* SERVICE AND SUPPLIES		315,484	493,569	681,900	336,853	681,900	653,723	658,833
CAPITAL OUTLAY								
510-3202-434.70-40	CONSTRUCTION	168,484	55,246	50,000	0	50,000	50,000	50,000
510-3202-434.70-70	LABOR	7,081	3,737	0	0	0	0	0
510-3202-434.77-05	VEHICLE REPLACMNT PROGRAM	0	0	0	0	0	60,000	60,000
510-3202-434.77-25	COMM-FIBER-SCADA	8,420	90,000	40,000	0	40,000	40,000	40,000
510-3202-434.77-75	EQUIPMENT	77,935	22,832	200,000	140,499	200,000	100,000	100,000
510-3202-434.78-10	FACILITY UPGRADE	0	5,925	75,000	71,323	75,000	75,000	75,000
* CAPITAL OUTLAY		261,920	177,740	365,000	211,822	365,000	325,000	325,000
** MAINTENANCE		1,365,534	1,431,692	1,945,331	1,528,604	1,928,871	1,966,353	1,979,105

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 16 ACTUALS	FY 17 ACTUALS	FY18 ADJUSTED BUDGET	Y-T-D ACTUALS	ESTIMATED FY 2018	TENTATIVE FY 2019	FINAL FY 2019
SERVICE AND SUPPLIES								
510-3205-500.50-00 CAPITALIZED ASSETS		12,425,843-	22,221,660-	0	8,272,843-	0	0	0
*	SERVICE AND SUPPLIES	12,425,843-	22,221,660-	0	8,272,843-	0	0	0
DEPRECIATION EXPENSE								
510-3205-434.44-65 DEPRECIATION EXPENSE		3,311,678	3,385,557	3,500,000	4,728,684	3,500,000	3,500,000	3,500,000
*	DEPRECIATION EXPENSE	3,311,678	3,385,557	3,500,000	4,728,684	3,500,000	3,500,000	3,500,000
NON-OPERATING EXPENSE								
510-3205-475.48-45 FISCAL CHARGES		1,531	1,402	1,500	1,585	1,500	1,500	1,500
510-3205-475.48-46 BOND INSURANCE COSTS		177,663	0	201,021	192,212	201,021	0	0
510-3205-475.48-75 LOSS ON DISPOSAL F.A.		21,516	0	0	102,464	0	0	0
*	NON-OPERATING EXPENSE	200,710	1,402	202,521	296,261	202,521	1,500	1,500
CAPITAL OUTLAY								
510-3205-434.70-20 DESIGN		113-	0	0	0	0	0	0
510-3205-434.70-40 CONSTRUCTION		11,486,368	21,295,488	17,225,592	7,407,062	17,175,592	6,600,000	6,600,000
510-3205-434.70-70 LABOR		465,078	449,298	398,788	470,005	398,788	0	0
510-3205-434.71-99 UNDESIGNATED/RESERVE		0	0	6,367,501	0	0	0	0
*	CAPITAL OUTLAY	11,951,333	21,744,786	23,991,881	7,877,067	17,574,380	6,600,000	6,600,000
PRINCIPAL REDEMPTION								
510-3205-471.83-07 2015 SEWER BONDS		0	0	215,000	0	215,000	225,000	225,000
510-3205-471.83-09 2017 SEWER BONDS		0	0	0	0	0	190,000	190,000
510-3205-471.83-14 2015 SEWER SRF BONDS \$12M		0	0	282,105	0	282,105	547,436	547,436
510-3205-471.83-22 2012 SEWER BONDS		0	0	90,000	0	90,000	95,000	95,000
510-3205-471.83-23 2012 SEWER REFUNDING		0	0	220,000	0	220,000	230,000	230,000
510-3205-471.83-35 2012 MT REFUNDING		0	0	207,400	0	207,400	210,800	210,800
510-3205-471.83-42 2010F STATE WATER POLLUT		0	0	137,805	0	137,805	141,118	141,118
510-3205-471.83-49 2014 SEWER SRF BOND		0	0	1,110,407	0	1,110,407	1,142,052	1,142,052
510-3205-471.83-79 1998 STATE SEWER ISSUE		0	0	434,863	0	434,863	222,714	222,714
510-3205-471.83-98 2010D SWR IMP & REFUNDING		0	0	55,000	0	55,000	55,000	55,000
*	PRINCIPAL REDEMPTION	0	0	2,752,580	0	2,752,580	3,059,120	3,059,120
INTEREST REDEMPTION								
510-3205-472.93-07 2015 SEWER BONDS		205,982	222,009	237,188	215,708	237,188	230,538	230,538
510-3205-472.93-09 2017 SEWER BONDS		0	0	149,415	134,531	149,415	223,535	223,535
510-3205-472.93-14 2015 SEWER SRF BONDS \$12M		1,549	56,111	267,715	267,715	267,715	268,003	268,003
510-3205-472.93-22 2012 SEWER BONDS		69,409	65,875	62,875	62,875	62,876	59,442	59,442
510-3205-472.93-23 2012 SEWER REFUNDING		83,657	60,177	46,245	46,245	46,245	37,912	37,912
510-3205-472.93-35 2012 MT REFUNDING		20,710	16,906	13,033	11,043	13,033	9,100	9,100
510-3205-472.93-42 2010F STATE WATER POLLUT		55,807	52,609	49,335	49,335	49,335	45,983	45,983
510-3205-472.93-49 2014 SEWER SRF BOND		107,709	465,538	640,497	640,497	640,497	608,853	608,853

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2019

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 16 ACTUALS	FY 17 ACTUALS	FY18 ADJUSTED BUDGET	Y-T-D ACTUALS	ESTIMATED FY 2018	TENTATIVE FY 2019	FINAL FY 2019
510-3205-472.93-53	2014 REFUNDING EF BONDS	2,014	0	0	0	0	0	0
510-3205-472.93-79	1998 STATE SEWER ISSUE	38,163	24,668	10,733	10,733	10,733	0	0
510-3205-472.93-98	2010D SWR IMP & REFUNDING	42,293	38,682	37,032	37,032	37,032	35,290	35,290

*	INTEREST REDEMPTION	627,293	1,002,575	1,514,069	1,475,714	1,514,069	1,518,656	1,518,656

**	CAPITAL	3,665,171	3,912,660	31,961,051	6,104,883	25,543,550	14,679,276	14,679,276
***	SEWER	9,569,950	10,172,699	39,771,963	13,114,149	33,310,317	22,822,738	22,900,354

****	SEWER OPERATION	9,569,950	10,172,699	39,771,963	13,114,149	33,310,317	22,822,738	22,900,354

		9,569,950	10,172,699	39,771,963	13,114,149	33,310,317	22,822,738	22,900,354

PROPRIETARY FUND	ACTUAL PRIOR YEAR ENDING 6/30/2017	ESTIMATED CURRENT YEAR ENDING 6/30/2018	BUDGET YEAR ENDING 6/30/19	
			TENTATIVE APPROVED	FINAL APPROVED
OPERATING REVENUE				
Charges for Services Use Fees and Charges	15,053,015	15,920,047	15,761,692	15,761,692
Total Operating Revenue	15,053,015	15,920,047	15,761,692	15,761,692
OPERATING EXPENSE				
Utility Enterprises				
Salaries & Wages	1,559,356	1,675,034	1,750,673	1,836,625
Employee Benefits	934,593	1,239,505	1,001,020	1,038,771
Services & Supplies	5,453,566	5,106,110	5,131,368	5,146,160
Depreciation/amortization	3,331,454	3,283,296	3,500,000	3,500,000
Total Operating Expense	11,278,969	11,303,945	11,383,061	11,521,556
Operating Income or (Loss)	3,774,046	4,616,102	4,378,631	4,240,136
NONOPERATING REVENUES				
Interest Earned	17,742	59,487	15,000	15,000
Miscellaneous	1,582	-	-	-
Arbitrage Rebate	-	-	-	-
Gain on Disposal of Fixed Asset	-	-	-	-
Federal Subsidy - BAB Credits	224,329	224,277	176,110	176,110
Total Nonoperating Revenues	243,653	283,764	191,110	191,110
NONOPERATING EXPENSES				
Interest expense	2,047,931	1,960,200	1,837,453	1,837,453
Loss on Disposal of Fixed Asset	98,004	46,646	-	-
Bond Issuance Costs	1,331	1,206	2,000	2,000
Total Nonoperating Expenses	2,147,266	2,008,052	1,839,453	1,839,453
Net Income before Contributions	1,870,433	2,891,814	2,730,288	2,591,793
CAPITAL CONTRIBUTIONS				
Capital Assets	4,161	-	-	-
Capital Grants	125,000	125,000	-	-
Developers	75,648	232,669	-	-
Connection Fees	185,015	249,664	185,000	185,000
Total Capital Contributions	389,824	607,333	185,000	185,000
TRANSFERS				
Transfer to Fleet Fund	-	-	-	-
Transfer asset from Sewer	-	-	-	-
Total transfers	-	-	-	-
CHANGE IN NET POSITION	2,260,257	3,499,147	2,915,288	2,776,793

CARSON CITY
(Local Government)

SCHEDULE F-1 REVENUES, EXPENSES, AND NET INCOME

FUND: WATER

PROPRIETARY FUND	ACTUAL PRIOR YEAR ENDING 6/30/2017	ESTIMATED CURRENT YEAR ENDING 6/30/2018	BUDGET YEAR ENDING 6/30/19	
			TENTATIVE APPROVED	FINAL APPROVED
A. CASH FLOWS FROM OPERATING ACTIVITIES:				
Cash received for services	14,972,082	15,739,080	15,761,692	15,761,692
Cash payment for personnel costs	(2,383,873)	(2,427,880)	(2,552,427)	(2,676,130)
Cash payment for services & supplies	(5,824,882)	(5,171,772)	(5,131,368)	(5,146,160)
Miscellaneous cash received/(paid)	1,582	-	(2,000)	(2,000)
a. Net cash provided by (or used for) operating activities	6,764,909	8,139,428	8,075,897	7,937,402
B. CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES:				
Transfer from (to) other Funds	-	-	-	-
b. Net cash provided by (or used for) noncapital financing activities	-	-	-	-
C. CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES:				
Bond principal payments	(3,229,806)	(3,366,154)	(3,461,910)	(3,461,910)
Bond interest expense paid	(2,089,288)	(2,034,156)	(1,837,453)	(1,837,453)
Bond proceeds	831,455	-	-	-
Bond issuance costs	(1,331)	(1,206)	-	-
Proceeds from sale of assets	-	-	-	-
Subsidy from federal grant	125,000	125,000	-	-
Acquisition of capital assets	(1,088,285)	(244,879)	(3,482,000)	(3,482,000)
Arbitrage paid	-	-	-	-
Federal subsidy - BAB credits	224,329	224,277	176,110	176,110
Cash contributions - water connection fees	185,015	249,664	185,000	185,000
c. Net cash provided by (or used for) capital and related financing activities	(5,042,911)	(5,047,454)	(8,420,253)	(8,420,253)
D. CASH FLOWS FROM INVESTING ACTIVITIES:				
Interest received on investments	17,742	59,487	15,000	15,000
d. Net cash provided by (or used in) investing activities	17,742	59,487	15,000	15,000
NET INCREASE (DECREASE) in cash and cash equivalents (a+b+c+d)	1,739,740	3,151,461	(329,356)	(467,851)
CASH AND CASH EQUIVALENTS AT JULY 1, 20xx	2,439,682	4,179,422	7,330,883	7,330,883
CASH AND CASH EQUIVALENTS AT JUNE 30, 20xx	4,179,422	7,330,883	7,001,527	6,863,032

CARSON CITY
 (Local Government)
SCHEDULE F-2 STATEMENT OF CASH FLOWS

FUND: WATER

Schedule F-2

Carson City - Cash Flow Worksheets
Water - 520
FINANCIAL POLICIES

	Actual 2015	Actual 2016	Actual 2017	Estimated 2018
Operating Reserve Goal	1,244,859	1,344,890	1,276,246	1,240,308
Operating Reserve	1,244,859	1,344,890	1,276,246	1,240,308
Capital Reserve Goal	2,034,884	2,065,102	2,009,423	1,959,239
Capital Reserve	869,307	1,094,792	2,903,176	6,090,575
System Reinvestment Funding Goal	3,267,904	3,319,902	3,331,454	3,283,296
System Reinvestment Funding Available	869,307	1,094,792	2,903,176	6,090,575
Debt to Equity (goal is 50:50)	61:39	61:39	58:42	55:45
Debt Service Coverage (goal 1.0 minimum)	1.2	1.1	1.4	1.6

Goal met, Goal not met

CALCULATIONS

Operating Reserve

Salaries & wages	\$ 1,568,557	\$ 1,591,756	\$ 1,559,356	\$ 1,675,034
Employee benefits	861,127	809,054	934,593	1,239,505
Services & supplies	5,320,345	5,873,005	5,453,566	5,106,110
Less non-cash OBEB adj	(177,136)	(148,764)	(164,422)	(163,700)
Less non-cash PERS adj	-	56,365	(19,262)	(311,743)
	7,572,893	8,181,416	7,763,831	7,545,206
Minimum 60 day reserve	\$ 1,244,859	\$ 1,344,890	\$ 1,276,246	\$ 1,240,308

Capital Reserve Goal

Net capital assets (CAFR)	\$ 101,744,217	\$ 103,255,101	\$ 100,471,163	\$ 97,961,948
Required 2% minimum	2,034,884	2,065,102	2,009,423	1,959,239

Capital Reserve-Actual or projected

Cash at 6/30 (CAFR)	\$ 2,114,166	\$ 2,439,682	\$ 4,179,422	\$ 7,330,883
Less operating reserve	(1,244,859)	(1,344,890)	(1,276,246)	(1,240,308)
Capital reserve	\$ 869,307	\$ 1,094,792	\$ 2,903,176	\$ 6,090,575

System Reinvestment Funding Goal

Annual depreciation	\$ 3,267,904	\$ 3,319,902	\$ 3,331,454	\$ 3,283,296
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System Reinvestment Funding actual or projected (nested within capital reserve)

Cash at 6/30 (CAFR)	\$ 2,114,166	\$ 2,439,682	\$ 4,179,422	\$ 7,330,883
Less operating reserve	(1,244,859)	(1,344,890)	(1,276,246)	(1,240,308)
Less unspent bond proceeds	-	-	-	-
Available for system reinvestment	\$ 869,307	\$ 1,094,792	\$ 2,903,176	\$ 6,090,575

Debt to Equity Ratio (goal is 50:50)

Total liabilities at 6/30 (CAFR)	\$ 65,811,476	\$ 67,051,382	\$ 63,930,306	\$ 62,626,123
Less PERS obligation	(2,322,767)	(2,577,146)	(2,957,527)	(2,946,735)
Less OPEB obligation	(663,033)	(811,797)	(976,219)	(2,860,065)
Liabilities	62,825,676	63,662,439	59,996,560	56,819,323
Net position at 6/30	40,678,182	41,551,819	43,812,076	46,654,243
Percentage of liabilities	60.70%	60.51%	57.80%	54.91%
Percentage of equity	39.30%	39.49%	42.20%	45.09%
Debt to equity	61:39	61:39	58:42	55:45

Debt Service Coverage

Net pledged revenues (CAFR Notes)	\$ 5,933,889	\$ 5,757,085	\$ 7,532,837	\$ 8,523,446
Principal & interest payments (CAFR Notes)	5,076,193	5,170,100	5,277,736	5,321,254
Debt service coverage	1.2	1.1	1.4	1.6

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2019

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 16 ACTUALS	FY 17 ACTUALS	FY 18 ADJUSTED BUDGET	Y-T-D ACTUALS	ESTIMATED FY 2018	TENTATIVE FY 2019	FINAL FY 2019
INTERGOVERNMENTAL								
FEDERAL SUBSIDY PAYMENTS								
520-0000-332.01-01 2010B & 2010E WATER BONDS		224,721	224,329	195,678	224,277	195,678	176,110	176,110
* FEDERAL SUBSIDY PAYMENTS		224,721	224,329	195,678	224,277	195,678	176,110	176,110
OTHER LOCAL GOVT GRANTS								
520-0000-337.15-00 WATER SUBCON		125,000	125,000	0	125,000	62,500	0	0
* OTHER LOCAL GOVT GRANTS		125,000	125,000	0	125,000	62,500	0	0
** INTERGOVERNMENTAL		349,721	349,329	195,678	349,277	258,178	176,110	176,110
CHARGES FOR SERVICES								
PUBLIC WORKS								
520-0000-343.06-00 DEPARTMENT CHARGES		3,636	0	0	177	0	0	0
* PUBLIC WORKS		3,636	0	0	177	0	0	0
** CHARGES FOR SERVICES		3,636	0	0	177	0	0	0
MISCELLANEOUS REVENUE								
MISCELLANEOUS								
520-0000-366.05-00 REFUNDS/REIMBURSEMENTS		1,316	0	0	0	0	0	0
* MISCELLANEOUS		1,316	0	0	0	0	0	0
** MISCELLANEOUS REVENUE		1,316	0	0	0	0	0	0
PROPRIETARY REVENUES								
USER FEES AND CHARGES								
520-0000-370.01-00 SERVICE CHARGES		5,963,229	6,388,365	6,797,023	6,879,808	6,873,195	6,873,195	6,873,195
520-0000-370.04-00 USER FEES		7,385,458	8,092,415	8,515,603	8,590,957	8,476,197	8,476,197	8,476,197
520-0000-370.04-01 LYON COUNTY		30,711	14,278	30,000	29,054	30,000	30,000	30,000
520-0000-370.09-00 PRIVATE HYDRANT SERVICE		96,240	190,163	50,000	119,502	67,000	50,000	50,000
520-0000-370.75-00 OTHER CHARGES/FEES		1,037	1,915	500	1,037	500	500	500
* USER FEES AND CHARGES		13,476,675	14,687,136	15,393,126	15,620,358	15,446,892	15,429,892	15,429,892
OTHER OPERATING CHARGES								
520-0000-372.01-00 ESTABLISHMENT FEE		25,740	27,960	25,000	32,380	25,000	25,000	25,000
520-0000-372.03-00 METER RESET FEES		153	153	0	0	0	0	0
520-0000-372.04-00 RECONNECTION FEE		275	125	500	25	500	500	500
520-0000-372.05-00 TAPPING FEE		13,041	29,994	1,500	7,245	1,500	1,500	1,500
520-0000-372.10-00 METER BOX SET		44,762	71,907	16,000	66,360	16,000	16,000	16,000

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2019

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 16 ACTUALS	FY 17 ACTUALS	FY 18 ADJUSTED BUDGET	Y-T-D ACTUALS	ESTIMATED FY 2018	TENTATIVE FY 2019	FINAL FY 2019
520-0000-372.11-00	COMPLETE SERVICE LATERAL	13,787	25,210	10,000	12,002	10,000	10,000	10,000
520-0000-372.50-01	GENERAL FUND	46,055	16,312	17,000	17,435	17,000	17,000	17,000
520-0000-372.50-15	REG TRANSPORTATION	3,833	3,894	0	4,007	0	0	0
520-0000-372.50-17	STREETS MAINTENANCE	55,103	2,317	0	2,384	0	0	0
520-0000-372.50-53	ISC: STORM DRAINAGE	1,837	1,867	1,800	1,921	1,800	1,800	1,800
520-0000-372.50-54	SEWER FUND	7,071	37,063	100,000	0	100,000	100,000	100,000
520-0000-372.62-00	PENALTIES AND INTEREST	167,309	149,103	160,000	155,700	160,000	160,000	160,000
520-0000-372.69-00	INSPECTION FEES	530	0	0	0	0	0	0
520-0000-372.75-00	MISC OTHER OP. REVENUE	58	26-	0	53	0	0	0

*	OTHER OPERATING CHARGES	349,554	365,879	331,800	299,512	331,800	331,800	331,800

NON-OPERATING REVENUE								
520-0000-375.05-01	COMMERCIAL	10,849	34,101	10,000	13,043	10,000	34,000	34,000
520-0000-375.05-02	RESIDENTIAL	35,185	150,914	20,000	236,621	125,142	151,000	151,000
520-0000-375.10-00	DEVELOPER CONTRIBUTIONS	265,244	75,648	0	232,669	0	0	0
520-0000-375.20-01	CAPITAL ASSETS	4,145	4,161	0	0	0	0	0

*	NON-OPERATING REVENUE	315,423	264,824	30,000	482,333	135,142	185,000	185,000

INTEREST EARNED								
520-0000-377.02-00	INTEREST INCOME	7,978	37,073	15,000	61,792	35,000	15,000	15,000
520-0000-377.03-00	NET INC IN FAIR VALUE INV	10,720	19,331-	0	2,305-	0	0	0

*	INTEREST EARNED	18,698	17,742	15,000	59,487	35,000	15,000	15,000

MISCELLANEOUS								
520-0000-378.15-00	REFUNDS/REIMBURSEMENTS	5,000	1,582	0	0	0	0	0
520-0000-378.16-00	MISC. OTHER INCOME	69	0	0	0	0	0	0

*	MISCELLANEOUS	5,069	1,582	0	0	0	0	0

OTHER NON-OPER. INCOME								
520-0000-379.10-01	SURPLUS SALES	219	7,648	0	0	0	0	0
520-0000-379.10-02	VEHICLE SALES	27,740	12,113	0	0	0	0	0

*	OTHER NON-OPER. INCOME	27,959	19,761	0	0	0	0	0

**	PROPRIETARY REVENUES	14,193,378	15,356,924	15,769,926	16,461,690	15,948,834	15,961,692	15,961,692

***	WATER	14,548,051	15,706,253	15,965,504	16,811,144	16,207,012	16,137,802	16,137,802

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 16 ACTUALS	FY 17 ACTUALS	FY18 ADJUSTED BUDGET	Y-T-D ACTUALS	ESTIMATED FY 2018	TENTATIVE FY 2019	FINAL FY 2019
WATER								
Salaries and Wages								
520-3502-435.01-01 SALARIES		1,378,207	1,443,513	1,622,599	1,480,177	1,500,522	1,537,311	1,633,263
520-3502-435.01-02 HOURLY/SEASONAL		66,333	8,774	0	0	0	0	0
520-3502-435.01-03 ADMINISTRATIVE PAY		0	1,716	0	62	0	0	0
520-3502-435.01-04 SHIFT DIFFERENTIAL		0	0	0	9	9	0	0
520-3502-435.01-06 MANAGEMENT LEAVE PAY		6,948	6,300	0	7,720	744	0	0
520-3502-435.01-07 ANNUAL LEAVE PAYOFF		4,400	13,404	0	530-	2,413	0	0
520-3502-435.01-08 SICK LEAVE PAYOFF		14,378	42,350	0	24,708	0	0	0
520-3502-435.01-09 WORKERS' COMPENSATORY LV		2,998	13,932	0	2,461	0	0	0
520-3502-435.01-11 OVERTIME		45,534	60,989	53,342	50,084	53,342	53,342	53,342
520-3502-435.01-12 CALL BACK PAY		26,946	23,320	32,000	28,762	32,000	32,000	32,000
520-3502-435.01-13 STAND-BY PAY		37,701	41,234	42,000	38,354	42,000	42,000	42,000
520-3502-435.01-14 F L S A		456	510	0	592	255	0	0
520-3502-435.01-16 HOLIDAY PAY		7,955	18,536	1,020	3,920	6,712	1,020	1,020
520-3502-435.01-25 TEMPORARY STAFFING		0	0	85,000	36,783	85,000	85,000	75,000
520-3502-435.01-99 GRANT ALLOCATION		0	30,522	0	1,932	0	0	0
* Salaries and Wages								
		1,591,756	1,559,356	1,836,061	1,675,034	1,723,097	1,750,673	1,836,625
EMPLOYEE BENEFITS								
520-3502-435.02-25 MEDICARE		20,962	21,939	25,344	22,501	23,349	22,996	24,665
520-3502-435.02-30 RETIREMENT		344,630	355,796	393,888	374,855	388,339	391,839	418,745
520-3502-435.02-40 GROUP INSURANCE		309,139	328,606	372,937	322,630	344,379	349,559	356,890
520-3502-435.02-50 WORKERS' COMPENSATION		24,832	28,910	27,887	26,716	25,977	26,827	27,658
520-3502-435.02-57 DOMESTIC PARTNER INS BENE		154	155-	0	6	0	0	0
520-3502-435.02-60 EDUCATION INCENTIVE		568	478	400	463	463	463	463
520-3502-435.02-65 CLOTHING ALLOWANCE		7,341	5,663	8,000	6,865	8,000	0	0
520-3502-435.02-66 FOUL WEATHER ALLOWANCE		3,225	3,300	3,450	3,263	3,450	3,068	3,068
520-3502-435.02-68 TOOL ALLOWANCE		975	1,150	1,207	1,075	1,207	1,356	1,356
520-3502-435.02-71 PHONE ALLOWANCE		4,389	4,682	4,813	5,172	5,243	5,163	5,936
520-3502-435.02-72 MOBILE DEVICE ALLOWANCE		540	540	543	516	569	483	724
520-3502-435.02-86 OPEB COST		148,764	164,422	163,640	163,700	163,640	180,004	180,004
520-3502-435.02-87 GASB 68 PENSION EXPENSE		56,365-	19,262	0	311,743	19,262	19,262	19,262
* EMPLOYEE BENEFITS								
		809,054	934,593	1,002,109	1,239,505	963,878	1,001,020	1,038,771
SERVICE AND SUPPLIES								
520-3502-435.03-09 PROFESSIONAL SERVICES		170,856	84,410	125,000	101,332	125,000	125,000	125,000
520-3502-435.03-12 AUDITING		22,732	19,990	24,000	21,332	24,000	24,000	24,000
520-3502-435.03-30 TRAINING		9,512	7,616	28,000	23,348	28,000	28,000	28,000
520-3502-435.03-45 DATA PROCESSING		8,095	8,224	8,000	75	8,000	8,000	8,000
520-3502-435.03-49 CONTRACTUAL SERVICES		1,500	0	2,000	41	2,000	2,000	2,000
520-3502-435.03-62 UNEMPLOYMENT COMPENSATION		0	510	0	0	0	0	0
520-3502-435.03-72 U.S.G.S. STREAM MONITOR.		48,050	57,795	75,000	41,535	75,000	75,000	75,000
520-3502-435.04-30 EQUIPMENT REPAIR & MAINT.		63,986	115,130	85,273	64,750	85,273	85,273	85,273
520-3502-435.04-33 SOFTWARE MAINTENANCE		14,030	22,045	34,000	31,606	12,000	30,000	30,000
520-3502-435.04-34 BUILDING REPAIR & MAINT.		33,736	8,502	50,000	16,639	50,000	50,000	50,000

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 16 ACTUALS	FY 17 ACTUALS	FY18 ADJUSTED BUDGET	Y-T-D ACTUALS	ESTIMATED FY 2018	TENTATIVE FY 2019	FINAL FY 2019
520-3502-435.04-35	VEHICLE REPAIR & MAINT.	57,475	70,189	25,000	38,749	25,000	25,000	25,000
520-3502-435.04-36	FACILITY REPAIR & MAINT.	76,753	66,907	139,000	92,788	139,000	139,000	139,000
520-3502-435.04-44	OFFICE EQUIPMENT RENTAL	1,028	1,682	2,000	1,022	2,000	2,000	2,000
520-3502-435.04-45	EQUIPMENT RENTAL	384	1,220	4,500	3,354	4,500	4,500	4,500
520-3502-435.04-46	FIRE SUPPRESSION	37,500	37,500	37,500	37,500	37,500	37,500	37,500
520-3502-435.04-49	WATER METERS & SERVICES	615,970	114,466	200,000	73,579	200,000	100,000	100,000
520-3502-435.04-50	WATER PURCHASE/LEASE PMT	0	31,780	0	0	0	0	0
520-3502-435.04-51	WATER PURCHASE - LYON CO	34,321	31,227	31,228	27,896	31,228	31,228	31,228
520-3502-435.04-52	WATER PURCH/ STATE- MTHLY	145,188	145,188	145,188	145,188	145,188	145,188	145,188
520-3502-435.04-53	WATER PURCH/STATE-USAGE	390,351	321,657	370,556	268,821	370,556	370,556	370,556
520-3502-435.04-54	WATER PURCHASE DOUGLAS	693,164	810,877	750,000	791,091	750,000	750,000	750,000
520-3502-435.04-55	WATER - STATE PUMP SVC FEE	429,104	429,104	429,104	429,104	429,104	429,104	429,104
520-3502-435.04-56	WATER-STATE SYS WIDE IMPR	183,288	183,288	183,288	183,288	183,288	183,288	183,288
520-3502-435.04-65	WATER LINE REPAIR & MAINT	277,994	189,442	160,000	226,892	160,000	160,000	160,000
520-3502-435.04-66	TANK REPAIR & MAINTENANCE	13,392	10,097	20,000	8,607	20,000	20,000	20,000
520-3502-435.04-67	TELEMETRY REPAIR & MAINT.	42,804	37,887	50,000	51,616	50,000	50,000	50,000
520-3502-435.04-90	FEES AND PERMITS	29,581	32,860	40,000	35,074	40,000	40,000	40,000
520-3502-435.05-42	PRINTING / ADVERTISING	17,670	11,943	15,000	12,007	15,000	15,000	15,000
520-3502-435.05-45	MEMBERSHIP / PUBLICATIONS	6,975	6,698	8,000	6,119	8,000	8,000	8,000
520-3502-435.05-80	TRAVEL	9,322	10,917	0	1,950	0	0	0
520-3502-435.05-87	CLICK-2-GOV FEES	330	2,681	2,500	2,840	2,500	2,500	2,500
520-3502-435.06-01	OFFICE SUPPLIES	2,194	4,190	3,000	1,340	3,000	3,000	3,000
520-3502-435.06-02	POSTAGE / SHIPPING	32,731	54,119	50,000	45,881	50,000	50,000	50,000
520-3502-435.06-25	OPERATING SUPPLIES	79,500	85,636	90,000	47,977	90,000	90,000	90,000
520-3502-435.06-36	LABATORY EXPENSE	91,991	83,535	103,000	92,014	125,000	125,000	125,000
520-3502-435.06-37	CHEMICALS	109,701	108,658	150,000	64,094	150,000	150,000	150,000
520-3502-435.06-45	BOOKS / PERIODICALS	847	490	700	0	700	700	700
520-3502-435.06-60	VEHICLE FUEL/OIL	56,727	56,153	70,000	60,109	70,000	70,000	70,000
520-3502-435.06-74	SMALL TOOLS / INSTRUMENTS	2,121	5,359	14,000	9,260	14,000	14,000	14,000
520-3502-435.06-75	SMALL FURNISHINGS	12,590	3,076	15,000	1,723	15,000	15,000	15,000
520-3502-435.06-76	TECHNICAL EQUIPMENT	25,802	10,789	10,000	7,283	10,000	10,000	10,000
520-3502-435.07-10	TELEPHONE	12,575	13,045	15,000	14,647	15,000	15,000	15,000
520-3502-435.07-12	POWER	652,339	597,939	800,000	673,639	800,000	700,000	700,000
520-3502-435.07-13	HEATING	9,802	9,790	13,000	9,650	13,000	13,000	13,000
520-3502-435.09-01	ISC: GENERAL FUND	1,219,308	1,200,324	952,387	952,392	952,387	568,237	568,237
520-3502-435.09-15	ISC: INSURANCE	157,500	157,500	157,500	157,500	157,500	157,500	157,500
520-3502-435.09-50	ISC: FLEET MANAGEMENT	146,250	157,903	175,788	175,788	175,788	176,891	176,891
520-3502-435.09-55	ISC: RADIOS	6,668	4,430	33,990	33,990	33,990	29,903	44,695
520-3502-435.12-99	GRANT ALLOCATION	87,468	25,697	0	17,990	0	0	0
520-3502-435.24-05	LEAK DETECTION PROGRAM	0	2,995	3,000	2,718	3,000	3,000	3,000
520-3502-435.24-30	REFUNDS & REIMBURSEMENTS	0	0	10,000	0	10,000	0	0
520-3502-435.24-50	CASH SHORT/OVER	54	104	0	8-	0	0	0
* SERVICE AND SUPPLIES		5,966,233	5,453,564	5,710,502	5,106,110	5,710,502	5,131,368	5,146,160
DEPRECIATION EXPENSE								
520-3502-435.44-65	DEPRECIATION EXPENSE	3,319,902	3,331,454	3,500,000	3,283,296	3,500,000	3,500,000	3,500,000

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 16 ACTUALS	FY 17 ACTUALS	FY18 ADJUSTED BUDGET	Y-T-D ACTUALS	ESTIMATED FY 2018	TENTATIVE FY 2019	FINAL FY 2019
* DEPRECIATION EXPENSE		3,319,902	3,331,454	3,500,000	3,283,296	3,500,000	3,500,000	3,500,000
NON-OPERATING EXPENSE								
520-3502-475.48-75 LOSS ON DISPOSAL F.A.		2,560	117,765	0	46,646	0	0	0
* NON-OPERATING EXPENSE		2,560	117,765	0	46,646	0	0	0
CAPITAL OUTLAY								
520-3502-435.70-40 CONSTRUCTION		131,149	4,500	0	0	0	0	0
520-3502-435.70-70 LABOR		7,570	14,887	0	0	0	0	0
520-3502-435.77-05 VEHICLE REPLAC. PROGRAM		0	0	158,000	31,348	158,000	83,000	83,000
520-3502-435.77-15 COMPUTER EQUIPMENT		2,380	0	0	0	0	0	0
520-3502-435.77-25 RADIO SYSTEM UPGRADE		8,420	0	0	0	0	0	0
520-3502-435.77-75 EQUIPMENT		337,250	111,619	20,185	20,185	20,185	400,000	400,000
* CAPITAL OUTLAY		486,769	131,006	178,185	51,533	178,185	483,000	483,000
** MAINTENANCE		12,176,274	11,527,738	12,226,857	11,402,124	12,075,662	11,866,061	12,004,556

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 16 ACTUALS	FY 17 ACTUALS	FY18 ADJUSTED BUDGET	Y-T-D ACTUALS	ESTIMATED FY 2018	TENTATIVE FY 2019	FINAL FY 2019
SERVICE AND SUPPLIES								
520-3505-500.50-00	CAPITALIZED ASSETS	4,563,957-	585,473-	0	588,058-	0	0	0
*	SERVICE AND SUPPLIES	4,563,957-	585,473-	0	588,058-	0	0	0
NON-OPERATING EXPENSE								
520-3505-475.48-45	FISCAL CHARGES	1,581	1,331	2,000	1,206	2,000	2,000	2,000
*	NON-OPERATING EXPENSE	1,581	1,331	2,000	1,206	2,000	2,000	2,000
CAPITAL OUTLAY								
520-3505-435.70-40	CONSTRUCTION	3,692,282	384,604	2,557,845	397,626	2,557,845	2,500,000	2,500,000
520-3505-435.70-70	LABOR	198,856	13,208	0	25,705	0	0	0
520-3505-435.76-05	FACILITY IMPROVEMENTS	150,386	5,925	100,000	82,059	100,000	80,000	80,000
520-3505-435.78-46	FACILITY ADDITION	11,715	0	0	0	0	0	0
*	CAPITAL OUTLAY	4,053,239	403,737	2,657,845	505,390	2,657,845	2,580,000	2,580,000
PRINCIPAL REDEMPTION								
520-3505-471.83-16	2014 WATER SRF BONDS	0	0	273,618	0	273,618	281,305	281,305
520-3505-471.83-39	2012 WATER REFUNDING	0	0	335,000	0	335,000	345,000	345,000
520-3505-471.83-41	2010E SDWRF	0	0	1,141,752	0	1,141,752	1,170,821	1,170,821
520-3505-471.83-44	2012 WATER BONDS	0	0	155,000	0	155,000	160,000	160,000
520-3505-471.83-53	2014 REFUNDING EF BONDS	0	0	512,000	0	512,000	526,000	526,000
520-3505-471.83-61	2010B WTR IMP & REFUNDING	0	0	765,000	0	765,000	795,000	795,000
520-3505-471.83-99	2009 WATER BONDS	0	0	183,784	0	183,784	183,784	183,784
*	PRINCIPAL REDEMPTION	0	0	3,366,154	0	3,366,154	3,461,910	3,461,910
INTEREST REDEMPTION								
520-3505-472.93-16	2014 WATER SRF BONDS	86,786	158,722	157,765	157,765	157,765	149,970	149,970
520-3505-472.93-39	2012 WATER REFUNDING	368,426	339,712	321,584	321,583	321,584	309,034	309,034
520-3505-472.93-40	2010A WTR IMPROVEMENT	672,862	672,862	672,862	672,862	672,862	672,862	672,862
520-3505-472.93-41	2010E SDWRF	493,580	465,587	436,881	436,881	436,881	407,444	407,444
520-3505-472.93-44	2012 WATER BONDS	116,349	110,416	105,316	105,316	105,316	99,499	99,499
520-3505-472.93-53	2014 REFUNDING EF BONDS	149,579	145,824	133,219	133,219	133,219	102,570	102,570
520-3505-472.93-61	2010B WTR IMP & REFUNDING	173,024	154,808	127,474	132,574	127,474	96,074	96,074
520-3505-472.93-87	2005 WATER BONDS	15,950	0	0	0	0	0	0
*	INTEREST REDEMPTION	2,076,556	2,047,931	1,955,101	1,960,200	1,937,436	1,837,453	1,837,453
CAPITAL PROJECTS								
520-3505-435.73-33	EMERGENCY GENERATOR PROG	0	0	50,000	0	50,000	100,000	100,000
520-3505-435.73-40	HMPG EMERGENCY GEN-MATCH	0	0	0	0	0	269,000	269,000
520-3505-435.73-95	REPLACE PUMPS/MOTOR	23,950	50,730	100,000	31,135	100,000	50,000	50,000
*	CAPITAL PROJECTS	23,950	50,730	150,000	31,135	150,000	419,000	419,000

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2019

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 16 ACTUALS	FY 17 ACTUALS	FY18 ADJUSTED BUDGET	Y-T-D ACTUALS	ESTIMATED FY 2018	TENTATIVE FY 2019	FINAL FY 2019
** CAPITAL PROJECTS		1,591,369	1,918,256	8,131,100	1,909,873	8,113,435	8,300,363	8,300,363
*** WATER		13,767,643	13,445,994	20,357,957	13,311,997	20,189,097	20,166,424	20,304,919
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*** WATER		13,767,643	13,445,994	20,357,957	13,311,997	20,189,097	20,166,424	20,304,919
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		13,767,643	13,445,994	20,357,957	13,311,997	20,189,097	20,166,424	20,304,919

PROPRIETARY FUND	ACTUAL PRIOR YEAR ENDING 6/30/2017	ESTIMATED CURRENT YEAR ENDING 6/30/2018	BUDGET YEAR ENDING 6/30/19	
			TENTATIVE APPROVED	FINAL APPROVED
OPERATING REVENUE				
Charges for Services				
General Government				
User Fees and Charges	1,361,322	1,707,494	1,776,000	1,776,000
Total Operating Revenue	1,361,322	1,707,494	1,776,000	1,776,000
OPERATING EXPENSE				
Utility Enterprises				
Salaries & Wages	45,118	130,779	146,893	153,308
Employee Benefits	70,169	84,381	88,423	91,475
Services & Supplies	443,349	435,538	584,431	584,431
Depreciation/amortization	321,472	283,268	295,000	295,000
Total Operating Expense	880,108	933,966	1,114,747	1,124,214
Operating Income or (Loss)	481,214	773,528	661,253	651,786
NONOPERATING REVENUES				
Interest Earned	1,200	38,855	1,500	1,500
Miscellaneous	1,194	5,000	-	-
Total Nonoperating Revenues	2,394	43,855	1,500	1,500
NONOPERATING EXPENSES				
Interest Expense	128,528	164,351	330,201	308,310
Loss on Disposal of Fixed Asset	-	-	-	-
Bond Issuance Costs	-	227,134	-	-
Total Nonoperating Expenses	128,528	391,485	330,201	308,310
Net Income before Contributions	355,080	425,898	332,552	344,976
CAPITAL CONTRIBUTIONS				
Capital Assets	157,214	-	-	-
Developers		-	-	-
Total Capital Contributions	157,214	-	-	-
CHANGE IN NET POSITION	512,294	425,898	332,552	344,976

CARSON CITY
 (Local Government)
 SCHEDULE F-1 REVENUES, EXPENSES, AND NET INCOME
 FUND: STORM DRAINAGE

Schedule F-1

PROPRIETARY FUND	ACTUAL PRIOR YEAR ENDING 6/30/2017	ESTIMATED CURRENT YEAR ENDING 6/30/2018	BUDGET YEAR ENDING 6/30/19	
			TENTATIVE APPROVED	FINAL APPROVED
A. CASH FLOWS FROM OPERATING ACTIVITIES:				
Cash received for services	1,359,864	1,648,695	1,776,000	1,776,000
Cash payment for personnel costs	(171,767)	(193,272)	(217,716)	(227,183)
Cash payment for services & supplies	(446,581)	(434,420)	(584,431)	(584,431)
Miscellaneous cash received/(paid)	1,194	5,000	-	-
a. Net cash provided by (or used for) operating activities	742,710	1,026,003	973,853	964,386
B. CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES:				
Transfer from other Funds	-	-	-	-
Transfer to other Funds	-	-	-	-
b. Net cash provided by (or used for) noncapital financing activities	-	-	-	-
C. CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES:				
Bond principal payments	(443,001)	(497,522)	(552,474)	(510,202)
Bond interest expense paid	(108,555)	(108,450)	(330,201)	(308,310)
Bond proceeds	305,456	5,113,503	-	-
Bond issuance costs	-	(227,134)	-	-
Subsidy from federal grant	-	-	-	-
Acquisition of capital assets	(189,671)	(40,847)	-	-
c. Net cash provided by (or used for) capital and related financing activities	(435,771)	4,239,550	(882,675)	(818,512)
D. CASH FLOWS FROM INVESTING ACTIVITIES:				
Interest received on investments	1,200	38,855	1,500	1,500
d. Net cash provided by (or used in) investing activities	1,200	38,855	1,500	1,500
NET INCREASE (DECREASE) in cash and cash equivalents (a+b+c+d)	308,139	5,304,408	92,678	147,374
CASH AND CASH EQUIVALENTS AT JULY 1, 20xx	56,291	364,430	5,668,838	5,668,838
CASH AND CASH EQUIVALENTS AT JUNE 30, 20xx	364,430	5,668,838	5,761,516	5,816,212

CARSON CITY
 (Local Government)
SCHEDULE F-2 STATEMENT OF CASH FLOWS

FUND: STORM DRAINAGE

Schedule F-2

Carson City - Cash Flow Worksheets
Stormwater Drainage - 505
FINANCIAL POLICIES

	Actual 2015	Actual 2016	Actual 2017	Estimated 2018
Operating Reserve Goal	75,552	84,706	66,540	76,965
Operating Reserve	75,552	56,291	66,540	76,965
Capital Reserve Goal	179,011	185,219	185,705	181,004
Capital Reserve	12,703	-	297,890	5,591,873
System Reinvestment Funding Goal	312,964	287,059	321,472	283,268
System Reinvestment Funding Available	12,703	-	297,890	734,446
Debt to Equity (goal is 50:50)	52:48	49:51	45:55	62:38
Debt Service Coverage (goal 1.0 minimum)	1.4	1.3	1.4	1.6

Goal met, Goal not met

CALCULATIONS

Operating Reserve

Salaries & wages	\$ 125,887	\$ 138,697	\$ 45,118	\$ 130,779
Employee benefits	65,552	61,911	70,169	84,381
Services & supplies	434,109	490,632	443,349	435,538
Less non-cash OBEB adj	(12,735)	(9,838)	(13,229)	(9,939)
Less non-cash PERS adj	-	5,655	(5,696)	(16,487)
	612,813	687,057	539,711	624,272
Minimum 45 day reserve	\$ 75,552	\$ 84,706	\$ 66,540	\$ 76,965

Capital Reserve Goal

Net capital assets (CAFR)	\$ 8,950,552	\$ 9,260,927	\$ 9,285,264	\$ 9,050,211
Required 2% minimum	179,011	185,219	185,705	181,004

Capital Reserve-Actual or projected

Cash at 6/30 (CAFR)	\$ 88,255	\$ 56,291	\$ 364,430	\$ 5,668,838
Less operating reserve	(75,552)	(84,706)	(66,540)	(76,965)
Capital reserve	\$ 12,703	\$ (28,415)	\$ 297,890	\$ 5,591,873

System Reinvestment Funding Goal

Annual depreciation	\$ 312,964	\$ 287,059	\$ 321,472	\$ 283,268
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System Reinvestment Funding actual or projected (nested within capital reserve)

Cash at 6/30 (CAFR)	\$ 88,255	\$ 56,291	\$ 364,430	\$ 5,668,838
Less operating reserve	(75,552)	(84,706)	(66,540)	(76,965)
Less unspent bond proceeds	-	-	-	(4,857,427)
Available for system reinvestment	\$ 12,703	\$ (28,415)	\$ 297,890	\$ 734,446

Debt to Equity Ratio (goal is 50:50)

Total liabilities at 6/30 (CAFR)	\$ 4,924,849	\$ 4,844,187	\$ 4,656,005	\$ 9,431,930
Less PERS obligation	(170,683)	(188,024)	(216,470)	(216,342)
Less OPEB obligation	(67,685)	(77,523)	(90,752)	(205,541)
Liabilities	4,686,481	4,578,640	4,348,783	9,010,047
Net position at 6/30	4,357,673	4,724,195	5,236,489	5,620,455
Percentage of liabilities	51.82%	49.22%	45.37%	61.58%
Percentage of equity	48.18%	50.78%	54.63%	38.42%
Debt to equity	52:48	49:51	45:55	62:38

Debt Service Coverage

Net pledged revenues (CAFR Notes)	\$ 713,404	\$ 702,409	\$ 805,080	\$ 1,089,534
Principal & interest payments (CAFR Notes)	514,367	551,559	571,528	664,903
Debt service coverage	1.4	1.3	1.4	1.6

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2019

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 16 ACTUALS	FY 17 ACTUALS	FY 18 ADJUSTED BUDGET	Y-T-D ACTUALS	ESTIMATED FY 2018	TENTATIVE FY 2019	FINAL FY 2019
CHARGES FOR SERVICES								
PUBLIC WORKS								
505-0000-343.06-00	DEPARTMENT CHARGES	40	1,763	31,157	1,157	1,157	0	0
*	PUBLIC WORKS	40	1,763	31,157	1,157	1,157	0	0
**	CHARGES FOR SERVICES	40	1,763	31,157	1,157	1,157	0	0
MISCELLANEOUS REVENUE								
GIFTS/DONATIONS								
505-0000-365.09-00	DONATIONS	0	0	0	5,000	0	0	0
*	GIFTS/DONATIONS	0	0	0	5,000	0	0	0
**	MISCELLANEOUS REVENUE	0	0	0	5,000	0	0	0
PROPRIETARY REVENUES								
USER FEES AND CHARGES								
505-0000-370.01-00	SERVICE CHARGES	1,391,062	1,359,559	1,623,316	1,706,337	1,658,972	1,776,000	1,776,000
*	USER FEES AND CHARGES	1,391,062	1,359,559	1,623,316	1,706,337	1,658,972	1,776,000	1,776,000
OTHER OPERATING CHARGES								
505-0000-372.70-00	REFUNDS/REIMBURSEMENTS	0	1,194	0	0	0	0	0
*	OTHER OPERATING CHARGES	0	1,194	0	0	0	0	0
NON-OPERATING REVENUE								
505-0000-375.10-00	DEVELOPER CONTRIBUTIONS	112,140	41,790	0	0	0	0	0
505-0000-375.20-01	CAPITAL ASSETS	21,516	115,424	0	0	0	0	0
*	NON-OPERATING REVENUE	133,656	157,214	0	0	0	0	0
INTEREST EARNED								
505-0000-377.02-00	INTEREST INCOME	1,948	3,999	6,039	39,551	3,000	1,500	1,500
505-0000-377.03-00	NET INC IN FAIR VALUE INV	849	2,799	0	696	0	0	0
*	INTEREST EARNED	2,797	1,200	6,039	38,855	3,000	1,500	1,500
**	PROPRIETARY REVENUES	1,527,515	1,519,167	1,629,355	1,745,192	1,661,972	1,777,500	1,777,500
OTHER FINANCING SOURCES								
PROCEEDS OF GENL L-T LIAB								
505-0000-383.03-00	BOND PROCEEDS	0	0	4,875,000	0	4,875,000	0	0
505-0000-383.03-01	PREMIUM ON BOND PROCEEDS	0	0	238,503	0	0	0	0

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 16 ACTUALS	FY 17 ACTUALS	FY 18 ADJUSTED BUDGET	Y-T-D ACTUALS	ESTIMATED FY 2018	TENTATIVE FY 2019	FINAL FY 2019
*	PROCEEDS OF GENL L-T LIAB	0	0	5,113,503	0	4,875,000	0	0
**	OTHER FINANCING SOURCES	0	0	5,113,503	0	4,875,000	0	0
***	STORMWATER DRAINAGE	1,527,555	1,520,930	6,774,015	1,751,349	6,538,129	1,777,500	1,777,500

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 16 ACTUALS	FY 17 ACTUALS	FY18 ADJUSTED BUDGET	Y-T-D ACTUALS	ESTIMATED FY 2018	TENTATIVE FY 2019	FINAL FY 2019
STORMWATER DRAINAGE								
Salaries and Wages								
505-3702-437.01-01 SALARIES		121,333	110,633	129,554	121,226	127,271	131,393	137,808
505-3702-437.01-03 ADMINISTRATIVE PAY		0	13	0	31	0	0	0
505-3702-437.01-06 MANAGEMENT LEAVE PAY		474	299	0	533	309	0	0
505-3702-437.01-07 ANNUAL LEAVE PAYOUT		897	434	0	686	2,980	0	0
505-3702-437.01-08 SICK LEAVE PAYOUT		8,807	68,308	0	763	0	0	0
505-3702-437.01-09 WORKERS' COMPENSATORY LV		381	1,315	0	1,182	0	0	0
505-3702-437.01-11 OVERTIME		4,922	9,407	8,000	7,736	8,000	8,000	8,000
505-3702-437.01-12 CALL BACK PAY		701	3,202	2,500	171	2,500	2,500	2,500
505-3702-437.01-13 STAND-BY PAY		1,863	1,448	5,000	1,028	5,000	5,000	5,000
505-3702-437.01-14 FLSA		68	163	0	105	82	0	0
505-3702-437.01-16 HOLIDAY PAY		1,045	1,278	0	1,031	417	0	0
505-3702-437.01-99 GRANT ALLOCATION		0	12,210	0	177	0	0	0
* Salaries and Wages		138,697	45,118	145,054	130,779	146,559	146,893	153,308
EMPLOYEE BENEFITS								
505-3702-437.02-25 MEDICARE		1,767	1,720	1,979	1,815	2,009	1,991	2,167
505-3702-437.02-30 RETIREMENT		26,800	23,057	26,469	25,078	28,386	30,734	32,530
505-3702-437.02-40 GROUP INSURANCE		25,314	23,547	35,263	29,024	31,368	34,011	34,993
505-3702-437.02-50 WORKERS' COMPENSATION		1,334	1,476	1,483	1,388	1,576	1,556	1,590
505-3702-437.02-65 CLOTHING ALLOWANCE		2,049	1,031	2,000	125	2,000	2,000	2,000
505-3702-437.02-86 FOUL WEATHER ALLOWANCE		333	248	323	323	323	323	323
505-3702-437.02-71 PHONE ALLOWANCE		136	150	145	187	192	193	241
505-3702-437.02-72 MOBILE DEVICE ALLOWANCE		15	15	15	15	16	15	30
505-3702-437.02-86 OPEB COST		9,838	13,229	10,822	9,939	10,822	11,904	11,904
505-3702-437.02-87 GASB 68 PENSION EXPENSE		5,655	5,696	5,696	16,487	5,696	5,696	5,696
* EMPLOYEE BENEFITS		61,911	70,169	84,195	84,381	82,388	88,423	91,474
SERVICE AND SUPPLIES								
505-3702-437.03-09 PROFESSIONAL SERVICES		18,654	0	69,000	27,000	69,000	100,000	100,000
505-3702-437.03-12 AUDITING FEES		1,137	999	1,200	834	1,200	1,200	1,200
505-3702-437.03-30 TRAINING		1,030	2,938	4,500	1,103	4,500	4,500	4,500
505-3702-437.04-30 EQUIPMENT REPAIR & MAINT		0	10	0	23	0	0	0
505-3702-437.04-33 SOFTWARE MAINTENANCE		117	0	2,000	0	2,000	2,000	2,000
505-3702-437.04-35 VEHICLE REPAIR & MAINT		11,981	13,215	5,000	18,420	5,000	5,000	5,000
505-3702-437.04-45 EQUIPMENT RENTAL		0	0	1,000	0	1,000	1,000	1,000
505-3702-437.04-46 FIRE SUPPRESSION		37,500	37,500	37,500	37,500	37,500	37,500	37,500
505-3702-437.04-47 CONTRIB TO TAHOE CONSERV		0	0	2,000	0	2,000	2,000	2,000
505-3702-437.05-42 PRINTING / ADVERTISING		718	0	0	1,269	0	0	0
505-3702-437.05-80 TRAVEL		90	2,658	0	0	0	0	0
505-3702-437.05-87 CLICK-2-GOV FEES		165	1,341	2,000	1,420	2,000	2,000	2,000
505-3702-437.06-01 OFFICE SUPPLIES		1,536	2,013	500	1,117	500	500	500
505-3702-437.06-02 POSTAGE / SHIPPING		3,155	8,158	9,000	6,704	9,000	9,000	9,000
505-3702-437.06-25 OPERATING SUPPLIES		21,833	21,472	25,000	17,225	25,000	25,000	25,000
505-3702-437.06-60 VEHICLE FUEL/OIL		6,097	6,694	10,000	4,584	10,000	10,000	10,000

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 16 ACTUALS	FY 17 ACTUALS	FY18 ADJUSTED BUDGET	Y-T-D ACTUALS	ESTIMATED FY 2018	TENTATIVE FY 2019	FINAL FY 2019
505-3702-437.07-10 TELEPHONE		286	292	800	303	800	800	800
505-3702-437.09-01 ISC: GENERAL FUND		358,836	265,704	250,116	250,116	250,116	335,415	335,415
505-3702-437.09-15 INSURANCE		26,250	26,250	26,250	26,250	26,250	26,250	26,250
505-3702-437.09-20 ISC: SEWER FUND(S)		1,235	1,244	0	1,280	0	0	0
505-3702-437.09-24 ISC: WATER FUND		1,837	1,867	0	1,921	0	0	0
505-3702-437.09-50 ISC: FLEET		33,138	27,002	22,050	22,050	22,050	22,266	22,266
505-3702-437.09-55 ISC: RADIOS		234	174	0	0	0	0	0
505-3702-437.12-99 GRANT ALLOC / DIRECT BILL		35,242	23,820	0	16,418	0	0	0
505-3702-500.50-00 CAPITALIZED ASSETS		520,604	188,597	0	48,214	0	0	0
* SERVICE AND SUPPLIES		29,967	254,754	467,916	387,323	467,916	584,431	584,431
DEPRECIATION EXPENSE								
505-3702-437.44-65 DEPRECIATION EXPENSE		287,059	321,472	325,000	283,268	295,000	295,000	295,000
* DEPRECIATION EXPENSE		287,059	321,472	325,000	283,268	295,000	295,000	295,000
NON-OPERATING EXPENSE								
505-3702-475.48-45 FISCAL CHARGES		250	0	1,000	0	1,000	0	0
505-3702-475.48-46 BOND ISSUANCE COSTS		0	0	227,134	227,134	100,000	0	0
505-3702-475.48-75 LOSS ON DISPOSAL F.A.		56,828	0	0	0	0	0	0
* NON-OPERATING EXPENSE		57,078	0	228,134	227,134	101,000	0	0
CAPITAL OUTLAY								
505-3702-437.70-40 CONSTRUCTION		146,945	0	0	0	0	0	0
505-3702-437.70-70 LABOR		15,740	0	0	92	0	0	0
505-3702-437.77-75 EQUIPMENT		50,708	0	0	0	0	0	0
* CAPITAL OUTLAY		213,393	0	0	92	0	0	0
** MAINTENANCE		728,171	691,513	1,250,299	1,112,977	1,092,863	1,114,747	1,124,213

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 16 ACTUALS	FY 17 ACTUALS	FY18 ADJUSTED BUDGET	Y-T-D ACTUALS	ESTIMATED FY 2018	TENTATIVE FY 2019	FINAL FY 2019
CAPITAL OUTLAY								
505-3705-437.70-40 CONSTRUCTION		295,734	188,229	700,000	19,632	625,000	0	0
505-3705-437.70-70 LABOR		11,477	368	15,000	28,490	0	0	0
505-3705-437.78-00 CONSTRUCTION PROJECTS		0	0	4,336,452	0	4,350,000	0	0

* CAPITAL OUTLAY		307,211	188,597	5,051,452	48,122	4,975,000	0	0

PRINCIPAL REDEMPTION								
505-3705-471.83-13 2014 STORMWATER BONDS		0	0	44,922	0	44,922	88,474	46,202
505-3705-471.83-35 2012 MT REFUNDING		0	0	102,600	0	102,600	105,000	105,000
505-3705-471.83-53 2014 REFUNDING EF BONDS		0	0	350,000	0	350,000	359,000	359,000

* PRINCIPAL REDEMPTION		0	0	497,522	0	497,522	552,474	510,202

INTEREST REDEMPTION								
505-3705-472.93-10 2018 STORMWATER BOND		0	0	46,547	44,509	0	213,992	213,992
505-3705-472.93-13 2014 STORMWATER SRF BONDS		10,993	23,020	25,912	25,912	25,912	46,522	24,631
505-3705-472.93-35 2012 MT REFUNDING		10,362	8,478	6,562	5,570	3,782	1,830	1,830
505-3705-472.93-50 2005 STORMWATER BONDS		5,646	0	0	0	0	0	0
505-3705-472.93-53 2014 REFUNDING EF BONDS		98,655	97,030	76,731	88,360	76,731	67,857	67,857

* INTEREST REDEMPTION		125,656	128,528	155,752	164,351	106,425	330,201	308,310

** CAPITAL PROJECTS		432,867	317,125	5,704,726	212,473	5,578,947	882,675	818,512
*** STORMWATER DRAINAGE		1,161,038	1,008,638	6,955,025	1,325,450	6,671,810	1,997,422	1,942,725

**** STORMWATER DRAINAGE		1,161,038	1,008,638	6,955,025	1,325,450	6,671,810	1,997,422	1,942,725

		1,161,038	1,008,638	6,955,025	1,325,450	6,671,810	1,997,422	1,942,725



STAFF REPORT

Item No. 2.C

Report To: Utility Finance Oversight Committee

Meeting Date: November 27, 2018

Staff Contact: Darren Schulz, Director of Public Works

Agenda Title: For Information Only: Update on water, wastewater, and stormwater rate refresh.

Staff Summary: The City undertook a comprehensive rate study in 2012/13 for the water and sewer utilities. The study included a series of newly adopted financial policies which served to guide the resulting rate evaluation and development of complex rate models for the water and sewer utilities using the entire user database for each utility. The study resulted in a significant change in the rate structure reflecting distribution of costs to the users based on cost of service to the user. This resulted in shifting costs between commercial, industrial, state, and residential users based on actual costs of operating the water or sewer system. In addition, the rates included capitalization costs for new infrastructure improvements and adding depreciation costs for replacement of the current facilities. The costs were phased in over a five-year period. The last of the five years of rate increases went into effect in July 2017. The stormwater utility was not considered in this rate review.

Staff is now currently in the process of hiring a consultant to perform a rate refresh of the water and wastewater utilities to review assumptions and projections from the 2012/2013 rate study and compare them to actuals. Further, at the request of the Board of Supervisors, staff will have the rate consultant review the stormwater rate methodology/rate model and make recommendations for improvements and/or refinements.

Agenda Action: Other/Presentation

Time Requested: 10 minutes

Proposed Motion

N/A

Board's Strategic Goal

N/A

Previous Action

N/A

Background/Issues & Analysis

Attachment "A" - Water, Wastewater, and Stormwater Rate Refresh RFP

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)

REQUEST FOR PROPOSALS

Water, Wastewater and Stormwater Rate Study Refresh

ADVERTISED RFP 1819-136 Water, Wastewater, and Stormwater Rate Study Refresh

RELEASE DATE: November 5, 2018

Carson City invites qualified firms to submit proposals for the **Water, Wastewater and Stormwater Rate Study Refresh**. Proposals shall be submitted in accordance with the Documents and Requirements as set forth in the formal "Request for Proposals."

RFP DOCUMENTS may be obtained from the Carson City website <http://carson.org/Bids>

PROPOSALS shall be submitted to the **CARSON CITY EXECUTIVE DEPARTMENT – PURCHASING AND CONTRACTS**, 201 N. Carson Street, Suite 2, Carson City, Nevada 89701, by no later than 5:00 pm on November 28, 2018.

RECOMMENDATION FOR AWARD will be made by the Public Works Department, based on the evaluation results of the City Review and Selection Committee. Once the committee has made a recommendation and a contract is negotiated, the results will be posted on the City's website <http://carson.org/Bids> all respondents will be notified by e-mail of the Recommendation for Award to the successful respondent.

FINAL SELECTION will be made by the Carson City Board of Supervisors and is anticipated to be considered at their January 3, 2018 meeting. Should it become necessary to reschedule the date set for award, notice will be provided to those finalists selected. In all instances, a decision rendered by Carson City shall be deemed final.

1 **INTRODUCTION** (General Information)

- 1.1 Carson City invites qualified firms to submit proposals for the **Water, Wastewater and Stormwater Rate Study Refresh**. Proposals shall be submitted in accordance with the Documents and Requirements as set forth in the formal "Request for Proposals." The Contract that will result from this "Request for Proposals" will include what is indicated in Section 4 of this RFP.
- 1.2 A City Review and Selection Committee will evaluate the proposals submitted.
- 1.3 During evaluation, the City Review and Selection Committee reserve the right, where it may serve the City's best interest, to request additional information or clarification from the Consulting Firm, or to allow corrections of errors or omissions. Oral interviews **may** be conducted by the City Review and Selection Committee for the Consultants who submit a Proposal and were short listed. If interviews are held only the top consultants will be interviewed.
- 1.4 Submission of a proposal indicates acceptance by the Consulting Firm of the conditions contained in this Request for Proposals, unless clearly and specifically

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noted in the proposal submitted and confirmed in the resultant contract between Carson City and the Firm selected.

- 1.5 The use of the term "firm" refers to Consultant Firms with certified personnel, doing business in the United States and duly registered in the State of Nevada with business license paid to the City and County of Carson City after selection of the firm. With this type of project, the City may accept one or more firms teaming up for joint venture with a Nevada-based firm to prepare the required services, but the City will recognize such a consortium as a single entity only with one juridical personality.
- 1.6 There is no expressed or implied intent or obligation for Carson City to reimburse responding firms for any expenses incurred in preparing proposals, as well as, travel expenses during interviews (if required) in response to this Request for Proposals.
- 1.7 Carson City shall reserve the right to terminate any agreement resultant from this solicitation and subsequent action for cause but not limited to inadequacy of performance.

2 CARSON CITY CONTACT PERSON:

- 2.1 Until the receipt and opening of proposals, the proposers' principal contact with Carson City will be as listed below. All questions are to be submitted in writing and potential Proposers will receive copies of all questions and answers except for the questions that are considered proprietary. All RFPs submitted must have all addendum(s) attached and acknowledged. Any proposal that does not include the addendum(s) is subject to rejection. Questions will only be received through 5 pm on November 22, 2018.

Carol Akers, Purchasing and Contracts Administrator
Carson City Executive Department – Purchasing and Contracts
201 N. Carson Street, Suite 2
Carson City, NV 89701
775-283-7362
e-mail: CAkers@carson.org

- 2.2 All contacts regarding the proposal should be with the above-named individual only. Proposers contacting other City staff or City officials may be disqualified for doing so.

3 BACKGROUND INFORMATION:

Water System Overview

Carson City's population is currently approximately 56,000 and expected to grow, at build out, to approximately 75,000. The Carson City Public Works Water Division provides potable water to customers within an overall service area that extends to the majority of the City. Production facilities include the Quill Water Treatment Plant and 32 groundwater wells as well as water imported to the City from a regional water system

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connection to Douglas and Lyon Counties. Water is obtained from both surface and groundwater sources.

Currently, the City serves approximately 17,000 connections which are all metered. The distribution system includes approximately 235 miles of water mains, 1400 fire hydrants, 32 wells, 1 surface water storage reservoir, 16 storage tanks, and 16 pressure zones and connections to the regional water system.

There has been a 3 percent per year decrease in overall water use since peak water usage occurred in 2007. This was also during the economic downturn where population decreased slightly. Another compounding factor was Carson City began a series of rate increases spread over five years in the fall of 2013 which affected the consumption and decreased the gallon per capita per day, especially for residential use.

Wastewater System Overview

The City's wastewater system consists of approximately 248 miles of sewer collection pipelines, 24 miles of reclaimed pipelines, 5 lift stations, 2 reuse pump stations, a winter storage reservoir and one 5 MGD treatment plant. Water is reused on several area golf courses. The age of the Wastewater System ranges from 65 years old to new. Various components of the Wastewater System have been upgraded through the years with major improvements completed every decade starting in the late 1980's. Most recently, the City is completing a \$37 million repair and replacement project at the wastewater treatment plant.

Stormwater System Overview

The City's stormwater system consists of approximately 140 miles of stormwater conveyance pipelines, 3,400 stormwater catch basins, 100 miles of stormwater conveyance open channels, and 56 stormwater basins. The City manages the stormwater system in compliance with Federal and State requirements under its stormwater permit. The rates for stormwater are currently based on land use zoning.

Previous Rate Study

The City undertook a comprehensive rate study in 2013 for the water and sewer utilities. The study included a series of newly adopted financial policies which served to guide the resulting rate evaluation and development of complex rate models for the water and sewer utilities using the entire user database for each utility. The study resulted in a significant change in the rate structure reflecting distribution of costs to the users based on cost of service to the user. This resulted in shifting costs between commercial, industrial, state, and residential users based on actual costs of operating the water or sewer system. In addition the rates included capitalization costs for new infrastructure improvements and adding depreciation costs for replacement of the current facilities. The costs were phased in over a five year period to avoid rate shock. The last of the five years of rate increases went into effect in July 2017. Connection fee recommendations were not approved in the initial rate approval but were subsequently approved in modified form later in the five year period of the phased in rate changes. The results of

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the study are located on the City webpage,
(<https://carson.org/government/departments-g-z/public-works/water>).
[Deliverables/Scope of Work](#)

The final report produced by the selected firm should be one that refreshes both the water and sewer rates and charges using the methods of the October 2013 Study and rate models that were developed. All models and data from the October 2013 Study will be shared with the selected firm.

The City would like the selected firm to evaluate all the current water charges including connection charges, water meter box set charges, water meter set fees, monthly water base charge, and monthly water commodity charge. The water rates portion should also consider the connection fee structure to determine if it is meeting its intended target. See Carson City Municipal Code (CCMC), Sections 12 for the current charges.

The City would like the selected firm to evaluate all the current sewer connection charges, effluent charges and sewer base and commodity charges. See CCMC, Sections 12 for the current charges.

The City would like the selected firm to evaluate all the current stormwater charges and be prepared to conceptually develop several alternative rate designs to be discussed with the public and elected boards. See CCMC, Sections 12 for the current charges.

The final report should address the following rate making topics for Water, Sewer and Stormwater: Financial Planning and the City's revenue requirements, Cost of Service and Rate Design, and Connection Charges. The information should be packaged in a final report and accompanied by a final presentation that summarizes the final report. The study should be forward looking at the growing needs of the City.

Anticipated Schedule:

Release RFP	November 5, 2018
RFP Submittal Deadline	5 pm November 28, 2018
Contract Negotiations	December, 2018
Board of Supervisors Awards Contract	January 3, 2019
Notice to Proceed	January 7, 2019

4 SCOPE OF SERVICES (DRAFT):

- 4.1 The scope of services for the **Water, Wastewater and Stormwater Rate Study Refresh** will be cooperatively developed by the selected consultant and City Staff which will include the following as a minimum:

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- Kick off Meeting with City and firm to transfer latest water demand information, past years revenue/cost information, and latest rate study completed in 2013 and the recent years revenue data
- Scheduling and Cost Development Meetings
- Interim Staff Review Meetings, as necessary.
- Draft Rate Study report submitted for City review and presentations to Boards.
- Final Rate Study report submitted for City review and presentation to Boards.
- A sample contract is contained within Exhibit A. Although contract modifications may be included within the proposal, please be advised that as a general rule, the City does not make but minor modifications.

5 RFP REQUIREMENTS:

5.1 **Submission of RFP Proposals:**

- 5.1.1 A master copy (so marked) of the Proposal and an electronic copy (pdf document) a title page showing the RFP subject; the firm's name, address, telephone number and e-mail of a contact person. The Proposal must be received on or before the date and time set for receipt of proposals.

Proposals must include a one page cover letter signed by the proposed project manager for the project. The letter shall state that the project manager will not be removed from the project without permission of the City or the consultant may forfeit the project. Cover letter not included in page count.

Proposals shall be clear, straightforward, and not exceed 15 pages in length as shown by sections below including resumes. Company brochures are provided as an appendix to the 15 pages referenced above but shall not exceed 4 pages.

5.1.2 **Proposals shall contain the following information:**

5.1.2.1 **Project Experience (3-4 Pages)(6.3.A&B):**

- a. Demonstrated Experience with projects similar in scope.
Giving emphasis on the rate design for the three utilities – Water, Wastewater, and Stormwater, particularly on methodology used for setting up Stormwater rates.

5.1.2.2 **Technical Capacity (5-6 Pages) (6.3.B&C):**

- a. Key Staff, including Project Manager information and use of any sub-consultants.

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b. Relevant Experience

c. Demonstrated Commitment and availability to the project

5.1.2.3 **Project Approach (4-5 Pages) (6.3.D):**

Provide a written narrative clearly demonstrating the consultants approach to design. Include all the steps necessary to work in a collaborative environment and the consultants experience working in a collaborative environment. Demonstrate the steps taken for in house quality control and sub-contractor management, ability to manage schedule and cost controls.

5.1.2.4 **Submission of proposals**

Submit proposals in an envelope to:

Carol Akers, Purchasing and Contracts Administrator
Carson City Executive Department–Purchasing and Contracts
201 N. Carson Street, Suite 2
Carson City, NV 89701

Envelopes shall be clearly labeled with the project name and contract number

6 EVALUATION OF PROPOSALS:

6.1 Proposals submitted will be evaluated by the City Review and Selection Committee.

6.2 The Committee may call for **oral interviews**. The City reserves the right to retain all proposals submitted and use any idea in a proposal regardless of whether or not said proposal is selected. The tentative date set for oral interviews is December 12, 2018.

6.3 **The following categories will be evaluated in the selection process:**

- A. Project Experience: Proposer demonstrates experience with similar projects, and has an excellent performance record. **(20 points)**
- B. Project Manager: Demonstrated experience and abilities **(10 points)**
- C. Technical Capacity: Proposer demonstrates that the knowledge, skills and abilities to perform the specifications of the RFP exist within its organization. **(40 points)**
- D. Project Approach: Proposal is organized and responsive to all requirements of the RFP, and proposer exhibits competence regarding the proposed

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project. Proposer exhibits insightful approach to the project design. **(30 points)**

- 6.4 The firms will be ranked and an agreement shall be negotiated following the selection of the most qualified Applicant. If an acceptable agreement cannot be reached with the highest ranked Applicant, the City shall proceed to negotiate with the next highest ranked Applicant and so on until an acceptable agreement is negotiated or the City, in its sole discretion, elects to terminate the solicitation.

7 RIGHT TO REJECT PROPOSALS:

- 7.1 Submission of proposal indicates acceptance by the Consulting Firm of the conditions contained in this RFP unless clearly and specifically noted in the proposal submitted and confirmed in the subsequent contract between Carson City and the Consulting Firm selected.
- 7.2 Carson City reserves the right to reject any or all proposals and to award to the proposer the City deems most qualified and whose award of the contract will accrue to the best interests of the City.
- 7.3 **Late proposals will not be accepted.** Prospective proposers are held responsible that their proposals arrive at the Carson City Executive Department - Purchasing and Contracts on or before the designated time and date.

8 WITHDRAWAL OF PROPOSALS:

- 8.1 Requests to withdraw proposals received after the date and time set for opening and acknowledging proposals will not be considered.

9 ATTACHMENTS:

Exhibit A: Sample Contract

***** END OF DOCUMENT *****

INDEPENDENT CONTRACTOR AGREEMENT**Contract No.XXXX-XXX****Title:** _____

THIS CONTRACT is made and entered into this _____ day of _____, 2018, by and between Carson City, a consolidated municipality, a political subdivision of the State of Nevada, hereinafter referred to as "**CITY**", and (Independent Contractor Name), hereinafter referred to as "**CONTRACTOR**".

WITNESSETH:

WHEREAS, the Purchasing and Contracts Administrator for **CITY** is authorized pursuant to Nevada Revised Statutes (hereinafter referred to as "NRS") 332 and Carson City Purchasing Resolution #1990-R71, to approve and accept this Contract as set forth in and by the following provisions; and

WHEREAS, CONTRACTOR'S compensation under this agreement (does) (does not X) utilize in whole or in part money derived from one or more federal grant funding source(s); and

WHEREAS, it is deemed necessary that the services of **CONTRACTOR** for **CONTRACT No.XXXX-XXX** (hereinafter referred to as "Contract") are both necessary and in the best interest of **CITY**; and

NOW, THEREFORE, in consideration of the aforesaid premises, and the following terms, conditions and other valuable consideration, the parties mutually agree as follows:

1. REQUIRED APPROVAL:

This Contract shall not become effective until and unless approved by the Carson City Board of Supervisors.

2. SCOPE OF WORK (Incorporated Contract Documents):

2.1 **CONTRACTOR** shall provide and perform the following services set forth in **Exhibit A**, which shall all be attached hereto and incorporated herein by reference for and on behalf of **CITY** and hereinafter referred to as the "SERVICES".

2.2 **CONTRACTOR** represents that it is duly licensed by **CITY** for the purposes of performing the SERVICES.

2.3 **CONTRACTOR** represents that it is duly qualified and licensed in the State of Nevada for the purposes of performing the SERVICES.

2.4 **CONTRACTOR** represents that it and/or the persons it may employ possess all skills and training necessary to perform the SERVICES described herein and required hereunder. **CONTRACTOR** shall perform the SERVICES faithfully, diligently, in a timely and professional manner, to the best of its ability, and in such a manner as is customarily performed by a person who is in the business of providing such services in similar circumstances. **CONTRACTOR** shall be responsible for the professional quality and technical accuracy of all SERVICES furnished by **CONTRACTOR** to **CITY**.

For P&C Use Only	
CCBL expires	_____
NVCL expires	_____
GL expires	_____
AL expires	_____
WC expires	_____

INDEPENDENT CONTRACTOR AGREEMENT
Contract No.XXXX-XXX

Title: _____

2.5 **CONTRACTOR** represents that neither the execution of this Contract nor the rendering of services by **CONTRACTOR** hereunder will violate the provisions of or constitute a default under any other contract or agreement to which **CONTRACTOR** is a party or by which **CONTRACTOR** is bound, or which would preclude **CONTRACTOR** from performing the SERVICES required of **CONTRACTOR** hereunder, or which would impose any liability or obligation upon **CITY** for accepting such SERVICES.

2.6 Before commencing with the performance of any SERVICES under this Contract, **CONTRACTOR** shall obtain all necessary permits and licenses as may be necessary. Before and during the progress of work under this Contract, **CONTRACTOR** shall give all notice and comply with all the laws, ordinances, rules and regulations of every kind and nature now or hereafter in effect promulgated by any Federal, State, County, or other Governmental Authority, relating to the performance of work under this Contract. If **CONTRACTOR** performs any work that is contrary to any such law, ordinance, rule or regulation, it shall bear all the costs arising therefrom.

2.7 It is expressly understood and agreed that all SERVICES done by **CONTRACTOR** shall be subject to inspection and acceptance by **CITY** and approval of SERVICES shall not forfeit the right of **CITY** to require correction, and nothing contained herein shall relieve **CONTRACTOR** of the responsibility of the SERVICES required under the terms of this Contract until all SERVICES have been completed and accepted by **CITY**.

3. CONTRACT TERM:

3.1 This Contract shall be effective from (Month) XX, 2018, subject to Carson City Board of Supervisors' approval (anticipated to be XXXX, 2018) to (Month) XX, 2018, unless sooner terminated by either party as specified in **Section 7** (CONTRACT TERMINATION).

4. NOTICE:

4.1 Except any applicable bid and award process where notices may be limited to postings by **CITY** on its Bid Opportunities website (www.carson.org), all notices or other communications required or permitted to be given under this Contract shall be in writing and shall be deemed to have been duly given if delivered personally in hand, by e-mail, by regular mail, by telephonic facsimile with simultaneous regular mail, or by certified mail, return receipt requested, postage prepaid on the date posted, and addressed to the other party at the address specified below.

4.2 Notice to **CONTRACTOR** shall be addressed to:

(Authorized Signer, Title)
 (Company Name)
 (Street Address)
 (City), (State) (Zip)
 775-XXX-XXXX/FAX: 775-XXX-XXXX
 (E-Mail Address)

INDEPENDENT CONTRACTOR AGREEMENT

Contract No.XXXX-XXX

Title: _____

4.3 Notice to **CITY** shall be addressed to:

Carson City Purchasing and Contracts Department
 Carol Akers, Purchasing & Contracts Administrator
 201 North Carson Street, Suite 2
 Carson City, NV 89701
 775-283-7362 / FAX 775-887-2286
CAkers@carson.org

5. **COMPENSATION:**

5.1 The parties agree that **CONTRACTOR** will provide the SERVICES specified in **Section 2** (SCOPE OF WORK) and **CITY** agrees to pay **CONTRACTOR** the Contract's compensation based upon Time and Materials and the Scope of Work Fee Schedule for a not to exceed maximum amount (AMOUNT WRITTEN IN WORDS) Dollars and 00/100 (\$XX,XXX.00), and hereinafter referred to as "Contract Sum".

5.2 Contract Sum represents full and adequate compensation for the completed SERVICES, and includes the furnishing of all materials; all labor, equipment, tools, and appliances; and all expenses, direct or indirect, connected with the proper execution of the SERVICES.

5.3 **CITY** does not agree to reimburse **CONTRACTOR** for expenses unless otherwise specified.

6. **TIMELINESS OF BILLING SUBMISSION:**

6.1 The parties agree that timeliness of billing is of the essence to this Contract and recognize that **CITY** is on a fiscal year which is defined as the period beginning July 1 and ending June 30 of the following year. All billings for dates of service prior to July 1 must be submitted to **CITY** no later than the first Friday in August of the same year. A billing submitted after the first Friday in August will subject **CONTRACTOR** to an administrative fee not to exceed \$100.00. The parties hereby agree this is a reasonable estimate of the additional costs to **CITY** of processing the billing as a stale claim and that this amount will be deducted from the stale claim payment due to **CONTRACTOR**.

7. **CONTRACT TERMINATION:**

7.1 Termination Without Cause:

7.1.1 Any discretionary or vested right of renewal notwithstanding, this Contract may be terminated upon written notice by mutual consent of both parties or unilaterally by either party without cause.

7.1.2 **CITY** reserves the right to terminate this Contract for convenience whenever it considers termination, in its sole and unfettered discretion, to be in the public interest. In the event that the Contract is terminated in this manner, payment will be made for SERVICES actually completed. If termination occurs under this provision, in no event shall **CONTRACTOR** be entitled to anticipated profits on items of SERVICES not performed as of the effective date of the termination or compensation for any other item, including but not limited to, unabsorbed overhead. **CONTRACTOR** shall require that all subcontracts which it enters related to this Contract likewise contain a termination for convenience clause which precludes the ability of any subcontractor to make claims against **CONTRACTOR** for damages due to breach of contract, lost profit on items

INDEPENDENT CONTRACTOR AGREEMENT

Contract No.XXXX-XXX

Title: _____

of SERVICES not performed, or unabsorbed overhead, in the event of a convenience termination.

7.2 Termination for Nonappropriation:

7.2.1 All payments and SERVICES provided under this Contract are contingent upon the availability of the necessary public funding, which may include various internal and external sources. In the event that Carson City does not acquire and appropriate the funding necessary to perform in accordance with the terms of the Contract, the Contract shall automatically terminate upon **CITY'S** notice to **CONTRACTOR** of such nonappropriation, and no claim or cause of action may be based upon any such nonappropriation.

7.3 Cause Termination for Default or Breach:

7.3.1 A default or breach may be declared with or without termination.

7.3.2 This Contract may be terminated by either party upon written notice of default or breach to the other party as follows:

7.3.2.1 If **CONTRACTOR** fails to provide or satisfactorily perform any of the conditions, work, deliverables, goods, or any SERVICES called for by this Contract within the time requirements specified in this Contract or within any granted extension of those time requirements; or

7.3.2.2 If any state, county, city or federal license, authorization, waiver, permit, qualification or certification required by statute, ordinance, law, or regulation to be held by **CONTRACTOR** to provide the goods or SERVICES or any services required by this Contract is for any reason denied, revoked, debarred, excluded, terminated, suspended, lapsed, or not renewed; or

7.3.2.3 If **CONTRACTOR** becomes insolvent, subject to receivership, or becomes voluntarily or involuntarily subject to the jurisdiction of the bankruptcy court; or

7.3.2.4 If **CITY** materially breaches any material duty under this Contract and any such breach impairs **CONTRACTOR'S** ability to perform; or

7.3.2.5 If it is found by **CITY** that any quid pro quo or gratuities in the form of money, services, entertainment, gifts, or otherwise were offered or given by **CONTRACTOR**, or any agent or representative of **CONTRACTOR**, to any officer or employee of **CITY** with a view toward securing a contract or securing favorable treatment with respect to awarding, extending, amending, or making any determination with respect to the performing of such contract; or

7.3.2.6 If it is found by **CITY** that **CONTRACTOR** has failed to disclose any material conflict of interest relative to the performance of this Contract.

7.4 Time to Correct (Declared Default or Breach):

7.4.1 Termination upon a declared default or breach may be exercised only after providing seven (7) calendar days written notice of default or breach, and the subsequent failure of the defaulting or breaching party, within five (5) calendar days of providing that default or breach notice, to provide evidence satisfactory to the aggrieved party demonstrating that the declared default or breach has been corrected. Time to correct shall run concurrently with any notice of default or breach and such time to correct is not subject to any stay with respect to the

INDEPENDENT CONTRACTOR AGREEMENT

Contract No.XXXX-XXX

Title: _____

nonexistence of any Notice of Termination. Untimely correction shall not void the right to termination otherwise properly noticed unless waiver of the noticed default or breach is expressly provided in writing by the aggrieved party. There shall be no time to correct with respect to any notice of termination without cause or termination for nonappropriation.

7.5 Winding Up Affairs Upon Termination:

7.5.1 In the event of termination of this Contract for any reason, the parties agree that the provisions of this **Subsection 7.5** survive termination:

7.5.1.1 The parties shall account for and properly present to each other all claims for fees and expenses and pay those which are undisputed and otherwise not subject to set off under this Contract. Neither party may withhold performance of winding up provisions solely based on nonpayment of fees or expenses accrued up to the time of termination; and

7.5.1.2 **CONTRACTOR** shall satisfactorily complete SERVICES in progress at the agreed rate (or a pro rata basis if necessary) if so requested by **CITY**; and

7.5.1.3 **CONTRACTOR** shall execute any documents and take any actions necessary to effectuate an assignment of this Contract if so requested by **CITY**; and

7.5.1.4 **CONTRACTOR** shall preserve, protect, and promptly deliver into **CITY** possession all proprietary information in accordance with "**Section 19**".

7.6 Notice of Termination:

7.6.1 Unless otherwise specified in this Contract, termination shall not be effective until seven (7) calendar days after a party has provided written notice of default or breach, or notice of without cause termination. Notice of Termination may be given at the time of notice of default or breach, or notice of without cause termination. Notice of Termination may be provided separately at any time after the running of the 7-day notice period, and such termination shall be effective on the date the Notice of Termination is provided to the party unless a specific effective date is otherwise set forth therein. Any delay in providing a Notice of Termination after the 7-day notice period has run without a timely correction by the defaulting or breaching party shall not constitute any waiver of the right to terminate under the existing notice(s).

8. **REMEDIES:**

Except as otherwise provided for by law or this Contract, the rights and remedies of the parties shall not be exclusive and are in addition to any other rights and remedies provided by law or equity, including, without limitation, actual damages, and to a prevailing party reasonable attorney's fees and costs. The parties agree that, in the event a lawsuit is filed and a party is awarded attorney's fees by the court, for any reason, the amount of recoverable attorney's fees shall not exceed the rate of \$125 per hour. **CITY** may set off consideration against any unpaid obligation of **CONTRACTOR** to **CITY**.

9. **LIMITED LIABILITY:**

CITY will not waive and intends to assert available NRS Chapter 41 liability limitations in all cases. Contract liability of both parties shall not be subject to punitive damages. Liquidated damages shall not apply unless otherwise expressly provided for elsewhere in this Contract. Damages for any **CITY** breach shall never exceed the amount of funds appropriated for payment under this Contract, but not yet paid to **CONTRACTOR**, for the fiscal year budget in existence at the time of the breach. **CONTRACTOR'S** tort liability shall not be limited.

INDEPENDENT CONTRACTOR AGREEMENT**Contract No.XXXX-XXX****Title:** _____**10. FORCE MAJEURE:**

Neither party shall be deemed to be in violation of this Contract if it is prevented from performing any of its obligations hereunder due to strikes, failure of public transportation, civil or military authority, act of public enemy, accidents, fires, explosions, or acts of God, including, without limitation, earthquakes, floods, winds, or storms. In such an event the intervening cause must not be through the fault of the party asserting such an excuse, and the excused party is obligated to promptly perform in accordance with the terms of this Contract after the intervening cause ceases.

11. INDEMNIFICATION:

11.1 To the extent permitted by law, including, but not limited to, the provisions of NRS Chapter 41, each party shall indemnify, hold harmless and defend, not excluding the other's right to participate, the other party from and against all liability, claims, actions, damages, losses, and expenses, including but not limited to reasonable attorney's fees and costs, arising out of any alleged negligent or willful acts or omissions of the indemnifying party, its officers, employees and agents. Such obligation shall not be construed to negate, abridge, or otherwise reduce any other right or obligation of the indemnity which would otherwise exist as to any party or person described in this Section.

11.2 Except as otherwise provided in **Subsection 11.4** below, the indemnifying party shall not be obligated to provide a legal defense to the indemnified party, nor reimburse the indemnified party for the same, for any period occurring before the indemnified party provides written notice of the pending claim(s) or cause(s) of action to the indemnifying party, along with:

11.2.1 a written request for a legal defense for such pending claim(s) or cause(s) of action; and

11.2.2 a detailed explanation of the basis upon which the indemnified party believes that the claim or cause of action asserted against the indemnified party implicates the culpable conduct of the indemnifying party, its officers, employees, and/or agents.

11.3 After the indemnifying party has begun to provide a legal defense for the indemnified party, the indemnifying party shall not be obligated to fund or reimburse any fees or costs provided by any additional counsel for the indemnified party, including counsel through which the indemnified party might voluntarily choose to participate in its defense of the same matter.

11.4 After the indemnifying party has begun to provide a legal defense for the indemnified party, the indemnifying party shall be obligated to reimburse the reasonable attorney's fees and costs incurred by the indemnified party during the initial thirty (30) day period of the claim or cause of action, if any, incurred by separate counsel.

12. INDEPENDENT CONTRACTOR:

12.1 **CONTRACTOR**, as an independent contractor, is a natural person, firm or corporation who agrees to perform SERVICES for a fixed price according to his or its own methods and without subjection to the supervision or control of the **CITY**, except as to the results of the SERVICES, and not as to the means by which the SERVICES are accomplished.

12.2 It is mutually agreed that **CONTRACTOR** is associated with **CITY** only for the purposes and to the extent specified in this Contract, and in respect to performance of the contracted SERVICES pursuant to this Contract. **CONTRACTOR** is and shall be an independent contractor and, subject only to the terms of this Contract, shall have the sole right to supervise, manage, operate, control, and direct performance of the details incident to its duties under this Contract.

12.3 Nothing contained in this Contract shall be deemed or construed to create a partnership or joint venture, to create relationships of an employer-employee or principal-agent, or to otherwise create any liability for **CITY** whatsoever with respect to the indebtedness, liabilities, and obligations of **CONTRACTOR** or any other party.

INDEPENDENT CONTRACTOR AGREEMENT**Contract No.XXXX-XXX****Title:** _____

12.4 **CONTRACTOR**, in addition to **Section 11** (INDEMNIFICATION), shall indemnify and hold **CITY** harmless from, and defend **CITY** against, any and all losses, damages, claims, costs, penalties, liabilities, expenses arising out of or incurred in any way because of, but not limited to, **CONTRACTOR'S** obligations or legal duties regarding any taxes, fees, assessments, benefits, entitlements, notice of benefits, employee's eligibility to work, to any third party, subcontractor, employee, state, local or federal governmental entity.

12.5 Neither **CONTRACTOR** nor its employees, agents, or representatives shall be considered employees, agents, or representatives of **CITY**.

13. INSURANCE REQUIREMENTS (GENERAL):

13.1 **NOTICE: The following general insurance requirements shall apply unless these general requirements are altered by any specific requirements set forth in CITY'S solicitation for bid document, the adopted bid or other document incorporated into this Contract by the parties.**

13.2 **CONTRACTOR**, as an independent contractor and not an employee of **CITY**, must carry policies of insurance in amounts specified and pay all taxes and fees incident hereunto. **CITY** shall have no liability except as specifically provided in this Contract.

13.3 **CONTRACTOR** shall not commence work before: (1) **CONTRACTOR** has provided the required evidence of insurance to **CITY** Purchasing and Contracts, and (2) **CITY** has approved the insurance policies provided by **CONTRACTOR**.

13.4 Prior approval of the insurance policies by **CITY** shall be a condition precedent to any payment of consideration under this Contract and **CITY'S** approval of any changes to insurance coverage during the course of performance shall constitute an ongoing condition subsequent this Contract. Any failure of **CITY** to timely approve shall not constitute a waiver of the condition.

13.5 *Insurance Coverage (13.6 through 13.23):*

13.6 **CONTRACTOR** shall, at **CONTRACTOR'S** sole expense, procure, maintain and keep in force for the duration of this Contract the following insurance conforming to the minimum requirements specified below. Unless specifically specified herein or otherwise agreed to by **CITY**, the required insurance shall be in effect prior to the commencement of work by **CONTRACTOR** and shall continue in force as appropriate until the later of:

13.6.1 Final acceptance by **CITY** of the completion of this Contract; or

13.6.2 Such time as the insurance is no longer required by **CITY** under the terms of this Contract.

13.6.3 Any insurance or self-insurance available to **CITY** under its coverage(s) shall be in excess of and non-contributing with any insurance required from **CONTRACTOR**. **CONTRACTOR'S** insurance policies shall apply on a primary basis. Until such time as the insurance is no longer required by **CITY**, **CONTRACTOR** shall provide **CITY** with renewal or replacement evidence of insurance no less than thirty (30) calendar days before the expiration or replacement of the required insurance. If at any time during the period when insurance is required by this Contract, an insurer or surety shall fail to comply with the requirements of this Contract, as soon as **CONTRACTOR** has knowledge of any such failure, **CONTRACTOR** shall immediately notify **CITY** and immediately replace such insurance or bond with an insurer meeting the requirements.

13.7 *General Insurance Requirements (13.8 through 13.23):*

13.8 **Certificate Holder:** Each certificate shall list Carson City c/o Carson City Purchasing and Contracts, 201 N. Carson Street, Suite 2, Carson City, NV 89701 as a certificate holder.

INDEPENDENT CONTRACTOR AGREEMENT**Contract No.XXXX-XXX****Title:** _____

13.9 Additional Insured: By endorsement to the general liability insurance policy evidenced by **CONTRACTOR**, The City and County of Carson City, Nevada, its officers, employees and immune contractors shall be named as additional insureds for all liability arising from this Contract.

13.10 Waiver of Subrogation: Each liability insurance policy, except for professional liability, shall provide for a waiver of subrogation in favor of City.

13.11 Cross-Liability: All required liability policies shall provide cross-liability coverage as would be achieved under the standard ISO separation of insureds clause.

13.12 Deductibles and Self-Insured Retentions: Insurance maintained by **CONTRACTOR** shall apply on a first dollar basis without application of a deductible or self-insured retention unless otherwise specifically agreed to by **CITY**. Such approval shall not relieve **CONTRACTOR** from the obligation to pay any deductible or self-insured retention. Any deductible or self-insured retention shall not exceed \$5,000.00 per occurrence, unless otherwise approved by **CITY**.

13.13 Policy Cancellation: Except for ten (10) calendar days' notice for non-payment of premium, premium, **CONTRACTOR** or its insurers must provide thirty (30) calendar days prior written notice to Carson City Purchasing and Contracts if any policy will be canceled, non-renewed or if required coverage and /or limits reduced or materially altered, and shall provide that notices required by this paragraph shall be sent by mail to Carson City Purchasing and Contracts, 201 N. Carson Street, Suite 2, Carson City, NV 89701. When available, each insurance policy shall be endorsed to provide thirty (30) days' notice of cancellation, except for ten (10) days' notice for non-payment of premium, to City.

13.14 Approved Insurer: Each insurance policy shall be issued by insurance companies authorized to do business in the State of Nevada or eligible surplus lines insurers under federal and Nevada law and having agents in Nevada upon whom service of process may be made, and currently rated by A.M. Best as "A-VII" or better.

13.15 Evidence of Insurance: Prior to commencement of work, **CONTRACTOR** must provide the following documents to Carson City Purchasing and Contracts, 201 North Carson Street, Suite 3, Carson City, NV 89701:

13.16 Certificate of Insurance: **CONTRACTOR** shall furnish City with a certificate(s) of insurance, executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements set forth herein. The Acord 25 Certificate of Insurance form or a form substantially similar must be submitted to Carson City Purchasing and Contracts to evidence the insurance policies and coverages required of **CONTRACTOR**.

13.17 Additional Insured Endorsement: An Additional Insured Endorsement (CG20 10 or C20 26), signed by an authorized insurance company representative, must be submitted to Carson City Purchasing and Contracts to evidence the endorsement of **CITY** as an additional insured per **Subsection 13.9** (Additional Insured).

13.18 Schedule of Underlying Insurance Policies: If Umbrella or Excess policy is evidenced to comply with minimum limits, a copy of the Underlying Schedule from the Umbrella or Excess insurance policy may be required.

13.19 Review and Approval: Documents specified above must be submitted for review and approval by **CITY** Purchasing and Contracts prior to the commencement of work by **CONTRACTOR**. Neither approval by **CITY** nor failure to disapprove the insurance furnished by **CONTRACTOR** shall relieve **CONTRACTOR** of **CONTRACTOR'S** full responsibility to provide the insurance required by this Contract. Compliance with the insurance requirements of this Contract shall not limit the liability of **CONTRACTOR** or its sub-contractors, employees or agents to **CITY** or others, and shall be in addition to and not in lieu of any other remedy available to **CITY** under this Contract or otherwise. **CITY** reserves the right to request and review a copy of any required insurance policy or endorsement to assure compliance with these requirements.

INDEPENDENT CONTRACTOR AGREEMENT**Contract No.XXXX-XXX****Title:** _____**13.20 COMMERCIAL GENERAL LIABILITY INSURANCE:**

CONTRACTOR shall maintain commercial general liability (CGL) and, if necessary, commercial umbrella insurance with a limit of not less than \$1,000,000 each occurrence.

13.20.1 *Minimum Limits required:*

13.20.2 Two Million Dollars (\$2,000,000.00) - General Aggregate.

13.20.3 Two Million Dollars (\$2,000,000.00) - Products & Completed Operations Aggregate.

13.20.4 One Million Dollars (\$1,000,000.00) - Each Occurrence.

13.20.5 CGL insurance shall be written on ISO occurrence form CG 00 01 04 13 (or a substitute form providing equivalent coverage) and shall cover liability arising from premises, operations, products-completed operations, personal and advertising injury, and liability assumed under an insured contract [(including the tort liability of another assumed in a business contract)].

13.20.6 City and County of Carson City, Nevada, its officers, employees and immune contractors shall be included as an insured under the CGL, using ISO additional insured endorsement CG 20 10 or CG 20 26, or a substitute providing equivalent coverage, and under the commercial umbrella, if any.

13.20.7 This insurance shall apply as primary insurance with respect to any other insurance or self-insurance programs afforded to City There shall be no endorsement or modification of the CGL to make it excess over other available insurance; alternatively, if the CGL states that it is excess or pro rata, the policy shall be endorsed to be primary with respect to the additional insured.

13.20.8 There shall be no endorsement or modification of the CGL limiting the scope of coverage for liability assumed under a contract.

13.20.9 Contractor waives all rights against City and its agents, officers, directors and employees for recovery of damages to the extent these damages are covered by the commercial general liability or commercial umbrella liability insurance maintained pursuant to this Contract. Insurer shall endorse CGL policy as required to waive subrogation against City with respect to any loss paid under the policy.

13.21 BUSINESS AUTOMOBILE LIABILITY INSURANCE:

13.21.1 *Minimum Limit required:*

13.21.2 Contractor shall maintain automobile liability and, if necessary, commercial umbrella liability insurance with a limit of not less than \$1,000,000 each accident for bodily injury and property damage.

13.21.3 Such insurance shall cover liability arising out of owned, hired, and non-owned autos (as applicable). Coverage as required above shall be written on ISO form CA 00 01, CA 00 05, CA 00 25, or a substitute form providing equivalent liability coverage.

13.21.4 Contractor waives all rights against City and its agents, officers, directors and employees for recovery of damages to the extent these damages are covered by

INDEPENDENT CONTRACTOR AGREEMENT**Contract No.XXXX-XXX****Title:** _____

the automobile liability or other liability insurance obtained by **CONTRACTOR** pursuant this Contract.

13.22 PROFESSIONAL LIABILITY INSURANCE

13.22.1 *Minimum Limit required:*

13.22.2 **CONTRACTOR** shall maintain professional liability insurance applying to all activities performed under this Contract with limits not less than One Million Dollars (\$1,000,000.00) and Two Million Dollars (\$2,000,000) in the aggregate.

13.22.3 Retroactive date: Prior to commencement of the performance of this Contract.

13.22.4 **CONTRACTOR** will maintain professional liability insurance during the term of this Contract and for a period of three (3) years after termination of this Contract unless waived by the City. In the event of non-renewal or other lapse in coverage during the term of this Contract or the three (3) year period described above, **CONTRACTOR** shall purchase Extended Reporting Period coverage for claims arising out of **CONTRACTOR's** negligence acts, errors and omissions committed during the term of the Professional Liability Policy. The Extended Reporting Period shall continue through a minimum of three (3) years after termination date of this Contract.

13.22.5 A certified copy of this policy may be required.

13.23 WORKERS' COMPENSATION AND EMPLOYER'S LIABILITY INSURANCE:

13.23.1 **CONTRACTOR** shall provide workers' compensation insurance as required by NRS Chapters 616A through 616D inclusive and Employer's Liability insurance with a minimum limit not less than \$1,000,000 each accident for bodily injury by accident or \$1,000,000 each employee for bodily injury by disease.

13.23.2 **CONTRACTOR** may, in lieu of furnishing a certificate of an insurer, provide an affidavit indicating that **CONTRACTOR** is a sole proprietor; that **CONTRACTOR** will not use the services of any employees in the performance of this Contract; that **CONTRACTOR** has elected to not be included in the terms, conditions, and provisions of NRS Chapters 616A-616D, inclusive; and that **CONTRACTOR** is otherwise in compliance with the terms, conditions, and provisions of NRS Chapters 616A-616D, inclusive.

13.23.3 **CONTRACTOR** waives all rights against City and its agents, officers, directors, and employees for recovery of damages to the extent these damages are covered by the workers' compensation and employer's liability or commercial umbrella liability insurance obtained by Contractor pursuant to this Contract. Contractor shall obtain an endorsement equivalent to WC 00 03 13 to affect this waiver.

14. BUSINESS LICENSE:

14.1 **CONTRACTOR** shall not commence work before **CONTRACTOR** has provided a copy of his Carson City business license to Carson City Purchasing and Contracts.

14.2 The Carson City business license shall continue in force until the later of: (1) final acceptance by **CITY** of the completion of this Contract; or (2) such time as the Carson City business license is no longer required by **CITY** under the terms of this Contract.

INDEPENDENT CONTRACTOR AGREEMENT**Contract No.XXXX-XXX****Title:** _____**15. COMPLIANCE WITH LEGAL OBLIGATIONS:**

CONTRACTOR shall procure and maintain for the duration of this Contract any state, county, city, or federal license, authorization, waiver, permit, qualification or certification required by statute, ordinance, law, or regulation to be held by **CONTRACTOR** to provide the goods or SERVICES or any services of this Contract.

CONTRACTOR will be responsible to pay all government obligations, including, but not limited to, all taxes, assessments, fees, fines, judgments, premiums, permits, and licenses required or imposed by law or a court. Real property and personal property taxes are the responsibility of **CONTRACTOR** in accordance with NRS Chapter 361 generally and NRS 361.157 and 361.159, specifically regarding for profit activity. **CONTRACTOR** agrees to be responsible for payment of any such government obligations not paid by its subcontractors during performance of this Contract. **CITY** may set-off against consideration due any delinquent government obligation.

If the **CITY** was required by NRS 332.039(1) to advertise or request a proposal for this Agreement, by signing this Agreement, the **CONTRACTOR** provides a written certification that the **CONTRACTOR** is not currently engaged in, and during the Term shall not engage in, a Boycott of Israel. The term "Boycott of Israel" has the meaning ascribed to that term in Section 3 of Nevada Senate Bill 26 (2017). The **CONTRACTOR** shall be responsible for fines, penalties, and payment of any State of Nevada or federal funds that may arise (including those that the **CITY** pays, becomes liable to pay, or becomes liable to repay) as a direct result of the **CONTRACTOR's** non-compliance with this Section.

16. WAIVER OF BREACH:

Failure to declare a breach or the actual waiver of any particular breach of this Contract or its material or nonmaterial terms by either party shall not operate as a waiver by such party of any of its rights or remedies as to any other breach.

17. SEVERABILITY:

If any provision contained in this Contract is held to be unenforceable by a court of law or equity, this Contract shall be construed as if such provision did not exist and the nonenforceability of such provision shall not be held to render any other provision or provisions of this Contract unenforceable.

18. ASSIGNMENT / DELEGATION:

To the extent that any assignment of any right under this Contract changes the duty of either party, increases the burden or risk involved, impairs the chances of obtaining the performance of this Contract, attempts to operate as a novation, or includes a waiver or abrogation of any defense to payment by **CITY**, such offending portion of the assignment shall be void, and shall be a breach of this Contract. **CONTRACTOR** shall neither assign, transfer nor delegate any rights, obligations or duties under this Contract without the prior written approval of **CITY**. The parties do not intend to benefit any third party beneficiary regarding their respective performance under this Contract.

19. CITY OWNERSHIP OF PROPRIETARY INFORMATION:

Any files, reports, histories, studies, tests, manuals, instructions, photographs, negatives, blue prints, plans, maps, data, system designs, computer programs, computer codes, and computer records (which are intended to be consideration under this Contract), or any other documents or drawings, prepared or in the course of preparation by **CONTRACTOR** (or its subcontractors) in performance of its obligations under this Contract shall be the exclusive property of **CITY** and all such materials shall be delivered into **CITY** possession by **CONTRACTOR** upon completion, termination, or cancellation of this Contract. **CONTRACTOR** shall not use, willingly allow, or cause to have such materials used for any purpose other than performance of **CONTRACTOR'S** obligations under this Contract without the prior written consent of **CITY**. Notwithstanding the foregoing, **CITY** shall have no proprietary interest in any materials licensed for use by **CITY** that are subject to patent, trademark or copyright protection.

20. PUBLIC RECORDS:

Pursuant to NRS 239.010, information or documents received from **CONTRACTOR** may be open to public inspection and copying. **CITY** will have the duty to disclose unless a particular record is made confidential by law

INDEPENDENT CONTRACTOR AGREEMENT**Contract No.XXXX-XXX****Title:** _____

or a common law balancing of interests. **CONTRACTOR** may clearly label specific parts of an individual document as a "trade secret" or "confidential" in accordance with NRS 332.061, provided that **CONTRACTOR** thereby agrees to indemnify and defend **CITY** for honoring such a designation. The failure to so label any document that is released by **CITY** shall constitute a complete waiver of any and all claims for damages caused by any release of the records.

21. CONFIDENTIALITY:

CONTRACTOR shall keep confidential all information, in whatever form, produced, prepared, observed or received by **CONTRACTOR** to the extent that such information is confidential by law or otherwise required by this Contract.

22. FEDERAL FUNDING:

22.1 *In the event federal grant funds are used for payment of all or part of this Contract:*

22.1.1 **CONTRACTOR** certifies, by signing this Contract, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency. This certification is made pursuant to the regulations implementing Executive Order 12549, Debarment and Suspension, 28 C.F.R. pt. 67, § 67.510, as published as pt. VII of the May 26, 1988, Federal Register (pp. 19160-19211), and any relevant program-specific regulations. This provision shall be required of every subcontractor receiving any payment in whole or in part from federal funds.

22.1.2 **CONTRACTOR** and its subcontractors shall comply with all terms, conditions, and requirements of the Americans with Disabilities Act of 1990 (P.L. 101-136), 42 U.S.C. 12101, as amended, and regulations adopted thereunder contained in 28 C.F.R. 26.101-36.999, inclusive, and any relevant program-specific regulations.

22.1.3 **CONTRACTOR** and its subcontractors shall comply with the requirements of the Civil Rights Act of 1964, as amended, the Rehabilitation Act of 1973, P.L. 93-112, as amended, and any relevant program-specific regulations, and Executive Order 11478 (July 21, 2014) and shall not discriminate against any employee or offeror for employment because of race, national origin, creed, color, sex, sexual orientation, gender identity, religion, age, disability or handicap condition (including AIDS and AIDS-related conditions).

22.1.4 If and when applicable to the particular federal funding and the Scope of Work under this Contract, **CONTRACTOR** and its subcontractors shall comply with: American Iron and Steel (AIS) provisions of P.L. 113- 76, Consolidated Appropriations Act, 2014, Section 1605 – Buy American (100% Domestic Content of iron, steel and manufactured goods); Federal Highway Administration (FHWA) 23 U.S.C. § 313 – Buy America, 23 C.F.R. §635.410 (100% Domestic Content of steel, iron and manufactured products); Federal Transit Administration (FTA) 49 U.S.C. § 5323(j), 49 C.F.R. Part 661 – Buy America Requirements (See 60% Domestic Content for buses and other Rolling Stock).

23. LOBBYING:

23.1 The parties agree, whether expressly prohibited by federal law, or otherwise, that no funding associated with this Contract will be used for any purpose associated with or related to lobbying or influencing or attempting to lobby or influence for any purpose the following:

23.1.1 Any federal, state, county or local agency, legislature, commission, council or board;

INDEPENDENT CONTRACTOR AGREEMENT
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23.1.2 Any federal, state, county or local legislator, commission member, council member, board member, or other elected official; or

23.1.3 Any officer or employee of any federal, state, county or local agency; legislature, commission, council or board.

24. GENERAL WARRANTY:

CONTRACTOR warrants that it will perform all SERVICES required hereunder in accordance with the prevailing standard of care by exercising the skill and care normally required of individuals performing the same or similar SERVICES, under the same or similar circumstances, in the State of Nevada.

25. PROPER AUTHORITY:

The parties hereto represent and warrant that the person executing this Contract on behalf of each party has full power and authority to enter into this Contract. **CONTRACTOR** acknowledges that this Contract is effective only after approval by the Carson City Board of Supervisors and only for the period of time specified in this Contract. Any SERVICES performed by **CONTRACTOR** before this Contract is effective or after it ceases to be effective is performed at the sole risk of **CONTRACTOR**.

26. GOVERNING LAW / JURISDICTION:

This Contract and the rights and obligations of the parties hereto shall be governed by, and construed according to, the laws of the State of Nevada, without giving effect to any principle of conflict-of-law that would require the application of the law of any other jurisdiction. **CONTRACTOR** consents and agrees to the jurisdiction of the courts of the State of Nevada located in Carson City, Nevada for enforcement of this Contract.

27. ENTIRE CONTRACT AND MODIFICATION:

This Contract and its integrated attachment(s) constitute the entire Contract of the parties and such are intended as a complete and exclusive statement of the promises, representations, negotiations, discussions, and other Contracts that may have been made in connection with the subject matter hereof. Unless an integrated attachment to this Contract specifically displays a mutual intent to amend a particular part of this Contract, general conflicts in language between any such attachment and this Contract shall be construed consistent with the terms of this Contract. Unless otherwise expressly authorized by the terms of this Contract, no modification or amendment to this Contract shall be binding upon the parties unless the same is in writing and signed by the respective parties hereto and approved by the Carson City Board of Supervisors. Conflicts in language between this Contract and any other agreement between **CITY** and **CONTRACTOR** on this same matter shall be construed consistent with the terms of this Contract. The parties agree that each has had their respective counsel review this Contract which shall be construed as if it was jointly drafted.

INDEPENDENT CONTRACTOR AGREEMENT
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28. ACKNOWLEDGMENT AND EXECUTION:

This Contract may be executed in counterparts. The parties hereto have caused this Contract to be signed and intend to be legally bound thereby as follows:

CITY

Finance Department
 Attn: Carol Akers, Purchasing & Contracts Administrator
 Purchasing and Contracts Department
 201 North Carson Street, Suite 2
 Carson City, Nevada 89701
 Telephone: 775-283-7362
 Fax: 775-887-2286
CAkers@carson.org

CITY'S LEGAL COUNSEL

Carson City District Attorney

I have reviewed this Contract and approve
 as to its legal form.

By: _____
 Sheri Russell, Chief Financial Officer

By: _____
 Deputy District Attorney

Dated _____

Dated _____

**CONTRACTOR will not be given authorization
 to begin work until this Contract has been
 signed by Purchasing and Contracts**

BY: Carol Akers
 Purchasing & Contracts Administrator

Acct#

By: _____

Dated _____

INDEPENDENT CONTRACTOR AGREEMENT**Contract No.XXXX-XXX****Title:** _____

Undersigned deposes and says under penalty of perjury: That he/she is **CONTRACTOR** or authorized agent of **CONTRACTOR**; that he/she has read the foregoing Contract; and that he/she understands the terms, conditions and requirements thereof.

CONTRACTOR**BY:** (Authorized Signer)**TITLE:** XXXXX**FIRM:** (Company Name)**CARSON CITY BUSINESS LICENSE #:** 18-XXXX**Address:** XXXXX**City:** XXXXXXXX **State:** XX **Zip Code:** XXXXX**Telephone:** 775-XXX-XXXX/FAX: 775-XXX-XXXX**E-mail Address:** XXXXXXXXXXXX_____
(Signature of Contractor)**DATED** _____**STATE OF** _____)

)ss

County of _____)

Signed and sworn (or affirmed before me on this _____ day of _____, 20__.

(Signature of Notary)

(Notary Stamp)

INDEPENDENT CONTRACTOR AGREEMENT**Contract No.XXXX-XXX****Title:** _____**CONTRACT ACCEPTANCE AND EXECUTION:**

The Board of Supervisors for Carson City, Nevada at their publicly noticed meeting of (Month) XX, 2018 approved the acceptance of the attached Contract hereinbefore identified as **CONTRACT No. XXXX-XXX**. Further, the Board of Supervisors authorizes the Mayor of Carson City, Nevada to set his hand to this document and record his signature for the execution of this Contract in accordance with the action taken.

CARSON CITY, NEVADA_____
ROBERT L. CROWELL, MAYORDATED this Xth day of (Month), 2018.**ATTEST:**_____
SUSAN MERRIWETHER, CLERK-RECORDERDATED this Xth day of (Month), 2018.



STAFF REPORT

Item No. 2.D

Report To: Utility Finance Oversight Committee

Meeting Date: November 27, 2018

Staff Contact: Darren Schulz, Director of Public Works

Agenda Title: For Information Only: Manager's report on personnel, projects and planning. (Darren Schulz, Dschulz@carson.org)

Staff Summary: Manager's report on personnel changes, projects and planning.

Agenda Action: Other/Presentation

Time Requested: 10 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. 2.E

Report To: Utility Finance Oversight Committee

Meeting Date: November 27, 2018

Staff Contact: Darren Schulz, Director of Public Works

Agenda Title: For Discussion Only: Discussion on the Utility Finance Oversight Committee's activities and roles currently and into the future. (Ande Engleman, andelee@sbcglobal.net)

Staff Summary: A request was brought forth by the Chair for an opportunity for the Committee to perform a self-review of their current role.

Agenda Action: Other/Presentation

Time Requested: 10 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. 2.F

Report To: Utility Finance Oversight Committee

Meeting Date: 11/27/2018

Staff Contact: Darren Schulz, Director of Public Works

Agenda Title: For Discussion Only: Discussion regarding possible dates, times and locations for reoccurring Committee meetings for CY19: _____.

Staff Summary: Discussion regarding possible dates, times and locations for future meetings. The Resolution (2016-R-27) states that the Committee may hold quarterly meetings in each calendar year or at any other time and as often as is deemed necessary and appropriate by the Chairperson of the Utility Committee, including, without limitation, one or more meeting for the purpose of reviewing proposed budgets concerning Carson City utilities. Before the adoption of annual Carson City budgets by the Board, the Utility Committee shall submit to the Board a report concerning the results of any budget review.

Agenda Action: Other/Presentation

Time Requested: 10 minutes

Proposed Motion

N/A

Board's Strategic Goal

Efficient Government

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)