

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

Day: Tuesday
Date: May 28, 2019
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: Discussion and possible action regarding approval of the March 26, 2019 draft meeting minutes. (Darren Schulz, dschulz@carson.org)

Staff Summary: Committee members will be provided the draft meeting minutes from the March 26, 2019 meeting and asked to review and approve.

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

[03-26-19 minutes.pdf](#)

2. Meeting Items:

2.A For Information Only: Presentation of a report on the wastewater, water, and stormwater funds with regards to the changes to the tentative FY20 budget that the UFOC recommended to what was adopted by the Board of Supervisors. (Pamala Ganger, pganger@carson.org)

Staff Summary: This is an informational only update on the adopted FY20 budgets for wastewater, water and stormwater funds.

[SR-FY20 Final Budget Presentation.docx](#)

[FY20 State Budget Document - Utility Funds.pdf](#)

[FY20 UFOC presentation - final 2020 budget.pdf](#)

2.B For Information Only: Presentation and discussion of Manager and Consultant's report on rate study progress.(Darren Schulz, Dschulz@carson.org)

Staff Summary: Manager and Consultant's report on rate study progress. Verbal presentation will be given on rate refresh of wastewater and water funds, and stormwater fund rate and fee structure review.

[SR-Rate Study Update.docx](#)

2.C 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](#)

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>

Utility Finance Oversight Committee Agenda Item Report

Meeting Date: May 28, 2019

Submitted by: Karen Leet

Submitting Department: Public Works

Item Type: Formal Action / Motion

Agenda Section:

Subject:

For Possible Action: Discussion and possible action regarding approval of the March 26, 2019 draft meeting minutes. (Darren Schulz, dschulz@carson.org)

Staff Summary: Committee members will be provided the draft meeting minutes from the March 26, 2019 meeting and asked to review and approve.

Suggested Action:

I move to approve the March 26, 2019 draft meeting minutes of the Utility Finance Oversight Committee.

Attachments:

[SR-Approval_of_Minutes.docx](#)

[03-26-19 minutes.pdf](#)



STAFF REPORT

Item No. 1

Report To: Utility Finance Oversight Committee

Meeting Date: May 28, 2019

Staff Contact: Darren Schulz, Director of Public Works

Agenda Title: For Possible Action: Discussion and possible action regarding approval of the March 26, 2019 draft meeting minutes. (Darren Schulz, dschulz@carson.org)

Staff Summary: Committee members will be provided the draft meeting minutes from the March 26, 2019 meeting and asked to review and approve.

Agenda Action: Formal Action/Motion

Time Requested: 5 minutes

Proposed Motion

I move to approve the March 26, 2019 draft 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)

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A regular meeting of the Carson City Utility Finance Oversight Committee was scheduled for 1:00 p.m. on Tuesday, March 26, 2019 in the Community Center Sierra Room, 851 East William Street, Carson City, Nevada.

PRESENT: Chairperson Mike Bennett
Vice Chairperson Randy Bowling
Member Bob Johnston
Member Bruce Scott

STAFF: Darren Schulz, Public Works Department Director
Sheri Russell, Chief Financial Officer
Pamala Ganger, Deputy Chief Financial Officer
Jamie Stevenson, Accounting Manager
Eddy Quaglieri, Water Utility Manager
Andy Hummel, Wastewater Utility Manager
Todd Reese, 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 DETERMINATION OF A QUORUM (1:01:49) - Vice Chairperson Bennett called the meeting to order at 1:01 p.m. Ms. King called the roll; a quorum was present. Member Maples was absent. (1:05:55) At Vice Chairperson Bennett's request, City staff introduced themselves for the record.

PUBLIC COMMENT (1:02:17) - Vice Chairperson Bennett entertained public comment; however, none was forthcoming.

1. POSSIBLE ACTION ON APPROVAL OF MINUTES - November 27, 2018 (1:02:49) - Vice Chairperson Bennett introduced this item, and entertained a motion. **Member Scott moved to approve the minutes, as presented. Member Bowling seconded the motion.** Vice Chairperson Bennett entertained public comment and, when none was forthcoming, called for a vote on the pending motion. **Motion failed 2-0-2, Member Johnston and Vice Chairperson Bennett abstaining.** Upon advice of Mr. Reese, **Vice Chairperson Bennett advised of having reviewed the minutes and changed his vote to aye. Motion carried 3-0-1, Member Johnston abstaining.**

2. PUBLIC MEETING ITEMS:

2(A) DISCUSSION AND POSSIBLE ACTION REGARDING ELECTION OF A CHAIRPERSON AND A VICE CHAIRPERSON FOR THE UTILITY FINANCE OVERSIGHT COMMITTEE (1:06:31) - Vice Chairperson Bennett entertained nominations for committee chair. **Member Scott moved to appoint Mike Bennett as chair. Member Bowling seconded the motion.** Vice Chairperson Bennett entertained public comment; however, none was forthcoming. **Motion carried 4-0.**

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Chairperson-elect Bennett entertained nominations for vice chair. **Member Scott nominated Randy Bowling as vice chair. Member Johnston seconded the nomination.** Member Bowling acknowledged acceptance of the nomination. Chairperson-elect Bennett entertained public comment and, when none was forthcoming, called for a vote. **Motion carried 4-0.**

2(B) DISCUSSION AND POSSIBLE ACTION ON SELECTION OF FRIENDS IN SERVICE HELPING (“FISH”) AS THE THIRD-PARTY ADMINISTRATOR FOR THE UTILITY RATEPAYER ASSISTANCE PROGRAM (“URAP”), AND AWARD OF THE URAP THIRD-PARTY ADMINISTRATOR CONTRACT TO FISH FOR FIVE PERCENT (5%) OF THE DONATIONS RECEIVED FOR RATEPAYER ASSISTANCE (1:08:16) - Chairperson Bennett introduced this item. Ms. Russell provided background information on the Utility Ratepayer Assistance Program and presented the agenda materials. Ms. Russell and Mr. Reese responded to questions of clarification. Mr. Reese advised of needed revisions to the third-party administrator agreement, and provided direction for the proposed motion. Ms. Russell responded to an additional question of clarification.

Chairperson Bennett entertained a motion. **Member Scott expressed appreciation for FISH’s willingness to administer the program, and moved to authorize the Public Works Director to complete, with FISH and the appropriate City staff, a formal agreement and execute it on behalf of the City for the Utility Ratepayer Assistance Program. Member Johnston seconded the motion.** In response to a question, Member Scott clarified his motion to specifically indicate that FISH is the entity with which the agreement will be entered into. Member Johnston acknowledged second of the motion. Chairperson Bennett entertained public comment and, when none was forthcoming, called for a vote on the pending motion. **Motion carried 4-0.**

2(C) DISCUSSION AND POSSIBLE ACTION REGARDING APPROVAL OF THE PROGRAM APPLICATION CREATED BY FRIENDS IN SERVICE HELPING (“FISH”) AS THE THIRD-PARTY ADMINISTRATOR FOR THE UTILITY RATEPAYER ASSISTANCE PROGRAM (“URAP”) (1:18:13) - Chairperson Bennett introduced this item, and Ms. Russell presented the agenda materials. Ms. Russell and Mr. Schulz responded to questions of clarification, and discussion followed. Chairperson Bennett entertained additional questions or comments and, when none were forthcoming, a motion. **Vice Chairperson Bowling moved to approve the program application created by FISH, as the third-party administrator of the Utility Ratepayer Assistance Program. Member Scott seconded the motion.** Chairperson Bennett entertained public comment and, when none was forthcoming, called for a vote on the pending motion. **Motion carried 4-0.**

At Mr. Schulz’s request, Chairperson Bennett recessed the meeting at 1:29 p.m. Chairperson Bennett reconvened the meeting at 1:35 p.m.

2(D) DISCUSSION AND POSSIBLE ACTION REGARDING THE TENTATIVE FISCAL YEAR 2020 WASTEWATER FUND BUDGET’S COMPLIANCE WITH ADOPTED FINANCIAL POLICIES, AND RECOMMENDING THAT THE BOARD OF SUPERVISORS APPROVE THE TENTATIVE WASTEWATER FUND BUDGET FOR FISCAL YEAR 2020 (1:35:32) - Chairperson Bennett introduced this item, and Ms. Ganger recognized Ms. Stevenson and Public Works Department Fiscal Analyst Cindy Mills for their hard work in helping to prepare the budget. Ms. Ganger presented the

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agenda materials in conjunction with displayed slides. She noted a correction to the internal service charges and explained the same. Ms. Ganger and Ms. Russell responded to questions of clarification throughout the presentation.

Chairperson Bennett entertained a motion. Ms. Ganger, Ms. Russell, and Mr. Schulz responded to additional questions regarding the tentative and final budget processes and timelines. Chairperson Bennett entertained a motion. **Member Scott moved to recommend approval of the tentative budget, as presented by staff, with the minor adjustments outlined in the presentation. Member Johnston seconded the motion.** In response to a question, Member Scott acknowledged his motion was relative to the wastewater fund. Chairperson Bennett entertained public comment and, when none was forthcoming, called for a vote on the pending motion. **Motion carried 4-0.**

2(E) DISCUSSION AND POSSIBLE ACTION REGARDING THE TENTATIVE FISCAL YEAR 2020 WATER FUND BUDGET'S COMPLIANCE WITH ADOPTED FINANCIAL POLICIES, AND RECOMMENDING THAT THE BOARD OF SUPERVISORS APPROVE THE TENTATIVE WATER FUND BUDGET FOR FISCAL YEAR 2020 (1:51:39) - Chairperson Bennett introduced this item. Ms. Ganger presented the agenda materials in conjunction with displayed slides, and responded to questions of clarification. Chairperson Bennett entertained additional questions or comments of the committee members and, when none were forthcoming, a motion. **Vice Chairperson Bowling moved to acknowledge that the tentative Water Fund budget for FY 2020 is substantially in compliance with the adopted financial policies, and to recommend to the Board of Supervisors approval of the tentative Water Fund budget for FY 2020. Member Scott seconded the motion.** Chairperson Bennett entertained public comment and, when none was forthcoming, called for a vote on the pending motion. **Motion carried 4-0.**

2(F) DISCUSSION AND POSSIBLE ACTION REGARDING THE TENTATIVE FISCAL YEAR 2020 STORMWATER DRAINAGE FUND BUDGET'S COMPLIANCE WITH ADOPTED FINANCIAL POLICIES, AND RECOMMENDING THAT THE BOARD OF SUPERVISORS APPROVE THE TENTATIVE STORMWATER DRAINAGE FUND BUDGET FOR FISCAL YEAR 2020 (1:59:52) - Chairperson Bennett introduced this item, and Ms. Ganger presented the agenda materials in conjunction with displayed slides. Ms. Ganger and Mr. Schulz responded to questions of clarification. Member Scott suggested that the presentation "pretty well capsulizes ... the fact that stormwater is underfunded and we have a lot of real needs; not that we can afford them necessarily but that we hear a lot about every time we get major run off events or major flooding. So, keeping the need for stormwater improvements ... in the public's eye is important because it is underfunded. ... people remember potholes but they don't really remember drainage issues until they're under water again. ... this demonstrates some progress but certainly something we need to really continue to focus on trying to come closer to addressing the real need." Chairperson Bennett thanked Member Scott and expressed agreement.

In reference to Member Scott's comments, Vice Chairperson Bowling pointed out that "the projected FY 2020 debt to equity ratio was 56 : 44 and the goal is 50 : 50. But the 56 : 44 is an improvement over the previous year of 58 : 42 which is an improvement over the previous year of 62 : 38. So we're going in a great direction. We're getting closer year by year to the 50 : 50 so ... staff should be complimented on that."

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Chairperson Bennett entertained a motion. **Member Scott moved to recommend to the Board of Supervisors the stormwater drainage fund budget, as presented, recognizing that we're making progress but we still are not meeting all of the City's financial policy goals, and emphasizing the need for continued interest and support by the Board of Supervisors. Member Johnston seconded the motion.** Chairperson Bennett entertained public comment and, when none was forthcoming, called for a vote on the pending motion. **Motion carried 4-0.**

2(G) PRESENTATION OF THE MANAGER'S REPORT ON PERSONNEL, PROJECTS, AND PLANNING (2:10:17) - Chairperson Bennett introduced this item. Mr. Schulz provided background information on, and an overview of, this item. (2:11:41) Wastewater Utility Manager Andy Hummel presented his report. Mr. Hummel and Mr. Schulz responded to questions regarding the reservoir permit, the location of the Eagle Valley Lift Station, the rate study, the seepage permit, and quantification of additional operating costs from the impact of inflow or infiltration at the sewer plant. Chairperson Bennett entertained additional questions or comments and, when none were forthcoming, thanked Mr. Hummel for his presentation.

(2:23:16) Water Utility Manager Eddy Quaglieri presented his report, and responded to questions of clarification. At Mr. Schulz's request, Mr. Quaglieri provided a status report on the east / west transmission main project. In addition, he explained that a contractor working on a sewer main project near Curry and Ann Streets hit a water main yesterday. "... the transmission main, which is near there, transported that cloudy water farther out than we would have expected so we're tracking that. We've sent out a lot of notices, code reds, taking a lot of customer calls. It's looking like it's clearing up right now. We just didn't expect it to be over ... a full 24 hours. Usually, they clear up in a few hours. It just happened to be, with the transmission main being close and it feeding that area, it moved that water throughout the City pretty quickly." Mr. Schulz further explained that the cloudy water condition is due to minerals within the pipes being stirred up, "not exterior getting into the pipes. ... just want to be clear about that. There's nothing harmful about the water. It's cloudy but it's not harmful to the health of anybody."

Member Scott expressed appreciation for the report on Well #3. "I think the redundancy and the benefit of redrilling the wells, and I see in the capital improvement requests that there's a multi-year request for wells and I think that's really important. If we can sustain that and hopefully keep it funded, that'll be real helpful." Mr. Quaglieri acknowledged that Storey County utilizes the Marlette / Hobart system. "That's their only source of water. They're such a small portion of the side stream of that whole source. They rely on it. They have a different treatment system up there that can handle the water that's produced from those reservoirs and that's what's different from our treatment plant." Mr. Quaglieri responded to additional questions of clarification. Chairperson Bennett entertained additional questions or comments of the committee members and the public; however, none were forthcoming.

3. FUTURE AGENDA ITEMS (2:40:21) - Chairperson Bennett introduced this item, and entertained requests for future agenda items. In response to a question, Mr. Schulz reviewed the tentative agenda for the May 28th meeting. Chairperson Bennett read into the record the committee's upcoming meeting schedule, as follows: 1:00 p.m., May 28th; 1:00 p.m., September 24th; and 1:00 p.m., November 18th. Mr. Schulz suggested additional meetings may need to be scheduled, between May and September, due to the rate refresh process.

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4. PUBLIC COMMENT (2:42:48) - Chairperson Bennett introduced this item. Ms. Russell clarified an earlier comment; that it was former committee Chairperson Andrea Engleman who had donated \$1,000 to the Utility Ratepayer Assistance Program. Ms. Russell expressed appreciation to Ms. Engleman. Chairperson Bennett also thanked Ms. Engleman for the generous donation and for her service to the committee. In response to a previous question, Mr. Reese provided statistical information from the federal poverty guidelines. Chairperson Bennett advised of having received written communication from Martin Snodgrass. Mr. Reese read the same into the record. Member Scott suggested referring Mr. Snodgrass' letter to the rate consultant. Chairperson Bennett entertained public comment; however, none was forthcoming.

5. ACTION ON ADJOURNMENT (2:46:00) - Chairperson Bennett entertained a motion to adjourn. Vice Chairperson Bowling so moved. Member Scott seconded the motion. Motion carried.

The Minutes of the March 26, 2019 Carson City Utility Financial Oversight Committee meeting are so approved this _____ day of May, 2019.

MICHAEL BENNETT, Chair

Utility Finance Oversight Committee Agenda Item Report

Meeting Date: May 28, 2019

Submitted by: Pam Ganger

Submitting Department: Finance

Item Type: Other / Presentation

Agenda Section:

Subject:

For Information Only: Presentation of a report on the wastewater, water, and stormwater funds with regards to the changes to the tentative FY20 budget that the UFOC recommended to what was adopted by the Board of Supervisors. (Pamala Ganger, pganger@carson.org)

Staff Summary: This is an informational only update on the adopted FY20 budgets for wastewater, water and stormwater funds.

Suggested Action:

Information only item.

Attachments:

[SR-FY20 Final Budget Presentation.docx](#)

[FY20 State Budget Document - Utility Funds.pdf](#)

[FY20 UFOC presentation - final 2020 budget.pdf](#)



STAFF REPORT

Item No. 2.A.

Report To: Utility Financial Oversight Committee

Meeting Date: May 28, 2019

Staff Contact: Pamala Ganger, Deputy Chief Financial Officer

Agenda Title: For Information Only: Presentation and discussion of a report on the wastewater, water, and stormwater funds with regards to the changes to the tentative FY20 budget that the UFOC recommended to what was adopted by the Board of Supervisors. (Pamala Ganger, pganger@carson.org)

Staff Summary: This is an informational only update on the adopted FY20 budgets for wastewater, water and stormwater funds.

Agenda Action: Other/Presentation

Time Requested: 10 minutes

Proposed Motion

Information only item.

Board's Strategic Goal

N/A

Previous Action

N/A

Background/Issues & Analysis

Attached are the state budget forms as submitted for FY20 showing the tentative and final budget numbers for the wastewater, water and stormwater funds.

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

N/A

Committee Action Taken:

Motion: _____

1) _____

2) _____

Aye/Nay

(Vote Recorded By)

PROPRIETARY FUND	ACTUAL PRIOR YEAR ENDING 6/30/2018	ESTIMATED CURRENT YEAR ENDING 6/30/2019	BUDGET YEAR ENDING 6/30/20	
			TENTATIVE APPROVED	FINAL APPROVED
OPERATING REVENUE				
Charges for Services Use Fees and Charges	15,131,864	14,991,914	14,910,458	14,910,458
Total Operating Revenue	15,131,864	14,991,914	14,910,458	14,910,458
OPERATING EXPENSE				
Utility Enterprises				
Salaries & Wages	1,641,850	1,656,405	1,787,202	1,826,620
Employee Benefits	1,064,284	1,129,220	1,235,924	1,263,286
Services & Supplies	3,907,354	4,731,282	4,500,943	4,500,943
Depreciation/amortization	4,728,685	4,950,000	4,950,000	4,950,000
Total Operating Expense	11,342,173	12,466,907	12,474,069	12,540,849
Operating Income or (Loss)	3,789,691	2,525,007	2,436,389	2,369,609
NONOPERATING REVENUES				
Interest Earned	143,894	130,000	20,000	20,000
Miscellaneous	24,976	31,595	21,000	21,000
Gain on Sale of Capitall Assets	-	-	-	-
Federal Subsidy - BAB Credits	1,464	1,550	1,550	1,550
Total Nonoperating Revenues	170,334	163,145	42,550	42,550
NONOPERATING EXPENSES				
Interest expense	1,475,714	1,518,656	1,428,580	1,428,580
Loss on Disposal of Fixed Asset	91,895	-	-	-
Bond Issuance Costs	193,797	1,500	1,500	1,500
Total Nonoperating Expenses	1,761,406	1,520,156	1,430,080	1,430,080
Net Income before Contributions	2,198,619	1,167,996	1,048,859	982,079
CAPITAL CONTRIBUTIONS				
Capital Assets	-	-	-	-
Capital Grants	-	325,476	-	-
Developers	386,886	-	-	-
Connection Fees	383,217	884,757	160,000	160,000
Total Capital Contributions	770,103	1,210,233	160,000	160,000
TRANSERS				
Transfer to Fleet Fund	-	-	-	-
Transfer to Stormwater Drainage	-	-	-	-
Total transfers	-	-	-	-
CHANGE IN NET POSITION	2,968,722	2,378,229	1,208,859	1,142,079

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

FUND: WASTEWATER

PROPRIETARY FUND	ACTUAL PRIOR YEAR ENDING 6/30/2018	ESTIMATED CURRENT YEAR ENDING 6/30/2019	BUDGET YEAR ENDING 6/30/20	
			TENTATIVE APPROVED	FINAL APPROVED
A. CASH FLOWS FROM OPERATING ACTIVITIES:				
Cash received for services	14,666,712	14,991,914	14,910,458	14,910,458
Cash payment for personnel costs	(2,310,669)	(2,371,925)	(2,588,741)	(2,655,521)
Cash payment for services & supplies	(4,208,941)	(4,731,282)	(4,500,943)	(4,500,943)
Miscellaneous cash received/(paid)	24,976	31,595	21,000	21,000
a. Net cash provided by (or used for) operating activities	8,172,078	7,920,302	7,841,774	7,774,994
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	(2,752,580)	(3,059,120)	(2,810,835)	(2,810,835)
Bond interest expense paid	(1,440,368)	(1,518,656)	(1,428,580)	(1,428,580)
Bond proceeds	10,224,938	-	-	-
Bond issuance costs	(193,797)	(1,500)	(1,500)	(1,500)
Federal Subsidy - BAB Credits	1,464	1,550	1,550	1,550
Grant award	-	325,476	-	-
Acquisition of capital assets	(8,874,171)	(17,292,487)	(3,719,750)	(3,719,750)
Cash contributions - sewer connection fees	383,217	884,757	160,000	160,000
c. Net cash provided by (or used for) capital and related financing activities	(2,651,297)	(20,659,980)	(7,799,115)	(7,799,115)
D. CASH FLOWS FROM INVESTING ACTIVITIES:				
Interest received on investments	143,894	130,000	20,000	20,000
d. Net cash provided by (or used in) investing activities	143,894	130,000	20,000	20,000
NET INCREASE (DECREASE) in cash and cash equivalents (a+b+c+d)	5,664,675	(12,609,678)	62,659	(4,121)
CASH AND CASH EQUIVALENTS AT JULY 1, 20xx	12,773,552	18,438,227	5,828,549	5,828,549
CASH AND CASH EQUIVALENTS AT JUNE 30, 20xx	18,438,227	5,828,549	5,891,208	5,824,428

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

FUND: WASTEWATER

PROPRIETARY FUND	ACTUAL PRIOR YEAR ENDING 6/30/2018	ESTIMATED CURRENT YEAR ENDING 6/30/2019	BUDGET YEAR ENDING 6/30/20	
			TENTATIVE APPROVED	FINAL APPROVED
OPERATING REVENUE				
Charges for Services Use Fees and Charges	15,920,047	16,339,271	16,292,873	16,292,873
Total Operating Revenue	15,920,047	16,339,271	16,292,873	16,292,873
OPERATING EXPENSE				
Utility Enterprises				
Salaries & Wages	1,675,034	1,768,973	1,921,191	1,943,132
Employee Benefits	1,239,505	1,350,580	1,398,960	1,412,055
Services & Supplies	5,106,110	5,221,160	5,524,309	5,489,273
Depreciation/amortization	3,283,296	3,500,000	3,500,000	3,500,000
Total Operating Expense	11,303,945	11,840,713	12,344,460	12,344,460
Operating Income or (Loss)	4,616,102	4,498,558	3,948,413	3,948,413
NONOPERATING REVENUES				
Interest Earned	59,487	60,000	30,000	30,000
Miscellaneous	-	-	-	-
Arbitrage Rebate	-	-	-	-
Gain on Disposal of Fixed Asset	-	3,700	-	-
Federal Subsidy - BAB Credits	224,277	224,277	224,277	224,277
Total Nonoperating Revenues	283,764	287,977	254,277	254,277
NONOPERATING EXPENSES				
Interest expense	1,960,200	2,230,159	2,331,154	2,331,154
Loss on Disposal of Fixed Asset	46,646	-	-	-
Bond Issuance Costs	1,206	315,785	2,000	2,000
Total Nonoperating Expenses	2,008,052	2,545,944	2,333,154	2,333,154
Net Income before Contributions	2,891,814	2,240,591	1,869,536	1,869,536
CAPITAL CONTRIBUTIONS				
Capital Assets	-	-	-	-
Capital Grants	125,000	1,255,282	125,000	125,000
Developers	232,669	-	-	-
Connection Fees	249,664	505,126	201,867	201,867
Total Capital Contributions	607,333	1,760,408	326,867	326,867
TRANSFERS				
Transfer to Fleet Fund	-	-	-	-
Transfer asset from Sewer	-	-	-	-
Total transfers	-	-	-	-
CHANGE IN NET POSITION	3,499,147	4,000,999	2,196,403	2,196,403

CARSON CITY
(Local Government)

SCHEDULE F-1 REVENUES, EXPENSES, AND NET INCOME

FUND: WATER

PROPRIETARY FUND	ACTUAL PRIOR YEAR ENDING 6/30/2018	ESTIMATED CURRENT YEAR ENDING 6/30/2019	BUDGET YEAR ENDING 6/30/20	
			TENTATIVE APPROVED	FINAL APPROVED
A. CASH FLOWS FROM OPERATING ACTIVITIES:				
Cash received for services	15,739,080	16,339,271	16,292,873	16,292,873
Cash payment for personnel costs	(2,427,880)	(2,589,553)	(2,790,151)	(2,825,187)
Cash payment for services & supplies	(5,171,772)	(5,221,160)	(5,524,309)	(5,489,273)
Miscellaneous cash received/(paid)	-	-	-	-
a. Net cash provided by (or used for) operating activities	8,139,428	8,528,558	7,978,413	7,978,413
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	(3,366,154)	(3,461,910)	(13,667,623)	(13,667,623)
Bond interest expense paid	(2,034,156)	(2,230,159)	(2,331,154)	(2,331,154)
Bond proceeds	-	17,791,465	-	-
Bond issuance costs	(1,206)	(315,785)	(2,000)	(2,000)
Proceeds from sale of assets	-	3,700	-	-
Subsidy from federal grant	125,000	1,255,282	125,000	125,000
Acquisition of capital assets	(244,879)	(14,134,841)	(3,247,896)	(3,247,896)
Arbitrage paid	-	-	-	-
Federal subsidy - BAB credits	224,277	224,277	224,277	224,277
Cash contributions - water connection fees	249,664	505,126	201,867	201,867
c. Net cash provided by (or used for) capital and related financing activities	(5,047,454)	(362,845)	(18,697,529)	(18,697,529)
D. CASH FLOWS FROM INVESTING ACTIVITIES:				
Interest received on investments	59,487	60,000	30,000	30,000
d. Net cash provided by (or used in) investing activities	59,487	60,000	30,000	30,000
NET INCREASE (DECREASE) in cash and cash equivalents (a+b+c+d)	3,151,461	8,225,713	(10,689,116)	(10,689,116)
CASH AND CASH EQUIVALENTS AT JULY 1, 20xx	4,179,422	7,330,883	15,556,596	15,556,596
CASH AND CASH EQUIVALENTS AT JUNE 30, 20xx	7,330,883	15,556,596	4,867,480	4,867,480

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

FUND: WATER

PROPRIETARY FUND	ACTUAL PRIOR YEAR ENDING 6/30/2018	ESTIMATED CURRENT YEAR ENDING 6/30/2019	BUDGET YEAR ENDING 6/30/20	
			TENTATIVE APPROVED	FINAL APPROVED
OPERATING REVENUE				
Charges for Services General Government User Fees and Charges	1,707,494	1,808,405	1,808,405	1,808,405
Total Operating Revenue	1,707,494	1,808,405	1,808,405	1,808,405
OPERATING EXPENSE				
Utility Enterprises				
Salaries & Wages	130,779	150,808	161,597	161,597
Employee Benefits	84,381	99,006	106,465	106,465
Services & Supplies	435,538	584,431	600,308	600,308
Depreciation/amortization	283,268	295,000	295,000	295,000
Total Operating Expense	933,966	1,129,245	1,163,370	1,163,370
Operating Income or (Loss)	773,528	679,160	645,035	645,035
NONOPERATING REVENUES				
Interest Earned	38,855	43,000	1,500	1,500
Miscellaneous	5,000	-	-	-
Total Nonoperating Revenues	43,855	43,000	1,500	1,500
NONOPERATING EXPENSES				
Interest Expense	164,351	296,716	283,450	283,450
Loss on Disposal of Fixed Asset	-	-	-	-
Bond Issuance Costs	227,134	-	-	-
Total Nonoperating Expenses	391,485	296,716	283,450	283,450
Net Income before Contributions	425,898	425,444	363,085	363,085
CAPITAL CONTRIBUTIONS				
Capital Assets	-	-	-	-
Developers	-	-	-	-
Total Capital Contributions	-	-	-	-
CHANGE IN NET POSITION	425,898	425,444	363,085	363,085

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

FUND: STORM DRAINAGE

PROPRIETARY FUND	ACTUAL PRIOR YEAR ENDING 6/30/2018	ESTIMATED CURRENT YEAR ENDING 6/30/2019	BUDGET YEAR ENDING 6/30/20	
			TENTATIVE APPROVED	FINAL APPROVED
A. CASH FLOWS FROM OPERATING ACTIVITIES:				
Cash received for services	1,648,695	1,808,405	1,808,405	1,808,405
Cash payment for personnel costs	(193,272)	(222,067)	(238,927)	(238,927)
Cash payment for services & supplies	(434,420)	(584,431)	(600,308)	(600,308)
Miscellaneous cash received/(paid)	5,000	-	-	-
a. Net cash provided by (or used for) operating activities	1,026,003	1,001,907	969,170	969,170
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	(497,522)	(510,202)	(468,800)	(468,800)
Bond interest expense paid	(108,450)	(296,716)	(283,450)	(283,450)
Bond proceeds	5,113,503	-	-	-
Bond issuance costs	(227,134)	-	-	-
Subsidy from federal grant	-	-	-	-
Acquisition of capital assets	(40,847)	(4,891,344)	(555,000)	(555,000)
c. Net cash provided by (or used for) capital and related financing activities	4,239,550	(5,698,262)	(1,307,250)	(1,307,250)
D. CASH FLOWS FROM INVESTING ACTIVITIES:				
Interest received on investments	38,855	43,000	1,500	1,500
d. Net cash provided by (or used in) investing activities	38,855	43,000	1,500	1,500
NET INCREASE (DECREASE) in cash and cash equivalents (a+b+c+d)	5,304,408	(4,653,355)	(336,580)	(336,580)
CASH AND CASH EQUIVALENTS AT JULY 1, 20xx	364,430	5,668,838	1,015,483	1,015,483
CASH AND CASH EQUIVALENTS AT JUNE 30, 20xx	5,668,838	1,015,483	678,903	678,903

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

FUND: STORM DRAINAGE

Carson City

FY 2020 Final Budget Presentation



Pamala Ganger, CPA
Deputy Chief Financial Officer

UFOC's Statement of Recommendation to the Board of Supervisor's, April 18, 2019

“Draft budgets for the Wastewater, Water, and Stormwater funds were presented at the March 26, 2019, Utility Finance Oversight Committee meeting. The UFOC unanimously approved each draft budget as being in substantial compliance with adopted financial policies and recommended approval to the Board of Supervisors. In particular, it was noted that the City has made great progress achieving the goal of complying with the adopted financial policies; however, program needs often exceed available funding and continued interest and support by the Board of Supervisors is needed.”

-Chairperson Bennett

FY20 Budget Updates

From the March Meeting to the Tentative Budget

- Wastewater Utility Fund (formerly Sewer Fund)
 - Salaries increased \$10,434 (0.10 FTE adjustment discovered)
 - Benefits decreased \$24,996 (reduction of health insurance)
 - Services & supplies decreased \$307,040 (discussed at UFOC)
 - Capital outlay increased \$299,000
- Water Utility Fund
 - Est. FY19 salaries & benefits increased \$11,321 (FTE adjustment)
 - FY2020 salaries increased \$8,476 (0.10 FTE – supplemental)
 - Benefits decreased \$12,902 (reduction of health insurance)
 - Services and supplies decreased \$5,000
- Stormwater Utility Fund
 - Benefits decreased \$2,595 (reduction of health insurance)

FY20 Budget Updates

From the Tentative Budget to the Final Budget

- Wastewater Utility Fund (formerly Sewer Fund)
 - Salaries increased \$39,418
 - Benefits increased \$27,362
- Water Utility Fund
 - Salaries increased \$21,941
 - Benefits increased \$13,095
 - Services and supplies decreased \$35,036
- Stormwater Utility Fund
 - No changes

Wastewater Fund Financial Policy Compliance

	Actual 2016	Actual 2017	Actual 2018	Estimated 2019	Final Budget 2020
Operating Reserve Goal	663,381	695,919	766,786	875,738	882,304
Operating Reserve	663,381	695,919	766,786	875,738	882,304
Capital Reserve Goal	1,481,162	1,858,723	1,934,439	2,181,289	2,156,684
Capital Reserve	6,030,635	12,077,633	17,671,441	4,952,811	4,942,124
System Reinvestment Funding Goal	3,311,678	3,385,557	4,728,685	4,950,000	4,950,000
System Reinvestment Funding Available	6,030,635	12,077,633	12,159,260	4,952,811	<u>4,942,124</u>
Debt to Equity (goal is 50:50)	34:66	47:53	49:51	47:53	45:55
Debt Service Coverage (goal 1.0 minimum)	2.4	2.8	2.1	1.8	1.8

Goal met, Goal not met

Water Fund Financial Policy Compliance

	Actual 2016	Actual 2017	Actual 2018	Estimated 2019	Final Budget 2020
Operating Reserve Goal	1,344,890	1,276,246	1,240,308	1,283,953	1,366,761
Operating Reserve	1,344,890	1,276,246	1,240,308	1,283,953	1,366,761
Capital Reserve Goal	2,065,102	2,009,423	1,959,239	2,171,936	2,166,894
Capital Reserve	<u>1,094,792</u>	2,903,176	6,090,575	14,272,643	3,500,719
System Reinvestment Funding Goal	3,319,902	3,331,454	3,283,296	3,500,000	3,500,000
System Reinvestment Funding Available	<u>1,094,792</u>	<u>2,903,176</u>	6,090,575	4,073,898	3,500,719
Debt to Equity (goal is 50:50)	<u>61:39</u>	<u>58:42</u>	<u>55:45</u>	<u>58:42</u>	<u>52:48</u>
Debt Service Coverage (goal 1.0 minimum)	1.1	1.4	1.6	1.5	1.3

Goal met, Goal not met

Stormwater Fund Financial Policy Compliance

	Actual 2016	Actual 2017	Actual 2018	Estimated 2019	Final Budget 2020
Operating Reserve Goal	84,706	66,540	76,965	99,431	103,467
Operating Reserve	<u>56,291</u>	66,540	76,965	99,431	103,467
Capital Reserve Goal	185,219	185,705	181,004	272,931	278,131
Capital Reserve	-	297,890	5,591,873	916,052	575,436
System Reinvestment Funding Goal	287,059	321,472	283,268	295,000	295,000
System Reinvestment Funding Available	-	<u>297,890</u>	734,446	916,052	575,436
Debt to Equity (goal is 50:50)	49:51	45:55	<u>62:38</u>	<u>58:42</u>	<u>56:44</u>
Debt Service Coverage (goal 1.0 minimum)	1.3	1.4	1.6	1.2	1.2

Goal met, Goal not met

Utility Finance Oversight Committee Agenda Item Report

Meeting Date: May 28, 2019

Submitted by: Karen Leet

Submitting Department: Public Works

Item Type: Other / Presentation

Agenda Section:

Subject:

For Information Only: Presentation and discussion of Manager and Consultant's report on rate study progress.(Darren Schulz, Dschulz@carson.org)

Staff Summary: Manager and Consultant's report on rate study progress. Verbal presentation will be given on rate refresh of wastewater and water funds, and stormwater fund rate and fee structure review.

Suggested Action:

Information only.

Attachments:

[SR-Rate Study Update.docx](#)



STAFF REPORT

Item No. 2b

Report To: Utility Finance Oversight Committee

Meeting Date: May 28, 2019

Staff Contact: Darren Schulz, Director of Public Works

Agenda Title: For Information Only: Presentation and discussion of Manager and Consultant's report on rate study progress. (Darren Schulz, Dschulz@carson.org)

Staff Summary: Manager and Consultant's report on rate study progress. Verbal presentation will be given on rate refresh of wastewater and water funds, and stormwater fund rate and fee structure review.

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)

Utility Finance Oversight Committee Agenda Item Report

Meeting Date: May 28, 2019

Submitted by: Karen Leet

Submitting Department: Public Works

Item Type: Other / Presentation

Agenda Section:

Subject:

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.

Suggested Action:

Information only.

Attachments:

[SR-Managers Report.docx](#)



STAFF REPORT

Item No. 2c

Report To: Utility Finance Oversight Committee

Meeting Date: May 28, 2019

Staff Contact: Darren Schulz, Director of Public Works

Agenda Title: For Information Only: Presentation and discussion of 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)