

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

Day: Wednesday
Date: August 14, 2019
Time: Beginning at 8:00 am
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 May 28, 2019 draft meeting minutes. (Darren Schulz, dschulz@carson.org)

Staff Summary: Committee members will be provided the draft meeting minutes from the May 28, 2019 meeting and asked to review and approve.

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

[05-28-19 minutes.pdf](#)

2. Meeting Items:

2.A 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. Consultant has identified several methodologies which could be used to update the Stormwater Rate Structure. A presentation

will be given on the identified methods and associated magnitude of potential rate and administrative impact for discussion purposes. An update of the rate refresh progress for the Wastewater and Water Rates will also be given.

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

[Presentation to UFOC 7-29-19.pdf](#)

2.B 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.

[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: August 14, 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 May 28, 2019 draft meeting minutes. (Darren Schulz, dschulz@carson.org)

Staff Summary: Committee members will be provided the draft meeting minutes from the May 28, 2019 meeting and asked to review and approve.

Suggested Action:

I move to approve the draft meeting minutes as presented.

Attachments:

[SR-Approval_of_Minutes.docx](#)

[05-28-19 minutes.pdf](#)



STAFF REPORT

Item No. 1

Report To: Utility Finance Oversight Committee

Meeting Date: August 14, 2019

Staff Contact: Darren Schulz, Director of Public Works

Agenda Title: For Possible Action: Discussion and possible action regarding approval of the May 28, 2019 draft meeting minutes. (Darren Schulz, dschulz@carson.org)

Staff Summary: Committee members will be provided the draft meeting minutes from the May 28, 2019 meeting and asked to review and approve.

Agenda Action: Formal Action/Motion

Time Requested: 5 minutes

Proposed Motion

I move to approve the May 28, 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)

CARSON CITY UTILITY FINANCE OVERSIGHT COMMITTEE

Minutes of the May 28, 2019 Meeting

Page 1

DRAFT

A regular meeting of the Carson City Utility Finance Oversight Committee was scheduled for 1:00 p.m. on Tuesday, May 28, 2019 in the Community Center Sierra Room, 851 East William Street, Carson City, Nevada.

PRESENT: Chairperson Michael Bennett
Vice Chairperson Randy Bowling
Member Robert Johnston
Member Jeffrey Maples
Member Bruce Scott

STAFF: Darren Schulz, Public Works Department Director
Sheri Russell, Chief Financial Officer
Pamala Ganger, Deputy Chief Financial Officer
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 ROLL CALL (1:00:27) - Chairperson Bennett called the meeting to order at 1:00 p.m. Ms. King called the roll; a quorum was present.

PUBLIC COMMENT (1:00:57) - Chairperson Bennett entertained public comment; however, none was forthcoming.

1. POSSIBLE ACTION ON APPROVAL OF MINUTES - March 26, 2019 (1:01:32) - Chairperson Bennett introduced this item. Mr. Reese provided an overview of NRS 241A.420 relative to abstentions, and discussed the action taken to approve the November 27, 2018 meeting minutes as outlined in the March 26, 2019 minutes. Chairperson Bennett entertained a motion. **Member Scott moved approval of the minutes of March 26, 2019. Vice Chairperson Bowling seconded the motion. Motion carried 5-0.**

2. PUBLIC MEETING ITEMS:

2(A) PRESENTATION OF A REPORT ON THE WASTEWATER, WATER, AND STORMWATER FUNDS WITH REGARD TO CHANGES TO THE TENTATIVE FY 20 BUDGET THAT THE UFOC RECOMMENDED TO WHAT WAS ADOPTED BY THE BOARD OF SUPERVISORS (1:05:26) - 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; however, none were forthcoming.

2(B) PRESENTATION AND DISCUSSION OF MANAGER AND CONSULTANT'S REPORT ON RATE STUDY PROGRESS (1:12:29) - Chairperson Bennett introduced this item, and Mr. Schulz provided an overview. Mr. Quaglieri introduced Brent Farr, of Farr West Engineering. Mr. Farr introduced Alexa Kinsinger, also of Farr West Engineering, and presented the report in conjunction

CARSON CITY UTILITY FINANCE OVERSIGHT COMMITTEE

Minutes of the May 28, 2019 Meeting

Page 2

DRAFT

with displayed slides. Mr. Farr and Mr. Schulz responded to questions of clarification throughout the presentation, and discussion followed. Chairperson Bennett entertained additional committee member questions or comments and, when none were forthcoming, thanked Mr. Farr for his presentation.

2(C) MANAGER’S REPORT ON PERSONNEL, PROJECTS, AND PLANNING (1:50:17) - Chairperson Bennett introduced this item, and Mr. Hummel provided a report on new personnel and ongoing projects. Mr. Hummel and Mr. Schulz responded to questions of clarification. Mr. Hummel provided a report on outreach efforts. Chairperson Bennett thanked Mr. Hummel for his report.

(1:55:55) Mr. Quaglieri provided a report on personnel changes and ongoing projects, and responded to questions of clarification. Member Maples advised of having expressed an interest in a tour of the wastewater treatment facility and some of the water treatment facilities. Mr. Quaglieri requested anyone interested to contact him or Mr. Hummel. A brief discussion followed, and Mr. Quaglieri responded to additional questions of clarification. Chairperson Bennett thanked Mr. Quaglieri for his report.

Mr. Schulz reported on having requested one full-time Environmental Control Officer position during the budget process. The other personnel changes were all reclassifications or advancement within positions.

3. FUTURE AGENDA ITEMS (2:10:19) - Chairperson Bennett introduced this item, and requested the 2019 schedule of meetings. Mr. Scott noted September 24th and November 18th as upcoming meetings. Mr. Schulz advised of the need to meet prior to the September 24th meeting, and that he would poll the members as to their availability. Chairperson Bennett entertained requests for future agenda items from the committee members; however, none were forthcoming.

4. PUBLIC COMMENT (2:12:12) - Chairperson Bennett entertained public comment; however, none was forthcoming.

5. ACTION TO ADJOURN (2:12:23) - Upon motion by Member Maples, Chairperson Bennett adjourned the meeting at 2:12 p.m.

The Minutes of the May 28, 2019 Carson City Utility Finance Oversight Committee meeting are so approved this _____ day of August, 2019.

MICHAEL BENNETT, Chair

Utility Finance Oversight Committee Agenda Item Report

Meeting Date: August 14, 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. Consultant has identified several methodologies which could be used to update the Stormwater Rate Structure. A presentation will be given on the identified methods and associated magnitude of potential rate and administrative impact for discussion purposes. An update of the rate refresh progress for the Wastewater and Water Rates will also be given.

Suggested Action:

Presentation Only

Attachments:

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

[Presentation to UFOC 7-29-19.pdf](#)



STAFF REPORT

Item No. 2a

Report To: Utility Finance Oversight Committee

Meeting Date: August 14, 2019

Staff Contact: Darren Schulz, Director of Public Works

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

Staff Summary: The Manager and Consultant will present a report on the Water, Wastewater and Stormwater rate study progress. Consultant has identified several methodologies which could be used to update the Stormwater Rate Structure. A presentation will be given on the identified methods and associated magnitude of potential rate and administrative impact for discussion purposes. An update of the rate refresh progress for the Wastewater and Water Rates will also be given.

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)

Water, Wastewater and Stormwater Rate Study Refresh

Presentation to
Utility Finance Oversight Committee

August 14, 2019

Stormwater Utility Rates

History of Existing Rate Structure

Customer Class	Monthly Rate
Single Family Property	\$5.69
Multifamily Property	\$29.33
Public Property	\$32.03
Manufacturing Property	\$38.19
Commercial Property	\$40.96

Stormwater Utility Rates

Inequities in Existing Rate Structure:

Multifamily

Residential Office/Large Commercial

Multifamily



Viviana Gonzalez: 3 units, 6,745 SF Impervious Area

Multifamily



Cottonwood MHP, 89 units, 233,436 SF impervious area

Multifamily



Kern Valley Plaza Partners, 176 units, 232,705 SF Impervious Area

Commercial



Eugene Chaney, DT-MU, 2,717 SF Impervious Area

Commercial



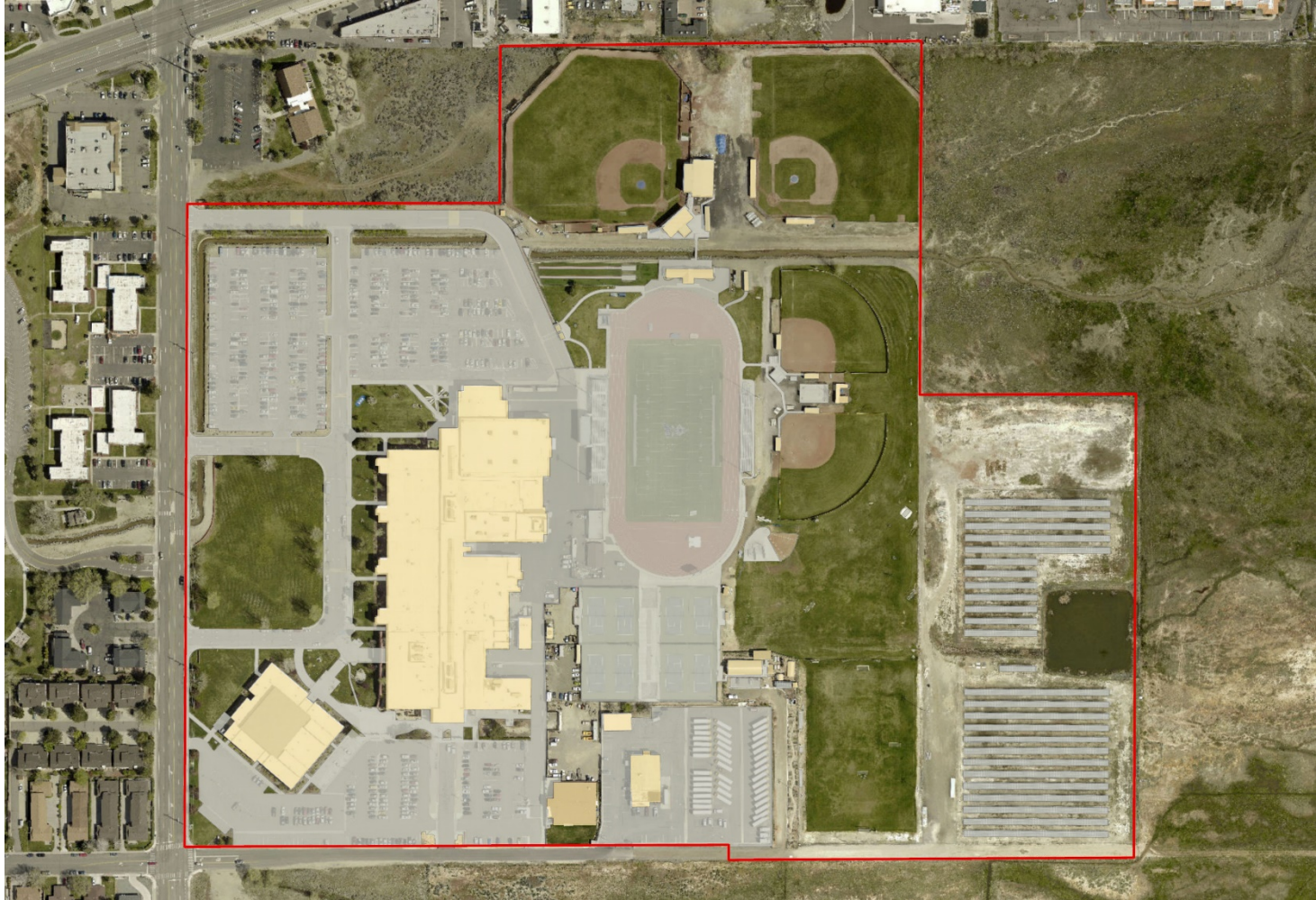
Andrew Fromdahl, Residential Office, 11,265 SF Impervious Area

Commercial



Walmart, Light Industrial, 778,523 SF Impervious Area

Public



Carson City School District, Public, 1,308,453 SF Impervious Area

Existing Rates vs. Impervious Area Approach

Customer Name	Class	Zone Code	Acreage	Imp. Area	Current Bill	Proposed Bill	+/-
CHANEY, EUGENE FAM LIMIT PART	Commercial	DT-MU	0.06	2,717	\$ 40.96	\$ 2.26	\$ (38.70)
ULRICH, KAREN FRANCES	Multifamily	MFA	0.14	3,576	\$ 29.33	\$ 2.98	\$ (26.35)
CAM MANAGEMENT LLC	Commercial	RO	0.17	4,195	\$ 40.96	\$ 3.50	\$ (37.46)
LIBERTY EQUITIES, LLC	Commercial	RC	0.14	6,106	\$ 40.96	\$ 5.09	\$ (35.87)
GONZALEZ, VIVIANA	Multifamily	MH12	1.05	6,746	\$ 29.33	\$ 5.62	\$ (23.71)
FROMDAHL, ANDREW	Commercial	RO	1.22	11,265	\$ 40.96	\$ 9.39	\$ (31.57)
SALVATION ARMY CC	Commercial	SF6	0.94	40,007	\$ 40.96	\$ 33.34	\$ (7.62)
LES SCHWAB TIRE CENTER	Commercial	RC	1.93	70,649	\$ 40.96	\$ 58.87	\$ 17.91
MAVERIK #409	Commercial	GC	9.69	116,712	\$ 40.96	\$ 97.26	\$ 56.30
CARSON TAHOE HOSPITAL	Commercial	RC	18.84	164,939	\$ 40.96	\$ 137.45	\$ 96.49
KERN VALLEY PLAZA PARTNERS, LP	Multifamily	MFA	7.15	232,705	\$ 29.33	\$ 193.92	\$ 164.59
COTTONWOOD MOBILE HOME PARK	Multifamily	MHP	9.91	233,436	\$ 29.33	\$ 194.53	\$ 165.20
WALMART STORES INC #01-3408	Commercial	LI	19.59	778,523	\$ 40.96	\$ 648.77	\$ 607.81
CARSON CITY SCHOOL DIST	Public	P	65.43	1,308,454	\$ 32.03	\$ 1,090.38	\$ 1,058.35
				Residential:	\$ 5.69	\$ 3.00	\$ (2.69)

*These are estimated monthly bills

\$2,000,000 budget, divided by 200,000,000 SF of impervious area = \$0.01 per SF/yr.

Divide by 12 to calculate monthly bill.

Pro's and Con's of Impervious Area Approach

Pro's:

- Most equitable rate structure

Con's:

- Hits large properties hard
- Difficult to administer (time consuming, costly)

Alternative Method

Grouped Impervious Area

Existing Rate Structure

Customer Class	Monthly Rate
Single Family Property	\$5.69
Multifamily Property	\$29.33
Public Property	\$32.03
Manufacturing Property	\$38.19
Commercial Property	\$40.96

Possible Rate Structure – Grouped Imp. Area

Customer Class	Monthly Rate
Single Family Property	\$6.00
Small NR (Less than 10,000 SF)	\$20.00
Medium NR (10,001 to 50,000 SF)	\$40.00
Large NR (50,001 to 100,000 SF)	\$80.00
Very Large NR (100,001+ SF)	\$160.00

*Note: Rate structure is conceptual. More analysis is needed to determine property size ranges and monthly rates.

Alternative Method – Grouped Imp. Area

Customer Name	Class	Zone Code	Acreage	Imp. Area	% Imp	Current Bill	Impervious Bill	Grouped Imp. Area	+/-
CHANEY, EUGENE FAM	Com	DT-MU	0.06	2,717	100%	\$ 40.96	\$ 2.26	\$ 20.00	\$ (20.96)
ULRICH, KAREN FRANCES	MFA	MFA	0.14	3,576	58%	\$ 29.33	\$ 2.98	\$ 20.00	\$ (9.33)
CAM MANAGEMENT LLC	Com	RO	0.17	4,195	58%	\$ 40.96	\$ 3.50	\$ 20.00	\$ (20.96)
LIBERTY EQUITIES, LLC	Com	RC	0.14	6,106	100%	\$ 40.96	\$ 5.09	\$ 20.00	\$ (20.96)
GONZALEZ, VIVIANA	MFA	MH12	1.05	6,746	15%	\$ 29.33	\$ 5.62	\$ 20.00	\$ (9.33)
FROMDAHL, ANDREW*	Com	RO	1.22	11,265	21%	\$ 40.96	\$ 9.39	\$ 6.00	\$ (34.96)
SALVATION ARMY CC	Com	SF6	0.94	40,007	98%	\$ 40.96	\$ 33.34	\$ 40.00	\$ (0.96)
LES SCHWAB TIRE CENTER	Com	RC	1.93	70,649	84%	\$ 40.96	\$ 58.87	\$ 80.00	\$ 39.04
MAVERIK #409	Com	GC	9.69	116,712	28%	\$ 40.96	\$ 97.26	\$ 160.00	\$ 119.04
CARSON TAHOE HOSPITAL	Com	RC	18.84	164,939	20%	\$ 40.96	\$ 137.45	\$ 160.00	\$ 119.04
KERN VALLEY PLAZA PARTNERS	MFA	MFA	7.15	232,705	75%	\$ 29.33	\$ 193.92	\$ 160.00	\$ 130.67
COTTONWOOD MHP	MFA	MHP	9.91	233,436	54%	\$ 29.33	\$ 194.53	\$ 160.00	\$ 130.67
WALMART STORES INC #01-3408	Com	LI	19.59	778,523	91%	\$ 40.96	\$ 648.77	\$ 160.00	\$ 119.04
CARSON CITY SCHOOL DIST	Public	P	65.43	1,308,454	46%	\$ 32.03	\$ 1,090.38	\$ 160.00	\$ 127.97
				Residential:		\$ 5.69	\$ 3.00	\$ 6.00	\$ 0.31

25

*Consider charging Residential Office customers the same as residential?

Pro's and Con's of Grouped Imp. Area

Pro's:

- Much more equitable than existing structure
- Softens blow to largest properties

Con's:

- Less equitable than impervious area approach
- Still difficult to administer

Alternative Method

Modified Existing Rate Structure



- Bell Curve Distribution by parcel size: Small, Medium, Large.
- Example: Medium size parcels pay existing rate, small size parcels pay 25% less, large parcels pay 50% more.
- Keep same customer classes

Alternative Method

Modified Existing Rate Structure

Example Modification of Existing Rate Structure

Customer Class	Small Parcel	Medium Parcel	Large Parcel
Single Family Property	\$4.50	\$6.00	\$9.00
Multifamily Property	\$22.50	\$30.00	\$45.00
Public Property	\$25.50	\$34.00	\$51.00
Manufacturing Property	\$30.00	\$40.00	\$60.00
Commercial Property	\$31.50	\$42.00	\$63.00

*This is a concept. More analysis is needed to determine what constitutes a small, medium and large parcel size and the appropriate monthly fees.

Alternative Method – Modified Existing Rate Structure

Customer Name	Class	Zone Code	Acreage	Imp. Area	Current Bill	Proposed Bill	+/-
CHANEY, EUGENE FAM LIMIT PART	Commercial	DT-MU	0.06	2,717	\$ 40.96	\$ 31.50	\$ (9.46)
LIBERTY EQUITIES, LLC	Commercial	RC	0.14	6,106	\$ 40.96	\$ 31.50	\$ (9.46)
ULRICH, KAREN FRANCES	Multifamily	MFA	0.14	3,576	\$ 29.33	\$ 22.50	\$ (6.83)
CAM MANAGEMENT LLC	Commercial	RO	0.17	4,195	\$ 40.96	\$ 31.50	\$ (9.46)
SALVATION ARMY CC	Commercial	SF6	0.94	40,007	\$ 40.96	\$ 42.00	\$ 1.04
GONZALEZ, VIVIANA	Multifamily	MH12	1.05	6,746	\$ 29.33	\$ 30.00	\$ 0.67
FROMDAHL, ANDREW	Commercial	RO	1.22	11,265	\$ 40.96	\$ 6.00	\$ (34.96)
LES SCHWAB TIRE CENTER	Commercial	RC	1.93	70,649	\$ 40.96	\$ 42.00	\$ 1.04
KERN VALLEY PLAZA PARTNERS, LP	Multifamily	MFA	7.15	232,705	\$ 29.33	\$ 45.00	\$ 15.67
MAVERIK #409	Commercial	GC	9.69	116,712	\$ 40.96	\$ 63.00	\$ 22.04
COTTONWOOD MOBILE HOME PARK	Multifamily	MHP	9.91	233,436	\$ 29.33	\$ 45.00	\$ 15.67
CARSON TAHOE HOSPITAL	Commercial	RC	18.84	164,939	\$ 40.96	\$ 63.00	\$ 22.04
WALMART STORES INC #01-3408	Commercial	LI	19.59	778,523	\$ 40.96	\$ 63.00	\$ 22.04
CARSON CITY SCHOOL DIST	Public	P	65.43	1,308,454	\$ 32.03	\$ 51.00	\$ 18.97
			Existing Residential:		\$ 5.69		
				Small Parcel:		\$ 4.50	\$ (1.19)
				Medium Parcel:		\$ 6.00	\$ 0.31
				Large Parcel:		\$ 9.00	\$ 3.31

Pro's and Con's of Modified Existing Rate Structure

Pro's:

- More equitable than existing structure
- Softens blow to largest properties
- Easy to administer

Con's:

- Less equitable than other two methods
- Parcels with relatively low % of impervious area will be treated unfairly

Water, Wastewater and Stormwater Rate Study Refresh

Discussion on Direction

Utility Finance Oversight Committee Agenda Item Report

Meeting Date: August 14, 2019

Submitted by: Karen Leet

Submitting Department: Public Works

Item Type: Other / Presentation

Agenda Section:

Subject:

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.

Suggested Action:

N/A

Attachments:

[SR-Managers Report.docx](#)



STAFF REPORT

Item No. 2b

Report To: Utility Finance Oversight Committee

Meeting Date: August 14, 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)