

**MINUTES OF THE
FERNLEY CITY COUNCIL MEETING
BUDGET MEETING
APRIL 5, 2018**

Mayor Edgington called the meeting to order at 5:03 pm at Fernley City Hall, 595 Silver Lace Blvd, Fernley, NV.

1. INTRODUCTORY ITEMS

1.1. Roll Call

Present: Mayor Roy Edgington, Councilwoman Shari Whalen, Councilman Dan McCassie, Councilman Stan Lau, Councilwoman Sue Seidl, Councilwoman Fran McKay, City Manager Daphne Hooper, Public Works Director Dave Whalen, City Engineer Derek Starkey, City Treasurer Denise Lewis, City Clerk Kim Swanson, Planning Director Tim Thompson, Deputy Public Works Director Barry Williams, Deputy City Attorney Brent Kolvet, Municipal Judge Lori Matheus, Court Administrator Kathy Bennett, Human Resource Specialist Shannon McKnight, Assistant to the City Manager Colleen Unterbrink, Administrative Specialist Trisha Conner.

1.2. Public Comment.

Karla Delgado from the Division of Child and Family Services explained April is child abuse prevention month. She explained the pin wheels are a reminder that every child deserves a happy childhood. She would like to do pin wheel planting at City Hall.

1.3. Approval of the Agenda

Motion: MOVE TO APPROVE THE AGENDA AS SUBMITTED, **Action:** Approve,

Moved by Councilman Stan Lau, **Seconded by** Councilwoman Sue Seidl. **Vote:** Motion
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carried by unanimous roll call vote (**summary: Yes = 5**). **Yes:** Councilman Dan McCassie, Councilman Stan Lau, Councilwoman Fran McKay, Councilwoman Shari Whalen, Councilwoman Sue Seidl.

2. Discussion And Possible Action Regarding Fiscal Year 2018/2019 Proposed Budget Including But Not Limited To: All Funds Including The Water Enterprise Fund; Wastewater Enterprise Fund; General Fund; Capital Improvements Program; All City Departments; The Budget Process; Timelines; Goals For The Next Year; The Existing Budget; Debt Fees; Water, Staffing Including But Not Limited To: Reorganization, Reclassifications, Changing Contracts To Employee Positions, Fulfilling Positions, Etc.

City Manager Hooper stated she will be presenting a general overview of the Budget for 2018-2019. She explained the focus of tonight was on the Wastewater Enterprise Fund, the Water Enterprise Fund and the Capital Improvement Projects. She stated that the discrepancies in the salary and benefits line in Water Treatment Fund is overstated, and that of the Sewer Enterprise Fund is understated.

Councilwoman Whalen disclosed that she is married to Public Works Director Dave Whalen.

City Manager Hooper shared a general overview of the General Fund. She reviewed the Intergovernmental Revenues which included RTC, Gas Tax, County Roads, CTax, Contributions, County Parks Agreement, and administrative fees which total \$4,713,528.00. Ms. Hooper explained there are some new positions that are indicated on the position control. She explained each department head will review and explain what they are requesting for their individual departments.

Wastewater

Public Works Director Whalen presented the proposed budget for FY 2018-2019. He explained the Wastewater Treatment Plant handles the operation and maintenance of the City's sewer, treating 1-2 million gallons a day of raw sewage. He stated there will be a tour in May for anyone interested, including the City Council members, in touring the Wastewater facility. Mr. Whalen that this is a level one system, and the City has a

conjunctive agreement with Nevada Division of Wildlife (NDOW). He also stated that this year there is a budget increase of \$10,000 for new E-ONE units since the company no longer offers the old models.

Public Works Director Whalen explained he would like to change the position control to give some of the men an opportunity to promote from within. Councilwoman Whalen asked for clarification on different line items on the Public Works expenses and its allocation funds. Director Whalen answered questions from the City Council.

Motion: MOVE TO APPROVE THE PORTION OF THE POSITION OF THE POSITION CONTROL THAT INCLUDES THE PROPOSED LEAD OPERATOR RECLASS, AND THE PROPOSED SHIFT OPERATOR RECLASS, AND THE WASTEWATER CALL CENTER, **Action:** Approve, **Moved by** Councilwoman Shari Whalen, **Seconded by** Councilman Stan Lau. **Vote:** Motion carried by unanimous roll call vote (**summary:** Yes = 5). **Yes:** Councilman Dan McCassie, Councilman Stan Lau, Councilwoman Fran McKay, Councilwoman Shari Whalen, Councilwoman Sue Seidl.

Water Distribution

Public Works Director Whalen highlighted the functions of Water Distribution. He explained he would like to continue the Capital Improvement Project of \$250,000 to replace water meters city wide. Mr. Whalen requested to keep the seasonal position that is already included in the budget to help with hydrant maintenance. Director Whalen gave an overview of the 2.3 million dollars of Capital Improvement Projects to be completed in the new fiscal year.

Councilwoman Whalen expressed concern with the title change of Water Rights and GIS Manager. She felt there should be more discussion on the Water Rights Resources Manager, and how we make sure the technical GIS mapping will be addressed.

City Manager Hooper addressed questions from City Council members on certain areas of Water Distribution expenses. She also agreed to bring back a staff report on the Water Rights and GIS Manager position for further discussion.

Motion: MOVE TO TENTATIVELY APPROVE THE POSITION OF WATER RESOURCES MANAGER AT LEAST FOR THE TENTATIVE BUDGET, AND MOVED INTO THE CITY MANAGER'S DEPARTMENT BECAUSE IT GOES ACROSS ALL THE DIFFERENT DEPARTMENTS OF PLANNING, ENGINEERING, PUBLIC WORKS, AND LEGAL, AND BRING BACK A FUTURE AGENDA ITEM TO DISCUSS GIS SPECIFICALLY. **Moved by** Councilwoman Shari Whalen, **Seconded by** Councilman Stan Lau. **Vote:** Motion carried by unanimous roll call vote (**summary:** Yes = 5). **Yes:** Councilman Dan McCassie, Councilman Stan Lau, Councilwoman Fran McKay, Councilwoman Shari Whalen, Councilwoman Sue Seidl.

Councilwoman Sue Seidl disagreed with moving the Water Resources Manager to be under the City Manager's office.

Utility Department

Director Whalen highlighted the functions of the Utility Department. He explained the department services about 7,300 customer's accounts and in-house billing. There are two meter technicians who are out changing water meters for the Capital Improvement Project. Mr. Whalen shared that having the Utility Department do in-house water & sewer billing has resulted in a decrease in the number of collections and a timely delivery of the monthly bills. He stated the Utility Department is the only department he does not have a lead person in to cover when the Utility Manager is not there. Mr. Whalen stated he would like to evaluate the Utility Department and talk about a lead person for the Utility Department for the next year's budget.

Water Treatment

Public Works Director Whalen explained the functions of the Water Treatment Plant. He stated that the City has been utilizing the facility since 2009, providing 20 million gallons of treated water a day. He also stated that some of the pumps and filters are starting to age and will need replacing. He explained that the Water Treatment Chief would like to see a succession plan if the City will be treating surface water and would like another shift operator. Mr. Whalen stated he did not include a lead in the Utility Department or another

shift operator in this budget but wanted the City Council to know for the future. He requested to retain the seasonal worker that is already included in the budget.

Break 6:57-7:07

City Engineer Starkey presented an overview of the Capital Improvement Projects and expenses within the budget. Councilwoman Whalen asked about projects that were not included in the Capital Improvement Project budget report. City Manager Hooper clarified the line item totals in the budget.

City Manager Hooper gave an overview of the Ancillary Fee but could not provide exact numbers until the ending of May once all the numbers have been calculated by the Lyon County Tax Office.

Motion: ALLOCATE \$50,000 FROM THE CONTIGENCY FUND FOR TRANSPORTATION MASTER PLAN **Moved by** Councilwoman Sue Seidl, **Seconded by** Councilman Stan Lau. **Vote:** Motion carried by unanimous roll call vote.

Motion: MOVE TO ACCEPT THE GENERAL FUND CAPITAL IMPROVEMENT PROJECTS, **Moved by** Councilman Stan Lau, **Seconded by** Councilwoman Sue Seidl. **Vote:** Motion carried by unanimous roll call vote (**summary:** Yes = 5). **Yes:** Councilman Dan McCassie, Councilman Stan Lau, Councilwoman Fran McKay, Councilwoman Shari Whalen, Councilwoman Sue Seidl.

3. PUBLIC COMMENT

4. ADDRESS REQUEST(S) FOR FUTURE AGENDA ITEMS.

ADJOURNMENT

There being no further business to come before it, the Fernley City Council meeting adjourned at 8:49 pm.

Approved by the Fernley City Council on May 2, 2018 by a vote of:

AYES: 5 NAYS: 0 ABSTENTIONS: 0 ABSENT: 0



ATTEST: City Clerk Kim Swanson



Mayor Roy Edgington