

# MINUTES OF THE FERNLEY CITY COUNCIL MEETING

APRIL 6, 2018

Mayor Edgington called the meeting to order at 5:06 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, Human Resource Specialist Shannon McKnight, Administrative Specialist Trisha Conner, Assistant to the City Manager Colleen Unterbrink.

### 1.2. 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 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.

### 1.3. Public Comment

There was none.

**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.**

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

**Mayor/City Council Budget**

City Manager Hooper reviewed the budget for the Mayor and City Council. She stated as required by City of Fernley Code an increase in salary. This year the CPI is 2.1%. There were also increase to EDAWN and NNDA. Overall, there was an 8% increase in this budget minus salary and benefits.

Councilman McCassie inquired if money could be included in the budget for satellite office space. He stated he spends part of his day working on City business.

Councilwoman Seidl inquired about the "Employee Recognition" line item. She pointed out it was being reduced to \$2,000 but the budget shows it at 2,500. City Manager Hooper stated she would correct that.

**Motion:** MOVE TO APPROVE THE CITY COUNCIL BUDGET AS SUBMITTED, **Moved** by Councilwoman Sue Seidl, **Seconded** by Councilman Stan Lau.

**Amended Motion:** MOVE TO APPROVE THE CITY COUNCIL BUDGET WITH THE CORRECTIONS AS DISCUSSED. Councilman Lau concurred.

**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.

**City Manager**

City Manager Hooper proposed that animal control remains under her office for oversight as it is working. She explained there is a 2% increased excluding salaries and benefits over last year's budget. Part of this increase in the "Professional Services" line item which is an increase for the lobbyists. Also included is \$30,000 for redevelopment efforts in moving forward.

Mayor Edgington requested money for the purchase of emergency radios. City Manager Hooper stated money could be added to minor equipment for emergency radios. For the "Minor Equipment" line item instead of 1,000 it will be increased to \$4,500.

Councilwoman Whalen explained the Arts & Culture Task Force is expanding and asked City Council to consider increasing the already allocated \$10,000 to \$20,000 for next year. She further explained the line item for "Professional Services" is currently at \$125,000 to \$145,000.

**Motion:** MOVE TO APPROVE THE CITY MANAGERS BUDGET WITH THE LOCATION OF THE ANIMAL CONTROL OFFICER RELOCATED PERMANENTLY WITH THE PROFESSIONAL SERVICES LINE ITEM AT \$145,000 TO INCLUDE THE ARTS AND CULTURE FUNDING AND THE MINOR EQUIPMENT LINE ITEM TO BE AT \$4,500 TO INCLUDE EMERGENCY RESPONSE RADIOS. **Moved by** Councilwoman Shari Whalen, **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.

### **Information Technology**

City Manager Hooper reviewed the budget for the IT Department. She stated the amount for Tech Services should be \$137,412 instead of \$106,145 as currently listed on page 40.

**Motion:** MOVE TO APPROVE THE WITH THE CHANGES AS DISCUSSED, **Moved by** Councilwoman Sue Seidl, **Seconded by** Councilman Stan Lau.

Councilwoman Whalen inquired about placing money in the budget for security cameras for the outside of the building. City Manager Hooper suggested making the motion as is,

and between now and the final budget she will talk to Pool/Pact about funds that might be available.

**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. **Action:** Approve.

### **Animal Control**

City Manager Hooper explained the increase to this budget is requested by the Fleet Manager to purchase a new vehicle. This was discussed at the April 5<sup>th</sup> Budget Meeting.

**Motion:** MOVE TO APPROVE THE ANIMAL CONTROL BUDGET AS SUBMITTED, **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. **Action:** Approve.

### **City Attorney**

City Manager Hooper explained on page 49 under "Dues and Membership" line item it should be \$2,000 for this year. Deputy City Attorney Brent Kolvet presented the budget request. He stated included in this budget is a request for an additional part-time legal assistant.

Discussion followed regarding increasing the "Minor Equipment" line item by \$4,000 for a new machine.

**Motion:** MOVE TO APPROVE THE CITY ATTORNEY BUDGET WITH THE CHANGES AS DISCUSSED, **Moved by** Councilwoman Sue Seidl, **Seconded by** Councilwoman Fran McKay. **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. **Action:** Approve.

### City Clerk

City Clerk Swanson presented the budget for the City Clerk's office requesting a reclassification for the Administrative Specialist. The "Training" line item was increased by \$500.

**Motion:** MOVE TO APPROVE THE CITY CLERK BUDGET WITH A \$500 INCREASE ADDED TO THE TRAINING LINE ITEM AND DEFERRING THE APPROVAL OF THE RECLASSIFICATION UNTIL THE FINAL BUDGET PROCESS. **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. **Action:** Approve.

### City Treasurer

City Treasurer Lewis reviewed the budget and goals for the Finance Department. Discussed followed regarding credit card fees.

**Motion:** MOVE TO APPROVE THE FINANCE BUDGET AS SUBMITTED. **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. **Action:** Approve.

### Municipal Court

Judge Matheus presented the budget for the Municipal Court. She stated the 15% increase was due to postage fees, witness fees, and professional services. She also requested the "Overtime" line item be increased to \$1,500. Judge Matheus suggested the City may need to look at a City Marshall position in the future.

**Motion:** MOVE TO APPROVE THE MUNICIPAL COURT BUDGET WITH THE ADDITION OF \$1,000 TO THE OVERTIME LINE ITEM, **Moved by** Councilwoman Fran

McKay, **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. **Action:** Approve.

**Break – 6:46 - 7:01**

#### **Department of Building and Safety**

City Manager Hooper presented the budget for this department requesting a 4% increase over last year. She explained the position of the building official is vacant at the present time.

**Motion:** MOVE TO APPROVE THE BUDGET FOR THE DEPARTMENT OF BUILDING AND SAFETY AS SUBMITTED. **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. **Action:** Approve.

#### **Planning Department**

Planning Director Thompson presented the budget and goals for the department. He requested the unfunded Associate Planner position to be funded for the next Fiscal Year. Councilwoman Whalen wanted to put additional money into the Planning Department budget just in case it is needed. Planning Director Thompson suggested adding \$10,000 to the "Professional Services" line item.

**Motion:** MOVE TO APPROVE THE PLANNING DEPARTMENT BUDGET WITH \$10,000 ADDED TO THE PROFESSIONAL SERVICES LINE ITEM AND THE NEW PLANNING POSITION. **Moved by Councilman Stan Lau, Seconded by Councilwoman Shari Whalen.**

Councilwoman Whalen stated that making sure future development could be handled in a timely, efficient manner is important to City Council. She asked Planning Director

Thompson if he felt he needed anything added to his budget between now and the final that he ask City Council. At that time additional discussion regarding the request would take place.

**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. **Action:** Approve.

### **Engineering Department**

City Engineer Starkey addressed the Council stating his budget proposal includes a request for an additional Associate Engineer position. He explained this was added last year but was unfunded. He explained there is also a proposed title change for the current Water Rights/GIS Manager to Water Resource Manager. He stated after discussion at the meeting last night, this request is going to be removed from the budget at this time.

**Motion:** MOVE TO APPROVE THE ENGINEERING DEPARTMENT AS SUBMITTED.  
**Moved by** Councilman Stan Lau, **Seconded by** Councilwoman Sue Seidl.

Councilwoman Whalen inquired about the Water Recourse Manager. Councilwoman Seidl withdrew her second to provide for additional discussion. Councilwoman Whalen felt GIS and moving asset management forward was a priority. She encouraged Mr. Starkey to rethink the decision to wait until next year for the position of the Water Resource Manager. Councilwoman Seidl agreed. City Manager Hooper stated between now and the final budget discussion can take place on what the next will be. She stated she will report back to the Council on what staff believes is the best approach.

Councilwoman Whalen inquired if funds needed to be added to "Professional Services" to for plan checking use if needed. City Engineer Starkey stated additional funds would be very helpful.

**Amended Motion:** MOVE TO APPROVE THE ENGINEERING DEPARTMENT BUDGET WITH THE ADDITION OF \$24,000 TO "PROFESSIONAL SERVICES" LINE ITEM FOR A TOTAL OF \$25,000. **Moved by** Councilwoman Shari Whalen, **Seconded by** Councilwoman Sue Seidl. **Vote:** (summary: Yes = 4, No = 1). **Yes:** Councilman Dan

McCassie, Councilwoman Fran McKay, Councilwoman Shari Whalen, Councilwoman Sue Seidl. **No:** Councilman Stan Lau. **Action:** Approve.

### **Public Works – Facilities**

Public Works Director Whalen presented the budget requesting to retain the seasonal employee. Discussion followed regarding the Fernley Depot and keeping it on the National Historical Register.

**Motion:** MOVE TO APPROVE THE FACILITIES BUDGET AS PROPOSED. **Moved by** Councilman Stan Lau, **Seconded by** Councilwoman Fran McKay. **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. **Action:** Approve.

### **Public Works – Vector Control**

Public Works Director Whalen presented the budget for Vector Control stating there were no changes.

**Motion:** MOVE TO APPROVE THE VECTOR CONTROL BUDGET AS PROPOSED. **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. **Action:** Approve.

### **Public Works – Cemetery**

Public Works Director Whalen presented the Cemetery budget. He stated he would like to return \$10,000 that was budgeted last for a Conceptual Plan. He admitted with other projects he will not be able to accomplish this.

**Motion:** MOVE TO APPROVE THE CEMETERY BUDGET AS PROPOSED. **Moved by** Councilman Stan Lau, **Seconded by** Councilwoman Fran McKay.



**Amended Motion:** MOVE TO APPROVE THE CEMETERY BUDGET REMOVING THE \$10,000 CONCEPTUAL DESIGN. **Moved by** Councilman Stan Lau, **Seconded by** Councilwoman Fran McKay.

**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. **Action:** Approve.

### **Public Works – Streets and Storm Drains**

Public Works Director Whalen presented the Streets and Storm Drains budget. He explained this Division is requesting removing the 2 seasonal workers and adding 1 full time employee. Director Whalen also requested an additional \$50,000 to maintain retention basins that have been inherited.

Councilman McCassie recommended keeping a seasonal employee as well as hiring a full-time employee. Councilwoman Seidl suggested keeping both seasonal employees.

**At 9:00 pm Councilwoman Seidl:** MOVED TO COMPLETE THE STREETS AND STORM DRAINS BUDGET THEN END THE MEETING. **Seconded by** Councilman Stan Lau Councilwoman.

**Vote:** Motion carried (summary: Yes = 3, No= 2). **Yes:** Councilman Stan Lau, Councilwoman Fran McKay, Councilwoman Sue Seidl. **No:** Councilwoman Shari Whalen, Councilman Dan McCassie. **Action:** Approve.

Discussion followed regarding keeping seasonal workers for hiring a full-time employee. Councilwoman Whalen wanted to fund a maintenance worker position that is being requested. As soon as the Storm Drain Enterprise Fund, funding mechanism is approved then seasonal staff can be considered.

City Manager Hooper suggested adding a place holder in the budget and projected costs and bring this back with the final budget.

Councilman Lau inquired about purchasing another light trailer in the amount of \$8,000 - \$10,000.

**Motion:** MOVE TO APPROVE THE STREETS AND STORM DRAINS BUDGET WITH THE INCLUSION OF \$12,500 FOR A LIGHT TRAILER IN "MINOR EQUIPMENT" AND THE ADDITION OF THE STORM DRAIN ENTERPRISE FUND AS A PLACE HOLDER FOR THE FINAL BUDGET PROCESS, AND APPROVAL FOR THE MAINTENANCE WORKER 1, IN LIEU OF THE 2 SEASONAL POSITIONS. **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. **Action:** Approve.

### 3. PUBLIC COMMENT

There was none.

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

There were none.

### ADJOURNMENT

There being no further business to come before it, the Fernley City Council meeting adjourned at 9:24 pm.

Approved by the Fernley City Council on May 16, 2018 by a vote of:

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



**ATTEST:** City Clerk Kim Swanson



**Mayor Roy Edgington**