

# MINUTES OF THE FERNLEY CITY COUNCIL MEETING

APRIL 9, 2018

Mayor Edgington called the meeting to order at 5:00 pm at Fernley City Hall, 595 Silver Lace Blvd, Fernley, NV.

## 1. INTRODUCTORY ITEMS

### 1.1. Roll Call

**Present:** Mayor Edgington, Councilman Dan McCassie, Councilwoman Sue Seidl, Councilwoman Shari Whalen, Councilman Stan Lau, Councilwoman Fran McKay. City Manager Daphne Hooper, City Treasurer Denise Lewis, City Engineer Derek Starkey, Public Works Director David Whalen, City Clerk Kim Swanson, Planning Director Tim Thompson, Shannon McKnight, Trisha Conner, Barry Williams, Colleen Unterbrink, City Attorney Brandi Jensen.

### 1.2. Public Comment

There was none.

### 1.3. Approval of the Agenda

**Motion:** MOVED TO APPROVE THE AGENDA AS SUBMITTED. **Moved by** Councilwoman Sue Seidl, **Seconded by** Councilman Stan Lau.

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

**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. **Vote:** Motion carried by unanimous roll call vote (**summary:** Yes = 5). **Action:** Approve.

**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.**

### **Public Works – Parks Department**

Public Works Director Whalen presented the budget for the Parks Department. He explained the Department is understaffed therefore, he requested to retain the 2 seasonal positions for the summer months and requested adding a full-time employee. He also requested a new vehicle for the Department. Discussion followed regarding paying temporary/seasonal employees more money.

**Motion:** MOVE TO APPROVE THE PARKS DEPARTMENT BUDGET INCLUDING THE REQUEST FOR THE MAINTENANCE WORKER TWO, **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.

### **Public Works – Fleet**

Public Works Director presented the budget for Fleet. He explained that City vehicles have a lot of idle time verses drive time. He requested the purchase of a 1-ton vehicle for the fleet department. No vote was needed as the vehicle was approved in the Capital Fund.

### **Grants Fund**

City Manager Hooper presented the Grants Fund budget.

**Motion:** MOVE TO APPROVE THE GRANTS FUND FOR FY18/19. **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.

### **Transient Lodging Tax**

City Manager Hooper presented the Transient Lodging Tax. She stated this money is used annually to award grants various organizations. She stated \$44,000 has been allocated for each grant cycle. \$17,000 has been allocated for fireworks. She noted a correction stating the Beginning Fund Balance should be \$470,002, the Committed Fund Balance should be \$441,154, and the Assigned Fund Balance should be \$232,448. The Ending Fund Balance should be \$673,602.

The amount of money to be contributed to the Building Fund was discussed.

**Motion:** MOVE THAT 75% OF THE ASSIGNED FUND BALANCE WOULD BE MADE AVAILABLE IN LINE ITEM 225-575-730 IMPROVEMENTS OTHER THAN BUILDINGS,

**Action:** Approve, **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.

**Motion:** MOVE TO APPROVE THE TRANSIENT LODGING TAX BUDGET WITH THE CHANGES. **Moved by** Councilwoman Shari Whalen, **Seconded by** Councilwoman Sue Seidl.

Mayor Edgington asked City Council if there were interested in raising the room tax as this time. Councilwoman Whalen felt this item should come back as a future agenda item. She felt stakeholders needed to have a say before it's increased. Councilwoman Seidl stated she would not be opposed to increasing the tax.

**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.

**Motion:** MOVE TO INCREASE THE ROOM TAX RATE BY 2%. **Moved by** Councilwoman Sue Seidl. **Seconded by** Councilman Stan Lau.

**Amended Motion:** MOVE TO INCREASE THE ROOM TAX RATE BY 2% AND DIRECT STAFF TO GO THROUGH THE APPROPRIATE PROCESS TO START THIS. **Moved by** Councilwoman Sue Seidl. **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.

### **Capital Fund**

City Manager Hooper presented the Capital Fund Budget.

**Motion:** MOVE TO APPROVE THE CAPITAL FUNDS 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.

### **Residential Construction Tax Fund.**

City Manager Hooper presented the budget for Residential Construction Tax Fund. She explained there is \$60,000 set aside for park projects that will be determined throughout the year. There is also \$50,000 set aside for the grant match for the Land and Water Conservation Fund. Discussion followed regarding setting money aside for the possibility of purchasing property.

Councilwoman Whalen suggested adding \$40,000 from the Parks Master Plan to be focused on the Main Street Art Park. She stated this money could not be a burden on the parks staff.

**Motion:** MOVE TO APPROVE THE RESIDENTIAL CONSTRUCTION TAX FUND WITH AN ADDITIONAL \$40,000 FOR PARK IMPROVEMENTS AT MAIN STREET PARK, **Moved by** Councilman Stan Lau, **Seconded by** Councilwoman Shari Whalen. **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,

### **Administrative Assessment Fund**

City Manager Hooper presented the Administrative Assessment Fund.

**Motion:** MOVE TO APPROVE THE ADMINISTRATIVE ASSESSMENT FUND AS SUBMITTED, **Action:** Approve, **Moved by** Councilwoman Fran McKay, **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.

### **Court Facility Fee Fund**

City Manager Hooper presented the Court Facility Fee Fund. She explained these funds are set aside for the court facility improvements. She stated in partnership with the City and the Court, together are working on a plan for Chamber remodel.

**Motion:** MOVE TO APPROVE THE COURT FACILITY FEE FUND AS SUBMITTED. **Action:** Approve, **Moved by** Councilwoman Fran McKay, **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.

Councilwoman Whalen inquired if the Regional Transportation Commission Fund can be added to the budget as an appendix. She stated she would like to see the revenue that is gained each year, the fund balance and how it is allocated as a reference. City Manager Hooper stated she could add that.

The Capital Improvement Plan was discussed. Councilwoman Whalen stated a roadway reconstruction project needs to be completed in the next 3 – 5 years and the rodeo grounds need to be relocated in the next 3 - 5 years.

City Manager Hooper explained the Capital Improvement Plan Task Force will need to get together to address those specific issues to incorporate for next year. Councilwoman Whalen inquired about setting aside \$10,000 to facilitate a discussion regarding the rodeo grounds. She stated if the grounds are relocated there could be more ball fields in that area.

**Motion:** MOVE TO ADD TO THE PARKS OPERATING BUDGET \$10,000 FOR STAKE HOLDER MEETINGS AND PLANNING FOR RELOCATION THE RODEO GROUNDS PER THE PARKS MASTER PLAN IF STAFF HAS A BETTER PLAN TO PULL THE MONEY FROM A DIFFERENT PLACE THEY CAN LET CITY COUNCIL KNOW, **Moved by** Councilwoman Shari Whalen, **Seconded by** Councilwoman Sue Seidl. Council

Public Works Director Whalen stated he did not feel this was a priority at this time. Discussion followed.

**Vote:** (summary: Yes = 2, No = 3, Abstain = 0). **Yes:** Councilman Dan McCassie, Councilwoman Shari Whalen. **No:** Councilman Stan Lau, Councilwoman Fran McKay, Councilwoman Sue Seidl. Motion failed

**Break 7:13 – 7:22**

City Manager Hooper explained in the Position Control document 5% increase for health insurance premiums was included. She explained Union negotiations are still on going. The requested increased outlined in the agreement have been accounted for in the Position Control.

City Manager reminded City Council of the two items that were requested to bring back during the final budget so they will not be approved in the Position Control. The water resources manager position and the reclassification for the administrative specialist II in the City Clerk's office.

**Motion:** MOVE TO APPROVE THE POSITION CONTROL WITH THE EXCEPTION CONTROL PUBLIC WORKS DIRECTOR, RECLASSIFICATION FOR THE ADMINISTRATIVE SPECIALIST II AND THE WATER RESOURCES MANAGER,

**Action:** Approve, **Moved by** Councilwoman Sue Seidl, **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.

**Motion:** MOVE TO APPROVE THE POSITION CONTROL FOR PUBLIC WORKS DIRECTOR. **Action:** Approve, **Moved by** Councilwoman Sue Seidl, **Seconded by** Councilman Stan Lau. **Vote:** Motion passed (**summary:** Yes = 4, No = 0, Abstain = 1). **Yes:** Councilman Dan McCassie, Councilman Stan Lau, Councilwoman Fran McKay, Councilwoman Sue Seidl. **Abstain:** Councilwoman Shari Whalen.

**Motion:** MOVE TO APPROVE THE ORGANIZATIONAL CHART MINUS THE WATER RESOURCE MANAGER AND THE ADMINISTRATIVE SPECIALIST II, **Action:** Approve, **Moved by** Councilwoman Sue Seidl, **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.

City Manager Hooper provided a summary of the changes that were made for the final budget.

### **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 7:59 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**