City of Fernley
Clerk's Office

www.cityoffernley.org

Business/Liquor Licenses
Council Agendas/Minutes
Court Administration
Elections
Passports
Records

DATE: March 6, 2013

TO: Christopher Good, City Manager
Denise Lewis, Finance Director
Daphne Hooper, Administrative Services Manager

FROM: Kim Swanson

SUBJ: Fiscal Year 2013-2014 Proposed Budget Letter of Transmittal

I am pleased to submit for your review and comment the budget for the City Clerk's Office for fiscal year beginning July 1, 2013. The total revenue for the FY 2014 Budget is $1,622,250. There is a slight decrease in Business License and Passport revenue from the previous year Budget. The City of Fernley has been holding steady on the amount of commercial establishments. We are down in the numbers of home occupations and out of town businesses. As the City continues to recover from the recession I feel these are safe reachable numbers.

The operating budget shows a decrease of $68,670.00 or 29%. This decrease was a result in the reorganization of the Administrative Specialist II position to the City Managers office. There is an additional decrease in the budget due to the City no longer offering photo services for the Passport Program.

The Salaries and Benefits Line Item has also changed from the prior year budget. FY 12/13 Salaries/Benefits was $224,614. The requested budget amount for this budget year is $158,120. This is a decrease of $66,494 or 30%. As a result of this vacancy, the Room Tax was moved to the City Manager's Office and animal licensing was moved to Community Development. The level of service in the department has not changed, though it can be challenging at times with only 2 staff members to cover our usually busy counter.

Salaries and Wages	$100,590
Benefits and Taxes	$ 57,530
Operating Expenditures	$ 11,950
Total Request	$170,070

Thank you for your time and consideration. I am available should you have any questions.

BUDGET NARRATIVE

The City Clerk is appointed by and reports to the Mayor and City Council. The City Clerk's primary responsibilities of are to administer and safeguard the integrity of the municipal governing process including the administration of an open fair election process. Pursuant to NRS 266.480, the City Clerk shall (1) keep their office at the place of meeting of the city council, or some other place convenient thereto, as the council may direct, (2) keep the corporate seal and all papers and records of the city, (3) keep a record of the proceedings of the city council, whose meetings the city clerk shall attend, (4) countersign all contracts made in behalf of the city, and every such contract or contracts to which the city is a party shall be void unless signed by the city clerk, and (5) post a statement of the finances of the city, showing receipts and disbursements, and bills allowed and paid with the signature of the mayor attested by the city clerk. The City Clerk is also responsible for overseeing city elections pursuant to NRS 293C to NRS 306. Additional responsibilities include processing City Council agendas and minutes, develop and maintain a citywide record management program, processing passport applications, preparing the Clerk's budget, processing the franchise business license fees and administrating the business and liquor licenses programs. The City Clerk is also responsible for the timely and accurate accumulation, organization, dissemination, and archival of information from City Council, staff and citizens for decision-making consistent with public law and community values.

Mission Statement

The mission of the City Clerk's Office is to provide quality services to all customers, both internal and external in an ethical, impartial, and professional manner. We will conduct municipal elections with the highest integrity, effectively manage all official records of the City, and issue and enforce all required licenses, which protect the heath, safety, and welfare of the community.

Legal Requirements:

The general duties of the Office of the City Clerk are described in NRS 266.480. The requirements related to elections are described in NRS 293C through 306.

Primary Responsibilities:

Agendas/Minutes
Contracts/Agreements
Corporate Seal of the City
Elections
Records
Ordinances
Resolutions

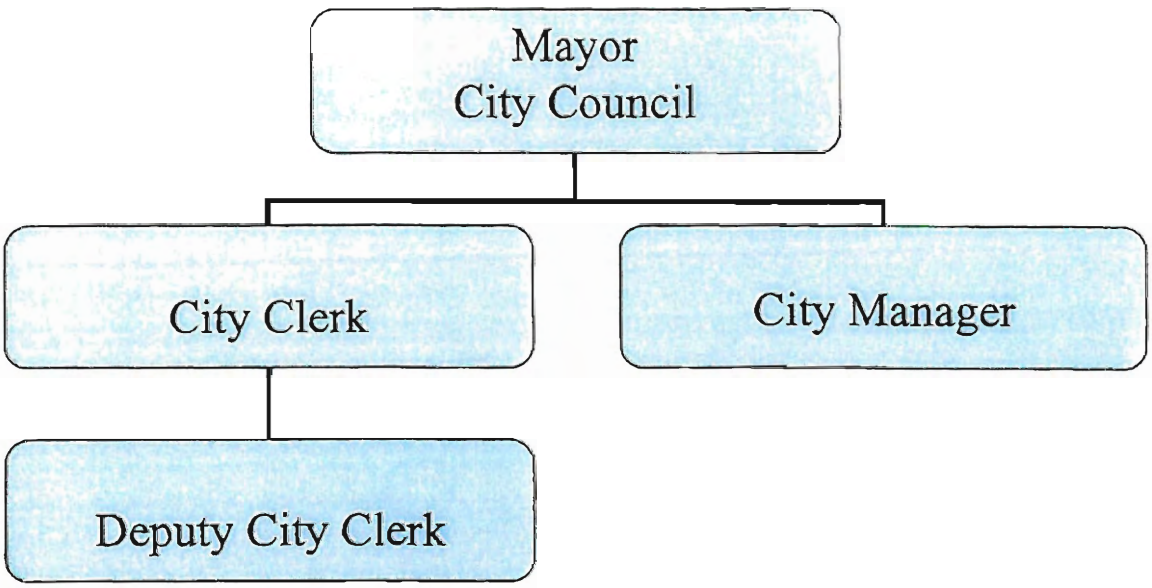
Overall Change in Level of Service:

The City Clerk's Office no longer offers passport photos. There are 2 other locations in the City that offer this service.

Change in number of positions from prior FY to the requested FY:

Reduction in 1 FTE

Organizational Chart



GOALS, OBJECTIVES, AND WORK PROGRAM

I. Goal: To conduct city business in compliance with NRS and the Open Meeting Law.

A. Objective #1: To process City Council agendas in a timely and effective manner.

Task #1: Add items to agenda in accordance with the Agenda process.
Task #2: Post agendas no later than 9 a.m., 3 days prior to the day of the meeting, excluding weekends and holidays.
Task #3: Post on the City website
Task #4: Mail, fax, or email a copy of the agenda to all persons requesting a copy and to anyone who has an item on the agenda.
Task #5: Enter agenda items into an access database for each meeting.
Task #6: Improve productivity through the use of technology and training opportunities.

B. Objective #2: To process City Council Agenda supporting documents in accordance with the Open Meeting Law and the Agenda Process.

Task #1: Gather staff reports from departments for items placed on the agenda.
Task #2: Assemble binders of agenda and supporting documents as requested by Mayor and City Council.
Task #3: Scan agenda reports
Task #4: Post on City website and ensure adequate numbers of copies are available to the public prior to the meeting.
Task #5: Improve productivity through the use of technology and training opportunities.

C. Objective #3: To ensure audio and minutes of the proceedings are available within 30 working days.

Task #1: Update website after each meeting with current audio.
Task #2: Ensure accurate minutes are approved by the City Council as record of the meeting.
Task #3: Update minutes on website once approved by City Council.
Task #4: Improve productivity through the implementation of digital
agenda process

II. Goal: To provide a basis to regulate entities which do business in Fernley, collect fees sufficient to cover the cost of any impact of such business upon Fernley.

A. Objective #1: To assist applicants in obtaining the proper licensing for conducting business in the city within the ordinance and State and Federal regulations.

Task #1: Review application for completion of all forms, applicable inspector's signatures, and payment of fees.
Task #2: Mail the approved license to the applicant in a timely manner.
Task #3: Notify all businesses of annual renewal requirements and/or payment delinquency.
Task #4: Provide information on businesses as requested by the public and other state and local agencies
Task #5: Maintain database with business information including payment records.
Task #6: Provide funds to the Finance Department for deposit.
Task #7: Investigate reports of business being conducted without proper licensing.
Task #8: Enforce regulations and assist businesses, which are operating without a license or with a delinquent license, to become compliant.
Task #9: Review City Code and revise as necessary
Task #10: Make recommendations to City Council regarding modification of fees.
Task #11: Improve productivity through use of technology and training opportunities.

B. Objective #2: To assist applicants with the proper procedure to obtain a license for an establishment serving alcohol.

Task #1: Review application for completion ensuring all required information is included.
Task #2: Collect payment for background investigation.
Task #3: Work with Lyon County to ensure Federal, state and local background Investigation is complete.
Task #4: Once approved by Lyon County, agendize for City Council approval.
Task #5: Mail the approved license to the applicant.
Task #6: Notify establishment of annual renewal requirements
Task #7: Provide information on liquor licenses as requested by the public and other state and local agencies.
Task #8: Maintain database with payment information and payment records.
Task #9: Review and revise City Code regarding modification of fees
Task #10: Enforce regulations
Task #11: Improve productivity through the use of technology and training opportunities.

C. Objective #3: To collect additional revenue through Franchisee Fess for the operations of City Government.

Task #1: Collect payments as submitted by various entities monthly and quarterly

Task #2: Provide funds to the Finance Department for deposit.

Task #3: Make recommendations to City Council regarding modification of fee and fee structures.

Task #4: Improve productivity through the use of technology and training opportunities.

III. Goal: To countersign contracts, keep the corporate seal and records of the City.

A. Objective #1: To establish and maintain a comprehensive electronic imaging, records and information management program.

Task #1: Pursuant to NRS 266.480(4), countersign all contracts made in behalf of the City.

Task #2: Establish document categories and classes.

Task #3: Initiate a records retention program based on department policies and schedules.

Task #4: Establish electronic imaging and document tracing process including posting of ordinances, contracts and resolutions on the City website.

Task #5: Pursuant to NRS 239.051 establish records destruction procedure.

Task #6: Work with each department to ensure program compliance

Task #7: To improve productivity through the use of technology and training opportunities.

IV. Goal: To process Ordinances and Resolutions

A. Objective #1: To process ordinances and resolutions in compliance with NRS 266.115.

Task #1: Place ordinances and resolutions on City Council agendas for approval.

Task #2: Publish notification of proposal and adoption of ordinances.

Task #3: Ensure that ordinances are completed within the timeframe required by NRS 266.155.

Task #4: Ensure the Mayor and City Clerk sign the originals and distribute copies as necessary.

Task #5: Accept all ordinances and resolutions in electronic format for codification with City Code.

Task #6: Improve productivity through use of technology and training opportunities.

V. Goal: To update and maintain the Municipal Code.

A. Objective #1: To make the City laws as accessible as possible to city officials, employees and citizens.

Task #1: Work with each department to ensure that electronic versions of approved ordinances are forward to the department for inclusion in updates.

Task #2: Improve productivity through use of technology and training opportunities.

VI. Goal: To process Public Records Requests.

A. Objective #1: To process Public Records Requests in accordance with NRS 239.

Task #1: Respond to written or oral request within 5 working days or less.

Task #2: Forward request to City Attorney for review.

Task #3: Work with individual department to ensure timeline is met.

Task #4: Issue notice of delay if request cannot be completed within 5 working days.

Task #5: Collect fees and deposit with Finance Department.

Task #6: Improve productivity through use of technology and training opportunities.

VII. Goal: To conduct City elections pursuant to NRS 293C

A. Objective #1: Coordinate with the Lyon County Clerk/ Treasurer to conduct municipal elections in even number years.

Task #1: Pursuant to inter-local agreement with Lyon County, combine resources and provide assistance with elections.

Task #2: Ensure candidates meet legal requirements for filing declaration of candidacy and assist them in mandatory filing requirements.

Task #3: Fulfill publication requirements for notice of city election in a timely manner.

Task #4: Arrange for early voting, including extending hours of operation.

Task #5: Obtain the necessary equipment from Lyon County.

Task #6: Ensure compliance with accessibility to polling place for elderly and disabled voters.

Task #7: Post copies of voting results in a timely fashion.

Task #8: Ensure canvas and abstract of votes is completed

Task #9: Ensure proper reports are submitted to the Commission on Ethics and Secretary of State in a timely manner.

Task #10: Improve productively through use of technology and training opportunities.

VIII. Goal: To process passport applications.

A. Objective #1: To process complete passport applications in compliance with U.S. Department of State regulations.

Task #1: Provide proper applications, forms and pricing information

Task #2: Review application for accuracy, collect photo, verify proof of citizenship and collect or copy photo identification.

Task #3: Process payment for the City of Fernley and collect payment for U.S. Department of State.

Task #4: Complete application process by signing and assembling the packet in correct order.

Task #5: Complete transmittal form and send applications to designated facility using the U.S. Postal Service.

Task #6: Improve productivity through use of technology and training opportunities.

Revenue Estimates

Business License Fees	190,000
Business License/Franchise Fees	1,300,000
Gaming License Fees	100,000
Liquor License Fees	26,000
Passport Fees	6,250
Total	1,622,250

Fund and Department Number	100-416
Department or Function Name	City Clerk's Office
Prepared by:	Kim Swanson
(A) Base Salary and Wages:	
Position: Exempt	Annual Salary or Wages
Regular Employees over 20 hours	
City Clerk	63,877
Deputy City Clerk	36,213
Subtotal (A1)	100,090
Employees Less than 20 hours per	
Subtotal (A2)	
Total Base Salary and Wages (A)	100,090
(B) Additional Compensation:	
Estimated Annual Overtime	500
Estimated Annual Standby Pay	0
Estimated Vacation Payout	
Total Additional Compensation	500
Total Salaries and Wages (C)	100,590

Account #	Account Name	Amount	Reference to Detail
5000.1	Salaries and Wages	100,090	
5000.2	Overtime	500	0
5000.3	Standby Pay	0	0
5000.4	Estimated Vacation	0	Conv. from sick/vac
	Subtotal Salaries/Wages	100,590	A+B+ Vac Est
5100.1	FICA (6.2% X A2)	0	Part Time only
5100.15	Medicare (1.45% X A)	1,459	Total
5100.2	Unemployment (2.65%x26900x#)	1,426	Total
5100.25	Retirement (25.75% X A)	25,773	Base Pay Only
5100.3	Group Insurance ($12,500	25,000	Per Employee
5100.4	Workers Comp (3.21% X	3,873	Total
	Subtotal Benefits	57,530	
	Total Salaries & Benefits	158,120	

Line Item Operating Budget
Non-Personnel

Fund and Department Number	100-416
Department or Function Name	City Clerk's Office
Prepared by:	Kim Swanson

Account #	Account Name	Amount	Reference to Detail
416-322	Prof Serv – Other	1,000.00	
416-540	Advertising	2,500.00	Ordinances, Public Notices, etc
416-550	Printing & Postage	3,500.00	Postage Agendas, B/L Renewal, Passports, Printing surveys
416-580	Training	2,000.00	Continuing Education
416-581	Dues & Memberships	250.00	IIMC, NV Clerk's
416-600	General Supplies	1,500.00	B/L Certificates, Dell Cartridges, Office Depot
416-605	Minor Equipment	1,000.00	Replacement of computer, monitors or batteries
416-640	Books & Periodicals	200.00	Continuing Education
	TOTAL	11,950.00	