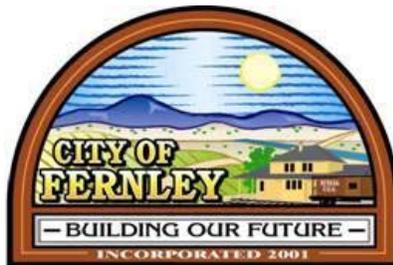


City of Fernley  
FY 2016-2017 Budget



Roy Edgington, Mayor  
Shari Whalen, Council Member – Ward 1  
Daniel McCassie, Council Member – Ward 2  
Stan Lau – Council Member – Ward 3  
Susan Seidl, Council Member – Ward 4  
Cal Eilrich, Council Member – Ward 5

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City of Fernley  
Staff

Daphne Hooper, City Manager  
Brandi Jensen, City Attorney  
Denise Lewis, City Treasurer  
Kimberly Swanson, City Clerk  
Lori Matheus, Municipal Court Judge  
Dave Whalen, Public Works Director  
Derek Starkey, City Engineer  
Timothy Thompson, Planning Director  
Rick Kabele, Building Official

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## BUDGET MESSAGE

I am pleased to present the City of Fernley Fiscal Year (FY) 2016-2017 Budget. As FY 2015-2016 closes, we remain optimistic about the financial stability of the City of Fernley. The past year staff completed many outstanding projects and met the priorities established by the City Council. FY 2015-2016 was a year of planning including completing the City's Strategic Plan, the Communications Plan, the Parks Plan, the Redevelopment Feasibility Study, and the Water and Sewer Rate Study. Moving forward, this information will be used to identify projects for completion and help guide the City in a positive direction.

While the City is maintaining operations, the City of Fernley faces challenges with limited Consolidated Tax revenue and the handicap of the property tax structure within Nevada. Nevada's property taxes are calculated based on the cash value of land and the replacement value of assets; this is very different than traditional "market value." Nevada is the only state in the country that applies a depreciation factor when calculating the taxable value of improvements. This significantly lowers the property taxes paid on older properties. Starting July 1, 2005, Nevada instituted a residential cap rate of 3% on property tax bills of most other property owners (commonly referred to as the partial abatement caps).

These partial abatement caps were implemented at a time when property values were skyrocketing. The caps were intended to prevent property owners from realizing unprecedented 30%+ annual increases in property taxes. The caps worked, and property taxes increased at half the rate of property values during the "boom" period. No one contemplated property values would subsequently decline by 40% statewide and property taxes would essentially reset at the low point reported in fiscal 2013. Today, the boom and the bust have nearly balanced each other out; however, where property values have reported a relatively average annual growth rate of 3.4%, property tax collection has grown by only 1.6% and property tax abatements are again escalating.

Abatements affect governmental services and will continue to do so. Property taxes affect governmental services at all levels. Abatements are projected to increase, which means the City will need to continue to identify alternative revenue sources and prioritize programs and services.

The revenue projections for this year include property taxes at \$2,312,108 (including delinquent tax). The original estimates from the State were approximately \$2.3 million. The State paid Lyon County \$493,131.62 more than it should have been paid for geothermal bordering Churchill County. As a result, the City will be required to pay back its portion of the tax distribution which is \$86,593.21. The total of \$31,294 will be required to be paid back to the Department of Taxation and \$55,198.93 will be held from 15/16 revenues. In addition, there was a deduction of approximately \$18,700 from original property tax projections as a result of additional Patua reductions.

Other revenue changes for the year include an increase in Franchise Fees. NV Energy was inadvertently sending franchise fees to Lyon County that should have been received by the City of Fernley. The City is working with NV Energy to get this resolved. As a result, an increase in was included for Franchise Fees of \$40,000 for the proposed budget.

Other revenues include a small increase in CTAX, which went from \$144,895 to \$151,622. We have taken a conservative approach to revenue estimates regarding development. While we anticipate growth, it is important to be conservative and not overestimate the revenues for these items. As we move forward, we will be able to analyze the actual revenues and adjust for the

next budget year. If there is a substantial increase in revenue, the budget may be augmented should the need arise to add more staff if growth occurs rapidly.

This year, staff has reviewed expenditures and prepared proposals to address overall expenses and well as identifying projects to meet the priorities established by the City Council. The capital expenditure process has changed in an effort to meet accounting requirements and ensure assets are appropriately capitalized or expensed in the government wide financial statements. Therefore, large projects will appear in the operating budgets that may have been previously identified in Capital Projects. After a comprehensive review, those projects that were identified as maintenance and repairs were included in the operating budget line items.

Other areas considered include insurance. The general liability insurance was calculated at the FY15/16 actual amount with a 5% anticipated increase. Health insurance has always been one of the largest expense items. This year, the City looked at ensuring equity in payment and a method of addressing cost without a significant impact to employees. This process includes a request to pay 100% of the employee health insurance coverage at the lowest premium level (the PPO rate). Dependent coverage will be 70%. This change in structure provides equitable access to all employees at a minimum level, without changing health insurance plans. Employees choosing to “buy up” or join the HMO plan, must cover the difference in cost. The projected increase as presented by our insurance brokers includes a 5% increase on insurance premiums. With the restructure of the health benefits plan, the employees will not be impacted by the increase in premiums for the PPO Plan this year. However, should the employee choose the HMO Plan, he/she will be responsible for the difference from the PPO Plan to the HMO Plan.

Because the City did not receive an increase in revenues this year, the benefits were restructured, and a salary increase was not included in the budget. Upon reviewing the employee costs, the average base pay for all City employees is \$18.02/hour or \$37,482 annually. The previous benefits package includes an average of 35% for health benefits, and 28% for PERS. Other benefits include 4 hours of vacation pay accrued per pay period, 10 hours of sick leave accrued per month, 12 holidays per year, option to buy-out up to 40 hours of vacation and convert up to 40 hours of sick leave to vacation leave annually.

Other staffing requests for this budget cycle include a reclassification for the Animal Control Officer. After discussions during FY 2015-2016 with the City Council and the Union, it was determined the job description needed to be changed to include assistance with Code Enforcement activities as well as establishing a career path. The job description is being presented for approval as well as a reclassification of the Animal Control Officer (ACO) to the ACO II level based upon the requirements established in the new job description.

A reclassification of the Administrative Specialist II position is being requested by Finance. A job description is being presented to create a new position entitled Accounting Technician. A thorough review was completed for this position, and a request is submitted to change the job description and enhance the job requirements, which would place the position at Range 124.

A reallocation request is presented for the Court Administrator position, moving it from a Range 124 to Range 130. The Court believes the duties/essential functions of the Court Administrator have changed to the extent they no longer fit within the current class. The Court believes the Court Administrator’s roles and responsibilities warrant a salary classification equivalent to the newly created position of Utility Billing Manager, which was approved by City Council on August 5, 2015. Because this position would be moving to a middle management level, supervise two (2) employees, and ultimately be responsible for the day-to-day operation of the court, the position would qualify for the Fair Labor Standard Act (FLSA) exemption from overtime. This

reallocation would result in an increase of salary and benefits of approximately \$3,770; however, the overall budget impact is minimal.

The City Council directed staff at the April 11, 2016 Budget Meeting to Reclassify the Senior Planner position. This position will change from a Senior Planner to a Planning Director, and a job description will be presented for final approval. This change will align the Planning Director with the other Department Heads and move to a Range 148.

While the Council did not approve funding for additional positions in anticipation of growth and development, they directed staff to include unfunded positions in the Department of Building and Safety, the Planning Department and the City Engineer's Department. These positions have been included on the organizational chart as well as in the position control document. Should the need arise and revenue become available, staff will move forward with an adjustment to the budget and bring forward to City Council for implementation.

A staffing request for three (3) seasonal positions is included. These positions are part-time, temporary positions and not benefit eligible. Two of these positions will be placed in the Streets Division, and one will be placed in Facilities. This addition has minimal budgetary impact, and will help meet the established Council priorities of city-wide weed abatement and a focus on streets and storm-drains. There is a request to provide temporary workers in Water Distribution to help with the Council priority of maintaining hydrants internally. These funds have been included in the Professional Services line-item within the Water Distribution cost center.

The final staffing request includes a reclassification of the Utility Operator to a Shift Operator at the Water Treatment Plant. Discussions occurred with staff following the vacancy of the Utility Operator position, and it was determined the position would be posted as a Shift Operator. Authorization was previously given by the City Council to change to a Shift Operator as needed. While the City's best efforts will be to fill the position with a shift operator, it may be necessary to establish a working plan with the incumbent to establish a plan to obtain required certifications.

Water continues to be a priority for the City of Fernley. Efforts are being made to effectively use our surface water rights and obtain upstream storage to get a benefit from the Truckee River Operating Agreement (TROA). We continue to work with partnering agencies and other stakeholders to ensure the City of Fernley is represented and is moving forward to sustain the needs of our City. The budget this year includes a one-time payment to the Division of Water Resources/State Engineer of \$47,000 for upstream storage permit fees. These funds were delayed for payment until the negotiation of the upstream storage contract has been completed. These negotiation sessions are scheduled to continue in July 2016. While the amount has not been finalized, the City has budgeted \$21,000 for the contract fees. The amount for these fees may change depending upon the outcome of the negotiations.

The City of Fernley staff continue to do an incredible job of providing programs and services to meet the needs of the community on a very limited budget. By focusing on priorities and establishing plans to help guide the City forward, the City will continue to ensure we are moving in a positive direction. Again, staff will continue to identify alternatives for revenue generation and continue to establish partnerships to meet the needs of our wonderful City.

*Daphne Hooper*

Daphne Hooper, City Manager

## INTRODUCTION

### Description of the Budget Document

The budget document is divided into several sections. The introduction includes narratives about the budget document, a community profile, a description of the budget process, the fund structure, city-wide policies, and an organizational chart. The overview section contains general information about revenue, appropriations, and other financing sources. Following the overview section, there are sections for each fund type, beginning with the General Fund and followed by Special Revenue Funds, Capital Project Funds, and Enterprise Funds. Each section provides detailed information on revenues, expenditures and work programs for each function. The Appendices section contains an organizational chart, a table of assumptions of cost allocation of personnel costs, and a glossary of terms and acronyms.

### Community Profile

Fernley has experienced rapid growth over the past decade due to its location near the Reno-Sparks metropolitan area and its excellent transportation systems that provide access to west coast markets. Fernley is situated on Interstate 80, approximately 30 miles east of Reno, and at the intersection of U.S. Highways 40, 50, and alternative 95. Fernley also has rail (freight) access. Northern and Central California markets are reached overnight, while Los Angeles, San Francisco, Portland, Salt Lake City, and Las Vegas are all within a 500-mile radius. The growth led to increased demand for services as residential development increased in response to the industrial development. The City was incorporated effective July 1, 2001 to respond to the growth.

Fernley faced many challenges during the economic downturn and was identified as the City with the highest number of foreclosures and unemployment. With the slow recovery, the City of Fernley anticipates growth in both residential and industrial development. This must be done in a conservative and planned manner to ensure the resources are available to sustain the City for years to come.

Fernley is a growing community of approximately 19,000 people and includes surrounding agricultural areas. Fernley was established in 1904 as primarily an agricultural and ranching community. The Truckee Canal is about 32 miles in length and was constructed as part of the Newlands Project (a federal Bureau of Reclamation project) in 1905. The canal was designed to carry 1,500 cubic feet per second of water from the Truckee River through Fernley and ultimately into the Lahontan Reservoir. The Truckee Canal provided water to allow ranching and farming. This also coincided with the development of the railroad. In 1905, the Fernley station was listed on the official railroad guide and in December 1913, grading started for the new Fernley Depot, which was completed in August of 1914. The Depot was in use until the Southern Pacific Railroad closed it in September of 1985. The Depot was purchased by the Fernley Preservation Society in January of 1986 and was moved to its present location on Main Street in September 1986. The City acquired the Depot from the Preservation Society for operation of the Depot. Through donations, the labor of the community, State and Federal grants, the Depot is being restored and will live on as a symbol of the community's rich history.

Fernley was established as a "township" in the 1930's with the Lyon County Board of Commissioners as the governing body for Fernley. In 1985, the citizens installed a self-governing "town board" separate from the Lyon County Board of Commissioners. Effective July 1, 2001, Fernley incorporated as a city and assumed additional functions. All matters of

development and business go before either the Fernley City Council or the Fernley Planning Commission. The North Lyon County Fire Protection District provides fire protection services and paramedic services as a separate taxing entity. The County provides a Sheriff Substation and the County Sheriff provides law enforcement in the City of Fernley. In October 2002, the City established separate municipal court operations. The County also provides certain services within Fernley such as operation of the Canal Township Justice Court, senior center, indigent programs, public health nurse and library. The City took over operations and maintenance of the Cemetery from the County in 2012.

In the 1980's, business and industry started to take hold in Fernley with the establishment of the first Industrial Park. The second major Industrial Park developed and today several companies have located facilities in Fernley, benefiting the community and leading the way into the future. Some industries located in this area include MSC Industrial Supply, Sherwin Williams, Trex, Inc., Agru, and most recently Deceuninck. Other large retailers have also located in Fernley including Wal-Mart and Lowes.

Fernley is an easy ½ hour drive to the historic Fort Churchill, the Buckland Station (currently being restored), and a "Pony Express" station. Fernley is just an hour's drive to historic Native American Petroglyphs (east of Fallon) and Virginia City (to the Southwest). Historic Ghost Towns and mine sites are all within a day's drive of Fernley. Fernley is close to outdoor activities such as hunting and fishing, including Lake Tahoe, Lahontan Reservoir, Pyramid Lake and Walker Lake. The Fernley Wildlife Management area joins Fernley on the east with the Truckee River canal on the west. Fernley has fifteen (15) parks including tennis courts, a skate park, lighted baseball and softball fields, the rodeo grounds and the newly added Main Street Park, which houses art sculptures, which were obtained through a partnership with the Black Rocks Arts Foundation. Off road adventures include a professional ATV racetrack, the Fernley Raceway, and a BMX track. The 18-hole Golf Club at Fernley provides recreational opportunities and full services in the clubhouse. Fernley offers a high quality of life and includes ample workforce for labor, administration, and clerical positions.

Through the efforts of our federal delegates, a bill was recently passed in Congress providing the City with the access to obtain almost 10,000 acres of Federal land within the City limits to be used for public purposes or economic development.

### **The Budget Process and Calendar of Events**

The budget process generally begins in January with a general overview of the financial condition of the City and a projection of revenues for the coming year, considering economic conditions. The City Council outlines Council priorities and the budget preparation manuals are distributed to the department heads for completion. Budget requests are submitted to the City Manager with a copy to the City Treasurer.

The City Manager and the City Treasurer review each request and meetings are held with the departments for review and clarification. The City Manager and the City Treasurer compile all requests into a single recommended budget document to be considered in the budget workshops of the City Council. A separate document in the format required by the Nevada Department of Taxation (the Tentative Budget) is filed by April 15 containing the basic financial information included in the City Manager's Recommended Budget. Following budget workshops, changes may be made to the City Manager's Recommended Budget for consideration in the public hearing on the budget. The public hearing is held in May. The City Council directs the City

Manager and the City Treasurer to make final adjustments to the budget. The final budget document, in the format required by the Nevada Department of Taxation, is issued by June 1.

Developing the projected revenues used in the budget is a dynamic process. The Department of Taxation prepares preliminary revenue estimates for certain revenues in mid-February. The final revenue estimates are issued in late March. City staff members prepare estimates of other revenues such as building and planning fees, business license fees, franchise fees, and miscellaneous revenues.

### **Fund Structure and Budget Basis**

The accounts of the City of Fernley are organized on the basis of funds and account groups, each of which is considered a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues, and expenditures or expenses, as appropriate. Government resources are allocated to and accounted for in individual funds based on the purposes for which they are to be spent and the means by which spending activities are controlled. The various funds are grouped into this report into fund types with four broad categories as follows. The following numbering system is standard in governmental accounting:

#### **Government Funds:**

**General Fund (Fund 100):** The General Fund is the general operating fund for the City. This fund accounts for all transactions not recorded in other funds and receives financial support from such sources as property taxes, sales taxes, fees, and intergovernmental revenues. Expenditures are authorized in the General Fund budget and include such areas as general government, parks, streets, planning, judicial, and others.

**Special Revenue Funds (Funds 200-299):** Special revenue funds are used to account for the proceeds of specific revenue sources that are legally restricted to expenditures for specific purposes.

**Capital Project Funds (Funds 300-399):** Capital project funds account for financial resources used for the acquisition or construction of capital projects. These funds are often used to set aside money for projects identified in the Capital Improvement Plan.

#### **Proprietary Funds:**

**Enterprise Funds (Funds 500-599):** Enterprise funds are used to account for the revenues earned, expenses incurred, and net income for business-type functions. These businesses are financed from fees paid by the users of the systems.

#### **Fiduciary Funds:**

**Trust and Agency Funds (Funds 700-799):** Trust and Agency Funds are used to account for money that “passes through” the City or that is otherwise outside of the control of the City council.

The basis for budgeting is Generally Accepted Accounting Principles. The City does not budget at the government wide financial statement level. The funds in the budget are prepared according to Generally Accepted Accounting Principles for the fund financial statements. In the General Fund, Special Revenue Funds, and Capital Project Fund, the budget is based on current financial resources management focus and the modified accrual basis of accounting. In the Enterprise

Funds, the budget is based on the economic resources measurement focus and the accrual basis of accounting.

### **Capital Improvement Plan**

The City of Fernley prepares a separate Five-Year Capital Improvement Plan. This plan involves projections of available monies for capital projects as well as operation and maintenance of capital projects. A listing of capital projects for the current fiscal year are included under the heading "Capital Projects."

The City currently uses gas tax, intergovernmental revenue from Lyon County, and the General Fund to maintain streets and to repair or reconstruct streets. Reconstruction of streets will improve the condition of the street and initially decrease maintenance costs for the street. The City currently does not maintain gravel roads within the City limits (unless they have City infrastructure below grade). New developments are required to improve streets to City standards before the streets will be accepted into the maintenance program. Maintenance costs for City streets and gravel roads within the City limits will continue to be a challenge since the City has approximately 128 miles of roadway to maintain. The City has undertaken a Pavement Management Plan that includes recommendations for financing. The City will continue to examine alternatives for funding on-going maintenance of streets.

The operation and maintenance costs associated with the capital improvements in the water and sewer enterprise funds are being considered in analysis of rates. Deteriorating infrastructure is a nation-wide issue and one that needs to be addressed by the City. These issues along with the use of surface water for municipal purposes are being considered in the rate analysis. The City intends to set user rates at the proper levels to provide adequate funding for operations and capital replacements.

### **Performance Measurements**

Council establishes priorities each year, and goals and objectives are presented in this document by each department. Staff presents information to the City Council regarding the completion of projects and accomplishments achieved. However, the City has not established formal quantitative performance measurement standards. Moving forward, the City will focus on reviewing programs and services and establishing more formal quantitative performance measures to ensure funding efficient and effective use of funds.

### **Financial and Program Policies**

The Fernley City Council has the responsibility to set the budget and establish tax rates for City operations. The Fernley City Council then is responsible for monitoring the budget throughout the year and establishing systems to safeguard City assets.

The City uses a fund accounting system as recommended by the National Council on Governmental Accounting. Fund accounting is needed to demonstrate compliance with regulations governing funding sources. Depending on the fund type, the basis of accounting may be different. The basis of accounting determines when revenues and expenditures or expenses are recognized in the accounts and reported in the financial statements. The budgetary basis is the same as Generally Accepted Accounting Principles (GAAP). Formal budgetary integration is employed as a management control device during the year. Encumbrance accounting is used for major purchases through a computerized purchase order system that interfaces with the Accounts Payable and General Ledger modules.

## **Major financial and program policies are listed below.**

### **Efficient Safeguarding of Assets:**

Management of the City of Fernley is responsible for establishing and maintaining an internal control structure designed to ensure the assets are protected from loss, theft, or misuse, and to ensure that adequate accounting data are compiled to allow for the preparation of financial statements in conformity with generally accepted accounting principles. Proper authorization is required for encumbrance or expenditure of funds. The proper department must have adequate appropriation available prior to approval of the purchase. The City does not currently use a centralized purchasing function and has not adopted purchasing policies more stringent than state law. Per state law, at least two documented quotes must be attached to purchases between \$5000 and \$10,000 and the City Manager is authorized to sign contracts under \$10,000. Either formal bids or advertising of intent to award a bid are required for purchases between \$10,000 and \$25,000 per NRS 332.036 and the City Council must formally award the bid. Purchases exceeding \$25,000 must be advertised and competitively bid. Splitting of orders, allowance for non-monetary items, or any other practices that might be construed as circumventing the purchasing process are unacceptable. Management is also responsible for adequately addressing risk and insurance issues to efficiently safeguard City assets.

### **Fund Balance and Contingencies:**

The City's general fund unassigned fund balance should be maintained at an amount (equivalent to 8.3%) pursuant to the City's fund balance policy. The projected annual expenditures before transfers and contingency for the general fund are \$9,167,376; ending fund balance for all categories in the general fund is projected to be \$2,067,256. Under State of Nevada statutes, the maximum contingency allowed is 3% of expenditures. Therefore, the contingency in the general fund is established at \$275,021.

### **Balanced Budget:**

The annual budget should be balanced with current revenues equal to or greater than current expenditures/expenses. The primary mechanisms, in order of priority, for balancing the budget are (1) improve productivity, (2) improve revenues (3) establish fees consistent with the cost of providing the service, (4) reduce programs, (5) use fund balances in excess of target amounts, and, lastly, (6) increase property tax rates.

### **Tax Rate:**

The tax rate should be set at a rate adequate to produce revenues needed to pay for City services, as approved by the City Council, and to provide a stable revenue source. In this Budget, the tax rate for FY 2016-2017 was changed to .6704. Due to the challenges with the property tax system in the State of Nevada, tax caps and depreciation will continue to have an impact on the revenue for the City of Fernley. Although there is a Statewide residential cap rate of 3%, the rate for 2016/2017 is only .2%, which is equal to twice the Consumer Price Index (CPI). The general tax cap is calculated by taking the greater of the moving average growth rate or twice the CPI. The moving average growth rate for Lyon County for 2016/2017 is -.2%.

**Capital Improvement Plan:**

The City will establish an annual process to plan, prioritize and identify financing for replacement of existing capital that is worn out or to create new capital projects. New capital projects or programs will not be implemented until a plan for financing the operation and maintenance of the project or program is identified and quantified. The Capital Fund should be used to establish a budget to prepare a more formal CIP with more financial projections and a more in depth analysis of funding alternatives to establish prudent public policy and to determine sources of funds for capital expenditures.

**Investments:**

Investments made by the City will be in conformance with State statutes and any investment policies that may be adopted by the City Council. All investments will address safety, liquidity, and yield. Interest earned from investment of available cash will be distributed to funds according to the average balance according to “ownership” of each fund in the total invested cash. Investments should be adequately collateralized.

**Utility Rates:**

The City will periodically review utility rates and establish rates that will generate revenues adequate to cover operating expenses, debt service, and capital replacements/expansions in the water distribution, water treatment, and sewage collection systems. The water and sewer rates will require review and increases in the future.

**Pursue other funding sources:**

The City will continue to pursue other sources of funding, such as grants and partnerships, to improve services to the community. The City will also examine alternatives by reviewing business license fees, franchise fees, and other fee structures within the City.

## STRATEGIC PLAN

The City completed a Strategic Plan in 2010 for Fiscal Years 2011 – 2016. A working group, made up of community members, partnering agencies and businesses, staff, and Council Members, is working on the updated Strategic Plan, which will be finalized and approved by the City Council for 2017 – 2021.

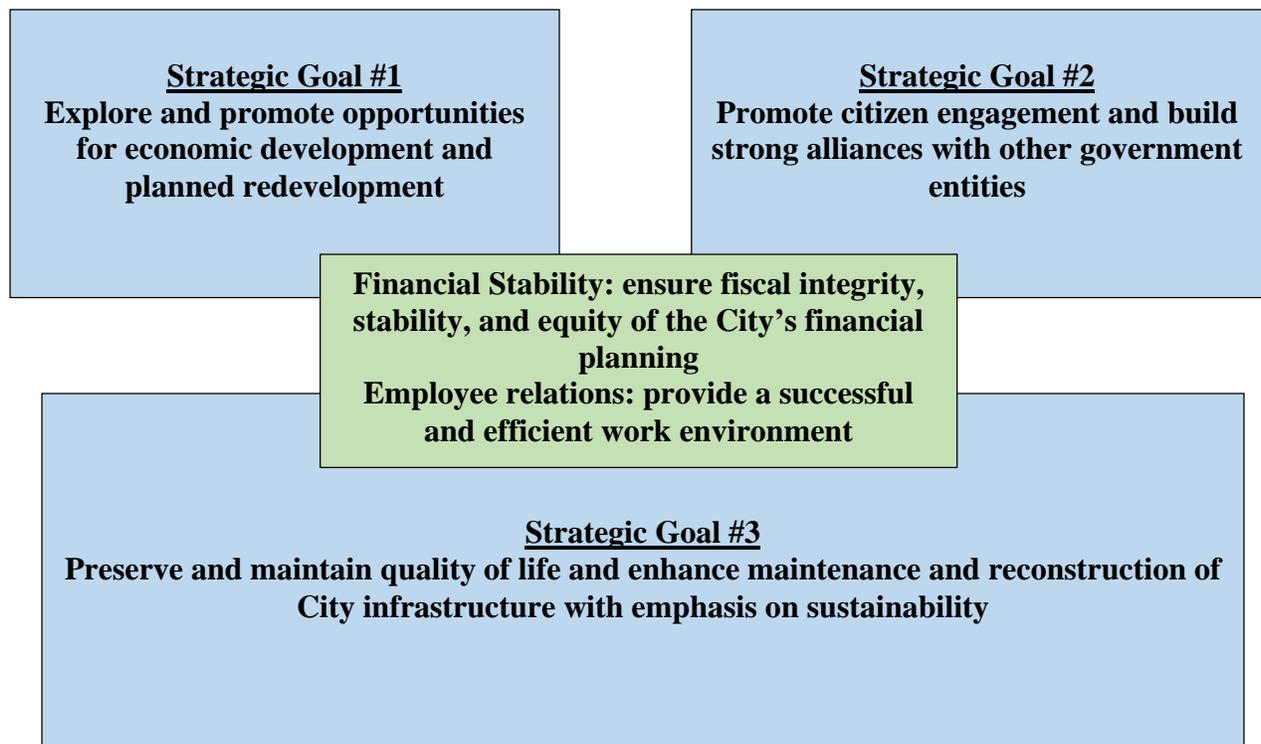
The current strategic plan (FY 2011 – 2016) outlines the following information:

### Vision

*To be the best place in the West to live, work, and play.*

### Mission

*To provide our growing dynamic community excellent municipal services to make Fernley a great place to live, work, and play. Together, we enhance the desirability, safety, friendliness, aesthetics and quality of life in our City.*



**Two Core Goals support the Vision and Mission:**

**A. Financial Stability: ensure fiscal integrity, stability, and equity of the City’s financial planning.**

- Enhance productivity for cash receipting and cash disbursements
- Establish controls and safeguards over the City of Fernley’s purchasing
- Establish levels of authority, procedures and guidelines for opening new utility accounts and maintain existing accounts
- Improve the existing budget development process
- Implement areas for revenue enhancement
- Commit to running the City in an operationally efficient and effective manner
- Evaluate departmental services and establish performance-based spending priorities
- Strengthen and stabilize the City’s financial position
- Review existing fee and franchise schedules

**B. Employee relations: provide a successful and efficient work environment**

- Value employees and their contributions to making the City of Fernley a great place to live, work, and play
- Provide a working environment that encourages resourcefulness, one that is free from harassment, where employees feel safe in expressing their concerns
- Provide training and advancement opportunities for employee performance
- Provide clear expectations for employee performance
- Keep employees informed about current issues and decisions

**Three Goals represent community well-being, sustained growth and engagement support:**

**A. Promote opportunities for economic development and redevelopment**

- Encourage sustainable job growth and expansion
- Create opportunities for growing local businesses
- Explore the creation of a redevelopment district
- Improve the development process through streamlining and benchmarking
- Update the master plan to reflect community values and goals
- Beautify the City through education, pride, and enforcement

**B. Preserve and maintain quality of life and enhance maintenance and reconstruction of City infrastructure with emphasis on stability**

- Share information with the Public, City Staff, and local, state, and federal elected officials to enhance understanding of water issues that affect Fernley
- Protect and expand water resources and solidify our future ability to serve water customers
- Improve and maintain Streets and Storm Drain System, Water and Wastewater System, and Parks System through accurate elevation of existing conditions, cost effective maintenance methodologies, and technically sound capital project prioritization.

**C. Promote citizen engagement and build strong alliances with other government entities**

- Improve internal and external communications
- Develop, extend, and promote citizen interaction with city government and promoted volunteer opportunities for citizens of Fernley
- Initiate and advance local, state, and federal strategic alliances and promote shared services with other agencies

## **CORE VALUES**

Our guiding principles are:

Honesty  
Integrity  
Professionalism  
Respect  
Competency  
Leadership  
Responsibility  
Innovation

## **CUSTOMER SERVICES VALUES – THE 3 P’S**

Interactions will be Polite, Professional and Performed  
Consistent with the City’s Strategic Plan

## **COMMITMENT**

We will meet our commitments to our citizens.

## **DIVERSITY**

We will create an organizational culture that respects and values individuals and group differences and encourages the productive potential of every employee.

## COUNCIL PRIORITIES

On December 16, 2015, the Fernley City Council established the following priorities for the FY 2016-2017 budget.

### General Fund:

1. Asset Management and Funding Plan
2. Road Maintenance and Repair
3. Parks
4. Storm Water Infrastructure
5. Specific projects as follows:
  - Depot improvements
  - Parks metal building
  - Mission/Truck Inn Way
  - Road Maintenance Project (slurry seal/crack seal)
  - Comprehensive Weed Abatement Project/Plan
  - High Desert Little League Projects

### Water Fund:

1. Fire Hydrant and Valve Exercising and Flow Testing
  - Operating and Flow Testing (additional staff and maintenance funding)
2. Asset Management/Funding Plan
3. Water Rights/Water Management
  - More frequent/public reporting
  - Access to surface water
4. Billing Options
5. Meters (continued work)
6. Reduction plan for the bond assessment

### Sewer Fund:

1. Permit compliance
2. Asset Management/Funding
3. Sewer Modeling

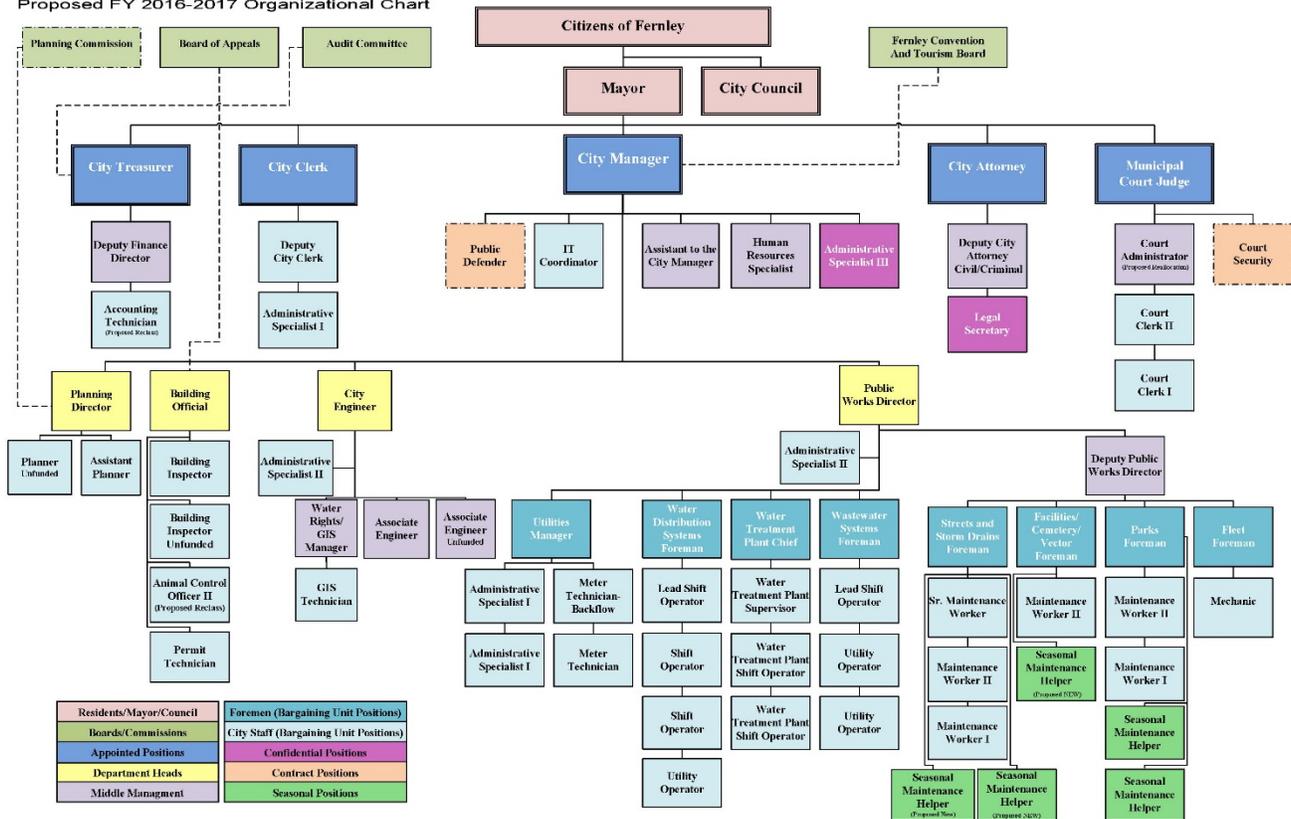
## ORGANIZATIONAL CHART

The City of Fernley is a hybrid between a Strong Mayor and a City-Manager form of government. The Mayor serves as the Chief Executive Officer of the organization, while the City Manager serves as the Chief Administrative Officer overseeing the day-to-day administration of the City staff. The City Council is the legislative body, establishes goals and guidance, and establishes the budget for the organization.

There are five appointed City officials including the City Treasurer, the City Clerk, the City Attorney, the Municipal Court Judge, and the City Manager. The Fernley Municipal Code and the Nevada Revised Statutes outline the responsibilities for these positions.

The proposed organizational chart for the City of Fernley is as follows:

Proposed FY 2016-2017 Organizational Chart



See Appendix for full-scale organizational chart

The City of Fernley previously had 60.98 Full Time Equivalent (FTE) employees to deliver services required for City government. The proposed organizational chart requests 63 FTEs. This increase includes the change in the Fernley Municipal Court, which increased a .48 FTE Court Clerk to a 1 FTE Court Clerk approved by City Council on January 20, 2016.

A request for three (3) seasonal positions is included. Two (2) of these positions are for the Streets Division and will help meet the Council priorities established for this fiscal year to address weed abatement, storm drain maintenance, and pothole repair during the spring through fall months. These positions will allow streets staff to cover more areas of the City by pairing a full-time employee with a seasonal worker.

The current Facilities Foreman is also the city's Vector Control Technician and is active in vector duties approximately six (6) months of the year. Because the facilities division has two (2) employees, there is significant impact during the vector season. The seasonal position will help fill the absence for the operation and maintenance of the building and grounds for City Hall, Chamber of Commerce, Fernley Desert Memorial Garden Cemetery, and the Depot.

There are three (3) reclassification requests for this budget:

1. In the Finance Department, a request is submitted to reclassify the Administrative Specialist II position to an Accounting Technician. A job description is provided, which specifically outlines the responsibilities for this position. Due to the technical nature and independent judgment, this position will be established at a Range 124. There is limited budget impact for this request.
2. The second request is to reclassify the Animal Control Officer (ACO) from an ACOI to an ACOII. During the FY2015/2016 Budget workshops, Council requested additional language be placed into the job description for the Animal Control Officer to include assistance with Code Enforcement. Additionally, during union negotiations, it was requested to update the job description and include a series for an ACO I/II/III. The job description has been completed and is submitted to the Council for review and approval. The impact for the salary from FY2015/2016 to FY2016/2017 is \$2,272.00; however, with the restructure in health benefits, there is not overall impact to the personnel line item for this budget.

There is a request to reallocate the Court Administrator position from a Range 124 to a Range 130. The Municipal Court Judge believes the essential functions of the Court Administrator have changed to the extent they no longer fit within the current class. The Court Administrator's position is a middle management position that provides leadership and accountability for all day-to-day operations within the Court, oversees a team of employees and reports directly to the Municipal Court Judge. The budget impact to the annual salary amount is \$3,770; however, this position will not be eligible for overtime, making the overall impact minimal.

A change has been presented to the Water Treatment Plant, which includes a change from Utility Operator to Shift Operator. Discussions occurred among staff, and this position is currently vacant and has been posted as a Shift Operator. While the City's best efforts will be to fill the position with a Shift Operator, it may be necessary to establish a working plan with the incumbent to establish a plan to obtain certification requirements.

The third request is to reclassify the Utility Operator to a Shift Operator at the Water Treatment Plant. Discussions occurred among staff, and this position is currently vacant. Pursuant to previous direction by City Council to authorize a reclassification to a Shift Operator, if needed, the position has been posted as a Shift Operator. While the City's best efforts will be to fill the position with a Shift Operator, if may be necessary to work with the incumbent to establish a plan to obtain required certifications.

A title change and reallocation of the Senior Planner to Planning Director is included as was approved and requested by the City Council at the previous budget workshop.

## **POSITION CONTROL**

**See Appendix A**

## BUDGET SUMMARY

### Revenue Sources

#### Property (Ad Valorem) Taxes:

NRS 361 determines the procedure for assessment and levy of taxes on real and personal property in Nevada. The County Assessor performs certain assessments and the State of Nevada performs other assessments (centrally assessed property). Tax levies are expressed in terms of dollars per \$100 of assessed value. The assessed valuation of the property is computed at 35% of “taxable value” as determined by County and State assessments according to statutes. The amount of tax is determined by multiplying the assessed value by the tax rate applicable to the area in which the property is located divided by 100.

The Fernley City Council annually establishes the tax levy for the City, subject to certain statutory limitations. Each “Local Government Taxing Unit” in Lyon County is subject to a limited Allowed Rate determined annually according to statutory formulas based on growth factors. The Fernley City Council may not establish a levy greater than the “Allowed Rate.” Voters may approve imposition of rates above the “Allowed Rate” and the Nevada State Legislature may impose rates above the “Allowed Rate.” The total combined rate for all “Local Government Taxing Unites” in a single district may not exceed \$3.66 per \$100 of assessed value.

The City of Fernley Allowed Rate for FY2016/2017 is 0.6704 per \$100 of assessed value. The FY 2016/2017 budget assumes a levy of 0.6704 per \$100 of assessed value, a slight increase from the prior year.

The following table shows a hypothetical FY2016/2017 tax bill for the owner of a \$100,000 home within the City.

Local Government Taxing Unit	Levy	Tax
State	0.1700	59.50
School District	1.3367	467.85
Lyon County	0.9287	325.05
City of Fernley	0.6704	234.64
Fernley Swimming Pool District	0.2000	70.00
North Lyon Fire Protection District	0.3010	105.35
<b>Total</b>	<b>3.6068</b>	<b>1,262.39</b>

### Licenses and Permits:

**Business Licenses:** Effective with the City’s incorporation on July 1, 2001, the City of Fernley began issuing business licenses and collecting revenue for issuance of business licenses. This process included collecting license fees based on the number of employees for the business. After review and consideration, the City completed a Business Impact Study to restructure the business license fee based on gross receipts. The City anticipates an increase in business license revenue of approximately \$25,000 for FY 2016-2017 for a total of \$225,000.

**Franchise Fees:** The City will begin review of franchise fees within the City to determine if an increase is needed. For FY 2016-2017, an increase is included in the proposed budget as a result of a determination by NV Energy that additional revenues will be generated within the City of Fernley.

**County Gaming License:** NRS 463 relates to licensing of gaming activity in Nevada. Lyon County is authorized to issue gaming licenses per NRS 463. Per NRS 463.323, Lyon County pays the City 75% of the revenue from gaming licenses collected from businesses within the boundaries of the incorporated City. The City estimates that the City’s share of the County gaming license will be approximately \$105,000 in FY 2016/2017 based on the trend of amounts received from this revenue source in prior years.

**Building Permits and Fees:** Upon incorporation, the City of Fernley was able to institute building permits and related fees. The City anticipates revenues of approximately \$280,000 from building permit fees during FY16/17. While this is slightly lower than previously anticipated, the City is taking a conservative approach to revenue projections.

**Planning and Zoning Fees:** The City imposes certain planning and zoning fees. The City anticipates revenue of \$30,000 from planning and zoning application fees in FY16/17. During the last Fiscal Year, the revenue projections were higher; however, the actual numbers came in at \$30,000. Again, the City is taking a conservative approach to revenue projections. Should there be a dramatic increase, the budget can be augmented to address this, if needed.

**Other Fees:**

**Intergovernmental Revenues:**

**Consolidated Tax:** Consolidated tax is made up of several elements, including certain component of sales tax. The elements of the consolidated tax are 1) Basic City-County Relief Tax (BCCRT), 2) Supplemental City-County Relief Tax (SCCRT), Cigarette Tax, 4) Liquor Tax, 5) Real Property Transfer Tax (RPTT), and 6) Government Services Tax (GST). BCCRT and SCCRT are components of sales tax. The sales tax rate for sales made in the City of Fernley is 7.1%.

Consolidated Tax is distributed to Lyon County, incorporated cities, and other districts in Lyon County according to a statutory formula described in NRS 360.600 through 360.740. The estimated FY 2016/2017 and prior year’s distribution of consolidated tax in Lyon County is shown in the following table:

Fiscal Year	County C-Tax Revenue
2008	16,165,066
2009	15,858,014
2010	14,776,985
2011	13,157,132
2012	12,231,335
2013	12,696,590
2014	12,615,485
2015	13,722,421
2016	14,469,457

The Town of Fernley received a consolidated tax distribution prior to incorporation and the City of Fernley continued to receive the distribution based on the initial amount established for the town government. The following table shows the City's historical distributions of consolidated tax:

Fiscal Year	City C-Tax Revenue
2008	197,000
2009	202,000
2010	170,000
2011	130,000
2012	131,000
2013	133,000
2014	136,000
2015	143,000
2016	145,000

**Motor Vehicle Fuel Taxes (Gas Taxes):** The City of Fernley receives an allocation of certain taxes levied on sales of motor fuel. The State of Nevada administers the collection and distribution of proceeds to counties in the State. Lyon County disburses the City's portion of gas taxes to the City monthly. In addition to gas tax directly disbursed to the City, the City is entitled to a portion of gas tax distributed to the Lyon County Regional Transportation Commission (RTC), a statutory board established to account for a specific tax on sales of motor fuel. All of these funds are restricted for use in maintenance or capital projects relating to City streets. Projected revenues, excluding RTC revenues, for FY 2016/2017 are \$356,186.

**Road Ad Valorem Tax:** Pursuant to NRS 403 and NRS 266, the City of Fernley is entitled to a portion of the ad valorem tax collected in the Lyon County road fund based on relative assessed value. Prior to FY2003/2004, Lyon County assessed \$0.0777 per \$100 of assessed value in the County Road Fund. In FY2003/2004, Lyon County stopped the levy in the road Fund and levied the tax in the County general fund instead. This eliminated the legal requirement to share the revenue with the City. Lyon County decided to provide an amount to the City in lieu of the lost revenue since the City assumed the expenses previously associated with this revenue. In the County's FY 2015/2016, the County Commissioners elected to provide the City of Fernley with \$370,332. In the County's FY 2016/2017 budget, the County Commissioners elected to eliminate the distribution to the City of Fernley. Later, the County provided an additional \$180,000 to the City of Fernley.

**Parks Agreement:** Lyon County has a policy to provide funding to Cities and other districts in the County for parks. In FY 2015/2016, the City received \$60,000 from Lyon County for parks. The City anticipates the same amount from Lyon County for FY 2016/2017.

**Municipal Court Fines and Forfeitures:** The City of Fernley operates a municipal court and receives fines, forfeitures, and other fees from cases adjudicated in the court. The revenue expected for FY 2016/2017 is \$216,733.

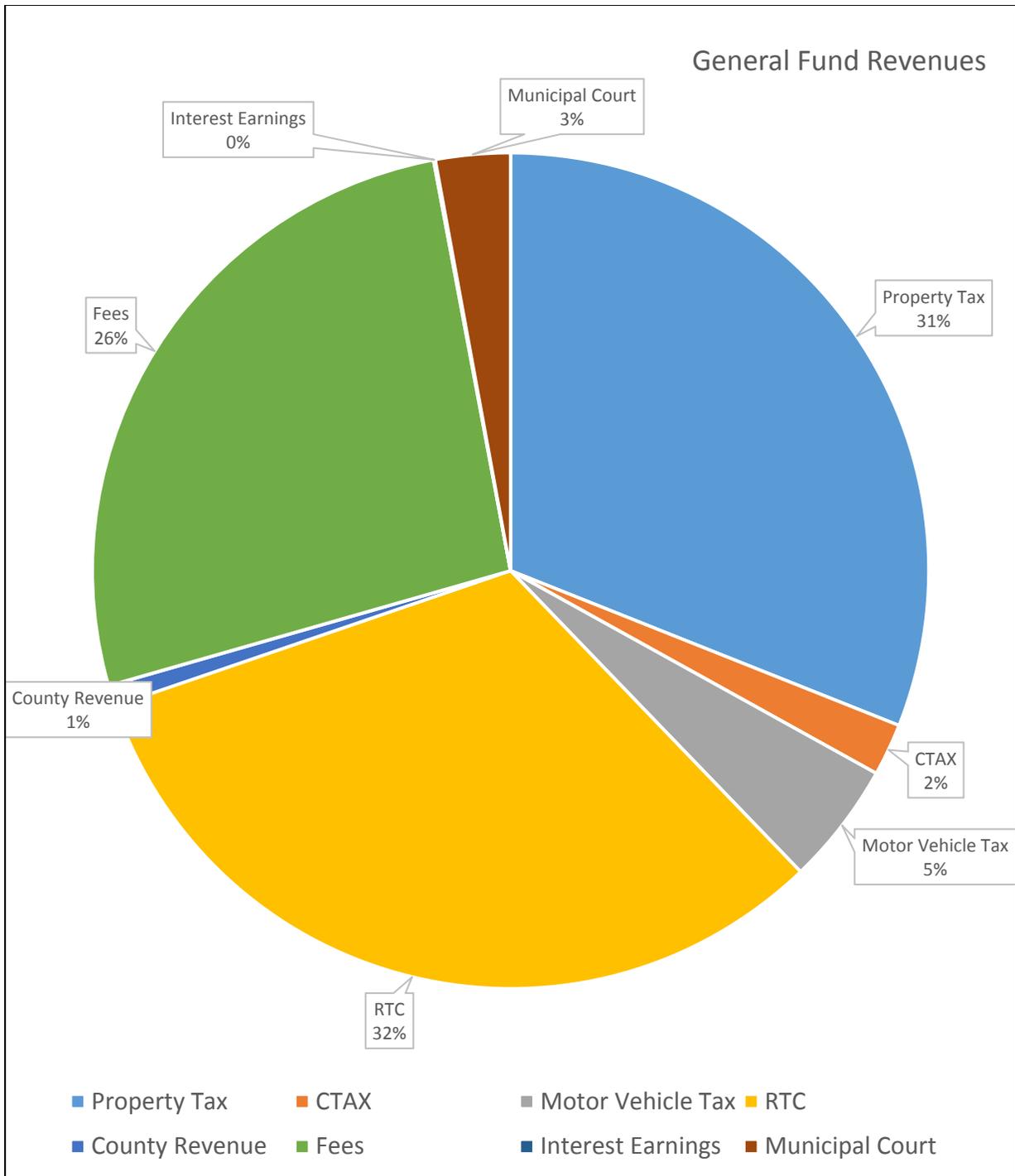
**Charges for Services:**

***Water and Sewer Use Fees:*** The City of Fernley provides water and sewer services to a majority of the residents of Fernley. The City established a rate structure to charge users an amount needed to cover the cost of operations, including depreciation and debt service. These funds are currently not recovering full costs of operations including depreciation. A rate study is being completed to determine how much funding will be needed.

***Bond Debt Fee:*** A bond debt fee was approved to be placed on the property tax bills to help cover the cost of the water bond debt that was obtained for the completion of the Water Treatment Plant. The plant was built to ensure the City of Fernley was in compliance with unfunded mandates for arsenic removal. Currently, the fee is placed on the property tax bill through the Lyon County Assessor's office at a rate of \$31.09 for a ¾" meter.

Revenues

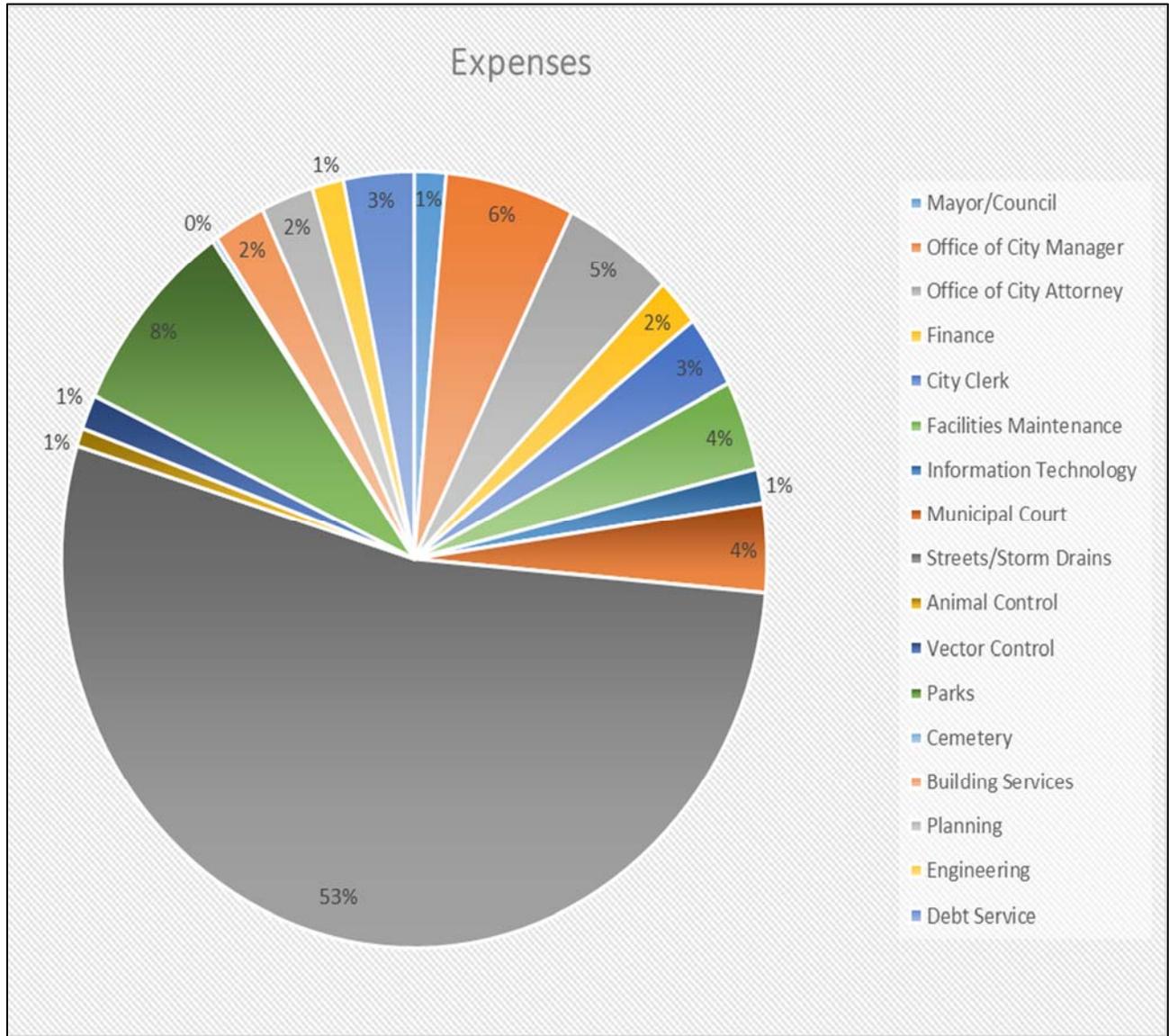
General Fund Revenues		2013-14	2014-15	2014-15	2015-16	2015-16	2016-17	2016-17
Account #	Account Title	2014	2015	2015	2016	2016	2017	2017
		Actual	Budget	Actual	Budget	Estimated	Tentative	Final
100-310-100	Property Taxes	2,100,601	2,310,492	2,182,422	2,366,620	2,366,620	2,292,108	2,292,108
100-310-200	Property Taxes-Delinquent	28,737	0	34,904	0	23,000	20,000	20,000
100-320-100	Business License Fees	180,535	200,000	193,163	200,000	200,000	225,000	225,000
100-320-110	Franchise Fees	1,208,054	1,160,250	1,216,922	1,160,250	1,160,250	1,240,000	1,240,000
100-320-150	Liquor License Fees	26,738	28,000	32,269	31,000	31,000	32,000	32,000
100-320-160	Gaming License Fees	106,132	100,000	104,513	100,000	100,000	105,000	105,000
100-320-170	Licenses-Animal	4,895	4,000	5,054	5,000	5,000	5,000	5,000
100-320-180	Passport Fees	6,854	6,250	7,650	6,250	6,250	8,000	8,000
100-320-200	Building and Civil Permit Fees	316,631	200,000	196,297	360,000	320,000	280,000	280,000
100-320-210	Planning and Zoning Fees	10,414	45,000	15,517	45,000	30,000	30,000	30,000
100-320-220	Public Works/Civil Fees	6,056	0	5,001	5,000	6,000	10,000	10,000
100-320-221	PublicWorks/Civil Inspect Fees	550	0	20,846	5,000	0	0	0
100-320-300	Other Fees (eg. Copies etc)	705	100	1,012	1,000	500	1,000	1,000
100-330-310	Consolidated Tax (CTX)	136,402	140,237	143,389	144,895	144,895	151,622	151,622
100-330-320	Motor Veh Fuel Tax (Gas Tax)	306,330	334,818	344,360	364,104	364,104	356,186	356,186
100-330-325	RTC Shared Revenue	10,477	1,200,000	108,154	1,800,000	50,000	2,400,000	2,400,000
100-330-400	County Parks Agreement	60,000	60,000	60,000	60,000	60,000	60,000	60,000
100-330-425	COUNTY ROADS CONTRIBUTION	334,779	402,326	402,940	370,332	370,332	180,000	180,000
100-330-450	ADMINISTRATION FEES	224	0	224	0	0	0	0
100-350-100	Penalties/Fines Municipl Court	99,294	87,905	214,302	200,000	150,000	216,733	216,733
100-350-120	Community Service Fee	230	189	505	0	75	0	0
100-350-200	Muni Court Warrant Fees	13,236	12,350	0	0	0	0	0
100-350-205	Muni Court Misc Fees	11,635	11,522	2,597	0	0	0	0
100-350-210	Muni Court Bond Fee	0	0	0	0	0	0	0
100-360-100	Interest Earnings	6,569	7,000	4,638	3,000	5,000	5,000	5,000
100-360-200	Rent	2,400	0	0	0	0	0	0
100-360-201	Interfund Overhead Rent	41,121	93,276	54,965	0	0	0	0
100-360-202	Interfund Revenue" Bldg/Plan"	52,412	48,353	93,276	0	0	0	0
100-360-600	Cemetery Burial/Cremation Fee	0	0	1,400	1,200	1,200	1,200	1,200
100-360-601	Cemetery Plot Fees	2,600	1,200	0	0	0	0	0
100-360-700	Park Facility Rental Fee	1,364	0	30	0	0	0	0
100-360-715	Donations-Misc	1,006	0	0	0	0	0	0
100-360-725	Donations-Parks	1,500	500	475	0	0	0	0
100-360-735	Donation-City Sponsored Events	800	0	300	0	0	0	0
100-360-738	Donations - Cemetery	40	0	0	0	0	0	0
100-360-739	Doantions - Pony Express	1,800	4,000	0	0	0	0	0
100-360-900	Miscellaneous Revenue	17,877	10,000	12,554	10,000	8,000	12,000	12,000
100-360-901	Credit Card Fee	27,429	44,000	37,136	40,430	40,000	40,000	40,000
100-360-905	School RCT Admin Fee	0	500	0	0	0	0	0
100-390-500	Transfers In	105,507	0	11,051	0	0	0	0
100-390-501	Other Financing Sources (Uses)	0	0	0	0	0	0	0
		5,231,931	6,512,268	5,507,863	7,279,081	5,442,226	7,670,849	7,670,849
Parks Facilities Fund does not meet the true definition of a fund so it gets included in the General Fund.								
245-360-100	Interest Earnings	33	0	43	15	15	60	60
245-360-700	Park Rental Fees	12,517	10,000	14,854	10,000	10,000	13,686	13,686
245-360-710	Facility Rental Fees	841	0	526	150	150	684	684
		13,391	10,000	15,423	10,165	10,165	14,429	14,430
RCT Fund does not meet the true definition of a fund so it gets included in the General Fund.								
230-310-300	Residential Construction Tax	14,000	0	14,000	2,000	16,000	20,000	20,000
230-360-100	Interest Earnings	23	0	21	10	40	50	50
		14,023	0	14,021	2,010	16,040	20,050	20,050
<b>Total General Fund Revenues</b>		<b>5,259,345</b>	<b>6,522,268</b>	<b>5,537,307</b>	<b>7,291,256</b>	<b>5,468,431</b>	<b>7,705,328</b>	<b>7,705,329</b>



## Expenses

General Fund Summary		2014-15	2014-15	2015-16	2015-16	2016-17	2016-17	
		2015	2015	2016	2016	2017	2017	
		Budget	Actual	Budget	Estimated	Tentative	Final	Comments
						Budget	Budget	
<b>Expenditures</b>								
	Mayor/Council	120,127	94,061	133,781	133,781	128,941	128,941	
	Office of City Manager	759,754	611,535	651,283	539,783	486,363	557,437	
	Office of City Attorney	374,398	340,518	442,095	442,095	448,296	449,323	
	Finance	171,635	163,339	167,251	167,554	177,262	182,135	
	City Clerk	219,207	214,914	268,264	268,264	265,948	266,172	
	Facilities Maintenance	396,072	393,290	423,399	254,548	312,999	413,881	
	Information Technology	149,842	156,712	134,686	134,686	128,866	129,157	
	Municipal Court	283,411	244,703	291,947	258,807	324,855	325,886	
	Streets/Storm Drains	2,383,465	1,053,634	3,436,881	1,510,428	4,715,452	4,723,148	1,200,000 committed; 167,133 restricted
	Animal Control	79,016	58,233	71,056	71,056	68,769	68,031	
	Vector Control	119,411	118,895	133,619	133,619	128,242	128,534	
	Parks	786,965	642,674	884,054	778,630	766,765	843,350	
	Cemetery	19,600	13,913	18,700	18,700	18,700	18,700	
	Building Services	226,796	216,027	267,169	267,169	281,500	305,161	
	Planning	268,046	255,410	202,271	202,271	212,426	218,256	
	Engineering	0	0	120,932	121,254	126,550	125,691	
	Debt Service	368,060	368,060	268,687	268,687	283,573	283,573	
	<b>Total Expenditures</b>	<b>6,725,805</b>	<b>4,945,918</b>	<b>7,916,075</b>	<b>5,571,332</b>	<b>8,875,507</b>	<b>9,167,376</b>	
<b>Other Sources and Uses</b>								
	Contingency	(201,774)	-	(237,482)	-	(266,265)	(275,021)	
	Transfers (To) Other Funds	-	-	-	-	-	(60,000)	
	Transfers From Other Funds	-	11,051	-	-	-	60,000	
	Other Sources and Uses	-	-	-	-	-	-	
	<b>Total Other Sources and (Uses)</b>	<b>(201,774)</b>	<b>11,051</b>	<b>(237,482)</b>	<b>-</b>	<b>(266,265)</b>	<b>(275,021)</b>	
	Net Change in Fund Balance	(405,311)	591,390	(862,301)	(102,901)	(1,436,444)	(1,737,068)	
	Beginning Fund Balance	2,671,759	3,156,137	3,127,062	3,808,619	3,629,324	3,804,324	
	Ending Fund Balance	2,266,448	3,808,619	2,264,761	3,804,324	2,192,880	2,067,256	
	Committed Fund Balance						1,472,851	
	Restricted Fund Balance						160,614	
	Unassigned Fund Balance						433,791	

General Fund Expense Chart



# DEPARTMENT BUDGETS

## CITY COUNCIL

The following budget is provided for the City Council cost center. The reduction in the budget from FY 2015 – 2016 to FY 2016 – 2017 is (\$4,840). This change is a result of a reduction in travel, training, general supplies, employee recognition, and minor equipment. The Nevada League of Cities annual conference will be held in Sparks, NV this year, making it much easier to travel, reducing the cost. Minor equipment was budgeted previously in an effort to transition to a digital process; however, this effort will be delayed, and the City will work toward that transition during the next budget year.

MayorCouncil 412		2014-15	2014-15	2015-16	2015-16	2016-17	2016-17	
		2015	2015	2016	2016	2017	2017	
Account #	Account Title	Budget	Actual	Budget	Estimated	Tentative	Final	Comments
100-412-100	Regular Pay	73,151	53,361	74,101	74,101	77,065	77,065	
100-412-200	FICA	2,387	1,544	2,418	2,418	2,515	2,515	
100-412-210	Medicare	1,061	708	1,074	1,074	1,117	1,117	
100-412-220	Unemployment	-	3	-	-	-	-	
100-412-230	Retirement (PERS)	8,922	7,582	9,916	9,916	10,312	10,312	
100-412-240	Group Insurance	-	68	-	-	-	-	
100-412-250	Workers Compensation Insurance	716	2,140	3,046	3,046	3,006	3,006	
100-412-260	Other Benefits	-	256	-	-	-	-	
	<b>Total Personnel</b>	<b>86,237</b>	<b>65,660</b>	<b>90,555</b>	<b>90,555</b>	<b>94,015</b>	<b>94,015</b>	Must tie to budget control
100-412-322	Prof Serv-Other	500	150	500	500	500	500	
100-412-550	Printing and Postage	250	330	250	250	250	250	
100-412-580	Training	500	570	500	500	400	400	Nevada League of Cities
100-412-581	Dues and Memberships	12,492	12,491	19,028	19,028	19,028	19,028	NLC - \$7028.09; EDAWN - \$5K; WNDD - \$3500; NNDA - \$3500
100-412-582	Travel	2,500	697	2,500	2,500	1,000	1,000	
100-412-586	Employee Recognition	-	-	2,500	2,500	1,500	1,500	
100-412-600	General Supplies	1,000	898	1,000	1,000	500	500	
100-412-605	Minor Equipment	1,100	535	1,100	1,100	-	-	
100-412-610	Fee Waivers	600	-	600	600	-	-	
100-412-626	Gasoline	-	195	-	-	500	500	
100-412-650	Community Support	14,948	12,534	15,248	15,248	11,248	11,248	9/11 - \$1500; Spooktacular - \$2K; NV Rural RSVP - \$5748
	<b>Total</b>	<b>120,127</b>	<b>94,061</b>	<b>133,781</b>	<b>133,781</b>	<b>128,941</b>	<b>128,941</b>	

## CITY MANAGER

### **Mission Statement**

The mission of the City Manager's office is to provide positive administrative leadership to the City government and ensure efficient and effective services to the residents.

### **Legal Requirements**

Title I, Chapter 5 of the Fernley Municipal Code outlines the powers and duties of the City Manager.

The City Manager shall be responsible to the City Council for the proper administration of the affairs of the City. The City Manager's chief guide in conducting and structuring City personnel is the personnel policy manual. Insofar as the Mayor is the Chief Executive Officer (CEO) of the City under *NRS 266.165 with attendant responsibilities, powers, and duties as described in NRS 266.190, the City Manager shall direct his efforts toward assisting the Mayor in accomplishing these described objectives, powers, and responsibilities.*

### **Primary Responsibilities**

- City Administration
- Human Resources
- Risk Management
- Grants Administration
- Council Support
- Government Relations
- Legislative Relations
- Economic Development
- Information Technology
- Water Policy

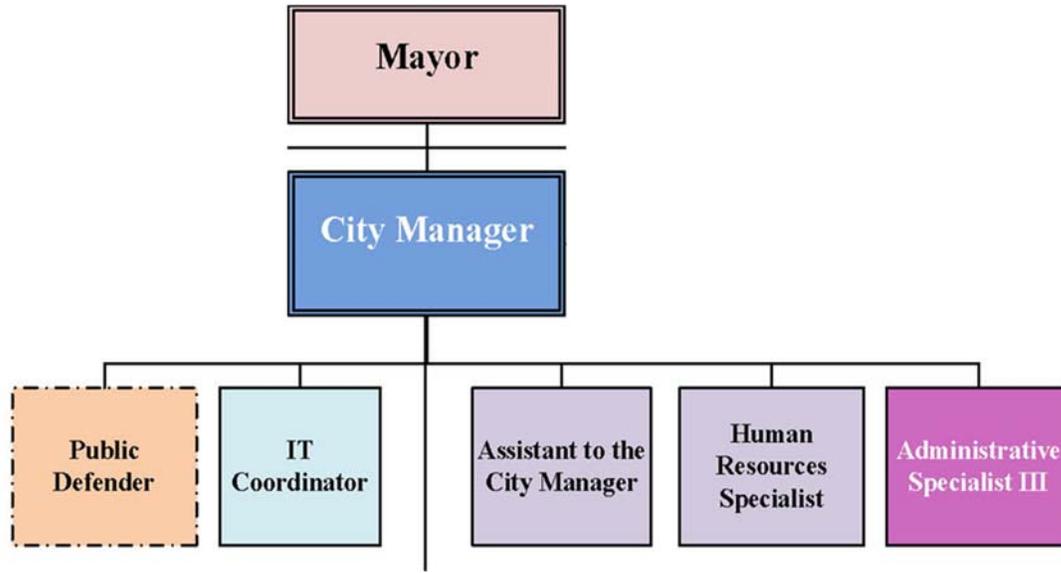
### **Overall change in level of service**

There is a reduction in the overall budget of the City Manager's Office of \$123,846. With the Supreme Court decision in the CTAX litigation, the \$100,000 previously budgeted for these expenses was decreased. Funds will be included (\$10,000) for assistance from legal counsel in analyzing and determining the next steps for the Consolidated Tax issue at the administrative and legislative levels. \$10,000 has been included in professional services for a Classification and Compensation Study, which was identified during the Collective Bargaining Process. Printing costs were reduced as an electronic mechanism will be considered for sharing information as well as sharing information on our utility bills, which is now prepared in-house. Training costs were reduced slightly, however, there is a request for \$500 more in dues and membership. These costs will cover the memberships and dues for ICMA and SHRM for the City Manager, Assistant to the City Manager, and Human Resources. In an effort to continue our leadership development, we have included \$350 for books.

### **Change in number of positions from prior FY to requested FY**

No changes are proposed for this fiscal year.

## Organizational Chart



## Goals and Objectives

### Goal 1: City Council goals and objectives are met.

Objective: Assist City Council in the development of overall goals of the City.

- Meet annually with City Council to develop goals and priorities.
- Develop, evaluate, and implement policies and procedures to meet Council goals and priorities.

### Goal 2: City-wide department goals and objectives are met.

Objective: Assist the departments in developing goals.

- Meet regularly with department heads to develop goals and objectives.

Objective: Evaluate department goals and objectives.

- Establish measurable outcomes for department goals.
- Establish timelines for review.

Objective: Analyze proposals regarding policies, programs, and services.

- Review staff reports before presentation to City Council.
- Direct staff and provide guidance for development of staff reports.
- Provide recommendations to City Council.

### Goal 3: Efficient and effective delivery of programs and services.

Objective: Coordinate activities of city departments to ensure timely, efficient, and effective delivery of programs and services.

- Meet regularly with staff.
- Establish measurable outcomes for programs and services.
- Evaluate the performance of department programs and services.

**Goal 4: Prepare annual City budget for approval by City Council.**

Objective: Coordinate activities for completion of departmental and overall City budget.

- Establish budget manual and instructions.
- Establish budget completion calendar.
- Coordinate with City Treasurer to ensure compliance and accuracy of budget.
- Meet with department heads to review requests.
- Coordinate with City Treasurer to finalize budget for presentation to City Council.

**Human Resources**

**Goal 1: Compliance with federal, state, and local regulations and laws for recruitment.**

Objective: Provide oversight for all recruitment efforts.

- Post job announcements.
- Collect and screen applications for vacancies.
- Schedule and complete interview process.
- Conduct employee orientation.
- Complete new hire packets and background checks.

**Goal 2: Compliance with federal, state, and local regulations and laws for training.**

Objective: Provide oversight for city-wide employee training.

- Establish annual training plan.
- Schedule and coordinate training.
- Monitor and evaluate all training requirements.

**Goal 3: Compliance with federal, state, and local regulations and laws for personnel policies and procedures.**

Objective: Direct administrative policy development.

- Regularly review and update personnel policy manual.
- Present recommendations for policy improvements for approval.
- Establish processes to review compliance for administrative and employee actions.
- Keep abreast of regulatory standards and government employment law including collective bargaining, EEOC, ADA, etc.

**Goal 4: Compliance with federal, state, and local regulations and laws for development and completion of collective bargaining unit agreement.**

Objective: Provide oversight for union negotiations and implementation of agreement.

- Coordinate negotiation team.
- Coordinate negotiations.
- Prepare needed documentation.
- Provide assistance to the team to develop negotiation plan.
- Finalize negotiation process.
- Prepare staff report for final approval of collective bargaining agreement for approval and acceptance by City Council.
- Review employee and administrative actions for agreement compliance.

## **City Council Support**

### **Goal 1: Citizens' requests, inquiries, and complaints addressed timely.**

Objective: Address citizen inquiries.

- Coordinate with Council members to provide information to constituents.
- Develop a system of response for inquiries, questions, and complaints.
- Provide feedback and information to Council and Mayor.

### **Goal 2: Citizens have adequate access to City Hall.**

Objective: Administer use of technology.

- Develop system of communication through technology.
- Develop proactive method of communication regarding City-wide issues.

### **Goal 3: City Council has adequate administrative support.**

Objective: Assist Mayor and Council as needed.

- Discuss needs of Mayor and Council.
- Provide administrative support regularly.
- Develop system for regular communication and evaluation of Mayor and Council needs.

## Expenses

City Manager 413		2014-15	2014-15	2015-16	2015-16	2016-17	2016-17	
		2015	2015	2016	2016	2017	2017	
Account #	Account Title	Budget	Actual	Budget	Estimated	Tentative	Final	Comments
100-413-100	Regular Pay	277,919	245,176	263,548	263,548	226,463	246,750	
100-413-130	Overtime Pay	1,000	615	2,000	2,000	2,000	2,000	
100-413-140	Annual Leave Pay	3,245	18,523	2,000	2,000	2,000	2,000	
100-413-150	Sick Leave Pay	-	2,922	-	-	-	-	
100-413-160	Holiday Pay	-	2,492	-	-	-	-	
100-413-199	Salaries-Misc	15,000	-	-	-	5,000	5,000	
100-413-200	FICA	-	107	-	-	-	-	
100-413-210	Medicare	4,309	3,808	3,879	3,879	3,342	3,636	
100-413-220	Unemployment	2,244	2,128	2,277	2,277	2,277	2,277	
100-413-230	Retirement (PERS)	71,564	64,524	73,040	73,040	63,976	69,707	
100-413-240	Group Insurance	53,625	42,285	53,625	53,625	32,796	36,765	
100-413-250	Workers Compensation Insurance	11,698	5,211	10,914	10,914	8,910	9,701	
100-413-260	Other Benefits	-	1,013	-	-	-	-	
	<b>Total Personnel</b>	<b>440,604</b>	<b>388,804</b>	<b>411,283</b>	<b>411,283</b>	<b>346,763</b>	<b>377,837</b>	Must tie to budget control
100-413-310	Prof Serv-Legal	-	-	-	-	-	-	
100-413-312	Prof Serv-CTAX Litigation	200,000	134,403	100,000	25,000	10,000	10,000	
100-413-315	Prof Serv-Personnel	10,000	9,091	10,000	10,000	10,000	20,000	Added additional \$10,000 for Comp Study
100-413-322	Prof Serv-Other	92,500	65,005	102,500	75,000	102,500	132,500	added 30K for redevelop. study
100-413-342	Tech Services-Other	1,000	2,669	1,000	1,000	3,000	3,000	
100-413-348	Tech Service-Comm on Ethics	3,500	3,616	3,500	3,500	3,750	3,750	
100-413-540	Advertising	500	-	2,000	2,000	-	-	
100-413-550	Printing and Postage	500	255	11,000	2,000	2,000	2,000	
100-413-580	Training	3,500	910	3,500	3,500	2,000	2,000	
100-413-581	Dues and Memberships	1,500	939	1,500	1,500	2,000	2,000	
100-413-600	General Supplies	3,000	2,039	3,000	3,000	3,000	3,000	
100-413-605	Minor Equipment	2,650	3,770	1,500	1,500	500	500	
100-413-626	Gasoline	500	-	500	500	500	500	
100-413-640	Books and Periodicals	-	35	-	-	350	350	
100-413-650	Community Support	-	-	-	-	-	-	
	<b>Total</b>	<b>759,754</b>	<b>611,535</b>	<b>651,283</b>	<b>539,783</b>	<b>486,363</b>	<b>557,437</b>	

## INFORMATION TECHNOLOGY

### Expenses

IT 418		2014-15	2014-15	2015-16	2015-16	2016-17	2016-17	
		2015	2015	2016	2016	2017	2017	
Account #	Account Title	Budget	Actual	Budget	Estimated	Tentative	Final	Comments
100-418-100	Regular Pay	51,405	48,546	53,477	53,477	54,877	53,643	
100-418-130	Overtime Pay	500	667	500	500	500	500	
100-418-140	Annual Leave Pay	-	3,695	-	-	-	-	
100-418-150	Sick Leave Pay	-	3,615	-	-	-	-	
100-418-160	Holiday Pay	-	2,717	-	-	-	-	
100-418-210	Medicare	753	809	783	783	803	785	
100-418-220	Unemployment	575	571	584	584	584	584	
100-418-230	Retirement (PERS)	13,237	7,721	15,107	15,107	15,503	15,154	
100-418-240	Group Insurance	13,750	13,004	13,750	13,750	12,198	14,138	
100-418-250	Workers Compensation Insurance	2,066	1,522	2,218	2,218	2,160	2,112	
100-418-260	Other Benefits	-	214	-	-	-	-	
	<b>Total Personnel</b>	<b>82,286</b>	<b>83,082</b>	<b>86,419</b>	<b>86,419</b>	<b>86,625</b>	<b>86,916</b>	Must tie to budget control
100-418-342	Tech Services-Other	47,556	58,200	81,272	81,272	79,268	79,268	Technical Services Description provided below
100-418-530	Communications (Internet,Cell)	-	699	-	-	704	704	
100-418-580	Training	2,500	-	3,000	3,000	3,000	3,000	
100-418-600	General Supplies	1,000	779	1,000	1,000	1,500	1,500	Keyboards, mice, office supplies, external drives, peripherals, etc.
100-418-605	Minor Equipment	1,500	592	1,000	1,000	8,000	8,000	added HP switches
100-418-626	Gasoline	-	-	-	-	-	-	
100-418-699	Svc & Supplies-Misc	-	-	-	-	-	-	
100-418-700	Shared Costs	-	-	(85,505)	(85,505)	(80,231)	(80,231)	Total IT costs allocated to all departments
100-418-730	Improve other than Buildings	15,000	13,360	47,500	47,500	30,000	30,000	See Capital project description - page 99
	<b>Total</b>	<b>149,842</b>	<b>156,712</b>	<b>134,686</b>	<b>134,686</b>	<b>128,866</b>	<b>129,157</b>	

\*Capital Project description on page 33-34 and CIP, page 100.

Technical Services for the Information Technology Division (IT) are as follows:

<b>System</b>	<b>Description</b>	<b>Cost</b>
Caselle Clarity – Upgrade to Connect	Current financial accounting and ERP system software. The annual amount requested covers maintenance, updates, phone support, and incident response. Caselle recently changed billing cycles from quarterly to monthly.	\$28,500
Microsoft Office 365	MS Office 365 with Exchange is the current e-mail system. The annual subscription includes licensing for MS Office products, Exchange Email Services (including complete maintenance) Sharepoint, Online storage and a host of product enhancements.	\$18,300
Civic Plus	Current hosting provider for <a href="http://www.cityoffernley.org">www.cityoffernley.org</a> that contains the website and Content Management System (CMS). Civic Plus fees cover bandwidth from the site, content management (document center, agenda center, audio files, video files) modules relating to different city functions, data management, content retention, DNS and MX records, 24 x 7 support and a 99% uptime assurance.	\$10,230.79
Shoretel	Shoretel Maintenance is provided through Pacific States Communication covers all hardware/software and phones. 3 hours help desk and online support included. Hardware/software and phone support include no cost replacement in case of equipment failure (T-1 switch, phone switches, desktop phones), no cost to upgrade to future software releases.	\$9,537.17
Barracuda Backup Service	All the data used by the City on a day-to-day service is backed up to the Barracuda Backup Service. This is also backed-up off site for safety and security.	\$2,500.00
IQ Corporation	In the past, the City retained IQ Corporation for technical services to assist in issues and emergencies that would exceed current staff's abilities, staff absence, engineering and consultation. Although IQ Corporation no longer requires retainers in the amount requested, funds are allocated in case any issues arise.	\$2,500.00
Symantec End Point Security	Symantec End Point Security provides client and server protection against viruses, malware and other know threats. This protection covers client machines, servers and email.	\$2,100.00
SonicWALL Comprehensive Gateway Security (3 year)	SonicWALL Comprehensive Gateway Security provides the City with an enterprise security solution, which includes content filtering, VPN connectivity, Advanced Intrusion Prevention, Gateway Antivirus and Anti-Spyware, Sonic Point Wireless security and general firewall capabilities.	\$2,000.00
Symantec (formerly Veritas) SSL certificate	SSL Certificate provides the HTTPS (Secure Socket Layer) protection when accessing the Outlook Web Access and Remote Desktop functions of the City's servers. Currently the Outlook Web Access is available to users at this time.	\$600.00
Adobe Acrobat upgrade	The City is currently using Adobe Acrobat 9, which is 5+ years old. The latest version is XI, which has many improvements and new features.	\$3,000.00
<b>TOTAL</b>		<b>79,267.96</b>

**IT Capital Improvement Projects**

<b>Project Description and Location:</b> Upgrade to the Audio/Visual Crestron System
<b>Project Justification:</b> To allow for high quality audio visual upgrades within the Council Chambers/Court Room
<b>Relationship to other programs:</b> System used for City Council, Other Public Meetings, and Court
<b>Relationship to City Priorities:</b> Asset Management and Funding
<b>Impact of Proposed Project on other departments:</b> Upgrade benefits City Council, Court, Committees, and improved functionality for the City Clerk for recording purposes.
<b>Estimate of the Capital Costs of the Proposed Project:</b> The total project cost will be \$50,000 – \$30,000 will be paid out of the IT Capital Outlay budget (See <a href="#">Page 100</a> ) and \$20,000 will be paid out of the Court Special Facility fund (See <a href="#">Page 52</a> ).
<b>Planned sources of funds for the proposed project:</b> Capital Outlay 100-418-730
<b>Operations and Maintenance (O &amp; M) costs for the proposed project:</b> N/A
<b>Planned sources of funds for the O &amp; M costs:</b> N/A
<b>Additional comments:</b> Improved sound system will help address technical issues

## CITY ATTORNEY

### Mission Statement:

The mission of the City Attorney's Office in the civil field is to provide excellent and ethical legal advice, zealous legal representation, and other quality legal services for the City officers and City employees in order that they may lawfully attain the City's goals and other Department program outcomes without undue risk to the City.

The mission of the City Attorney's Office in prosecution is to see that justice is done within the confines of the law by providing outstanding prosecutorial service for the public and victims of crime, which includes community protection, deterrence, rehabilitation, and seeking out programs to reduce recidivism.

NRS 266.470 Duties: The City Attorney shall be the legal advisor of the City Council and all officers of the City in all matters respecting the affairs of the City and shall perform such duties required by the City Council or prescribed by ordinance.

### Primary responsibilities:

#### Civil:

- Liability Prevention
- Statutory Procedural Compliance
- General Statutory Compliance
- Legal Opinions
- Defense (primarily coordination)
- Plaintiff's Attorney

#### Administrative:

- Human Resources overview
- Union Involvement
- Supervisory capacity to staff

#### Criminal:

- Criminal Complaint/Charging
- Case Review
- Law Enforcement Scene Support
- Court Appearances
- Trial Preparation and Presentation

### Overall change in level of services:

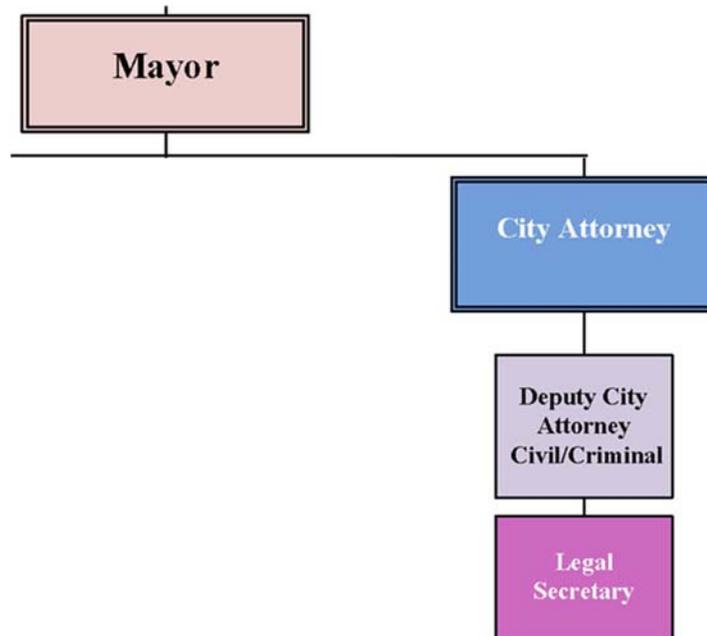
The City Attorney's Office continues to receive a substantial increase in criminal cases. Per the Administrative Office of the Courts, the caseload has increased 96% since last year.

### Change in the number of positions from prior fiscal year to the requested fiscal year:

**No new positions are requested.** During the budget process last year, the City Attorney's Office stated: "If the criminal cases after one year's time justify a new attorney position long-term, the City Attorney's Office will return during the 2015-2016 budget year to request a new position." The Office was granted a new position of a full time attorney due to the increased number of cases sent for prosecution. This additional caseload has now resulted in the Legal

Secretary working 90% on criminal cases and minimally on civil cases. The majority of the civil workload is being done by the attorneys themselves. The City Attorney and the Deputy City Attorney positions are handling both civil and criminal. This is ideal currently as both attorneys have dual experience and it allows for coverage. This also meets last year's budget goal: "The attorney would be hired to help in both civil and criminal with the goal of having the additional attorney cover should the City Attorney be out due to illness, vacation, training, etc."

## Organizational Chart



## Goal and Objectives

### Goal 1: Prevent lawsuits and administrative complaints and manage risk assessments.

Objective 1: Review municipal actions for legal compliance

- Provide legal review on all staff reports based upon the agenda process and work with the client to help them accomplish the bigger picture goal
- Provide legal opinions on issues presented by the client; seek strategies to increase turn around
- Weekly meeting with department heads to ensure teamwork-based communication and to provide non-written opinions when appropriate

Objective 2: Provide training to raise legal awareness.

- CAO staff to attend quarterly training to ensure they are up-to-date on changes in the law in both criminal and municipal civil law
- Training with the client, which includes council meetings, all hands, and department head meetings regarding legal updates, laws that commonly affect the client and how to comply, who the city attorney represents, confidentiality requirements, using the chain of command, etc.
- Encouraging staff and assisting said staff in presenting training on becoming experts in the statutes that affect their departments, as well as policies they are responsible for implementing, which includes, but is not limited to, the personnel policy, CBA, fleet policy, etc.

**Goal 2: Professional and qualified City Attorney's Office**

Objective 1: Protect the Citizens of the City of Fernley and seek appropriate justice.

- Create and follow policies and procedures to assist in the organization of the criminal caseload; create an Excel spreadsheet of the existing civil files (and other potential names they could be called) to ensure a more organized civil component and avoid duplicate research and provide institutional knowledge of past events on the same issues
- Prepare in advance for trials and pre-trials to ensure judicial efficiency and create forms to increase victim involvement through communication, in particular to focus on domestic violence cases and how to advocate for the victims
- Meet weekly with City Attorney's Office staff to create a successful City Attorney's Office criminal team to review criminal policies and upcoming trials

Objective 2: Provide excellent legal and professional service to the City and the community.

- Ensure City Attorney, Deputy City Attorney, and Legal Secretary receives professional and legal training to stay up to date on changes in municipal and criminal law by attending a minimum of 12 Continuing Legal Education credits per year; and seeking out training to improve weaknesses and maintain strengths of each City Attorney's Office staff member
- Train to use and utilize technology to conduct legal research; train and use programs such as Nevada Criminal Justice Information System (NCJIS) to carefully track criminal records of defendants seen in the municipal court system
- Meet regularly to manage all pending lawsuits with outside legal counsel

**Goal 3: Create great working relationships internally and externally.**

Objective 1: Work cooperatively with other governmental agencies & City of Fernley Departments

- Meet weekly with the District Attorney regarding joint criminal case issues; meet weekly with the Public Defender to communicate offers to achieve judicial efficiency; develop policies with Municipal Court to ensure judicial efficiency and manageable weekly criminal loads
- Send bi-weekly emails to the council on the priorities of the City Attorney's Office
- Meet weekly with department heads during set times to ensure they have an opportunity to speak with CAO staff and to encourage teamwork-based communication
- Meet weekly with CAO staff to encourage communication, set goals, coordinate schedules, review priority projects, review/draft policies, and discuss new ideas from staff

Expenses

Attorney 414		2014-15	2014-15	2015-16	2015-16	2016-17	2016-17	
		2015	2015	2016	2016	2017	2017	
Account #	Account Title	Budget	Actual	Budget	Estimated	Tentative	Final	Comments
100-414-100	Regular Pay	155,714	161,941	240,573	240,573	254,242	252,166	
100-414-130	Overtime Pay	1,500	64	1,500	1,500	500	500	
100-414-140	Annual Leave Pay	-	2,463	-	-	-	-	
100-414-150	Sick Leave Pay	-	946	-	-	-	-	
100-414-160	Holiday Pay	-	1,355	-	-	-	-	
100-414-200	FICA	-	1,587	-	-	-	-	
100-414-210	Medicare	2,280	2,340	3,510	3,510	3,694	3,664	
100-414-220	Unemployment	1,151	9,320	1,751	1,751	1,751	1,751	
100-414-230	Retirement (PERS)	40,096	32,491	67,962	67,962	71,823	71,237	
100-414-240	Group Insurance	27,500	16,695	41,250	41,250	29,750	33,551	
100-414-250	Workers Compensation Insurance	6,257	3,034	9,949	9,949	9,935	9,854	
100-414-260	Other Benefits	-	774	-	-	-	-	
	<b>Total Personnel</b>	<b>234,498</b>	<b>233,008</b>	<b>366,495</b>	<b>366,495</b>	<b>371,696</b>	<b>372,723</b>	Must tie to budget control
100-414-300	Prof Serv-City Attorney	12,000	1,670	-	-	-	-	
100-414-310	Prof Serv-Legal	40,000	37,861	30,000	30,000	30,000	30,000	Outside legal (except water and CTAX)
100-414-322	Prof Serv-Other	500	10,206	30,500	30,500	25,500	25,500	Pool Pact Deductibles: legal assistant services
100-414-330	Prof Serv-Recording Secretary	-	-	-	-	-	-	
100-414-420	Contract Services	35,000	24,929	-	-	-	-	
100-414-520	Insurance	40,000	11,762	-	-	-	-	
100-414-550	Printing and Postage	1,000	336	500	500	500	500	
100-414-580	Training	2,500	1,334	3,000	3,000	6,000	6,000	CLE Requirements - doubles with addition of new attorney
100-414-581	Dues and Memberships	1,000	690	1,000	1,000	2,000	2,000	Bar Dues, Etc. doubles with addition of new attorney
100-414-582	Travel	-	-	-	-	-	-	
100-414-600	General Supplies	2,400	4,053	3,000	3,000	4,000	4,000	Increase for new criminal files
100-414-605	Minor Equipment	500	5,600	3,600	3,600	3,600	3,600	Westlaw; NRS updates; NV Civil practice; speciality issue
100-414-612	Building Maintenance Supplies	-	88	-	-	1,000	1,000	moved from 100.414.730
100-414-626	Gasoline	-	-	-	-	-	-	
100-414-640	Books and Periodicals	4,000	8,177	4,000	4,000	4,000	4,000	
100-414-699	Svc & Supplies-Misc	-	805	-	-	-	-	
100-414-730	Improve other than Buildings	1,000	-	-	-	-	-	
	<b>Total</b>	<b>374,398</b>	<b>340,518</b>	<b>442,095</b>	<b>442,095</b>	<b>448,296</b>	<b>449,323</b>	

## FINANCE

### Mission Statement:

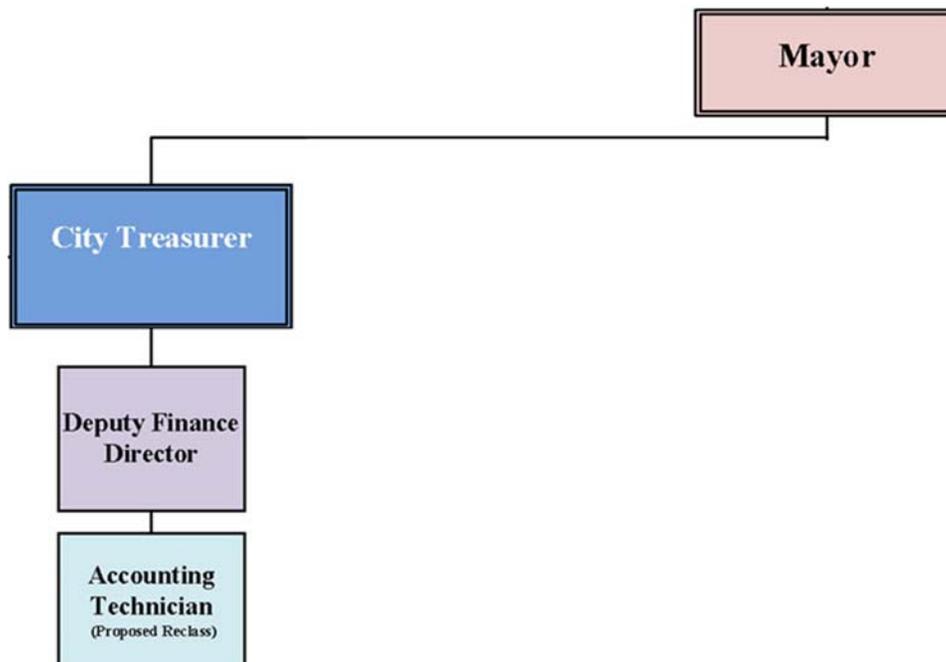
In a manner of excellence, integrity, and dedication, the City’s Finance Department is committed to providing fiscally responsible financial management, appropriate internal control and cooperative guidance to City Staff, the Mayor, the City Council and the Citizens of Fernley. It is the responsibility of City staff to comply with provisions included in NRS and NAC 364 – Local and Financial Administration.

The City’s Finance Department consists of three employees who oversee the following: cash management, compliance, internal and external financial reporting, financial analysis, accounting, audit, audit committee meetings, budget, debt management, investment management, daily deposit submission, daily bank reconciliations, monitoring of expenses and receipts, payroll processing, accounts payable processing, new employee setup and review, quarterly wage reporting, PERS reconciliations and reporting, W-2 processing and reporting, 1099 processing and associated federal reports, property tax rates, policy writing, oversight, review, training, internal controls, troubleshooting/problem solving, process management, personnel management, evaluation of staff, staff reports, correspondence and other administrative duties, consultation with taxation, bond counsel, bond consultants, banking institutions, working with the Mayor, Council and staff and providing financial support for all departments.

### Staffing:

The Finance Department is requesting a reclassification of the Administrative Specialist II position to an Accounting Technician. This reclassification includes a new job description detailing the technical aspects of the position and a justification of a responsibility level that warrants the position to be placed at a Range 124. The budget impact to the salary is \$2,955; however, with the restructure of health benefits, there is no overall impact to the budget.

### Organizational Chart



## Goals and Objectives

### **Goal 1: To protect the assets of the City**

#### Objective 1: Cash Handling Policies/Procedures

- Research
- Document Policies and Procedures
- Review with Department Heads
- Legal Review
- Training
- Implement Program

#### Objective 2: Inventory Tracking Program

- Research Programs
- Review with Department Heads
- Write Policy
- Implement Program

### **Goal 2: A City free of fraud**

#### Objective 1: Fraud Risk Management Program

- Research Programs; Consultants
- Interviews, Risk Assessments, Report Preparation
- Training
- City Council Review and Approval
- Implement Program

### **Goal 3: Implement enterprise reserve program**

#### Objective 1: Enterprise Capital Replacement Analysis

- Prepare Spreadsheet for Import of Data Used to Calculate Reserve Estimates
- Import Data
- Review Imported Data to Ensure Estimates are Correct
- Prepare Reserve Worksheet
- Provide Information for City Council to Review

## Expenses

Finance 415		2014-15	2014-15	2015-16	2015-16	2016-17	2016-17	
		2015	2015	2016	2016	2017	2017	
Account #	Account Title	Budget	Actual	Budget	Estimated	Tentative	Final	Comments
100-415-100	Regular Pay	62,328	67,444	64,640	69,919	67,308	70,765	
100-415-130	Overtime Pay	1,000	2	1,000	-	1,000	1,000	
100-415-140	Annual Leave Pay	-	505	-	55	-	-	
100-415-150	Sick Leave Pay	-	57	-	133	-	-	
100-415-160	Holiday Pay	-	689	-	331	-	-	
100-415-210	Medicare	918	993	952	1,030	990	1,041	
100-415-220	Unemployment	518	525	525	600	525	543	
100-415-230	Retirement (PERS)	16,049	12,873	18,261	12,605	19,015	19,991	
100-415-240	Group Insurance	12,375	3,136	3,600	3,324	6,281	6,519	
100-415-250	Workers Compensation Insurance	2,520	1,355	2,698	1,450	2,664	2,799	
100-415-260	Other Benefits	-	1,052	-	720	-	-	
	<b>Total Personnel</b>	<b>95,708</b>	<b>88,630</b>	<b>91,676</b>	<b>90,167</b>	<b>97,784</b>	<b>102,657</b>	Must tie to budget control
100-415-322	Prof Serv-Other	9,620	2,659	6,500	6,500	6,000	6,000	Bond fees; actuarial services
100-415-328	Prof Serv-Auditing	11,707	11,250	11,975	11,975	14,863	14,863	
100-415-550	Printing and Postage	1,500	2,565	1,500	1,500	1,500	1,500	
100-415-580	Training	1,500	574	1,500	1,500	1,500	1,500	
100-415-581	Dues and Memberships	500	759	500	500	500	500	
100-415-582	Travel	1,500	-	1,500	1,500	1,500	1,500	
100-415-600	General Supplies	2,000	2,333	2,000	2,000	1,500	1,500	
100-415-605	Minor Equipment	2,000	3,973	1,500	1,500	1,500	1,500	
100-415-610	Credit Card Fees	44,000	50,237	48,000	50,000	50,000	50,000	
100-415-611	Late Fees	50	34	50	62	65	65	
100-415-615	Cash Over/Short	50	(111)	50	50	50	50	
100-415-626	Gasoline	-	-	-	-	-	-	
100-415-640	Books and Periodicals	1,500	435	500	300	500	500	
100-415-699	Svc & Supplies-Misc	-	2	-	-	-	-	
	<b>Total</b>	<b>171,635</b>	<b>163,339</b>	<b>167,251</b>	<b>167,554</b>	<b>177,262</b>	<b>182,135</b>	
100-415-900	Contingency	201,774	-	237,482	-	266,265	275,021	
		<b>373,409</b>	<b>163,339</b>	<b>404,733</b>	<b>167,554</b>	<b>443,527</b>	<b>457,157</b>	

## CITY CLERK

### 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 health, 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 election are described in NRS 293C through 306.

### Primary Responsibilities:

Agendas/Minutes, Countersign all Contracts and Agreements, Keeping of the Corporate Seal and all records and papers of the City, Elections, Ordinances, and Resolutions.

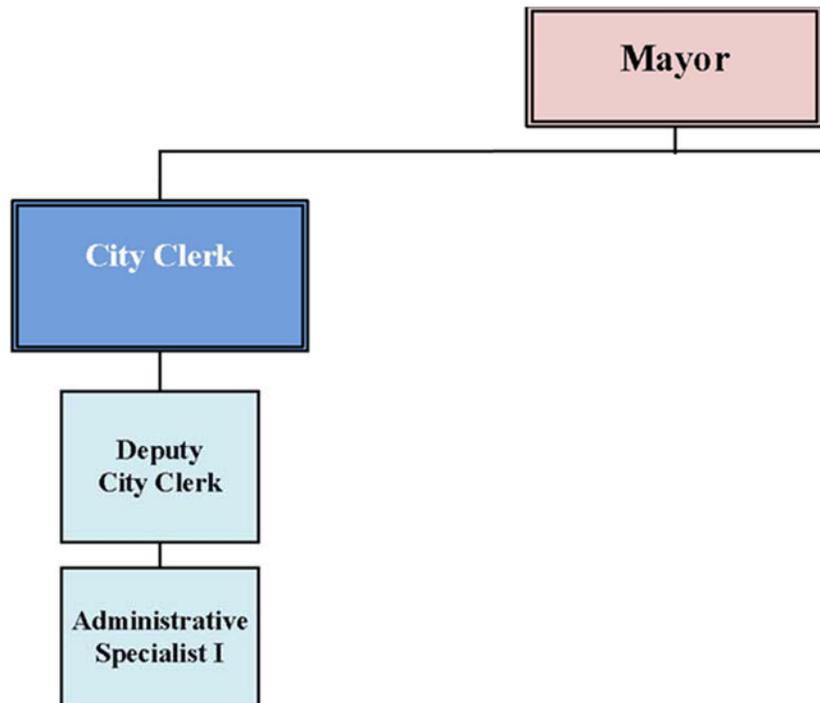
### Overall Change in Level of Service:

None at this time.

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

No change is requested for this budget.

## Organizational Chart



## Goals and Objectives:

### **Goal 1: City business conducted in compliance with NRS and Open Meeting Law**

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

- Add items to agenda in accordance with the agenda process.
- Post agendas no later than 9 a.m., 3 days prior to the day of the meeting, excluding weekends and holidays. Add items to agenda in accordance with the agenda process.
- Post on the City and state websites, 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, enter agenda items into an API database for record retention.

Objective 2: To process City Council Agenda Supporting Documents in accordance with the Open Meeting Law and the agenda process.

- Gather staff reports from departments for items placed on the agenda, assemble binders of agenda and supporting documents as requested by Mayor and City Council.
- Post on City website and ensure adequate numbers of copies are available to the public prior to the meeting.
- Improve productivity through the use of technology and training opportunities.

### **Goal 2: 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.**

Objective 1: To assist applicants in obtaining the proper licensing for conducting business in the City within the Fernley Municipal Code, and state and federal regulations.

- Review application for completion of all forms, applicable inspector's signatures, and payment of fees.
- Mail the approved license to the applicant in a timely manner.
- Notify all businesses of annual renewal requirements and/or payment delinquency.

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

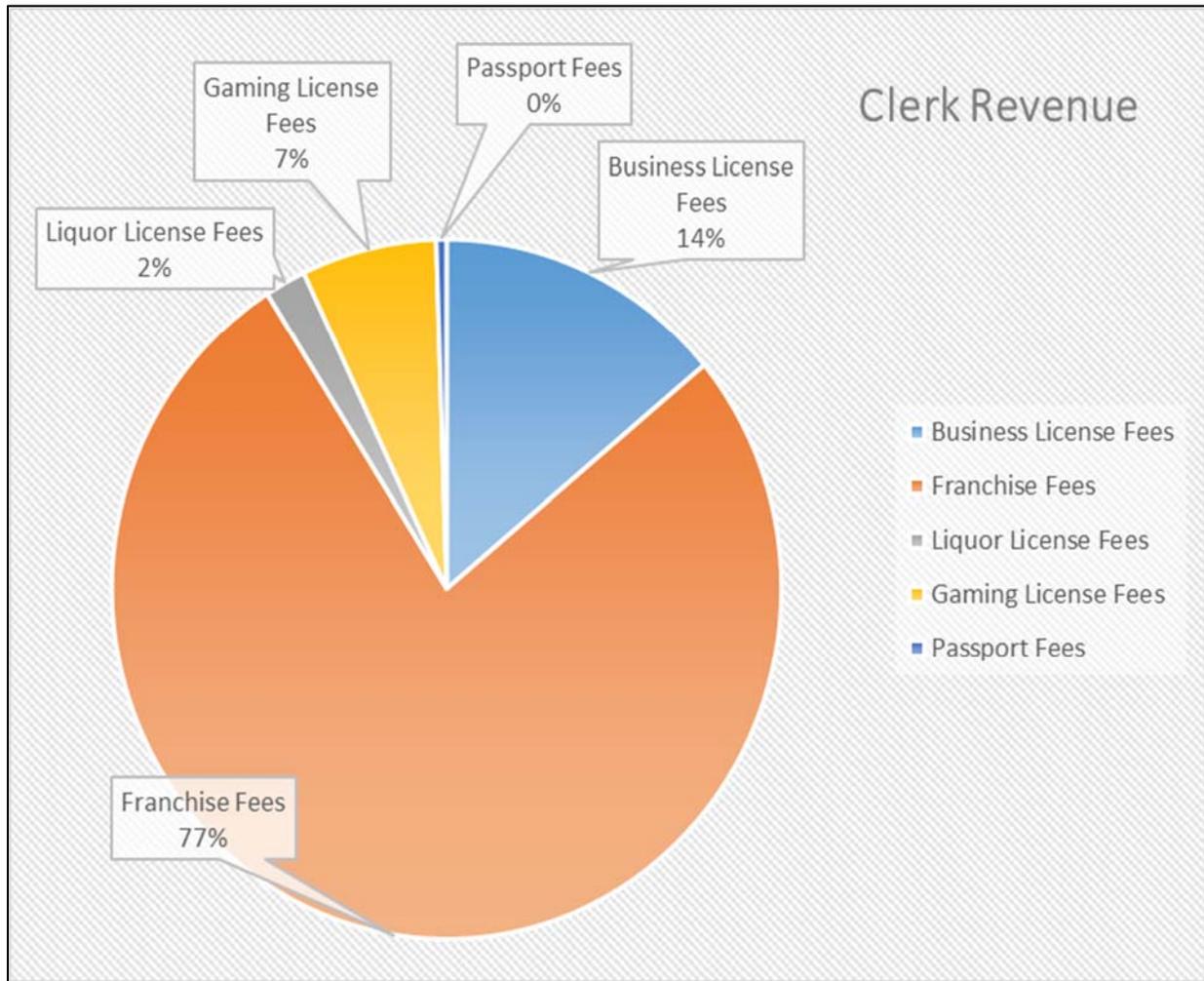
- Review application for completion ensuring all required information is included.
- Work with Lyon County to ensure federal, state and local background investigation is complete.
- Notify establishment of annual renewal requirements.

### **Goal 3: To countersign contracts, keep the corporate seal and records of the City.**

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

- Pursuant to NRS 266.480(4), countersign all contracts made on behalf of the city.
- Initiate a records retention program based on department policies and schedules.
- Pursuant to NRS 239.051 establish records destruction procedure, work with each department to ensure program compliance.

## Revenues



## Expenses

Clerk 416		2014-15	2014-15	2015-16	2015-16	2016-17	2016-17	
		2015	2015	2016	2016	2017	2017	
Account #	Account Title	Budget	Actual	Budget	Estimated	Tentative	Final	Comments
100-416-100	Regular Pay	125,353	121,457	148,627	148,627	154,036	150,779	
100-416-130	Overtime Pay	1,000	398	1,000	1,000	1,000	1,000	
100-416-140	Annual Leave Pay	1,310	3,608	1,310	1,310	1,310	1,310	
100-416-150	Sick Leave Pay	-	1,351	-	-	-	-	
100-416-160	Holiday Pay	-	2,078	-	-	-	-	
100-416-200	FICA	-	924	-	-	-	-	
100-416-210	Medicare	1,851	1,782	2,189	2,189	2,267	2,220	
100-416-220	Unemployment	1,427	1,457	1,751	1,751	1,751	1,751	
100-416-230	Retirement (PERS)	28,165	28,821	41,987	41,987	43,515	42,595	
100-416-240	Group Insurance	27,500	22,184	41,250	41,250	31,421	35,997	
100-416-250	Workers Compensation Insurance	5,029	3,385	6,150	6,150	6,046	5,919	
100-416-260	Other Benefits	-	657	-	-	-	-	
	<b>Total Personnel</b>	191,635	188,102	244,264	244,264	241,348	241,572	Must tie to budget control
100-416-322	Prof Serv-Other	500	1,820	1,000	1,000	1,000	1,000	Potential election items
100-416-420	Contract Services	11,872	13,787	10,000	10,000	10,000	10,000	API, Muni Code updates, Records destruction
100-416-520	Insurance	-	-	-	-			
100-416-540	Advertising	3,000	2,056	3,000	3,000	3,000	3,000	
100-416-550	Printing and Postage	3,500	3,042	3,500	3,500	3,500	3,500	
100-416-580	Training	2,000	655	2,000	2,000	2,000	2,000	Clerk's academy
100-416-581	Dues and Memberships	350	95	350	350	400	400	NV Clerks, IIMC
100-416-585	Educational Assistance Program	1,200	836	1,200	1,200	1,200	1,200	
100-416-600	General Supplies	1,500	1,467	1,500	1,500	1,500	1,500	
100-416-605	Minor Equipment	2,950	2,875	1,000	1,000	1,750	1,750	Passport Camera, Computers
100-416-626	Gasoline	500	-	250	250	100	100	
100-416-640	Books and Periodicals	200	181	200	200	150	150	
	<b>Total</b>	219,207	214,914	268,264	268,264	265,948	266,172	

## MUNICIPAL COURT

### **Mission Statement:**

The City of Fernley Municipal Court's mission is to provide fair and impartial adjudication of alleged violations of Fernley Municipal Codes such that the legal rights of individuals are safeguarded and public interest is protected. The Court will provide due process to defendants in an efficient, professional, and courteous manner that promotes and upholds the integrity and independence of the judiciary, thereby maximizing the community's confidence in the Court.

### **Legal Requirements:**

NRS 266.550 through 266.595 describes the jurisdiction and operation of the municipal courts. The Municipal Court has similar powers that are provided by law for justice courts, subject to the overall limited jurisdiction of misdemeanor offenses. The powers of the Municipal Court include the power to charge and collect those fees pursuant to NRS 5.073.

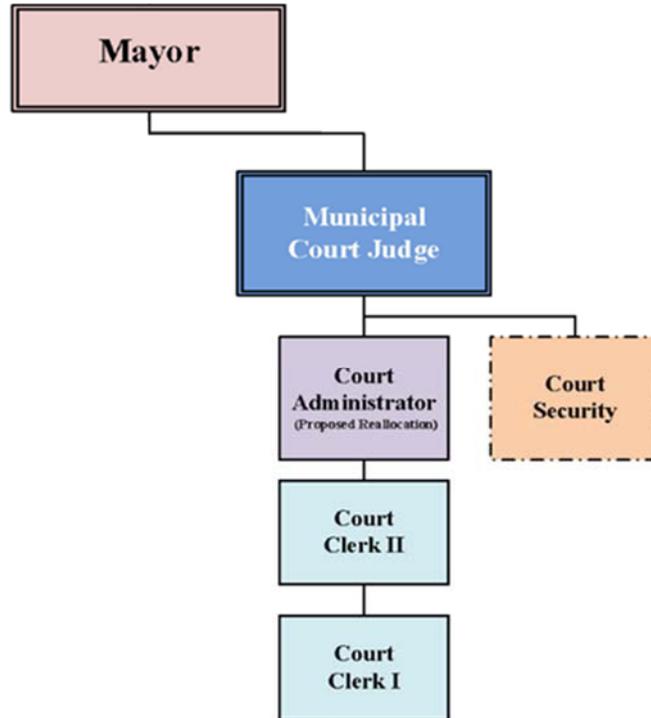
### **Primary Responsibilities:**

The main responsibility of the Fernley Municipal Court is to provide a process and forum for ensuring due process of law and provide for the expeditious resolution of cases brought before the court involving alleged misdemeanor violations of Nevada Revised Statutes and Fernley Municipal Codes.

### **The Court is primarily responsible for the following:**

- Recording alleged violation of City codes and ordinances.
- Issuing summons to defendants and witnesses.
- Hearing evidence presented in court and ruling on cases.
- Recording final disposition of cases.
- Receipting fines, forfeitures and assessments and distributing funds to their proper designations.
- Reporting dispositions of cases to the appropriate governing agencies.
- Reporting statistical information as required.
- Monitoring defendant's compliance with court orders and payment of fines, forfeitures and administrative assessments.
- Ensuring the safety and well-being of the citizens of Fernley, visitors to the City of Fernley and employees of the court.
- Issuing warrants, entering warrants and validating warrants.
- Compliance with Nevada Courts Minimum Accounting Standards.
- Compliance with the Unformed System of Judicial Records.
- Compliance with Minimum Records Retention Schedule for Municipal Courts.
- Compliance with mandatory minimum sentences as required by Nevada Revised Statutes.

## Organizational Chart



## Goals and Objectives

### Goal 1: Fiscal Management

Objective 1: Compliance with Nevada Supreme Court's Minimum Accounting Standards (MAS)

- Review Supreme Court of Nevada's audit unit's compliance review of the Court's written minimum accounting standards.
- Review changes in Court's accounting process to include operating its own checking account.
- Develop and implement MAS compliant financial policies and procedures.

### Goal 2: Records Retention

Objective 1: Compliance with Supreme Court's Records Retention Schedule

- Review Supreme Court's Record Retention Schedule for records retention requirements.
- Review current Court record retention practices.
- Develop and implement records retention policy and procedures.

Objective 2: Compliance with Supreme Court's Record Destruction Requirements.

- Review Supreme Court's Record Destruction Requirements.
- Review current Court record destruction practices.
- Develop and implement records destruction policy and procedures.

### Goal 3: Customer Service

Objective 1: Improve collection of fines and fees

- Develop and implement payment promissory note.
- Develop and implement case management update to allow for auto dial payment and court appearance reminders.
- Implement online payments with GOV-Pay.

Objective 2: Citizens have adequate access to the court

- Develop and implement court website.
- Develop and implement brochure for self-represented litigants.
- Develop and implement online court forms.

### Overall Change in Service Levels:

The Fernley Municipal Court was established in Fiscal Year 2002. Historically the Court has filed an average of 2,022 cases per year. During the fiscal year ending 2015, the Court filed 3,798 cases. This is a total increase in case filings of 48% over the historical case filings of the Court.

The Municipal Court began operations on October 1, 2001. The following is the caseload statistics as reported in the Annual Report of the Nevada Judiciary.

### Case File History

FY Filed	Criminal Cases	Traffic Cases	Total Cases Filed	% of Change
2001/2002	111	2130	2241	
2002/2003	237	1934	2171	-3%
2003/2004	235	2095	2330	+7%
2004/2005	268	2405	2673	+15%
2005/2006	205	2471	2676	+11%
2006/2007	203	1823	2026	-24%
2007/2008	205	1773	1978	-2%
2008/2009	181	1233	1414	-29%
2009/2010	229	2166	2395	+69%
2010/2011	314	2333	2647	+11%
2011/2012	175	978	1153	-56%
2012/2013	204	507	711	-38%
2013/2014	213	2360	2573	+262%
2014/2015	417	3381	3798	+48%
2015/2016 July – March	259	2436	2695	

During the last four fiscal years the Municipal Court has collected an average of \$235,148.00 per year in fines and fees. The Municipal Court collected \$410,217.00 in fines and fees for the fiscal year ending 2015. This is a 74% increase.

### Revenue History

Fiscal Year	Total Revenue	City of Fernley	AA Fund	CF Fund	Lyon County	State of Nevada	% of Change
2010/2011	339,477.72	178,052.72	16,749.00	22,782.00	8,994.00	112,900.00	
2011//2012	236,514.04	142,068.52	9,302.00	13,544.00	4,482.50	67,118.02	-30%
2012/2013	124,083.69	79,303.16	4,229.00	5,967.00	2,312.00	32,272.52	-48%
2013/2014	240,521.17	124,032.91	12,955.33	18,535.00	4,585.00	80,412.93	+94%
2014/2015	419,217.80	216,388.24	22,360.00	31,190.00	7,695.00	141,584.56	+74%
2015/2016 July-March	336,907.92	171,095.32	17,619.00	24,576.50	13,606.99	110,010.00	

## Expenses

		2014-15	2014-15	2015-16	2015-16	2016-17	2016-17	
		2015	2015	2016	2016	2017	2017	
Account #	Account Title	Budget	Actual	Budget	Estimated	Tentative	Final	Comments
100-425-100	Regular Pay	136,115	125,999	162,489	162,489	184,835	182,778	
100-425-130	Overtime Pay	3,000	4,202	5,000	5,000	1,500	1,500	
100-425-140	Annual Leave Pay	903	9,258	903	903	-	-	
100-425-150	Sick Leave Pay	-	2,782	-	-	-	-	
100-425-160	Holiday Pay	-	3,858	-	-	-	-	
100-425-200	FICA	-	251	930	930	-	-	
100-425-210	Medicare	2,030	2,037	2,442	2,442	2,702	2,672	
100-425-220	Unemployment	1,726	1,495	2,032	2,032	2,335	2,335	
100-425-230	Retirement (PERS)	35,050	35,362	41,667	41,667	51,961	51,380	
100-425-240	Group Insurance	41,250	23,301	32,300	32,300	31,591	35,369	
100-425-250	Workers Compensation Insurance	5,537	4,720	6,884	6,884	7,232	7,152	
100-425-260	Other Benefits	-	666	-	-	-	-	
	<b>Total Personnel</b>	<b>225,611</b>	<b>213,932</b>	<b>254,647</b>	<b>254,647</b>	<b>282,155</b>	<b>283,186</b>	Must tie to budget control
100-425-314	Prof Serv-Public Defender	-	-	-	-	-	-	
100-425-316	Prof Serv-Interpreter	-	-	-	-	-	-	
100-425-317	Prof Serv-Senior Judge	-	1,128	-	-	-	-	
100-425-318	Prof Serv-Witness Fee	-	-	-	-	-	-	
100-425-322	Prof Serv-Other	40,800	15,579	20,800	500	26,200	26,200	Baliff contract, warrant specialist, transcripts
100-425-325	Prof Serv - Conflict Counsel	2,000	4,315	4,000	1,600	4,000	4,000	
100-425-330	Prof Serv - Interpreter	3,000	2,321	3,000	-	3,000	3,000	
100-425-335	Prof Serv - Senior Judge	5,000	338	5,000	1,560	5,000	5,000	
100-425-340	Prof Serv - Witness Fee	1,000	-	1,000	500	1,000	1,000	
100-425-399	Prof & Tech Fees-Misc	-	-	-	-	-	-	
100-425-550	Printing and Postage	1,000	1,452	1,000	-	1,000	1,000	
100-425-580	Training	-	15	-	-	-	-	
100-425-582	Travel	-	-	-	-	-	-	
100-425-600	General Supplies	5,000	5,624	2,500	-	2,500	2,500	
100-425-605	Minor Equipment	-	-	-	-	-	-	
100-425-626	Gasoline	-	-	-	-	-	-	
	<b>Total</b>	<b>283,411</b>	<b>244,703</b>	<b>291,947</b>	<b>258,807</b>	<b>324,855</b>	<b>325,886</b>	

### Administrative Assessment Estimated Revenue and Expenses

Pursuant to NRS 176.059 the Court is committing the balance of the Court's Administrative Assessment fees in the amount of \$33,600.00 to cover any additional costs needed to support and improve the operations of the court.

The following expenditures will be paid from the Court's Administrative Assessment Fees:

Account	Description	Amount
200-350-100	Revenue	24,000.00
200-360-100	Interest	300.00
	<b>Total Estimated Revenues</b>	<b>24,300.00</b>
200-425-322	Professional Services – Other	14,100.00
200-425-580	Training	3,000.00
200-425-581	Dues and Membership	500.00
200-425-582	Travel	1,000.00
200-425-600	General Supplies	5,000.00
200-425-605	Minor Equipment	5,000.00
200-425-640	Books and Periodicals	\$0.00
200-425-699	Service and Supplies – Misc.	5,000.00
	<b>Total Expenditures</b>	<b>33,600.00</b>
	Excess (deficiency) of revenues over expenditures	(9,300.00)
Beginning Fund Balance		24,900
Ending Fund Balance		15,600

### Court Facility Fee Fund Estimated Revenue and Expenditures

Account	GL	FY16/17 Tentative	FY16/17
<b>Court Facility Fees Fund</b>	<b>210-350-100</b>		
Beginning Fund Balance		42,931	42,931
Estimated Revenue		33,000	33,000
Interest Accrual			300.00
Total Estimated Revenues		33,000	33,300
Less Estimated Expenditures			
210-425-322	Prof Serv – Other	(5,000)	5,000
210-425-605	Minor Equipment	(8,000)	36,000
210-425-710	Land	-	-
210-425-720	Buildings	-	-
210-425-730	Improve other than buildings		-
210-425-741	Machinery	0	0
210-425-743	Furniture and Fixtures	(48,000)	20,000
Total Estimated Expenditures		61,000	61,000
Ending Fund Balance		14,931	15,231

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

**A.** The Court is not requesting any additional staff for FY 2016/2017. Due to a vacancy in the Court, the Court Clerk II level position has been filled with a Court Clerk I, resulting in salary savings for the proposed budget. Additionally, a temporary warrant specialist has been funded under professional services.

**B. Reallocation of Court Administrator from range 124 to 130**

On February 19, 2014, the City Council approved the reorganization of the Fernley Municipal Court to include the positions of Court Clerk I/II/III and Court Administrator. This reorganization lowered the entry level Court Clerk I position from a Range 117 to Range 114. In addition, the reorganization established an achievable career ladder for court employees, which was equivalent to the Administrative Specialists I/II/III series.

The Municipal Court Judge believes the duties/essential functions of the Court Administrator have changed to the extent they no longer fit within the current class. The Court Administrator's position is a middle management position that provides leadership and accountability for all day-to day operations within the Court, oversees a team of employees and reports directly to the Municipal Court Judge. Due to this change, the position qualifies for the Fair Labor Standards Act (FLSA) exemption from overtime. This will reduce the overtime budget of the Court.

Judges and Court Administrators work in a complex legal environment and Judges are ultimately responsible for the effective administration of Court. Effective administration takes place when the Judge and the Court Administrator manage the Court together. Through collaborative efforts, court policy is implemented, monitored and facilitated. This position serves the dual function of increasing the amount of time a Judge has for adjudication and bringing professional management knowledge and capability to the judiciary.

The Court is requesting that the position of Court Administrator be reallocated from Range 124 Step H \$25.29 per hour to Range 130 Step F \$27.10 per hour. This is an increase in salary of \$3,770; however, as a middle management level position, it is exempt from overtime, and with the restructure in benefits, the overall impact to the budget is minimal.

Some of the responsibilities that would facilitate a reallocation are as follows:

**1. Human Resource Management**

- Select, train, develop, evaluate and counsel Court employees.
- Lead, plan, prioritize, assign, review, and monitor the work and workload of staff responsible for providing Court support duties.

**2. Fiscal Administration**

- Assists in developing, preparing and administering Court budget.
- Administers accounting, which includes monitoring financial receipts, daily reconciliations, preparing and disbursing case bail, restitution and overpayments.
- Maintain all financial records and researches financial problems as they arise.
- Establish, monitor, and recommend changes and controls for compliance with the Supreme Court's Minimum Accounting Standards.
- Review handling of fines, fees, and forfeitures to ensure correct reporting and disbursements.

- Performs audits of case updates to assure integrity of sentencing orders and statutory requirements.
- Assess defendant’s ability to pay Court ordered fines and fees; approve and modify payment plans and work program conditions. Monitor files for timely payments and prepares files for late notices and collection agency assignment.

**3. Case-Flow Management**

- Evaluate pending caseloads; developing and implementing systems (both automated and procedural) that support effective calendar management.

**4. Intergovernmental Liaison**

- Acts as liaison to other governmental agencies and departments to promote collaboration, integration of systems, and facilitation of change while maintaining the integrity of the Court as a separate but equal branch of government.

**5. Research and Advisory Services**

- Identify organizational problems and recommend procedural and administrative changes.

**Capital Improvement Projects**

The following projects are going to be completed using Court Facility Funds, which is a Special Revenue Fund collected for improvements to the Court. The total expenditures from this Fund for FY 2016/2017 is \$65,000.

**Project Title: Court Security**

<b>Project Description and Location:</b> Outdoor Security Cameras
<b>Project Justification:</b> To ensure the safety of the Court and the Public
<b>Relationship to other programs:</b> N/A
<b>Relationship to City Priorities:</b> None
<b>Impact of Proposed Project on other departments:</b> Provide enhanced security for citizens and employees while outside the City Hall building.
<b>Estimate of the Capital Costs of the Proposed Project:</b> \$5,000.00 (See <a href="#">Page 100</a> and GL 210-425-605 <a href="#">Page 50</a> )
<b>Planned sources of funds for the proposed project:</b> Court Facility Special Revenue Fund
<b>Operations and Maintenance (O &amp; M) costs for the proposed project:</b> N/A
<b>Planned sources of funds for the O &amp; M costs:</b> N/A
<b>Additional comments:</b> N/A

**Project Title: City Council Chambers/Court Room Refresh**

<b>Project Description and Location:</b> Update City Council Chambers/Court Room
<b>Project Justification:</b> To promote and ensure the safety of the court and the public
<b>Relationship to other programs:</b> This is a project to be coordinated with IT, Facilities and the City Manager’s Office.
<b>Relationship to City Priorities:</b> None
<b>Impact of Proposed Project on other departments:</b> Improve the appearance and functionality of the City Council Chamber and the Court Room.
<b>Estimate of the Capital Costs of the Proposed Project:</b> The Courts contribution is \$15,000.00 (See <a href="#">Page 100</a> and GL 210-425-743 <a href="#">Page 50</a> )
<b>Planned sources of funds for the proposed project:</b> Court Facility Special Revenue Fund
<b>Operations and Maintenance (O &amp; M) costs for the proposed project:</b> N/A
<b>Planned sources of funds for the O &amp; M costs:</b> N/A
<b>Additional comments:</b> N/A

**Project Title: Court Security**

<b>Project Description and Location:</b> Upgrade to the Audio/Visual Crestron System
<b>Project Justification:</b> To allow for high quality audio and visual upgrades within the Council Chambers/Court Room.
<b>Relationship to other programs:</b> N/A
<b>Relationship to City Priorities:</b> None
<b>Impact of Proposed Project on other departments:</b> This installation and upgrade will benefit all users of the Council Chamber/Court Room for recording as well as video presentations.
<b>Estimate of the Capital Costs of the Proposed Project:</b> The total projected cost of the project is \$50,000. \$20,000 will come from the Court Facility Fund, and \$30,000 will come from capital outlay in the IT budget. (See <a href="#">Page 100</a> and GL 201-425-405 <a href="#">Page 50</a> )
<b>Planned sources of funds for the proposed project:</b> Court Facility Special Revenue Fund
<b>Operations and Maintenance (O &amp; M) costs for the proposed project:</b> N/A
<b>Planned sources of funds for the O &amp; M costs:</b> N/A
<b>Additional comments:</b> N/A

**Project Title: Third Office Remodel**

<b>Project Description and Location:</b> Remodel of the third office, to match the existing furniture as well as make it a functional work space for a court clerk as well as an NCJIS operator.
<b>Project Justification:</b> A practical workspace leads to a productive worker.
<b>Relationship to other programs:</b> N/A
<b>Relationship to City Priorities:</b> None
<b>Impact of Proposed Project on other departments:</b> N/A
<b>Estimate of the Capital Costs of the Proposed Project:</b> \$5000.00 (See <a href="#">Page 100</a> and GL 210-425-743 <a href="#">Page 50</a> )
<b>Planned sources of funds for the proposed project:</b> Court Facility Special Revenue Fund
<b>Operations and Maintenance (O &amp; M) costs for the proposed project:</b> N/A
<b>Planned sources of funds for the O &amp; M costs:</b> N/A
<b>Additional comments:</b> N/A

**Project Title: Industrial Scanner**

<b>Project Description and Location:</b> Purchase a high quality, high functioning scanner.
<b>Project Justification:</b> As the court works to adopt its retention policy and become a modern office; we will require all documents to be scanned for storage and retention.
<b>Relationship to other programs:</b> N/A
<b>Relationship to City Priorities:</b> None
<b>Impact of Proposed Project on other departments:</b> N/A
<b>Estimate of the Capital Costs of the Proposed Project:</b> \$8,000.00 (See <a href="#">Page 100</a> and GL 210-425-405 <a href="#">Page 50</a> )
<b>Planned sources of funds for the proposed project:</b> Court Facility Special Revenue Fund
<b>Operations and Maintenance (O &amp; M) costs for the proposed project:</b> N/A
<b>Planned sources of funds for the O &amp; M costs:</b> N/A
<b>Additional comments:</b> N/A

**Project Title: Upgrade to the Audio/Visual Crestron System**

<b>Project Description and Location:</b> Upgrade to the Audio/Visual Crestron System
<b>Project Justification:</b> To allow for high quality audio visual upgrades within the Council Chambers/Court Room
<b>Relationship to other programs:</b> System used for City Council, Other Public Meetings, and Court
<b>Relationship to City Priorities:</b> Asset Management and Funding
<b>Impact of Proposed Project on other departments:</b> Upgrade benefits City Council, Court, Committees, and improved functionality for the City Clerk for recording purposes.
<b>Estimate of the Capital Costs of the Proposed Project:</b> The total project cost will be \$50,000 – \$30,000 will be paid out of the IT Capital Outlay budget (See GL 100-418-730, <a href="#">Page 32</a> ; Description on Page 34; Capital Outlay <a href="#">Page 100</a> ) and \$20,000 will be paid out of the Court Special Facility fund (See GL 210-425-405 <a href="#">Page 50</a> ).
<b>Planned sources of funds for the proposed project:</b> Capital Outlay 100-418-730
<b>Operations and Maintenance (O &amp; M) costs for the proposed project:</b> N/A
<b>Planned sources of funds for the O &amp; M costs:</b> N/A
<b>Additional comments:</b> Improved sound system will help address technical issues

**Revenue**

**Penalties/Fines**

Account	GL#	FY 14/15 Estimated	FY 15/16 Estimated
Penalties/Fines Municipal Court	100-350-100		
Estimated Revenue		200,000	200,000

## DEPARTMENT OF BUILDING AND SAFETY

### Mission Statement

The Department of Building and Safety promotes the general health, safety and welfare of the citizens of Fernley and assists in code and building permit processes. We are committed to providing residents, contractors and fellow professionals in a courteous and timely manner. We strive ourselves in providing knowledge and service regarding local, state and international codes which will help support our commitment to the safety of our residents and to the integrity of the department. We encourage our staff to participate in continuing education in order to keep our staff informed on the latest techniques and requirements within the building trade's industry as well as customer service and technology literacy. To improve development and permitting in the City of Fernley.

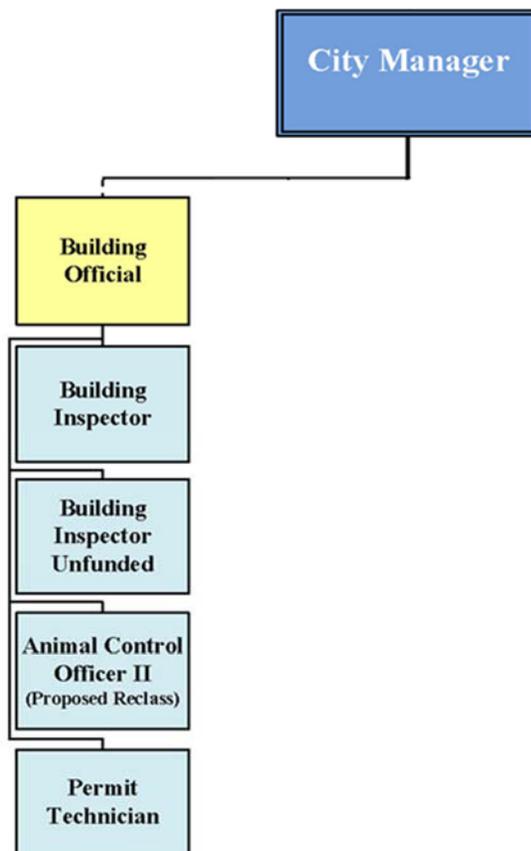
### Primary Responsibilities

- Process Building Permits.
- Process Civil Permits.
- Provide Customer Service to residents and Contractors.
- Provide Code Enforcement and address public life, health and safety concerns by implementing our Development, Municipal and International Codes.

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

The Department of Building and Safety requests that we keep the additional Building Inspector position, which was approved during the last budget, understanding that it will remain unfunded until such need arises.

### Organizational Chart



## Goals and Objectives

### **Goal 1: Improved permitting**

#### Objective 1: Reduce permitting timelines

- Implement processes to better distribute plans to all necessary departments to avoid only one department at a time, reviewing the plans.
- Provide training on SMARTGOV or current permitting software to all departments involved in the permitting processes so all departments are aware of the permit status.
- Communicate effectively with other departments in order to provide faster and more efficient service to residents and contractors.

#### Objective 2: Continued training

- Schedule training for department once a week to go over processes for processing in permits and receipting money through CASELLE or XPRESS bill pay. This will help enhance employee's excellence and development.
- Create checklists to assist in all processes of the Department of Building and Safety.
- Enhance knowledge of technology by committing to regular trainings within our department. Train staff on new codes for qualitative plan review and inspections.

### **Goal 2: Improve communication internally and to the public**

#### Objective 1: Implement better ways of communicating.

- Create and distribute informational flyers for Fernley residents and contractors to assist in knowledge of general code requirements and practices.
- Better communication within the department as well as other departments that are involved in the permitting processes.

## Expenses

Building & Safety 605		2014-15	2015-16	2015-16	2016-17	2016-17	
		2015	2016	2016	2017	2017	
Account #	Account Title	Actual	Budget	Estimated	Tentative	Final	Comments
100-605-100	Regular Pay	129,416	167,813	167,813	174,634	172,827	
100-605-130	Overtime Pay	416	1,500	1,500	1,958	1,934	
100-605-140	Annual Leave Pay	10,088	1,216	1,216	1,216	1,216	
100-605-150	Sick Leave Pay	5,355	-	-	-	-	
100-605-160	Holiday Pay	3,129	-	-	-	-	
100-605-200	FICA	-	-	-	-	-	
100-605-210	Medicare	2,110	2,473	2,473	2,578	2,552	
100-605-220	Unemployment	1,631	1,751	1,751	1,751	1,751	
100-605-230	Retirement (PERS)	30,409	47,407	47,407	49,334	48,824	
100-605-240	Group Insurance	7,315	20,950	20,950	21,486	21,587	
100-605-250	Workers Compensation Insurance	4,004	6,959	6,959	6,887	6,816	
100-605-260	Other Benefits	1,827	-	-			
	<b>Total Personnel</b>	195,702	250,069	250,069	259,845	257,506	Must tie to budget control
100-605-320	Prof Serv-Engineering	2,340	-	-	-	-	
100-605-322	Prof Serv-Other	128	-	-	-	26,000	
100-605-342	Tech Services-Other	38	5,400	5,400	-	-	
100-605-399	Prof & Tech Fees-Misc	165	-	-	5,730	5,730	SmartGov
100-605-430	Service-Repair and Maintenance	160	300	300	300	300	
100-605-540	Advertising	159	400	400	200	200	Flyers and Code Info
100-605-550	Printing and Postage	985	300	300	300	300	Carbon Copy Inspection Sheets
100-605-580	Training	6,059	3,000	3,000	2,500	2,500	ICC Training
100-605-581	Dues and Memberships	185	600	600	600	600	Memberships
100-605-600	General Supplies	974	400	400	400	400	
100-605-601	Office Supplies	299	200	200	300	300	Permit Folders, etc
100-605-605	Minor Equipment	2,675	3,000	3,000	5,000	5,000	Computer
100-605-610	Automotive Supplies	89	500	500	500	500	Tires, Oil, Etc
100-605-612	Building Maintenance Supplies	-	-	-	3,125	3,125	Cottonwood Door (Description page 77)
100-605-626	Gasoline	2,090	2,000	2,000	2,000	2,000	Code Books
100-605-640	Books and Periodicals	483	1,000	1,000	700	700	
100-605-645	Cleanup	-	-	-	-	-	
100-605-699	Svc & Supplies-Misc	70	-	-	-	-	
100-605-730	Improve other than Buildings	3,427	-	-	-	-	
	<b>Total</b>	216,027	267,169	267,169	281,500	305,161	

## ANIMAL CONTROL

### Mission Statement

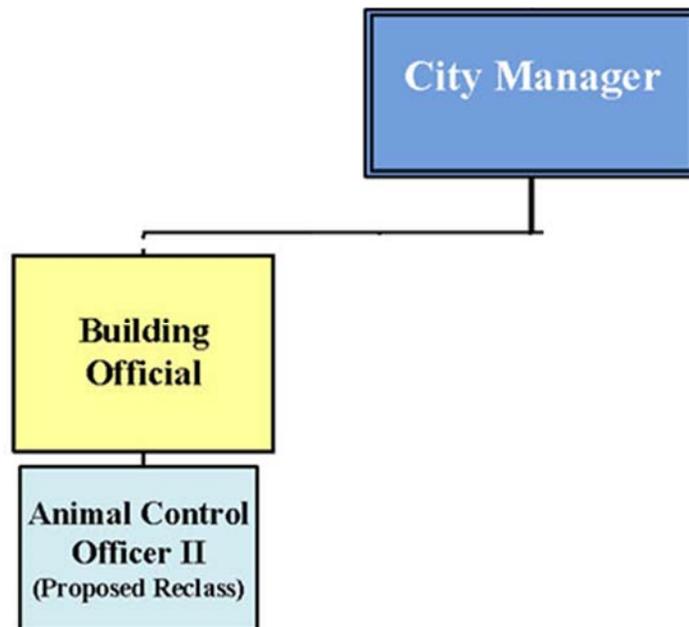
The mission of the Fernley Animal Control is to provide a necessary public service to the residents of our community through a welcoming and humane level of care for animals and those who care for them. This division works to protect the public, and educate the public to provide responsible care for animals.

### Responsibilities and Services

The Animal Control Officer (ACO) receives concerns from the public. The trained and qualified ACO conducts the following field services:

- Enforces local, county, and state ordinances for the care and management of animals.
- Places quarantine holds on dogs suspected of biting humans.
- Administers a Dog Licensing Program to assure the validity of rabies vaccinations.
- Conducts follow-up investigations for animal complaints.
- Tracks all animal reports through written logs and an online records database.
- Builds case files for citations and court hearings.
- Coordinates assistance provided by third-party providers (i.e., Disease Lab, Department of Agriculture, Department of Wildlife, Animal Clinics, Nevada Highway patrol, North Lyon County Fire Protection District, and Lyon County Sheriff's Office).
- Tracks all calls for service through county dispatch.
- Transports dogs at-large for impound to the Lyon County Animal Shelter in Silver Springs.

### Organizational Chart



## Goals and Objectives

### Goal 1: Improve Service

#### Objective: Improve utilization of staff for efficient community services

- Safeguard the community health, safety and general welfare through effective code enforcement activities.
- Improve response time to citizen complaints and concerns.
- Improve response and level of service with dog and animal cases in community.
- Educate public on code requirements through quarterly classes and informational flyers.
- Train staff on animal control legal and procedural issues.

## Expenses

Animal Control 525		2014-15	2014-15	2015-16	2015-16	2016-17	2016-17	
		2015	2015	2016	2016	2017	2017	
Account #	Account Title	Budget	Actual	Budget	Estimated	Tentative	Final	Comments
100-525-100	Regular Pay	32,178	29,077	33,472	33,472	35,744	34,986	
100-525-130	Overtime Pay	600	336	600	600	600	600	
100-525-140	Annual Leave Pay	-	1,082	-	-	-	-	
100-525-150	Sick Leave Pay	-	1,037	-	-	-	-	
100-525-160	Holiday Pay	-	1,512	-	-	-	-	
100-525-210	Medicare	475	459	494	494	527	516	
100-525-220	Unemployment	575	586	584	584	584	584	
100-525-230	Retirement (PERS)	8,286	8,278	9,456	9,456	10,098	9,883	
100-525-240	Group Insurance	13,750	4,597	13,750	13,750	6,095	6,370	
100-525-250	Workers Compensation Insurance	1,305	1,308	1,400	1,400	1,417	1,388	
100-525-260	Other Benefits	-	157	-	-	-	-	
	<b>Total Personnel</b>	<b>57,169</b>	<b>48,429</b>	<b>59,756</b>	<b>59,756</b>	<b>55,065</b>	<b>54,327</b>	Must tie to budget control
100-525-322	Prof Serv-Other	800	670	600	600	500	500	
100-525-346	Co Shelter Agreement	3,000	-	3,000	3,000	3,000	3,000	Shelter agreement for dogs
100-525-430	Service-Repair and Maintenance	-	-	-	-	-	-	
100-525-530	Communications (Internet,Cell)	-	-	-	-	-	-	
100-525-550	Printing and Postage	800	428	700	700	700	700	Postage for renewal notices/postcards
100-525-580	Training	2,000	953	1,000	1,000	1,000	1,000	
100-525-600	General Supplies	2,000	130	1,000	1,000	-	-	
100-525-601	Office Supplies	100	-	200	200	279	279	Pens, paper, notepads, software
100-525-605	Minor Equipment	2,650	1,850	500	500	1,600	1,600	Animal catching equip
100-525-610	Automotive Supplies	3,500	1,365	2,000	2,000	1,500	1,500	Tires, oil, etc
100-525-612	Supplies-Building Maintenance	-	-	-	-	3,125	3,125	Cottonwood Door (Description page 77)
100-525-626	Gasoline	3,500	2,725	2,000	2,000	2,000	2,000	Gas for Animal control vehicle
100-525-640	Books and Periodicals	500	-	300	300	-	-	
100-525-699	Svc & Supplies-Misc	-	-	-	-	-	-	
100-525-730	Improve other than Building	2,997	1,683	-	-	-	-	
	<b>Total</b>	<b>79,016</b>	<b>58,233</b>	<b>71,056</b>	<b>71,056</b>	<b>68,769</b>	<b>68,031</b>	

## PLANNING DEPARTMENT

### Mission Statement:

The Mission of the City of Fernley Planning Department is to provide timely, courteous and knowledgeable service to the citizens, Planning Commission and City Council in regard to development and land use related matters.

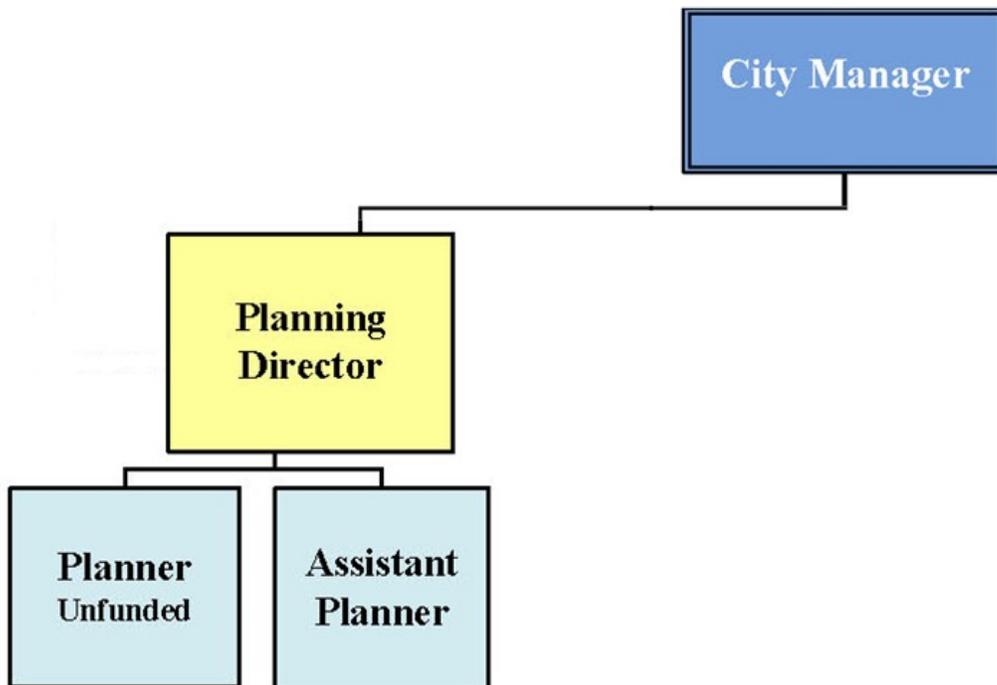
### Legal Requirements:

Nevada Revised Statutes Chapter 278 establishes the frame work for planning and zoning in the state.

### Primary Responsibilities:

Perform professional Planning duties; enforce municipal code and adopted standards; analyze proposed development projects; prepare staff reports; give detailed presentations on proposed development to citizens, Planning Commission, and City Council members; review and approve building permits; review and interpret City policies; update the City's master plan document and zoning ordinances; establish and maintain productive, professional working relationships with the community, elected officials, City staff, and other agencies.

### Organizational Chart



## Goals and Objectives

### **Goal 1: Remove barriers to development**

Objective 1: Streamline the development review process.

- Establish processes and procedures for the planning function.
- Implement planning entitlement submittal schedules to better manage workload.
- Update planning entitlement applications and checklists.

Objective 2: Revise the City's development code

- Review existing development code with internal and external customers to identify barriers to development.
- Review statutory requirements within Nevada revised statutes for planning and zoning.
- Work collaboratively with citizens, City staff, Planning Commission, City Council, and other stakeholders on a comprehensive overhaul of the development code.

### **Goal 2: Work towards becoming a self-sustaining department**

Objective 1: Cost recovery for services provided

- Review development fee schedule, compare fees with other local jurisdictions, and modify as necessary to adequately recover costs for services.
- Review processes and procedures to achieve increased efficiencies and/or reduced costs.
- Review budget for potential reduction in expenditures.

Objective 2: Increase the use of technology to gain efficiencies

- Update the Planning Department web page to make information more accessible.
- Work with City Clerk's office to implement the use of a paperless agenda process for planning commission meetings.
- Work with the GIS manager and other City staff on acquiring ArcGIS software for mapping, analysis and other needs throughout the City.

Expenses

Planning 610		2014-15	2014-15	2015-16	2015-16	2016-17	2016-17	
		2015	2015	2016	2016	2017	2017	
Account #	Account Title	Budget	Actual	Budget	Estimated	Tentative	Final	Comments
100-610-100	Regular Pay	138,472	152,426	124,328	124,328	133,837	136,560	Reclassification of Planning Director
100-610-130	Overtime Pay	500	1,516	500	500	500	500	
100-610-140	Annual Leave Pay	2,328	7,255	2,328	2,328	-	-	
100-610-150	Sick Leave Pay	-	2,065	-	-	-	-	
100-610-160	Holiday Pay	-	2,987	-	-	-	-	
100-610-200	FICA	-	-	-	-	-	-	
100-610-210	Medicare	2,049	2,349	1,844	1,844	1,948	1,987	
100-610-220	Unemployment	1,439	1,601	1,168	1,168	1,168	1,168	
100-610-230	Retirement (PERS)	35,657	36,048	35,123	35,123	37,560	38,329	
100-610-240	Group Insurance	34,375	16,463	18,550	18,550	18,659	20,850	
100-610-250	Workers Compensation Insurance	5,531	4,136	5,130	5,130	5,205	5,311	
100-610-260	Other Benefits	-	1,927	-	-			
	<b>Total Personnel</b>	220,351	228,774	188,971	188,971	198,876	204,706	Must tie to budget control
100-610-320	Prof Serv-Engineering	5,000	2,295	1,000	1,000	500	500	
100-610-322	Prof Serv-Other	14,500	11,606	-	-	-	-	
100-610-326	Prof Serv-Reimb Engineering	-	-	-	-	-	-	
100-610-342	Tech Services-Other	-	38	5,400	5,400	-	-	
100-610-399	Prof & Tech Fees-Misc	-	-	-	-	5,750	5,750	SmartGov
100-610-430	Service-Repair and Maintenance	-	-	-	-	-	-	
100-610-540	Advertising	5,000	4,900	-	-	500	500	
100-610-550	Printing and Postage	1,500	730	1,000	1,000	500	500	
100-610-580	Training	2,500	3,129	2,000	2,000	2,500	2,500	
100-610-581	Dues and Memberships	1,500	260	1,200	1,200	1,500	1,500	APA & AICP membership dues
100-610-600	General Supplies	600	663	-	-	250	250	
100-610-601	Office Supplies	-	-	400	400	500	500	
100-610-605	Minor Equipment	3,800	645	1,000	1,000	1,250	1,250	Computer/hardware upgrade for ArcGIS
100-610-610	Automotive Supplies	300	99	-	-	-	-	
100-610-616	Safety Supplies	350	-	-	-	-	-	
100-610-626	Gasoline	1,500	144	800	800	100	100	
100-610-640	Books and Periodicals	500	-	500	500	200	200	
100-610-699	Svc & Supplies-Misc	-	1,126	-	-	-	-	
100-610-730	Improve other than Buildings	10,645	1,000	-	-	-	-	
	<b>Total</b>	<b>268,046</b>	<b>255,410</b>	<b>202,271</b>	<b>202,271</b>	<b>212,426</b>	<b>218,256</b>	

## **CITY ENGINEER**

The Engineering Department is responsible for development plan reviews and field inspections, managing the City's Capital Improvement Projects, and providing engineering support to the Planning Department, the Building Department, and Public Works, and other City staff. Water Rights Management and GIS duties are also housed within the department.

The current budget includes salaries for five (5) employees in the department. No additional personnel are anticipated for FY 2016/2017.

### **Mission Statement:**

To provide engineering support for the Planning Department, the Building Department, Public Works, and other City staff.

### **Legal Requirements:**

Ensure all plans and projects are in compliance with City, County, State and Federal regulations.

### **Primary Responsibilities:**

- Perform engineering plan reviews for development projects occurring in the City of Fernley.
- Perform inspections for development projects occurring in the City of Fernley.
- Process applications regarding water rights, dedications, and will-serves.
- Provide support and oversight of capital improvements.

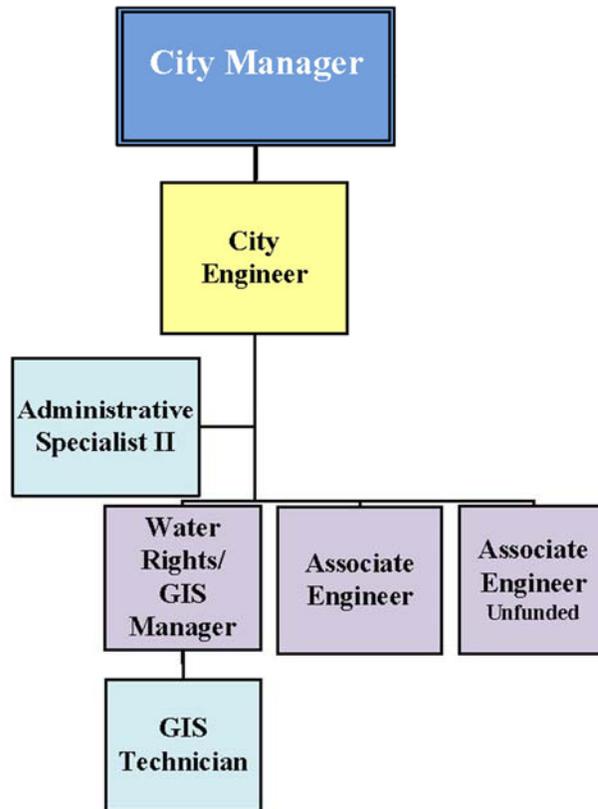
### **Overall Change in Level of Service:**

Coordinate and communicate with other departments to effectively serve the regulated community with efficiency and accuracy.

### **Change in number of positions from Prior FY to the requested FY:**

Pursuant to the Direction of City Council, an unfunded Associate Engineer was added to the organizational chart and the position control. This position will only be funded and implemented if the need arises as a result of growth and development and the associated funds are available to meet the funding levels necessary.

## Organizational Chart



## Goals and Objectives

### Goal 1: To better utilize the City's surface water rights.

Objective: Complete an upstream storage contract with the United States Bureau of Reclamation

- Continue to discuss the issue with the USBR and pursue formal agreement.
- Obtain Council approval for the contract and execute.

Objective: Analyze alternatives for treatment of surface water at the City's water treatment plant.

- Task 1: Utilize consultant engineer to scope options and costs for the treatment.
- Task 2: Choose a treatment option and obtain approval from Council.
- Task 3: Begin search for grant funding opportunities to fund the final design and construction of the improvements.

Objective: Continue to explore aquifer storage and recovery program.

- Task 1: Pursue approval from State Engineer for the current ASR permit.
- Task 2: Begin search for grant funding opportunities to fund the construction of the improvements.

Objective: Continue to grow and promote the City's surface water lease program.

- Task 1: Utilize the City's reader board and social media to promote the program.
- Task 2: Work with TCID to formalize the process and timelines so it is easy for applicants to understand.

**Goal 2: To establish an asset management master plan to better focus the efforts of the department.**

Objective: Determine the state of the GIS data and progress to date using the Vueworks software.

- Task 1: Identify stakeholders in the asset management process.
- Task 2: Create an in-house team to determine the state of the GIS data and Vueworks software.
- Task 3: Identify any problems or needs that currently exist.

Objective: Scope a plan for moving forward.

- Task 1: Utilize information from first objective to determine what can be handled in-house and what will require consultant help.
- Task 2: Assign roles and responsibilities to staff and consultants.
- Task 3: Create formal plan with costs of implementing.

Objective: Obtain top down approval for plan.

- Task 1: Utilize the plan from second objective and present to City Council for approval.
- Task 2: Implement the plan and begin budgeting for any required expenditures.

**Goal 3: To complete road maintenance and repair projects in agreement with the City's pavement management plan.**

Objective: Complete a pavement preservation project.

- Task 1: Use StreetSaver database to select potential streets for the project.
- Task 2: Determine appropriate treatment and budget for the project.
- Task 3: Complete the design and construction of the project.

## Expenses

Engineering 529		2014-15	2014-15	2015-16	2015-16	2016-17	2016-17	
		2015	2015	2016	2016	2017	2017	
Account #	Account Title	Budget	Actual	Budget	Estimated	Tentative	Final	Comments
100-529-100	Regular Pay	-	-	79,411	79,411	81,979	80,567	
100-529-130	Overtime Pay	-	-	375	375	375	375	
100-529-140	Annual Leave Pay	-	-	-	-	-	-	
100-529-150	Sick Leave Pay	-	-	-	-	-	-	
100-529-160	Holiday Pay	-	-	-	-	-	-	
100-529-210	Medicare	-	-	1,157	1,157	1,194	1,174	
100-529-220	Unemployment	-	-	876	876	876	876	
100-529-230	Retirement (PERS)	-	-	22,434	22,434	23,159	22,760	
100-529-240	Group Insurance	-	-	13,400	13,400	12,610	13,638	
100-529-250	Workers Compensation Insurance	-	-	3,279	3,279	3,212	3,157	
	<b>Total Personnel</b>	-	-	120,932	120,932	123,405	122,546	Must tie to budget control
	Service Repair & Maintenance	-	-	-	-	2,820	2,820	
100-529-580	Training	-	-	-	177	150	150	
100-529-600	General Supplies	-	-	-	124	175	175	
100-529-626	Gasoline	-	-	-	21	-	-	
100-529-700	Shared Costs	-	-	-	-	-	-	
	<b>Total</b>	-	-	120,932	121,254	126,550	125,691	

\*\*A portion of the City Engineer salaries are allocated to various departments throughout the City, which is reflected on the Position Control document.

## FACILITIES

### Mission Statement:

To provide municipal facilities operation and maintenance services in order to maintain and enhance the City’s facilities and grounds.

### Legal Requirements:

The Facilities department follows Fernley Municipal Code Title 8: Parks and Facilities.

### Primary Responsibilities:

The two-person department is responsible for the operation and maintenance of the buildings and grounds for City Hall, Chamber of Commerce, Fernley Desert Memorial Garden Cemetery, and the Train Depot. The current Facilities Foreman is also the City’s Vector Control Technician.

Duties include but are not limited to: general maintenance of the facilities listed, small site improvements, housekeeping, preparing for City Council meetings, Planning Commission meetings, special meetings/forums/public outreach meetings and many other miscellaneous reservations of City Hall.

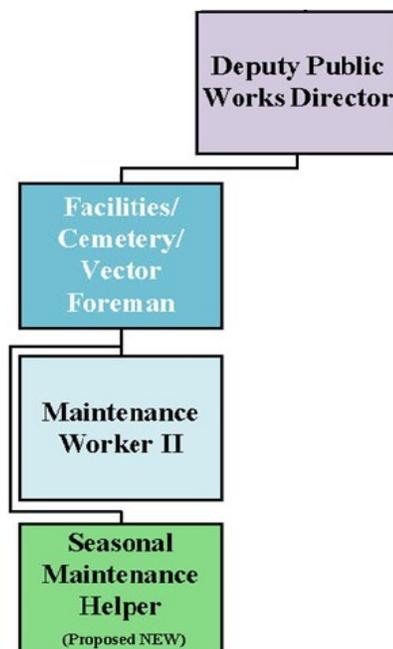
### Overall change in level of service:

The department is planning to complete maintenance projects that will extend the life of the City’s facilities. The projects include: City Facilities LED Upgrades to save energy and to better light the City owned areas for safety/vandalism sake.

### Change in number of positions from prior fiscal year to requested fiscal year:

The current Facilities Foreman is also the City’s Vector Control Technician and is active in vector duties approximately 6 months of the year. The seasonal position will help fill the absence of the second worker for the operation and maintenance of the buildings and grounds for City Hall, Chamber of Commerce, Fernley Desert Memorial Garden Cemetery, and the Train Depot.

### Organizational Chart



## Goals and Objectives:

### Goal 1: Operate and maintain city facilities

Objective 1: Long range planning for Depot.

- CDBG grant application.
- O&M plan for Depot.
- Add restroom and other improvements.

### Goal 2: Excellent customer service

Objective 1: Timely response to maintenance.

- O&M plan for City Hall.
- Respond to customer complaints in a timely manner.
- Continue to prioritize repairs.

Objective 2: Support and prepare for reservations and special events in City Hall.

- Continue to refine reservation request process internally and externally.
- Work with outside entities to schedule reservations within working hours.
- Budget for overtime to accommodate increase in requests for reservations outside of normal operating hours.

## Expenses

### Expenses - Personnel

Facilities 417		2014-15	2014-15	2015-16	2015-16	2016-17	2016-17	
		2015	2015	2016	2016	2017	2017	
Account #	Account Title	Budget	Actual	Budget	Estimated	Tentative	Final	Comments
100-417-100	Regular Pay	85,163	85,294	78,926	78,926	93,055	91,586	
100-417-120	Standby Pay	-	-	-	-	-	-	
100-417-130	Overtime Pay	1,425	5,671	4,375	4,375	4,375	4,375	
100-417-140	Annual Leave Pay	557	6,268	557	557	557	557	
100-417-150	Sick Leave Pay	-	3,626	-	-	-	-	
100-417-160	Holiday Pay	-	3,905	-	-	-	-	
100-417-200	Fica	-	-	-	-	825	825	
100-417-210	Medicare	1,264	1,436	1,216	1,216	1,421	1,400	
100-417-220	Unemployment	1,151	1,201	1,051	1,051	1,343	1,343	
100-417-230	Retirement (PERS)	21,929	13,051	22,297	22,297	22,530	22,115	
100-417-240	Group Insurance	27,500	17,673	23,855	23,855	21,277	24,122	
100-417-250	Workers Compensation Insurance	3,446	3,248	3,424	3,424	3,800	3,742	
100-417-260	Other Benefits	-	532	-	-	-	-	
	<b>Total Personnel</b>	<b>142,435</b>	<b>141,905</b>	<b>135,701</b>	<b>135,701</b>	<b>149,182</b>	<b>150,065</b>	Must tie to budget control

Non-Personnel

Facilities 417		2014-15	2014-15	2015-16	2015-16	2016-17	2016-17	
		2015	2015	2016	2016	2017	2017	
Account #	Account Title	Budget	Actual	Budget	Estimated	Tentative	Final	Comments
100-417-320	PROF SEV-ENGINEERING	7,500	3,333	7,500	7,500	6,000	6,000	MapOptix and VueWorks software and fees (20%)
100-417-322	Prof Serv-Other	-	25	-	-	-	-	
100-417-342	Tech Services-Other	-	38	-	-	-	-	
100-417-410	Utility Srv interfund wtr/swr	8,000	9,962	8,000	8,000	10,000	10,000	Water and Sewer City Hall, Depot, Chamber
100-417-412	Utility Services-Refuse	2,298	2,358	2,500	2,500	3,000	3,000	Two 3-yard dumpsters
100-417-420	Contract Services	9,890	10,335	12,000	16,875	13,000	13,000	Alarm company, fire protection, elevator inspections
100-417-424	Contract Services-HVAC	4,600	3,131	4,000	4,000	1,000	1,000	Repair Services
100-417-428	Contract Services-ELECTRICAL	4,000	8,656	4,000	4,000	4,000	4,000	Repair Services
100-417-430	Service-Building Repair/Maint	14,700	15,193	14,700	14,700	14,700	14,700	Repair elevator, doors, locksmith, plumbing
100-417-441	Rental	1,500	-	1,500	1,500	1,000	1,000	Emergency generator or equipment
100-417-520	Insurance	42,271	23,340	42,271	21,045	22,097	22,097	FY 15/16 actual with 5% increase
100-417-530	Communications (Internet, Cell)	37,071	60,343	37,071	37,071	65,611	65,611	Communications
100-417-540	Advertising	100	79	100	100	100	100	bidding/job announcements
100-417-550	Printing and Postage	19,000	24,533	19,000	19,000	26,000	26,000	printing, postage, copier costs
100-417-580	Training	700	479	500	500	500	500	OSHA, CPR and GIS related travel/training
100-417-581	Dues and Memberships	-	32	-	-			
100-417-600	General Supplies	15,315	12,099	5,000	5,000	5,000	5,000	HVAC filters, water filters, hand tools, grounds equipment/supplies
100-417-601	OFFICE SUPPLIES	100	2,782	100	100	100	100	pens, paper, ink, GIS supplies
100-417-605	Minor Equipment	10,100	6,138	5,000	5,000	4,486	4,486	Computer & ancillary equipment upgrades/purchases, GIS equipment, 20% portion of TIG welder
100-417-610	Automotive Supplies	1,500	3,177	1,500	1,500	1,500	1,500	Proportionate fleet costs and specific facility vehicle repair items (fleet appropriated)
100-417-612	Building Maintenance Supplies	3,100	3,997	3,100	3,100	28,325	28,325	Cottonwood door (Description page 77; See page 99); LED retrofit; trash bags, vac bags, paper products, cleaners, soaps, rags, wax, misc.
100-417-614	Supplies-Plant/Shop/Maint	4,900	4,310	4,900	4,900	4,600	4,600	
100-417-616	Supplies-Safety	1,000	1,111	1,000	1,000	700	700	
100-417-617	Supplies-Chemical	1,000	962	1,000	1,000	1,000	1,000	
100-417-621	Natural Gas	11,534	9,670	11,534	11,534	9,634	9,634	
100-417-622	Electricity	32,806	29,564	32,806	32,806	31,427	31,427	
100-417-623	PROPANE	100	283	100	100	100	100	
100-417-625	BULK DIESEL	200	-	200	200	100	100	
100-417-626	Gasoline	2,500	1,389	2,500	2,500	2,000	2,000	
100-417-642	Licenses and Permits	500	34	500	500	400	400	
100-417-650	Community Support	-	2,191	-	-	-	-	
100-417-699	Svc & Supplies-Misc	-	132	-	-	-	-	
100-417-700	Shared Costs	-	-	(155,434)	(155,434)	(92,564)	(92,564)	
100-417-730	Improve other than Buildings	17,352	5,133	220,750	68,250	-	100,000	includes 100K for depot
100-417-741	Machinery	-	6,573	-	-			
	<b>Total</b>	<b>396,072</b>	<b>393,290</b>	<b>423,399</b>	<b>254,548</b>	<b>312,999</b>	<b>413,881</b>	

## VECTOR CONTROL

### Mission Statement:

To provide municipal vector control services in order to maintain and enhance quality of life.

### Legal Requirements:

Vector control is governed by NAC 555, NRS 555, and NAC 441.

### Primary Responsibilities:

To provide vector abatement services within the City limits through fogging, spraying, and other application techniques.

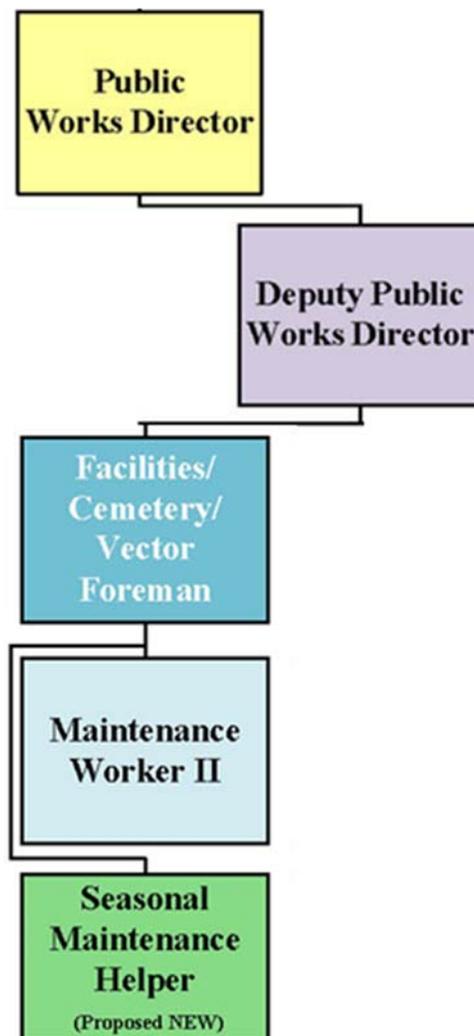
### Overall Change in Service Levels:

No significant increase or decrease in level of service has been identified. Budget has decreased due to removal of adulticide chemicals.

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

None

### Organizational Chart



## Goals and Objectives

### **Goal 1: Operate and maintain City's Vector Program.**

Objective 1: Continue to respond to vector complaint calls timely and efficiently.

- Manage facility projects early in the year to be better prepared for vector applications season.
- Prioritize facility complaints and issues and schedule adequate time to address issues.
- Use social media to take complaints and provide information to the public.

Objective 2: Continue to increase the level of service.

- Look for opportunities to increase training for employees.
- Schedule time for training in the office and the field.
- Review training at the end of vector season and address any issues or deficiencies for the next season.

## Expenses

Vector 528		2014-15	2014-15	2015-16	2015-16	2016-17	2016-17	
		2015	2015	2016	2016	2017	2017	
Account #	Account Title	Budget	Actual	Budget	Estimated	Tentative	Final	Comments
100-528-100	Regular Pay	24,652	23,902	25,633	25,633	26,912	26,534	
100-528-130	Overtime Pay	-	5,003	2,500	2,500	7,500	7,500	
100-528-140	Annual Leave Pay	482	2,989	482	482	-	-	
100-528-150	Sick Leave Pay	-	830	-	-	-	-	
100-528-160	Holiday Pay	-	1,366	-	-	-	-	
100-528-210	Medicare	364	473	415	415	499	493	
100-528-220	Unemployment	288	286	292	292	292	292	
100-528-230	Retirement (PERS)	6,348	3,793	7,241	7,241	7,466	7,360	
100-528-240	Group Insurance	6,875	4,379	6,875	6,875	5,500	6,297	
100-528-250	Workers Compensation Insurance	982	795	1,156	1,156	1,323	1,309	
100-528-260	Other Benefits	-	107	-	-	-	-	
	<b>Total Personnel</b>	<b>39,991</b>	<b>43,923</b>	<b>44,594</b>	<b>44,594</b>	<b>49,492</b>	<b>49,784</b>	Must tie to budget control
100-528-322	Prof Serv-Other	16,000	13,000	17,000	17,000	18,500	18,500	Helicopter drops Wetlands and EWWTP est 5
100-528-430	Service-Repair and Maintenance	900	379	900	900	500	500	ATV, fogger, power sprayer repair
100-528-580	Travel and Training	225	-	225	225	225	225	Certificate for applicator, CPR, First
100-528-600	General Supplies	500	317	500	500	500	500	Hardware and supplies
100-528-605	Minor Equipment	3,026	2,773	2,000	2,000	1,375	1,375	Computer, CO2 light catch traps, piston pump, hoses, nozzles
100-528-610	Automotive Supplies	2,050	3,995	7,500	7,500	4,000	4,000	Prop Fleet and specific maintenance 2 trucks
100-528-616	Safety Supplies	500	408	500	500	250	250	PPE, gloves, vests, respirators
100-528-617	Supplies-Chemical	52,674	52,229	57,500	57,500	51,000	51,000	Larvacide, extended release briquettes, No aduicide this year
100-528-626	Gasoline	2,500	1,637	2,500	2,500	2,000	2,000	Prop. Fleet, trucks, and ATV
100-528-640	Books and Periodicals	-	174	-	-	-	-	
100-528-642	Licenses and Permits	400	60	400	400	400	400	NDEP Permit
100-528-699	Svc & Supplies-Misc	-	-	-	-	-	-	
100-528-730	Improve other than Buildings	645	-	-	-	-	-	
	<b>Total</b>	<b>119,411</b>	<b>118,895</b>	<b>133,619</b>	<b>133,619</b>	<b>128,242</b>	<b>128,534</b>	

## CEMETERY

### Mission Statement:

To provide municipal cemetery operation and maintenance services in order to maintain and enhance quality of life.

### Legal Requirements:

The operation of the cemetery is governed by City of Fernley Municipal Code Title 9 Chapter 6: Cemetery.

### Primary Responsibilities:

The facilities department is responsible for the operation and maintenance of the buildings and grounds for City Hall, Chamber of Commerce, the Train Depot, as well as the Fernley Desert Memorial Garden Cemetery. Responsibilities pertaining to the cemetery include but are not limited to: preparing for and cleaning up after internments, site maintenance, grounds keeping, internment assistance, and records keeping.

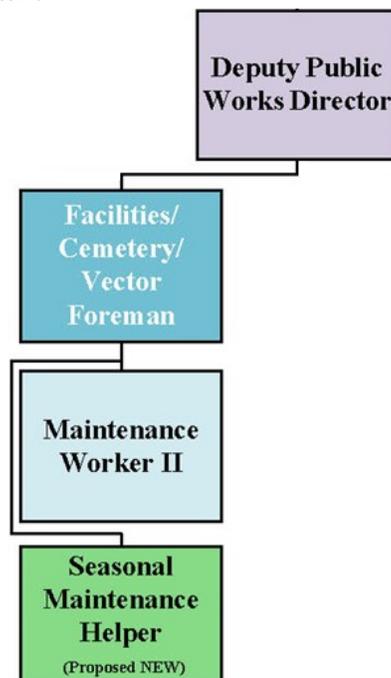
### Overall Change in Service Levels:

The department will continue to complete maintenance projects identified over the fourth year of ownership. The projects include: aggregate base entry, irrigation repairs, and operation of software tracking, liabilities, revenue, and refunds. Service Repair and General Supply's line item have increased to allow for additional improvements to the facility such as the curbing that was placed this fiscal year. Hurst and other vehicles authorized to enter the facility through the front gates have had issues with getting stuck in the soft soils. Staff has budgeted to make improvements to the front area with aggregate base and/or small asphalt improvements.

### Change in number of positions:

None.

### Organizational Chart



## Goals and Objectives

### Goal 1: Operate and maintain cemetery.

Objective 1: Develop an operations and maintenance plan for cemetery.

- Continue to train staff on Caselle tracking software.
- Create work programs and frequencies.
- Implement plan and update regularly.

### Goal 2: provide excellent customer service in the field and the office.

- Objective 1: provide a friendly and timely response to customer issues.
- Help assist customers with paperwork.
- Provide current up to date plot information
- Maintain and keep cemetery clean.

## Expenses

Cemetery 576		2014-15	2014-15	2015-16	2015-16	2016-17	2016-17	
		2015	2015	2016	2016	2017	2017	
Account #	Account Title	Budget	Actual	Budget	Estimated	Tentative	Final	Comments
100-576-320	Professional Svcs. Engineering	5,400	5,400	-	-			
100-576-410	Utility SRV Interfund W & S	4,200	4,148	4,200	4,200	5,300	5,300	Reflects average of prior 2 fiscal years
100-576-428	Contract Svcs. Electrical	2,000	-	2,000	2,000	-	-	
100-576-430	Service Repair & Maintenance	2,500	2,420	2,500	2,500	4,000	4,000	Lighting repair/upgrade, fencing repairs, irrigation supplies
100-576-600	General Supplies	3,000	1,695	7,500	7,500	8,500	8,500	Concrete, trees/plants, landscape, aggregate base, asphalt, grave liners (to have on hand)
100-576-601	Office Supplies	400	-	400	400	-	-	
100-576-614	Plant/Shop Maint. Supplies	500	243	500	500	500	500	paint, cleaners, internment equipment
100-576-617	Chemical Supplies	400	7	400	400	200	200	herbicides/pesticides
100-576-622	Electricity	600	-	600	600	-	-	
100-576-623	Propane	100	-	100	100	100	100	weed burning
100-576-642	Permits & Licenses	500	-	500	500	100	100	filing with state
	<b>Total</b>	<b>19,600</b>	<b>13,913</b>	<b>18,700</b>	<b>18,700</b>	<b>18,700</b>	<b>18,700</b>	

## STREETS AND STORM DRAINS

### **Mission Statement:**

To provide municipal operation and maintenance of the City's streets and storm drain infrastructure in order to maintain and enhance quality of life.

### **Legal Requirements:**

The operation and maintenance of the City's traffic control devices is governed by the Manual on Uniform Traffic Control Devices (Federal Rule).

### **Primary Responsibilities:**

The primary responsibilities of this department are to operate and maintain the streets and storm drain systems owned by the City. This includes drainage ditches, drop inlets, underground storm drain conveyance, retention and detention basins, streets and rights of way owned by the City, traffic signs, and traffic lights. The operation and maintenance of the facilities is done to enhance the safety of the traveling public and to preserve the City's transportation infrastructure.

### **Overall Change in Service Levels:**

Contract services were budgeted this year for street sweeping. In the past, storm events have created areas of debris that were unmanageable with the current equipment/staff the City owns. The City has a street sweeper that is capable of maintaining regular debris (it is light duty and aging), however if the sweeper has a catastrophic breakdown, the City will have funds available to contract for cleanup. Staff has budgeted to use \$25,000 to contract with a sweeping company to clean streets in case of breakdown or storm events.

Contract services were budgeted this year for striping. The City does not currently own equipment to stripe centerline and edge of roadway. The equipment may be used for repainting stop bars, bike lane emblems, etc. Staff has budgeted to use \$25,000 to contract with a striping company to complete road restriping projects.

Capital projects are presented to help continue Roadway Improvements Citywide per Council's request. The Pavement Management Plan was used to prioritize streets.

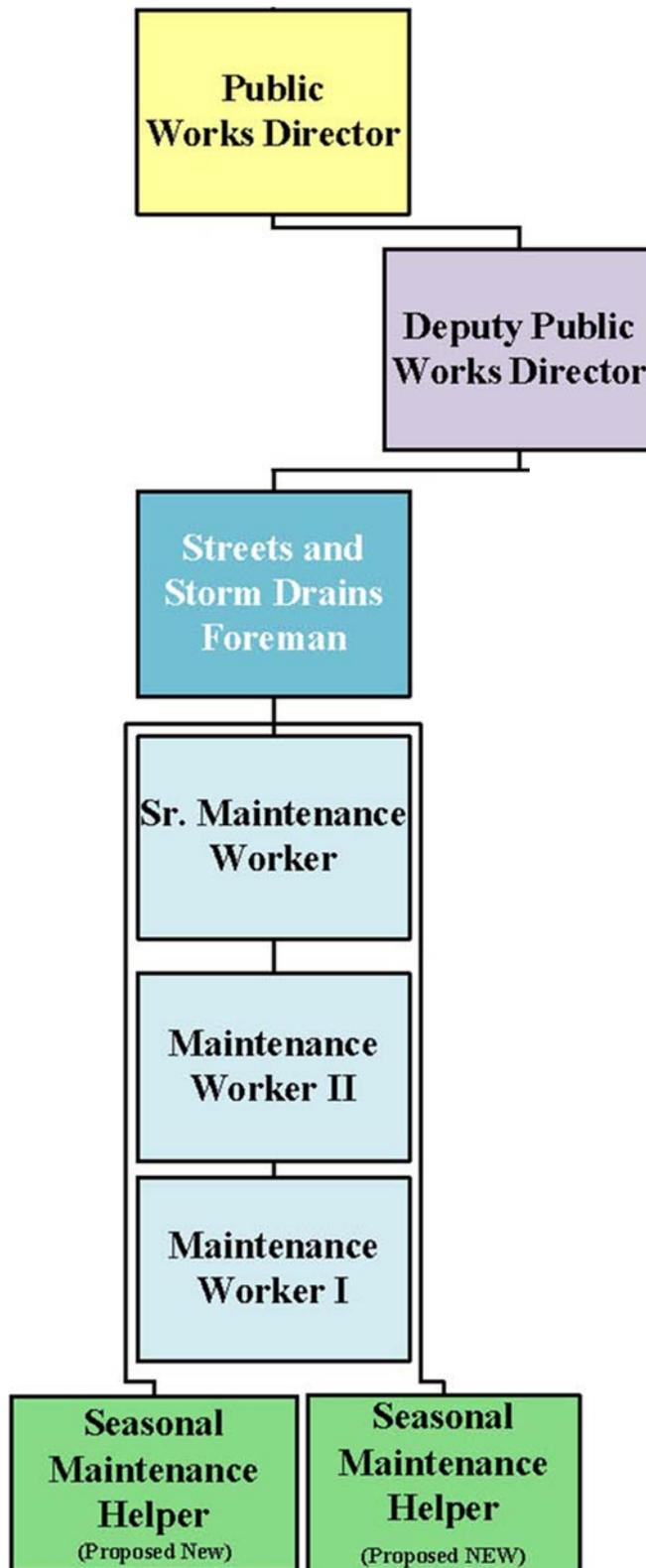
Retention Basin Maintenance has been separated into repair and maintenance for the basins the City owns and may potentially own in the next fiscal year. This is to provide annual maintenance so they are not a life and safety issue. In future fiscal year, the budget should reflect improvements to specific basins that require upgrades to function efficiently and safely.

The only equipment purchase requested is for a Reflectometer to test signs for compliance with the Manual for Uniform Traffic Control Devices (MUTCD) and is approximately \$15,000. The City is required to dispose of signage that does not meet reflective standards set forth in the MUTCD. Testing is currently done at night by using visual judgment. The Reflectometer will allow staff to test during the day and may allow for signs to remain in service longer.

### **Change in number of positions from prior FY to requested FY:**

Streets and Storm Drain is asking to be supplemented with two seasonal workers to assist with City-wide weed abatement, storm drain maintenance and pothole repair during the spring through fall months. The costs estimated to have seasonal workers on for approximately 6 months (1,040 hours per year) are approximately \$15,000 per employee. The extra staff would allow streets staff to cover more areas of the city by pairing a Full time employee with a seasonal worker.

## Organizational Chart



## Goals and Objectives

### Goal 1: Asphalt management

Objective 1: To maintain city streets with higher rated PCI

- Maintain the city's PCI using contract staff through wide crack removal, crack seal, and surface treatment to improve and extend pavement life and strengths.
- Repair wide cracks throughout the city with in-house staff to extend pavement life and improve ride quality and safety.

Objective 2: Ensure safe and efficient travel by operating and maintaining city traffic signals/signage.

- Continue to utilize contract services to maintain and operate city traffic signals.
- Inspect signals and perform routine sign maintenance.

Objective 3: Create a policy to maintain the city storm drain system.

- Obtain ownership of retention basins per storm drain master plan recommendations.
- Inspect and repair basins to correct life and safety issues.
- Prepare and plan for funding mechanism to perform yearly maintenance on basins owned by the city.

### Goal 2: Weed abatement/street sweeping

Objective 1: Control and eliminate noxious weeds growing in city owned right of ways and easements utilizing the most current products and technology through contract and in house labor.

- Control and eliminate noxious weeds in city owned right of ways and easements by burning and mechanical removal utilizing in house and contract/part time labor.
- Add seasonal employees to assist with this program.

Objective 2: Operate an effective street sweeping program to improve air and water quality and improve the performance of the city's storm water conveyance infrastructure.

- Continue street sweeping operations using the city owned sweeper and manpower on a manpower limited basis.
- Contract services can be used to augment during time of large storm event or in case of city owned equipment malfunction

### Goal 3: Training and manpower

Objective 1: Improve city operations through workforce development and employee training.

- Continue employee training and development utilizing the state of Nevada LTAP center, contract heavy equipment training centers, and in house equipment and operations training.
- Maintain Commercial Drivers Licenses and continue to train on equipment.
- Look for new opportunities to keep up with current BMP'S.

## Capital Improvement Projects

### Project Title: Cottonwood Shop Door Replacement

<b>Project Description and Location:</b> This purchase includes two new roll up doors and openers for the Cottonwood Shop.
<b>Project Justification:</b> The current shop roll-up doors are old and unsafe. These are the original doors from when the shop was built and are approaching the end of their useful service life.
<b>Relationship to other programs:</b> City of Fernley Fleet Management Program
<b>Relationship to City Priorities:</b> FY 2016-17 Budget Priorities, as approved at the December 16, 2015 Fernley City Council Meeting: Asset Management and Funding Plan
<b>Impact of Proposed Project on other departments:</b> The Cottonwood Shop is the centralized location for maintaining all of the City's fleet vehicles and equipment.
<b>Estimate of the Capital Costs of the Proposed Project:</b> The cost of the purchase is estimated to be \$25,000.00. (Shown as maintenance project <a href="#">Page 100</a> ; GL 100-475-612 <a href="#">Page 84</a> ; GL 100-605-612 <a href="#">Page 57</a> ; GL 100-525-612 <a href="#">Page 59</a> ; GL 100-417-612 <a href="#">Page 69</a> ; GL 100-575-612 <a href="#">Page 88</a> ; GL 510-810-430 <a href="#">Page 113</a> ; GL 510-840-430 <a href="#">Page 122</a> ; GL 520-810-430 <a href="#">Page 128</a> )
<b>Planned sources of funds for the proposed project:</b> The planned sources of funding for the purchase will be Capital Funding.
<b>Operations and Maintenance (O &amp; M) costs for the proposed project:</b> The future operations and maintenance costs for the purchase are expected to be minimal.
<b>Planned sources of funds for the O &amp; M costs:</b> Future operations and maintenance costs will be absorbed into the operating budgets of departments with dedicated fleet vehicles and equipment.
<b>Additional comments:</b> N/A

### Project Title: Farm District Road Multi-Use Path Phase II

<b>Project Description and Location:</b> The City was approved for grant funding to construct an additional multi-use path along NDOT corridors within the City. The path is to be ten feet wide and separated from the main roadway by at least five feet. This project will include design/ROW consultation with NDOT as it will be located inside NDOT Right of Way. The path will extend down Farm District Road from the existing multi use path that currently ends at Crimson Road (past Cottonwood Elementary School) and will extend east to Jasmine Lane. The design of the path as well as the construction administration will be completed by the NDOT.
<b>Project Justification:</b> The City of Fernley identified the biking corridor along Farm District Road in the Multi-Modal Transportation Master Plan adopted in 1999 and updated in 2006. In addition, the City Council approved the top NDOT priorities in 2011, which included "pedestrian and bike facilities along all NDOT corridors". The Community Assessment published in 2011 identified "moving around" and "sidewalks, bike and hike paths" as a top theme within the community of Fernley. The proposed multi-use path will provide a safe passage for pedestrians and bicyclists from Silverland Middle School and surrounding neighborhoods into the center of the community, including direct access to the Out of Town Park, Cottonwood Elementary and connecting walkway and bike paths to other community resources/amenities (swimming pool, library, city hall, etc.).
<b>Relationship to other programs:</b> Multi-modal Transportation Plan, including pathways along all NDOT corridors (some funding already secured through grant opportunities).
<b>Relationship to City Priorities:</b> FY 2016-17 Budget Priorities, as approved at the December 16, 2015 Fernley City Council Meeting: Asset Management and Funding Plan.
<b>Impact of Proposed Project on other departments:</b> None
<b>Estimate of the Capital Costs of the Proposed Project:</b> The City will be required to pay the NDOT \$200,000 as part of the grant agreement. The total cost of the project is estimated to be \$1,353,800.00. The City will also be responsible for all costs not eligible for grant funding and all costs in excess of the total grant budget.
<b>Planned sources of funds for the proposed project:</b> The majority of the City's \$200,000 will come from restricted funds currently in the General fund. There is currently a total of \$139,953 restricted for use for the Farm District Road Bike Lane. The remaining \$60,047 will be paid for out of the Capital Fund. (See <a href="#">Page 100</a> ; GL 300-425-730 <a href="#">Page 96</a> ; GL 100-475-730 <a href="#">Page 84</a> )
<b>Operations and Maintenance (O &amp; M) costs for the proposed project:</b> The O&M costs of the improvements will be absorbed by the Streets and Storm Drain Operating Budget.
<b>Planned sources of funds for the O &amp; M costs:</b> Streets and Storm Drain Operating Budget.
<b>Additional comments:</b> N/A

**Project Title: Hardie Lane Roadway Reconstruction Project**

<p><b>Project Description and Location:</b> Hardie Lane reconstruction will include curb and gutter, along both sides of the roadway, as well as drainage improvements, water system improvements, sewer improvements, and complete roadway reconstruction. Safety improvements within the Right of Way, including traffic calming measures and coordination with Lyon County School District for on-site safety improvements, are proposed as part of this Project. The Project limits extend from Main Street south to north of Cottonwood Lane.</p>
<p><b>Project Justification:</b> Hardie Lane is a critical North-South connector street for the City and is used to access residential homes off of Hardie and for local elementary and intermediate school students. The street is currently in a state of disrepair with a Pavement Condition Index (PCI) of 41 or lower. This PCI ranking indicates that preventative maintenance is not appropriate for this roadway and reconstruction is the most cost effective option. Aside from the condition of the asphalt the street has numerous safety and access issues, particularly around the elementary school. The City received NDOT grant funding in 2011 and CDBG funding 2012 for the construction of Hardie Lane from Main Street to Dianne Way. CDBG funding is currently exhausted. Staff recommends completing the remainder of the Project using a combination of NDOT funds, Regional Transportation Commission (RTC) funds, and Committed (General Fund), Public Works Future Roadway Improvements, per City of Fernley Resolution #13-014 and 14-014.</p>
<p><b>Relationship to other programs:</b> City of Fernley Safe Routes to School Plan, adopted in 2011</p>
<p><b>Relationship to City Priorities:</b> FY 2016-17 Budget Priorities, as approved at the December 16, 2015 Fernley City Council Meeting: Asset Management and Funding Plan, Road Maintenance and Repair and Storm Water Infrastructure</p>
<p><b>Impact of Proposed Project on other departments:</b> None.</p>
<p><b>Estimate of the Capital Costs of the Proposed Project:</b> \$4.4M.</p>
<p><b>Planned sources of funds for the proposed project:</b>  NDOT Grant Funding (Safe Routes to School): \$750,000- FY 16/17 Expenditure – Design &amp; Construction  Regional Transportation Commission (RTC) Funds: \$2.4M- FY 16/17 RTC Expenditure - Design &amp; Construction  City of Fernley General Fund (Committed, Public Works Future Roadway Improvements): \$700,000- FY 16/17 Expenditure – Design &amp; Construction  Wastewater Enterprise Fund Balance (sewer improvement): \$69,200- FY 16/17 Expenditure – Design &amp; Construction  Water Enterprise Fund Balance (water improvement): \$435,000- FY 16//17 Expenditure – Design &amp; Construction  Restricted Future Development - \$27,180.00</p>
<p><b>Operations and Maintenance (O &amp; M) costs for the proposed project:</b>  Less than \$10,000 annually, absorbed by existing SSD Operating Budget.</p>
<p><b>Planned sources of funds for the O &amp; M costs:</b> Ad Valorem Taxes, Motor Vehicle Fuel Tax, Regional Transportation Commission Funds</p>
<p><b>Additional comments:</b> None</p>

**Project Title: Handheld Sign Retroreflectorometer**

<p><b>Project Description and Location:</b> This capital outlay is a request to purchase one (1) Handheld Sign Retroreflectorometer for the Streets and Storm Drain Department.</p>
<p><b>Project Justification:</b> The proposed purchase would allow the SSD department to more accurately assess City of Fernley assets to ensure MUTCD minimum retroreflectivity requirements for traffic signs are being met. It is anticipated that the retroreflectorometer will save the City expenses associated with SSD department overtime and with expenses related to sign replacement standards currently utilized under the City’s MUTCD retroreflectivity standard. Measurements for other assets made of retroreflective material can be captured as well and measured to ensure compliance with MUTCD minimum retroreflectivity requirements.</p>
<p><b>Relationship to other programs:</b> City of Fernley Sign Retroreflectivity Standard</p>
<p><b>Relationship to City Priorities:</b> FY 2016-17 Budget Priorities, as approved at the December 16, 2015 Fernley City Council Meeting: Asset Management and Funding Plan</p>
<p><b>Impact of Proposed Project on other departments:</b> None.</p>
<p><b>Estimate of the Capital Costs of the Proposed Project:</b> The cost of the purchase is estimated to be \$15,000.00. (See <a href="#">Page 100</a>; GL 100-475-741 <a href="#">Page 84</a>)</p>
<p><b>Planned sources of funds for the proposed project:</b> The planned sources of funding for the purchase will be Capital Funding.</p>
<p><b>Operations and Maintenance (O &amp; M) costs for the proposed project:</b> The future operations and maintenance costs for the purchase are expected to be minimal.</p>
<p><b>Planned sources of funds for the O &amp; M costs:</b> Future O&amp;M cost will be absorbed into the SSD department operating budget.</p>
<p><b>Additional comments:</b> Pictured below is a handheld sign retroreflectorometer, representative of the proposed purchase.</p> <div style="text-align: center;">  </div>

## Project Title: Newlands Drive Crack Repair, Monitoring and Maintenance

<p><b>Project Description and Location:</b> This project will provide repair, monitoring, and maintenance for the asphaltic concrete (AC) cracks prevalent in Newlands Drive and Nevada Pacific Parkway. The Newlands Drive segment under consideration is approximately 7,600 lineal feet (1.4 miles), from US 95 Alt to roughly 900-ft. east of the Nevada Pacific Parkway intersection, and does not include the US 95 Alt intersection. The Nevada Pacific Parkway segment under consideration is approximately 2,000 lineal feet (0.4 miles), and spans a distance of roughly 1,200-ft. north and roughly 800-ft. south of the Newlands Drive and Nevada Pacific Parkway intersection – including this intersection. Engineering services for the project will include analysis and assessment of the existing cracks, formulating strategies for crack repairs, and categorizing the cracks by severity into grouped repair strategies. These services will also include the preparation of bid documents and construction management. Upon completion of the initial crack repairs, monthly crack monitoring and maintenance services will be provided by the project engineer, with follow-up crack repair services provided consistent with a maintenance protocol established in conjunction with Public Works. In FY15/16 the Public Works Department completed repairs on 10,276 linear feet, (just under two (2) miles), of cracks on East Newlands Dr. Nevada Pacific Parkway and Stanley DR. The intent of Staff for the FY16/17 budget is to complete additional crack repairs and continue monitoring and maintaining the repairs completed to date.</p>
<p><b>Project Justification:</b> The roadway surfaces of Newlands Drive and Nevada Pacific Parkway have obvious and considerable transverse and longitudinal cracking – with severe cracking in some locations approaching a potentially unsafe condition for motorists. The cause of the cracking is most likely due to the selection of aggregate and oil content in the original AC mix. It is speculated that this aggregate absorbs or depletes the oil in the AC, causing shrinkage of the AC layer in all directions. This shrinkage exceeds the mechanical stress capacity of the AC and cracks form. As the shrinkage continues, existing cracks widen and new cracks are formed. This phenomenon is similar to a sponge drying out after being used. The sponge will shrink as moisture is drawn out of its pores through evaporation. The only permanent solution or fix to this problem is to fully remove the existing AC surfaces and reconstruct the roadways (from curb-to-curb) with previous estimates approaching \$6-10 million. Repair and maintenance of Newlands Drive and Nevada Pacific Parkway have become a priority. The repair, monitoring, and maintenance project proposed herein will provide an interim improvement for the roadway surfaces and help return the streets to a less problematic and more traversable condition. This is more of a long term maintenance program rather than a one-time project. In order to achieve continued performance and integrity of the repairs, the maintenance and repair activities will need to be continued on a regular basis until a full reconstruction can be funded. Failing to address the surface conditions of these roadways will lead to continued and increased undesirable conditions for motorists, discouraged travel and business use of these roadways, and will eventually render the roadways unsafe for public travel.</p>
<p><b>Relationship to other programs:</b> None.</p>
<p><b>Relationship to City Priorities:</b> FY 2016-17 Budget Priorities, as approved at the December 16, 2015 Fernley City Council Meeting: Asset Management and Funding Plan, Road Maintenance and Repair</p>
<p><b>Impact of Proposed Project on other departments:</b> None.</p>
<p><b>Estimate of the Capital Costs of the Proposed Project:</b> Total Cost: \$55,000 for FY16/17</p>
<p><b>Planned sources of funds for the proposed project:</b> The project will be paid out of the Committed (General Fund), Public Works Future Roadway Improvements, per City of Fernley Resolution #13-014 and 14-014</p>
<p><b>Operations and Maintenance (O &amp; M) costs for the proposed project:</b> The O&amp;M costs of the improvements are integrated into the FY16/17 project budget and will require subsequent annual funding for future years until the roadway segments under consideration are fully reconstructed. It is anticipated that these future funding needs will also be met by the Street Reserve Fund.</p>
<p><b>Planned sources of funds for the O &amp; M costs:</b> Committed (General Fund), Public Works Future Roadway Improvements, per City of Fernley Resolution #13-014 and 14-014.</p>
<p><b>Additional comments:</b> None</p>

**Project Title: PMP Project, Jenny’s Lane Phase 2, Shadow Lane Phase 2**

<b>Project Description and Location:</b> This Project is to complete appropriate maintenance treatments for streets that have been selected by Staff using key parameters of the City of Fernley Pavement Management Program, Resolution 2015-008, adopted September 16, 2015.
<b>Project Justification:</b> The Pavement Management Program, (PMP), provides Staff with necessary direction to more effectively move forward with pavement preservation projects, and ensures all stakeholders understand the approach and why projects are selected. Using the \$500,000 allocated during the FY 15/16 budget approval process for “Road Improvements”, Staff anticipates completion of preventative maintenance treatments for approximately 750,000 to 1M square feet of area for City of Fernley Streets in FY 15/16. This quantity includes a portion of Jenny’s LN East and Shadow LN, a major Arterial and Collector, respectively, for the City of Fernley.
<b>Relationship to other programs:</b> City of Fernley Pavement Management Program (PMP), City of Fernley Transportation Master Plan.
<b>Relationship to City Priorities:</b> FY 2016-17 Budget Priorities, as approved at the December 16, 2015 Fernley City Council Meeting: Asset Management and Funding Plan, Road Maintenance and Repair.
<b>Impact of Proposed Project on other departments:</b> None
Estimate of the Capital Costs of the Proposed Project: \$500,000.00 (See <a href="#">Page 100</a> ; GL 100-475-730 <a href="#">Page 84</a> )
<b>Planned sources of funds for the proposed project:</b> The project will be paid out of the Committed (General Fund), Public Works Future Roadway Improvements, per City of Fernley Resolution #13-014 and 14-014. Funding received from Lyon County (\$180,000) will be used for this project.
<b>Operations and Maintenance (O &amp; M) costs for the proposed project:</b> The O&M costs of the improvements are integrated into the FY16/17 project budget and will require subsequent annual funding for future years as outlined in the City of Fernley PMP.
<b>Planned sources of funds for the O &amp; M costs:</b> Committed (General Fund), Public Works Future Roadway Improvements, per City of Fernley Resolution #13-014 and 14-014, and other funding as appropriate.
<b>Additional comments:</b> None

**Project Title: Retention Basin Maintenance**

<b>Project Description and Location:</b> This Project will allow Staff to contract out for improvements of City-owned retention basins, and for minor maintenance tasks.
<b>Project Justification:</b> Retention basins are designed to be filled with excess storm water during storm events to ensure a functional storm water system, protect life and health of the community, minimize property damage and protect water quality. Basins treat incoming storm water runoff by allowing particles to settle and algae to take up nutrients. Basic maintenance items, such as vegetation management, debris and litter removal, etc. should be routinely addressed in order for a basin to function properly. Of the estimated 43 retention parcels identified within the City of Fernley, only five have been dedicated to and are maintained by the City to date. Funding for a Retention basin maintenance program should be implemented to maintain an acceptable condition for existing City-owned basins, and to assist with future development. Currently, the City’s Streets and Storm Drain department does not have the resources to perform routine maintenance in addition to conducting necessary repairs and improvements for City-owned retention basins, such as fencing repair, headwall repair, etc.
<b>Relationship to other programs:</b> Vector Control
<b>Relationship to City Priorities:</b> FY 2016-17 Budget Priorities, as approved at the December 16, 2015 Fernley City Council Meeting: Asset Management and Funding Plan, Storm Water Infrastructure
<b>Impact of Proposed Project on other departments:</b> Potential reduction of Vector Control Staff time and resources required for Abatement Services in relation to standing water in retention basins
<b>Estimate of the Capital Costs of the Proposed Project:</b> \$60,000.00 (See <a href="#">Page 100</a> ; GL 530-810-430 <a href="#">Page 133</a> )
<b>Planned sources of funds for the proposed project:</b> General Fund, SSD
<b>Operations and Maintenance (O &amp; M) costs for the proposed project:</b> The O&M costs of the improvements are integrated into the FY16/17 project budget and will require subsequent annual funding for future years to potentially address additional basins and/or until the current ones reach a state easily manageable by SSD Staff.
<b>Planned sources of funds for the O &amp; M costs:</b> General Fund, SSD and SSD Operating Budget.
<b>Additional comments:</b> None

## Expenses

### Personnel

Streets 475		2014-15	2014-15	2015-16	2015-16	2016-17	2016-17	
		2015	2015	2016	2016	2017	2017	
Account #	Account Title	Budget	Actual	Budget	Estimated	Tentative	Final	Comments
100-475-100	Regular Pay	260,834	252,515	231,406	231,406	254,576	253,374	
100-475-120	Standby Pay	3,024	1,609	3,024	3,024	3,024	3,024	
100-475-130	Overtime Pay	10,750	7,087	10,375	10,375	10,375	10,375	
100-475-140	Annual Leave Pay	1,413	14,890	1,113	1,113	1,113	1,113	
100-475-150	Sick Leave Pay	-	8,965	-	-	-	-	
100-475-160	Holiday Pay	-	11,310	-	-	-	-	
100-475-200	FICA	-	73	-	-	1,650	1,650	
100-475-210	Medicare	4,002	4,024	3,566	3,566	3,902	3,884	
100-475-220	Unemployment	3,510	3,817	3,123	3,123	3,707	3,707	
100-475-230	Retirement (PERS)	67,943	48,747	65,372	65,372	64,402	64,063	
100-475-240	Group Insurance	81,813	60,304	65,683	65,683	62,181	71,482	
100-475-250	Workers Compensation Insurance	10,929	9,368	10,061	10,061	10,451	10,404	
100-475-260	Other Benefits	-	2,150	-	-	-	-	
	<b>Total Personnel</b>	<b>444,218</b>	<b>424,859</b>	<b>393,723</b>	<b>393,723</b>	<b>415,381</b>	<b>423,077</b>	Must tie to budget control

Non-Personnel

100-475-320	Prof Serv-Engineering	14,000	10,965	14,000	14,000	14,000	14,000	20% Mapoptix, Vueworks fees, street saver
100-475-322	Prof Serv-Other	6,000	1,256	6,000	6,000	6,000	6,000	Pool pact, CDL screening, tree removal
100-475-324	Prof Serv-Environmental	-	-	-	-	-	-	
100-475-326	Prof Serv-Reimbursable	-	-	-	-	-	-	
100-475-342	Tech Services-Other	-	38	-	-	10,000	10,000	Contract services for weed abatement citywide
100-475-412	Utility Services-Refuse	12,500	10,700	12,500	12,500	12,500	12,500	Cottonwood dumper (shared costs), street sweeping debris haul-off
100-475-420	Contract-Street Sweeping	75,000	44,874	75,000	40,000	50,000	50,000	sweeping/stirping/storm drain cleaning
100-475-422	Contract-Traffic Light Maintenance	16,500	8,217	16,500	16,500	16,500	16,500	calibration of conflict monitors, cabinet repairs, video detection unit replacement, street light LED replacement
100-475-426	Contract-Striping	-	8,918	-	-	-	-	
100-475-430	Service-Repair and Maintenance	27,000	145,853	20,000	20,000	75,000	75,000	added roads maint; 60K in basin maintenance to stormwater fund; repair and maintenance of equipment, roller, dump truck, sweeper, blade, backhoe, loader (fleet appropriated costs)
100-475-441	Rentals	7,000	-	1,500	1,500	1,500	1,500	Emergency generator/equipment/truck rental
100-475-530	Communications (Internet,Cell)	-	-	-	-	-	-	
100-475-540	Advertising	500	198	500	500	500	500	Public notification/job postings
100-475-550	Printing and Postage	1,000	621	1,105	1,105	1,000	1,000	Door hangers, shipping, GIS printing/postage
100-475-580	Training	1,400	976	1,400	1,400	2,500	2,500	PDH for Eng/PW/WR
100-475-581	Dues and Memberships	500	242	500	500	500	500	APWA and ASCE memberships
100-475-585	Educational Assistance Program	500	135	500	500	500	500	
100-475-600	General Supplies	30,000	22,752	30,000	30,000	50,000	50,000	Concrete, aggregate base, cold mix asphalt, HM asphalt, lumber/misc building materials
100-475-601	Supplies-Office	3,500	862	3,500	3,500	2,000	2,000	General office, printer cart., ink, paper, pens, files (GIS appropriated costs)
100-475-605	Minor Equipment	20,275	23,126	20,000	20,000	15,938	15,938	Computer, TIG welder (20% shared cost), chain saw, trimmer, trash pump, gas auger, hand tools (replacement)
100-475-610	Automotive Supplies	10,000	12,700	12,500	12,500	15,000	15,000	Proportionate fleet costs and specific facility vehicle repair items 5 trucks
100-475-612	Supplies-Building Maintenance	2,500	265	2,000	2,000	3,125	3,125	added cottonwood door
100-475-614	Supplies-Plant/Shop/Maint	5,000	4,455	5,000	5,000	5,000	5,000	Cottonwood shop supplies for fabrication, lighting, hardware, equipment (fleet approp.)
100-475-615	Supplies-Signs and Striping	35,000	22,584	35,000	35,000	35,000	35,000	Road sign replacement (MUTCD standards), striping paint, thermal tape
100-475-616	Supplies-Safety	3,000	1,495	10,000	10,000	5,000	5,000	PPE, first aid kits, signage, uniforms, laundry service for chemical use, misc
100-475-617	Supplies-Chemical	5,000	4,870	5,000	5,000	5,000	5,000	weed abatement and removal chemicals, contract weed removal
100-475-621	Natural Gas	1,500	-	1,500	-	-	-	
100-475-622	Electricity	160,000	166,519	165,000	165,000	165,000	165,000	Traffic and street lighting, cottonwood shop
100-475-623	Propane	5,000	3,029	5,000	5,000	3,500	3,500	weed burning, crack sealer, patch machine
100-475-625	Bulk Diesel	6,500	4,374	5,000	5,000	5,000	5,000	Proportionate fleet - 5 vehicles & heavy equip
100-475-626	Gasoline	21,500	10,881	21,500	21,500	17,500	17,500	Proportionate fleet - 5 vehicles & heavy equip
100-475-640	Books and Periodicals	1,000	126	1,000	1,000	126	126	MUTCD, Silver Book, Orange book revisions
100-475-642	Licenses and Permits	450	171	450	450	250	250	Encroachment permits
100-475-730	Improve other than Buildings	267,122	14,714	771,203	631,250	1,367,133	1,367,133	Hardie Lane D & C (727,180), PMP Jenny's Ln - (See page 99)
100-475-741	Machinery	-	14,639	-	-	15,000	15,000	Reflectometer (See page 99)
100-475-745	RTC REIMBURSABLE EXPENDITURES	1,200,000	88,222	1,800,000	50,000	2,400,000	2,400,000	
	<b>Total</b>	<b>2,383,465</b>	<b>1,053,634</b>	<b>3,436,881</b>	<b>1,510,428</b>	<b>4,715,452</b>	<b>4,723,148</b>	

## **PARKS**

### **Mission Statement:**

To provide municipal parks operation and maintenance services in order to maintain and enhance the City's parks and open space areas.

### **Legal Requirements:**

The Parks Department follows City of Fernley Municipal Code Title 8: Parks as well as Nevada Revised Statutes 445B: Recreation Facilities.

### **Primary Responsibilities:**

Operation and maintenance of the City's parks, sports fields, and open space areas. Duties include but are not limited to: turf maintenance, scheduling sports league practices and games, operation and maintenance of park restrooms, maintenance of park equipment, and maintenance of rodeo grounds, preparing for and cleaning up after special events and park reservations, minor/major repairs and other miscellaneous items.

### **Overall Change in Service Levels:**

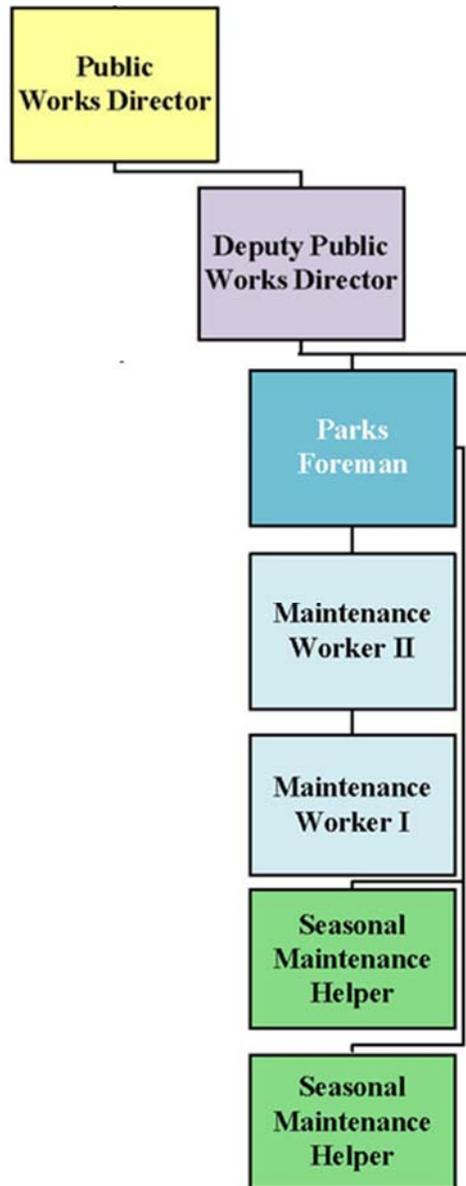
Parks staff would like to improve the quality of existing parks. Parks staff will continue to complete general maintenance projects to improve our park's appearance and functionality as well as more pathways around the ball fields and walking paths. Plus, the Parks staff would like to improve on the overall security of the parks by installing more cameras and better lighting to help curb vandalism. Compared to FY 2015/16 the overall budget is approximately \$145K less due to no capital requests being made this budget year.

The Parks department currently has a very capable staff to use the increased general supplies budget and continue with concrete walkways, asphalt drives, landscape improvements, scoreboard pole replacement, rodeo ground improvements and other smaller projects. Two seasonal positions were carried over into this year's budget to augment staffing during the busy sports season from season spring to fall.

### **Change in number of positions from prior FY to requested FY:**

None. (Desire to keep 2 seasonal positions as allowed in last year's budget.)

## Organizational Chart



## Goals and Objectives

### Goal 1: Regularly maintain City's parks and open spaces.

Objective 1: Improve operations common maintenance tasks.

- Continue to use seasonal help to break into more efficient work crews.
- Provide more education and training on parks equipment.
- Provide adequate equipment / supplies to assist the parks department.

Objective 2: Continue to use and improve operations and maintenance manual.

- Track progress of maintenance tasks monthly.
- Set annual date to revise and improve upon the operations and maintenance plan with redlines and comments.

### Goal 2: Increase security and safety

Objective 1: Install additional cameras in areas of concern and high vandalism

- Determine areas with the most vandalism.
- Respond quickly to damage and look for ways to improve security.
- Utilize additional cameras and work with the LCSO.

**Goal 3: Make parks more functional and esthetically pleasing**

Objective 1: Add and or increase restroom facilities

- Improve upon restroom facilities with portable toilets in order to have them open even in the winter and after hours.
- Maintain portable toilets through a contract service.
- Look for more areas and events that could benefit from added services.

Objective 2: Esthetical improvements

- Improve walking paths and weed prone areas with concrete or asphalt.
- Add landscape areas to existing parks to improve looks.

**Expenses**

Parks 575		2014-15	2014-15	2015-16	2015-16	2016-17	2016-17	
		2015	2015	2016	2016	2017	2017	
Account #	Account Title	Budget	Actual	Budget	Estimated	Tentative	Final	Comments
100-575-100	Regular Pay	193,714	163,762	191,212	191,212	190,532	188,118	
100-575-120	Standby Pay	8,866	3,640	7,866	7,866	7,866	7,866	
100-575-130	Overtime Pay	18,000	7,996	17,625	17,625	17,625	17,625	
100-575-140	Annual Leave Pay	1,941	18,506	1,841	1,841	-	-	
100-575-150	Sick Leave Pay	-	9,627	-	-	-	-	
100-575-160	Holiday Pay	-	7,617	-	-	-	-	
100-575-200	FICA	825	502	1,650	1,650	1,650	1,650	
100-575-210	Medicare	3,227	2,942	3,169	3,169	3,132	3,097	
100-575-220	Unemployment	2,647	2,474	2,715	2,715	2,715	2,715	
100-575-230	Retirement (PERS)	48,739	31,337	46,502	46,502	46,105	45,423	
100-575-240	Group Insurance	55,688	30,617	37,418	37,418	38,405	43,217	
100-575-250	Workers Compensation Insurance	8,779	6,297	8,906	8,906	8,397	8,302	
100-575-260	Other Benefits	-	1,005	-	-	-	-	
	<b>Total Personnel</b>	<b>342,426</b>	<b>286,321</b>	<b>318,904</b>	<b>318,904</b>	<b>316,427</b>	<b>318,013</b>	Must tie to budget control

Non-Personnel

100-575-320	Prof Serv-Engineering	7,500	3,551	7,500	7,500	7,500	7,500	20% Mapopix & Vueworks fees
100-575-322	Prof Serv-Other	-	214	-	-	-	-	
100-575-324	Prof Serv-Environmental	-	-	-	-	-	-	
100-575-342	Tech Services-Other	-	38	-	-	-	-	
100-575-400	Interfund WTP Debt Assessment	50,000	44,251	50,000	50,000	44,251	44,251	Water bond assessment for parks meters
100-575-410	Utility Srv Interfund wtr swr	200,000	154,562	200,000	160,000	161,321	161,321	Water and sewer bills for usage
100-575-412	Utility Service-Reuse	2,600	2,530	7,600	7,600	7,600	7,600	Increased by \$5K for additional dumpsters
100-575-420	Contract Services	20,000	17,340	25,000	55,000	37,500	112,500	added parks study 75K; added 30K for estimated projects; fencing repair/replace, contract for roundabout landscape maintenance, vermin/rodent contractor/\$10K portable restroom maintenance
100-575-428	Contract Services-ELECTRICAL	10,000	6,120	10,000	10,000	10,000	10,000	Electrical and lighting repair/replace
100-575-430	Service-Repair and Maintenance	15,000	15,927	15,000	15,000	20,000	20,000	Restroom repair/maintenance, gazebos & park amenities, prop fleet, heavy equip repairs (fleet)
100-575-441	Rental	7,000	225	1,500	1,500	1,500	1,500	Emergency truck/equipment rental
100-575-530	Communications (Internet, Cell)	-	-	-	-	-	-	
100-575-540	Advertising	500	119	500	500	500	500	public notices/job postings
100-575-550	Printing and Postage	200	53	200	200	200	200	shipping, postage, 15% GIS print/postage
100-575-580	Training	1,000	995	1,000	1,000	1,000	1,000	travel/training
100-575-581	Dues and Memberships	300	126	300	300	300	300	APWA, ASCE proportionate share
100-575-585	Educational Assistance Program	500	45	500	500	500	500	
100-575-600	General Supplies	40,000	40,401	40,000	40,000	65,000	65,000	Seed fertilizer, top soil, bark aggregates, concrete, asphalt, lumber, building supplies
100-575-601	Office Supplies	500	285	500	500	500	500	Pens, paper, ink, proportionate share
100-575-605	Minor Equipment	8,800	3,232	5,000	15,000	10,688	10,688	Repair/replace trimmers, blowers, vacuums, saws, lifts, ladders, computer replacement, \$4K for security cameras
100-575-610	Automotive Supplies	10,000	13,020	10,000	10,000	10,000	10,000	Proportionate fleet, facility vehicle repair - 4 vehicles + equipment
100-575-612	Building Maintenance Supplies	2,000	1,100	2,000	2,000	5,125	5,125	added cottonwood door, cleaning supplies, restroom supplies, paper products
100-575-614	Supplies-Plant/Shop/Maint	6,000	5,651	4,000	3,576	-	-	
100-575-616	Safety Supplies	500	281	500	500	500	500	PPE, first aid kits, signage, misc
100-575-617	Supplies-Chemical	1,000	830	1,000	1,000	1,000	1,000	Rodent abatement, insecticides, pesticides,
100-575-622	Electricity	22,000	23,957	22,000	22,000	23,117	23,117	Bills for park facilities and lighting
100-575-623	Propane	800	190	800	800	640	640	Weed burning, heaters
100-575-624	Electricity-Cemetery	-	-	-	-	-	-	
100-575-625	Bulk Diesel	6,500	2,459	5,000	5,000	3,000	3,000	Prop. Fleet - 4 vehicles + equip
100-575-626	Gasoline	9,000	8,938	10,000	10,000	9,500	9,500	Prop. Fleet - 4 vehicles + equip
100-575-642	Licenses and Permits	250	36	250	250	250	250	
100-575-643	Property Taxes/ Assessmnts/Fees	-	-	-	-	-	-	
100-575-699	Svc & Supplies-Misc	-	-	-	-	-	-	
100-575-730	Improve other than Buildings	2,997	233	145,000	40,000	-	-	per dave parks study not complete at 6/30/16
100-575-741	Machinery	-	9,647	-	-	-	-	moved to contract services 75K; moved 30K also
100-575-743	Furniture and Fixtures	-	-	-	-	-	-	
	<b>Total</b>	<b>767,373</b>	<b>642,674</b>	<b>884,054</b>	<b>778,630</b>	<b>737,919</b>	<b>814,504</b>	

## PARKS AND FACILITIES INTERNAL FUND

**Mission Statement:**

To collect park and facility reservation fees and save them for future parks and facility improvements.

**Legal Requirements:**

The operation of the parks and facilities is governed by City of Fernley Municipal Code Title 9 Chapter 8: Parks and Facilities.

**Primary Responsibilities:**

This primary responsibility of this fund is to collect revenues from park and facility reservations in order to fund future parks and facilities projects/purchases.

No personnel are charged to this fund.

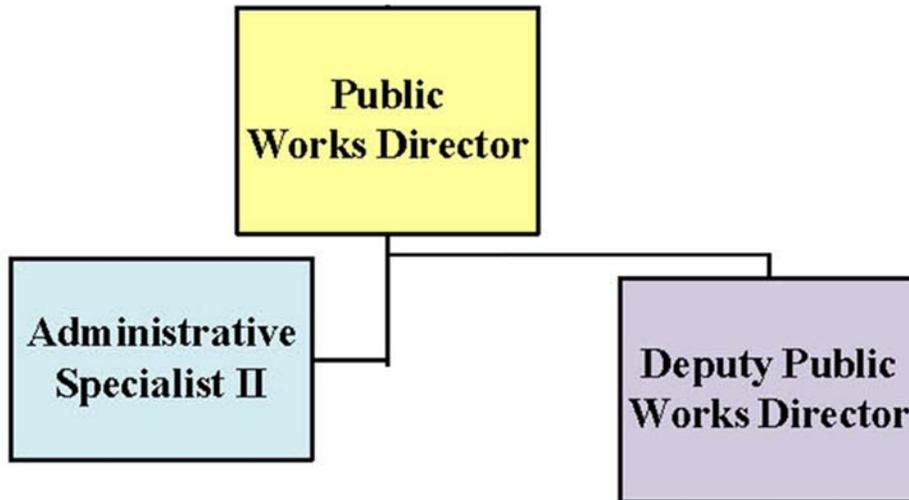
**Overall Change in Service Levels:**

Staff budgeted \$14,369 of revenue, however, we do not anticipate spending anything in the current year. The fund is slow to accumulate revenues and it is anticipated that multiple years of rollover will be required for substantial monies to accumulate in order to complete a purchase or project related to park improvements.

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

N/A.

### Organizational Chart



<b>Parks 245</b>		<b>2014-15</b>	<b>2015-16</b>	<b>2015-16</b>	<b>2016-17</b>	<b>2016-17</b>
		<b>2015</b>	<b>2016</b>	<b>2016</b>	<b>2017</b>	<b>2017</b>
<b>Account #</b>	<b>Account Title</b>	<b>Actual</b>	<b>Budget</b>	<b>Estimated</b>	<b>Tentative</b>	<b>Final</b>
245-360-100	Interest Earnings	43	15	15	60	60
245-360-700	Park Rental Fees	14,854	10,000	10,000	13,686	13,686
245-360-710	Facility Rental Fees	526	150	150	684	684
	<b>Total Revenues</b>	<b>15,423</b>	<b>10,165</b>	<b>10,165</b>	<b>14,429</b>	<b>14,430</b>
245-575-600	GENERAL SUPPLIES	-	-	-	-	-
	<b>Total Expenditures</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
	<b>Net Change in Fund Balance</b>	<b>15,423</b>	<b>10,165</b>	<b>10,165</b>	<b>14,429</b>	<b>14,430</b>

## GRANTS FUND

Grant funds received by the City of Fernley support important programs, services, and infrastructure that may not otherwise be funded.

Grant funding allows the City to leverage public funds to coordinate efforts and extend and enhance services available, complete capital projects, and establish planning efforts to complete comprehensive projects in the future.

The City's current grant seeking practices are driven by Council priorities, strategic plans, or identified needs. Grant funds should not be sought simply because money is available. Rather, departments should identify funding priorities and seek grants for programs, services, and projects that help advance department, community, and Council priorities and goals.

### Total grants for FY 2016-2017:

Fund	Name	Description	Available for FY 16/17	City's Required Match
Grants	CDBG – UNR SBDC 2014	Business Counseling Project	\$9,075.95	\$-
Grants	CDBG – UNR SBDC 2015	Business Counseling Project	50,000.00	-
Grants	CDBG – Downtown	Revitalization Project – Phase II	250,000	-
Sewer	US EPA	Sludge drying beds	291,000	316,918
Grants	BOR – DTL	Legal Services (TROA)	667,674.77	-
Water	National Fish and Wildlife Fund (NFWF)	Aquifer Storage and Recovery (ASR)	105,259.50	-
Grants	FHWA – NDOT	Farm District Multiuse Path, Phase Two	1,153,800.00	200,000
Grants	FHWA – Safe Routes to Schools	Hardie Lane Reconstruction – TAP Funds	\$34,000.00	27,180
Grants	FHWA – Safe Routes to Schools	Hardie Lane Reconstruction – SRTS Funds	802,102	-
Grants	CDBG – UNR SBDC 2016	Business Counseling Project	87,075	-
Grants	CDBG – Main Street	Multi-Use Pathway	443,018.75	-
Grants	CDBG – Depot	Sanitary Sewer Connection and Amenity Building	731,546.88	100,000
			<b>\$4,624,552.85</b>	<b>\$644,098</b>

City Match funds for these grants are as follows:

- US EPA – Sludge Drying Beds - \$316,918
  - The \$316,918 match for the sludge drying beds will be paid out of the Sewer Fund.
- FHWA – NDOT – Farm District Multiuse Path - \$200,000
  - \$139,953 of this match will come from the Restricted Fund Balance in the General Fund. This money was obtained from developers specifically for the Multi-Use Path on Farm District.
  - \$60,047 of this match will either come from Committed Fund Balance in the General Fund or current year general fund revenues. The Committed Funds were part of the money designated from the City Council for use on street improvements.
- FHWA – Safe Routes to Schools – Hardie Lane - \$27,180
  - \$27,180 will come from the Restricted Fund Balance in the General Fund. This money was obtained from developers specifically for the Multi-Use Path on Farm District.
  - The remaining funds for the project, not shown above, will come from RTC Funds, which are expensed in the Streets Budget of the General Fund.
- CDBG – Depot – \$100,000
  - \$100,000 will come from Committed Fund Balance in the General Fund which was approved by City Council during the FY 2015-2016 Budget Discussions. (does this need to be budgeted for FY2016/2017?)

## Revenues

Account	Name	Description	Amount
220-330-193	CDBG – UNR SBDC 2014	Business Counseling Project	\$9,075.95
220-330-109	CDBG – UNR SBDC 2015	Business Counseling Project	50,000.00
220-330-109	CDBG – Downtown	Revitalization Project – Phase II	250,000.00
220-330-116	BOR – DTL	Legal Services (TROA)	667,674.77
Pending	CDBG – UNR SBDC 2016	Business Counseling Project	87,075.00
Pending	CDBG – Main Street	Multi-Use Pathway	443,018.75
Pending	CDBG – Depot	Sanitary Sewer Connection and Amenity Building	731,546.88
	FHWA – Safe Routes to Schools	<b>Hardie Lane Reconstruction – TAP Funds</b>	\$34,000.00
	FHWA – Safe Routes to Schools	<b>Hardie Lane Reconstruction – SRTS</b>	\$802,102.00
	FHWA – NDOT	<b>Farm District Multiuse Path, Phase #</b>	\$1,153,800.00
		<b>Total Budgeted Revenue</b>	4,228,293.40

## Expenses

Account	Name	Description	Amount
220-480-676	CDBG – UNR SBDC 2014	Business Counseling Project	\$9,075.95
220-480-676	CDBG – UNR SBDC 2015	Business Counseling Project	50,000.00
220-480-660	CDBG – Downtown	Revitalization Project – Phase II	250,000.00
220-480-664	BOR – DTL	Legal Services (TROA)	667,674.77
Pending	CDBG – UNR SBDC 2016	Business Counseling Project	87,075.00
Pending	CDBG – Main street	Multi-Use Pathway	443,018.75
Pending	CDBG – Depot	Sanitary Sewer Connection and Amenity Building	731,546.88
	FHWA – Safe Routes to Schools	<b>Hardie Lane Reconstruction – TAP Funds</b>	\$34,000.00
	FHWA – Safe Routes to Schools	<b>Hardie Lane Reconstruction – SRTS</b>	\$802,102.00
	FHWA – NDOT	<b>Farm District Multiuse Path, Phase #</b>	\$1,153,800.00
		<b>Total Budgeted Expenditures</b>	4,228,293.40

## TRANSIENT LODGING TAX

Fernley Municipal Code (FMC) 4.02.16 provides for the allocation and use of Transient Lodging Tax (TLT) Funds. The City of Fernley Convention and Tourism Authority (FCTA) provides oversight for the disbursement of funds collected by the City of Fernley.

FCTA budget requirements, outlined in FMC 2.04.05 state the following:

- A. The programs and operating expenses shall be funded from a Special Revenue Fund generated by the Transient Lodging Tax, grants, donations, and admission charges. The City Manager's office shall be responsible for submitting the annual operating budget to the Mayor and Council.
- B. Disbursement of funds to outside agencies shall not exceed fifty percent (50%) of the revenue generated by the TLT.
- C. At least fifty percent (50%) of the funds generated by the TLT will be used for the construction, operation, and maintenance of the City of Fernley Convention/Civic Center.
- D. FMC 2.04.03(C) defines the allowable uses for the requests for funds from the City council sitting as the City of Fernley Convention and Tourism Authority Board by outside agencies.

FCTA will provide two rounds of grant funding opportunities during FY16/17. Equal amounts of funding are provided for each round. Funding has been set aside for the Annual Fire Works as well as City projects, in an effort to eliminate the city competing with local organizations for funding.

## Expenses

TLT 225		2014-15	2015-16	2015-16	2016-17	2016-17	
		2015	2016	2016	2017	2017	
Account #	Account Title	Actual	Budget	Estimated	Tentative	Final	Comments
225-310-300	Transient Lodging Tax	227,275	227,000	227,000	267,000	267,000	
225-360-100	Interest Earnings	893	300	300	300	300	
	<b>Total Revenues</b>	<b>228,168</b>	<b>227,300</b>	<b>227,300</b>	<b>267,300</b>	<b>267,300</b>	
225-575-320	PROFESSIONAL SERVICES	-	11,360	11,360	13,365	13,365	10% City set aside
225-575-322	Prof Serv-Other	1,488	200	200	200	200	
225-575-540	Advertising	-	150	150	150	150	
225-575-550	Printing & Postage	-	150	150	150	150	
225-575-600	General Supplies	-	150	150	150	150	
225-575-650	Grant Awards Round 1		43,000	43,000	43,000	43,000	July - Dec 2016
225-575-650	Grant Awards Round 2		43,000	43,000	43,000	43,000	Jan - June 2017
225-575-650	Fire Works		15,000	15,000	17,000	17,000	
225-575-650	Additional Potential Grants		20,000	20,000	20,000	20,000	Taken from assigned fund balance
225-575-650	Grant Awards	98,879	-	-	-	-	
225-575-730	IMPROVEMENTS OTHER THAN BLDGS	72,785	-	-	900,000	900,000	Land acquisition for convention center
	<b>Total Expenditures</b>	<b>173,152</b>	<b>133,010</b>	<b>133,010</b>	<b>1,037,015</b>	<b>1,037,015</b>	
	<b>Net Change in Fund Balance</b>	<b>55,016</b>	<b>94,290</b>	<b>94,290</b>	<b>(769,715)</b>	<b>(769,715)</b>	
	<b>Beginning Fund Balance</b>			<b>725,106</b>	<b>819,396</b>	<b>819,396</b>	
	Committed Fund Balance	562,851		676,501	-	-	
	Assigned Fund Balance	162,255		142,895	49,681	49,681	
	<b>Ending Fund Balance</b>	<b>725,106</b>		<b>819,396</b>	<b>49,681</b>	<b>49,681</b>	

## CAPITAL FUND

The Capital Fund was created by Resolution 02-004 to account for sources and uses of monies for major equipment purchases and capital projects. The intention was to set aside a little money each year in a separate fund to accumulate enough funds to pay for large projects. The last time money was transferred into the Capital Fund was 2007. Projects continue to be paid out of this fund, but money is never replaced.

In FY 2016/2017, the City plans to use \$60,047 of Capital Improvement Funds to help pay for the Farm District Multiuse Path Phase II. The total project is estimated to cost \$200,000, with the remaining \$139,953 to be paid from the General Fund Restricted Fund Balance.

At the March 2, 2016 Council Meeting, the City Council approved the Capital Fund with the \$60,047 expenditures requested. Council Member Whalen requested staff provide an estimate for repairs and improvement to Truck Inn/Mission Way to determine if additional funds could be included for this fiscal year.

Capital 300		2014-15	2014-15	2015-16	2015-16	2016-17	2016-17	
		2015	2015	2016	2016	2017	2017	
Account #	Account Title	Budget	Actual	Budget	Estimated	Tentative	Final	Comments
300-360-100	Interest Earnings	1,200	735	200	600	500	500	
300-360-900	Miscellaneous Revenue	-	-	-	-	-	-	
	<b>Total Revenues</b>	1,200	735	200	600	500	500	
300-425-335	Prof Serv-Bond Issuance Costs	-	-	-	-	-	-	
300-425-605	Minor Equipment	-	-	-	-	-	-	
300-425-730	Improve other than Buildings	205,000	6,581	105,047	105,047	60,047	60,047	Farm District Multi-use Path Phase II
300-425-741	Machinery	-	-	-	-	-	-	
	<b>Total Expenditures</b>	205,000	6,581	105,047	105,047	60,047	60,047	
	<b>Net Change in Fund Balance</b>	(203,800)	(5,846)	(104,847)	(104,447)	(59,547)	(59,547)	
	<b>Beginning Fund Balance</b>				560,534	456,087	456,087	
	<b>Enging Fund Balance</b>		560,534		456,087	396,540	396,540	

**Project Title: Farm District Road Multi-Use Path Phase II**

<p><b>Project Description and Location:</b> The City was approved for grant funding to construct an additional multi-use path along NDOT corridors within the City. The path is to be ten feet wide and separated from the main roadway by at least five feet. This project will include design/ROW consultation with NDOT as it will be located inside NDOT Right of Way. The path will extend down Farm District Road from the existing multi use path that currently ends at Crimson Road (past Cottonwood Elementary School) and will extend east to Jasmine Lane. The design of the path as well as the construction administration will be completed by the NDOT.</p>
<p><b>Project Justification:</b> The City of Fernley identified the biking corridor along Farm District Road in the Multi-Modal Transportation Master Plan adopted in 1999 and updated in 2006. In addition, the City Council approved the top NDOT priorities in 2011, which included “pedestrian and bike facilities along all NDOT corridors”. The Community Assessment published in 2011 identified “moving around” and “sidewalks, bike and hike paths” as a top theme within the community of Fernley. The proposed multi-use path will provide a safe passage for pedestrians and bicyclists from Silverland Middle School and surrounding neighborhoods into the center of the community, including direct access to the Out of Town Park, Cottonwood Elementary and connecting walkway and bike paths to other community resources/amenities (swimming pool, library, city hall, etc.).</p>
<p><b>Relationship to other programs:</b> Multi-modal Transportation Plan, including pathways along all NDOT corridors (some funding already secured through grant opportunities).</p>
<p><b>Relationship to City Priorities:</b> FY 2016-17 Budget Priorities, as approved at the December 16, 2015 Fernley City Council Meeting: Asset Management and Funding Plan.</p>
<p>Impact of Proposed Project on other departments: None</p>
<p><b>Estimate of the Capital Costs of the Proposed Project:</b> The City will be required to pay the NDOT \$200,000 as part of the grant agreement. The total cost of the project is estimated to be \$1,353,800.00. The City will also be responsible for all costs not eligible for grant funding and all costs in excess of the total grant budget.</p>
<p><b>Planned sources of funds for the proposed project:</b> The majority of the City’s \$200,000 will come from restricted funds currently in the General fund. There is currently a total of \$139,953 restricted for use for the Farm District Road Bike Lane. The remaining \$60,047 will be paid for out of the Capital Fund.</p>
<p><b>Operations and Maintenance (O &amp; M) costs for the proposed project:</b> The O&amp;M costs of the improvements will be absorbed by the Streets and Storm Drain Operating Budget.</p>
<p><b>Planned sources of funds for the O &amp; M costs:</b> Streets and Storm Drain Operating Budget.</p>
<p><b>Additional comments:</b> N/A</p>

*(This project is also shown in the Capital Improvement Project for the Streets Fund [Page 78](#) as well as the overall Capital Improvement Project [Page 100](#)).*

## CAPITAL IMPROVEMENT FUND

NRS 354.598155 Special ad valorem capital project fund, states the following:

1. Each local government that receives a portion of the revenue from the tax levied pursuant to the provisions of NRS 354.59815 shall establish a special ad valorem capital projects fund and shall deposit all revenue pursuant to the provisions of NRS 354.59815 in that fund. All interest and income earned on the money in the fund must also be deposited in the fund.
2. The money in the fund may only be used for:
  - The purchase of capital assets including land, improvements to land and major items of equipment;
  - The renovation of existing governmental facilities not including normal recurring maintenance; and
  - The repayment of medium-term obligation issued to fund a project described in paragraph (a) or (b).
3. Money may be retained in the fund for not more than 10 years to allow the funding of projects without issuance of bonds or other obligations. For the purpose of determining the length of time a deposit of money has been retained in the fund, all money withdrawn from the fund shall be deemed to be taken on a first-in, first-out basis.
4. The annual budget and audit report of each local government must specifically identify this fund and must indicate in detail the projects that have been funded with money from the fund. Any planned accumulation of the money in the fund must also be specifically identified.

At the City Council meeting on March 2, 2016, the City Council approved to spend \$46,568 specifically for use at the Depot. Due to FY 2015/2016 Fund Balance being less than anticipated, this number has been changed to \$46,000 to avoid a negative ending fund balance.

Capital Improv 305		2014-15	2014-15	2015-16	2015-16	2016-17	2016-17	
		2015	2015	2016	2016	2017	2017	
Account #	Account Title	Budget	Actual	Budget	Estimated	Tentative	Final	Comments
305-310-100	Capital Improve Grant Revenue	2,000	1,495	1,800	1,800	1,500	1,500	
305-360-100	Interest Earnings	40	58	20	-	50	50	
	<b>Total Revenues</b>	2,040	1,553	1,820	1,800	1,550	1,550	
				Court Facilities Fund				
305-425-730	Improve other than Buildings	-	-	25,000	-	46,000	46,000	Depot
	<b>Total Expenditures</b>	-	-	25,000	-	46,000	46,000	
	<b>Net Change in Fund Balance</b>	2,040	1,553	(23,180)	1,800	(44,450)	(44,450)	
	Beginning Fund Balance				44,748	46,548	46,548	
	Ending Fund Balance		44,748		46,548	2,098	2,098	

## **CAPITAL IMPROVEMENT PROJECTS**

Capital Improvement Projects must be projected out over a period of time. The City is working on ensuring the funding is available to complete projects into the future. The information below provides a full list of projects, both Capital Improvement Projects and major maintenance projects for FY 2016/2017. Additionally, you will find a list of projected projects into the future.

Full project descriptions are provided in the Department in which they are funded.

## CAPITAL PROJECTS BUDGET

City of Fernley								
Capital Projects								
FY 16/17 Budget								
Governmental Capital Projects								
Description	TOTAL COST	(100) General Fund	(220) Grants Fund	(225) TLT Fund	(300) Capital Fund	Court Facilities Fund	(305) Cap. Improv. Fund	Maintenance Projects/Minor Equip
Hardie Lane - Design and Construction	3,877,180	3,127,180	750,000					
PMP Project, Jenny's LN Phase 2, Shadow LN Phase 2	500,000	500,000						
Farm District Road Multiuse Path Phase II	200,000	139,953			60,047			
Handheld Sign Retroreflector	15,000	15,000						
LED Retrofit for City Hall	28,325							28,325
Newlands DR Crack Repair, Monitoring and Maintenance	55,000							55,000
Retention Basin Maintenance	60,000							60,000
Cottonwood Shop Door Replacement	15,625							15,625
Court Security Cameras	5,000							5,000
Update the Court Audio/Visual Crestron System	50,000	30,000				20,000		
Upgrade City Council Chambers/Court Room	15,000							15,000
High Capacity Scanner	8,000							8,000
Third Office Remodel	5,000							5,000
Parks Projects	57,692	28,846						28,846
TLT Land Purchase	900,000			900,000				
Depot Improvements	146,000	100,000					46,000	
<b>Total</b>	<b>5,937,822</b>	<b>3,940,979</b>	<b>750,000</b>	<b>900,000</b>	<b>60,047</b>	<b>20,000</b>	<b>46,000</b>	<b>220,796</b>

Enterprise Capital Projects				
Description	TOTAL COST	(510)	(520)	Maintenance Projects
		Water Enterprise	Sewer Enterprise	
Water Meter Improvements Citywide	3,859,375	250,000		
Villa Park Master Meter Installation Design and Construction	186,000	186,000		
Hardie Lane Waterline Rehabilitation Design and Construction	435,000	435,000		
Northeast Tank Recoat	400,000	400,000		
Well No. 4 Upgrade VFD Assembly	25,000			25,000
Fire Hydrant Replacement	25,000			25,000
Cottonwood Shop Door Replacement	9,375			9,375
Donner Trails Lift Station Design and Construction	929,250		1,070,565	
NDEP AOC Pond Reline Project	1,000,000		1,000,000	
Zone 6 Replacement and Rehabilitation Phase 2	430,000		430,000	
Hardie Lane Sewer Line Rehabilitation Design and Construction	69,200			69,200
EWWTTP Sludge Drying Beds and Removal Facilities Design/Constr	350,550		350,550	
<b>Total</b>	<b>7,718,750</b>	<b>1,271,000</b>	<b>2,851,115</b>	<b>128,575</b>

Governmental Capital Projects							
Fund and Department Number	General Fund, Capital Fund, Capital Improvement Fund, Grants Fund						
Dept. Function or Name	PW/ENGR						
Prepared By	JAD						
Purchase/ Replacement Year	Description	Economic Life (Years)	TOTAL COST	Funding Source			
				(100) General Fund	(220) Grants Fund	(300) Capital Fund	(305) Cap.
2017/18	Transportation Master Plan		110,000				
2017/18	City Hall Security Improvement Project	20	210,000				
2017/18	Depot Restroom	20	150,000				
2017/18	City Hall Fencing Project	20	140,000				
2017/18	PMP Project, Cottonwood Slurry and Drainage		500,000				
2017/18	PMP Inspections		50,000				
2017/18	Gustafson Bridge Painting/Abatement Rehabilitation		75,000				
2017/18	Newlands DR Crack Repair, Monitoring Maintenance		45,000				
2017/18	Retention Basin Maintenance		40,000				
2017/18	Cottonwood Shop Automatic Gate and Fence	10	30,000				
2017/18	Traffic Signal LED Change	10	10,000				
2017/18	Parks Building	20	500,000				
2017/18	Brine System	10	40,000				
<b>Total Annual Expenditures</b>			<b>1,900,000</b>				
2018/19	PMP Project, Shadow Phase 3		1,200,000				
2018/19	Newlands DR Crack Repair, Monitoring Maintenance		45,000				
2018/19	Retention Basin Maintenance		40,000				
<b>Total Annual Expenditures</b>			<b>1,285,000</b>				
2019/20	PMP Project, Emigrant WY, Jessica LN		1,200,000				
2019/20	Newlands DR Crack Repair, Monitoring Maintenance		45,000				
2019/20	Retention Basin Maintenance		40,000				
<b>Total Annual Expenditures</b>			<b>1,285,000</b>				
2020/21	PMP Project, Industrial		1,200,000				
2020/21	Newlands DR Crack Repair, Monitoring Maintenance		45,000				
2020/21	Retention Basin Maintenance		40,000				
<b>Total Annual Expenditures</b>			<b>1,285,000</b>				

## Capital Projects

Fund and Department Number	Water Enterprise Fund		
Dept. Function or Name	PW/ENGR		
Prepared By	JAD		
Purchase/ Replacement Year	Description	Economic Life (Years)	Total COST
2016/17	Water Meter Improvements Citywide		250,000
2016/17	Villa Park Master Meter Installation Design and Construction		186,000
2016/17	Hardie Lane Waterline Rehabilitation Design and Construction		435,000
2016/17	NE Tank Interior Recoat		400,000
2016/17	Pipe Bridge Rehabilitation Design		20,000
<b>Total Annual Expenditures</b>			<b>1,291,000</b>
2017/18	Water Meter Improvements Citywide		250,000
2017/18	Well No. 11 Upgrade VFD Assembly		28,000
2017/18	Fire Hydrant Replacement		25,000
2017/18	Pipe Bridge Rehabilitation Construction		170,000
2017/18	Well No. 9 Upgrade		25,000
2017/18	Peach Tank Demolition		75,000
2017/18	Ricci Tank Interior Recoat		225,000
2017/18	Two (2) Water Distribution Trucks		60,000
<b>Total Annual Expenditures</b>			<b>858,000</b>
2018/19	Well Bypass Projects		120,000
2018/19	Sage Ranch Booster Pump Repair/Relocation Project		295,000
2018/19	Water Meter Improvements Citywide		250,000
2018/19	WTP Filter Replacement		540,000
<b>Total Annual Expenditures</b>			<b>1,205,000</b>
2019/20	Sage Tank Interior Recoat		225,000
2019/20	Vine Street Water Main Connection		500,000
2019/20	Water Meter Improvements Citywide		250,000
2019/20	WTP Filter Replacement		540,000
<b>Total Annual Expenditures</b>			<b>1,515,000</b>
2020/21	Water Meter Improvements Citywide		250,000
2020/21	Tank Recoat Project		300,000
2020/21	WTP Filter Replacement		540,000
<b>Total Annual Expenditures</b>			<b>1,090,000</b>

Capital Projects			
Fund and Department Number	Sewer Enterprise Fund		
Dept. Function or Name	PW/ENGR		
Prepared By	JAD		
Purchase/ Replacement Year	Description	Economic Life (Years)	TOTAL COST
2016/17	Donner Trails Lift Station Design and Construction		929,250.00
2016/17	NDEP AOC Pond Reline Project		1,000,000.00
2016/17	Zone 6 Replacement and Rehabilitation Phase 2		430,000.00
2016/17	Hardie Lane Sewer Line Rehabilitation Design and Construction		69,200.00
2016/17	EWWTW Sludge Drying Beds and Removal Facilities Design and Construction		350,550.00
<b>Total Annual Expenditures</b>			<b>2,779,000</b>
2017/18	Cedar Street Replacement		250,000.00
2017/18	East Plant Fire Line and Potable Water Main		525,000.00
2017/18	Farm District Road Force Main Replacement		620,000.00
2017/18	Enclosure for Headworks		250,000.00
<b>Total Annual Expenditures</b>			<b>1,645,000</b>
2018/19	Sewer Main Replacement/Rehabilitation		250,000.00
2018/19	Metal Storage Building/Shop for East Plant		275,000.00
<b>Total Annual Expenditures</b>			<b>525,000</b>
2019/20	Sewer Main Replacement/Rehabilitation		250,000.00
<b>Total Annual Expenditures</b>			<b>250,000</b>
2020/21	Sewer Main Replacement/Rehabilitation		250,000.00
<b>Total Annual Expenditures</b>			<b>250,000</b>

\*\*\*Specific descriptions of each project are included in the departments in which they are funded.

## RESIDENTIAL CONSTRUCTION TAX FUND

### Mission Statement:

To collect residential construction fees and save them for future parks and improvements.

### Legal Requirements:

The operation of the cemetery is governed by Nevada Revised Statutes 278.4983 and Municipal Code.

### Primary Responsibilities:

This primary responsibility of this fund is to collect revenues from residential developers in order to fund future parks projects or purchases.

No personnel are charged to this fund.

### Overall Change in Service Levels:

During the City Council Meeting on March 2, 2016, City Council requested the expenditures for the RCT fund be increased to \$28,846.

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

No personnel are charged to this fund.

## Goals and Objectives

### Goal 1: Provide an additional source of revenue for parks.

Objective: Improve parks using RCT funds.

- Collect revenue from developers pursuing residential development.
- Budget improvement projects in popular parks that receive higher amounts of wear and tear.
- Complete improvement projects in the parks.

## RCT Revenues and Expenses

RCT 230		2014-15	2014-15	2015-16	2015-16	2016-17	2016-17	
		2015	2015	2016	2016	2017	2017	
Account #	Account Title	Budget	Actual	Budget	Estimated	Tentative	Final	Comments
230-310-300	Residential Construction Tax	-	2,000	2,000	16,000	20,000	20,000	
230-360-100	Interest Earnings	-	21	10	40	50	50	
	<b>Total Revenues</b>	-	2,021	2,010	16,040	20,050	20,050	
23-575-730	Improv. Other than buildings	-	-	-	-	28,846	28,846	Approved by Council on March 2, 2016
	<b>Total Expenditures</b>	-	-	-	-	28,846	28,846	
	<b>Net Change in Fund Balance</b>	-	2,021	2,010	16,040	(8,796)	(8,796)	
	Beginning Fund Balance				28,846	44,886	44,886	
	Ending Fund Balance		28,846		44,886	36,090	36,090	

Water Enterprise Fund

Cash Flow

	(1)	(2)	(3)	(4)
			BUDGET YEAR	ENDING 06/30/17
		ESTIMATED		
	ACTUAL PRIOR	CURRENT		
<b>WATER PROPRIETARY FUND</b>	YEAR ENDING	YEAR ENDING	TENTATIVE	FINAL
	6/30/2015	6/30/2016	APPROVED	APPROVED
<b>A. CASH FLOWS FROM OPERATING ACTIVITIES:</b>				
Cash Received From Customers, service fees	4,864,019	4,812,000	4,810,000	4,810,000
Cash Received From Other Funds for Service	-	-	-	-
Cash Received From customers, other	207,929	192,000	190,000	190,000
Cash paid to suppliers	(1,729,027)	(2,078,565)	(1,945,453)	(2,150,400)
Cash paid to employees	(1,331,337)	(1,523,657)	(1,465,277)	(1,399,115)
a. Net cash provided by (or used for) operating activities	2,011,584	1,401,778	1,589,270	1,450,484
<b>B. CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES:</b>				
b. Net cash provided by (or used for) noncapital financing activities				
<b>C. CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES:</b>				
Connection Fees	446,296	200,000	200,000	200,000
Cash Received From Bond Debt Fee	3,426,785	3,384,561	2,987,847	2,987,847
Debt Re-payment	(1,721,671)	(1,828,894)	(2,201,906)	(2,201,906)
Interest on Debt	(3,010,950)	(2,831,541)	(2,490,477)	(2,490,477)
Sales Taxes	205,291	7,500	15,000	15,000
Proceeds from capital asset disposals	-	-	-	-
Capital Outlay	(18,402)	(783,800)	(891,000)	(1,271,000)
c. Net cash provided by (or used for) capital and related financing activities	(672,651)	(1,852,174)	(2,380,536)	(2,760,536)
<b>D. CASH FLOWS FROM INVESTING ACTIVITIES:</b>				
Interest Received	5,673	8,000	5,000	5,000
d. Net cash provided by (or used in) investing activities	5,673	8,000	5,000	5,000
<b>NET INCREASE (DECREASE) in cash and cash equivalents (a+b+c+d)</b>	<b>1,344,606</b>	<b>(442,396)</b>	<b>(786,266)</b>	<b>(1,305,052)</b>
<b>CASH AND CASH EQUIVALENTS AT July 1, 20xx</b>	<b>5,559,721</b>	<b>6,904,327</b>	<b>6,461,931</b>	<b>6,461,931</b>
<b>CASH AND CASH EQUIVALENTS AT June 30, 20xx - Reserved In Lieu of fees Collected</b>		<b>2,927,386</b>	<b>2,963,322</b>	<b>2,963,322</b>
<b>June 30, 20xx - Cash available for oper's &amp; capital</b>	<b>6,904,327</b>	<b>3,534,545</b>	<b>2,712,343</b>	<b>2,193,557</b>

## Water Summary

Water Summary	Prior Year Actual 2014-15	Estimated CY Ending 2015-16	Tentative Budget 2016-17	Final Approved 2016-17
<b>Operating Revenues</b>				
WATER SALES	4,822,461	4,800,000	4,800,000	4,800,000
MATERIAL & LABOR	11,140	12,000	10,000	10,000
MISC. REVENUE (Fees)	196,789	192,000	190,000	190,000
Total Operating Revenues	5,030,390	5,004,000	5,000,000	5,000,000
<b>Operating Expenses</b>				
WATER DISTRIBUTION	5,458,426	5,673,560	5,534,542	5,761,584
WATER TREATMENT PLANT	958,078	1,184,662	1,132,188	1,065,233
Total Operating Expenses	6,416,504	6,858,222	6,666,730	6,826,818
<b>Operating income (loss)</b>	(1,386,114)	(1,854,222)	(1,666,730)	(1,826,818)
<b>NonOperating Revenues (Expenses)</b>				
CONNECTION FEES	446,296	200,000	200,000	200,000
INTEREST INCOME	8,541	8,000	5,000	5,000
BOND DEBT FEE	3,378,183	3,384,561	2,987,847	2,987,847
IN LIEU OF WATER RIGHTS	199,266	7,000	10,000	10,000
WATER RIGHTS LEASE	6,025	500	5,000	5,000
INTEREST EXPENSE	(2,903,107)	(2,831,541)	(2,742,929)	(2,742,929)
Total Nonoperating Revenues (Expenses)	1,135,203	768,520	464,918	464,918
<b>Income (loss) before contributions</b>	(250,910)	(1,085,702)	(1,201,812)	(1,361,900)
Grant Income	-	-	-	-
Capital Contributions	1,544,753	-	-	-
<b>Change in Net Position</b>	1,293,843	(1,085,702)	(1,201,812)	(1,361,900)
Total Net Position, beginning of year	69,998,868	69,797,210	67,216,007	67,216,007
Restatement adjustments	(1,495,501)	(1,495,501)	(1,495,501)	(1,495,501)
<b>Total Net Position, end of year</b>	\$ 69,797,210	\$ 67,216,007	\$ 64,518,694	\$ 64,358,606

Water Rev		2014-15	2014-15	2015-16	2015-16	2016-17	2016-17
		2015	2015	2016	2016	2017	2017
Account #	Account Title	Budget	Actual	Budget	Estimated	Tentative	Final
510-370-100	Water Sales	5,316,511	4,822,461	5,316,511	4,800,000	4,800,000	4,800,000
510-370-300	Material and Labor Charges	5,000	11,140	7,000	12,000	10,000	10,000
510-370-500	WTP Debt Assess	3,372,189	3,378,183	3,379,000	3,384,561	2,987,847	2,987,847
510-380-100	Interest Earnings	5,000	8,541	5,000	8,000	5,000	5,000
510-380-400	Sale of Fixed Assets	-	-	-	-	-	-
510-380-500	In Lieu of Water Rights	5,000	199,266	80,000	7,000	10,000	10,000
510-380-502	Water Rights Lease	-	6,025	50,000	500	5,000	5,000
510-380-900	Miscellaneous Revenue	192,000	196,789	192,000	192,000	190,000	190,000
510-395-910	Cust. Contrib.-Hookups/Connect	45,000	446,296	250,000	200,000	200,000	200,000
510-395-930	Dev. Contrib.-Desert Lakes	-	185	-	-	-	-
510-395-933	Capital Grant Contributions	-	48,093	-	-	-	-
510-395-950	Developer Cont-Water Rights	-	1,496,475	-	-	-	-
	<b>Total Revenues</b>	<b>8,940,700</b>	<b>10,613,454</b>	<b>9,279,511</b>	<b>8,604,061</b>	<b>8,207,847</b>	<b>8,207,847</b>

In an effort to understand the differences in governmental accounting, the following definitions and explanations have been provided to explain depreciation, enterprise funds, and the cash flow statement.

**Depreciation Defined (non-cash transaction)**

Depreciating an asset means allocating and then recovering its cost over its useful life. The useful life of an asset is the period of time over which a company intends to use the asset in operating activities. For example, if you purchased a truck for \$10K and use it for business purposes, and depreciate the truck over ten years, you would report \$1K per year in depreciation expense (10/10=1) on the operating statement. Charging revenues to cover this cost allows one to recover the actual cost of the original purchase over the life of the asset. Since the recording of depreciation expense is a noncash transaction (there is no money going out), any revenues collected to cover this cost may be reserved. The City recovers the historical cost of the asset when revenues are enough to cover the depreciation expense. This is a mechanism for getting paid back for assets purchased in the past. A check is not written for depreciation, therefore revenues collected to cover the expense go back into the bank account.

**Funded Depreciation**

FUNDED DEPRECIATION is a reserve set up to cover the replacement cost of those capital assets included on the depreciation schedule. Funded depreciation is a business practice that allows you to set aside every year an amount equal to the depreciation expense or a portion thereof. You would use this cash reserve to purchase a new fixed asset, such as a new truck, when the current one is no longer functional.

In the past, the City has not set up a “reserve.” However, revenues that cover depreciation expense go directly into the bank account and have been used however Council wishes. Council has not set a specific amount or a percentage of depreciation to reserve specifically for the replacement of capital assets.

### **Enterprise Funds**

A check is written for the purchase of an asset and the money comes out of the bank account. In enterprise funds, the cost of this asset is not included in the operating statement as an expense, only the depreciation is included. Therefore, you want to charge enough revenues to cover the depreciation expense so that you can replenish the bank account for the assets for which you wrote the check.

### **Cash Flow Statement**

The cash flow statement reports the *cash* generated and used during the period and includes beginning and ending *cash* balances. It is separated into three (3) sections:

**Operating Activities:** involves transactions that are associated with providing services to customers such as cash receipts from sales of services and cash payments to suppliers and employees.

**Financing Activities:** involves obtaining loans or bond funding and repaying amounts borrowed and the collection of fees and revenues to cover the cost of financing long-lived assets.

**Investing Activities:** generally involves transactions associated with the acquisition and disposal of investments and other long-lived assets.

### **Operating Statement**

Reports the changes in net position (assets – liabilities) and ties back to the balance sheet, which reports all assets, liabilities, and equity. The operating statement includes all operating revenues and expenses (cash and non-cash). Eventually, if you are not covering your costs in the operating statement and you have debt to pay and capital assets you are purchasing, you will run out of money. This is why it is important to always cover operating costs.

## WATER DISTRIBUTION

The operating budget proposed for Water Distribution is lower than the FY 2015/2016 budget. Increases for all personnel are included in the personnel budget. There is a request for temporary workers (in the professional services line item - \$13,000) to assist the distribution department in-house for the annual fire hydrant maintenance program. Last year, the City provided funds to the Fire District (\$6,500) to support the program. The Council established a priority this year to provide this service in-house, maintaining the fire hydrants by personnel under the City's supervision. The hydrants in the city are connected directly into the potable drinking water supply, and there were many concerns from citizens last year during the several weeks the NLCFD temporary employees flushed the system. Using temporary workers paired with City staff, the complaints can be minimized, and data can be gathered as well as hydrants maintained and painted.

Water meter equipment require replacement as the units approach the end of their useful life. It will take approximately four more years to completely upgrade the city-wide meter system based on current funding. Many meters and MXU's were purchased and installed in a short amount of time during the tremendous period of growth the City experienced. Therefore, these meters are now beginning to fail in large numbers at the same time. The City sees an increase in labor hours to manually read malfunctioning meters. Additionally, lost revenues are not being recaptured for meters that fail and do not record usage. This also put tremendous stress on the Utility Department as staff is required to manually enter the reads into the billing system or estimate billing on past usage. Overtime, late bills, and billing errors are possible.

For the FY 2016/2017 budget, staff is proposing to continue a project to expedite meter and MXU upgrades. During the past years, we have realized that malfunctioning metering set ups were surpassing the number of new metering set ups field staff could replace in any period of time. Therefore, we are proposing to continue a project for \$250,000 to continue replacing meter and MXU supplies for this budget year.

Additional Capital Improvement Projects for Water Distribution include the Hardie Lane Water Line Improvements, the Northeast Tank Interior Recoat (several tanks are deteriorating and require recoating based on the diving reports last year), Pipe Bridge over Canal Rehabilitation Design, Villa Park Master Meter (budgeted in case it carries over from this fiscal year), and a municipal well pump replacement with a Variable Frequency Drive (VFD) for increased efficiency.

### **Mission Statement**

Provide municipal operation and maintenance of the City's water distribution infrastructure to maintain and enhance quality of life.

### **Legal Requirements**

The operation and maintenance of the City's water distribution system is governed by the City's permit to operate a public water system from the Nevada Division of Environmental Protection (NDEP), Bureau of Safe Drinking Water. It must also comply with NRS 445 and NAC 445A for all work performed on the system and meet all requirements of the Federal EPA regulations for drinking water standards.

**Primary Responsibilities**

The primary responsibilities of this department are to operate and maintain the water distribution system owned by the City. This includes monthly, quarterly, and annual laboratory sampling reporting, leak repairs, meter reading, meter repair and replacement, operations and maintenance of City wells and storage tanks, upkeep and enforcement of backflow program, and other miscellaneous tasks. Above all, the department ensures that the citizens receive drinking water that meets or exceeds water quality requirements as set forth by the USEPA and the NDEP.

**Overall change in level of service**

There is a request for temporary workers (in the professional services line item - \$13,000) to assist the distribution department in-house for the annual fire hydrant maintenance program. Last year, the City provided funds to the Fire District (\$6,500) to support the program. The Council established a priority this year to provide this service in-house, maintaining the fire hydrants by personnel under the City's supervision. The hydrants in the City are connected directly into the potable drinking water supply, and there were many concerns from citizens last year during the several weeks the NLCFD temporary employees flushed the system. Using temporary workers paired with City staff, the complaints can be minimized, and data can be gathered as well as hydrants maintained and painted.

**Change in number of positions from prior fiscal year to requested fiscal year**

Two temporary workers for six (6) months. These are included in the Professional Services line item.

## Goals and Objectives

### **Goal 1: Operate and maintain the City's Water Distribution System**

Objective: Maintain all State and Federal requirements and enhanced monitoring all facilities.

- Track and monitor all compliance sampling, testing and reporting requirements for the City's Bureau of Safe Drinking Water (BSDW) Public Water System permit including participation in US EPA's UCMR3 program.
- Improve SCADA controls in the system through redundant back up for software components.
- Improve remote access capability for SCADA monitoring including enhanced system notifications.

Objective: Increase efficiency and expand maintenance of water distribution infrastructure.

- Complete tri-annual tank inspections and cleaning.
- Continue to implement valve exercising program.
- Continue to maintain the fire hydrants and replace ten hydrants that need upgrades.

### **Goal 2: Increase the useful life and efficiency of the City's Water Distribution system.**

Objective: Progress the City's migration to Flexnet meter system.

- Identify meters and MXU's that are malfunctioning through Caselle reports.
- Troubleshoot meters and MXU's in the field and replace them as needed with updated equipment.
- Use capital funding to purchase bulk quantities of meters and MXU's and install as needed.

Objective: Enhance cross connection control program and identify vulnerabilities.

- Improve infrastructure tracking and data tracking of back flow devices.
- Improve tracking on non-metered connections including fire services.
- Continue to enforce the Fernley Municipal Code regarding cross connection.

Objective: Complete projects to repair existing infrastructure.

- Complete interior recoat of Northeast Tank.
- Complete work at Northeast Booster Pump station.
- Complete Villa Park master meter project.

Expenses

Personnel

Water Distribution		2014-15	2014-15	2015-16	2015-16	2016-17	2016-17
Account #	Account Title	Budget	Actual	Budget	Estimated	Tentative	Final
510-810-100	Regular Pay	581,045	558,015	627,449	627,449	626,244	619,623
510-810-120	Standby Pay	30,000	24,367	30,000	30,000	30,000	30,000
510-810-130	Overtime Pay	20,150	20,546	20,150	20,150	20,150	20,150
510-810-140	Annual Leave Pay	4,905	47,012	4,605	4,605	4,605	4,605
510-810-150	Sick Leave Pay	-	18,163	-	-	-	-
510-810-160	Holiday Pay	-	23,404	-	-	-	-
510-810-200	FICA	-	-	-	-	-	-
510-810-210	Medicare	9,223	9,498	9,892	9,892	9,874	9,778
510-810-220	Unemployment	6,962	7,943	7,239	7,239	7,239	7,239
510-810-230	Retirement (PERS)	157,344	141,630	177,254	177,254	176,914	175,044
510-810-235	Pension Expense	-	(30,968)	-	-	(30,698)	(30,698)
510-810-240	Group Insurance	164,313	127,385	153,005	153,005	130,594	145,997
510-810-250	Workers Compensation Insurance	41,730	33,963	45,462	45,462	44,241	43,702
510-810-260	Other Benefits	-	5,934	-	-	-	-
510-810-270	OPEB Liability	19,339	19,846	19,920	19,920	19,900	17,541

Non Personnel

510-810-320	Prof Serv-Engineering	3,750	7,779	3,750	3,750	7,500	7,500	Mapoptix and Vueworks software fees
510-810-322	Prof Serv-Other	-	16,684	12,500	12,500	-	200,000	Water quality study for surface water
510-810-328	Prof Serv-Auditing	27,654	26,550	28,261	28,261	28,006	28,006	Audit expenses
510-810-340	Tech Services-Lab Analysis	-	1,688	-	-	-	-	
510-810-342	Tech Services-Other	-	38	-	-	-	-	
510-810-410	Utility Services-Water & Sewer	-	1,282	-	-	-	-	
510-810-412	Utility Service-Refuse	8,400	6,947	12,500	12,500	10,000	10,000	Large yd dumpster; 355 cottonwood/trash service 50% = \$5K, lockwood trash hauls - street sweep and ROW debris - \$5K
510-810-420	Contract Services	-	-	19,000	19,000	13,000	13,000	Temp service for hydrant paint/maintenance
510-810-423	Contract Services-ANALYTICAL	8,600	8,502	8,600	8,600	8,600	8,600	Coliform \$6300/yr, chromeA \$96/yr, UCMR3 \$260/yr, DBP \$528/yr, Hardness \$600/yr, Nitrate \$300/yr, Additional \$500/yr
510-810-428	Contract Services-ELECTRICAL	5,500	8,772	5,500	5,500	5,500	5,500	System repairs/replacement
510-810-429	Contract Services-SCADA	15,000	1,927	12,000	12,000	12,000	12,000	Training \$2K, Licensing \$2K, Programming \$3K, Hardware \$5K
510-810-430	Repairs & Maintenance	25,000	27,875	25,000	25,000	80,000	103,125	Mechanical seals \$1500/seal, pump rehab \$10K/pump. Facility fence repairs \$1K, pump oil \$2400/transfer switch well 4, Well 4 upgrade VFD assm., Hydrant replace & bridge rehab, cottonwood shop door
510-810-431	Repairs & Maintenance-Roads	10,000	7,608	10,000	10,000	8,000	8,000	Leak repairs in streets, road base and asphalt
510-810-432	Repairs & Maintenance-TCID	102,000	152,307	102,000	102,000	106,000	106,000	TCID O&M fees; water rights
510-810-441	Rental	-	-	-	-	-	-	
510-810-444	Interfund Cost Alloc. Build	121,316	94,112	219,673	219,673	150,878	150,878	Facilities, IT, Debt Service (page 23)
510-810-520	Insurance	117,000	68,102	117,000	117,000	64,679	64,679	Actual FY15/16 with 5% increase
510-810-530	Communications	2,871	1,202	3,000	3,000	1,056	1,056	Phones, aircord, internet for cottonwood shop
510-810-540	Advertising	2,000	517	2,000	2,000	500	500	Job postings, project bidding, annual CCR
510-810-550	Printing and Postage	25,000	24,926	25,000	25,000	25,000	25,000	Billing, FedEx/UPS, 15% GIS print/post. \$105

510-810-580	Training	5,000	4,991	6,000	6,000	6,000	6,000	CEUs: NVRWA conf. \$250/dayx3=\$750, backflow tester \$1035, refresher \$880, backflow specialist \$800, repair workshop \$120, misc PDHs for engineers, 20% GIS travel/training - \$140
510-810-581	Dues and Memberships	2,000	1,080	2,000	2,000	2,000	2,000	USA Membership \$270, State certs \$200, AWWA \$200, USC backflow membership \$250, NVRWA \$235, NWRA \$300, ASCE \$150, APWA \$125
510-810-585	Educational Assistance Program	500	681	500	500	500	500	
510-810-600	General Supplies	-	7	-	-	-	-	
510-810-601	Office Supplies	8,000	7,252	8,000	8,000	8,000	8,000	Paper \$1K, Ink \$1K, Smts/Env \$5K, Gen office \$1K, 15% GIS Office - \$15
510-810-605	Minor Equipment	15,975	17,002	15,000	15,000	13,938	13,938	Repair/replace \$8K, Chem pump \$950, Air tools \$500, comp upgrades - staff, cordless power tools, wacker compactor, TIC Welder CW shop, PC's
510-810-610	Automotive Supplies	9,500	17,512	12,500	12,500	15,000	15,000	Maint. - 7 trucks (aging fleet) & misc equip: tires, spark plugs & filters, batteries, oil, heavy equip oil, misc heavy equip. repairs
510-810-612	Supplies-Janitorial	1,500	524	1,500	1,500	500	500	Cottonwood cleaning supplies
510-810-613	Supplies-Meter Service	125,000	267,411	25,000	25,000	25,000	25,000	Flow meters for Wells 9, A & booster/misc supplies for upgrades to well meters
510-810-614	Supplies-Plant/Shop/Maint	32,000	27,193	32,000	32,000	28,000	28,000	Facility/Dist system ops: weed control \$1500, hydrant paint \$2K, hand tools \$1K, general supplies \$5K (roofing brushes, hardware, repair parts, sampling equip, screening) raw & potable CAVs \$3K, water pipe PE & C900 \$2K, bulk storage tank \$1500, sample station \$600, couplings, risers adaptors, PVC repair parts, building supplies \$1K (locks, paint, OH door), repair fittings 4" & up \$4K
510-810-615	Supplies-Meter Installation	-	(588)	-	-	-	-	
510-810-616	Supplies-Safety	1,500	1,125	1,500	1,500	1,250	1,250	PPE, lab/work gloves, hard hats, vests, lock out kits
510-810-617	Supplies-Chemical	5,500	3,179	5,500	5,500	5,000	5,000	Bulk sodium hypochlorite - well pumping facilities \$440 fill one bulk tank 10 fills/yr = \$4400
510-810-621	Natural Gas	8,900	2,332	2,000	2,000	2,000	2,000	Cottonwood shop heating prop. Share (50% water/50% streets)
510-810-622	Electricity	322,000	283,448	350,000	350,000	299,671	299,671	Shop electricity, booster pump stations (2), wells (7), PRV stations (3), strg bldgs (4)
510-810-623	Propane	1,000	321	1,000	1,000	500	500	weed burning around facilities
510-810-625	Bulk Diesel	6,500	2,459	5,000	5,000	4,000	4,000	Cottonwood shop storage tank 25% share
510-810-626	Gasoline	31,500	20,976	31,500	31,500	25,000	25,000	Fuel for service trucks (7) and misc equip
510-810-640	Books and Periodicals	800	139	800	800	400	400	Regs, training, safety/AWWA manuals
510-810-642	Permits and Licenses	17,000	9,266	17,000	17,000	12,000	12,000	State BSDW, USA locagtes, Hazmat, water rights time extensions, temp change apps.
510-810-643	Property Taxes/Assessmnts/Fees	-	2	-	-	-	-	
510-810-698	Water Rights Protection	180,000	157,771	200,000	200,000	270,000	270,000	Legal \$150,000, water rights surveying \$50,000, Permit fees \$50,000, upstream storage fees \$21K, NDWR one-time fee \$47K
510-810-699	Miscellaneous	-	2,844	-	-	-	-	
510-810-800	Depreciation	3,231,000	3,167,944	3,256,000	3,256,000	3,256,000	3,256,000	
	<b>Total Distribution Expenditures</b>	<b>5,514,277</b>	<b>5,458,426</b>	<b>5,673,560</b>	<b>5,673,560</b>	<b>5,534,542</b>	<b>5,761,584</b>	
510-800-860	Interest Expense	3,086,110	2,831,029	2,831,541	2,831,541	2,742,929	2,742,929	Provided by Finance
510-800-861	Bond Issuance Cost	-	72,078	-	-	-	-	
	<b>Total Non Operating Expenditure:</b>	<b>3,086,110</b>	<b>2,903,107</b>	<b>2,831,541</b>	<b>2,831,541</b>	<b>2,742,929</b>	<b>2,742,929</b>	

Capital Improvements

**Project Title: Fire Hydrant Replacement**

<b>Project Description and Location:</b> This project will allow the City to replace fire hydrants found to be in need of replacement as a result of the FY 15/16 Fire Hydrant Maintenance Program.
<b>Project Justification:</b> The City of Fernley (COF) provides public fire hydrants for use by the North Lyon County Fire Protection District (NLCFD) to assist in fire suppression. This includes the COF owned hydrants, auxiliary valves and supporting water supply system piping. The existing fire hydrant system is directly connected to the City's treated drinking water supply piping. As such, an inter-local contract was necessary and approved during FY 15/16, establishing the parameters and requirements for the City and NLCFD to assist one another in addressing public safety concerns (both potable water standards and fire suppression assistance), as related to Fire Hydrant Maintenance. The inter-local agreement combined with the FY 15/16 Fire Hydrant Maintenance Program, and the subsequent inspection and maintenance activities, indicated the need for fire hydrant replacement at a rate exceeding what was budgeted in the FY 15/16 O&M Water Distribution budget. To date, twenty-one (21) hydrants need to be replaced. Staff is requesting this Capital Improvement Project to replace a total of ten (10) hydrants during FY 16/17.
<b>Relationship to other programs:</b> None
<b>Relationship to City Priorities:</b> FY 2016-17 Budget Priorities, as approved at the December 16, 2015 Fernley City Council Meeting: Asset Management and Funding Plan.
<b>Impact of Proposed Project on other departments:</b> None
<b>Estimate of the Capital Costs of the Proposed Project:</b> The cost of the purchase is estimated to be \$25,000.00.
<b>Planned sources of funds for the proposed project:</b> The project will be paid for by the Water Enterprise Fund. GL 510-810-430 <a href="#">Page 113</a>
<b>Operations and Maintenance (O &amp; M) costs for the proposed project:</b> The O&M costs of the improvements would be minimal and will be absorbed by the Water Distribution Operating Budget.
<b>Planned sources of funds for the O &amp; M costs:</b> Water Distribution Operating Budget.
<b>Additional comments:</b> N/A

**Project Title: Hardie Lane Waterline Rehabilitation**

<b>Project Description and Location:</b> City's Water Distribution System that is approaching the end of their useful service life.
<b>Project Justification:</b> The City has received multiple grants to reconstruct Hardie Lane. Design and Construction of portions of the Water Distribution System beneath Hardie Lane should occur in conjunction with the Hardie Lane Safe Routes to School and Roadway Reconstruction improvements. Performing the work while the street is being reconstructed is economically and operationally more efficient than if it was scoped as a separate project. The City will realize savings on design and construction by including it in the Hardie Lane Project. This area of town is part of the older portion of Fernley and the infrastructure is nearing the end of its useful service life. The waterline replacement portion of the Hardie Lane Reconstruction Project will include replacement of approximately 4,400 linear feet of waterline, starting at approximately 150 feet south of Main Street and ending at Rachel Street.
<b>Relationship to other programs:</b> Hardie Lane Safe Routes to School and Roadway Reconstruction Project
<b>Relationship to City Priorities:</b> FY 2016-17 Budget Priorities, as approved at the December 16, 2015 Fernley City Council Meeting: Asset Management and Funding Plan, Meters (continued work)
<b>Impact of Proposed Project on other departments:</b> None.
<b>Estimate of the Capital Costs of the Proposed Project:</b> \$435,000 ( <a href="#">Page 100</a> ; Water Cash Flow <a href="#">Page 106</a> )
<b>Planned sources of funds for the proposed project:</b> The project will be paid for by the Water Enterprise Fund
<b>Operations and Maintenance (O &amp; M) costs for the proposed project:</b> The O&M costs of the improvements would be minimal and will be absorbed by the Water Distribution Operating Budget.
<b>Planned sources of funds for the O &amp; M costs:</b> Water Distribution Operating Budget.
<b>Additional comments:</b> None

**Project Title: NE Tank Interior Recoat**

<b>Project Description and Location:</b> This project is for removal of the existing interior coating and application of a new NSF approved epoxy type coating to the City’s NE Tank.
<b>Project Justification:</b> In July 2011, 6 of the City’s 7 reservoirs were inspected by Liquivision, and their condition evaluated based on SSPC, ASTM, NACE and ACI standards. The last reservoir, the NE Tank, was inspected in December 2011. Inspection of the North East Reservoir revealed a moderate amount of corrosion and blistering on floor areas. The floor of the reservoir was assessed at a consistent Rust Grade of 5, which was a lower Rust Grade than any of the other tanks evaluated for the floor area, and translates to Rusting to the extent of 3% of surface rusted. It was Liquivision’s recommendation to remove the existing interior coating and apply a new NSF approved epoxy type coating. The existing interior coating is in such disrepair that it would not be cost effective to attempt to patch all of the problem areas in the tank. Liquivision performed an inspection of the NE Tank again in July 2015. Rust grades from the more recent dive were similar to the 2011 inspection. Staff feels it is imperative to recoat the interior of the NE Tank in FY 2016/2017 before the damage becomes more extensive.
<b>Relationship to other programs:</b> None
<b>Relationship to City Priorities:</b> FY 2016-17 Budget Priorities, as approved at the December 16, 2015 Fernley City Council Meeting: Asset Management and Funding Plan
<b>Impact of Proposed Project on other departments:</b> None
<b>Estimate of the Capital Costs of the Proposed Project:</b> \$400,000.00 <i>**This item was removed from the budget as voted on by City Council. Adjustment made to the Water Enterprise Cash Flow Statement***</i>
<b>Planned sources of funds for the proposed project:</b> The project will be paid for by the Water Enterprise Fund
<b>Operations and Maintenance (O &amp; M) costs for the proposed project:</b> The O&M costs of the improvements would be minimal and will be absorbed by the Water Distribution Operating Budget.
<b>Planned sources of funds for the O &amp; M costs:</b> Water Distribution Operating Budget.
<b>Additional comments:</b> N/A

**Project Title: Pipe Bridge Rehabilitation**

<b>Project Description and Location:</b> This project is for the design and construction of improvements to three (3) existing Water Distribution System pipeline crossings, located at Miller Lane, Ricci Lane and Cottonwood Lane. Staff would like to proceed with design for applicable repairs, retrofit and/or replacement in FY 16/17, with construction to follow in FY 17/18.
<b>Project Justification:</b> Hyytinen Engineering performed a visual assessment of existing pipe bridges, one at Miller Lane, one at Ricci Lane and one at Cottonwood Lane, in March 2014. The subsequent report, dated April 08, 2014, provided recommendations to Staff to extend the service life of the existing structures. The Capital Improvement Project requested for FY 16/17 is for estimated costs of design services to prepare structural Construction Documents for the recommended repairs, and to provide Construction Administration services for the repairs.
<b>Relationship to other programs:</b> None
<b>Relationship to City Priorities:</b> FY 2016-17 Budget Priorities, as approved at the December 16, 2015 Fernley City Council Meeting: Asset Management and Funding Plan.
<b>Impact of Proposed Project on other departments:</b> None.
<b>Estimate of the Capital Costs of the Proposed Project:</b> Total Estimated Project Costs: FY 16/17: \$20,000 (Design), FY 17/18: \$170,000 (Construction).(See GL 510-810-430 <a href="#">Page 113</a> )
<b>Planned sources of funds for the proposed project:</b> The project will be paid for by the Water Enterprise Fund
<b>Operations and Maintenance (O &amp; M) costs for the proposed project:</b> The O&M costs of the improvements would be minimal and will be absorbed by the Water Distribution Operating Budget.
<b>Planned sources of funds for the O &amp; M costs:</b> Water Distribution Operating Budget
<b>Additional comments:</b> N/A

**Project Title: Villa Park Master Meter Installation**

<b>Project Description and Location:</b> This project will install a master meter and backflow device for Villa Park, including complete isolation of all private water infrastructure within the park, on the private property. The Capital Project being proposed with this FY 2016/2017 budget is to complete design and installation of the Master Meter Project.
<b>Project Justification:</b> Villa Park is a mobile home community located southwest of the roundabout and west of the Out of Town Park. The park was subdivided prior to incorporation and the utilities were never officially accepted by the City or the County. Currently the City meters every dwelling inside the community and consequently is being called out to repair leaks which occur in the roadway even though the facilities are not owned by the City. Our field crews have discovered through the repair process that the infrastructure in the community is of substandard construction quality. The City would like to separate itself from the private infrastructure by placing a master meter outside the community, as the repairs are becoming more costly in both time and money. The property owner would then be billed, (versus billing each separate dwelling), as is the case with all other mobile home communities within the City, per City Ordinance 9.03.26.E. The property owner would be responsible for billing each dwelling and would also be responsible for the repairs of any leaks in the infrastructure, as is the case in all other parks within our community.
<b>Relationship to other programs:</b> None
<b>Relationship to City Priorities:</b> FY 2016-17 Budget Priorities, as approved at the December 16, 2015 Fernley City Council Meeting: Asset Management and Funding Plan, Meters (continued work).
<b>Impact of Proposed Project on other departments:</b> None
<b>Estimate of the Capital Costs of the Proposed Project:</b> \$186,000. <a href="#">(See Page 100)</a>
<b>Planned sources of funds for the proposed project:</b> The project will be paid for by the Water Enterprise Fund.
<b>Operations and Maintenance (O &amp; M) costs for the proposed project:</b> Reduction of approximately \$10,000 to \$15,000 of Staff time and materials per year.
<b>Planned sources of funds for the O &amp; M costs:</b> Water Distribution Operating Budget.
<b>Additional comments:</b> None

**Project Title: Well No. 4 Upgrade VFD Assembly**

<b>Project Description and Location:</b> This project will allow the City to eliminate bypass during the startup and shutdown process for Well No. 4.
<b>Project Justification:</b> The Soft Start assembly currently used by the City requires a bypass function which sends the water to atmosphere (discharge) on pump startup. The bypass valve then slowly closes and the valve to system slowly opens, sending the flow to the Raw Water system. The water discharged by the Well is untreated ground water, and is discharged into the Truckee Canal. A VFD assembly in Well No. 4 would allow the City to eliminate the bypass process during startup and shutdown, (thereby eliminating discharge to the Canal), because it has the capability to ramp up the motor very slowly, simulating what the valves do to avoid water hammer. Staff is requesting the VFD assembly upgrade to Well No. 4 because it discharges directly into the canal. In addition, the Soft Start assembly currently used is approximately 15 years old, and presents intermittent O&M challenges such as dropping offline, failure to start etc.
<b>Relationship to other programs:</b> None
<b>Relationship to City Priorities:</b> FY 2016-17 Budget Priorities, as approved at the December 16, 2015 Fernley City Council Meeting: Asset Management and Funding Plan
<b>Impact of Proposed Project on other departments:</b> None
<b>Estimate of the Capital Costs of the Proposed Project:</b> \$25,000.00 (See GL 510-810-430 <a href="#">Page 113</a> )
<b>Planned sources of funds for the proposed project:</b> The project will be paid for by the Water Enterprise Fund.
<b>Operations and Maintenance (O &amp; M) costs for the proposed project:</b> The O&M costs of the improvements would be minimal and will be absorbed by the Water Distribution Operating Budget.
<b>Planned sources of funds for the O &amp; M costs:</b> Water Distribution Operating Budget.
<b>Additional comments:</b> None

**Project Title: Water Meter Improvements Citywide**

<p><b>Project Description and Location:</b> This project will increase the rate at which the City can replace failing water meter components citywide. The Capital Project being proposed with this FY 2016/2017 budget is for design completion and installation of the Master Meter Project.</p>																				
<p><b>Project Justification:</b> In/about 2013 Public Works made the decision to begin upgrading our meter reading program to a system called “Flexnet”. The decision was made due to the large number of failing components in our current system, primarily radio read units (MXUs). The hardware and software the City invested in is made by Sensus. At the time this decision was made, Sensus reps met with the City and explained that the hardware in the system was out dated, and the warranty was no longer supported by their company. We can no longer get batteries to replace the old MXU’s at this time. MXU’s are a separate component from the actual water meter. MXU’s are an electronic component that radios a meter reading to our trucks equipped with antenna as our staff drives a route across the City to read the entire City’s water meter usage (this is our current standard operating procedure). The “Flexnet” system we are changing our metering system to is an industry standard. Reads can be taken from a central location by radio, and is ultimately the goal of the Water Distribution Staff to have the capability to read any water service, at any time, remotely from a centralized point (City Hall, or WD offices) in “real time”. This will eventually require an antennae or set of antennas to relay information to a central network. New software can be used to track and graph a customer’s usage (similar to NV Energy graphs), which is a great tool for addressing high usage complaints and disputes.</p>																				
<p><b>Relationship to other programs:</b> None</p>																				
<p><b>Relationship to City Priorities:</b> FY 2016-17 Budget Priorities, as approved at the December 16, 2015 Fernley City Council Meeting: Asset Management and Funding Plan, Meters (continued work).</p>																				
<p><b>Impact of Proposed Project on other departments:</b> None</p>																				
<p><b>Estimate of the Capital Costs of the Proposed Project:</b> \$250,000.00. (See <a href="#">Page 100</a>)</p>																				
<p><b>Planned sources of funds for the proposed project:</b> The project will be paid for by the Water Enterprise Fund</p>																				
<p><b>Operations and Maintenance (O &amp; M) costs for the proposed project:</b> Water Distribution is currently maintaining two separate meter programs, our current drive by system (route 001) and the new Flexnet system (route 051). Failures in the field are outpacing what we can afford to replace. Please reference the hardware costs outlined below.</p> <p>Meter service pricing (typical components- approx. “hard cost”) below for ¾” &amp; 1” service upgrades/repairs.</p> <table style="margin-left: 40px;"> <tr> <td>• ¾” meter I-perl</td> <td>\$160</td> </tr> <tr> <td>• 1” meter I-perl</td> <td>\$227</td> </tr> <tr> <td>• ¾” meter setter</td> <td>\$161</td> </tr> <tr> <td>• 1” meter setter</td> <td>\$246</td> </tr> <tr> <td>• B16 top box</td> <td>\$32</td> </tr> <tr> <td>• B16 extension</td> <td>\$26</td> </tr> <tr> <td>• B16 Lid</td> <td>\$54</td> </tr> <tr> <td>• B36 top box</td> <td>\$124</td> </tr> <tr> <td>• B36 extension</td> <td>\$82</td> </tr> <tr> <td>• Touchread Cable</td> <td>\$29</td> </tr> </table> <p>This list does not include the miscellaneous brass fittings required (compression couplings, tail pieces, unions, etc.) to upgrade and adapt the new service to existing pipe. Western Nevada Supply has our contract for items. A single service upgrade is typically up to \$500 in parts, EXCLUDING LABOR AND EQUIPMENT. A portion of the services Staff repairs/upgrades are aging and neglected and require heavy equipment, such as the Vacuum Truck, to excavate the meter box to access the components for servicing.</p>	• ¾” meter I-perl	\$160	• 1” meter I-perl	\$227	• ¾” meter setter	\$161	• 1” meter setter	\$246	• B16 top box	\$32	• B16 extension	\$26	• B16 Lid	\$54	• B36 top box	\$124	• B36 extension	\$82	• Touchread Cable	\$29
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• B36 top box	\$124																			
• B36 extension	\$82																			
• Touchread Cable	\$29																			
<p><b>Planned sources of funds for the O &amp; M costs:</b> Water Distribution Operating Budget</p>																				
<p><b>Additional comments:</b> None</p>																				

## **Water Treatment**

The Water Treatment Plant has been in operation for approximately 6 years and components are beginning to reach the end of useful life and require replacement. Budgeting for future repairs and replacement of components will be critical as the treatment plant ages. Replacement of the microfiltration system membranes will be required in approximately 5 years and budget planning for this should be in place for 2020.

The personnel budget will reflect a portion of the salary increases.

### **Mission Statement**

Provide municipal operation and maintenance of the City's water treatment infrastructure to maintain and enhance quality of life.

### **Legal Requirements**

The operation and maintenance of the City's water treatment plant is governed by the City's permit to operate a public water system from the Nevada Division of Environmental Protection, Bureau of Safe Drinking Water. It must also comply with NRS 445 and NAC 445A for all work performed on the system and meet all requirements of the Federal EPA regulations for drinking water standards.

### **Primary Responsibilities**

The primary responsibilities of this department are to operate and maintain the Water Treatment plant owned by the City. This includes monthly, quarterly, and annual laboratory sampling reporting, leak repairs, plant monitoring and operation, plant security, building and grounds maintenance, maintenance of all pumps, tanks, flocculation and sedimentation ponds, microfiltration systems, emergency power, and other associated tasks. Above all, the department ensures that the citizens receive drinking water that meets or exceeds water quality requirements as set forth by the USEPA and NDEP.

### **Overall change in level of service**

No significant increase or decrease in level of service has been identified.

### **Change in number of positions from prior fiscal year to requested fiscal year**

None.

## Goals and Objectives

### **Goal 1: Operate and maintain the Water Treatment Plant effectively and efficiently.**

Objective: Maintain all State and Federal requirements and enhanced monitoring of the water treatment plant.

- Track and monitor all compliance sampling, testing and reporting requirements for the City's Bureau of Safe Drinking Water (BSDW) Public Water System Permit including participation in US EPA's UCMR3 program.
- Improve SCADA controls in the system through redundant back up for software components.
- Improve remote access capability for SCADA monitoring including enhanced system notifications.

Objective: Increase efficiency of the Water treatment plant through further implementation of VueWorks.

- Convert all existing data of equipment and asset history into VueWorks.
- Enhance existing inventory control and implement into VueWorks.
- Utilize VueWorks data to better plan for future maintenance needs.

### **Goal 2: Ensure fiscal responsibility for future maintenance of the Water Treatment Plant.**

Objective: Continue to monitor facility for increased efficiencies.

- Continue to increase efficiency of chemical and electrical consumption.
- Monitor and track the integrity of facility buildings.
- Explore surface water treatment options.

Objective: Begin budgeting for the replacement of critical plant infrastructure.

- Identify infrastructure due for replacement.
- Update the capital improvement plan.
- Research additional funding options for future plant rehabilitation projects.

Objective: Look into options for residual solids removal to eliminate expense on operating budget.

- Continued investigation and planning for onsite solids dewatering.
- Continue to investigate solids off-hauling options for better control of location and price.
- Research additional funding sources for future plan rehabilitation projects.

Expenses

Water Treatment		2014-15	2014-15	2015-16	2015-16	2016-17	2016-17
Account #	Account Title	2015 Budget	2015 Actual	2016 Budget	2016 Estimated	2017 Tentative	2017 Final
510-840-100	Regular Pay	215,342	167,726	233,231	233,231	240,421	210,460
510-840-120	Standby Pay	30,000	25,071	25,000	25,000	25,000	18,750
510-840-130	Overtime Pay	16,750	24,266	23,150	23,150	23,150	17,550
510-840-140	Annual Leave Pay	1,237	14,045	1,237	1,237	1,237	1,237
510-840-150	Sick Leave Pay	-	5,602	-	-		
510-840-160	Holiday Pay	-	7,865	-	-		
510-840-210	Medicare	3,818	3,485	3,977	3,977	4,077	3,473
510-840-220	Unemployment	2,589	2,059	2,685	2,685	2,685	2,394
510-840-230	Retirement (PERS)	63,176	35,887	65,888	65,888	67,919	55,697
510-840-235	Pension Expense	-	(9,208)	-	-	(9,208)	(9,208)
510-840-240	Group Insurance	61,875	23,962	41,160	41,160	42,522	33,669
510-840-250	Workers Compensation Insurance	20,983	10,756	22,953	22,953	22,409	18,350
510-840-260	Other Benefits	-	2,858	-	-	-	-
510-840-270	OPEB Liability	9,100	5,902	9,400	9,400	6,000	3,761

Non-Personnel

510-840-320	Prof Serv-Engineering	3,750	6,665	3,750	3,750	7,500	7,500	20% Mapoptix and Vueworks split between distribution and treatment
510-840-322	Prof Serv-Other	-	70	-	-	-	-	Not used
510-840-342	Tech Services-Other	-	38	-	-	-	-	Not used
510-840-412	Utility Service-Refuse	150	148	150	150	150	150	Trash pickup
510-840-420	Contract Services	6,500	6,545	6,500	6,500	11,000	11,000	Ameripride rugs rags, and coveralls \$1250, Fire systems annual \$2000, Generator annual \$3000, 3rd Party Hach Calibration/Hach instruments maintenance partnership \$3,888
510-840-423	Contract Services-ANALYTICAL	3,000	2,254	3,500	3,500	4,000	4,000	FY15/16 compliance, local and solids sampling
510-840-424	Contract Services-HVAC	3,400	1,807	3,400	3,400	3,000	3,000	HVAC coolers servicing
510-840-426	Contract Svc-Residuals Dispose	168,750	133,383	168,750	168,750	170,000	170,000	Plant residuals solids, loading, transport and dumping
510-840-428	Contract Svc-Electrical & Cont	6,000	98	6,000	6,000	5,000	5,000	Electrical and controls equipment troubleshooting, component replacement labor on motors, VFD's, switch gear, TVSS, etc
510-840-429	Contract Services-SCADA	5,000	3,123	5,000	5,000	7,500	7,500	Process control system (PCS) modifications and adjustments, PLC's, radios, Router, Servers, HMIs, etc
510-840-430	Service-Repair and Maintenance	46,200	75,823	47,700	47,700	60,000	63,125	Vertical turbine pumps motor \$6000, Sky crane VTP motor \$2400, annual boiler and boiler pump service \$500, flocculator motor \$1400, Chemical metering pump motor \$700, Vertical Turbine Pump Motor \$6000, Sky Crane VTP Motor remove and reinstall \$2400, Annual Boiler and Boiler pumps service \$500, Flocculator Motor \$1400, Chemical Metering Pump Motor \$700, Chemical Metering Pump \$1800, Chem Transf and Recirc Pumps \$3000, Basins Mixers \$850, Fire Control Panels \$300, Backflow Prevention Devices \$500, Interior/Exterior lighting \$300, HVAC, Belts/Filter/Components Beyond Prof Services \$2000, Recycle Pumps Repairs & Shipping \$3300, Softener Systems \$1000, Air Scrub Blowers \$3500, Industrial Air Compressors \$3000, Facility Irrigation System \$150, Quarterly Oil Analysis Sampling \$1350, UPS Batteries Replacement \$1600, Solids Tanks Recirc Pump Rework \$2500, PCS server replacement (if needed) \$10000 Treated water reservoir dive inspection and cleaning \$3000

510-840-441	Rental	-	-	-	-	-	-	
510-840-520	Insurance	118,500	70,047	118,500	118,500	66,521	66,521	Decrease Reflects average of past 3 FY
510-840-530	Communications	8,381	2,985	8,381	8,381	13,302	13,302	3 phones for operators, aircard for laptop, internet for wp
510-840-540	Advertising	500	140	500	500	500	500	Advertisements for job postings, project bidding, annual CCR
510-840-550	Printing and Postage	500	981	500	500	1,000	1,000	Utility billing, FedEx and UPS
510-840-580	Training	2,000	1,901	2,000	2,000	2,000	2,000	CEU's: NVRWA Conference \$250/day for 3 = \$750, misc PDH's for engineers
510-840-581	Dues and Memberships	500	239	500	500	500	500	State certs \$200, AWWA \$200, NvrWA, ASCE, APWA
510-840-585	Educational Assistance Program	500	-	500	500	500	500	
510-840-601	Office Supplies	1,500	686	1,000	1,000	1,000	1,000	Printer cartridges, 15% GIS office supplies = \$15, misc supplies
510-840-605	Minor Equipment	6,600	4,517	3,500	3,500	3,000	3,000	Hand tools, landscape equipment, yard supplies, Computer upgrades-Staff, TIG welder CW Shop
510-840-610	Automotive Supplies	2,000	700	500	500	2,000	2,000	Maintenance for 2 trucks and misc equipment: tires, spark plugs and filters, batteries, oil, heavy equipment oil, misc heavy equipment repairs, new tires colorado
510-840-612	Supplies-Janitorial	-	-	-	-	-	-	Not used
510-840-614	Plant/Shop/Maint. Supplies	12,000	5,480	12,000	12,000	9,000	9,000	Lubricants for motors, pumps, mixers \$1700, Gaskets, seals, adhesives, sealants \$400, Chemical cleaners \$200/ Chem Flex line \$300/ Weed & Mosquito control \$400, Basin skimming & sludge level monitoring supplies \$350/ Plastic bin stock \$1500/ Misc hardware \$200/ Lab kits - CL-17 Chlorine Analyzers \$1800 / 1720E Turbidity Analyzers \$2000 / Chlorine DPD packets \$500 / Turbidity Calibration \$1000 / DR-5000 Arsenic & Iron \$2500 / PH Probe Sensor \$1800 / Glassware cleaners & oils \$300 / Glassware \$200 / Kim wipes \$300 / Sensor Storage Solutions \$100/ Suspended Solids Trays \$200 / Lab Distilled Water \$ 300
510-840-616	Safety Supplies	1,000	348	1,000	1,000	500	500	PPE, lab gloves, work gloves, hard hats, vests, lock out kits = \$500
510-840-617	Chemicals	99,350	93,471	99,350	99,350	99,000	99,000	Treatment Process and Membrane Cleaning Bulk Chemicals: Ferric Chloride 42% (FeCl3) \$65,000 (7 Tankers) Sodium Hypochlorite 12.5% (NaOCl) \$12,000 (7 - 2030 Gal Deliveries) Citric Acid 50% (C6H10O8) \$20,250 (1 - 3,000 Gallon Delivery) Sodium Hydroxide 20% (NaOH) \$1700 (1 - 2K Delivery) Softener Salt (Na) \$400.00 (2 Pallets): Chemical Contract this Year.
510-840-621	Natural Gas	17,500	20,354	17,500	17,500	18,535	18,535	Heating costs for water treatment facility
510-840-622	Electricity	237,000	199,819	237,000	237,000	212,467	212,467	Electrical costs for water treatment facility average trailing 2 FY
510-840-625	Bulk Diesel	2,200	1,994	2,200	2,200	2,500	2,500	Emergency generator fuel
510-840-626	Gasoline	1,100	353	800	800	1,000	1,000	fuel for service trucks (2) and misc equipment
510-840-640	Books and Periodicals	700	192	500	500	500	500	Regulations, training, safety manuals, AWWA design manuals
510-840-642	Permits and Licenses	5,000	3,642	5,000	5,000	4,000	4,000	Plant Operating Permits; NDEP, Fire Marshall, Boiler, Engineering, Operator Certification Renewals X 8.
	<b>Total Distribution Expenditures</b>	<b>1,184,451</b>	<b>958,078</b>	<b>1,184,662</b>	<b>1,184,662</b>	<b>1,132,188</b>	<b>1,065,233</b>	

## WASTEWATER ENTERPRISE FUND

### Cash Flow

	(1)	(2)	(3)	(4)
			BUDGET YEAR ENDING 06/30/17	
	ACTUAL PRIOR	ESTIMATED		
<b>SEWER PROPRIETARY FUND</b>	YEAR ENDING	CURRENT	TENTATIVE	FINAL
	6/30/2015	YEAR ENDING	APPROVED	APPROVED
		6/30/2016		
A. CASH FLOWS FROM OPERATING ACTIVITIES:				
Cash Received From Customers, service fees	2,010,649	2,016,348	2,012,000	2,012,000
Cash Received From Customer, other	261	200	200	200
Cash paid to suppliers	(472,315)	(741,094)	(745,654)	(822,216)
Cash paid to employees	(618,880)	(756,521)	(731,057)	(730,254)
a. Net cash provided by (or used for) operating activities	919,715	518,933	535,489	459,730
B. CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES:				
b. Net cash provided by (or used for) noncapital financing activities				
C. CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES:				
Developer Agreements	-			
Sewer Connection Fees	547,852	250,000	250,000	250,000
Debt Re-payment	(184,197)	(196,106)	(65,389)	(65,389)
Interest on Debt	(319,721)	(300,422)	(167,584)	(167,584)
Capital Outlay	(519,196)	(1,680,450)	(2,779,000)	(2,851,115)
Proceeds from capital asset disposals	-	-	-	-
Grant revenue	10,974	572	-	-
c. Net cash provided by (or used for) capital and related financing activities	(464,288)	(1,926,406)	(2,761,973)	(2,834,088)
D. CASH FLOWS FROM INVESTING ACTIVITIES:				
Interest Received	8,201	9,500	5,000	5,000
d. Net cash provided by (or used in) investing activities	8,201	9,500	5,000	5,000
NET INCREASE (DECREASE) in cash and cash equivalents (a+b+c+d)	463,628	(1,397,973)	(2,221,484)	(2,369,358)
CASH AND CASH EQUIVALENTS AT July 1, 20xx	8,786,950	9,250,578	7,852,605	7,852,605
CASH AND CASH EQUIVALENTS AT June 30, 20xx	9,250,578	7,852,605	5,631,121	5,483,247

## Wastewater Summary

Sewer Summary 520	Prior Year Actual 2014-15	Estimated CY Ending 2015-16	Tentative Budget 2016-17	Final Approved 2016-17
<b>Operating Revenues</b>				
SEWER SERVICES	2,012,025	2,016,348	2,012,000	2,012,000
MISC. REVENUE (Fees)	261	200	200	200
Total Operating Revenues	2,012,286	2,016,548	2,012,200	2,012,200
<b>Operating Expenses</b>				
SEWER DISTRIBUTION	2,165,429	2,557,615	2,536,711	2,612,470
Total Operating Expenses	2,165,429	2,557,615	2,536,711	2,612,470
Operating income (loss)	(153,143)	(541,067)	(524,511)	(600,270)
<b>NonOperating Revenues (Expenses)</b>				
CONNECTION FEES	547,852	250,000	250,000	250,000
INTEREST INCOME	11,820	9,500	5,000	5,000
INTEREST EXPENSE	(307,369)	(300,422)	(290,934)	(290,934)
Total Nonoperating Revenues (Expenses)	252,303	(40,922)	(35,934)	(35,934)
Income (loss) before contributions	99,160	(581,989)	(560,445)	(636,204)
Grant Income	10,974	572	-	-
Capital Contributions	-	-	-	-
Change in Net Position	110,134	(581,417)	(560,445)	(636,204)
Total Net Position, beginning of year	28,590,458	27,974,044	26,666,079	26,666,079
Restatement adjustments	(726,548)	(726,548)	(726,548)	(726,548)
Total Net Position, end of year	\$ 27,974,044	\$ 26,666,079	\$ 25,379,086	\$ 25,303,327

The operating budget proposed for Water Treatment is lower than FY 2015/2016.

The E-One Repair and maintenance line item will remain in the budget again as the department continues to purchase new units to replace older models no longer in production.

Capital Improvement Projects planned include a new City of Fernley Sewer Model, Donner Trails Lift Station Rebuild, Sludge Drying Beds, Hardie Lane Sewer Rehabilitation, Zone 6 Replacement and Rehabilitation, and the AOC Pond Relining Project.

Increases for all personnel are included in the personnel budget.

### **Mission Statement**

Provide municipal operation and maintenance of the City's wastewater collection and treatment infrastructure to maintain and enhance quality of life.

### **Legal Requirements**

The operation and maintenance of the City's water treatment plant is governed by the City's Authorization to Discharge from the Nevada Division of Environmental Protection. It must also comply with NRS 445 and NAC 445A for all work performed on the system and meet all requirements of the Federal EPA regulations.

### **Primary Responsibilities**

The primary responsibilities of this department are to operate and maintain the wastewater collection system and Wastewater Treatment Plant owned by the City. This includes monthly, quarterly, and annual laboratory sampling reporting, leak repairs, plant monitoring and operation, plant security, building and grounds maintenance, maintenance of all lift stations, manholes, collection lines, emergency power, and other associated tasks.

Above all, the department ensures the City's sewage is collected and treated to protect public health.

**Overall change in level of service**

Inspection and cleaning of sanitary sewer system infrastructure is vital for long-term health of the collection system. The pipe inspection trailer and camera purchased this fiscal year will help to identify deficiencies in the pipe and help better maintain the system.

The City will also be required to satisfy the Administrative Order conditions of the NDEP. The project will help meet the Council’s priority of compliance in the Sewer Enterprise Fund.

**Goals and Objectives**

**Goal 1: Operate and maintain the Wastewater Collections System and Treatment Plant effectively.**

Objective: Maintain all state and federal requirements and enhanced monitoring of the wastewater treatment plant.

- Track and monitor all compliance sampling, testing and reporting requirements for the City’s Nevada Department of Environmental Protection Discharge permit.
- Make Improvements to the plant to satisfy NDEP Administrative Order.

Objective: Increase efficiency of the wastewater collection of treatment system through further implementation of VueWorks.

- Continue to implement work order system and complete work orders for E-One, lift station, and wastewater treatment plant repairs and maintenance.
- Utilize VueWorks data (Asset Management) to better plan and budget for future maintenance needs.

Objective: Improve preventative maintenance program for the wastewater system.

- Further develop schedules for preventative maintenance of lift stations, the wastewater treatment plant, and collection system.
- Repair underground collection system infrastructure.
- Purchase inspection camera and begin to utilize it for in-house inspection and cleaning.

**Goal 2: Increase the useful life and efficiency of the City’s wastewater collection system.**

Objective: Improve preventative maintenance program for the wastewater system.

- Use pipe inspection camera and begin an in-house inspection and cleaning program.
- Further develop schedules for preventative maintenance of lift stations, the wastewater treatment plant, and collection system.
- Repair underground collection system infrastructure.
- Identify projects and schedule for repair, replacement, or rehabilitation.
- Establish scope of work and schedule project into Capital Improvement Plan.

Sewer Rev		2014-15	2014-15	2015-16	2015-16	2016-17	2016-17
		2015	2015	2016	2016	2017	2017
Account #	Account Title	Budget	Actual	Budget	Estimated	Tentative	Final
520-370-100	Sewer Services	1,984,264	2,012,025	2,016,348	2,016,348	2,012,000	2,012,000
520-380-100	Interest Earnings	9,000	11,820	4,000	9,500	5,000	5,000
520-380-400	Disposition of Assets	-	-	-	-	-	-
520-380-900	Miscellaneous Revenue	-	261	400	200	200	200
520-395-910	Cust. Contrib.-Hookups/Connect	58,000	547,852	300,000	250,000	250,000	250,000
520-395-933	East Plant Lift Station	-	10,974	-	572	-	-
	<b>Total Revenues</b>	<b>2,051,264</b>	<b>2,582,932</b>	<b>2,320,748</b>	<b>2,276,620</b>	<b>2,267,200</b>	<b>2,267,200</b>

**Expenses**

**Personnel**

Sewer		2014-15	2015-16	2015-16	2016-17	2016-17
		2015	2016	2016	2017	2017
Account #	Account Title	Actual	Budget	Estimated	Tentative	Final
520-810-100	Regular Pay	353,369	433,979	433,979	443,747	438,937
520-810-120	Standby Pay	25,959	30,000	30,000	30,000	30,000
520-810-130	Overtime Pay	16,555	20,150	20,150	20,150	20,150
520-810-140	Annual Leave Pay	18,242	148	148	148	148
520-810-150	Sick Leave Pay	10,676	-	-	-	-
520-810-160	Holiday Pay	13,943	-	-	-	-
520-810-200	FICA	-	-	-	-	-
520-810-210	Medicare	6,060	6,600	6,600	6,726	6,665
520-810-220	Unemployment	5,320	5,196	5,196	5,196	5,196
520-810-230	Retirement (PERS)	85,340	122,599	122,599	125,358	124,000
520-810-235	Pension Expense	(19,519)	-	-	(19,519)	(19,519)
520-810-240	Group Insurance	72,990	95,930	95,930	78,892	87,899
520-810-250	Workers Compensation Insurance	16,652	29,819	29,819	30,257	29,955
520-810-260	Other Benefits	3,474	-	-	-	-
520-810-270	OPEB Liability	9,278	12,100	12,100	9,300	10,257

**Non Personnel**

520-810-320	Prof Serv-Engineering	6,922	7,500	7,500	7,500	7,500	20% Mapoptix and Vueworks software fees
520-810-322	Prof Serv-Other	15,189	12,500	12,500	50,000	50,000	
520-810-328	Prof Serv-Auditing	7,200	7,664	7,664	7,431	7,431	Audit expenses
520-810-340	Tech Services-Lab Analysis	-	-	-	-	-	Not used
520-810-342	Tech Services-Other	38	-	-	-	-	Not used
520-810-410	Utility Services-Water & Sewer	641	-	-	-	-	Not used
520-810-412	Utility Service-Refuse	1,876	1,700	1,700	2,200	2,200	Large dumpster for EWWTP and medium dumpster for highway 50 lift station
520-810-423	Contract Services-ANALYTICAL	21,171	10,000	10,000	15,000	15,000	Annual priority pollutants sampling, monthly BOD, CL2, TSS, Nitrogen, Ammonia, Nitrate, pH, and phosphorus testing of effluent, quarterly sampling of monitoring wells for chloride, nitrogen, and TDS (add Pond Sludge Sampling)
520-810-426	Contract-Sewer Cleaning & Insp	1,343	10,000	10,000	5,000	5,000	Emergency callouts = \$5,000
520-810-428	Contract Services-ELECTRICAL	1,136	15,000	15,000	10,000	10,000	Callouts to troubleshoot lift station and treatment plant issues
520-810-429	Contract Services-SCADA	-	12,000	12,000	10,000	10,000	Licensing \$2000, Programming \$3000, Hardware \$5000

520-810-430	Service-Repair and Maintenance	25,356	50,000	50,000	40,000	112,325	Pump/motor rehab \$10000/pump, facility fence repairs \$1000, pump oil \$2400, pump replacements \$5000 to \$25,000
520-810-431	Road Maintenance	469	3,500	3,500	-	-	Not used
520-810-441	Rental	3,306	6,000	6,000	10,000	10,000	Crane truck for aerators, trash pump for emergency bypass situations (To remove equipment for AOC)
520-810-444	Interfund Cost Alloc. Build	54,129	119,905	119,905	105,779	105,779	
520-810-520	Insurance	41,048	67,000	67,000	39,285	39,285	Average of trailing 2 FY's
520-810-530	Communications	4,292	2,675	2,675	5,855	5,855	3 phones, aircard for laptop, satellite internet for EWWTP
520-810-540	Advertising	158	1,000	1,000	1,000	1,000	Advertisements for job postings, project bidding, annual CCR
520-810-550	Printing and Postage	23,697	25,000	25,000	27,500	27,500	Utility billing, FedEx and UPS,15% GIS Printing/Postage - \$105
520-810-580	Training	1,586	5,000	5,000	2,500	2,500	CEU's for operators, PDH's for engineers, 20% GIS Travel and Training = \$140
520-810-581	Dues and Memberships	261	500	500	500	500	USA membership \$270, ASCE \$150, APWA \$125
520-810-585	Educational Assistance Program	222	500	500	500	500	
520-810-600	General Supplies	-	-	-	-	-	
520-810-601	Office Supplies	5,255	5,000	5,000	6,000	6,000	Copier paper \$500, Ink Cartridges \$500, Statements and Envelopes \$5000, 15% GIS office supplies = \$15
520-810-605	Minor Equipment	13,288	15,000	15,000	14,188	14,188	Small pumps and electric motors \$5000, Heaters \$2000, Larger tools \$3000, Computer upgrades-Staff; TIG welder CW Shop
520-810-610	Supplies-Automotive	16,296	5,000	5,000	15,000	15,000	Maintenance for 3 trucks and misc equipment: tires, spark plugs and filters, batteries, oil, heavy equipment oil, misc heavy equipment repairs
520-810-612	Supplies-Janitorial	-	500	500	-	-	EWWTP shop cleaning supplies
520-810-614	Supplies-Plant/Shop/Maint	19,182	25,000	25,000	25,000	25,000	9 lift stations, check valves, impellers, seals, fittings, paint, gaskets, pipe, filters, bowls, general supplies and tools
520-810-615	E-One R & M	76,857	85,000	85,000	85,000	85,000	New E-One units \$2400/each, repair and maintenance supplies
520-810-616	Supplies-Safety	367	1,000	1,000	1,000	1,000	PPE, lab gloves, work gloves, hard hats, vests, lock out kits = \$500
520-810-617	Supplies-Chemical	12,916	18,000	18,000	14,000	14,000	One tank of sodium hypochlorite \$1700 per fill
520-810-621	Natural Gas	365	400	400	400	400	Rolling Meadows backup motor
520-810-622	Electricity	190,395	200,000	200,000	219,570	219,570	9 lift stations, wastewater plant, buildings
520-810-623	Propane	-	1,000	1,000	500	500	Heaters for thawing headworks at lift stations, facility weed burning
520-810-625	Bulk Diesel	2,618	5,000	5,000	4,000	4,000	Cottonwood shop storage tank 25% proportionate share
520-810-626	Gasoline	13,611	15,000	15,000	12,500	12,500	Fuel for service trucks (3) and misc equipment
520-810-640	Books and Periodicals	-	750	750	750	750	Regulations, training, safety manuals, AWWA design manuals
520-810-642	Permits and Licenses	801	7,000	7,000	8,500	8,500	State NDEP \$6000, USA Locates \$150, Hazmat \$500
520-810-643	Property Taxes/Assessmnts/Fees	1	-	-	-	-	
520-810-699	Miscellaneous	104	-	-	-	-	
520-810-730	IMPROVEMENTS OTHER THAN	-	-	-	-	-	
520-810-800	Depreciation	984,995	1,060,000	1,060,000	1,060,000	1,060,000	
	<b>Total Operating Expenses</b>	<b>2,165,429</b>	<b>2,557,615</b>	<b>2,557,615</b>	<b>2,536,711</b>	<b>2,612,470</b>	
520-800-860	Interest Expense	299,296	300,422	300,422	290,934	290,934	Update for refunding savings.
520-800-861	Bond Issuance Cost	8,073	-	-	-	-	
	<b>Total Non Operating Expenses</b>	<b>307,369</b>	<b>300,422</b>	<b>300,422</b>	<b>290,934</b>	<b>290,934</b>	

## Capital Improvements

### Project Title: City of Fernley Sewer Model

<b>Project Description and Location:</b> This project will update the City of Fernley Sewer Model.
<b>Project Justification:</b> The Sewer Model previously used by the City was originally prepared by TRC, and has not been updated nor used on a regular basis for several years. Sewer Model updates are necessary for consistent analysis of the City's wastewater system. Due to the expense of modeling software, it is more cost effective for the City to contract these services out.
<b>Relationship to other programs:</b> None
<b>Relationship to City Priorities:</b> FY 2016-17 Budget Priorities, as approved at the December 16, 2015 Fernley City Council Meeting: Asset Management and Funding Plan, Sewer Modeling.
<b>Impact of Proposed Project on other departments:</b> Public Works, Building, Planning
<b>Estimate of the Capital Costs of the Proposed Project:</b> \$50,000.00. (GL 520-810-322 <a href="#">Page 128</a> )
<b>Planned sources of funds for the proposed project:</b> The project will be paid for by the Water Enterprise Fund.
<b>Operations and Maintenance (O &amp; M) costs for the proposed project:</b> Once complete, the Sewer Model should be updated through development, with no relative cost associated incurred by the City. Model updates, calibration and infrastructure verification to be determined and requested as needed.
<b>Planned sources of funds for the O &amp; M costs:</b> Wastewater Enterprise Fund
<b>Additional comments:</b> None

### Project Title: Donner Trails Lift Station

<b>Project Description and Location:</b> This project will construct a new lift station at the current Donner Trails Lift Station site. It will also complete the final section of force main required to put the new force main online.
<b>Project Justification:</b> The Donner Trails Lift Station is located at the end of Jessica Lane and serves approximately 800 homes including the new Silverland Intermediate School. Records show that the lift station run time is approximately 7 hours/day and that the lift station can only handle approximately 64 additional ERC's. The proposed improvement would upgrade the lift station and its structures to allow for additional capacity at this location. Additional capacity would allocate sewer service for future customers as well as ensure that the needs of the current customers are met. Possibly more urgent than the lift station's available capacity, is the service life of the current lift station, which is approaching the end of its useful service life. This has already presented challenges in the form of a complete lift station shut down in early January, 2014. Failing to upgrade this structure could result in excessive pump run times, and therefore increased energy usage, as well as high wet well levels and possible overfilling of the wet well.
<b>Relationship to other programs:</b> None
<b>Relationship to City Priorities:</b> FY 2016-17 Budget Priorities, as approved at the December 16, 2015 Fernley City Council Meeting: Asset Management and Funding Plan.
<b>Impact of Proposed Project on other departments:</b> None.
<b>Estimate of the Capital Costs of the Proposed Project:</b> Total Cost: \$929,250.00 (increased 5% from \$885,000.00 to account for possible rising material and labor costs). (See <a href="#">Page 100</a> and Sewer cash flow <a href="#">Page 122</a> )
<b>Planned sources of funds for the proposed project:</b> .The project will be paid for out of the Wastewater Enterprise Fund
<b>Operations and Maintenance (O &amp; M) costs for the proposed project:</b> The O&M costs of the improvements are expected to be minimal since this will be replacing an existing lift station. Any costs will be absorbed by the Wastewater Operating Budget.
<b>Planned sources of funds for the O &amp; M costs:</b> Wastewater Operating Budget
<b>Additional comments:</b> None

**Project Title: EWWTP Sludge Drying Beds and Removal Facilities**

<p><b>Project Description and Location:</b> This project will design a sludge removal system and sludge drying beds at the East Wastewater Treatment Plant.</p>
<p><b>Project Justification:</b> The City was approved for grant funding through the EPA for a project at our wastewater treatment plant. The total grant amount approved was \$300,000.00 less 3% for EPA administration fees for a final total of \$291,000.00. Given that it is an EPA grant; the project would have to be something that would help to improve environmental conditions at the plant. Staff has decided that the construction of sludge drying beds and sludge pumping and conveyance equipment would be an appropriate project. Sludge accumulates in the ponds over time and generally is removed by pumping and trucking or by completely emptying the pond and cleaning. This approach is very labor and materials intensive. Sludge drying beds would allow Staff to gradually pump sludge into dewatering bags located in the drying beds for removal at a later date. Dewatering bags are replaced every 3-5 years depending on sludge volumes and weather. The drying beds will also give Staff a place to empty the City’s vacuum truck after cleaning out E-One pumps, lift stations, or gravity collection lines.</p>
<p><b>Relationship to other programs:</b> None</p>
<p><b>Relationship to City Priorities:</b> FY 2016-17 Budget Priorities, as approved at the December 16, 2015 Fernley City Council Meeting: Asset Management and Funding Plan.</p>
<p><b>Impact of Proposed Project on other departments:</b> The Streets and Storm Drain Department would benefit from having a location to dump the debris from the street sweeper and from the storm water collection system cleaning, they perform.</p>
<p><b>Estimate of the Capital Costs of the Proposed Project:</b> Total Cost of Design: \$61,000.00, Total Cost of Construction: \$546,900.00. (See <a href="#">Page 100</a>)</p>
<p><b>Planned sources of funds for the proposed project:</b> The project will be paid for by the wastewater enterprise fund and an EPA grant. The funds are broken down as follows:  <b>Project Design: FY16/17</b>  City Portion: \$27,450.00 (page)  EPA Portion: \$33,550.00 (page)   <b>Project Construction: FY 16/17</b>  City Portion: \$289,450.00 (page)  EPA Portion: \$257,450.00 (page)   <b>Total Project:</b>  City Portion: \$316,900.00 (page)  EPA Portion: \$291,000.00 (page)</p>
<p><b>Operations and Maintenance (O &amp; M) costs for the proposed project:</b> The initial O&amp;M costs of the improvements are expected to include additional power, chemical, minor equipment, and diesel costs. These will be under \$5,000.00 and will be absorbed into the operating budget.</p>
<p><b>Planned sources of funds for the O &amp; M costs:</b> Wastewater Operating Budget.</p>
<p><b>Additional comments:</b> None</p>

**Project Title: Hardie Lane Sewer Line Rehabilitation**

<p><b>Project Description and Location:</b> This project will design and construct improvements to portions of the City’s wastewater collection system that has been found to be failing.</p>
<p><b>Project Justification:</b> The City has received multiple grants to reconstruct Hardie Lane. Design and Construction of portions of the sewer mains beneath Hardie Lane should occur in conjunction with the Hardie Lane Safe Routes to School and Roadway Reconstruction improvements. Performing the work while the street is being reconstructed is economically and operationally more efficient than if it were scoped as a separate project. The City will realize savings on design and construction by including it in the Hardie Lane Project.</p>
<p><b>Relationship to other programs:</b> Hardie Lane Safe Routes to School and Roadway Reconstruction Project.</p>
<p><b>Relationship to City Priorities:</b> FY 2016-17 Budget Priorities, as approved at the December 16, 2015 Fernley City Council Meeting: Asset Management and Funding Plan.</p>
<p><b>Impact of Proposed Project on other departments:</b> None.</p>
<p><b>Estimate of the Capital Costs of the Proposed Project:</b> Total Cost of Design and Construction: \$69,200.00. (See <a href="#">Page 100</a>)</p>
<p><b>Planned sources of funds for the proposed project:</b> The project will be paid for by the Water Enterprise Fund.</p>
<p><b>Operations and Maintenance (O &amp; M) costs for the proposed project:</b> The O&amp;M costs of the improvements would be minimal and will be absorbed by the Wastewater Operating Budget.</p>
<p><b>Planned sources of funds for the O &amp; M costs:</b> Wastewater Operating Budget.</p>
<p><b>Additional comments:</b> None</p>

**Project Title: NDEP AOC Pond Reline Project**

<b>Project Description and Location:</b> This project includes evaluating the necessity of repair and/or replacement of designated pond liners at the City of Fernley East Wastewater Treatment Facility, and associated costs for completion of related repairs and/or replacement.
<b>Project Justification:</b> On July 17th, 2015 the City of Fernley received a compliance inspection report from the Nevada Division of Environmental Protection (NDEP) Bureau of Water Pollution Control (BWPC) for the Wastewater treatment plant. The report identified nitrogen levels, in one of the potentially down gradient monitoring wells (MW-9), which was above the Maximum Contamination Level (MCL) of 10 mg/l (ppm). On September 2, 2015 the City of Fernley received an Administrative Order on Consent (AOC) from the BWPC to “assess and control” the source of Nitrogen in MW-9 by evaluating designated pond liners. The City questions the accuracy of the data obtained from MW-9 and is understandably hesitant to undertake the large expense of having a commercial company empty the existing designated ponds and dispose of the sludge in order to inspect the liners designated per NDEP’s AOC. The City has contracted with Engineering Consultants to perform investigative services and if necessary compile a Preliminary Engineering Study, (PERS), to allow the City to undertake investigative measures that will assist Staff in determining the most appropriate course of action to isolate and mitigate the suspect Nitrogen levels, and to meet applicable deadlines negotiated between the City and NDEP.
<b>Relationship to other programs:</b> None
<b>Relationship to City Priorities:</b> FY 2016-17 Budget Priorities, as approved at the December 16, 2015 Fernley City Council Meeting: Permit Compliance, Asset Management and Funding Plan.
<b>Impact of Proposed Project on other departments:</b> None,
<b>Estimate of the Capital Costs of the Proposed Project:</b> \$1,000,000.00. (See <a href="#">Page 100</a> )
<b>Planned sources of funds for the proposed project:</b> The project will be paid out of the Water Enterprise Fund.
<b>Operations and Maintenance (O &amp; M) costs for the proposed project:</b> The O&M costs of the improvements are expected to be minimal and will be absorbed by the Wastewater Operating Budget.
<b>Planned sources of funds for the O &amp; M costs:</b> Wastewater Operating Budget
<b>Additional comments:</b> None

**Project Title: Zone 6 Replacement and Rehabilitation Phase 2**

<b>Project Description and Location:</b> This project will design and construct improvements to portions of the City’s wastewater collection system that has been found to be failing.
<b>Project Justification:</b> Staff utilized a contractor to clean and inspect Zone 6 of the collection system. The zone is located in the Northwest portion of the City and includes Logan Lane, Rancho Mobile Home Park, Front Street, etc. Upon reviewing the inspection video and data, staff located several areas of the system that were in need of rehabilitation or replacement. During FY 13/14, Staff utilized a consultant to design improvements for Phase 1 of the Zone 6 Sewer Rehabilitation, which included 2 of the 3 areas, (Rancho Estates Mobile Home Park and Logan Lane), identified in the Zone 6 inspection for rehabilitation or replacement. Construction for these 2 areas was completed during FY 15/16. Phase 2 of the Zone 6 Rehabilitation Project includes the 3rd area inspected, the Railroad Crossing north of Hardie Lane. Staff anticipates design and construction completion of Phase 2 by the end of FY 16/17.
<b>Relationship to other programs:</b> None
<b>Relationship to City Priorities:</b> FY 2016-17 Budget Priorities, as approved at the December 16, 2015 Fernley City Council Meeting: Asset Management and Funding Plan
<b>Impact of Proposed Project on other departments:</b> None
<b>Estimate of the Capital Costs of the Proposed Project:</b> Total Cost of Design and Construction: \$430,000.00. (See <a href="#">Page 100</a> )
<b>Planned sources of funds for the proposed project:</b> The project will be paid out of the Water Enterprise Fund.
<b>Operations and Maintenance (O &amp; M) costs for the proposed project:</b> The initial O&M costs of the improvements would be minimal and will be absorbed by the Wastewater Operating Budget.
<b>Planned sources of funds for the O &amp; M costs:</b> Wastewater Operating Budget
<b>Additional comments:</b> None

**Donner Trails Lift Station**

<p><b>Project Description and Location:</b> This project will construct a new lift station at the current Donner Trails Station site. It will also complete the final section of force main required to put the new force main online.</p>
<p><b>Project Justification:</b> The Donner Trails Lift Station is located at the end of Jessica Lane and serves approximately 800 homes including the new Silverland Middle School. Records show that the lift station run time is approximately 7 hours/day and that the lift station can only handle approximately 64 additional ERC's. The proposed improvement would upgrade the lift station and its structures to allow for additional capacity at this location. Additional capacity would allocate sewer service for future customers as well as ensure that the needs of the current customers are met. Possibly more urgent than the lift station's available capacity, is the service life of the current lift stations, which is approaching the end of its useful service life. This has already presented challenges in the form of a complete lift station shut down in early January, 2014. Failing to upgrade this structure could result in excessive pump run times, and therefore increased energy usage, as well as high wet well levels and possible overflowing of the wet well.</p>
<p><b>Relationship to other programs:</b> None</p>
<p><b>Relationship to City Priorities:</b> FY 2016-17 Budget Priorities, as approved at the December 16, 2015 Fernley City Council Meeting: Asset Management and Funding Plan – Sewer Fund</p>
<p><b>Impact of Proposed Project on other departments:</b> None</p>
<p><b>Estimate of the Capital Costs of the Proposed Project:</b> Total Cost: \$1,070,565.00 (increased from FY 15/16 to account for possible rising material and labor costs) (See <a href="#">Page 100</a>)</p>
<p><b>Planned sources of funds for the proposed project:</b> The project will be paid out of the Wastewater Enterprise Fund</p>
<p><b>Operations and Maintenance (O&amp;M) costs for the proposed project:</b> The O &amp; M costs of the improvements are expected to be minimal since this will be replacing an existing lift station. Any costs will be absorbed by the Wastewater Operating Budget.</p>
<p><b>Planned sources of funds for the O&amp;M costs:</b> Wastewater Operating Budget</p>
<p><b>Additional Comments</b></p>

## STORM WATER ENTERPRISE

	StormWtr 530	Prior Year Actual 2014-15	Estimated CY Ending 2015-16	Tentative Budget 2016-17	Final Approved 2016-17	Comments
	<b>Operating Revenues</b>					
	Stormwater user fees	-	-	300,000	341,040	
	Total Operating Revenues	-	-	300,000	341,040	
	<b>Operating Expenses</b>					
530-810-100	Regular Pay	-	-	-	75,332	
530-810-120	Standby Pay	-	-	-	756	
530-810-130	Overtime Pay	-	-	-	2,688	
530-810-140	Annual Leave Pay	-	-	-	-	
530-810-150	Sick Leave Pay	-	-	-	-	
530-810-160	Holiday Pay	-	-	-	-	
530-810-200	FICA	-	-	-	-	
530-810-210	Medicare	-	-	-	1,147	
530-810-220	Unemployment	-	-	-	978	
530-810-230	Retirement (PERS)	-	-	-	21,281	
530-810-240	Group Insurance	-	-	-	22,945	
530-810-250	Workers Compensation Insurance	-	-	-	3,072	
530-810-260	Other Benefits	-	-	-	325	
530-810-412	Utility Services - Refuse	-	-	-	340	
530-810-420	Contract Services	-	-	60,000	60,000	street sweeping/ weeds/ fence repairs
530-810-430	Storm Drain Maintenance	-	-	-	-	
530-810-431	Detention Basin Maintenance	-	-	-	-	
530-810-431	Basin Acquisition Cost	-	-	-	30,000	
530-810-600	General Supplies	-	-	-	5,117	
530-810-605	Minor Equipment	-	-	-	3,988	
530-810-610	Automotive Supplies	-	-	-	3,087	
530-810-616	Supplies - Safety	-	-	-	764	
530-810-617	Supplies - Chemical	-	-	-	1,833	
530-810-623	Propane	-	-	-	965	
530-810-625	Bulk Diesel	-	-	-	288	
530-810-626	Gasoline	-	-	-	2,015	
530-810-642	License and Permits	-	-	-	63	
530-810-800	Depreciation	-	-	-	21,300	
	Total Operating Expenses	-	-	60,000	258,284	
	<b>Operating income (loss)</b>	-	-	240,000	82,756	
	<b>NonOperating Revenues (Expenses)</b>					
	CONNECTION FEES	-	-	-	-	
	INTEREST INCOME	-	-	50	50	
	Total Nonoperating Revenues (Expenses)	-	-	50	50	
	<b>Income (loss) before contrib</b>	-	-	240,050	82,806	
	Transfers (To) Other Funds	-	-	-	(60,000)	
	Transfers From Other Funds	-	-	-	60,000	
	Capital Contributions	-	-	-	-	
	<b>Change in Net Position</b>	-	-	240,050	82,806	
	Total Net Position, beginning of year	-	-	-	-	
	<b>Total Net Position, end of year</b>	\$ -	\$ -	\$ 240,050	\$ 82,806	

## Cash Flow

	(1)	(2)	(3)	(4)
			BUDGET YEAR ENDING 06/30/17	
	ACTUAL PRIOR	ESTIMATED		
STORM WATER PROPRIETARY FUND	YEAR ENDING	CURRENT	TENTATIVE	FINAL
	6/30/2015	YEAR ENDING	APPROVED	APPROVED
		6/30/2016		
<b>A. CASH FLOWS FROM OPERATING</b>				
ACTIVITIES:				
Cash received from customers, service fees			300,000	341,040
Cash received from customers, capacity fees and other				
Cash paid to suppliers			(60,000)	(236,984)
Cash paid to employees				
a. Net cash provided by (or used for) operating activities			240,000	104,056
<b>B. CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES:</b>				
b. Net cash provided by (or used for) noncapital financing activities			-	-
<b>C. CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES:</b>				
Connection Fees				
Cash Received From Bond Debt Fee				
Debt Re-payment				
Interest on Debt				
Misc				
Proceeds from grants				
Capital Outlay				
c. Net cash provided by (or used for) capital and related financing activities			-	-
<b>D. CASH FLOWS FROM INVESTING ACTIVITIES:</b>				
Interest on investments			50	50
d. Net cash provided by (or used in) investing activities			50	50
NET INCREASE (DECREASE) in cash and cash equivalents (a+b+c+d)			240,050	104,106
CASH AND CASH EQUIVALENTS AT JULY 1, 20xx			-	
CASH AND CASH EQUIVALENTS AT JUNE 30, 20xx			240,050	104,106

## Storm Water Operations/Systems

Many of the existing retention parcels are in tax default with Lyon County Assessor's Office and/or have not been maintained since they were installed by the developers during the building boom or in some cases prior to the City's incorporation in 2001. The Storm Drain Master Plan (SDMP) states the City needs to have on-site retention due to changing regulations and urban expansion (Section 2.0 Background):

### Need for On-site Retention

As Fernley's population expanded during the last 10 years and the City's land use changed substantially, the City's storm drain infrastructure has become largely unable to meet the demand of the growing community. In accordance with the United States Bureau of Reclamation (BOR) Draft Storm water Discharge Policy (Bureau of Reclamation memorandum, Regional Letter 03-11, dated September 19, 2003), discharge of storm water into BOR facilities by the City of Fernley is prohibited. In order to control storm water runoff from the new developments within the City limits, the City of Fernley incorporated requirements for onsite storm water retention through The City of Fernley Public Works Department Design Standards.

### **Retention Basin Maintenance**

This Project will allow Staff to contract out for improvements of City-owned retention basins, and for minor maintenance tasks.

Retention basins are designed to be filled with excess storm water during storm events to ensure a functional storm water system, protect life and health of the community, minimize property damage and protect water quality. Basins treat incoming storm water runoff by allowing particles to settle and algae to take up nutrients. Basic maintenance items, such as vegetation management, debris and litter removal, etc. should be routinely addressed in order for a basin to function properly. Of the estimated 43 retention parcels identified within the City of Fernley, only five have been dedicated to and are maintained by the City to date. Funding for a Retention basin maintenance program should be implemented to maintain an acceptable condition for existing City-owned basins, and to assist with future development. Currently, the City does not have the resources to perform routine maintenance in addition to conducting necessary repairs and improvements for City-owned retention basins, such as fencing repair, headwall repair, etc.

### **Relationship to other programs: Vector Control**

Potential reduction of Vector Control Staff time and resources required for Abatement Services in relation to standing water in retention basins. The O&M costs of the improvements are integrated into the FY16/17 project budget and will require subsequent annual funding for future years to potentially address additional basins and/or until the current ones reach a state easily manageable by SSD Staff.

### **Weed abatement/street sweeping**

Objective 1: Control and eliminate noxious weeds growing in city owned right of ways and easements utilizing the most current products and technology through contract and in house labor.

- Control and eliminate noxious weeds in city owned right of ways and easements by burning and mechanical removal utilizing in house and contract/part time labor.
- Add seasonal employees to assist with this program.

Objective 2: Operate an effective street sweeping program to improve air and water quality and improve the performance of the city's storm water conveyance infrastructure.

- Continue street sweeping operations using the city owned sweeper and manpower on a manpower limited basis.
- Contract services can be used to augment during time of large storm event or in case of city owned equipment malfunction.

## WATER BOND DEBT

The City’s water fund continues to report both operating and non-operating losses. In addition, there continues to be a shortfall of bond debt fees collected versus actual debt service. Current bond fee revenues are estimated at \$3,379,000 for FY 2016/2017. Total debt service is \$4,692,383. This is a shortfall of \$1,313,383. Total revenues are less than expenses.

The City is currently charging \$31.09 per month (373.08/year) for the bond debt fee on ¾” meters. The rate is based on meter sizes.

For FY 2015/2016, the City Council approved the bond debt payment based on the following:

FY15-16 Bond Payment	\$4,660,435.24
Factor of Safety	0.0%
FY2015/2016 Bond Fee to be collected	\$3,378,806.48
Shortfall	<b>(\$1,281,628.76)</b>

Meter Size	Accounts	Multiplier	Monthly Rate	Monthly Revenue
¾”	6767	1	<b>31.09</b>	210,386.03
1	125	1.67	51.92	6,490.04
1 ½”	58	3.33	103.53	6004.72
2	135	5.33	165.71	22,370.81
3	3	10	310.90	932.70
4	14	16.67	518.27	7,225.78
6	3	16.67	518.27	1,554.81
Will serve	1387	0.6	18.65	25,873.10
Inactive	350	1	31.09	10,881.50



## CONCLUSION

The City of Fernley continues to look for alternative revenue sources and provide the residents of Fernley with essential municipal services.

Planning efforts completed during FY 2015-2016 will help establish a roadmap to identify needs and strategies for implementation moving forward.

This year's budget request includes funding to complete projects identified through City Council priorities as well as staff recommendations for the day-to-day operation and maintenance of City systems.

While there is an effort to keep staffing levels at the current level, there is a request to include seasonal workers to complete additional projects such as a City-wide weed abatement program, street repairs and maintenance, and hydrant maintenance.

The region is anticipating growth with incoming industries such as Tesla and Switch, and the impact to the City will require a review of current resources and ensuring planned and responsible growth.

The current tax structure within the State of Nevada will continue to provide challenges for property tax revenues moving forward. Because the City receives limited revenues from the Consolidated Tax, we must continue to look for alternatives moving forward.

The City employees are incredible and very dedicated to providing municipal services for the community. Together with the leadership of the City Council, we will continue to work to improve the quality of life within the community and continue to focus on positive Customer Service to the residents.

## **GLOSSARY OF BUDGET TERMINOLOGY**

The City's proposed budget contains specialized and technical terminology that is unique to public finance and budgeting. To assist the reader of this document to understand terms, a glossary of budgetary terminology has been included.

### **Adopted Budget**

Revenues and appropriations adopted by the Mayor and City Council in May for the following fiscal year.

### **Accrual Accounting**

A basis of accounting in which revenues are recorded when earned and expenses are recorded at the time they are incurred, instead of when cash is actually received or disbursed (See funds)

### **Ad Valorem Tax (property tax)**

A tax levied on the assessed valuation of real property (see Revenues). Nevada Revised Statutes (NRS) 361.453 sets a maximum tax rate of \$3.64 per \$100 of assessed valuation.

### **Amortization**

The accounting process of allocating the cost of intangible assets to expense in a systematic and rational manner to those periods expected to benefit from the use of the intangible asset. Assets that would be considered intangible assets eligible for amortization would be items, such as patents or copyrights.

### **Appropriations**

An authorization made by the Mayor and City Council, which permits the City to obligate and expend governmental resources. Appropriates are generally made in fixed amounts and by state law are granted for a one-year period.

### **Assessed Valuation (AV)**

A value established for real property for use as a basis for levying property taxes. The assess value is thirty-five percent (35%) of taxable value. The Lyon County Assessor is responsible for all appraisal activity.

### **Balanced Budget**

The State of Nevada requires that all governmental entities file a balanced budget. This is accomplished by having revenues and sue of fund balance or retained earnings that equal expenditures and ending fund balance.

### **Bonds**

Debt issued for more than one year in order to raise funds to complete capital projects.

### **Budget**

A comprehensive financial plan of operation for a specified period of time that matches all planned revenues and expenditures with various municipal services.

### **Budget Augmentation**

A legal procedure allowed by law for revisions that alter the total appropriations of a fund. An augmentation results in increased expenditures for the fund.

**Budget Document**

The official written statement prepared by the City staff reflecting the decisions made by the Mayor and City Council in budget deliberations. The City submits that document to the State Department of Taxation to meet Nevada Revised Statute requirements. A separate document is prepared for distribution to staff and public.

**Budget Revision**

A budget revision is a shift in appropriations between two or more line item accounts. A budget revision does not result in increased appropriations.

**Capital Equipment**

Equipment with a value in excess of \$10,000 and an expected life of more than one year.

**Capital Improvements**

Major construction, repair of or addition to buildings, parks, streets, bridges and other facilities.

**Capital Improvement Program (CIP)**

A plan for capital expenditures to provide for the acquisition, expansion or rehabilitation of an element of the City's physical plan to be incurred over a fixed period of several future years.

**Capital Outlay/Improvements**

An outlay for the purpose of acquiring or building capital projects, infrastructure, furniture, fixtures and equipment. Governmental accounting requires capitalizing (depreciating) such items in the enterprise funds (water and sewer). It requires expending items in the governmental funds (general and special revenue funds).

**Capital Projects Funds**

These funds account for the financial resources to be used for the acquisition and/or construction of major capital facilities, other than those financed by proprietary funds. Each year, the City appropriates funds for the work to be completed that fiscal year; fund balances are designated for the completion of the projects over a period of years. Examples of projects are streets, sewer lines and drains. (See Funds)

**Cash flow Statement**

The cash flow statement reports the *cash* generated and used during the period and includes beginning and ending *cash* balances, and separated into three (3) sections:

- Operating Activities: involves transactions that are associated with providing services to customers such as cash receipts from sales of services and cash payments to suppliers and employees.
- Financing Activities: involves obtaining loans or bond funding and repaying amounts borrowed and the collection of fees and revenues to cover the cost of financing long-lived assets.
- Investing Activities: generally involves transactions associated with the acquisition and disposal of investments and other long-lived assets.

**Consumer Price Index (CPI)**

Issued by the Federal Bureau of Labor Statistics, this program produces monthly data on changes in the prices paid by urban consumers for a representative basket of goods and services. This economic statistic is commonly used to adjust dollar values.

**Current Resources Focus (Governmental Funds)**

Resources to which recourse can be had to meet current obligations and expenditures. Examples are estimated revenues of a particular period not yet realized, transfers from other funds authorized but not received. Long term assets and liabilities are not reported in government fund financial statements. All capital outlays and long-term obligations (principal and interest) are recorded as expenditures.

**Debt Service**

The payment of principal and interest on borrowed funds.

**Depreciation (non-cash transaction)**

A non-cash transaction that is a cost to the City. The purpose of depreciating an asset is to allocate its cost over the life of the asset and during the intended use of the asset. This is why the asset's life must be determined when booked. The capitalization of all enterprise assets including infrastructure, is necessary.

**Enterprise Fund**

Enterprise funds are used to account for operations that are either financed or operated in a manner similar to private business, or when the governing body has decided that periodic determination of revenues earned, expenses incurred and/or net income is appropriate for public policy, management control, accountability or other purposes. Rate schedules for services provided are usually established to insure that revenues are adequate to meet necessary expenditures.

**Expenditure**

Utilization of fund resources. Expenditures include operating costs, debt service and capital outlays.

**Expenses (Enterprise Funds)**

Charges incurred, whether paid or unpaid, for operation, maintenance, interest and other charges presumed to benefit the current fiscal period. Included cash and non-cash transactions such as depreciation and Other Post-Employment Benefits (OPEB). An expense is the use of a resource whether it is cash or non-cash.

**Fiscal Year (FY)**

The beginning and ending period for recording financial transactions. The City's fiscal year begin July 1 and ends June 30 the following year.

**Fixed Assets**

Assets of a long-term character which are intended to be held or used, such as land, buildings, machinery, furniture and other equipment. All items with a useful life of more than one year and a cost in excess of \$10,000 are classified as fixed assets.

## Fund

A fiscal and accounting entity for which the recording of financial transactions is made to carry on specific activities in accordance with the requirements placed upon the use of financial resources.

A fund is a fiscal and accounting entity with a self-balancing set of accounts. Governments use several types of funds, listed below:

- **General Fund:** A governmental fund and is the City's primary operating fund accounted for using the modified accrual basis of accounting. It accounts for the accumulation of all financial resources of the general government except for those to be account for in another fund. The general fund consists of several cost centers to include: Mayor/Council; City Manager; City Clerk; City Attorney; City Treasurer/Finance; Information Technology; Municipal Court; Streets and Storm Drains; Vector Control; Parks; Cemetery; Facilities; Animal Control; Planning; and Building Services.
- **Water Utility Fund:** An enterprise fund accounted for using the accrual basis of accounting, which is why cash flow statements are presented along with the budget. The Water fund accounts for the delivery of water services. All activities necessary to provide such services are accounted for in this fund and include administration, operations, maintenance, financing and related debt service, billing and collections. Enterprise funds should be self-supporting funds, which means the costs (including depreciation) of providing goods or services are financed or recovered primarily through charges to the user.
- **Wastewater Utility Fund:** Also an enterprise fund accounted for using the accrual basis of accounting. The wastewater fund accounts for the collection and transmission of sewage. All activities necessary to provide such services are accounted for in this fund and include administration, operations, maintenance, financing and related debt service, billing and collections.
- **Special Revenue Funds:** Set up to account for specific revenue sources and are restricted by law for specific purposes. Special revenue funds are governmental type funds and are accounted for using the modified accrual basis of accounting. Following are the City's special revenue funds:
- **Transient Lodging Tax Fund:** Set up to account for accommodations tax revenue used to pay for grant awards given out by the City of Fernley. A portion of this fund's equity balance is committed for a future Community/Civic Center.
- **Grants Fund:** Set up to account for revenue received from donors. Grants are used to pay for various City projects.
- **Capital Fund:** In the past, the source of revenue for this fund included transfers from the general fund. This fund pays for approved City capital projects.
- **Court Assessment Fee Fund:** The source of revenue for this fund includes administrative assessments rendered against defendants. The money collected may be used to improve the operations of the court and the acquisition or use of advanced technology.
- **Court Capital Fund:** The source of revenue for this fund includes administrative assessments rendered against defendants. The money collected may be used only for capital projects pertaining to the court. Examples include land, furniture, fixtures, equipment, renovations, etc.

- RCT#1: This fund accounts for the tax collected and to be used for park development identified in the City of Fernley park plan.
- Capital Improvement Fund: This fund was set up to account for revenue received from Lyon County. Lyon County levies a property tax for capital improvements and by law the County must send a portion to the City, which must be used for the same.

### **Fund Balance**

The excess of assets over liabilities. A negative fund balance is called a deficit. A positive ending fund balance from one fiscal year is used as a resource for the following fiscal year's activities. (The ending fund balance for one fiscal year is the same amount as the beginning fund balance for the following fiscal year). The change in fund balance is reflected on the statement of revenues, expenditures and changes in fund balance. Fund balance is broken out into categories: non-spendable, restricted, committed, assigned and unassigned. Fund balance is the portion of fund equity available for appropriation.

### **Fund Equity (Governmental Funds)**

The excess of fund assets and resources over fund liabilities (total assets less total liabilities).

### **General Obligation Bonds**

Bonds issued with the full faith and credit of the City. Repayment of these bonds has first call on the resources of the City.

### **Infrastructure**

The physical facilities owned and maintained by the City. They including buildings, streets, traffic signals and equipment, bridges, culverts, sewer and storm drain pipes, and equipment and parks.

### **Interest Earnings**

Revenue earned on invested and idle funds. The City pools its cash and invests it in accordance with its adopted investment policy. Interest earnings are then allocated to the individual funds based upon their average cash balance.

### **Interfund Reimbursements**

Represents repayments for particular expenditures or expenses to funds outside the funds that initially paid for them.

### **Modified Accrual Basis of Accounting (Governmental Funds)**

For use by governmental funds. Revenues are recognized in the period in which they become available and measurable and expenditures are recognized at the time a liability is incurred pursuant to appropriation authority.

### **Net Position (Enterprise Funds)**

The difference between total assets and total liabilities. The change in net position is reflected on the statement of revenues, expenses and changes in net position. The change in net position is an indicator of whether or not the City's resources are growing and performance over time.

**Nevada Administrative Code (NAC)**

The codified, administrative regulations of the Executive Branch of the State of Nevada for all governmental entities to follow.

**Nevada Revised Statutes (NRS)**

The codified laws of the State of Nevada for all governmental agencies to follow.

**Non-operating Expenses**

Expenses incurred for non-operating activities or in the performance of activities not directly related to supplying the basic service by a governmental enterprise. An example is interest paid on bonds.

**Objective**

A statement of specific direction, purpose or intent to be accomplished by staff within a program. Objectives should be measurable.

**Operating Budget**

A financial plan for the provision of direct service and support functions that provide basic governmental services. The operating budget contains appropriations for such expenditures as salaries and benefits, services, supplies, capital outlay and debt service/other.

**Operating Expenses**

The costs that are necessary for the maintenance of the enterprise, the rendering of the services and the collection of revenues.

**Program**

An organized set of related work activities which are directed toward accomplishing a goal. Each City department is responsible for a number of related service programs.

**Property Tax Rate**

The amount of tax levied for each \$100 of assess valuation. It is also called the ad valorem tax rate.

**Reserve**

A portion of fund balance earmarked to indicate 1) that it is not available for expenditure, or 2) is legally segregated for a specific future use.

**Resources**

Assets that can be used to fund expenditures.

**Revenue**

Income received from various sources used to finance government services. For example, sales tax revenue. The State of Nevada classifies revenues into the following categories:

- Taxes: This category is primarily the ad valorem tax, which is restricted by State law.
- Licenses and Permits: A license issued by a local government which allows a business to conduct a business or activity for an extended period of time. A permit generally restricts the activity to a specific date and place. Business licenses and building permits constitute the major portion of this category of revenues, but it also includes liquor licenses, City

gaming licenses, animal licenses, and franchise fees. Limitations on these revenues are State imposed.

- **Intergovernmental Revenues:** Those resources that are collected by another government and are disbursed to the City based upon statutory authority and a set formula. They include: grants, cigarette tax, liquor tax, Basic and Supplemental City-County Relief Tax (sales tax), motor vehicle privilege tax, county gaming licenses and real property transfer tax. Most intergovernmental revenues are distributed by a formula based on revenues received in the previous year and growth in assessed valuation and population.
- **Charges for Service:** The City charges businesses and residents for providing some specific service of direct benefit for that business or person.
- **Fines and Forfeits:** These are fines and warrant revenues resulting from misdemeanor violations, traffic and parking violations, etc. occurring within City limits and imposed by the municipal court. In addition, it includes penalties assess for delinquent payment of business licenses.

### **Risk Management**

The identification and control of risk and liabilities incurred by a local government to conserve resources used for accidental losses. The City's Risk Management program is managed by the City Manager's Office with the assistance of the City Attorney.

### **User Fees**

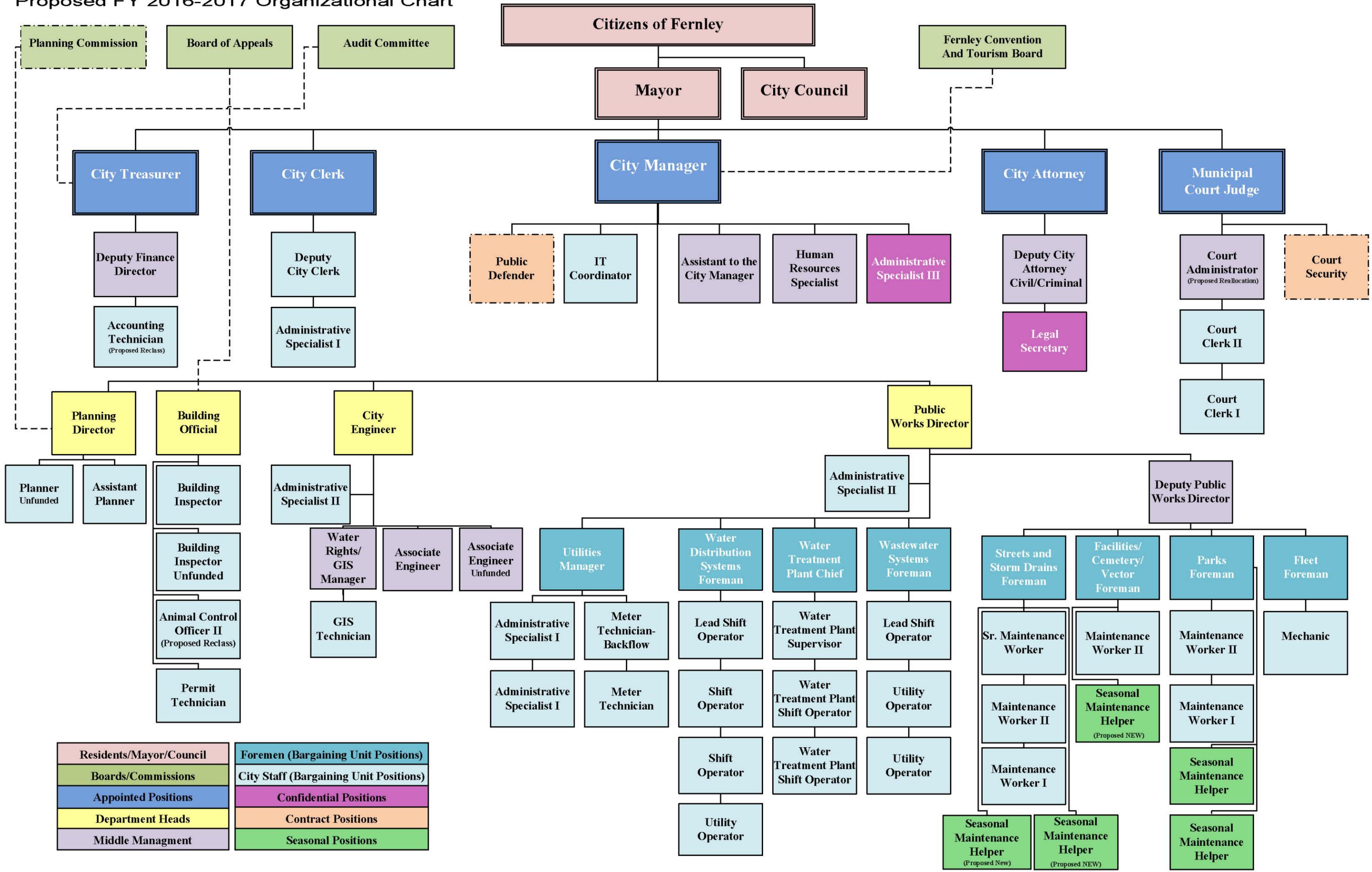
Fees charged to users of a particular service provided by the City.

### **Ward**

There are five Wards in the City of Fernley. Wards are political boundaries to determine Council areas of representation.

## APPENDIX

**Proposed FY 2016-2017 Organizational Chart**



Residents/Mayor/Council	Foremen (Bargaining Unit Positions)
Boards/Commissions	City Staff (Bargaining Unit Positions)
Appointed Positions	Confidential Positions
Department Heads	Contract Positions
Middle Management	Seasonal Positions

Budgeted FTE's, Salaries & Benefits for FYE June 30, 2017				2015-16	1.00	CURRENT BASE WAGE	STANDBY	OVERTIME	VACATION BUYOUT	FICA	MEDICARE 1.45%	UNEMPLOYMENT 2.1%	RETIREMENT 28%	Health Insurance	Dental	Vision	STD	LTD	Care Flight	Life ADD	WORKERS COMP 3.9%/8.35%	OPEB	Gross Wages + Benefits	
Building Official	1.00	2,080.0	0.42	\$ 43.27	0.58	\$ 43.27	\$ 90,002	\$ 1,731	\$ 1,216		\$ 1,348	\$ 584	\$ 25,425	\$ 10,451	\$ 940	\$ 154	\$ 415	\$ 353	\$ 30	\$ 65	\$ 3,578		\$ 136,291	
Building Inspector II	1.00	2,080.0	1.00	\$ 20.27	0.00	\$ 20.27	\$ 42,162	\$ 203			\$ 614	\$ 584	\$ 11,911	\$ 5,323	\$ 550	\$ 103	\$ 195	\$ 165	\$ 30	\$ 65	\$ 1,652		\$ 63,557	
Permit Technician	1.00	2,080.0	0.50	\$ 19.30	0.50	\$ 19.30	\$ 40,664				\$ 590	\$ 584	\$ 11,488	\$ 2,400	\$ -	\$ -	\$ 185	\$ 157	\$ 30	\$ 65	\$ 1,586		\$ 57,748	
<b>BUILDING &amp; SAFETY</b>	<b>3.00</b>					<b>\$ 172,827</b>		<b>\$ 1,934</b>	<b>\$ 1,216</b>	<b>\$ -</b>	<b>\$ 2,552</b>	<b>\$ 1,751</b>	<b>\$ 48,824</b>	<b>\$ 18,174</b>	<b>\$ 1,490</b>	<b>\$ 257</b>	<b>\$ 795</b>	<b>\$ 676</b>	<b>\$ 90</b>	<b>\$ 194</b>	<b>\$ 6,816</b>	<b>\$ -</b>	<b>\$ 257,596</b>	
Planning Director	1.00	2,080.0	0.00	\$ 40.00	1.00	\$ 42.30	\$ 87,984	\$ -	\$ -		\$ 1,276	\$ 584	\$ 24,855	\$ 11,919	\$ 1,440	\$ 227	\$ 406	\$ 345	\$ 30	\$ 65	\$ 3,431		\$ 132,562	
Assistant Planner	1.00	2,080.0	0.58	\$ 22.93	0.42	\$ 22.93	\$ 47,694	\$ 500	\$ 882		\$ 712	\$ 584	\$ 13,474	\$ 5,323	\$ 550	\$ 103	\$ 220	\$ 187	\$ 30	\$ 65	\$ 1,880		\$ 72,204	
<b>PLANNING</b>	<b>2.00</b>					<b>\$ 135,678</b>	<b>\$ -</b>	<b>\$ 500</b>	<b>\$ 882</b>		<b>\$ 1,987</b>	<b>\$ 1,168</b>	<b>\$ 38,329</b>	<b>\$ 17,242</b>	<b>\$ 1,990</b>	<b>\$ 330</b>	<b>\$ 626</b>	<b>\$ 532</b>	<b>\$ 60</b>	<b>\$ 130</b>	<b>\$ 5,311</b>		<b>\$ 204,766</b>	
City Attorney	1.00	2,080.0	0.75	\$ 57.71	0.25	\$ 57.71	\$ 120,037	\$ -			\$ 1,741	\$ 584	\$ 33,910	\$ 11,919	\$ 1,440	\$ 227	\$ 554	\$ 471	\$ 30	\$ 65	\$ 4,681		\$ 175,658	
Deputy City Attorney	1.00	2,080.0	0.33	\$ 38.63	0.66	\$ 38.63	\$ 79,547	\$ -			\$ 1,153	\$ 584	\$ 22,472	\$ 10,451	\$ 940	\$ 154	\$ 371	\$ 315	\$ 30	\$ 65	\$ 3,102		\$ 119,184	
Legal Secretary I/II	1.00	2,080.0	1.00	\$ 25.28	0.00	\$ 25.28	\$ 52,582	\$ 500			\$ 770	\$ 584	\$ 14,855	\$ 5,323	\$ 550	\$ 103	\$ 243	\$ 206	\$ 30	\$ 65	\$ 2,070		\$ 77,881	
<b>CITY ATTORNEY</b>	<b>3.00</b>					<b>\$ 252,166</b>	<b>\$ -</b>	<b>\$ 500</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,664</b>	<b>\$ 1,751</b>	<b>\$ 71,237</b>	<b>\$ 27,693</b>	<b>\$ 2,930</b>	<b>\$ 484</b>	<b>\$ 1,168</b>	<b>\$ 992</b>	<b>\$ 90</b>	<b>\$ 194</b>	<b>\$ 9,854</b>	<b>\$ -</b>	<b>\$ 372,723</b>	
City Clerk	1.00	2,080.0	0.25	\$ 34.05	0.75	\$ 34.05	\$ 70,824	\$ -	\$ 1,310		\$ 1,046	\$ 584	\$ 20,008	\$ 10,264	\$ 1,050	\$ 161	\$ 327	\$ 278	\$ 30	\$ 65	\$ 2,762		\$ 108,708	
Deputy City Clerk	1.00	2,080.0	0.00	\$ 21.62	1.00	\$ 21.62	\$ 44,970	\$ 500			\$ 659	\$ 584	\$ 12,704	\$ 10,264	\$ 1,050	\$ 161	\$ 208	\$ 176	\$ 30	\$ 65	\$ 1,773		\$ 73,144	
Administrative Specialist I	1.00	2,080.0	0.08	\$ 16.82	0.92	\$ 16.82	\$ 34,986	\$ 500			\$ 515	\$ 584	\$ 9,883	\$ 10,264	\$ 1,050	\$ 161	\$ 161	\$ 137	\$ 30	\$ 65	\$ 1,384		\$ 59,720	
<b>CITY CLERK</b>	<b>3.00</b>					<b>\$ 150,779</b>	<b>\$ -</b>	<b>\$ 1,000</b>	<b>\$ 1,310</b>	<b>\$ -</b>	<b>\$ 2,220</b>	<b>\$ 1,751</b>	<b>\$ 42,595</b>	<b>\$ 30,793</b>	<b>\$ 3,150</b>	<b>\$ 482</b>	<b>\$ 696</b>	<b>\$ 592</b>	<b>\$ 90</b>	<b>\$ 194</b>	<b>\$ 5,919</b>	<b>\$ -</b>	<b>\$ 241,572</b>	
City Manager	0.90	1,872.0	0.25	\$ 52.50	0.75	\$ 52.50	\$ 98,280	\$ -	\$ 2,000		\$ 1,454	\$ 525	\$ 27,764	\$ 10,727	\$ 1,296	\$ 204	\$ 504	\$ 428	\$ 27	\$ 65	\$ 3,833		\$ 147,108	
Assistant to the City Manager	1.00	2,080.0	0.00	\$ 25.57	1.00	\$ 25.57	\$ 53,186				\$ 771	\$ 584	\$ 15,025	\$ 2,400	\$ -	\$ -	\$ 245	\$ 209	\$ 30	\$ 65	\$ 2,074		\$ 74,589	
Human Resource Specialist	1.00	2,080.0	0.92	\$ 26.59	0.08	\$ 26.59	\$ 55,307	\$ 1,000			\$ 816	\$ 584	\$ 15,624	\$ 11,919	\$ 1,440	\$ 227	\$ 255	\$ 217	\$ 30	\$ 65	\$ 2,196		\$ 89,680	
Admin Specialist III	1.00	2,080.0	0.00	\$ 19.22	1.00	\$ 19.22	\$ 39,978	\$ 1,000			\$ 594	\$ 584	\$ 11,294	\$ 5,323	\$ 550	\$ 103	\$ 185	\$ 157	\$ 30	\$ 65	\$ 1,598		\$ 61,460	
<b>CITY MANAGER</b>	<b>3.90</b>					<b>\$ 246,750</b>	<b>\$ -</b>	<b>\$ 2,000</b>	<b>\$ 2,000</b>	<b>\$ -</b>	<b>\$ 3,636</b>	<b>\$ 2,277</b>	<b>\$ 69,707</b>	<b>\$ 30,369</b>	<b>\$ 3,286</b>	<b>\$ 534</b>	<b>\$ 1,189</b>	<b>\$ 1,011</b>	<b>\$ 117</b>	<b>\$ 259</b>	<b>\$ 9,701</b>		<b>\$ 372,837</b>	
Ward 1						\$ 12,168		\$ -		\$ 754	\$ 176	\$ -								\$ -	\$ 475		\$ 13,573	
Ward 2						\$ 12,168		\$ -			\$ 176	\$ -	\$ 3,437							\$ -	\$ 475		\$ 16,256	
Ward 3						\$ 12,168		\$ -		\$ 754	\$ 176	\$ -								\$ -	\$ 475		\$ 13,573	
Ward 4						\$ 12,168		\$ -			\$ 176	\$ -	\$ 3,437							\$ -	\$ 475		\$ 16,256	
Ward 5						\$ 12,168		\$ -			\$ 176	\$ -	\$ 3,437							\$ -	\$ 475		\$ 16,256	
Mayor						\$ 16,225		\$ -		\$ 1,006	\$ 235	\$ -	\$ -							\$ -	\$ 633		\$ 18,099	
<b>MAYOR &amp; COUNCIL</b>						<b>\$ 77,065</b>	<b>\$ -</b>	<b>\$ -</b>		<b>\$ 2,515</b>	<b>\$ 1,117</b>	<b>\$ -</b>	<b>\$ 10,312</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,006</b>		<b>\$ 94,015</b>	
Muni Court Judge	1.00	2,080.0	0.00	\$ 29.70	1.00	\$ 29.70	\$ 61,776	\$ -			\$ 896	\$ 584	\$ 17,452	\$ 11,919	\$ 1,440	\$ 227	\$ 285	\$ 242	\$ 30	\$ 65	\$ 2,409		\$ 97,324	
Court Administrator	1.00	2,080.0	0.00	\$ 25.29	1.00	\$ 27.10	\$ 56,368	\$ -	\$ 903		\$ 830	\$ 584	\$ 15,924	\$ 10,264	\$ 1,050	\$ 161	\$ 260	\$ 221	\$ 30	\$ 65	\$ 2,198		\$ 88,859	
Court Clerk I	1.00	2,080.0	0.75	\$ 15.02	0.25	\$ 15.02	\$ 31,242	\$ 1,500			\$ 475	\$ 584	\$ 8,826	\$ 5,323	\$ 550	\$ 103	\$ 144	\$ 123	\$ 30	\$ 65	\$ 1,277		\$ 50,241	
Court Clerk I	1.00	2,080.0	0.58	\$ 15.62	0.42	\$ 15.62	\$ 32,490	\$ -			\$ 471	\$ 584	\$ 9,178	\$ 2,400	\$ -	\$ -	\$ 150	\$ 127	\$ 30	\$ 65	\$ 1,267		\$ 46,762	
<b>MUNICIPAL COURT</b>	<b>4.00</b>					<b>\$ 181,875</b>	<b>\$ -</b>	<b>\$ 1,500</b>	<b>\$ 903</b>	<b>\$ -</b>	<b>\$ 2,672</b>	<b>\$ 2,335</b>	<b>\$ 51,380</b>	<b>\$ 29,907</b>	<b>\$ 3,040</b>	<b>\$ 491</b>	<b>\$ 839</b>	<b>\$ 714</b>	<b>\$ 120</b>	<b>\$ 259</b>	<b>\$ 7,152</b>	<b>\$ -</b>	<b>\$ 283,186</b>	
City Treasurer	0.33	686.4	0.17	\$ 53.55	0.83	\$ 53.55	\$ 36,757	\$ -			\$ 533	\$ 193	\$ 10,384	\$ 792	\$ -	\$ -	\$ 514	\$ 437	\$ 10	\$ 65	\$ 1,434		\$ 51,117	
Accountant/Deputy Treasurer	0.30	624.0	0.75	\$ 31.12	0.25	\$ 31.12	\$ 19,419	\$ -			\$ 282	\$ 175	\$ 5,486	\$ 1,597	\$ 165	\$ 31	\$ 299	\$ 254	\$ 9	\$ 65	\$ 757		\$ 28,538	
Accounting Technician	0.30	624.0	0.00	\$ 21.62	1.00	\$ 23.38	\$ 14,589	\$ 1,000			\$ 226	\$ 175	\$ 4,121	\$ 1,597	\$ 165	\$ 31	\$ 224	\$ 191	\$ 9	\$ 65	\$ 608		\$ 23,002	
<b>FINANCE</b>	<b>0.93</b>					<b>\$ 70,765</b>	<b>\$ -</b>	<b>\$ 1,000</b>		<b>\$ -</b>	<b>\$ 1,041</b>	<b>\$ 543</b>	<b>\$ 19,991</b>	<b>\$ 3,986</b>	<b>\$ 330</b>	<b>\$ 62</b>	<b>\$ 1,037</b>	<b>\$ 882</b>	<b>\$ 28</b>	<b>\$ 194</b>	<b>\$ 2,799</b>	<b>\$ -</b>	<b>\$ 102,657</b>	
<b>INFORMATION TECHNOLOGY</b>	<b>1.00</b>	<b>2,080.0</b>	<b>0.08</b>	<b>\$ 25.79</b>	<b>0.92</b>	<b>\$ 25.79</b>	<b>\$ 53,643</b>	<b>\$ 500</b>			<b>\$ 785</b>	<b>\$ 584</b>	<b>\$ 15,154</b>	<b>\$ 11,919</b>	<b>\$ 1,440</b>	<b>\$ 227</b>	<b>\$ 248</b>	<b>\$ 210</b>	<b>\$ 30</b>	<b>\$ 65</b>	<b>\$ 2,112</b>		<b>\$ 86,916</b>	
<b>VECTOR CONTROL</b>	<b>0.50</b>	<b>1,040.0</b>	<b>0.42</b>	<b>\$ 25.05</b>	<b>0.58</b>	<b>\$ 25.05</b>	<b>\$ 26,052</b>	<b>\$ 7,500</b>	<b>\$ 482</b>		<b>\$ 493</b>	<b>\$ 292</b>	<b>\$ 7,360</b>	<b>\$ 5,225</b>	<b>\$ 470</b>	<b>\$ 77</b>	<b>\$ 240</b>	<b>\$ 204</b>	<b>\$ 15</b>	<b>\$ 65</b>	<b>\$ 1,309</b>		<b>\$ 49,784</b>	
<b>ANIMAL CONTROL II</b>	<b>1.00</b>	<b>2,080.0</b>	<b>0.00</b>	<b>\$ 16.25</b>	<b>1.00</b>	<b>\$ 16.82</b>	<b>\$ 34,986</b>	<b>\$ 600</b>			<b>\$ 516</b>	<b>\$ 584</b>	<b>\$ 9,883</b>	<b>\$ 5,323</b>	<b>\$ 550</b>	<b>\$ 103</b>	<b>\$ 161</b>	<b>\$ 137</b>	<b>\$ 30</b>	<b>\$ 65</b>	<b>\$ 1,388</b>		<b>\$ 54,327</b>	
City Engineer	0.30	624.0	0.25	\$ 40.67	0.75	\$ 40.67	\$ 25,378	\$ -			\$ 368	\$ 175	\$ 7,169	\$ 1,597	\$ 165	\$ 31	\$ 390	\$ 332	\$ 9	\$ 65	\$ 990		\$ 36,669	
Associate Engineer	0.30	624.0	0.33	\$ 26.59	0.67	\$ 26.59	\$ 16,592	\$ -			\$ 241	\$ 175	\$ 4,687	\$ 3,079	\$ 315	\$ 48	\$ 255	\$ 217	\$ 9	\$ 65	\$ 647		\$ 26,331	
Water Rights/GIS Manager	0.20	416.0	0.00	\$ 26.60	1.00	\$ 26.60	\$ 11,066	\$ -			\$ 160	\$ 117	\$ 3,126	\$ 2,384	\$ 288	\$ 45	\$ 255	\$ 217	\$ 6	\$ 65	\$ 432		\$ 18,161	
GIS - PART TIME	0.20	416.0	0.08	\$ 17.93	0.92	\$ 17.93	\$ 7,459	\$ -			\$ 108	\$ 117	\$ 2,107	\$ -	\$ -	\$ -	\$ 117	\$ 172	\$ 146	\$ 6	\$ 65	\$ 291		\$ 10,471
Administrative Specialist II	0.50	1,040.0	0.58	\$ 19.30	0.42	\$ 19.30	\$ 20,072	\$ 375			\$ 296	\$ 292	\$ 5,670	\$ 2,662	\$ 275	\$ 52	\$ 185	\$ 157	\$ 15	\$ 65	\$ 797		\$ 30,914	
<b>ENGINEERING</b>	<b>1.50</b>					<b>\$ 80,567</b>	<b>\$ -</b>	<b>\$ 375</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,174</b>	<b>\$ 876</b>	<b>\$ 22,760</b>	<b>\$ 9,722</b>	<b>\$ 1,043</b>	<b>\$ 176</b>	<b>\$ 1,258</b>	<b>\$ 1,070</b>	<b>\$ 45</b>	<b>\$ 324</b>	<b>\$ 3,157</b>	<b>\$ -</b>	<b>\$ 122,546</b>	

Budgeted FTE's, Salaries & Benefits for FYE June 30, 2017				2015-16	1.00	CURRENT BASE WAGE	STANDBY	OVERTIME	VACATION BUYOUT	FICA	MEDICARE 1.45%	UNEMPLOYMENT 2.1%	RETIREMENT 28%	Health Insurance	Dental	Vision	STD	LTD	Care Flight	Life ADD	WORKERS COMP 3.9%/8.35%	OPEB	Gross Wages + Benefits
Public Works Director	0.15	312.0	0.42	\$ 43.99	0.58	\$ 43.99	\$ 13,725	\$ -			\$ 199	\$ 88	\$ 3,877	\$ 1,788	\$ 216	\$ 34	\$ 422	\$ 359	\$ 5	\$ 65	\$ 535		\$ 21,312
Deputy Public Works Director	0.15	312.0	0.33	\$ 27.14	0.66	\$ 27.14	\$ 8,383	\$ -	?		\$ 122	\$ 88	\$ 2,368	\$ 1,540	\$ 157	\$ 24	\$ 261	\$ 221	\$ 5	\$ 65	\$ 327		\$ 13,560
Administrative Specialist II	0.15	312.0	0.75	\$ 18.56	0.25	\$ 18.56	\$ 5,791	\$ 375	\$ -		\$ 89	\$ 88	\$ 1,636	\$ 1,788	\$ 216	\$ 34	\$ 178	\$ 151	\$ 5	\$ 65	\$ 240		\$ 10,656
Parks & General Foreman	1.00	2,080.0	0.66	\$ 24.10	0.33	\$ 24.10	\$ 49,627	\$ 2,622	\$ 5,750	\$ -	\$ 841	\$ 584	\$ 14,020	\$ 10,451	\$ 940	\$ 154	\$ 231	\$ 197	\$ 30	\$ 65	\$ 2,262		\$ 87,772
Maintenance Worker II	1.00	2,080.0	0.08	\$ 18.92	0.92	\$ 18.92	\$ 39,354	\$ 2,622	\$ 5,750	\$ 727	\$ 703	\$ 584	\$ 11,117	\$ 11,919	\$ 1,440	\$ 227	\$ 182	\$ 154	\$ 30	\$ 65	\$ 1,861		\$ 76,734
Maintenance Worker I	1.00	2,080.0	0.42	\$ 16.47	0.58	\$ 16.47	\$ 34,258	\$ 2,622	\$ 5,750		\$ 618	\$ 584	\$ 9,678	\$ 5,323	\$ 550	\$ 103	\$ 158	\$ 134	\$ 30	\$ 65	\$ 1,663		\$ 61,536
Seasonal	0.50	1,040.0	0.00		1.00	\$ 12.79	\$ 13,302			\$ 825	\$ 193	\$ 292	\$ -	\$ -	\$ -	\$ -	\$ 123	\$ 104	\$ 15	\$ 65	\$ 519		\$ 15,437
Seasonal	0.50	1,040.0	0.00		1.00	\$ 12.79	\$ 13,302			\$ 825	\$ 193	\$ 292	\$ -	\$ -	\$ -	\$ -	\$ 123	\$ 104	\$ 15	\$ 65	\$ 519		\$ 15,437
Fleet Foreman	0.10	208.0	0.00	\$ 27.10	1.00	\$ 27.10	\$ 5,637	\$ -			\$ 82	\$ 58	\$ 1,592	\$ 1,192	\$ 144	\$ 23	\$ 260	\$ 221	\$ 3	\$ 65	\$ 220		\$ 9,497
Mechanic	0.10	208.0	0.17	\$ 19.30	0.83	\$ 19.30	\$ 4,014				\$ 58	\$ 58	\$ 1,134	\$ 240	\$ -	\$ -	\$ 185	\$ 157	\$ 3	\$ 65	\$ 157		\$ 6,072
<b>PARKS</b>	<b>4.65</b>					<b>\$ 187,391</b>	<b>\$ 7,866</b>	<b>\$ 17,625</b>	<b>\$ 727</b>	<b>\$ 1,650</b>	<b>\$ 3,097</b>	<b>\$ 2,715</b>	<b>\$ 45,423</b>	<b>\$ 34,240</b>	<b>\$ 3,663</b>	<b>\$ 599</b>	<b>\$ 2,123</b>	<b>\$ 1,805</b>	<b>\$ 140</b>	<b>\$ 648</b>	<b>\$ 8,302</b>	<b>\$ -</b>	<b>\$ 318,013</b>
Public Works Director	0.10	208.0	0.42	\$ 43.99	0.58	\$ 43.99	\$ 9,150	\$ -			\$ 133	\$ 58	\$ 2,585	\$ 1,192	\$ 144	\$ 23	\$ 422	\$ 359	\$ 3	\$ 65	\$ 357		\$ 14,490
Deputy Public Works Director	0.10	208.0	0.33	\$ 27.14	0.66	\$ 27.14	\$ 5,589	\$ -			\$ 81	\$ 58	\$ 1,579	\$ 1,026	\$ 105	\$ 16	\$ 261	\$ 221	\$ 3	\$ 65	\$ 218		\$ 9,222
Administrative Specialist II	0.10	208.0	0.75	\$ 18.56	0.25	\$ 18.56	\$ 3,860	\$ 375	\$ 75		\$ 63	\$ 58	\$ 1,091	\$ 1,192	\$ 144	\$ 23	\$ 178	\$ 151	\$ 3	\$ 65	\$ 165		\$ 7,443
General Services Foreman	0.50	1,040.0	0.42	\$ 25.05	0.58	\$ 25.05	\$ 26,052	\$ 2,000	\$ 482		\$ 414	\$ 292	\$ 7,360	\$ 5,225	\$ 470	\$ 77	\$ 240	\$ 204	\$ 15	\$ 65	\$ 1,094		\$ 43,990
Seasonal	0.50	1,040.0	0.00		1.00	\$ 12.79	\$ 13,302			\$ 825	\$ 193	\$ 292	\$ -	\$ -	\$ -	\$ -	\$ 123	\$ 104	\$ 15	\$ 65	\$ 519		\$ 15,437
Maint Worker II	1.00	2,080.0	0.00	\$ 16.17	1.00	\$ 16.17	\$ 33,634	\$ 2,000			\$ 517	\$ 584	\$ 9,501	\$ 10,264	\$ 1,050	\$ 161	\$ 155	\$ 132	\$ 30	\$ 65	\$ 1,390		\$ 59,482
<b>FACILITIES MAINTENANCE</b>	<b>2.30</b>					<b>\$ 91,586</b>	<b>\$ -</b>	<b>\$ 4,375</b>	<b>\$ 557</b>	<b>\$ 825</b>	<b>\$ 1,400</b>	<b>\$ 1,343</b>	<b>\$ 22,115</b>	<b>\$ 18,900</b>	<b>\$ 1,913</b>	<b>\$ 299</b>	<b>\$ 1,380</b>	<b>\$ 1,173</b>	<b>\$ 69</b>	<b>\$ 389</b>	<b>\$ 3,742</b>	<b>\$ -</b>	<b>\$ 150,065</b>
Public Works Director	0.25	520.0	0.42	\$ 43.99	0.58	\$ 43.99	\$ 22,875	\$ -			\$ 332	\$ 146	\$ 6,462	\$ 2,980	\$ 360	\$ 57	\$ 422	\$ 359	\$ 8	\$ 65	\$ 892		\$ 34,957
Deputy Public Works Director	0.25	520.0	0.33	\$ 27.14	0.66	\$ 27.14	\$ 13,972	\$ -			\$ 203	\$ 146	\$ 3,947	\$ 2,566	\$ 262	\$ 40	\$ 261	\$ 221	\$ 8	\$ 65	\$ 545		\$ 22,235
Administrative Specialist II	0.25	520.0	0.75	\$ 18.56	0.25	\$ 18.56	\$ 9,651	\$ 375	\$ 186		\$ 148	\$ 146	\$ 2,726	\$ 2,980	\$ 360	\$ 57	\$ 178	\$ 151	\$ 8	\$ 65	\$ 391		\$ 17,422
Streets & Storm Drain Foreman	1.00	2,080.0	0.58	\$ 24.09	0.42	\$ 24.09	\$ 50,107	\$ 756	\$ 2,500	\$ 927	\$ 787	\$ 584	\$ 14,155	\$ 11,919	\$ 1,440	\$ 227	\$ 231	\$ 197	\$ 30	\$ 65	\$ 2,081		\$ 86,006
Maintenance Worker II	1.00	2,080.0	0.92	\$ 18.19	0.08	\$ 18.19	\$ 37,835	\$ 756	\$ 2,500		\$ 596	\$ 584	\$ 10,688	\$ 11,919	\$ 1,440	\$ 227	\$ 175	\$ 148	\$ 30	\$ 65	\$ 1,603		\$ 68,565
Seasonal	0.50	1,040.0	0.00		1.00	\$ 12.79	\$ 13,302			\$ 825	\$ 193	\$ 292	\$ -	\$ -	\$ -	\$ -	\$ 123	\$ 104	\$ 15	\$ 65	\$ 519		\$ 15,437
Seasonal	0.50	1,040.0	0.00		1.00	\$ 12.79	\$ 13,302			\$ 825	\$ 193	\$ 292	\$ -	\$ -	\$ -	\$ -	\$ 123	\$ 104	\$ 15	\$ 65	\$ 519		\$ 15,437
Maintenance Worker II	1.00	2,080.0	1.00	\$ 15.24	0.00	\$ 15.24	\$ 31,699	\$ 756	\$ 2,500		\$ 507	\$ 584	\$ 8,955	\$ 11,919	\$ 1,440	\$ 227	\$ 146	\$ 124	\$ 30	\$ 65	\$ 1,363		\$ 60,315
Maintenance Worker I	1.00	2,080.0	0.75	\$ 15.23	0.25	\$ 15.23	\$ 31,678	\$ 756	\$ 2,500		\$ 507	\$ 584	\$ 8,949	\$ 9,535	\$ 1,440	\$ 227	\$ 146	\$ 124	\$ 30	\$ 65	\$ 1,362		\$ 57,903
Fleet Foreman	0.30	624.0	0.00	\$ 27.10	1.00	\$ 27.10	\$ 16,910	\$ -			\$ 245	\$ 175	\$ 4,777	\$ 3,576	\$ 432	\$ 68	\$ 260	\$ 221	\$ 9	\$ 65	\$ 660		\$ 27,398
Mechanic	0.30	624.0	0.17	\$ 19.30	0.83	\$ 19.30	\$ 12,043				\$ 175	\$ 175	\$ 3,402	\$ 720	\$ -	\$ -	\$ 185	\$ 157	\$ 9	\$ 65	\$ 470		\$ 17,401
<b>STREETS &amp; STORM DRAINS</b>	<b>6.35</b>					<b>\$ 253,374</b>	<b>\$ 3,024</b>	<b>\$ 10,375</b>	<b>\$ 1,113</b>	<b>\$ 1,650</b>	<b>\$ 3,884</b>	<b>\$ 3,707</b>	<b>\$ 64,063</b>	<b>\$ 58,113</b>	<b>\$ 7,173</b>	<b>\$ 1,129</b>	<b>\$ 2,250</b>	<b>\$ 1,913</b>	<b>\$ 191</b>	<b>\$ 713</b>	<b>\$ 10,404</b>	<b>\$ -</b>	<b>\$ 423,077</b>
City Treasurer	0.35	728.0	0.17	\$ 53.55	0.83	\$ 53.55	\$ 38,984				\$ 565	\$ 204	\$ 11,013	\$ 840	\$ -	\$ -	\$ 514	\$ 437	\$ 11	\$ 65	\$ 1,520		\$ 54,154
Accountant/Deputy Treasurer	0.35	728.0	0.75	\$ 31.12	0.25	\$ 31.12	\$ 22,655				\$ 329	\$ 204	\$ 6,400	\$ 1,863	\$ 193	\$ 36	\$ 299	\$ 254	\$ 11	\$ 65	\$ 884		\$ 33,192
Accounting Technician	0.35	728.0	0.00	\$ 21.62	1.00	\$ 23.38	\$ 17,021				\$ 247	\$ 204	\$ 4,808	\$ 1,863	\$ 193	\$ 36	\$ 224	\$ 191	\$ 11	\$ 65	\$ 664		\$ 25,526
Utility Billing Manager	0.50	1,040.0	0.00	\$ 22.27	1.00	\$ 22.27	\$ 23,161				\$ 336	\$ 292	\$ 6,543	\$ 5,132	\$ 525	\$ 80	\$ 214	\$ 182	\$ 15	\$ 65	\$ 903		\$ 37,448
Administrative Specialist I	0.50	1,040.0	1.00	\$ 16.82	0.00	\$ 16.82	\$ 17,493	\$ 500			\$ 261	\$ 292	\$ 4,942	\$ 1,200	\$ -	\$ -	\$ 161	\$ 137	\$ 15	\$ 65	\$ 702		\$ 25,768
Administrative Specialist I	0.50	1,040.0	0.83	\$ 17.49	0.17	\$ 17.49	\$ 18,190	\$ 500			\$ 271	\$ 292	\$ 5,139	\$ 1,200	\$ -	\$ -	\$ 168	\$ 143	\$ 15	\$ 65	\$ 729		\$ 26,710
City Manager	0.10	208.0	0.25	\$ 52.50	0.75	\$ 52.50	\$ 10,920				\$ 158	\$ 58	\$ 3,085	\$ 1,192	\$ 144	\$ 23	\$ 504	\$ 428	\$ 3	\$ 65	\$ 426		\$ 17,006
Public Works Director	0.20	416.0	0.42	\$ 43.99	0.58	\$ 43.99	\$ 18,300				\$ 265	\$ 117	\$ 5,170	\$ 2,384	\$ 288	\$ 45	\$ 422	\$ 359	\$ 6	\$ 65	\$ 714		\$ 28,134
Deputy Public Works Director	0.20	416.0	0.33	\$ 27.14	0.66	\$ 27.14	\$ 11,177				\$ 162	\$ 117	\$ 3,158	\$ 2,053	\$ 210	\$ 32	\$ 261	\$ 221	\$ 6	\$ 65	\$ 436		\$ 17,898
City Engineer	0.25	520.0	0.25	\$ 40.67	0.75	\$ 40.67	\$ 21,148				\$ 307	\$ 146	\$ 5,974	\$ 1,331	\$ 138	\$ 26	\$ 390	\$ 332	\$ 8	\$ 65	\$ 825		\$ 30,689
Associate Engineer	0.25	520.0	0.33	\$ 26.59	0.67	\$ 26.59	\$ 13,827	\$ -			\$ 200	\$ 146	\$ 3,906	\$ 2,566	\$ 262	\$ 40	\$ 255	\$ 217	\$ 8	\$ 65	\$ 539		\$ 22,032
Administrative Specialist II	0.20	416.0	0.58	\$ 19.30	0.42	\$ 19.30	\$ 8,029	\$ 375			\$ 122	\$ 117	\$ 2,268	\$ 1,065	\$ 110	\$ 21	\$ 185	\$ 157	\$ 6	\$ 65	\$ 328		\$ 12,847
Administrative Specialist II	0.20	416.0	0.75	\$ 18.56	0.25	\$ 18.56	\$ 7,721	\$ 375	\$ 148		\$ 120	\$ 117	\$ 2,181	\$ 2,384	\$ 288	\$ 45	\$ 178	\$ 151	\$ 6	\$ 65	\$ 316		\$ 14,095
Water Rights/GIS Manager	0.70	1,456.0	0.00	\$ 26.60	1.00	\$ 26.60	\$ 38,730				\$ 562	\$ 409	\$ 10,941	\$ 8,343	\$ 1,008	\$ 159	\$ 255	\$ 217	\$ 21	\$ 65	\$ 1,510		\$ 62,219
GIS - PART TIME	0.15	312.0	0.08	\$ 17.93	0.92	\$ 17.93	\$ 5,594				\$ 81	\$ 88	\$ 1,580	\$ -	\$ -	\$ -	\$ 172	\$ 146	\$ 5	\$ 65	\$ 218		\$ 7,949
Water Distribution Systems Foreman	1.00	2,080.0	1.00	\$ 34.36	0.00	\$ 34.36	\$ 71,469		\$ 1,372		\$ 1,056	\$ 584	\$ 20,190	\$ 11,919	\$ 1,440	\$ 227	\$ 330	\$ 280	\$ 30	\$ 65	\$ 5,968		\$ 114,929
WD Lead Shift Operator	1.00	2,080.0	0.17	\$ 22.93	0.83	\$ 22.93	\$ 47,694	\$ 7,500	\$ 4,600		\$ 867	\$ 584	\$ 13,474	\$ 10,451	\$ 940	\$ 154	\$ 220	\$ 187	\$ 30	\$ 65	\$ 4,993		\$ 91,758
WD Shift Operator	1.00	2,080.0	0.50	\$ 20.28	0.50	\$ 20.28	\$ 42,182	\$ 7,500	\$ 4,600	\$ 780	\$ 798	\$ 584	\$ 11,917	\$ 11,919	\$ 1,440	\$ 227	\$ 195	\$ 165	\$ 30	\$ 65	\$ 4,533		\$ 86,934
WD Shift Operator	1.00	2,080.0	0.17	\$ 20.27	0.83	\$ 20.27	\$ 42,162	\$ 7,500	\$ 4,600	\$ 760	\$ 798	\$ 584	\$ 11,911	\$ 11,919									

Budgeted FTE's, Salaries & Benefits for FYE June 30, 2017				2015-16	1.00	CURRENT BASE WAGE	STANDBY	OVERTIME	VACATION BUYOUT	FICA	MEDICARE 1.45%	UNEMPLOYMENT 2.1%	RETIREMENT 28%	Health Insurance	Dental	Vision	STD	LTD	Care Flight	Life ADD	WORKERS COMP 3.9%/8.35%	OPEB	Gross Wages + Benefits	
WD Meter Technician	1.00	2,080.0	0.92	\$ 17.85	0.08	\$ 17.85	\$ 37,128				\$ 538	\$ 584	\$ 10,489	\$ 10,451	\$ 940	\$ 154	\$ 171	\$ 146	\$ 30	\$ 65	\$ 3,100		\$ 63,795	
Fleet Foreman	0.30	624.0	0.00	\$ 27.10	1.00	\$ 27.10	\$ 16,910	\$ -			\$ 245	\$ 175	\$ 4,777	\$ 3,576	\$ 432	\$ 68	\$ 260	\$ 221	\$ 9	\$ 65	\$ 1,412		\$ 28,151	
Mechanic	0.30	624.0	0.17	\$ 19.30	0.83	\$ 19.30	\$ 12,043				\$ 175	\$ 175	\$ 3,402	\$ 720	\$ -	\$ -	\$ 185	\$ 157	\$ 9	\$ 65	\$ 1,006		\$ 17,937	
<b>WATER DISTRIBUTION</b>	<b>12.40</b>					<b>\$ -</b>	<b>\$ 619,623</b>	<b>\$ 30,000</b>	<b>\$ 20,150</b>	<b>\$ 4,605</b>	<b>\$ -</b>	<b>\$ 9,778</b>	<b>\$ 7,239</b>	<b>\$ 175,044</b>	<b>\$ 118,207</b>	<b>\$ 12,868</b>	<b>\$ 2,053</b>	<b>\$ 6,116</b>	<b>\$ 5,198</b>	<b>\$ 372</b>	<b>\$ 1,555</b>	<b>\$ 43,702</b>	<b>\$ 19,900</b>	<b>\$ 1,076,411</b>
Public Works Director	0.10	208.0	0.42	\$ 43.99	0.58	\$ 43.99	\$ 9,150				\$ 133	\$ 58	\$ 2,585	\$ 1,192	\$ 144	\$ 23	\$ 422	\$ 359	\$ 3	\$ 65	\$ 357		\$ 14,490	
Deputy Public Works Director	0.10	208.0	0.33	\$ 27.14	0.66	\$ 27.14	\$ 5,589				\$ 81	\$ 58	\$ 1,579	\$ 1,026	\$ 105	\$ 16	\$ 261	\$ 221	\$ 3	\$ 65	\$ 218		\$ 9,222	
City Engineer	0.10	208.0	0.25	\$ 40.67	0.75	\$ 40.67	\$ 8,459				\$ -	\$ 58	\$ 2,390	\$ 532	\$ 55	\$ 10	\$ 390	\$ 332	\$ 3	\$ 65	\$ 330		\$ 12,625	
Associate Engineer	0.10	208.0	0.33	\$ 26.59	0.67	\$ 26.59	\$ 5,531	\$ -			\$ 80	\$ 58	\$ 1,562	\$ 1,026	\$ 105	\$ 16	\$ 255	\$ 217	\$ 3	\$ 65	\$ 216		\$ 9,135	
Administrative Specialist II	0.10	208.0	0.58	\$ 19.30	0.42	\$ 19.30	\$ 4,014	\$ 375			\$ 64	\$ 58	\$ 1,134	\$ 532	\$ 55	\$ 10	\$ 185	\$ 157	\$ 3	\$ 65	\$ 171		\$ 6,825	
Administrative Specialist II	0.10	208.0	0.75	\$ 18.56	0.25	\$ 18.56	\$ 3,860	\$ 375	\$ 75		\$ 63	\$ 58	\$ 1,091	\$ 1,192	\$ 144	\$ 23	\$ 178	\$ 151	\$ 3	\$ 65	\$ 165		\$ 7,443	
WTP Chief Operator	1.00	2,080.0	0.25	\$ 30.22	0.75	\$ 30.22	\$ 62,858	\$ 6,250	\$ 5,600	\$ 1,162	\$ 1,100	\$ 584	\$ 17,757	\$ 2,400	\$ -	\$ -	\$ 290	\$ 247	\$ 30	\$ 65	\$ 6,238		\$ 104,580	
WTP Supervisor	1.00	2,080.0	0.08	\$ 25.05	0.92	\$ 25.05	\$ 52,104	\$ 6,250	\$ 5,600		\$ 927	\$ 584	\$ 14,719	\$ 11,919	\$ 1,440	\$ 227	\$ 240	\$ 204	\$ 30	\$ 65	\$ 5,340		\$ 99,650	
WTP Shift Operator II	1.00	2,080.0	0.25	\$ 21.92	0.75	\$ 21.92	\$ 45,594	\$ 6,250	\$ 5,600		\$ 833	\$ 584	\$ 12,880	\$ 5,323	\$ 550	\$ 103	\$ 210	\$ 179	\$ 30	\$ 65	\$ 4,797		\$ 82,998	
Seasonal	0.50	1,040.0	0.00		1.00	\$ 12.79	\$ 13,302			\$ 825	\$ 193	\$ 292	\$ -	\$ -	\$ -	\$ -	\$ 123	\$ 104	\$ 15	\$ 65	\$ 519		\$ 15,437	
WTP Utility Shift Operator	-	-	0.50	\$ 18.75	0.50	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
<b>WATER TREATMENT PLANT</b>	<b>4.10</b>					<b>\$ -</b>	<b>\$ 210,460</b>	<b>\$ 18,750</b>	<b>\$ 17,550</b>	<b>\$ 1,237</b>	<b>\$ 825</b>	<b>\$ 3,473</b>	<b>\$ 2,394</b>	<b>\$ 55,697</b>	<b>\$ 25,143</b>	<b>\$ 2,598</b>	<b>\$ 428</b>	<b>\$ 2,556</b>	<b>\$ 2,172</b>	<b>\$ 123</b>	<b>\$ 648</b>	<b>\$ 18,350</b>	<b>\$ 6,000</b>	<b>\$ 368,406</b>
City Treasurer	0.35	728.0	0.17	\$ 53.55	0.83	\$ 53.55	\$ 38,984	\$ -			\$ 565	\$ 204	\$ 11,013	\$ 840	\$ -	\$ -	\$ 514	\$ 437	\$ 11	\$ 65	\$ 1,520		\$ 54,154	
Accountant/Deputy Treasurer	0.35	728.0	0.75	\$ 31.12	0.25	\$ 31.12	\$ 22,655	\$ -			\$ 329	\$ 204	\$ 6,400	\$ 1,863	\$ 193	\$ 36	\$ 299	\$ 254	\$ 11	\$ 65	\$ 884		\$ 33,192	
Accounting Technician	0.35	728.0	0.00	\$ 21.62	1.00	\$ 23.38	\$ 17,021	\$ -			\$ 247	\$ 204	\$ 4,808	\$ 1,863	\$ 193	\$ 36	\$ 224	\$ 191	\$ 11	\$ 65	\$ 664		\$ 25,526	
Utility Billing Manager	0.50	1,040.0	0.00	\$ 22.27	1.00	\$ 22.27	\$ 23,161				\$ 336	\$ 292	\$ 6,543	\$ 5,132	\$ 525	\$ 80	\$ 214	\$ 182	\$ 15	\$ 65	\$ 903		\$ 37,448	
Administrative Specialist I	0.50	1,040.0	1.00	\$ 16.82	0.00	\$ 16.82	\$ 17,493	\$ 500			\$ 261	\$ 292	\$ 4,942	\$ 1,200	\$ -	\$ -	\$ 161	\$ 137	\$ 15	\$ 65	\$ 702		\$ 25,768	
Administrative Specialist I	0.50	1,040.0	0.83	\$ 17.49	0.17	\$ 17.49	\$ 18,190	\$ 500			\$ 271	\$ 292	\$ 5,139	\$ 1,200	\$ -	\$ -	\$ 168	\$ 143	\$ 15	\$ 65	\$ 729		\$ 26,710	
Public Works Director	0.20	416.0	0.42	\$ 43.99	0.58	\$ 43.99	\$ 18,300	\$ -			\$ 265	\$ 117	\$ 5,170	\$ 2,384	\$ 288	\$ 45	\$ 422	\$ 359	\$ 6	\$ 65	\$ 714		\$ 28,134	
Deputy Public Works Director	0.20	416.0	0.33	\$ 27.14	0.66	\$ 27.14	\$ 11,177	\$ -			\$ 162	\$ 117	\$ 3,158	\$ 2,053	\$ 210	\$ 32	\$ 261	\$ 221	\$ 6	\$ 65	\$ 436		\$ 17,898	
City Engineer	0.35	728.0	0.25	\$ 40.67	0.75	\$ 40.67	\$ 29,608				\$ -	\$ 204	\$ 8,364	\$ 1,863	\$ 193	\$ 36	\$ 390	\$ 332	\$ 11	\$ 65	\$ 1,155		\$ 42,220	
Associate Engineer	0.35	728.0	0.33	\$ 26.59	0.67	\$ 26.59	\$ 19,358	\$ -			\$ 281	\$ 204	\$ 5,468	\$ 3,593	\$ 367	\$ 56	\$ 255	\$ 217	\$ 11	\$ 65	\$ 755		\$ 30,630	
Administrative Specialist II	0.20	416.0	0.58	\$ 19.30	0.42	\$ 19.30	\$ 8,029	\$ 375			\$ 122	\$ 117	\$ 2,268	\$ 1,065	\$ 110	\$ 21	\$ 185	\$ 157	\$ 6	\$ 65	\$ 328		\$ 12,847	
Administrative Specialist II	0.20	416.0	0.75	\$ 18.56	0.25	\$ 18.56	\$ 7,721	\$ 375	\$ 148		\$ 120	\$ 117	\$ 2,181	\$ 2,384	\$ 288	\$ 45	\$ 178	\$ 151	\$ 6	\$ 65	\$ 316		\$ 14,095	
Water Rights/GIS Manager	0.10	208.0	0.00	\$ 26.60	1.00	\$ 26.60	\$ 5,533	\$ -			\$ 80	\$ 58	\$ 1,563	\$ 1,192	\$ 144	\$ 23	\$ 255	\$ 217	\$ 3	\$ 65	\$ 216		\$ 9,349	
GIS - PART TIME	0.15	312.0	0.08	\$ 17.93	0.92	\$ 17.93	\$ 5,594	\$ -			\$ 81	\$ 88	\$ 1,580	\$ -	\$ -	\$ -	\$ 88	\$ 172	\$ 146	\$ 5	\$ 65	\$ 218		\$ 7,949
Waste Water Systems Foreman	1.00	2,080.0	0.58	\$ 24.10	0.42	\$ 24.10	\$ 50,128	\$ 7,500	\$ 4,600		\$ 902	\$ 584	\$ 14,161	\$ 11,919	\$ 1,440	\$ 227	\$ 231	\$ 197	\$ 30	\$ 65	\$ 5,196		\$ 97,180	
Waste Water Lead Shift Operator	1.00	2,080.0	0.58	\$ 22.93	0.42	\$ 22.93	\$ 47,694	\$ 7,500	\$ 4,600		\$ 867	\$ 584	\$ 13,474	\$ 11,919	\$ 1,440	\$ 227	\$ 220	\$ 187	\$ 30	\$ 65	\$ 4,993		\$ 93,799	
Waste Water Utility Operator	1.00	2,080.0	0.67	\$ 17.08	0.33	\$ 17.08	\$ 35,526	\$ 7,500	\$ 4,600		\$ 691	\$ 584	\$ 10,036	\$ 11,919	\$ 1,440	\$ 227	\$ 164	\$ 139	\$ 30	\$ 65	\$ 3,977		\$ 76,897	
Waste Water Utility Operator	1.00	2,080.0	0.33	\$ 16.42	0.66	\$ 16.42	\$ 33,812	\$ 7,500	\$ 4,600		\$ 666	\$ 584	\$ 9,552	\$ 2,400	\$ -	\$ -	\$ 158	\$ 134	\$ 30	\$ 65	\$ 3,834		\$ 63,334	
Fleet Foreman	0.30	624.0	0.00	\$ 27.10	1.00	\$ 27.10	\$ 16,910	\$ -			\$ 245	\$ 175	\$ 4,777	\$ 3,576	\$ 432	\$ 68	\$ 260	\$ 221	\$ 9	\$ 65	\$ 1,412		\$ 28,151	
Mechanic	0.30	624.0	0.17	\$ 19.30	0.83	\$ 19.30	\$ 12,043				\$ 175	\$ 175	\$ 3,402	\$ 720	\$ -	\$ -	\$ 185	\$ 157	\$ 9	\$ 65	\$ 1,006		\$ 17,937	
<b>SEWER TREATMENT</b>	<b>8.90</b>					<b>\$ -</b>	<b>\$ 438,937</b>	<b>\$ 30,000</b>	<b>\$ 20,150</b>	<b>\$ 148</b>	<b>\$ -</b>	<b>\$ 6,665</b>	<b>\$ 5,196</b>	<b>\$ 124,000</b>	<b>\$ 69,083</b>	<b>\$ 7,261</b>	<b>\$ 1,160</b>	<b>\$ 4,918</b>	<b>\$ 4,181</b>	<b>\$ 267</b>	<b>\$ 1,296</b>	<b>\$ 29,955</b>	<b>\$ 9,300</b>	<b>\$ 752,517</b>
<b>TOTAL GENERAL FUND</b>	<b>37.13</b>					<b>\$ 1,934,939</b>	<b>\$ 10,890</b>	<b>\$ 49,409</b>	<b>\$ 9,190</b>	<b>\$ 6,640</b>	<b>\$ 29,064</b>	<b>\$ 20,801</b>	<b>\$ 516,373</b>	<b>\$ 291,884</b>	<b>\$ 31,424</b>	<b>\$ 5,073</b>	<b>\$ 12,754</b>	<b>\$ 10,840</b>	<b>\$ 1,069</b>	<b>\$ 3,370</b>	<b>\$ 77,814</b>	<b>\$ -</b>	<b>\$ 3,011,533</b>	
<b>TOTAL WATER</b>	<b>16.50</b>					<b>\$ 830,083</b>	<b>\$ 48,750</b>	<b>\$ 37,700</b>	<b>\$ 5,842</b>	<b>\$ 825</b>	<b>\$ 13,252</b>	<b>\$ 9,633</b>	<b>\$ 230,741</b>	<b>\$ 143,350</b>	<b>\$ 15,466</b>	<b>\$ 2,482</b>	<b>\$ 8,672</b>	<b>\$ 7,371</b>	<b>\$ 495</b>	<b>\$ 2,203</b>	<b>\$ 62,052</b>	<b>\$ 25,900</b>	<b>\$ 1,444,816</b>	
<b>TOTAL SEWER</b>	<b>8.90</b>					<b>\$ 438,937</b>	<b>\$ 30,000</b>	<b>\$ 20,150</b>	<b>\$ 148</b>	<b>\$ -</b>	<b>\$ 6,665</b>	<b>\$ 5,196</b>	<b>\$ 124,000</b>	<b>\$ 69,083</b>	<b>\$ 7,261</b>	<b>\$ 1,160</b>	<b>\$ 4,918</b>	<b>\$ 4,181</b>	<b>\$ 267</b>	<b>\$ 1,296</b>	<b>\$ 29,955</b>	<b>\$ 9,300</b>	<b>\$ 752,517</b>	
<b>GRAND TOTAL</b>	<b>62.53</b>	<b>62.53</b>				<b>\$ 3,203,959</b>	<b>\$ 89,640</b>	<b>\$ 107,259</b>	<b>\$ 15,180</b>	<b>\$ 7,465</b>	<b>\$ 48,981</b>	<b>\$ 35,629</b>	<b>\$ 871,114</b>	<b>\$ 504,317</b>	<b>\$ 54,151</b>	<b>\$ 8,715</b>	<b>\$ 26,344</b>	<b>\$ 22,392</b>	<b>\$ 1,831</b>	<b>\$ 6,869</b>	<b>\$ 169,822</b>	<b>\$ 35,200</b>	<b>\$ 5,208,866</b>	
Planner	1.00	2,080.0	0.58	\$ 22.93	0.42	\$ 22.93	\$ 47,694				\$ 692	\$ 584	\$ 13,474	\$ 11,919	\$ 1,440	\$ 227	\$ 220	\$ 187	\$ 20,747	\$ 65	\$ 3,982		\$ 101,230	
Building Inspector	1.00	2,080.0	1.00	\$ 20.27	0.00	\$ 20.27	\$ 42,162				\$ 611	\$ 584	\$ 11,911	\$ 11,919	\$ 1,440	\$ 227	\$ 195	\$ 165	\$ 18,340	\$ 65	\$ 3,520		\$ 91,138	
Associate Engineer	1.00	2,080.0	0.33	\$ 26.59	0.67	\$ 26.59	\$ 55,307				\$ 802	\$ 584	\$ 15,624	\$ 11,919	\$ 1,440	\$ 227	\$ 255	\$ 217	\$ 24,059	\$ 65	\$ 4,618		\$ 115,116	
<b>Unfunded Positions</b>						<b>\$ -</b>	<b>\$ 145,163</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,105</b>	<b>\$ 1,751</b>	<b>\$ 41,009</b>	<b>\$ 35,756</b>	<b>\$ 4,319</b>	<b>\$ 681</b>	<b>\$ 670</b>	<b>\$ 569</b>	<b>\$ 6</b>					