

# City of Fernley

FY 2020-2021 Budget

Final



The City of Fernley is a General Law City, established under NRS 266, with a Mayor and City Council. The Mayor is elected, at-large, while the City Council is divided into five wards. Each Council Member is elected only by the electors who reside in that ward. The City has five appointed officials, which serve at the pleasure of the Mayor and City Council, including: City Manager, City Attorney, City Treasurer, City Clerk, and Municipal Court Judge. The Department Heads are appointed by the City Manager.

Elected Officials			
Roy Edgington	Mayor		Term: 2018-2022
Raymond Lacy	Council Member	Ward 1	Term: 2018-2022
Shellie Severa	Council Member	Ward 2	Appointed: 2020
Stan Lau	Council Member	Ward 3	Term: 2018-2022
Albert Torres	Council Member	Ward 4	Appointed: 2019-2020
Fran McKay	Council Member	Ward 5	Term: 2016-2020

<b>Appointed Officials</b>	
Daphne Hooper	City Manager
Brandi Jensen	City Attorney
Denise Lewis	City Treasurer
Lori Matheus	Municipal Court Judge
Kim Swanson	City Clerk

<b>City of Fernley Department Heads</b>	
Derek Starkey	City Engineer
Timothy Thompson	Planning Director
Dave Whalen	Public Works Director
Shawn Keating	Building Official

# **READER'S GUIDE TO THE CITY OF FERNLEY BUDGET**

This reader's guide describes the structure of the FY 2020-2021 City of Fernley Budget and outlines the content. It is designed to help citizens, media, and City officials more easily understand and participate in budget deliberations. In an effort to focus on what is achieved through spending, the budget includes funding levels and expected program outcomes, taking into consideration the current economic situation.

## **Section I - Introduction**

This section provides a brief introduction to the City of Fernley's Mayor and Council, City management, an organizational chart, and the history of Fernley. Also included in this section is the City Manager's Budget Message, highlighting budget development priorities and any significant changes from the prior year adopted budget. The City's Strategic Plan, which is used to drive the City's policy and program direction is outlined in this section.

## **Section II - Financial Plan**

This section provides a financial overview summarizing key financial policies that govern the City's approach to debt management, revenue and expenditure classification and practices, maintenance of fund balance, asset management, long-term financial planning, and other financial responsibilities.

## **Section III - Budget Summary**

This section outlines an overview of the budget process. This includes a calendar noting significant milestones within the budget process. A brief summary explaining the development of the base budget, budget reviews, adoption, budget amendments and budget basics are also provided. This section also includes a brief overview and summary of major City funds.

## **Section IV - Department Budgets**

This summary section describes the department mission statements and services provided by each division within each City department. The FY 2020-2021 budget is provided, and discussion includes changes to operating budgets, authorized personnel, and department performance measures.

## **Section V - Enterprise Funds**

This section provides division budgets for the enterprise funds for the City, which include the water and wastewater funds. 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 established to ensure that revenues are adequate to meet necessary expenditures.

## **Section VI - Special Revenue Funds**

This section provides budget information on the special revenue funds, which are used to account for definite expenditures that are linked to specific revenue streams such as grants or special taxes. The City of Fernley has special revenue funds including the Grants Fund, Transient Lodging Tax, Capital Funds, Administrative Assessments, and Court Facility Fee Fund.

## **Section VII - Capital Improvement Plan (CIP)**

This section provides information about the City's five-year Capital Improvement Plan, which is developed and updated annually, including funding sources. Detailed information is provided within this section including the City's CIP five-year plan, sources of funding, expenditures, operating impacts, and project summary.

## **Section VIII - Debt Administration**

This summary section provides an overview of the City's debt management including bonds by projects, outstanding debt service requirements, debt service by fund and type as well as bond ratings and a five-year debt payment schedule. The debt service summary also includes a detailed description of each debt service type and any legal or policy limitations.

## **Budget Terminology**

The final section of this book is a reference section that contains a list of acronyms and glossary of terms used throughout the City's budget.

<b><u>SECTION I: INTRODUCTION</u></b>	<b><u>8</u></b>
<a href="#"><u>City Organizational Chart</u></a>	<a href="#"><u>10</u></a>
<a href="#"><u>Community Profile</u></a>	<a href="#"><u>11</u></a>
<a href="#"><u>City Manager's Message</u></a>	<a href="#"><u>27</u></a>
<a href="#"><u>City of Fernley's Strategic Plan</u></a>	<a href="#"><u>31</u></a>
<b><u>SECTION II: FINANCIAL PLAN</u></b>	<b><u>34</u></b>
<a href="#"><u>Financial and Program Policies</u></a>	<a href="#"><u>36</u></a>
<a href="#"><u>Preparation Calendar for FY 20/21 Budget</u></a>	<a href="#"><u>41</u></a>
<b><u>SECTION III: BUDGET SUMMARY</u></b>	<b><u>39</u></b>
<a href="#"><u>Budget Process Overview</u></a>	<a href="#"><u>40</u></a>
<a href="#"><u>Budget Preparation Calendar</u></a>	<a href="#"><u>41</u></a>
<a href="#"><u>Fund Structure and Budget Basis</u></a>	<a href="#"><u>42</u></a>
<a href="#"><u>Annual Appropriations</u></a>	<a href="#"><u>43</u></a>
<a href="#"><u>General Fund Revenues</u></a>	<a href="#"><u>44</u></a>
<a href="#"><u>General Fund Expenses</u></a>	<a href="#"><u>53</u></a>
<a href="#"><u>General Fund - Fund Balance</u></a>	<a href="#"><u>56</u></a>
<a href="#"><u>The City Team</u></a>	<a href="#"><u>58</u></a>
<b><u>SECTION IV: DEPARTMENT BUDGETS</u></b>	<b><u>71</u></b>
<a href="#"><u>City Council</u></a>	<a href="#"><u>72</u></a>
<a href="#"><u>City Manager</u></a>	<a href="#"><u>75</u></a>
<a href="#"><u>Information Technology</u></a>	<a href="#"><u>80</u></a>
<a href="#"><u>Animal Control</u></a>	<a href="#"><u>84</u></a>
<a href="#"><u>City Attorney</u></a>	<a href="#"><u>89</u></a>
<a href="#"><u>Finance</u></a>	<a href="#"><u>94</u></a>
<a href="#"><u>Debt Service</u></a>	<a href="#"><u>99</u></a>
<a href="#"><u>City Clerk</u></a>	<a href="#"><u>100</u></a>
<a href="#"><u>Municipal Court</u></a>	<a href="#"><u>106</u></a>
<a href="#"><u>Department of Building Safety</u></a>	<a href="#"><u>115</u></a>
<a href="#"><u>Planning Department</u></a>	<a href="#"><u>121</u></a>
<a href="#"><u>City Engineer</u></a>	<a href="#"><u>128</u></a>
<a href="#"><u>Public Works</u></a>	<a href="#"><u>133</u></a>
<a href="#"><u>Facilities</u></a>	<a href="#"><u>135</u></a>
<a href="#"><u>Vector Control</u></a>	<a href="#"><u>140</u></a>
<a href="#"><u>Cemetery</u></a>	<a href="#"><u>144</u></a>
<a href="#"><u>Streets and Storm Drains</u></a>	<a href="#"><u>157</u></a>
<a href="#"><u>Parks</u></a>	<a href="#"><u>148</u></a>
<a href="#"><u>Residential Construction Fund</u></a>	<a href="#"><u>155</u></a>
<a href="#"><u>Fleet</u></a>	<a href="#"><u>165</u></a>

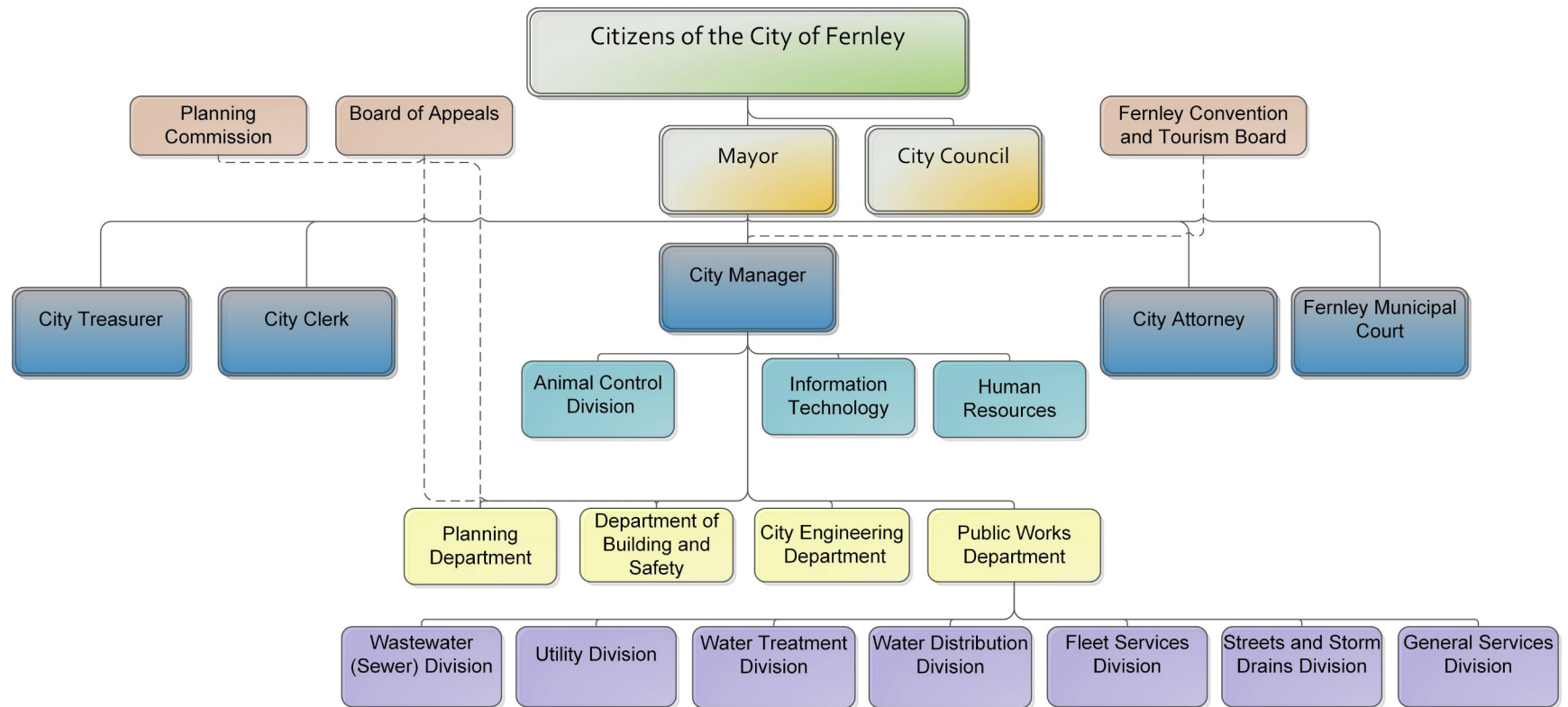
<b><u>SECTION V: ENTERPRISE FUNDS</u></b>	<b><u>171</u></b>
<u>Water Enterprise Fund</u>	<u>172</u>
<u>Water Distribution</u>	<u>178</u>
<u>Water Treatment</u>	<u>186</u>
<u>Wastewater Enterprise Fund</u>	<u>192</u>
<u>Wastewater Treatment</u>	<u>195</u>
 <b><u>SECTION VI: SPECIAL REVENUE FUNDS</u></b>	 <b><u>203</u></b>
<u>Grants Funds</u>	<u>204</u>
<u>Transient Lodging Tax</u>	<u>206</u>
<u>Capital Improvement Fund</u>	<u>208</u>
<u>Administrative Assessment Fund</u>	<u>210</u>
<u>Court Facility Fee Fund</u>	<u>211</u>
 <b><u>SECTION VII: CAPITAL IMPROVEMENT PLAN</u></b>	 <b><u>212</u></b>
<u>Capital Projects Budget</u>	<u>214</u>
<u>General Fund Capital Projects</u>	<u>221</u>
<u>Water Enterprise Capital Projects</u>	<u>243</u>
<u>Wastewater Enterprise Capital Projects</u>	<u>254</u>
 <b><u>SECTION VIII: DEBT ADMINISTRATION</u></b>	 <b><u>262</u></b>
<u>Water Ancillary Fee</u>	<u>263</u>
 <b><u>SECTION XI - GLOSSARY OF BUDGET TERMINOLOGY</u></b>	 <b><u>265</u></b>
<b><u>SECTION XII - FINAL WORD</u></b>	<b><u>275</u></b>
<b><u>APPENDIX</u></b>	<b><u>277</u></b>



## Section I - Introduction



## Organizational Chart



## Community Profile

### History

Fernley, Nevada was established in 1904 with the creation of the Newland's Project, which brought water from the Truckee River, and developed primarily as an agricultural and ranching community. Early in its history, Fernley established its first schoolhouse. The one-room school house is still in use today as the home of the Fernley Chamber of Commerce.



\*\*Historical photos provided by Janet Struempfh

Shortly after the establishment of Fernley as an agricultural community, the evolution of the national transportation system positively impacted the area. In 1905, the Fernley station was listed on the official railroad guide, and in December 1913, grading started for the new Fernley-Lassen Depot, which was completed in August of 1914. The Depot was in use until the Southern Pacific Railroad closed it in September 1985. In January, 1986, the Depot was moved to the present location on Main Street, located in the heart of downtown, and is a symbol of the community's rich history.





Eventually, the first transcontinental roadway, the Lincoln Highway, provided a two-lane highway with direct access to town. The Lincoln Highway ultimately became Interstate 80 (I-80) and offered a direct connection to a rapidly growing Reno/Sparks. Growth and expansion in northern Nevada led to the development of a large-scale industrial park south of I-80 that contains numerous industries and manufacturers. The construction of US Highway 50 Alternate (US 50A) and US Highway 95 Alternate (US 95A) fostered residential development in areas other than along the Truckee Canal.



Fernley was established as a "township" in the 1930's with the Lyon County Board of Commissioners as the governing body. 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 and paramedic services as a separate taxing entity. Lyon County provides a Sheriff substation and provides law enforcement for the City of Fernley. In October 2002, the City established a municipal court. The County also provides certain services within Fernley such as 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.

Fernley is a half hour drive to the historic Fort Churchill, the Buckland Station, 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 days 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 on the west. Fernley has 14 parks including tennis and basketball courts, a skate park, lighted baseball and softball fields, rodeo grounds, and Main Street Park, which houses art sculptures obtained through a partnership with the Black Rock 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.



The City of Fernley has experienced significant socio-demographic and economic changes. Prior to the Great Recession of 2009 and 2010, the City of Fernley was one of the fastest growing jurisdictions in northern Nevada. Between 2000 and 2009, the City of Fernley's residential population grew by 3,558 total individuals, increasing from an estimated 8,830 total individuals in 2000 to an estimated 18,929 total individuals in 2009.

During the Great Recession of 2009 and 2010, the City of Fernley experienced high unemployment and high foreclosure rates. Although Fernley's total residential population continued to grow, the City of Fernley experienced significant difficulty in maintaining public service provision levels as the City's resources declined due to the impacts of the Great Recession. According to the Nevada Department of Taxation, the total assessed value of the City of Fernley declined from an estimated \$633 million in FY 2009-10 to an estimated \$448.1 million in FY 2010-11, a net decline of approximately \$184.9 million. Effectively, in one fiscal year, the City of Fernley experienced a 29.2 percent erosion of the City's property tax base.

Since the Great Recession of 2009 and 2010, the City of Fernley has returned to a path of significant population and economic expansion, fueled in part by improvements in the localized economy and in part by northern Nevada's continued economic recovery and the continued expansion and growth of the Tahoe-Reno Industrial Center located in neighboring Storey County. Between 2011 and 2015, the City of Fernley's residential population increased from an estimated 18,896 total individuals in 2011 to an estimated 18,936 total individuals in 2015. As of December 2019, the State Demographer estimated Fernley's population to be 20,396.



The City of Fernley is in a favorable and unique position relative to the rest of northern Nevada. Strategically located along a major railroad corridor and at the intersection of I-80, US 50A and US 95A, and approximately 45 minutes from the Reno Tahoe International Airport and approximately 15 minutes from the northern entrance of the Tahoe-Reno Industrial Center, Fernley has benefited significantly from its physical location. Since the Great Recession, Fernley has returned to a long-term growth trend of strong and positive demographic and economic growth. This growth, since the Great Recession, has seen significant and positive improvement in the various socio-demographic conditions. Locally, the City of Fernley's positive socio-demographic, economic and employment growth has positioned the community as a primary driver of economic growth for Lyon County.

The City's land use, and ultimately its current housing stock, remains dominated by single-family residential uses. For the immediate future, Fernley's land use will likely continue to be dominated by future development of additional single-family residential units. As a result, without a renewed consideration of diversifying the community's overall land use pattern, and without incorporating complimentary community development and economic development strategies, Fernley's long-term improvement in its existing socio-demographic and economic conditions may become hampered.

As a whole, northern Nevada is in the midst of a large-scale socio-demographic and economic transformation. Historically, the northern Nevada economy has been dominated by the relative importance of tourism-oriented development and growth strategies. Subsequently, secondary employment opportunities throughout northern Nevada have oriented towards lower-pay and lower-skill commercial and retail employment opportunities. This has placed downward pressures on measures of household, family and per capita income and have generally prevented individual residents throughout the region from achieving home ownership, especially within the immediate Reno-Sparks Metropolitan Statistical Area. As a result, communities such as Fernley have experienced significant population growth due to the general availability of land and the general affordability of homes and other residential opportunities. This historical pattern has generally led to the trend of a large portion of the region's

residential population and workforce living in one county or community and commuting to employment centers found in other larger communities located across county lines.

Northern Nevada's economic recovery from the Great Recession has largely been driven by the introduction of new higher-pay and higher-skill employment opportunities, several of which have located outside the traditional Reno-Sparks Metropolitan Statistical Area. Post-recession, the region has seen considerable investment and employment growth in the Tahoe-Reno Industrial Center and in lands located adjacent to the industrial park. New mega-employers, such as Apple, Switch, and Tesla, have led the region's recovery and have contributed to substantial increases in area population and in area housing prices.

Thus far, the City of Fernley has yet to fully capitalize on these fundamental shifts in the region's socio-demographic and economic characteristics. A lack of new commercial-retail development, a lack of alternative residential development, mainly anything but single-family detached residential including multi-family and alternative owner-occupied housing, and a general lack of new industrial and manufacturing development, leaves Fernley susceptible to failure in attracting new residents and businesses with a variety of socio-demographic and economic characteristics. Since the Great Recession, Fernley has continued to see its population increase as a result of continued in-migration of individuals who either are willing to commute outside the community for employment or individuals who are approaching retirement age.

### **Fernley's Future**

Fernley must contemplate significant opportunities when considering long-term land use, community development, and economic development choices. Immediately, the continued growth and expansion of the Tahoe-Reno Industrial Center over the past decade has resulted in significant increases in land prices and in the cost of development within the industrial center. As a result, smaller and mid-sized manufacturers, while still wanting to be relatively close to large buyers located within the Tahoe-Reno Industrial Center, have begun to express interest in developing new properties in Fernley. Fernley's excellent strategic physical location, relative to a variety of transportation alternatives and major employment and population centers, continues to make the community attractive to new investment by smaller and mid-sized manufacturers.

Given the steady growth numbers of the City of Fernley's population over the past 19 years, the current growth patterns of the region, and the future employment and economic development opportunities ahead, it is reasonable to project that Fernley's population will double to approximately 40,000 people over the next 20 years. To support future industrial and manufacturing development, that could potentially offer higher-pay and higher-skill employment opportunities within the community, the City of Fernley will have to consider a variety of land use, community development, and economic development strategies designed to diversify current housing stock and

economic profile with additional professional and commercial office space and additional retail space. The incorporation of non-single-family detached residential owner-occupied housing options, with additional multi-family and renter-occupied housing options sited in appropriate areas within the community, will be critical in securing future private investment in the development of new smaller and mid-sized manufacturing space. The diversification of the community's existing housing stock, coupled with improvements in the types of employment opportunities and retail and recreational opportunities offered, will be necessary to support the community's continued prosperity and smart growth.

The COVID-19 pandemic may have significant impact on the economy, and it's something that must be considered as the City prepares for the future. While it is yet unknown, the impact on the economy and potential recession is something that must be contemplated in the development of the City's budget.

### **Housing**

Development patterns of Fernley, since 2001, have traditionally catered to larger lot single family homes with minimal opportunity for employment. Over half of Fernley residents commute to other counties and neighboring cities for work. Unfortunately, for the City of Fernley, this pattern has created a financial burden as demand for services tends to be higher with the abundance of lower density, while also seeing lower revenue generation due to the lack of employment and people spending money outside of Fernley. The northwestern region as a whole has been experiencing higher housing prices, and large employment growth ignited by the Tahoe Reno Industrial Center (TRIC) to the west of Fernley among other factors. Region wide, the large lot single family large home is no longer affordable for many, which Fernley is also experiencing. As growth continues in the region, new housing products will be needed to support the workforce, first time home buyers and the aging and lower income populations.

In an effort to address growth and development, the City of Fernley updated the City's comprehensive master plan in August 2018. In March 2020, the City Council adopted a new Development Code, which will implement the City's master plan, streamline the development review process, and require that infrastructure be provided concurrent with development to support existing and planned use patterns and densities. The revised development code will help the City meet the following Strategic Goals, outlined in the City's Strategic Plan by encouraging smart growth with design-based zoning that allows flexibility but is also predictable.

- Strategic Goal: To explore and promote economic development and planned redevelopment opportunities consistent with the community's historical and current identity.
- Strategic Goal: To promote citizen engagement and build strong alliances with other government entities, private sector partners, and community members.

- Strategic Goal: To improve the quality of life enjoyed by the community's residents and enhance continued maintenance and reconstruction of the City's infrastructure with an emphasis on sustainability.

### Top Employers

Name	Number of Employees	Type of Business
Lyon County School District	415	Education
MSC Industrial Supply Co., Inc.	340	Warehouse, Industrial, Distribution
Walmart #4370	231	Wholesale and/or Retail Merchandise
TREX Company Inc.	170	Warehouse, Industrial, Distribution
QG Printing II LLC	133	Printing & Publishing Services
Daehan Solution Nevada LLC	120	Warehouse, Industrial, Distribution
The Sherwin Williams Company	109	Warehouse, Industrial, Distribution
Silverado Casino	92	Casino
Fernley Pioneer Gaming LLC	70	Casino
City of Fernley	68	Municipal Government
Fortifiber Corporation	53	Warehouse, Industrial, Distribution
Surge Staffing LLC	52	Employment Agency/Temporary Employment
Lyon County	43	County Government - Employees in Fernley

### Quality of Life

- Fernley offers a friendly, small-town lifestyle with access to big city amenities just 30 minutes away
- Fernley hosts one of the most popular 4th of July celebrations in Northern Nevada
- Fernley offers access to public lands and trails for walking, running, and hiking enthusiasts, along with ATV enthusiasts
- Fernley has 14 community parks, including basketball courts, tennis courts, a skate park, lighted baseball and softball fields and rodeo grounds
- Fernley offers an 18-hole golf course, Desert Lakes, for golf enthusiasts
- Fernley offers small town pride with huge heart, as evident when embracing local celebrations such as high school sports/victories, and other local heroes
- Fernley has the historic Fernley and Lassen Railway Depot, listed on the National Register of Historic Places



## City Government

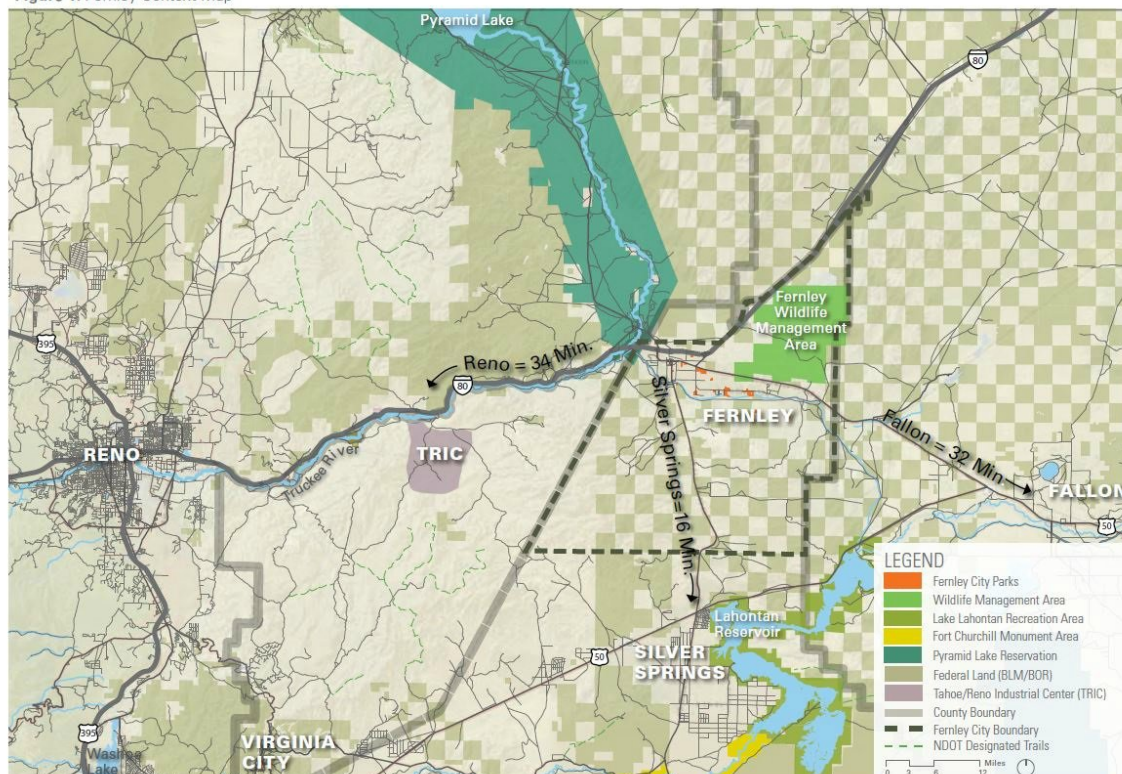
The City of Fernley was incorporated on July 1, 2001, pursuant to Nevada Revised Statutes (NRS) 266. Under NRS 266, the Mayor, elected at-large by the residents within the City, is the Chief Executive Officer of the City, and shall exercise careful supervision over the general affairs of the city. The City of Fernley also has a City Manager, who is the Chief Operating Officer and serves at the pleasure of the Mayor and City Council. The City Manager, pursuant to local ordinance, is responsible for the day-to-day administration of the City, and carries out the goals and policies established by the Mayor and City Council.

The City Council is made up of five (5) elected Council Members who are elected by the voters who reside within their respective wards. The City Council is the legislative branch of the City and the policy making body. The City Council establishes goals and priorities, which are carried out by staff through the Mayor and City Manager.

## Map of Fernley

### FERNLEY CONTEXT & OVERVIEW

Figure 1: Fernley Context Map



\*Map from the City of Fernley's Parks Master Plan

---

## Fernley At A Glance

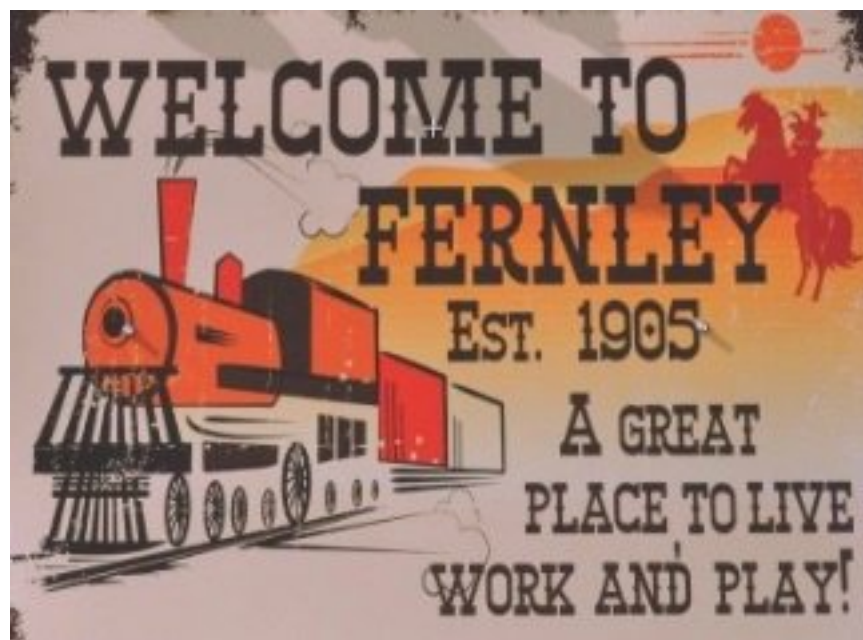
---

Fernley City Hall  
 595 Silver Lace Blvd.  
 Fernley, NV 89408  
 (775) 784-9800  
[www.cityoffernley.org](http://www.cityoffernley.org)

Current Population	20,396*	Households with Children	2562**
Number of Households	7179**	Average Household Size	2.68**
Workforce Population	9,086**	City Positions	68
Median Age (Years)	37.8**	Median Household Income	57,652**

\*Projection from Nevada State demographer for 2019

\*\* Source: U.S. Census Bureau, American Community Survey (ACS), 2013-2017 5-year estimates



---

**Fire Department**

---

North Lyon County Fire Protection District  
195 E. Main Street  
Fernley, NV 89408  
775-575-3310



Number of Stations	2
Number of Positions	22 Full-time
	23 Reserves and Volunteers
FY2019 Fire Calls	470
FY2019 EMS Incidents	2,800





---

**Parks**


---

<b>Existing Parks Summary</b>		
<b>Parks Classification</b>	<b>Acres</b>	<b>Number of Sites</b>
Pocket Park	0.55	2
Neighborhood Park	28.20	6
Sports Complex	34.50	1
Regional Park	0.00	0
Special Purpose Park	17.30	5
<b>Parks Total</b>	<b>17.30</b>	<b>14</b>
<b>Open Space Summary</b>		
<b>Open Space</b>	<b>Acres</b>	<b>Number of Sites</b>
Open Space	48.10	3
Landscaped Areas	37.14	4
<b>Open Space Total</b>	<b>85.24</b>	<b>7</b>
<b>Trails Summary</b>		
<b>Trail Type</b>	<b>Miles</b>	
Existing Shared Use Paths	0.9 miles	
Future Shared Use Paths	1.9 miles	
Future Bike Lanes	28.1 miles	
Future Marked Shared Lanes	4.5 miles	
Future Trails	24.8 miles	
<b>Trails Total</b>	<b>60.20</b>	



---

## Law Enforcement

---

Lyon County Sheriff's Office  
 555 E. Main Street  
 Fernley NV 89408  
 775-575-3350



FY 2019		
Total Calls for Service		13,373
Total Charges		
	Felony	273
	Gross Misdemeanor	45
	Misdemeanor	547
	Driving under influence	—
	Domestic Violence	—
	Total Arrests	637

Department of Public Safety  
 Nevada Highway Patrol  
 Fernley Substation  
 770 W. Main Street  
 Fernley, NV 89408  
 (775) 575-5518



Nevada Highway Patrol has jurisdiction in State Highways within the City of Fernley.

---

**Streets**

---

Arterial	7.72 miles	Residential	67.52 miles
Collector	19.51 miles	Industrial	1.99 miles



\*Hardie Lane complete project 2019.

---

**Utility Service Providers**


---

<b>Electricity</b>	NV Energy
<b>Garbage Collection</b>	Waste Management
<b>Natural Gas</b>	Southwest Gas
<b>Sewer/Water</b>	City of Fernley
<b>Telephone</b>	Verizon, Nevada Bell, Mitel, TrackFone, Comcast, Century Link, Granite Telecommunications, Consumer Cellular, Alltel, Sprint, T-mobile, New Cingular
<b>Cable</b>	Direct TV, Charter, Century Link, Comcast
<b>Internet</b>	Charter, Spectrum, Comcast, Century Link, Level 3, Granite Telecommunications



---

**Fernley Swimming Pool District**


---

300 Cottonwood Lane  
 Fernley, NV 89408  
[www.fernleyswimmingpool.com](http://www.fernleyswimmingpool.com)

<b>Activity</b>	<b>Description</b>
Lap Swim & Water Walking	All ages and skill levels are welcome to the facility to use the water and exercise related activity
Aqua Fitness	Drop-in classes for adults and seniors. Classes focus on aerobics endurance, resistance training, and increasing balance and strength in the water
Open Swim	The pool is open for swimming of all ages. In addition, the tot pool is available through the week for young children. Family Night is Friday Night.
Tot Pool	
Family Night	
Swim Lessons	Learn to swim with swim lessons for infants and youth.
Pool Rentals	The pool and park are available year round for reservations.



---

## Education

---

College Educated-Graduate Degree 3%	College Educated-Some College 39%
College Educated-Bachelor Degree 10%	High School Graduate 37%

\*Source: censusreporter.org/profiles/16000US3224900-fernley-nv 03092020

---

## School District Serving Fernley

---

Lyon County School District - Motto: Every Student...Every Classroom...Every Day

Name	Grades	# of Students
Fernley High School	9 - 12	1,138
Silverland Middle School	7 - 8	666
Fernley Intermediate School	5 - 6	656
Cottonwood Elementary School	PreK - 4	627
East Valley Elementary School	PreK - 4	534
Fernley Elementary School	PreK - 4	485

\*Source: LCSD Capacity Report Feb. 2020




---

## Elections

---

Date	Type of Election	Registered Voters	Votes Cast	Registered
11/6/2018	General Election	12,821	6,693	52.20%
6/12/2018	Primary Election	12,334	2,633	21.30%



## City Manager's Message

Honorable Mayor and City Council,

I am pleased to present you with the budget for Fiscal Year 2020-21 (FY2021). The \$31,299,534 budget provides for ongoing operations, new and existing capital projects, and carryovers of contracts and projects budgeted in, but not fully paid for or completed, in the prior fiscal year.

The budget focuses on continuing the Council's priorities of long-term planning, plan implementation, citizen engagement, and updating the strategic plan. Further, the City is focused on providing high quality services to residents while maintaining long-term sustainability.

### **General Fund Overview**

The \$10,568,658 General Fund budget is balanced and provides for existing and expanded services. The budget follows adopted policies such as established revenue requirements, provides a strong contingency, focuses on streamlining processes, and provides for pay increases for all eligible employees,

The FY2021 budget assumes moderate growth in the economy, rising population, and the limitations of the Nevada tax structure. Development activity is ahead of last year as seen through increased development and construction activity. This budget is prepared with a conservative approach in revenue projections. This fiscal conservatism in growth projections and spending have served the city well.

### **Employee Related**

The budget includes a 5% pay increase for all eligible employees. Health Benefits are anticipated for a 5% increase, although the final numbers will be provided prior to the final budget adoption. There are some adjustments in division salaries and benefits with the adjustments of the cost allocation plan. This budget adds three (3) full-time equivalent positions in the General Fund - a Deputy City Manager, a Deputy City Engineer, and a Court Specialist Trainee. With these additions, the total position count will increase to 68 full-time equivalents.

Included in the budget are reclassifications for an Administrative Specialist position as well as a Utility Operator position in the Wastewater Division. The City has reviewed job descriptions and career paths are important for the long-term development and retention of employees. Through this process, the Administrative Specialist series was reviewed, and criteria has been established for promotional advancement of staff. In FY 2021, one position in utilities has been identified for reclassification. Further, the positions in the Wastewater Division were previously underfilled. Upon completion of certification requirements, a position will be reclassified to the established position on the organizational chart.

Two departments, Finance and Building, have requested the review and addition of job descriptions for the Accounting Specialist Series and a Plans Reviewer. These job descriptions will be drafted and presented to the City Council for approval; however, staff is not requesting to fill these positions in this fiscal year.

With the impact of a potential recession, staff is recommending the three new positions requested be approved; however, a hiring freeze will be implemented until a determination can be made regarding the long-term impact of a potential recession.

### **Capital Projects**

The City continues to place a high priority on infrastructure investment. Staff will continue to review the Capital project process, review estimates and timelines, establish staff and administrative capacities and assess project demands on all resources.

I am pleased to include a five-year \$56,732,750 FY2020-2025 Capital Improvement Plan (CIP), which includes carryovers for incomplete or multi-year projects. The first year of the plan, which is included in this budget totals \$10,997,750 and is distributed by fund as follows:

- General Fund \$2,537,750
- Water Enterprise Fund \$6,561,000
- Sewer Enterprise Fund \$1,961,000

In the Capital Improvement Plan Section, major maintenance items are identified although not capitalized and are expensed in the operations budgets. These total are as follows:

- General Fund \$1,520,000
- Water Enterprise Fund \$12,500
- Sewer Enterprise Fund \$195,000

### **Financial Policies**

The City has established conservative financial practices. This budget is consistent with the Financial Policies adopted by the City Council, and include key elements such as:

- Establishing a fund balance policy for the General Fund
- Establishing a revenue requirements for long-term sustainability of the Enterprise Funds.

### **Economic Climate**

The City's population continues to grow consistent with the increased building permit activity for new housing. Many new businesses are also locating here and are contributing immediately to revenue through permit fees and construction taxes. These new and expanding businesses will also generate future sales, property, and shared tax revenues for the city.



Despite the positive trends of the local economy, including an unemployment rate for Fernley at 4.3% as of December 2019, compared to the peak unemployment rate of 14.5% in 2010, there are three major factors that suppress the impact of these economic trends on many local governments. First, property tax law that was passed in 2005 has resulted in under-collection of property taxes compared to the amount that would be collected based on full-assessed property tax values. This fiscal year, the amount of under-collection due to "abatement" is \$2,904,310 for the General Fund. Secondly, as is the case with any economic recovery over an extended period, we are seeing a flattening of the growth rate of sales taxes and other revenues. Third, along with the improving local economy, the demands and costs to provide city services to the community, including parks, roads, and other services are increasing. These needs are outpacing the City's revenue growth.

In addition to the costs identified above, the City has many capital needs to both support new growth and attend to the needs of our existing residents and businesses. For these reasons, the City will continue to follow a fiscally conservative and sustainable approach to balance capital and operating needs and to avoid a boom-and-bust staffing and budgeting cycle.

With the recent development of COVID-19, and an impending recession, including the increase in unemployment and the potential impact on revenue, it is critical to take a very conservative approach. While the budget presented is balanced, there may be a need to look at delaying purchases or hiring to ensure the City's funds are stable and consistent with the current economy.

### **Budget Development**

The City's annual budget is an all-encompassing financial plan, policy document, operations guide and communication device, which incorporates the City's mission, vision, and strategic plan.

Each December, City Council establishes key priorities, which assist staff in making determinations as to the types of expenditures to include in budget requests, which are ultimately approved by City Council. Additionally, City of Fernley staff annually updates the Capital Improvement Plan required by state statute and continues to prepare the necessary facilities plan for ultimate development of a more comprehensive Capital Improvement Plan.

While growth is looming over the City of Fernley, there are many challenges to developing the budget. Fernley has taken a conservative approach. This is a result of the tax structure in Nevada and ensuring the City has ongoing funding to provide quality municipal services. Staff was asked to submit budget requests based upon departmental needs, and were asked to not include unnecessary increases for this proposal.

The City has spent a tremendous amount of time, at the direction of the City Council, working on establishing long-range planning documents. As those documents are finalized, implementation is the next step. This year's budget reflects some one-time project requests. As the City moves forward, it is critical to assess and determine long range forecasting. While it's important to implement projects, an analysis must be completed to ensure longer term requests and expenses can be absorbed over time. With the limited resources, these are difficult decisions, but necessary to ensure the City continues to be financially stable.

### **FY 2021 Budget Overview**

The FY 2021 All Fund Budget totals \$31,299,534. The operating budget includes salaries and benefits, utilities, supplies, fuel, and routine maintenance and minor repairs. The budget reflects a new financial policy adopted by Council which focuses on reserves for the Enterprise Funds. The capital projects and carryovers portion of the budget are one-time in nature and vary greatly from year to year.

The General Fund budget is \$10,568,658. This is a 29% increase from the FY2020 operating budget that is attributable to increases in salaries and benefits, the addition of three new positions, capital improvement projects funded through the General Fund including RTC, and one-time expenditures such as equipment and vehicle purchases.

### **Conclusion**

Fernley's FY2021 budget is a product of collaboration between the City Council, City management, department directors, and staff identifying funding priorities. The preparation of the budget is one of the most important tasks performed each year. The review and adoption of the budget is also one of the most important policy decisions that you, as elected officials, make in the best interest of our community.

I would like to thank the City Treasurer for her diligence in developing the budget and to the leadership team who manage the operations of the City on a daily basis. Finally, thank you to the Mayor and City Council for your guidance and leadership in establishing the vision for this great City.

Respectfully,

Daphne Hooper, ICMA-CM  
City Manager

## Strategic Plan

The Strategic Plan is actively used by the City to drive policy implementation and program direction, including the development of the City's annual budget. Any requests for new funding are evaluated in the context of their relationship to the strategic plan. City departments use this plan to update department goals and objectives. The current strategic plan is scheduled to sunset in 2021. City Council has identified a strategic plan update as a priority for FY 2021.

# **City of Fernley Strategic Plan FY 2017 - 2021**

## **VISION**

It is the vision of the City of Fernley to deliver and provide fiscally stable public services that result in a safe, responsive, forward-thinking and collaborative community. City of Fernley strives to be an organization responsive to change and public needs, being proactive rather than reactive, and to aspire and excel at providing enhanced and excellent municipal services.

## **MISSION**

It is the mission of the City of Fernley to provide all municipal services in a proactive, innovative, and fiscally responsible way to continue to enhance the community's quality of life, provide a high level of responsive local government services, and promote the future prosperity and the balanced growth of the community.

## **CORE VALUES**

Trust  
Innovation  
Engagement through Communication

## **COMMUNITY GOALS**

- To explore and promote economic development and planned redevelopment opportunities consistent with the community's historical and current identity.
- To promote citizen engagement and build strong alliances with other government entities, private sector partners, and community members.
- To improve the quality of life enjoyed by the community's residents and enhance continued maintenance and reconstruction of the City's infrastructure with an emphasis on sustainability.

## **ORGANIZATIONAL GOALS**

- The City of Fernley must strive to maintain and improve overall fiscal integrity, stability, and equality of the City's financial planning.
- The City of Fernley, as an employer, must strive to create and maintain a successful and efficient work environment.

## **IMPLEMENTATION PLAN**

The City of Fernley will continue to:

- Interact and engage with the community's citizens, business community, and visitors in ways that are Polite, Professional, and Performed consistent with the Strategic Plan
- Commit themselves to public service by emphasizing trust, innovation, and engagement through communication.
- Build and develop an organizational culture that respects and values both individual and group differences and encourage the productive potential of every employee.

## City Council Priorities

On December 4, 2019, the Fernley City Council adopted priorities for FY 2021 to include long-term planning, plan implementation, citizen engagement, and strategic plan update. Further, the Council requested to include the following items:

- Additional funding for Code Enforcement
- A vehicle for the Public Works Director
- POST Training for Animal Control
- Seasonal Decorations

This direction has been taken into consideration for the development of the Budget for FY 2021. A formal action plan will be developed by staff to ensure the strategic plan is reviewed and implemented during the upcoming fiscal year.

For the past several years, the City Council priorities have included the development of long-range planning documents. To date, the following plans have been a focus of City staff:

Description	Date Completed
ADA Transition Plan Infrastructure Survey and Inventory	August 2019
Asset Management Plan	Work in progress
Capital Improvement Plan	Work in progress
City's Master Plan (Comprehensive Plan)	August 2018
Communications Plan	September 2017
Community Center Conceptual Design	September 2019
Parks Master Plan	September 2017
Redevelopment Plan	March 2019
Sewer Master Plan	Work in progress
Strategic Plan	Completed August 2016 (2017-2021)
Transportation Master Plan	Expected completion June 2020
Water Conservation Plan	September 2016
Water Master Plan	Work in progress
Water Resource Plan	December 2019



# Section II - Financial Plan



## Financial and Program Policies

The Fernley City Council has the responsibility to set the budget and establish tax rates for City operations. Further, the Fernley City Council 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 \$10,185,833; ending fund balance for all categories in the general fund is projected to be \$7,000,575. Under State of Nevada statutes, the maximum contingency allowed is 3% of expenditures. Therefore, the contingency in the general fund is established at \$307,825.

**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 more than 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 2021 was changed from 0.6727 to 0.6734. 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.

**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 Capital Improvement Plan 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 per the average balance per "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.

## A collage of financial and business-related illustrations. At the top left is a 3D bar chart with five bars in orange, purple, red, green, and blue, with values 30%, 70%, 25%, and 50% labeled. To its right is a line graph showing a green line rising from 15% to 100%, with a 70% label. Further right is a 3D pie chart with red, blue, and green segments. Above the pie chart is a server icon. Below the pie chart is a flowchart with four colored squares (green, blue, red, yellow) connected by arrows. In the center is a brown pen with gold accents. Below the pen is a notepad with the word 'Budget' written in black cursive and underlined in red. To the left of the notepad is a laptop icon. At the bottom left is a circle with the number '45'. At the bottom right is a rounded rectangle divided into four sections with percentages: 25%, 30%, 45%, and 20%.

## Budget Process Overview

The budget development process begins in December with the City Council establishing priorities for the Fiscal Year.

In December, staff receives budget instructions for the process and requirements to request budget needs. These budget requests must include departmental goals, operational and staffing requests with requisite justification. Budget requests are reviewed and evaluated for consistency and alignment with the Strategic Plan, contractual obligations, and other Council adopted plans, policies and direction.

In the budget process, increases are allowed over the prior year for inflation, normal account growth, and for known contract pricing and utility rate changes. Departments first work to absorb the increases within the existing base budget. This department-based process focuses on non-personnel related costs. Justification must be provided for requests that exceed the base budget. These requests are reviewed and discussed with the departments to ensure a good understanding of the request, need, and impacts of funding or not.

Capital projects are a part of the annual budget process. Each department submits a request with a description of projects desired in the five-year capital plan.

Preliminary property tax and consolidated tax revenues are provided by the Department of Taxation in late February. These preliminary rates do not include tax cap abatements. Annually, the abatements have been almost 50%. The final revenue projections are received in late March.

The City reviews the budget proposal to ensure a balanced budget is provided to the City Council prior to the budget workshops in April. Revenue projections, departmental budget, and Special Funds are presented and discussed with the City Council.

A public hearing is mandated and scheduled in May. Once the budget has been presented to the public and City Council has provided input, the City Council adopts the final budget, and it must be submitted to the Department of Taxation by June 1.

## Preparation Calendar for FY 2021 Budget

Date	Day	Action
December 4, 2019	Wednesday	Regular City Council Meeting - City Council to review priorities
December 4, 2019	Wednesday	Regular City Council Meeting - City Council to approve budget calendar for FY 2017-2018 Budget
December 20, 2019	Friday	City Manager review and approval of budget instruction manual.
January 3, 2020	Friday	Distribution of Budget Request Instruction Manual to Dept. Heads.
January 24, 2020	Friday	Deadline for submission of Budget Requests
January 27 - 31, 2020	M-F	City Manager and City Treasurer review all submissions and prepare outline for a recommended budget, and prepare for meetings with departments.
February 3 - February 7, 2020	M-F	City Manager and City Treasurer meet with departments to review and make determinations for inclusion in the recommended budget.
February 17	Monday	Receipt of maximum tax rate letter from Department of Taxation
February 17	Monday	Department of Taxation provides Preliminary Revenue Projections package, to be reviewed by City Manager and City Treasurer.
February 21	Friday	Last day for local government entities to notify Department of Taxation about proposed tax rate changes.
Feb. 24 - 28, 2020	M-F	City Manager and City Treasurer meet with departments for any revisions necessitated by Preliminary Revenue Projections.
March 2, 2020	Monday	Governor certifies population for distribution of Cigarette, Liquor, Basic City/County Relief Tax and Gasoline Tax (NRS 370.260; 369.173; 377.055(3), and 360.285).
March 4, 2020	Wednesday	Regular City Council meeting. Designation of auditor or auditing firm must be made no later than three months prior to the close of the fiscal year. Department of Taxation is to be notified of the designation (NRS 354.624).
March 16, 2020	Monday	Department of Taxation provides Final Revenue Projections Package, specifically for Motor Vehicle Fuel tax and Consolidated tax for non-school entities for use in preparing the tentative budget document. The final estimates of net proceeds of minerals for calendar year 2018 are also included.
March 25, 2020	Wednesday	Department of Taxation provides Final Abated Revenue Projections (pro-forma) package for property taxes. (NRS 361.4535(2)).
March 26 - 27, 2020	Th - F	City Manager and City Treasurer meet with department heads after receipt of final property tax revenue projections
March 27, 2020	Friday	Issuance of tentative budget and recommended Five-Year Capital Improvement Program to Mayor, City Council and any other interested parties.
April 1, 2020	Wednesday	Regular City Council Meeting
April 2, 2020	Thursday	City Council Budget Workshop
April 3, 2020	Friday	City Council Budget Workshop
April 7, 2020	Tuesday	City Council Budget Workshop
April 8, 2020	Wed - Fri	Treasurer to prepare Dept. of Taxation tentative budget document
April 15, 2020	Wednesday	Tentative Budget submitted to Department of Taxation (NRS 354.596).
May 7, 2020	Thursday	Notice of Public Hearing published (NRS 354.596).
May 12, 2020	Tuesday	City Council Budget Workshop (if needed)
May 14, 2020	Thursday	City Council Budget Workshop (if needed)
May 20, 2020	Wednesday	Public Hearing on Tentative City Budget (NRS 354.596). New Legislation states the public hearing on the tentative budget must be held by the governing body not sooner than the third Monday in May and not later than the last day in May.
May 27, 2020	Wednesday	City Council Budget Workshop - Final Budget/Adoption
June 1, 2020	Monday	The final budget for all local government shall be adopted on or before this date and shall be filed with the county clerk and the Department of Taxation. (NRS 354.598).

## Fund Structure

The accounts of the City of Fernley are organized based on 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 how spending activities are controlled. The various funds are grouped into fund types with four broad categories (a numbering system standard in governmental accounting) as follows:

### 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 sources such as property taxes, sales taxes, fees, and intergovernmental revenues. Expenditures are authorized in the General Fund budget and include areas such 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 (Funds 500-599):** Enterprise funds are used to account for 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.

## Budget Basis

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 per Generally Accepted Accounting Principles (GAAP) 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.



## FY 2021 Annual Appropriations

<b>Annual Budget Appropriation</b>				
<b>\$31,299,534</b>				
	<b>General Funds</b>	<b>Special Revenue Funds</b>	<b>Water Enterprise Fund</b>	<b>Sewer Enterprise Fund</b>
<b>Operations</b>	7,598,448	238,160	4,718,211	2,298,459
<b>Capital Projects</b>	2,432,703	105,047	6,561,000	1,961,000
<b>Debt Service</b>	229,682		4,325,677	523,322
<b>Contingency</b>	307,825			
<b>TOTAL</b>	<b>10,568,658</b>	<b>343,207</b>	<b>15,604,888</b>	<b>4,782,781</b>

## Revenue Sources

The General Fund is composed of many revenue streams. Approximately 35.5% of the revenue comes from property taxes. The preabated amount for property tax is \$6,237,066. The abatement amount is \$2,904,310 (46.6%). The property tax revenue for FY 2021 is \$3,333,721 plus delinquent taxes of \$20,000.

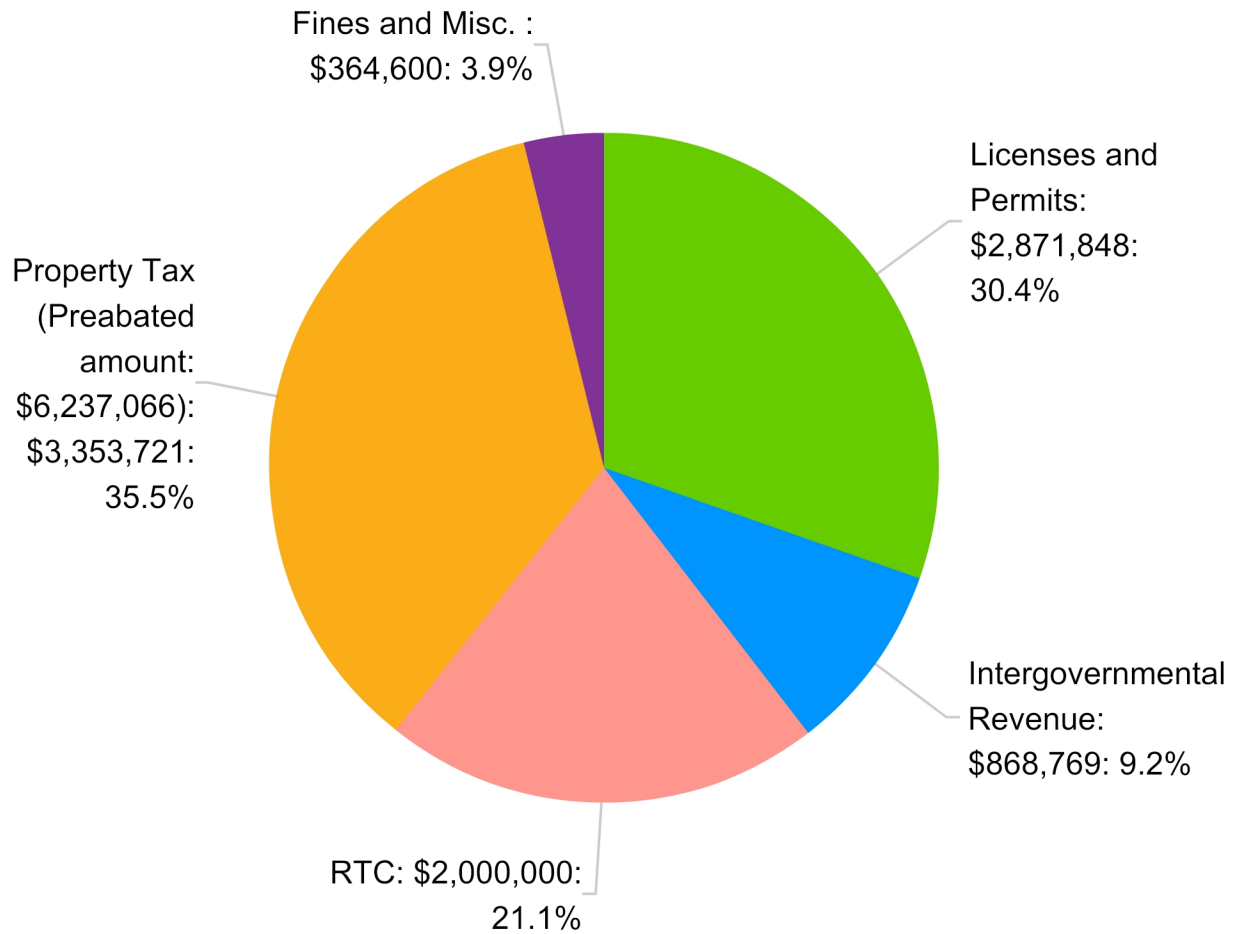
Approximately 30.4% comes from Licenses and Permits, which includes building permits, business license fees, gaming license fees, planning and zoning fees, liquor license fees, civil inspection fees, animal license fees, passport fees, and franchise fees.

Approximately 9.2% comes from Intergovernmental Revenue, which includes Motor Vehicle Fuel Tax, County Roads Contribution, Consolidated Tax, County Parks Agreement, and Administration Fees.

RTC Funds make up 21.1% of revenue.

The remaining 3.9% comes from Fines and Forfeitures and miscellaneous revenue.

## General Fund Revenue Sources



## Property (Ad Valorem) Taxes:

Nevada Revised Statute (NRS) 361 provides the procedure for property taxes in Nevada. Both the County and the State perform certain assessments to determine the value of property. The assessed valuation is 35% of taxable value and the amount of tax is calculated by multiplying the assessed value by the local tax rate.

### Taxable Value x 35% = Assessed Value x Tax Rate = Property Taxes Due

Since FY2006, the total property tax due must not exceed the total property tax billed the previous year by more than 3 percent for an owner-occupied single family residence or certain residential property, and must not exceed 8 percent of all other real property. If the property tax due exceeds the applicable cap, it will be lowered by the County Treasurer before property tax bills are sent to the taxpayers.

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 pursuant to statutory formulas based on growth factors. The Fernley City Council may not establish a levy greater than the "Allowed Rate." The total combined rate for all "Local Government Taxing Units" in a single district may not exceed \$3.66 per \$100 of assessed value. The City of Fernley allowed Rate for FY 2021 is 0.6734 per \$100 of assessed value, an increase of 0.0007 from the prior year.

The following table shows a hypothetical FY 2021 tax bill for the owner of a \$100,000 home within the City.

Taxes	Rate	Preabated Tax Amount	Abatement	Tax Amount
School General	0.7500	262.50	81.38	181.13
School Debt	0.5867	205.35	63.66	141.69
North Lyon Fire	0.3032	106.12	44.57	61.55
Fernley City	0.6734	235.69	109.60	126.09
State of Nevada	0.1700	59.50	27.37	32.13
General Fund	0.7687	269.05	86.09	182.95
Gen. Indigent	0.0280	9.80	3.14	6.66
Med Indigent	0.1220	42.70	13.66	29.04
Cooperative Extension	0.0100	3.50	1.12	2.38
Fernley Swimming Pool	0.2000	70.00	27.16	42.84
<b>Ad Valorem Total</b>	<b>3.6120</b>	<b>1,264.20</b>	<b>457.74</b>	<b>806.46</b>

\*\*In this scenario, the City of Fernley would receive \$126.09 annually for property taxes. If the entire tax rate was collected, the City would receive \$235.69. Due to abatements, the City receives 46.5% less.

## Licenses and Permits:

**Business Licenses:** Over the past few years, the City has reviewed and revamped the business license fee structure. This included changing the collection method based on gross receipts. For FY 2021, projected revenue will be approximately \$450,000.

**Franchise Fees:** Franchise fees for FY 2021 are projected to be \$1,403,445, an increase from FY 2020.

**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 the City's share of the County license will be approximately \$102,107 in FY 2021 based on the trend of amounts received from this revenue source in prior years.

**Building Permits and Fees:** Building is increasing in the City of Fernley, and as such, there is a projected increase in these fees. For FY 2021, the projected revenue is \$739,442.

**Planning and Zoning Fees:** The City imposes certain planning and zoning fees. The City anticipates revenues of \$155,000 from planning and zoning application fees for FY 2021.

**Liquor License Fees:** Liquor license fees are projected to decrease slightly from \$30,000 in FY 2020 to \$29,000 in FY 2021.

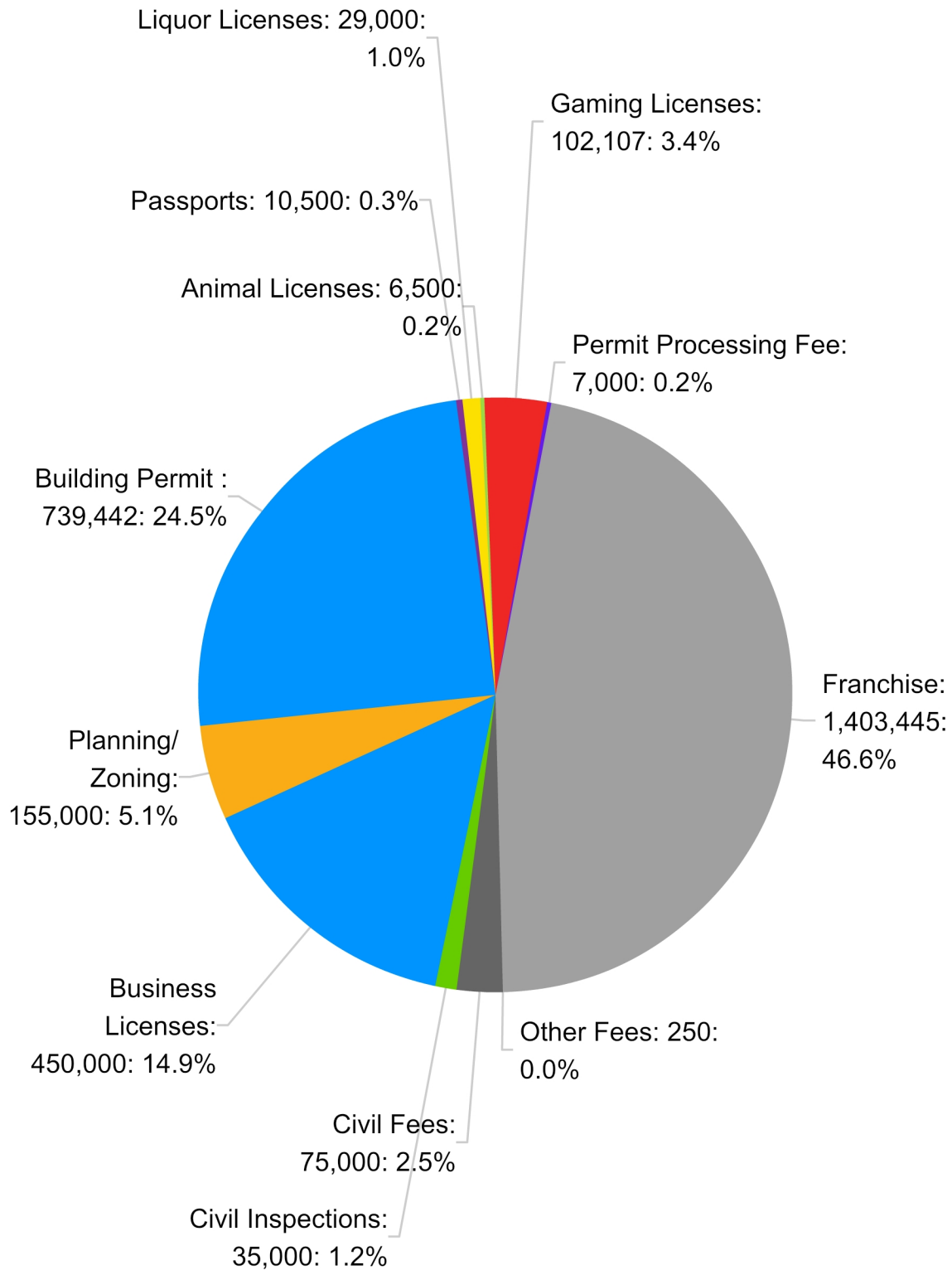
**Public Works/Civil Fees:** Public Works/Civil Fees are collected for the review of development projects with Civil Improvements. The anticipated revenue for FY 2021 is \$75,000 and \$35,000 for Civil inspections.

**Passport Fees:** The City processes passports, and the projected revenue for FY 2021 is \$10,500.

**Animal License Fees:** Animal licenses are processed through the City to ensure the City is in compliance with State Law for Rabies Control. The anticipated revenue for FY 2021 is \$6,500.

**Other Fees (copies, etc):** A small amount of revenue is collected for copies each year, which for FY 2021 is anticipated to be \$250.

## Licenses and Permits





## Intergovernmental Revenues:

**Consolidated Tax:** Consolidated Tax (CTAX) revenues includes sales and use taxes, cigarette and liquor taxes, motor vehicle privilege, and real property transfer tax. These taxes have been brought together into a consolidated tax. They are collected by the State, consolidated, and then distributed to the various governmental agencies based on a series of formulas developed by the Nevada Department of Taxation. Population, assessed value, and growth rates are factors used in the distribution formula.

Consolidated Tax is distributed to Lyon County, incorporated cities, and other districts in Lyon County pursuant to a statutory formula described in NRS 360.600 through 360.740. The estimated FY 2021 and prior year's distribution of consolidated tax in Lyon County is \$18,626,076. 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. For FY 2021, the projected Consolidated Tax revenue is \$166,093. This is a 15% reduction due to the impact of COVID-19. The following table shows the historical distributions of consolidated tax to both Lyon County and the City of Fernley:

Fiscal Year	County C-Tax Revenue	City C-Tax Revenue
2008	\$16,165,066	\$197,000
2009	\$15,858,014	\$202,000
2010	\$14,776,985	\$170,000
2011	\$13,157,132	\$130,000
2012	\$12,231,335	\$131,000
2013	\$12,696,590	\$133,000
2014	\$12,615,485	\$136,000
2015	\$13,722,421	\$143,000
2016	\$14,469,457	\$145,000
2017	\$14,867,641	\$151,000
2018	\$14,928,401	\$155,000
2019	\$15,608,849	\$163,700
2020	\$17,242,956	\$181,881
2021	\$18,626,076	\$166,093

**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. These funds are restricted for use in maintenance or capital projects relating to City streets. Projected revenues, excluding RTC revenues, for FY 2021 are \$368,360. There is an anticipated reduction do to COVID-19.

**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 FY 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 2020 budget, the County Commissioners provided \$180,000 to the City of Fernley. For FY 2021, the City anticipates the same amount will be provided 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 2020, the City received \$60,000 from Lyon County for parks. The City anticipates the same amount from Lyon County for FY 2021.

**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 FY2021 is \$87,500.

**Administration Fees:** A limited amount of revenue is collected through administrative fees each year. For FY 2021, this amount is \$2,500.

**RTC Shared Revenue:** The Regional Transportation Commission (RTC) consists of a five-member board. Three members from the Lyon County Board of Commission, one member appointed by the City of Fernley and one member appointed by the City of Yerington. The RTC oversees the spending of a nine-cent fuel tax, which is allocated to each city and to Lyon County based on assessed valuation. The RTC also oversees road construction taxes collected in and spent in each city. For FY 2021, projected revenue from RTC for use on identified projects is \$2,000,000.

<b>General Fund Revenue Summary</b>	<b>2018-19</b>	<b>2019-20</b>	<b>2019-20</b>	<b>2020-21</b>	<b>2020-21</b>
	<b>FY 2019</b>	<b>FY 2020</b>	<b>FY 2020</b>	<b>FY 2021</b>	<b>FY 2021</b>
<b>Revenue</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual Estimated</b>	<b>Tentative Budget</b>	<b>Final Budget</b>
Property Taxes	2,606,805	2,840,634	2,840,634	3,333,721	3,333,721
Property Taxes-Delinquent	18,896	25,000	17,000	20,000	20,000
Business License Fees	429,052	600,000	600,000	600,000	450,000
Franchise Fees	1,406,961	1,200,000	1,407,000	1,477,310	1,403,445
Liquor License Fees	18,710	30,000	18,710	32,000	29,000
Gaming License Fees	121,418	116,693	116,693	122,527	102,107
Licenses-Animal	6,695	6,500	6,500	6,500	6,500
Passport Fees	17,281	9,500	15,000	15,000	10,500
Building and Civil Permit Fees	869,972	725,655	725,655	739,442	739,442
Permit Processing Fee	7,825	3,000	7,000	7,000	7,000
Planning and Zoning Fees	146,352	140,000	180,000	155,000	155,000
Public Works/Civil Fees	23,358	20,000	75,000	75,000	75,000
PublicWorks/Civil Inspect Fees	154,064	20,000	25,000	35,000	35,000
Other Fees (eg. Copies etc)	641	500	100	250	250
Consolidated Tax (CTX)	172,906	181,881	181,881	195,404	166,093
Motor Veh Fuel Tax (Gas Tax)	406,360	431,395	431,395	433,365	368,360
RTC Shared Revenue	1,281,617	900,744	1,000,000	2,000,000	2,000,000
County Parks Agreement	60,000	60,000	60,000	60,000	60,000
County Roads	180,000	180,000	180,000	180,000	180,000
Administration Fees	3,248	2,500	2,500	2,500	2,500
Marijuana Sales Tax	—	25,197	24,306	25,000	25,000
Penalties/Fines Municipal Court	228,252	240,000	246,000	250,000	87,500
Community Service Fee	1,413	200	125	100	100
Muni Court Warrant Fees	—	—	—	—	—
Muni Court Misc Fees	220	—	50	—	—
Interest Earnings	120,565	20,000	50,000	50,000	50,000
Interfund Overhead Rent	—	—	—	—	—
Interfund Revenue" Bldg/Plan"	—	—	—	—	—
Cemetery Burial/Cremation Fee	2,600	2,000	4,000	4,000	4,000
Cemetery Plot Fees	—	—	—	—	—
Park Facility Rental Fee	—	—	—	—	—
Donations-Misc	100	—	—	—	—
Donations-Parks	—	—	—	—	—
Donation-City Sponsored Events	2,325	2,000	2,185	2,000	2,000
Donations - Pony Express	—	—	—	—	—
Miscellaneous Revenue	504,291	20,000	25,000	25,000	25,000
Credit Card Fee	—	—	—	—	—
Credi Card Fee - Gen Svcs	3,720	5,000	5,600	6,000	6,000
School RCT Admin Fee	—	—	—	—	—
Transfers In	—	—	—	—	—
Sale of Assets	5,766	—	—	—	—
<b>Total General</b>	<b>8,801,410</b>	<b>7,808,399</b>	<b>8,247,334</b>	<b>9,852,119</b>	<b>9,343,518</b>

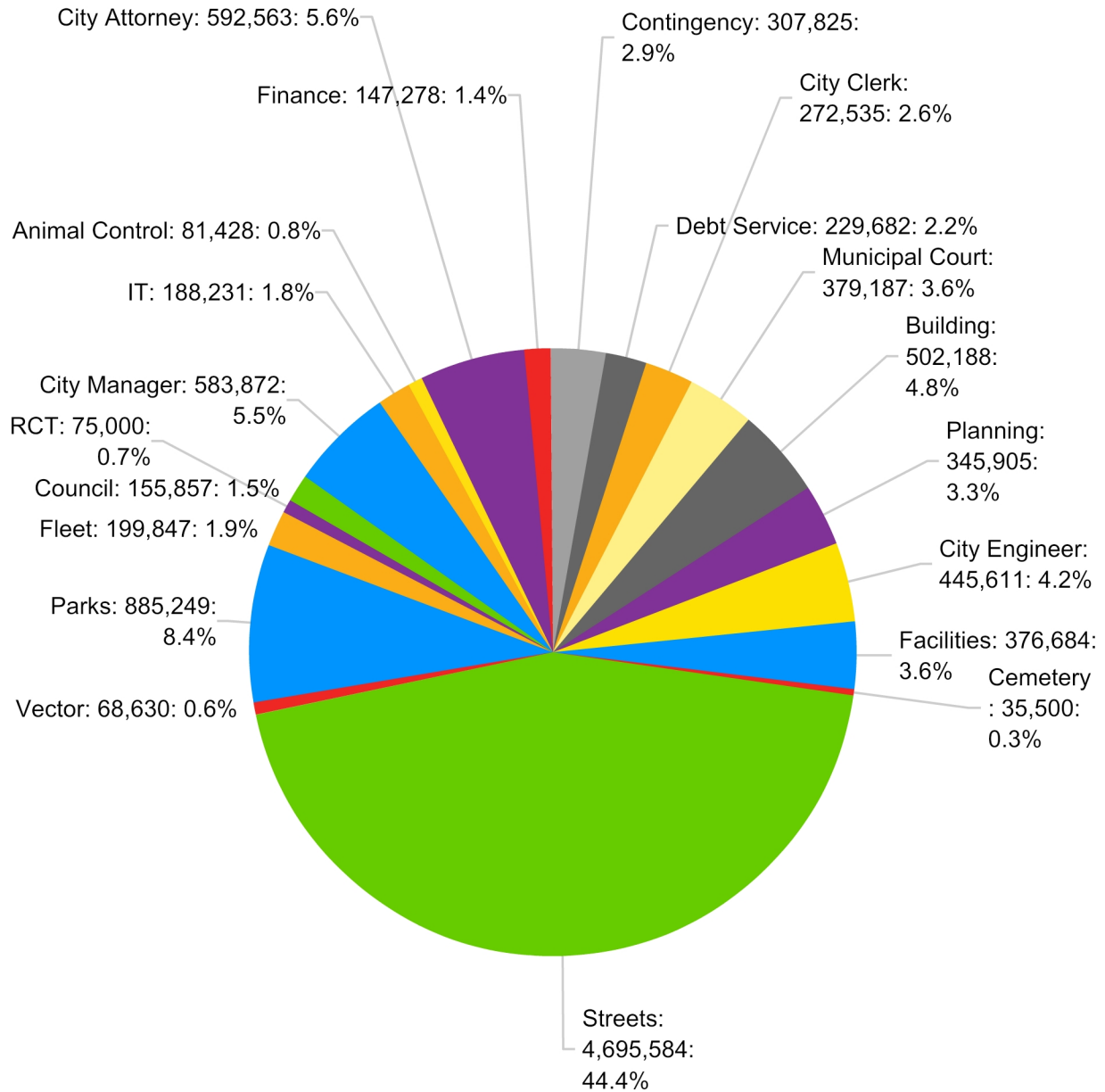
<b>General Fund Revenue Summary</b>	<b>2018-19</b>	<b>2019-20</b>	<b>2019-20</b>	<b>2020-21</b>	<b>2020-21</b>
	<b>FY 2019</b>	<b>FY 2020</b>	<b>FY 2020</b>	<b>FY 2021</b>	<b>FY 2021</b>
<b>Revenue</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual Estimated</b>	<b>Tentative Budget</b>	<b>Final Budget</b>

\*Amount does not include Parks Facilities Fund or RCT Fund (See table on page following for total amount).

Parks Facilities Fund does not meet the true definition of a fund, so it is included in the General Fund.					
Interest Earnings	1,768	500	1,000	1,000	1,000
Park Rental Fees	3,766	10,000	5,000	7,500	7,500
Facility Rental Fees	6,675	2,500	5,000	7,500	7,500
<b>Total Parks Facilities</b>	<b>12,209</b>	<b>13,000</b>	<b>11,000</b>	<b>16,000</b>	<b>16,000</b>
RCT Fund does not meet the true definition of a fund, so it is included in the General Fund.					
Residential Construction Tax	203,000	100,000	105,000	90,000	90,000
Interest Earnings	9,241	1,000	7,000	7,000	7,000
<b>Total RCT</b>	<b>212,241</b>	<b>101,000</b>	<b>112,000</b>	<b>97,000</b>	<b>97,000</b>
<b>Total General Fund Revenues</b>	<b>9,025,861</b>	<b>7,922,399</b>	<b>8,370,334</b>	<b>9,965,119</b>	<b>9,456,518</b>

General Fund Expense Summary	2018-19	2019-20	2019-20	2020-21	2020-21
	FY 2019	FY 2020	FY 2020	FY 2021	FY 2021
Expenditures	Actual	Budget	Actual Estimated	Tentative Budget	Final Budget
Mayor/Council	137,078	127,948.12	129,525.12	155,856	155,857
Office of City Manager	523,236	466,390.01	403,754.01	598,239	583,872
IT	137,423	136,532.87	145,603.87	189,448	188,231
Animal Control	102,507	109,907.25	115,046.16	83,722	81,428
Office of City Attorney	494,789	527,603.99	595,453.99	598,473	592,563
Finance	128,170	170,770.42	168,170.42	150,178	147,278
Contingency	—	239,125	—	310,170	307,825
Debt Service	288,769	234,445	234,445	229,682	229,682
City Clerk	270,646	261,883.5	254,633.5	275,357	272,535
Municipal Court	323,008	364,554.4	294,952.4	393,971	379,187
Building & Safety	341,311	397,854.53	397,004.53	505,468	502,188
Planning	336,560	333,126.63	324,391.63	350,146	345,905
City Engineer	160,468	195,988.32	258,688.32	447,482	445,611
Facilities	365,908	316,516.88	318,084.94	379,307	376,684
Vector Control	131,132	15,037.5	17,632.5	68,612	68,630
Cemetery	27,316	34,700	31,300	35,500	35,500
Streets & Storm Drains	2,857,379	3,183,021.63	2,156,909.63	4,769,048	4,695,584
Parks	776,011	805,195.48	776,412.48	887,920	885,249
Fleet	—	189,349	192,549	201,579	199,847
<b>Total Expenditures</b>	<b>7,401,709</b>	<b>8,109,951</b>	<b>6,814,558</b>	<b>10,630,158</b>	<b>10,493,656</b>
Parks Facilities Fund does not meet the true definition of a fund, so it is included in the General Fund.					
<b>Total Parks Facilities</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>
RCT Fund does not meet the true definition of a fund, so it is included in the General Fund.					
<b>Total RCT</b>	<b>—</b>	<b>100,000</b>	<b>100,000</b>	<b>75,000</b>	<b>75,000</b>
<b>Total General Fund</b>	<b>7,401,709</b>	<b>8,209,951</b>	<b>6,914,558</b>	<b>10,705,158</b>	<b>10,568,656</b>

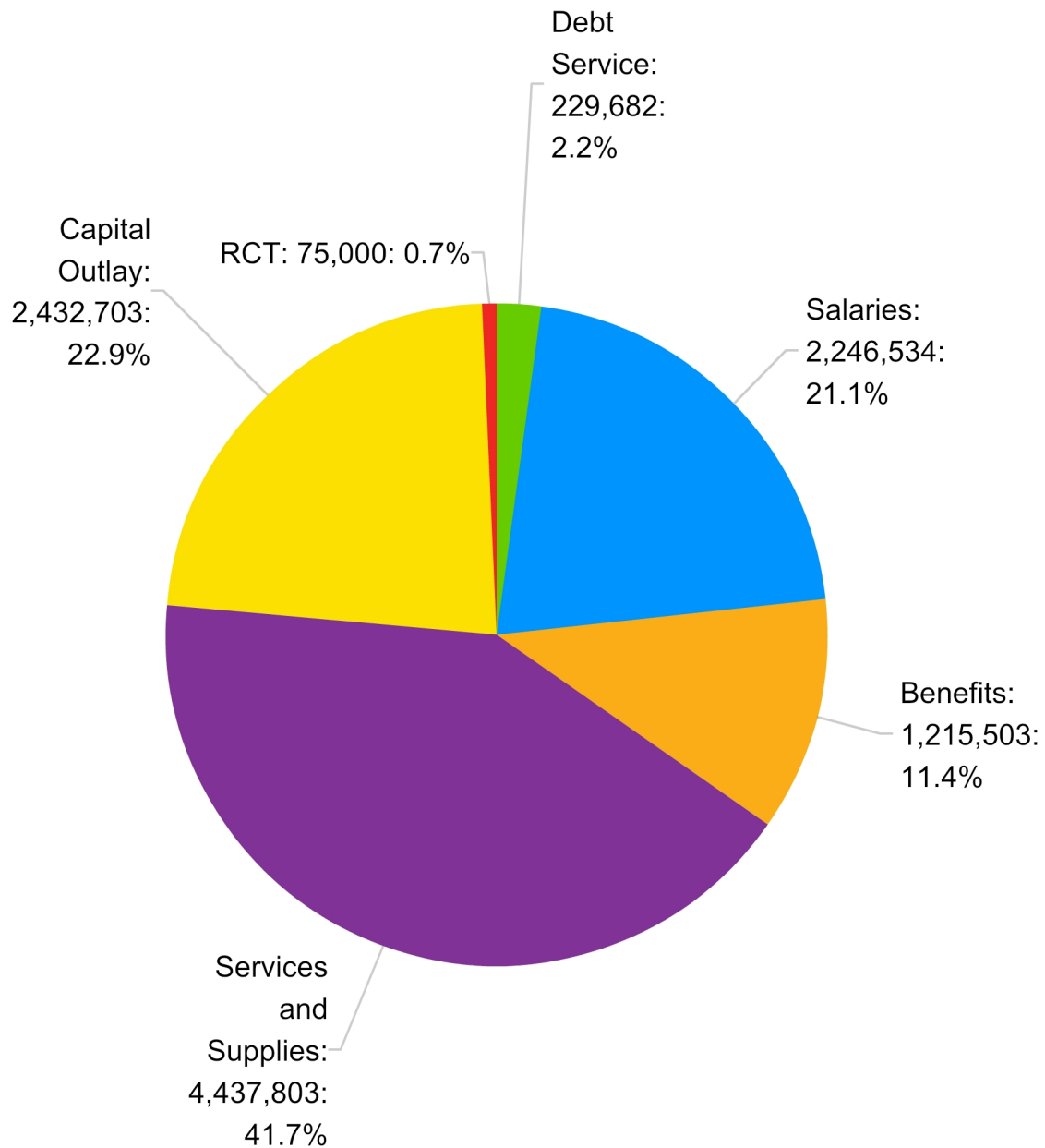
## General Fund Summary by Department



The General Fund is comprised of eighteen different components. The total expenditures requested for FY 2020-21 is \$10,568,658. These expenditures include Debt Service and Contingency as well as funding that was committed for specific projects, such as road maintenance and repairs.



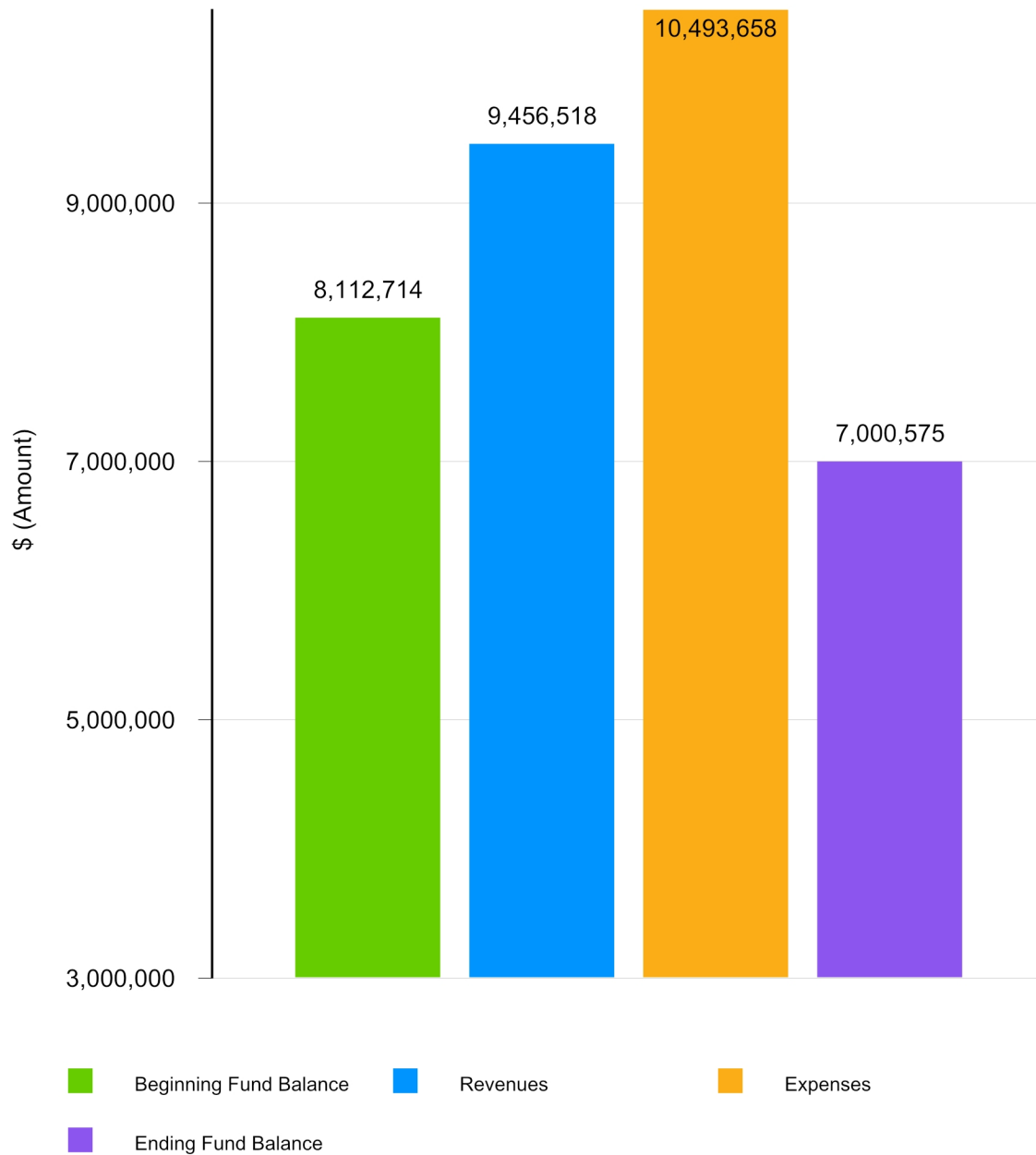
## General Fund Expense Summary



The eighteen components include five different categories, which are outlined in the chart above. The majority of these expenses is for services and supplies (40.2%). Thirty-four percent (34.1%) is for salaries and benefits. The remaining balance is for capital outlay (22.9%), Debt Service (2.2%), and RCT (0.7%)

General Fund - Fund Balance	2019 Actual	2020 Estimated	2021 Tentative	2021 Final
Beginning Fund Balance	5,032,795	6,656,938	8,112,714	8,112,714
Excess/(Deficit) - Change in Fund Balance	1,624,154	1,455,776.5	(740,041)	(1,112,139)
Ending Fund Balance	6,656,949	8,112,714	7,372,674	7,000,575
Nonspendable:				
Prepays	—	—	—	—
Restricted For:				
Capital projects/RCT parks	563,570	575,570	597,570	597,570
Future development	300,567	300,567	160,614	160,614
Specified purpose/parks	13,577	13,577	13,577	13,577
Committed:				
Roads	4,596,423	6,334,774	5,515,760	5,149,368
Depot	—	—	—	—
Parks	398,808	398,808	398,808	398,808
Assigned to:				
Next Year's budget appropriation	287,546	—	—	—
Unassigned:				
8.33% of expenditures, less capital outlay	496,447	489,418	686,344	680,638
Ending Fund Balance	6,656,949	8,112,714	7,372,674	7,000,575
Ending Fund Balance must remain above 4% of actual prior year expenditures	118%	110%	107%	66%
Budgeted Fund Balance to budgeted expenditures less capital outlay (25% max unreserved)	496,447	489,418	686,344	677,969
Capital expenditures	1,427,217	1,041,306	2,468,703	2,432,703

### General Fund - Fund Balance



The beginning fund balance for FY 2021 is \$8,112,714. After FY 2021 projected revenues (\$9,456,518) and expenses (\$10,493,658) are calculated, the ending fund balance is \$7,000,575. These expenditures account for \$2,432,703 in capital expenditures.

## The City Team

The heart of the City's organization is the people. The staff, while few in number, provide exceptional service to the community and work every day to ensure the necessary programs and services are provided. The Council provides leadership and policy guidance to keep things moving in a positive direction. It takes everyone working together to provide the most efficient and effective municipal services to the residents of Fernley.



## Cost Allocation Plan

In FY 2020, City Council adopted Resolution 2019-005, a resolution to adopt the City of Fernley allocation plan.

The primary purpose of preparing this plan was to identify and allocate the cost of providing services internally and to quantify and capture the cost of services provided by the General Fund to the Enterprise Funds, to ensure that each fund and function identifies "true" costs. This process identifies a plan to allocate costs to departments, divisions, and funds, not just direct services, but also internal services required to support the direct services provided to the community.

Cost allocation refers to a process of accounting and recording the full costs of a government service by including indirect costs or "overhead" in addition to direct costs. The allocation plan distributes these indirect costs to ensure the respective funds are fairly and accurately paying for the services they receive.

Indirect costs include shared administrative expenses where a department or agency incurs costs for support it provides to other departments (e.g. finance, human resources, facilities, maintenance, technology). These are "overhead costs" or central support services that have been incurred for common or joint objective and cannot be readily identified with a particular final cost objective.

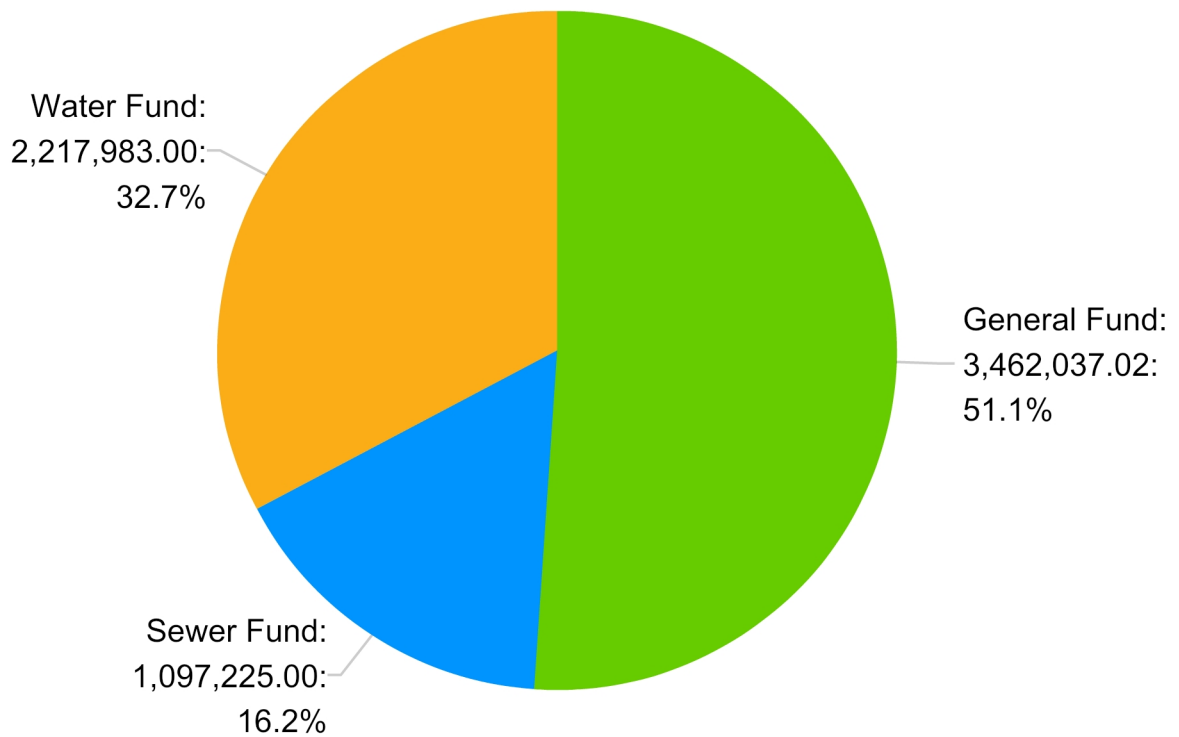
Direct costs are those that can be easily and readily identified and assigned as being directly associated and benefiting a particular cost objective. They are costs that clearly and directly benefit a specific fund or program.

Local governments allocate costs:

- To identify the actual cost of services being provided to citizens
- To equitably share the costs of shared facilities and support services between departments, programs and funds throughout the organization
- To ensure accuracy of cost-based user fees for public services such as utilities, development review, parks or any other service in which a user pays a fee for service
- To relieve pressure on the General Fund by allocating certain general fund costs to enterprise or other funds that receive a benefit from support services
- To receive reimbursement for allowable overhead costs from federal or state grants to the extent this is allowed by the grant. This usually requires a formal cost allocation plan with internal controls to ensure accuracy.

For FY 2021, salaries and benefits were allocated using the methodology previously described. The General Fund accounts for 51.1%, the Water Fund accounts for 32.7%, and the Sewer Fund accounts for 16.2% of the salaries and benefits for the City.

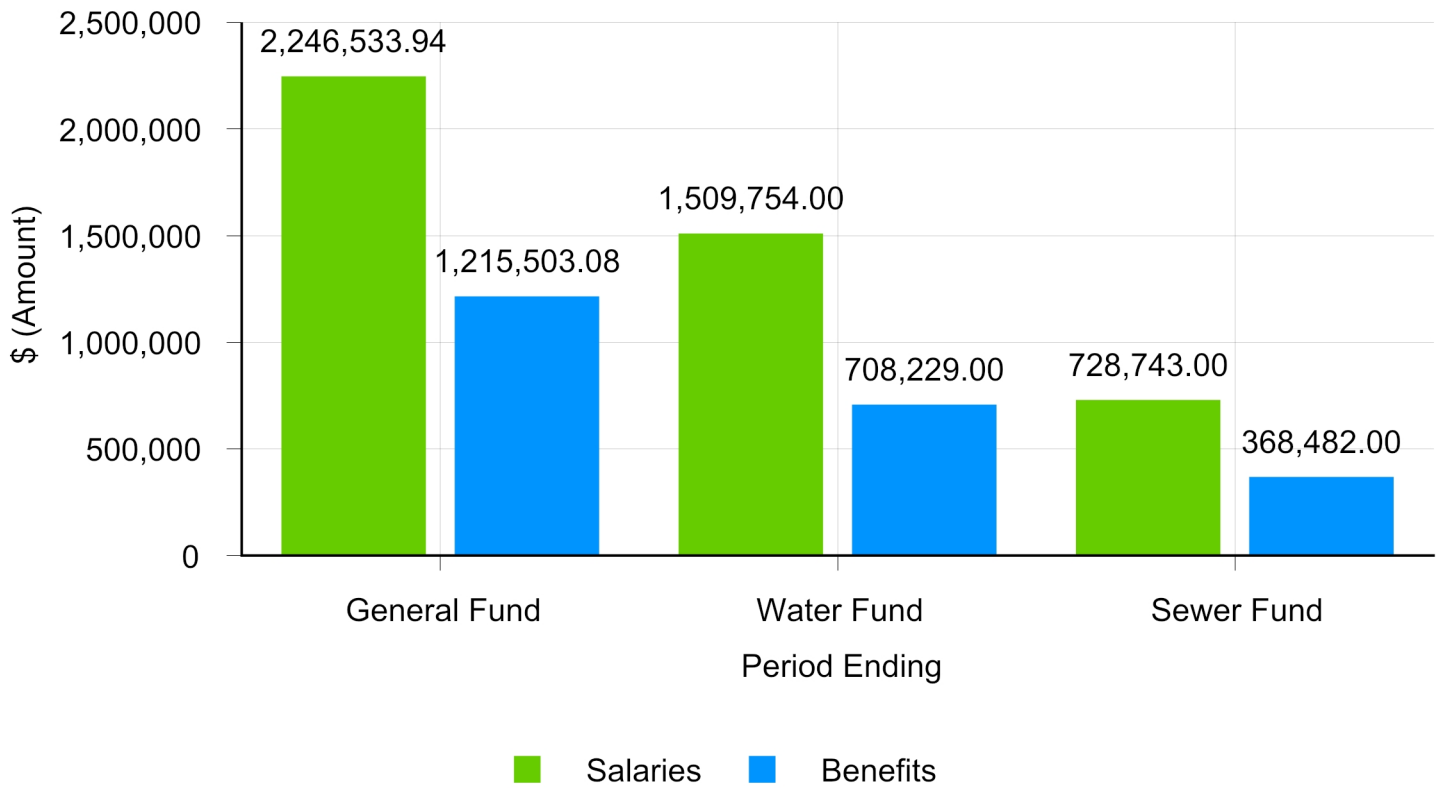
### Salaries and Benefits by Fund





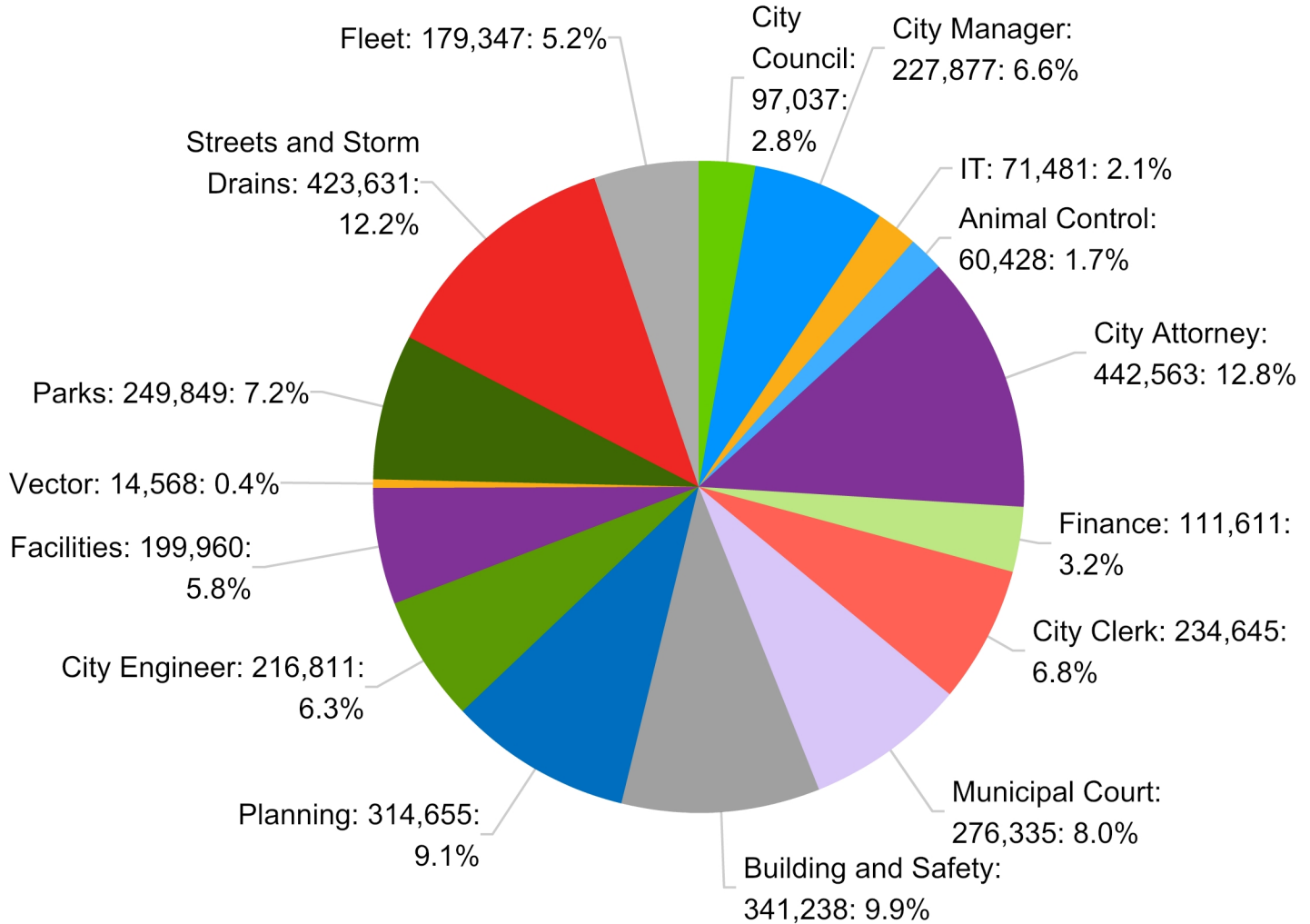
The chart below provides a breakdown of salaries and benefits for each fund.

### Salaries and Benefits



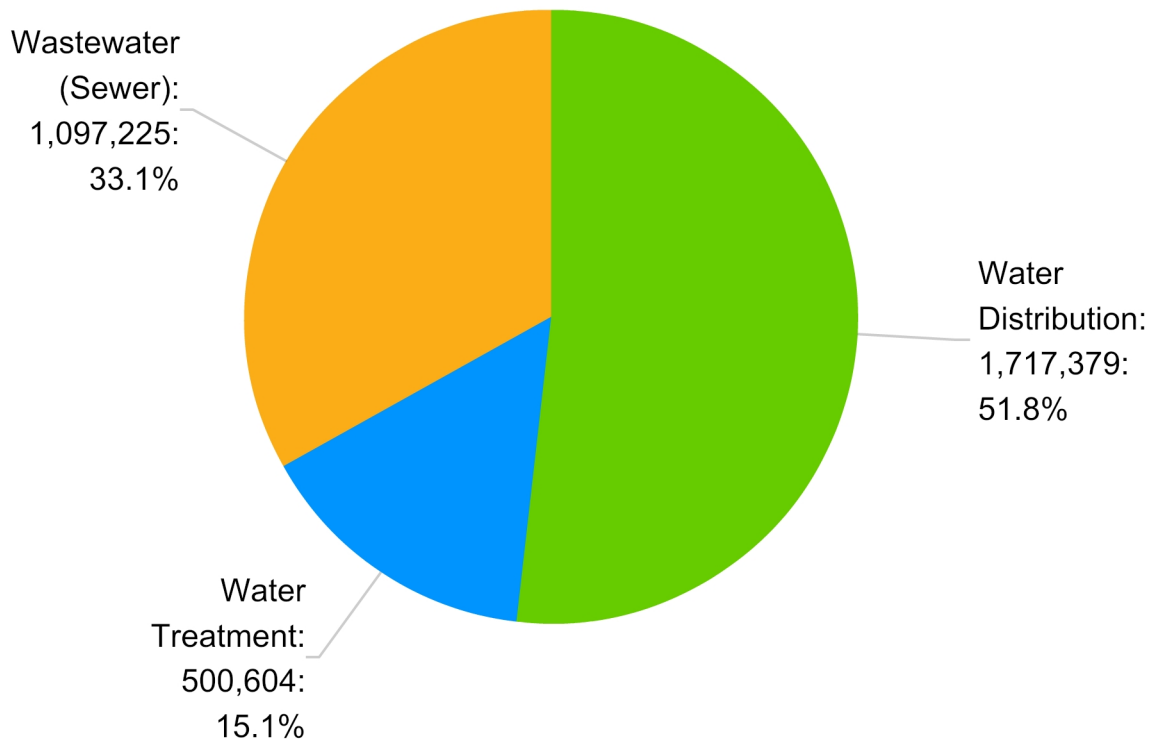
Within the General Fund, which is 51.1% of the total salaries and benefits, the percentage of each department is provided in the chart below. As a reminder, with the cost allocation plan, the salaries and benefits include allocations from administrative staff as well as the individual employees within each division.

### General Fund Salaries and Benefits



Within the Enterprise Funds (Water and Sewer), which are 32.7% and 16.2%, respectively, of the total salaries and benefits based on the cost allocation plan, the percentage of salaries and benefits for each division is provided in the chart below:

## Enterprise Funds Salaries and Benefits



## **Staffing**

The City is growing and developing, and there is a need to provide staff to review development plans. The City currently has a contract with a development engineering firm for review. Moving into FY 2021, staff is requesting the addition of a Deputy City Engineer. This position will provide administrative oversight support for the department as well as provide assistance for development review as the City experiences growth in development. Assistance will still be provided with a contract engineering firm as needed.

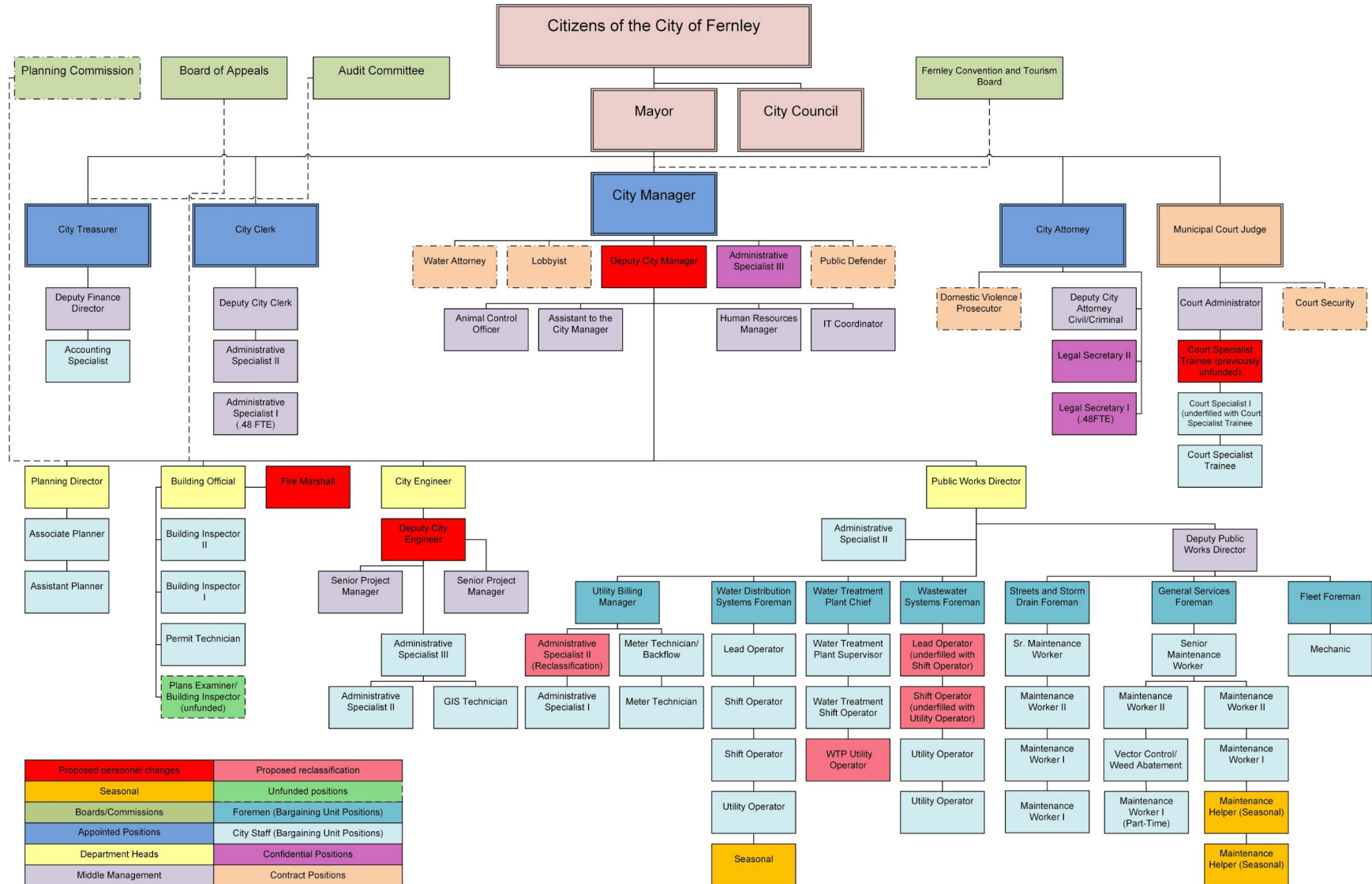
As we review overall City administration, it is important to review oversight and span of control. Best practices indicate that for complex positions, to ensure adequate oversight, a manager should have no more than seven (7) direct reports. For the City of Fernley, the City Manager currently has twelve (12), which includes contracted positions. Because of the increase in growth and development, it is critical to have oversight and coordination among development staff. Therefore, the City is requesting the addition of a Deputy City Manager. While this will only reduce the span of control to ten (10) (including contract positions), the complexity of development oversight will be reduced as the Deputy City Manager will provide dedicated time to the development area. This position is a senior management level position that assists the City Manager in administering overall operations to meet the City's established mission and goals. This position is responsible for the day-to-day coordination and administration of assigned functions, including but not limited to Development and Redevelopment.

Human Resources has been reviewing and updating job descriptions to ensure accurate information is provided for the positions within the City. Succession planning, career ladders, and employee growth opportunities are also reviewed. While career ladders are provided in most divisions, the Administrative Specialist series is one exception. Quite often, departments identify an Administrative Specialist I/II/III as determined by the Department Head. As such, employees looking for growth opportunities often leave one department for another to seek promotional opportunities. The City has reviewed the Administrative Specialist series and is requesting to allow for growth opportunities within the series upon meeting time and scope requirements as outlined in the job descriptions. Within the Utility Division, a reclassification is warranted for an Administrative Specialist I to an Administrative Specialist II, and is reflected on the proposed organizational chart.

In Wastewater Division, positions have been underfilled. As staff develops and obtains required certifications, a reclassification is warranted. This will align the staffing as outlined in the City's organizational chart and ensure an established career ladder is available.

## Organizational Chart

The City has 68 Full Time Equivalent (FTE) positions, including the following:



## Position List

A list of all positions throughout the City is provided below. The positions are listed within the department assigned. The allocations for other funds are listed with each position. Charts are provided below to highlight the breakdown of departments and funds. The funds are provided as follows:

100 - General Fund  
510 - Water Fund  
520 - Sewer Fund

Fund	Position	Allocation	Wages	Benefits	Total
<b>Mayor/Council</b>					
100-412	Mayor	84.60%	21,520.53	2,487.77	24,008.30
510-810	Mayor	7.70%	1,958.72	226.43	2,185.15
520-820	Mayor	7.70%	1,958.72	226.43	2,185.15
100-412	Council Member 1	84.60%	10,751.29	4,387.60	15,138.89
510-810	Council Member 1	7.70%	978.55	399.34	1,377.89
520-820	Council Member 1	7.70%	978.55	399.34	1,377.89
100-412	Council Member 2	84.60%	10,751.29	3,721.02	14,472.31
510-810	Council Member 2	7.70%	978.55	338.67	1,317.22
520-820	Council Member 2	7.70%	978.55	338.67	1,317.22
100-412	Council Member 3	84.60%	10,751.29	3,721.02	14,472.31
510-810	Council Member 3	7.70%	978.55	338.67	1,317.22
520-820	Council Member 3	7.70%	978.55	338.67	1,317.22
100-412	Council Member 4	84.60%	10,751.29	3,721.02	14,472.31
510-810	Council Member 4	7.70%	978.55	338.67	1,317.22
520-820	Council Member 4	7.70%	978.55	338.67	1,317.22
100-412	Council Member 5	84.60%	10,751.29	3,721.02	14,472.31
510-810	Council Member 5	7.70%	978.55	338.67	1,317.22
520-820	Council Member 5	7.70%	978.55	338.67	1,317.22
<b>Total</b>			<b>88,979.91</b>	<b>25,720.35</b>	<b>114,700.26</b>
<b>City Manager's Office</b>					
100-413	City Manager	32.50%	43,860.32	21,385.95	65,246.27
510-810	City Manager	52.70%	71,121.19	33,804.93	104,926.12
520-810	City Manager	14.80%	19,973.31	9,473.17	29,446.48
100-413	Deputy City Mgr	32.50%	34,665.28	18,735.97	53,401.25
510-810	Deputy City Mgr	52.70%	56,211.08	29,507.90	85,718.98
520-810	Deputy City Mgr	14.80%	15,786.04	8,266.41	24,052.45
100-413	Assistant to the CM	32.50%	19,788.41	7,754.59	27,543.00
510-810	Assistant to the CM	52.70%	32,087.66	12,574.37	44,662.03
520-810	Assistant to the CM	14.80%	9,011.34	3,531.32	12,542.66
100-413	HR Manager	55%	36,828.79	22,953.86	59,782.65

<b>Fund</b>	<b>Position</b>	<b>Allocation</b>	<b>Wages</b>	<b>Benefits</b>	<b>Total</b>
510-810	HR Manager	29%	19,418.82	11,764.12	31,182.94
520-810	HR Manager	16%	10,713.83	6,490.55	17,204.38
100-413	Admin. Specialist III	32.50%	14,315.37	7,587.83	21,903.20
510-810	Admin. Specialist III	52.70%	22,949.42	12,726.43	35,675.85
520-810	Admin. Specialist III	14.80%	6,445.00	3,450.78	9,895.78
100-418	IT Coordinator	70.20%	43,463.54	28,018.58	71,482.12
510-810	IT Coordinator	19.70%	12,098.53	7,626.48	19,725.01
520-810	IT Coordinator	10.10%	6,202.80	3,910.02	10,112.82
100-525	Animal Control	100%	39,063.02	21,366.17	60,429.19
<b>Total</b>			<b>514,003.75</b>	<b>270,929.43</b>	<b>784,933.18</b>
<b>City Attorney's Office</b>					
100-414	City Attorney	100%	134,216.42	67,695.90	201,912.32
100-414	Deputy Attorney	100%	91,150.96	46,592.28	137,743.24
100-414	Legal Secretary I/II	100%	54,137.95	26,391.00	80,528.95
100-414	Legal Assistant	100%	19,536.39	2,842.21	22,378.60
<b>Total</b>			<b>299,041.72</b>	<b>143,521.39</b>	<b>442,563.11</b>
<b>Finance</b>					
100-415	City Treasurer	32.50%	41,215.94	16,758.90	57,974.84
510-810	City Treasurer	52.70%	66,833.23	27,175.20	94,008.43
520-810	City Treasurer	14.80%	18,769.11	7,631.75	26,400.86
100-415	Deputy Treasurer	32.50%	20,342.04	9,642.60	29,984.64
510-810	Deputy Treasurer	52.70%	32,985.40	15,635.85	48,621.25
520-810	Deputy Treasurer	14.80%	9,263.45	4,391.09	13,654.54
100-415	Accounting Tech.	32.50%	15,700.75	8,171.05	23,871.80
510-810	Accounting Tech.	52.70%	25,280.19	13,238.54	38,518.73
520-810	Accounting Tech.	14.80%	7,099.56	3,716.27	10,815.83
<b>Total</b>			<b>237,489.67</b>	<b>106,361.25</b>	<b>343,850.92</b>
<b>City Clerk's Office</b>					
100-416	City Clerk	77.70%	62,649.60	36,504.94	99,154.54
510-810	City Clerk	12.70%	10,240.02	5,764.37	16,004.39
520-810	City Clerk	9.60%	7,740.49	4,357.32	12,097.81
100-416	Deputy City Clerk	77.70%	35,658.95	26,285.85	61,944.80
510-810	Deputy City Clerk	12.70%	5,764.93	4,292.45	10,057.38
520-810	Deputy City Clerk	9.60%	4,357.74	3,244.69	7,602.43
100-416	Admin. Specialist II	77.70%	32,862.40	25,136.85	57,999.25
510-810	Admin. Specialist II	12.70%	5,307.83	4,104.65	9,412.48
520-810	Admin. Specialist II	9.60%	4,012.22	3,102.73	7,114.95
100-416	Admin. Specialist I	77.70%	13,528.78	2,017.54	15,546.32
510-810	Admin. Specialist I	12.70%	2,211.27	329.77	2,541.04
520-810	Admin Specialist I	9.60%	1,671.51	249.27	1,920.78
<b>Total</b>			<b>186,005.74</b>	<b>115,390.43</b>	<b>301,396.17</b>
<b>Municipal Court</b>					
100-425	Court Administrator	100%	67,725.84	32,434.34	100,160.18



Fund	Position	Allocation	Wages	Benefits	Total
100-425	Court Spec. Trainee	100%	34,830.87	19,959.41	54,790.28
100-425	Court Spec. Trainee	100%	35,263.02	30,143.07	65,406.09
100-425	Court Spec. Trainee	100%	35,679.60	20,299.62	55,979.22
Total			173,499.33	102,836.44	276,335.77
Department of Building and Safety					
100-605	Building Official	100%	90,232.77	49,558.94	139,791.71
100-605	Building Inspector II	100%	46,446.71	25,404.35	71,851.06
100-605	Building Inspector I	100%	46,139.23	19,623.87	65,763.10
100-605	Permit Technician	100%	41,529.74	22,302.48	63,832.22
Total			224,348.45	116,889.64	341,238.09
Planning					
100-610	Planning Director	100%	99,792.04	52,060.42	151,852.46
100-610	Assistant Planner	100%	53,562.58	26,655.50	80,218.08
100-610	Assistant Planner	100%	48,343.48	34,241.05	82,584.53
Total			201,698.10	112,956.97	314,655.07
City Engineer's Office					
100-529	City Engineer	30%	27,833.47	15,338.34	43,171.81
510-810	City Engineer	25%	23,194.55	12,758.05	35,952.60
520-810	City Engineer	35%	32,472.38	17,928.19	50,400.57
510-840	City Engineer	10%	9,277.82	5,074.54	14,352.36
100-529	Deputy Engineer	30%	25,565.28	14,566.49	40,131.77
510-810	Deputy Engineer	25%	21,304.40	12,114.84	33,419.24
520-810	Deputy Engineer	35%	29,826.16	17,027.70	46,853.86
510-840	Deputy Engineer	10%	8,521.76	4,817.26	13,339.02
100-529	Sr. Project Manager	30%	22,944.74	12,597.26	35,542.00
510-810	Sr. Project Manager	25%	19,120.62	10,497.71	29,618.33
520-810	Sr. Project Manager	35%	26,768.86	14,696.80	41,465.66
510-840	Sr. Project Manager	10%	7,648.25	4,199.09	11,847.34
100-529	Sr. Project Manager	30%	23,351.34	13,503.23	36,854.57
510-810	Sr. Project Manager	25%	19,459.45	11,252.70	30,712.15
520-810	Sr. Project Manager	35%	27,243.23	15,753.77	42,997.00
510-840	Sr. Project Manager	10%	7,783.78	4,501.08	12,284.86
100-529	Admin. Specialist III	20%	9,255.36	4,804.37	14,059.73
510-810	Admin. Specialist III	70%	32,393.74	17,112.71	49,506.45
520-810	Admin. Specialist III	10%	4,627.68	2,393.69	7,021.37
100-529	Admin. Specialist II	50%	21,058.39	11,282.47	32,340.86
510-810	Admin. Specialist II	20%	8,438.36	4,513.92	12,952.28
520-810	Admin. Specialist II	20%	8,423.36	4,512.99	12,936.35
510-840	Admin. Specialist II	10%	4,211.68	2,256.49	6,468.17
100-529	GIS Technician	40%	10,658.59	4,050.78	14,709.37
510-810	GIS Technician	30%	7,993.95	3,012.60	11,006.55
520-810	GIS Technician	30%	7,993.95	3,012.60	11,006.55
Total			447,371.15	243,579.67	690,950.82

Fund	Position	Allocation	Wages	Benefits	Total
<b>Public Works</b>					
510-840	PW Director	2.12%	2,180.32	1,131.89	3,312.21
520-810	PW Director	19.37%	19,921.11	10,341.80	30,262.91
100-575	PW Director	3.88%	3,990.39	2,071.56	6,061.95
100-417	PW Director	16.34%	16,804.90	8,724.06	25,528.96
100-475	PW Director	53.45%	54,970.75	28,537.40	83,508.15
510-810	PW Director	4.84%	4,977.71	2,584.12	7,561.83
510-840	Deputy PW Director	2.12%	1,389.34	854.67	2,244.01
520-810	Deputy PW Director	19.37%	12,694.07	7,845.94	20,540.01
100-575	Deputy PW Director	3.88%	2,542.75	1,566.67	4,109.42
100-417	Deputy PW Director	16.34%	10,708.37	6,608.20	17,316.57
100-475	Deputy PW Director	53.45%	35,028.29	21,616.18	56,644.47
510-810	Deputy PW Director	4.84%	3,228.65	1,970.65	5,199.30
510-840	Admin. Specialist II	2.12%	804.48	658.72	1,463.20
520-810	Admin. Specialist II	19.37%	7,361.30	6,019.27	13,380.57
100-575	Admin. Specialist II	3.88%	1,470.90	1,205.49	2,676.39
100-417	Admin. Specialist II	16.34%	6,194.47	5,076.74	11,271.21
100-475	Admin. Specialist II	53.45%	20,262.82	16,606.60	36,869.42
510-810	Admin. Specialist II	4.84%	1,836.65	1,503.87	3,340.52
<b>Total</b>			<b>206,367.27</b>	<b>124,923.83</b>	<b>331,291.10</b>
<b>General Services Division</b>					
100-417	Foreman	31.34%	20,379.66	11,553.41	31,933.07
100-528	Foreman	11.48%	7,465.17	4,165.01	11,630.18
100-575	Foreman	57.17%	37,176.29	20,906.15	58,082.44
100-575	Sr. Maint. Worker	35.41%	18,940.74	12,497.12	31,437.86
100-417	Sr. Maint. Worker	64.59%	34,549.06	22,795.50	57,344.56
100-575	Maint. Worker II	35.41%	14,970.49	11,577.34	26,547.83
100-417	Maint. Worker II	64.59%	28,082.16	21,165.93	49,248.09
100-575	Maint. Worker I	35.41%	11,843.79	6,953.50	18,797.29
100-417	Maint. Worker I	64.59%	27,011.26	13,019.60	40,030.86
100-528	Vector Control	4.55%	1,932.57	1,005.04	2,937.61
520-810	Vector Control	95.45%	40,541.55	21,083.83	61,625.38
100-417	Maint. Worker II	100%	42,509.21	22,133.28	64,642.49
100-417	Maint. Worker I	100%	17,002.44	2,579.28	19,581.72
100-575	Maintenance Helper	100%	14,432.39	1,687.88	16,120.27
100-575	Maintenance Helper	100%	13,975.50	2,199.37	16,174.87
<b>Total</b>			<b>330,812.28</b>	<b>175,322.24</b>	<b>506,134.52</b>
<b>Fleet Services Division</b>					
100-480	Foreman	100%	65,145.31	43,826.71	108,972.02
100-480	Mechanic	100%	48,600.35	21,773.72	70,374.07
<b>Total</b>			<b>113,745.66</b>	<b>65,600.43</b>	<b>179,346.09</b>
<b>Streets and Storm Drains Division</b>					
100-475	Foreman	100%	57,359.28	36,960.46	94,319.74

<b>Fund</b>	<b>Position</b>	<b>Allocation</b>	<b>Wages</b>	<b>Benefits</b>	<b>Total</b>
100-475	Sr. Maint. Worker	100%	48,677.19	19,069.27	67,746.46
100-475	Maint. Worker II	100%	43,379.55	32,608.33	75,987.88
100-475	Maint. Worker I	100%	36,143.02	29,471.18	65,614.20
100-475	Maint. Worker I	100%	36,239.40	19,541.96	55,781.36
<b>Total</b>			<b>221,798.44</b>	<b>137,651.20</b>	<b>359,449.64</b>
<b>Utilities Division</b>					
510-810	Billing Manager	50%	27,365.19	17,195.66	44,560.85
520-810	Billing Manager	50%	27,365.19	17,195.66	44,560.85
510-810	Meter Tech	100%	44,063.66	25,319.94	69,383.60
510-810	Meter Tech	100%	44,063.66	33,378.97	77,442.63
510-810	Admin. Specialist I	50%	19,271.75	8,512.31	27,784.06
520-810	Admin. Specialist I	50%	19,271.75	8,512.31	27,784.06
510-810	Admin. Specialist I	50%	17,773.50	7,642.43	25,415.93
520-810	Admin. Specialist I	50%	17,648.50	7,634.66	25,283.16
<b>Total</b>			<b>216,823.20</b>	<b>125,391.94</b>	<b>342,215.14</b>
<b>Water Distribution Systems Division</b>					
510-810	Foreman	100%	74,514.11	49,080.43	123,594.54
510-810	Lead Operator	100%	62,403.29	37,550.89	99,954.18
510-810	Shift Operator	100%	60,263.59	35,027.25	95,290.84
510-810	Shift Operator	100%	56,856.90	35,137.83	91,994.73
510-810	Utility Operator	100%	53,960.91	26,028.30	79,989.21
510-810	Seasonal	100%	15,261.25	946.20	16,207.45
<b>Total</b>			<b>323,260.05</b>	<b>183,770.90</b>	<b>507,030.95</b>
<b>Water Treatment Plant Division</b>					
510-820	Plant Chief	100%	86,376.26	33,947.58	120,323.84
510-820	Plant Supervisor	100%	76,537.11	40,084.61	116,621.72
510-820	Shift Operator	100%	61,117.35	39,161.05	100,278.40
510-820	Utility Operator	100%	61,767.34	27,217.71	88,985.05
<b>Total</b>			<b>285,798.06</b>	<b>140,410.95</b>	<b>426,209.01</b>
<b>OPEB Liability</b>					
<b>Wastewater Treatment Division</b>					
520-810	Foreman	100%	68,936.11	42,342.88	111,278.99
520-810	Shift Operator	100%	57,804.75	27,431.29	85,236.04
520-810	Utility Operator	100%	49,970.80	35,264.45	85,235.25
520-810	Utility Operator	100%	51,716.48	26,143.92	77,860.40
520-810	Utility Operator	100%	51,881.33	35,832.41	87,713.74
<b>Total</b>			<b>280,309.47</b>	<b>167,014.95</b>	<b>447,324.42</b>
<b>OPEB Liability</b>					
<b>Total</b>			<b>4,351,352.25</b>	<b>2,358,272.01</b>	<b>6,709,624.26</b>
<b>General Fund</b>			<b>2,246,533.94</b>	<b>1,215,503.08</b>	<b>3,462,037.02</b>
<b>Water Fund</b>			<b>1,509,754.00</b>	<b>708,229.00</b>	<b>2,217,983.00</b>
<b>Sewer Fund</b>			<b>728,743.00</b>	<b>368,482.00</b>	<b>1,097,225.00</b>

## Section IV - Department Budgets



## City Council

The City of Fernley encourages community involvement and is committed to:

- Developing and ensuring the highest possible quality of life for residents, businesses, and visitors.
- Providing a safe and healthy environment.
- Providing an efficient and effective government that is open and responsive to the needs of the community, and works for the benefit of all.

Pursuant to NRS 266.165, the Mayor is the chief executive of the City. Mayor Roy Edgington was elected to his second term in office in November 2018. In his capacity as the Mayor, he shall exercise careful supervision of the general affairs of the City. In doing so, he shall from time to time, give the City Council information in writing relative to the State of the City, and recommend such measures as the Mayor may deem beneficial to the City.

City Council is composed of five members representing five wards within the City. In November 2018, Council Member Ray Lacy was elected as the representative of Ward 1, and Council Member Stan Lau was elected to his second term for Ward 3. Council Member Fran McKay serves as Council Member Ward 4. Council Member Albert Torres and Council Member Shellie Severa were appointed to fill the vacant seats for the remainder of the term in Ward 5 and Ward 2, respectively.

Council Members and the Mayor are elected by the voters for staggered, four-year terms. The Mayor and City Council's mission is to represent the citizens of Fernley, make policy decision, have fiscal responsibility and authority, adopt an annual budget, and serve the best interest of all citizens of the City of Fernley. The Mayor and City Council monitor and work closely with the City Manager to ensure that policy is effectively implemented.

The Mayor and Council department budget provides funding for general administration as well as dues and memberships for organizations in which the City participates including Nevada League of Cities, Economic Development Authority of Western Nevada (EDAWN), Western Nevada Development District (WNDD), and Northern Nevada Development Authority (NNDA). This budget funds Community Support for the 9/11 Ceremony, City Watch (Reverse 911), Spooktacular, Water Assistance, and Community Meetings and events. The City also provides funding for employee recognition, which has been decreased slightly this year to provide recognition efforts for the City employees. Travel and training funds are included for City Council to attend the annual Nevada League of Cities Conference as well as required travel for meetings throughout the year.

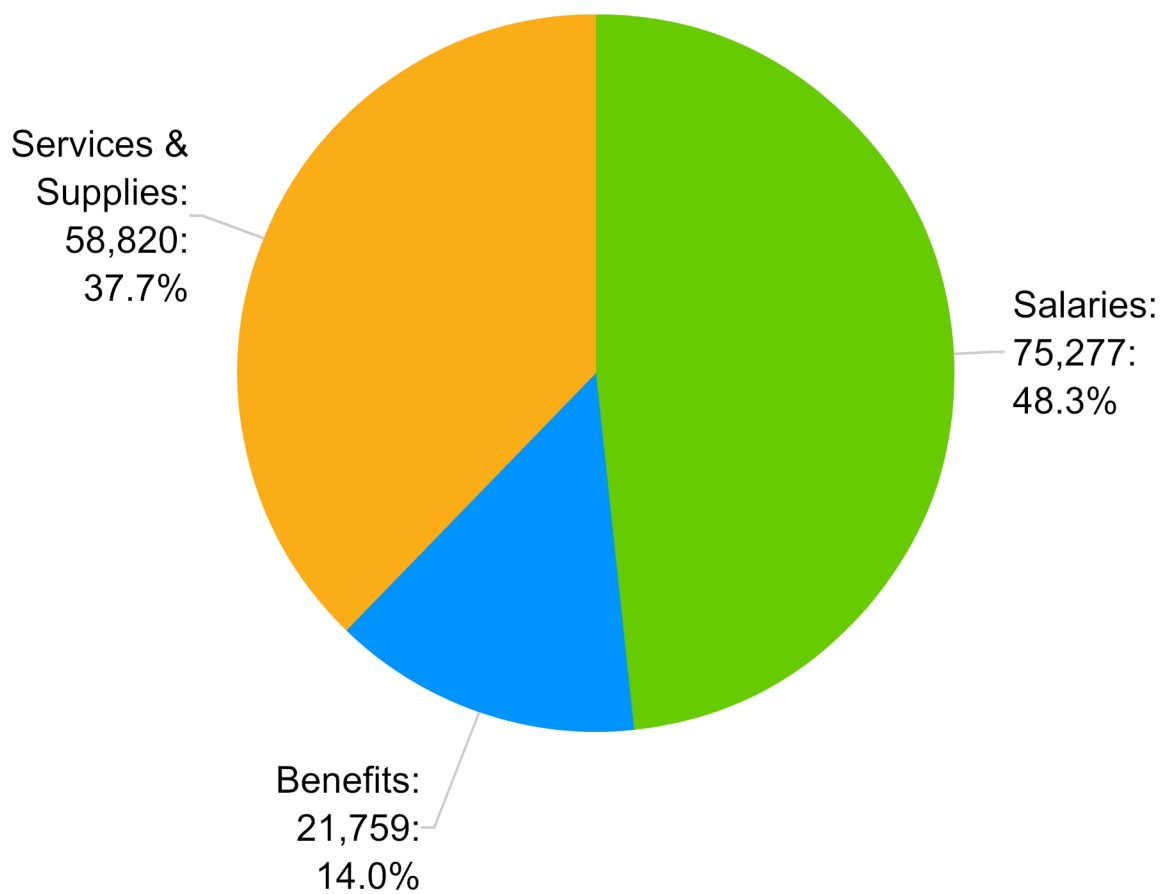
A salary increase for City Council Members has been included as required by the Fernley Municipal code. This increased is based upon the Consumer Price Index (CPI), which has been established this year at 2.0%.

The total proposed Mayor/Council budget for FY 2021 is \$155,857. The increase over last year is a result of the 2% salary increase as well as an increase in dues and membership to NNDA, which went from \$1,000 previously to \$10,000. There was a

decrease in employee recognition from \$3,500 to \$3,000. Funding for water assistance was also decreased due to the limited requests for assistance. Funding was included again in 2020-21 for RSVP for \$5,000 as well as \$1,000 for Nevada Housing Coalition partnership.

Mayor Council		2018-19	2019-20	2019-20	2020-21	2020-21	
		FY 2019	FY 2020	FY 2020	FY 2021	FY 2021	
Account Number	Account Title	Actual	Budget	Actual Estimated	Tentative Budget	Final Budget	Comments
100-412-100	Regular Pay	84,956	61,937	61,937	75,277	75,277	Salary increase is based on an estimated 2% CIP increase
100-412-200	FICA	1,893	1,646	1,646	2,001	2,001	
100-412-210	Medicare	1,242	898	898	1,092	1,092	
100-412-230	Retirement (PERS)	15,425	12,495	12,495	15,724	15,724	
100-412-240	Group Insurance	—	—	—	—	—	
100-412-250	Workers Compensation Insurance	3,169	2,422	2,422	2,943	2,943	
100-412-260	Other Benefits	(372)	—	—	—	—	
<b>Total Salaries &amp; Benefits</b>		<b>106,314</b>	<b>79,398</b>	<b>79,398</b>	<b>97,036</b>	<b>97,037</b>	
100-412-322	Prof Serv-Other	395	—	—	—	—	
100-412-530	Communications	—	—	550	700	700	Cell phone
100-412-550	Printing and Postage	107	300	100	300	300	
100-412-580	Training	1,270	2,000	1,500	1,500	1,500	League of Cities
100-412-581	Dues and Memberships	16,902	20,750	24,577	33,820	33,820	NNDA 10000, WNDD 3750, EDawn 12750, NLC 7500
100-412-582	Travel	730	1,500	1,000	1,500	1,500	NLC Conference, attend board meetings for NNDA, WNDD, EDawn, etc
100-412-586	Employee Recognition	1,893	3,500	3,000	3,000	3,000	Employee recognition
100-412-600	General Supplies	714	500	500	500	500	
100-412-605	Minor Equipment	—	1,000	1,000	1,000	1,000	laptop
100-412-626	Gasoline	356	500	450	500	500	
100-412-650	Community Support	8,397	18,500	17,450	16,000	16,000	Spooktacular 4500, Community Events 1000, Water Assistance 1000, Citywatch 2000, 911 Ceremony 1500, RSVP 5000, Nevada Housing Coalition partnership \$1,000.
<b>Total Services &amp; Supplies</b>		<b>30,764</b>	<b>48,550</b>	<b>50,127</b>	<b>58,820</b>	<b>58,820</b>	
<b>Total Expenditures</b>		<b>137,078</b>	<b>127,948</b>	<b>129,525</b>	<b>155,856</b>	<b>155,857</b>	

## Mayor/City Council





## City Manager

---

### WHAT WE DO

The mission of the City Manager's Office is to provide positive administrative leadership to the City government and ensure efficient and effective municipal services to residents. The primary responsibilities include:

- City Administration
- Human Resources
- Risk Management
- Grants Administration
- Council Support
- Government Relations
- Legislative Relations
- Economic Development
- Information Technology
- Water Policy
- Arts & Culture
- Customer Service

### WHY WE DO IT

Title 2, Chapter 2 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 directs efforts toward assisting the Mayor in accomplishing these described objectives, powers, and responsibilities.

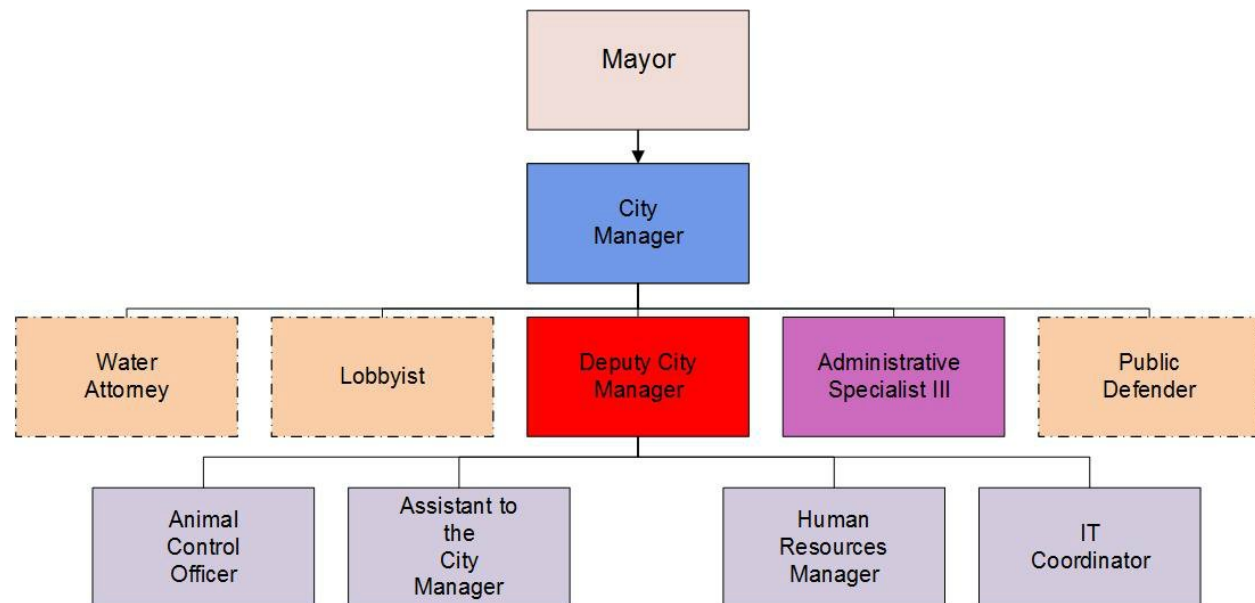
### WHAT'S CHANGED

The City Manager's budget includes a proposed budget of \$583,872. This is an increase over last year primarily due to Professional Services, which includes funding for the conveyance of Federal Land for Recreation and Public Purposes as approved by Council, Redevelopment, and the update to the Strategic Plan.

For staffing, the City is requesting the addition of a Deputy City Manager position. As the City grows, administrative oversight and support is critical. With the complexity of development, redevelopment, and addressing the needs of a city exceeding a population of 20,000, sufficient administrative support is imperative. The Deputy City Manager position is a senior management level position that assists the City Manager in administering the overall operations of the City and meeting the goals established by

the City Council. The position will be responsible for the day-to-day coordination and administration of assigned functions, including, but not limited to, development and redevelopment. A 5% increase was also included for City staff, which has been established by the multi-year collective bargaining agreement. This agreement will expire in June 2021.

## Organizational Chart



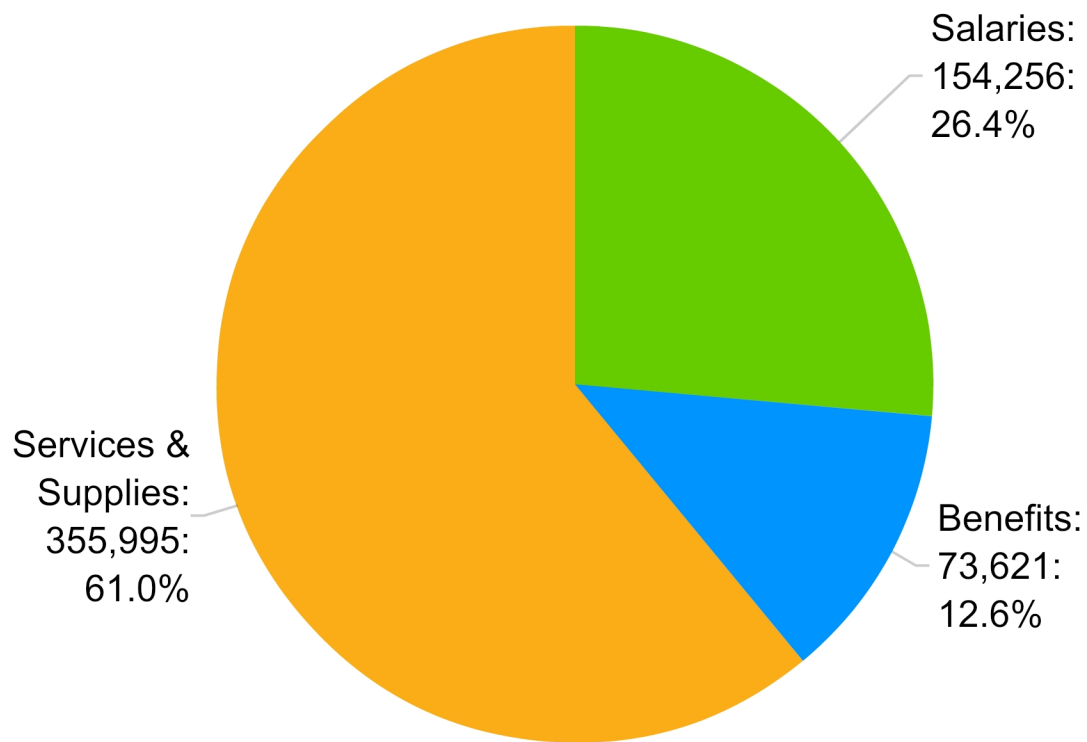
## GOALS AND OBJECTIVES

Strategic Goal: To promote citizen engagement and build strong alliances with other government entities, private sector partners, and community members				
Goal 1: Completed Strategic Plan				
Objective 1	Engage Facilitator for Plan			
	Task 1	Develop Timeline		
	Task 2	Ensure compliance with timeline		
Objective 2	Complete Strategic Planning process			
	Task 1	Schedule and complete interviews with staff and Council		
	Task 2	Schedule and complete focus groups		
	Task 3	Compile data and prepare strategic plan		
Objective 3	Review and complete Strategic Plan			
	Task 1	Review document		
	Task 2	Present information to City Council for approval		
	Task 3	Develop and implement action plan		
Performance Measure: Complete strategic plan by December 1, 2020				
	Quarter 1	Quarter 2	Quarter 3	Quarter 4
% Plan complete				
Strategic Goal: The City of Fernley, as an employer, must strive to create and maintain a successful and efficient work environment				
Goal 2: Implement reorganization to ensure effectiveness and efficiency				
Objective 1	Hire new employees (Deputy City Manager, Deputy City Engineer)			
	Task 1	Post job vacancy notice		
	Task 2	Schedule interviews		
	Task 3	Select and hire qualified candidate		
Objective 2	Establish expectations and goals			
	Task 1	Meet with employee to review expectations		
	Task 2	Establish annual plan		
	Task 3	Conduct 90-day review and ongoing check-ins to ensure success		
Objective 3	Evaluate and monitor reorganization			
	Task 1	Schedule regular meetings to ensure employee has necessary tools		
	Task 2	Have employees provide recommendations for implementation		
	Task 3	Make adjustments as needed		

## Expenses

City Manager		2018-19	2019-20	2019-20	2020-21	2020-21	
		FY 2019	FY 2020	FY 2020	FY 2021	FY 2021	
Account Number	Account Title	Actual	Budget	Actual Estimated	Proposed Budget	Final Budget	Comments
100-413-100	Regular Pay	251,461	126,334	126,334	162,708	154,093	
100-413-130	Overtime Pay	—	185	185	163	163	
100-413-140	Annual Leave Pay	5,045	1,382	1,382	1,960	1,873	
100-413-150	Sick Leave Pay	2,220	—	—	—	—	
100-413-160	Holiday Pay	2,118	—	—	—	—	
100-413-199	Salaries-Misc	—	—	—	—	—	
100-413-210	Medicare	3,710	1,779	1,779	2,320	2,194	
100-413-220	Unemployment	1,873	998	998	1,106	1,080	
100-413-230	Retirement (PERS)	57,551	28,760	28,760	39,332	37,415	
100-413-240	Group Insurance	34,982	22,304	22,304	28,398	25,142	
100-413-250	Workers Compensation Insurance	5,376	4,798	4,798	6,257	5,917	
100-413-260	Other Benefits	1,312	—	—	—	—	
<b>Total Salaries and Benefits</b>		<b>365,648</b>	<b>186,540</b>	<b>186,540</b>	<b>242,244</b>	<b>227,877</b>	
100-413-312	Prof Serv- Outside Counsel (Frmly CTAX)	500	2,000	—	2,000	2,000	Outside counsel - special projects
100-413-315	Prof Serv-Personnel	17,633	15,000	8,100	13,700	13,700	Personnel investigations 10,000, COBRA 600, Local government employee management relations board 600, Random drug testing 2500
100-413-322	Prof Serv-Other	124,429	245,000	195,000	320,000	320,000	PD Contract 60000, Lobbyist 30000, Redevel. 20000, Arts 20000, Federal Lands 150000
100-413-348	Tech Service-Comm on Ethics	3,780	3,750	3,750	3,750	3,750	Ethics Commission
100-413-540	Advertising	120	1,000	—	1,500	1,500	Employment ads
100-413-550	Printing and Postage	533	1,000	1,000	1,000	1,000	
100-413-580	Training	6,155	5,000	5,000	7,000	7,000	Training for CM Staff
100-413-581	Dues and Memberships	1,699	2,100	1,764	1,845	1,845	SHRM-HR; ICMA
100-413-600	General Supplies	2,173	3,000	1,600	3,000	3,000	
100-413-605	Minor Equipment	—	1,000	500	1,000	1,000	
100-413-626	Gasoline	65	500	—	500	500	
100-413-640	Books and Periodicals	502	500	500	700	700	
<b>Total Services &amp; Supplies</b>		<b>157,588</b>	<b>279,850</b>	<b>217,214</b>	<b>355,995</b>	<b>355,995</b>	
<b>Total Expenditures</b>		<b>523,236</b>	<b>466,390</b>	<b>403,754</b>	<b>598,239</b>	<b>583,872</b>	

## City Manager's Office



## *Information Technology*

---

### **WHAT WE DO**

Information Technology's (IT) mission is to serve the information and technology needs of the City of Fernley, including citizens and employees. IT evaluates, integrates and supports innovative technologies to help internal and external customers achieve established goals, while effectively maximizing return on resources and providing cost effective methods for citizens, businesses, vendors and others to easily access information and conduct business within the City.

IT is responsible for City-wide communication and all technical services. Further, IT maintains all computers, networks, application systems, and communications for the City of Fernley.

### **WHAT'S CHANGED**

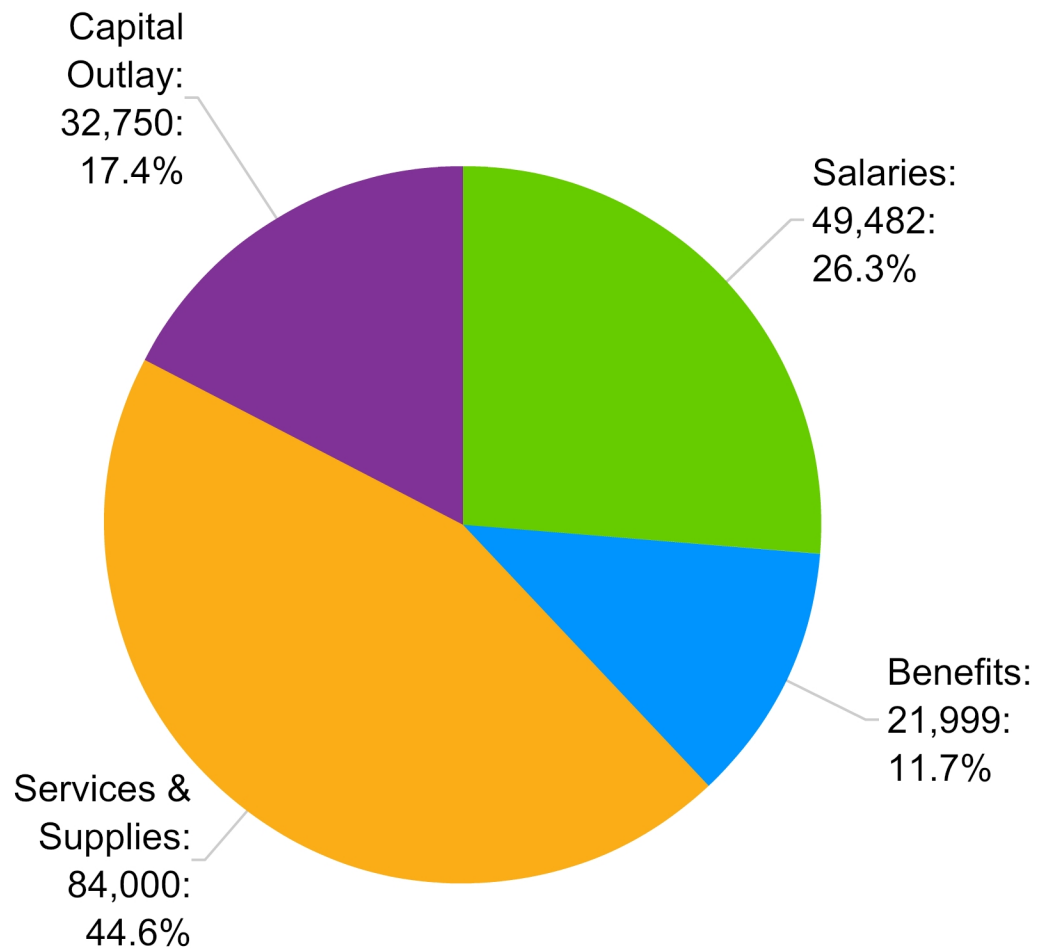
IT has a proposed budget of \$188,231 for FY 2021. Small increases were included in Technology Services to cover the increased costs of systems used within the City. Funding is included to upgrade the main server and to overhaul the keycard access control system. This will allow the City to provide a more efficient and effective system for security and control for access to City Hall.

## Expenses

IT		2018-19	2019-20	2019-20	2020-21	2020-21	
		FY 2019	FY 2020	FY 2020	FY 2021	FY 2021	
Account Number	Account Title	Actual	Budget	Actual Estimated	Tentative Budget	Final Budget	Comments
100-418-100	Regular Pay	54,612	40,652.06	40,652.06	49,131	49,131	
100-418-130	Overtime Pay	—	305	305	351	351	
100-418-140	Annual Leave Pay	4,835	671	671	772	772	
100-418-150	Sick Leave Pay	2,411	—	—	—	—	
100-418-160	Holiday Pay	2,947	—	—	—	—	
100-418-210	Medicare	873	531.49	531.49	641	641	
100-418-220	Unemployment	452	356.12	356.12	410	410	
100-418-230	Retirement (PERS)	9,260	4,936.08	4,936.08	6,018	6,018	
100-418-240	Group Insurance	15,106	11,271.93	11,271.93	13,646	12,429	
100-418-250	Workers Compensation Insurance	1,356	1,433.19	1,433.19	1,730	1,730	
100-418-260	Other Benefits	(239)	—	—	—	—	
<b>Total Salaries &amp; Benefits</b>		<b>91,614</b>	<b>60,156.87</b>	<b>60,156.87</b>	<b>72,699</b>	<b>71,482</b>	
100-418-342	Tech Services-Other	142,814	111,350	120,671	143,710	143,710	See page 83
100-418-530	Communications (Internet, Cell)	865	1,000	1,000	1,000	1,000	
100-418-580	Training	—	3,000	2,750	3,000	3,000	
100-418-600	General Supplies	412	1,500	1,500	1,500	1,500	keyboards, mice, software, office supplies, external drives, peripherals
100-418-605	Minor Equipment	—	3,000	3,000	5,000	5,000	
100-418-700	Shared Costs	(98,282)	(48,974)	(48,974)	(70,210)	(70,210)	Shared costs
100-418-730	Improve other than Buildings	—	5,500	5,500	32,750	32,750	Main server upgrade, card access overhaul
<b>Total Services &amp; Supplies</b>		<b>45,809</b>	<b>76,376</b>	<b>85,447</b>	<b>116,750</b>	<b>116,750</b>	
<b>Total Expenditures</b>		<b>137,423</b>	<b>136,532.87</b>	<b>145,603.87</b>	<b>189,449</b>	<b>188,231</b>	



## Information Technology



\*See full description of Tech Services – Other below:

Function	Description	Cost
Archive Social	Social media archiving to ensure appropriate records retention of social media site.	2,400
Logmein Subscription	Remote access connectivity for IT management.	2,400
Opengov - Budget platform	This is the platform used to build the annual City of Fernley Budget and create the budget document in a collaborative platform and provide transparency for financial data.	27,900
Microsoft Office 365	This item includes the E-mail system, Office 2013, Sharepoint, One Drive and maintenance of E-mail system.	22,000
ESRI ARC GIS Licensing	Geographical Information System	2,100
Caselle Clarity	The City's current financial accounting and ERP system software. The amount requested covers maintenance, updates, phone support, and incident response. Caselle has recently changed the billing cycles from quarterly to monthly.	48,000
Mitel (formerly Shoretel)	Maintenance provided through Pacific States Communication covers all hardware/software and phones. Three hours help desk included and online support. Hardware/software and phone support include no cost replacement in case of equipment failure (T-1 switch, phone switches, desktop phones), no coast to upgrade of future software releases.	9,000
IQ Corporation	In the past, IQ Corporation was retained for technical services to assist in issues and emergencies exceeding staff's abilities, staff absence, engineering, and consultation. A retainer is no longer required, but funding is provided should these issues arise.	5000
Barracuda Backup Service		2,600
Civic Plus	Current hosting provider for www.cityoffernley.org that contains the website and CMS (Content Management System). Civicplus 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, 24/7 support and an almost 99% uptime assurance. Annual increase due to moving platform to Software Assurance. Increase in yearly fees, include a site redesign every 3-4 years without additional costs.	19,810
Symantec End Point Security	Provides client and server protection against viruses, malware, and other known threats. This protection covers client machines, servers, and email.	2,500
<b>TOTAL</b>		<b>143,710</b>

## *Animal Control*

### **WHAT WE DO**

The mission of the Animal Control Division is to provide education to the public by promoting responsible pet ownership and humane treatment of all animals, and the enforcement of City ordinances and state laws pertaining to animals and the welfare of the citizens of Fernley.

### **WHY WE DO IT**

Animal control works to protect the public health and welfare from the adverse and harmful acts of conditions associated with domestic animals, specifically dogs kept as pets, companions, or for breeding purposes. Nevada Revised Statutes (NRS) 441A.410 states the City must ensure the registration of canines and vaccination for the prevention of rabies, and to regulate the care and control of animal services provided by the City. Fernley Municipal Code (FMC) 6.07 provides for rabies control authority.

The level of animal services to be provided by the City of Fernley shall be defined to be the following activities:

- To enforce local, county, and state ordinances for the care and management of animals.
- To administer a Dog Licensing Program to assure the Rabies vaccination of dogs.
- To place a quarantine for animals suspected of Rabies exposure.

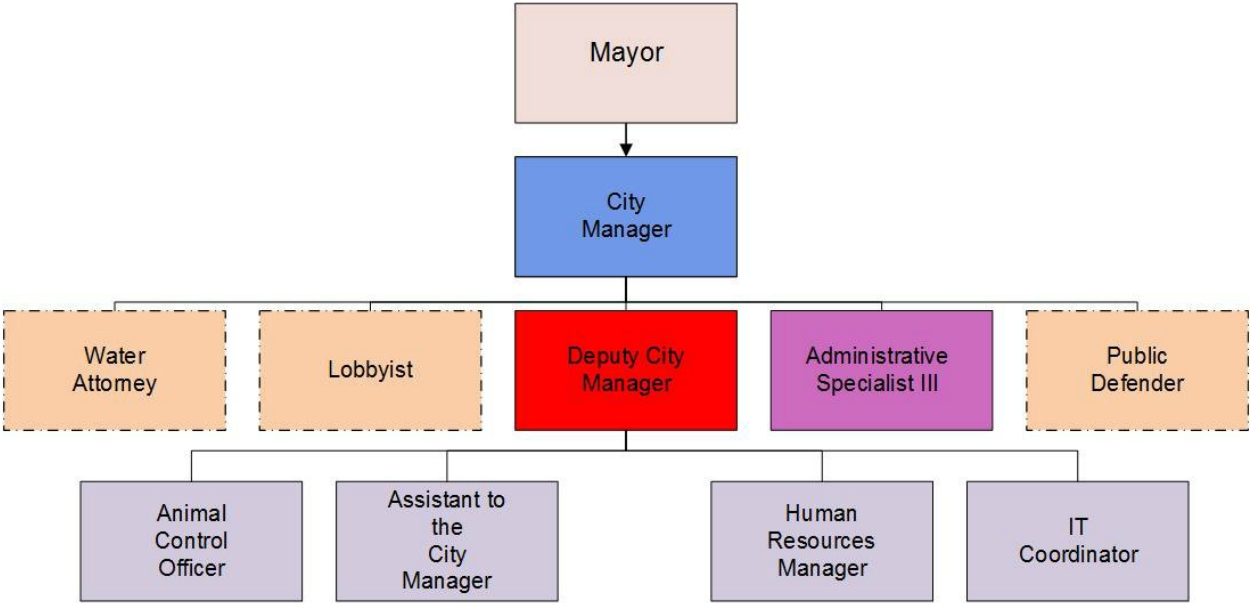
### **WHAT'S CHANGED**

Animal Control has a proposed budget of \$81,428 for FY 2021. In FY 2020, a box was purchased for the new Animal Control vehicle, which was a one-time purchase impacting the previous budget.

For this fiscal year, both the Animal Control Officer and back-up Officer will receive training through the National Animal Control and Human Officer Academy (NACHO). NACHO, in partnership with Colorado State University, offers training specific to the field of animal welfare and investigations. The Animal Control Officer will receive certification as a Cruelty Investigator and the back-up Officer will receive the first module of training. The Animal Control Officer has completed both modules A and B, applying many of these techniques toward creating an efficient and effective animal control program, including the implementation of a case management system. City Council requested that Animal Control be POST certified during the meeting in which Council established priorities; however, at this time, staff is requesting that the Animal Control Officer focus on the requirements established by NACHO and consider the request at a later date, when staffing may allow for the extended period of time to attend the academy. Further, Lyon County Sheriff's Office will be providing training to the Animal Control Officer to ensure knowledge is gained for personal protection and self-defense.

There are no staff changes requested this fiscal year. Back up animal control duties have been assigned to an existing employee in accordance with the collective bargaining unit.

Organizational Chart



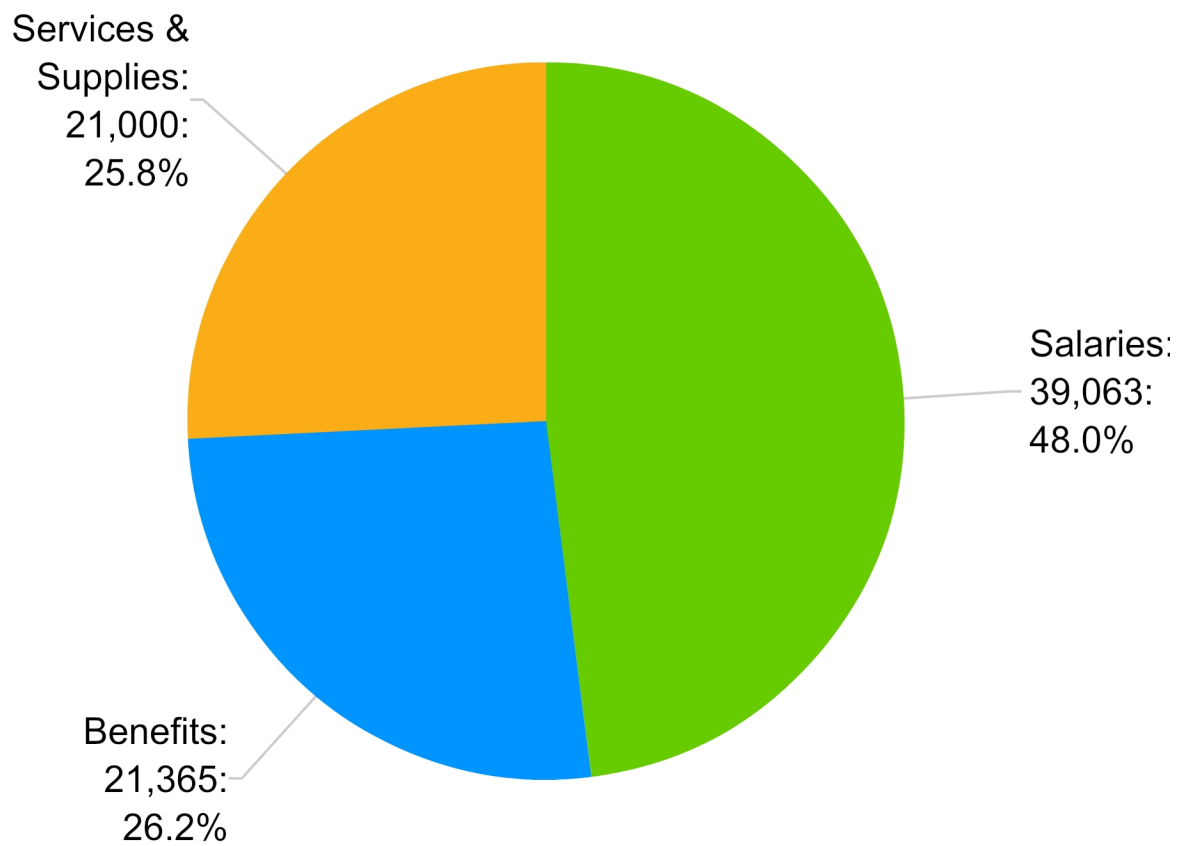
## Goals and Objectives

Strategic Goal:				
Goal 1	Effective Animal Control policies and procedures			
Objective 1	Amend policies and procedures			
	Task 1	Review existing policies and procedures		
	Task 2	Provide comments and editions as needed		
	Task 3	Provide information to supervisor for review		
	Task 4	Finalize amendments		
Objective 2	Implement policies and procedures			
	Task 1	Review and establish timeline for implementation		
	Task 2	Review information with supervisor		
Performance Measure: % of project complete for FY 20/21				
	Quarter 1	Quarter 2	Quarter 3	Quarter 4
% Complete				
Strategic Goal:				
Goal 2	Public Outreach and Education			
Objective 1				
	Task 1	Identify topics		
	Task 2	Post to Social Media Monthly		
	Task 3	Post to Newsletter twice annually		
	Task 4	Public Outreach in Parks and Public areas		
Goal 3	Updated Municipal Code			
Objective 1				
	Task 1	Review existing code		
	Task 2	Present amendment proposal to City Attorney's Office		
	Task 3	Present amendment to City Council		
	Task 4	Implement changes to code		
	Task 5	Public Education		

## Expenses

Animal Control		2018-19	2019-20	2019-20	2020-21	2020-21	
		FY 2019	FY 2020	FY 2020	FY 2021	FY 2021	
Account Number	Account Title	Actual	Budget	Actual Estimated	Tentative Budget	Final Budget	Comments
100-525-100	Regular Pay	29,577	37,708	37,708	39,594	38,463	
100-525-130	Overtime Pay	858	600	600	600	600	
100-525-140	Annual Leave Pay	2,440	—	—	—	—	
100-525-150	Sick Leave Pay	2,175	—	—	—	—	
100-525-160	Holiday Pay	1,664	—	—	—	—	
100-525-200	FICA	—	—	—	—	—	
100-525-210	Medicare	527	555	555	583	566	
100-525-220	Unemployment	505	584	584	584	584	
100-525-230	Retirement (PERS)	9,906	10,277	10,277	11,173	10,854	
100-525-240	Group Insurance	7,185	8,185	8,185	8,618	7,835	
100-525-250	Workers Compensation Insurance	1,359	1,498	1,498	1,572	1,527	
100-525-260	Other Benefits	(133)	—	—	—	—	
<b>Total Salaries and Benefits</b>		<b>56,063</b>	<b>59,407</b>	<b>59,407</b>	<b>62,723</b>	<b>60,429</b>	
100-525-322	Prof Serv-Other	1,472	1,500	2,298	2,700	2,700	Rabies testing, vet visits, preexposure rabies vaccine
100-525-346	Co Shelter Agreement	6,000	3,000	9,000	3,000	3,000	Shelter agreement
100-525-550	Printing and Postage	796	1,000	191	1,000	1,000	
100-525-580	Training	—	1,500	5,496	1,500	1,500	
100-525-582	Travel	—	—	—	3,000	3,000	
100-525-600	General Supplies	507	500	939	1,000	1,000	
100-525-601	Office Supplies	230	200	58	500	500	
100-525-605	Minor Equipment	—	800	—	800	800	
100-525-610	Automotive Supplies	946	2,000	—	2,000	2,000	
100-525-612	Supplies, Building Maintenance	—	—	—	—	—	
100-525-616	Safety Supplies	—	—	225	500	500	
100-525-626	Gasoline	4,368	5,000	1,625	5,000	5,000	
100-525-640	Books and Periodicals	—	—	—	—	—	
100-525-730	Improve other than Buildings	—	—	—	—	—	
100-525-742	Vehicles	32,125	35,000	35,806	—	—	
<b>Total Services &amp; Supplies</b>		<b>46,444</b>	<b>50,500</b>	<b>55,639</b>	<b>21,000</b>	<b>21,000</b>	
<b>Total Expenditures</b>		<b>70,382</b>	<b>74,907</b>	<b>79,240</b>	<b>83,723</b>	<b>81,429</b>	

## Animal Control





## City Attorney

### **WHAT WE DO**

The mission of the Fernley City Attorney's Office is to deliver outstanding legal services to the City of Fernley by providing sound legal advice to City officials to help them achieve City goals. We will accomplish this by defending Fernley's advanced policies in court, and protecting public health, safety, and welfare through effectively prosecuting violations of the City criminal and civil ordinances, when the community's quality of life or economic interests are jeopardized.

The City Attorney is appointed by the City Council and provides legal guidance and support to elected City Officials, City Departments, and Boards and Commissions in the conduct of City business. The City Attorney represents the City in judicial and administrative proceedings, and prosecutes violations of the Nevada Revised Statutes (NRS) and the Fernley Municipal Code.

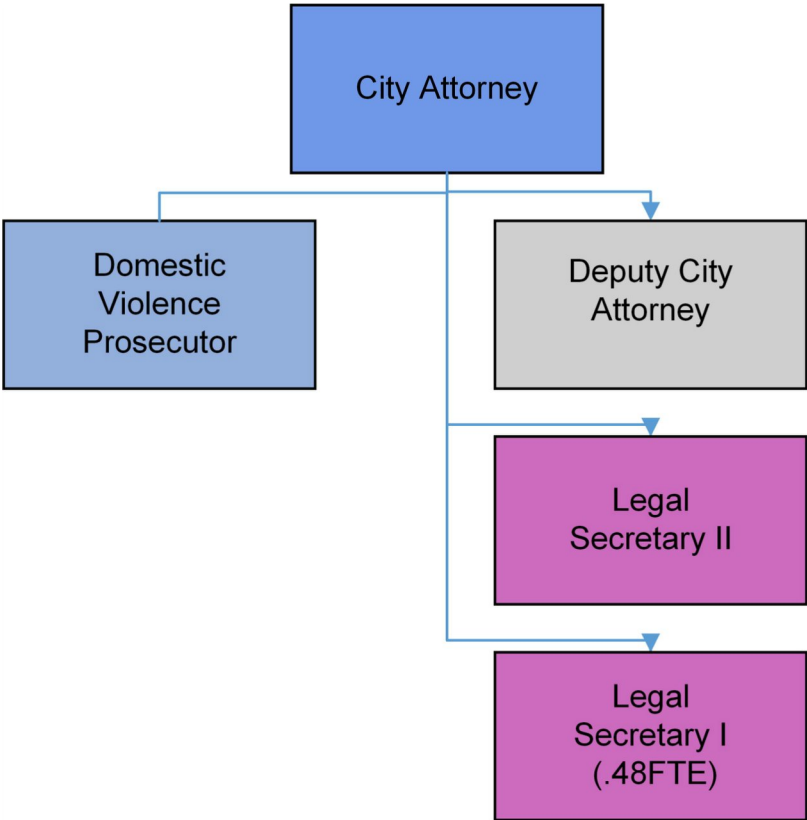
### **WHY WE DO IT**

NRS 266.470 states the City Attorney shall be the legal adviser of the City Council and all officers of the City on all matters respecting the affairs of the City and shall perform such duties as may be required by the City Council or prescribed by ordinance. Further, FMC 2.03.03(c) states the City Attorney shall perform such duties as may be appropriate and reasonably required by the mayor and those established by a majority vote of the city council. The council shall speak as one in that no one council member shall have the authority to direct the city attorney without a majority vote of the council. Neither the mayor nor the council may direct the city attorney in matters of prosecution. Such direction to the city attorney shall not conflict with ethics, laws, or ordinances as they exist.

### **WHAT'S CHANGED**

An increase is included for the City Attorney's Office operational budget of \$592,563 for FY 2021. This includes additional funds for Professional Services. This funding will help cover the cost of the Redevelopment Lawsuit as well as conflict attorney's for criminal cases and specialty attorneys for various matters. Funding has also been included for case management software.

Organizational Chart



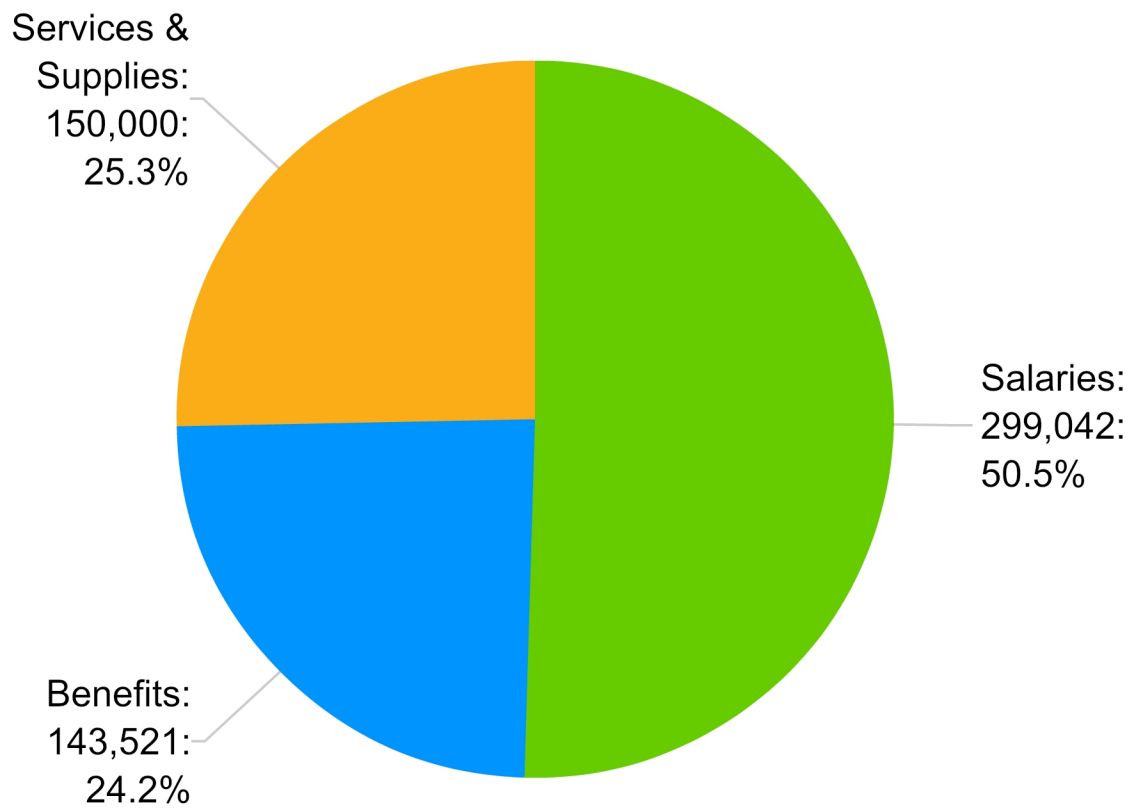
## Goals, Objectives, and Work Plan

<b>Strategic Goal: The City of Fernley, as an employer, must strive to create and maintain a successful and efficient work environment</b>		
<b>Goal 1</b>	Professional and Legal Municipality	
Objective 1	Review municipal action for legal compliance	
	Task 1	Provide legal review on all staff reports
	Task 2	Provide legal opinions on submitted requests (as well as impromptu requests)
	Task 3	Meet weekly with department heads to brainstorm legal issues in their department
Objective 2	Provide training to raise legal awareness	
	Task 1	CAO staff to attend training to attempt to ensure they are up to date on changes in the law in both criminal and municipal civil law
	Task 2	Training with the executive and legislative branches of the City to include basic as well as complex municipal government law
	Task 3	Encouraging staff and assisting staff on becoming experts in the laws, policies, and contracts that affect their department
<b>Strategic Goal: Interact and engage with the community's citizens, business community, and visitors in ways that are Polite, Professional, and Performed consistent with the Strategic Plan</b>		
<b>Goal 2: Public Safety</b>		
Objective 1	Diligently prosecute criminal cases	
	Task 1	Open/manage 700+ criminal files submitted to City Attorney's Office and Municipal Court
	Task 2	Assist witnesses and especially victims in court preparation and obtaining resources
	Task 3	Prepare for trials and negotiations at pretrial
<b>Strategic Goal: To promote citizen engagement and build strong alliances with other government agencies, private sector partners, and community members.</b>		
<b>Goal 3: Excellent communication, teamwork, and skill base</b>		
Objective 1	Teamwork	
	Task 1	Meet regularly with staff to communicate/brainstorm cases, civil projects, etc.
	Task 2	Continue to develop policies and procedures for the organization of the criminal cases
	Task 3	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.
	Task 4	Meet regularly with and work cooperatively with other governmental agencies and City of Fernley departments. <ul style="list-style-type: none"> <li>• Meet with the District Attorney regarding joint criminal case issues</li> <li>• Meet weekly with the Public Defender to communicate offers to achieve judicial efficiency</li> <li>• Develop policies with Municipal Court to ensure Judicial Efficiency and manageable weekly criminal caseloads.</li> </ul>
	Task 5	Send bi-weekly emails to the council on the priorities of the City Attorney's Office
Objective 2	Supervising: Strive to constantly improve staff knowledge/competency through training and experience	
	Task 1	Meet with staff and survey their opinions on what tools and training they need to do their jobs
	Task 2	Provide training and mentoring
	Task 3	Review, test, and train to improve internal staff's knowledge on the various aspects, tasks, and duties of each position: The Attorney's office in general; and the City in general

## Expenses

City Attorney		2018-19	2019-20	2019-20	2020-21	2020-21	
		FY 2019	FY 2020	FY 2020	FY 2021	FY 2021	
Account Number	Account Title	Actual	Budget	Actual Estimated	Tentative Budget	Final Budget	Comments
100-414-100	Regular Pay	263,077	285,075.91	285,075.91	299,330	298,042	
100-414-130	Overtime Pay	1,433	1,000	1,000	1,000	1,000	
100-414-140	Annual Leave Pay	4,866	2,700	2,700	2,700	2,700	
100-414-150	Sick Leave Pay	1,834	—	—	—	—	
100-414-160	Holiday Pay	2,726	—	—	—	—	
100-414-200	FICA	991	1,155	1,155	1,211	1,211	
100-414-210	Medicare	3,845	4,187.25	4,187.25	4,394	4,375	
100-414-220	Unemployment	1,631	2,335.2	2,335.2	2,335	2,335	
100-414-230	Retirement (PERS)	71,781	73,332.48	73,332.48	79,725	79,353	
100-414-240	Group Insurance	39,766	41,376.96	41,376.96	45,930	41,749	
100-414-250	Workers Compensation Insurance	4,610	11,291.14	11,291.14	11,848	11,798	
100-414-260	Other Benefits	(1,172)	—	—	—	—	
<b>Total Salaries and Benefits</b>		<b>395,389</b>	<b>422,453.99</b>	<b>422,453.99</b>	<b>448,473</b>	<b>442,563</b>	
100-414-300	Prof Serv-City Attorney	—	—	—	—	—	
100-414-310	Prof Serv-Legal	58,188	40,000	90,000	90,000	90,000	Specialists in legal areas, conflicts
100-414-322	Prof Serv-Other	7,697	25,000	20,000	20,000	20,000	Pool Pact deductibles
100-414-342	Technical Svcs Other	—	—	24,000	22,000	22,000	Legal edge case management and westlaw
100-414-550	Printing and Postage	7,811	650	2,500	2,500	2,500	Mail
100-414-580	Training	5,786	6,000	4,000	6,000	6,000	CLEs for attorneys, staff training
100-414-581	Dues and Memberships	2,833	2,000	2,000	2,000	2,000	Bar and association dues
100-414-600	General Supplies	11,872	4,000	4,000	4,000	4,000	Criminal, civil files
100-414-605	Minor Equipment	—	2,500	2,000	2,500	2,500	File cabinets, printers, etc
100-414-612	Building Maintenance Supplies	—	1,000	500	1,000	1,000	Supplies, replace broken equipment
100-414-640	Books and Periodicals	5,214	24,000	24,000	—	—	
100-414-699	Svc & Supplies-Misc	—	—	—	—	—	
100-414-730	Improve other than Buildings	—	—	—	—	—	
<b>Total Services &amp; Supplies</b>		<b>99,400</b>	<b>105,150</b>	<b>173,000</b>	<b>150,000</b>	<b>150,000</b>	
<b>Total Expenditures</b>		<b>494,789</b>	<b>527,604</b>	<b>595,454</b>	<b>598,473</b>	<b>592,563</b>	

## City Attorney's Office



## Finance

### WHAT WE DO

In a manner of excellence, integrity, and dedication, the City's Finance Department is committed to providing fiscally responsible management, appropriate internal control and cooperative guidance to City Staff, the Mayor, the City Council, and the Citizens of Fernley.

The Finance Department has three (3) employees who oversee the following:

- Financial Reporting
- General Accounting
- Accounts Payable
- Payroll
- Accounts Receivable
- Budget
- Audit
- Cash Management
- Debt Management
- Investment Management
- Internal Controls

### WHY WE DO IT

The City Treasurer, pursuant to NRS 266, is appointed by the Mayor, with the advice and consent of the City Council. NRS 266.500 states the City Treasurer shall perform such duties as may be designated by ordinance. Fernley Municipal Code 2.05.02(f) states the city treasurer shall perform such duties as may be required by statute and those appropriate and reasonably required by the mayor and those established by a majority vote of the City Council. The Council shall speak as one in that no one Council Member shall have the authority to direct the City Treasurer without a majority vote of the Council.

It is the responsibility of City staff to comply with provisions included in NRS 364 and NAC 364 – Local and Financial Administration.

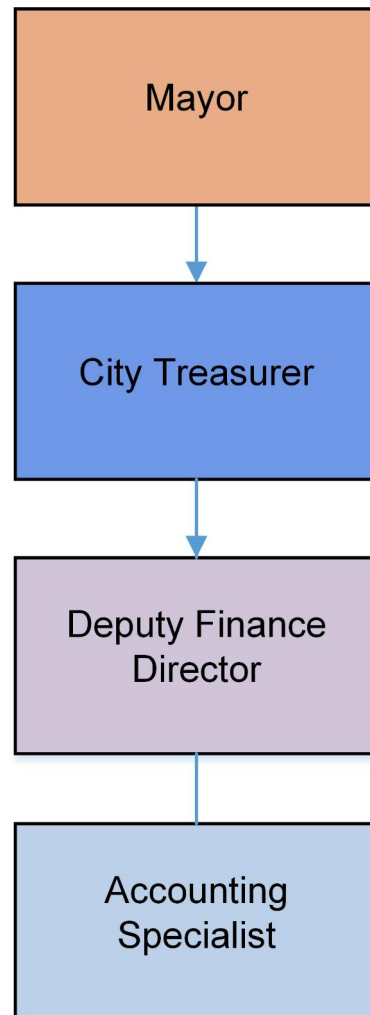
### WHAT'S CHANGED

Finance has a proposed budget of \$455,103, which includes minor increases in operational costs. The biggest increase in the Finance budget includes an increase in contingency. Contingency is determined by the overall expenses in the General Fund and is established by the Financial Policies set by the City Council.

The part-time position previously split between the Finance Department and the City Clerk's Office will now be reported in the City Clerk's budget.

As the City looks at establishing career ladders, the Finance Department is requesting the development of an Accounting Specialist series for a level I, II, and III. Finance will work with Human Resources to establish the requirements including education, experience, and time required for potential reclassification in the future.

## Organizational Chart



## Goals and Objectives

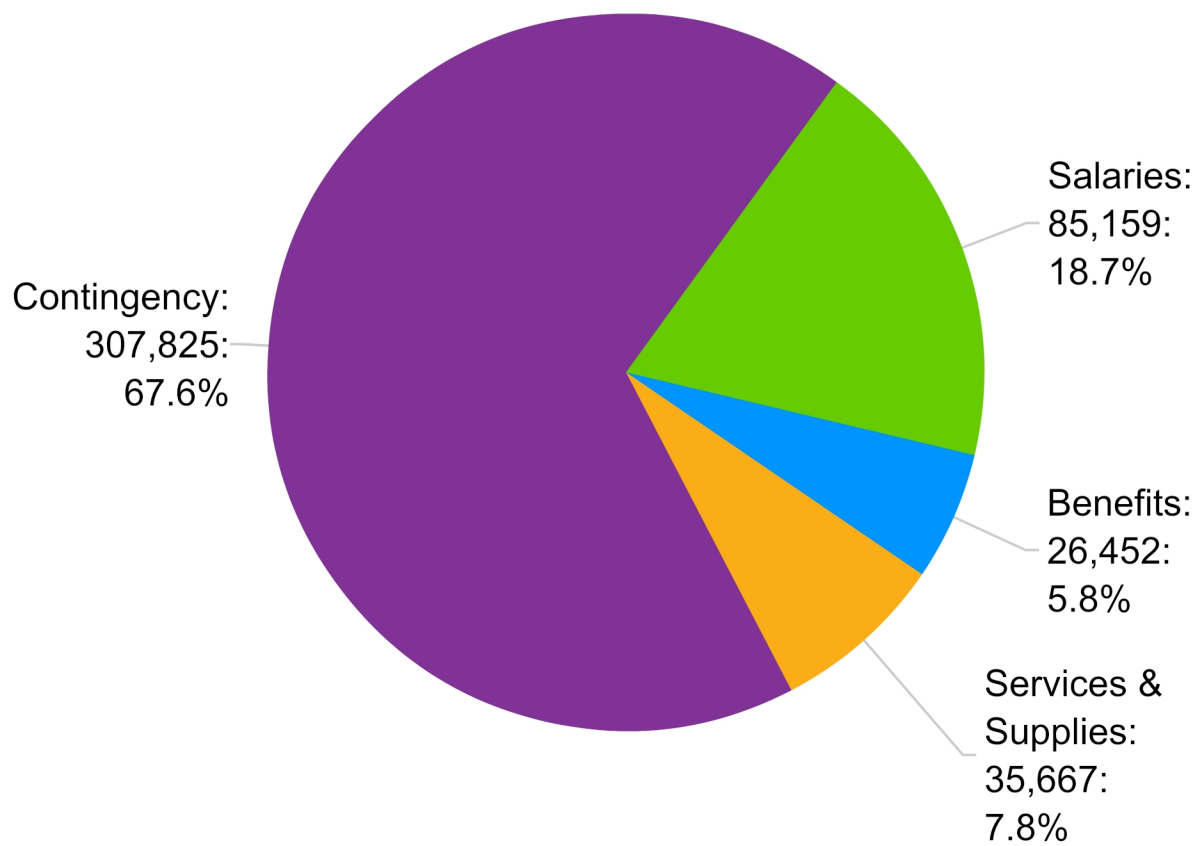
Strategic Goal: The City of Fernley must strive to maintain and improve overall fiscal integrity, stability, and equality of the City's financial planning.		
Goal 1	Implementation of new purchasing and investment policies	
Objective 1	Preparation of updated, complete and detailed policy	
	Task 1	Coordinate with finance staff
	Task 2	Coordinate with legal for review
	Task 3	Submit policy to City Council for approval
Goal 2: Accounts Payable electronic invoicing and approvals		
Objective 1	More efficient processing time; electronic vs. waiting for mail	
	Task 1	Research software options
	Task 2	Review and test
	Task 3	Staff discussions
Goal 3: Inventory Systems Management		
Objective 1	More efficient tracking of assets, inventory tools/equipment	
	Task 1	Review current schedules
	Task 2	Compile schedules of small tools/equipment
	Task 3	Research inventory systems; tags, vending machines, etc.



## Expenses

Finance		2018-19	2019-20	2019-20	2020-21	2020-21	
		FY 2019	FY 2020	FY 2020	FY 2021	FY 2021	
Account Number	Account Title	Actual	Budget	Actual Estimated	Tentative Budget	Final Budget	Comments
100-415-100	Regular Pay	67,391	109,217.31	109,217.31	86,789	85,159	
100-415-130	Overtime Pay	424	166.6	167	111	—	
100-415-140	Annual Leave Pay	1,799	167	166.6	111	—	
100-415-150	Sick Leave Pay	231	—	—	—	—	
100-415-160	Holiday Pay	762	—	—	—	—	
100-415-200	FICA	—	514.06	514.06	—	—	
100-415-210	Medicare	1,019	1,326.93	1,326.93	1,143	1,122	
100-415-220	Unemployment	463	718	718	569	569	
100-415-230	Retirement (PERS)	12,022	15,695.77	15,695.77	13,965	13,761	
100-415-240	Group Insurance	7,767	10,445.94	10,445.94	8,741	7,974	
100-415-250	Workers Compensation Insurance	1,324	3,578.14	3,578	3,081	3,025	
100-415-260	Other Benefits	(304)	—	—	—	—	
<b>Total Salaries and Benefits</b>		<b>92,898</b>	<b>141,829.42</b>	<b>141,829.42</b>	<b>114,510</b>	<b>111,610</b>	
100-415-322	Prof Serv-Other	9,324	10,000	7,000	8,000	8,000	Bond, courier
100-415-328	Prof Serv-Auditing	16,057	51,775	54,775	54,925	54,925	Audit services
100-415-550	Printing and Postage	1,752	1,800	1,600	1,800	1,800	AP mailing, checks
100-415-580	Training	886	3,000	1,000	2,000	2,000	GFOA, AGA and other conferences
100-415-581	Dues and Memberships	1,065	1,000	1,000	1,000	1,000	Professional memberships
100-415-582	Travel	1,626	2,000	1,000	2,000	2,000	CFOA and Caselle conferences
100-415-600	General Supplies	1,309	1,200	1,800	2,000	2,000	
100-415-605	Minor Equipment	—	1,600	1,500	1,000	1,000	
100-415-609	Credit Card Fees - Govt Svcs	3,305	5,000	5,500	6,000	6,000	
100-415-610	Credit Card Fees	—	—	—	—	—	
100-415-611	Late Fees	—	200	200	200	200	
100-415-615	Cash Over/Short	(53)	500	100	200	200	
100-415-640	Books and Periodicals	—	250	250	250	250	New GAFR
100-415-699	Svc & Supplies-Misc	—	—	—	—	—	
100-415-700	Shared Costs	—	(49,384)	(49,384)	(43,708)	(43,708)	
100-415-900	Contingency	—	239,125	—	310,170	307,825	
<b>Total Services &amp; Supplies</b>		<b>35,272</b>	<b>268,066</b>	<b>26,341</b>	<b>345,837</b>	<b>343,492</b>	
<b>Total Expenditures</b>		<b>128,170</b>	<b>409,895</b>	<b>168,170</b>	<b>460,347</b>	<b>455,102</b>	

## City Treasurer/Finance



### Debt Service

Debt service is a function in the General Fund used to account for the debt on the City Hall facilities building.

The cost associated with debt service is made up of principal and interest payments for the Governmental Refunding Purchase Agreement used to refinance the original debt. For FY 2021, principal payments will be \$323,000 and interest will be \$45,113. Since the City Hall building is shared with the Water and Sewer utilities, a portion of these costs are allocated to the Water and Sewer Enterprise funds through the shared cost line item.

The remaining balance on the refunding is \$2,057,000 with a maturity date of December 2025.

Debt Service		2018-19	2019-20	2019-20	2020-21	2020-21
		FY 2019	FY 2020	FY 2020	FY 2021	FY 2021
Account Number	Account Title	Actual	Budget	Actual Estimated	Tentative Budget	Final Budget
100-625-700	Shared Costs	(79,350)	(133,260)	(133,260)	(138,431)	(138,431)
100-625-860	Interest Expenditure	60,119	52,705	52,705	45,113	45,113
100-625-861	Principal Payment	308,000	315,000	315,000	323,000	323,000
<b>Total Expenditures</b>		<b>288,769</b>	<b>234,445</b>	<b>234,445</b>	<b>229,682</b>	<b>229,682</b>

\*Debt Management Policies for the Enterprise Funds is discussed in Section VII - Debt Administration.

## City Clerk

### WHAT WE DO

The mission of the City Clerk's Office is to provide quality services to all customers (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.

The City Clerk's responsibilities include:

- Agendas and minutes
- Countersign all contracts and agreements
- Keep the corporate seal
- Keep all records and papers of the City
- Elections
- Ordinances
- Resolutions

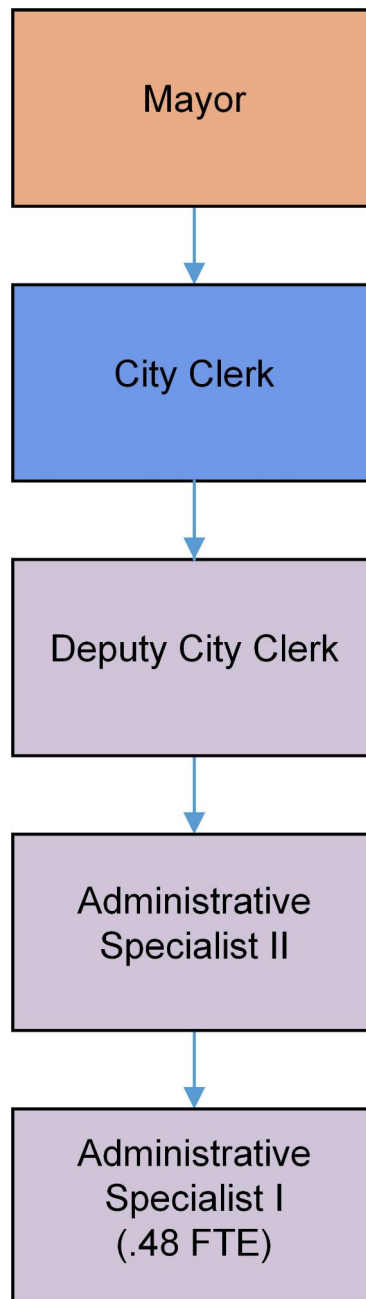
### WHY WE DO IT

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.

### WHAT'S CHANGED

The proposed budget for the City Clerk's Office for FY 2021 is \$272,535. There are no significant increases for the City Clerk's Office. The part-time position that was previously shared with the Finance Department is now solely funded through the City Clerk's office.

## Organizational Chart



## Goals and Objectives:

Strategic Goal: To promote citizen engagement and build strong alliances with other government entities, private sector partners, and community members		
Goal 1	City business conducted in compliance with NRS and Open Meeting Law and Internal Policies	
Objective 1	Countersign contracts, keep the corporate seal and records of the City	
	Task 1	Pursuant to NRS 266.480(4), countersign all contracts made in behalf of the City
	Task 2	Establish and maintain a comprehensive electronic imaging, records and information management program based on department policies and schedules.
	Task 3	Pursuant to NRS 239.051 establish records destruction procedure, work with each department to ensure program compliance
Objective 2	City business conducted in compliance with NRS and open meeting law	
	Task 1	Add items to agenda in compliance with the agenda process
	Task 2	Post agendas no later than 9 am, 3 days prior to the day of the meeting, excluding
	Task 3	Post agenda on the City and State websites, mail, fax, or email a copy of agenda to anyone who has submitted a request; enter agenda items into an electronic database for record retention
Objective 3	Process City Council agenda supporting documents in accordance with the Open Meeting Law and agenda process	
	Task 1	Print staff reports from posted agenda, assemble binders of agenda and supporting documents as requested by Mayor and City Council
	Task 2	Post on City website and ensure adequate numbers of copies are available to the public prior to the meeting
	Task 3	Continue to work with staff to improve productivity through technology and training
Objective 4	Promote citizen trust in local government through transparency and communications	
	Task 1	Use social media to promote upcoming meetings, events and services offered by the City
	Task 2	Pursuant to NRS 239 fulfill public records requests within 5 days of receipt
	Task 3	Implement procedures to use paperless forms and deliver better online services to citizens
	Task 4	Meet regularly with senior staff, department, City Manager, City Attorney, and Mayor.
Strategic Goal: The City of Fernley must strive to maintain and improve overall fiscal integrity, stability, and equality of the City's Financial Planning		
Goal 2	Provide a basis to regulate entities which do business in Fernley, collect fees sufficient to cover the costs of any impact of such business upon Fernley	
Objective 1	Assist applicants in obtaining the proper licensing for conducting business in the City pursuant to the Fernley Municipal Code, State, and Federal regulations.	
	Task 1	Review applications for completion of all forms, applicable inspector's signatures, and collection of fees.
	Task 2	Mail the approved license to the applicant after City Council approval.
	Task 3	Notify all businesses of annual renewal requirements and/or payment delinquency
Objective 2	Assist applicants with the proper procedure to obtain a license for an establishment serving alcohol.	
	Task 1	Review application for completeness
	Task 2	Work with Lyon County to ensure federal, state, and local background investigation is complete.
	Task 3	Notify establishment of annual renewal requirements
Objective 3	Assist applicants with the proper procedure to obtain door-to-door solicitors license	

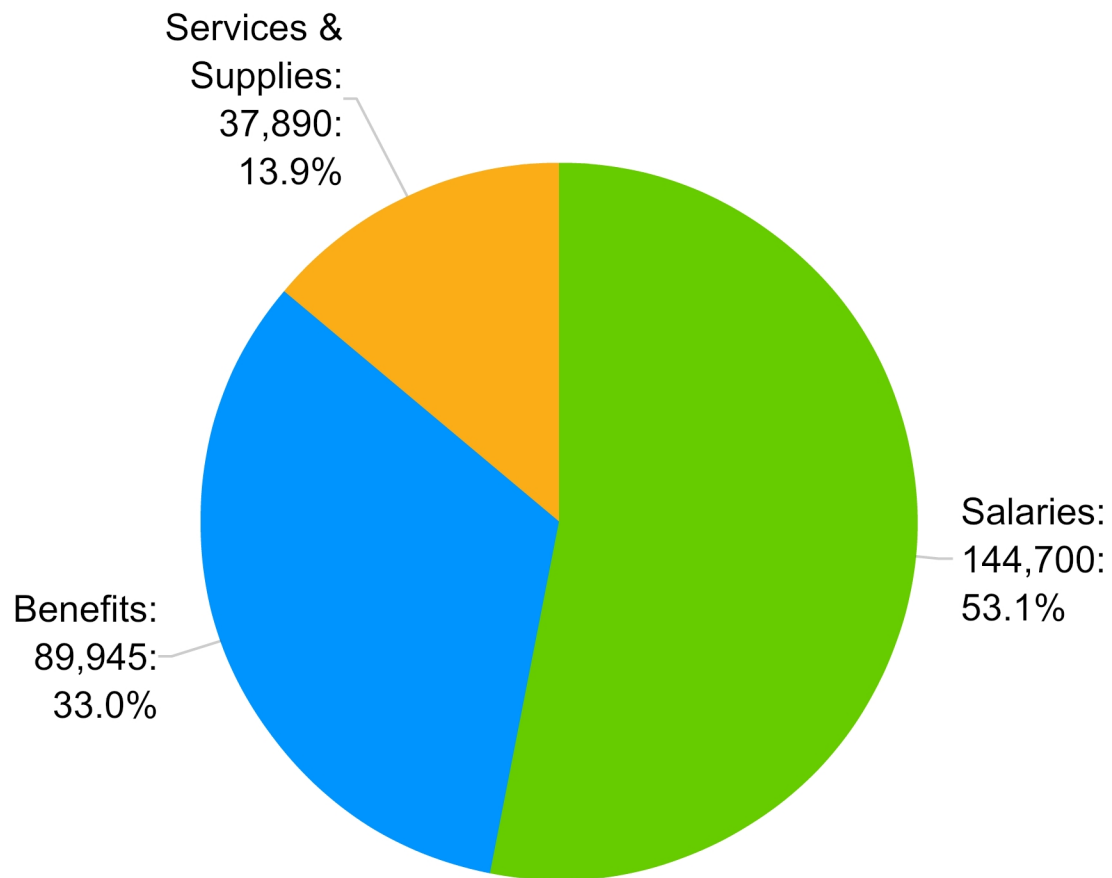
	Task 1	Inform applicant that he/she is required to submit to a national criminal history record check prior to issuance of license.
	Task 2	Ensure all completed forms are kept in a secure location and CHRI is shredded immediately after review.
	Task 3	Create license for applicant to carry while doing business in Fernley
	Task 4	Notify Lyon County Sheriff's Office of licensed solicitors.

## Expenses

Clerk		2018-19	2019-20	2019-20	2020-21	2020-21	
		FY 2019	FY 2020	FY 2020	FY 2021	FY 2021	
Account Number	Account Title	Actual	Budget	Actual Estimated	Tentative Budget	Final Budget	Comments
100-416-100	Regular Pay	131,385	134,658.13	134,658	143,076	143,923	
100-416-130	Overtime Pay	1,776	800	800	777	777	
100-416-140	Annual Leave Pay	7,263	1,200	1,200	1,166	1,166	
100-416-150	Sick Leave Pay	3,055	—	—	—	—	
100-416-160	Holiday Pay	3,669	—	—	—	—	
100-416-200	FICA	—	514	514	881	839	
100-416-210	Medicare	1,965	1,861.32	1,861	2,103	2,115	
100-416-220	Unemployment	1,318	1,401.12	1,401	1,814	1,814	
100-416-230	Retirement (PERS)	40,426	34,856.43	34,856	36,805	37,160	
100-416-240	Group Insurance	42,827	44,213.29	44,213	45,175	41,148	
100-416-250	Workers Compensation Insurance	3,772	5,019.15	5,019	5,670	5,703	
100-416-260	Other Benefits	(584)	—	—	—	—	
<b>Total Salaries and Benefits</b>		<b>236,873</b>	<b>224,523.5</b>	<b>224,523.5</b>	<b>237,467</b>	<b>234,645</b>	
100-416-322	Prof Serv-Other	—	2,500	—	—	—	
100-416-420	Contract Services	10,027	13,350	13,650	13,650	13,650	Records destruction 1500, Liberty recording 550, Caselle Document Management System 6600, Municode 5000
100-416-540	Advertising	1,930	3,000	3,000	3,000	3,000	Legal notices
100-416-550	Printing and Postage	4,608	8,600	8,600	11,000	11,000	Increase in postage
100-416-580	Training	3,099	2,500	—	5,000	5,000	Clerks Academy, Records Training, IIMC Conference
100-416-581	Dues and Memberships	535	760	760	790	790	
100-416-582	Travel	—	2,500	—	—	—	Travel for trainings
100-416-585	Educational Assistance Program	—	—	—	—	—	
100-416-600	General Supplies	1,829	1,700	1,700	2,000	2,000	Passport photo supplies, copier paper
100-416-605	Minor Equipment	1,604	2,200	2,200	2,200	2,200	Computer replacement
100-416-626	Gasoline	—	100	50	100	100	
100-416-640	Books and Periodicals	—	150	150	150	150	
<b>Total Services &amp; Supplies</b>		<b>23,632</b>	<b>37,360</b>	<b>30,110</b>	<b>37,890</b>	<b>37,890</b>	
<b>Total Expenditures</b>		<b>260,505</b>	<b>261,883.5</b>	<b>254,633.5</b>	<b>275,357</b>	<b>272,535</b>	



## City Clerk's Office



## Municipal Court

### WHAT WE DO

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.

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.

### WHY WE DO IT

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.

### WHAT'S CHANGED

For FY 2021, the Municipal Court's operational proposed a budget of \$379,187. The proposed budget includes a request for a new position, which is discussed in the staffing section below.

Fernley Municipal Court filed 3227 traffic cases and 434 criminal cases for fiscal year 18/19. Total revenue was \$434,782.45, of which the following was paid to various jurisdictions:

- City of Fernley                      \$232,451.52
- Lyon County                         \$ 16,801.00
- State of Nevada                    \$134,201.93

While case filings and revenue have been difficult to predict, the court is experiencing an upward trend for both case filings and revenue.

A proposed increase in printing and postage provides for increased postal rates. Further, funding was previously set aside in professional services in anticipation of services needed for the transition of the Municipal Court Judge to a contracted position. For this fiscal year, the professional services line item has decreased; however, it does include the addition of two line items:

- Pretrial Services Program, \$2,000, which will be used to purchase mobile breath machines and other supplies for use by defendants on Pretrial Supervision. These funds will be reimbursed by the defendant for use of the device.

- Professional Services - Evaluation, \$1000, which allows the court to pay for court ordered substance abuse evaluations prior to sentencing allowing defendants time to reimburse the court for this service.

In March 2019, the Nevada Supreme Court issued ADKT 0539, an Order Adopting Statewide Use of the Nevada Pretrial Risk Assessment, and unfunded mandate requiring all courts to use the tool to assess the likelihood that a defendant will appear for future court proceedings and the likelihood that a defendant will be a danger to the community if released.

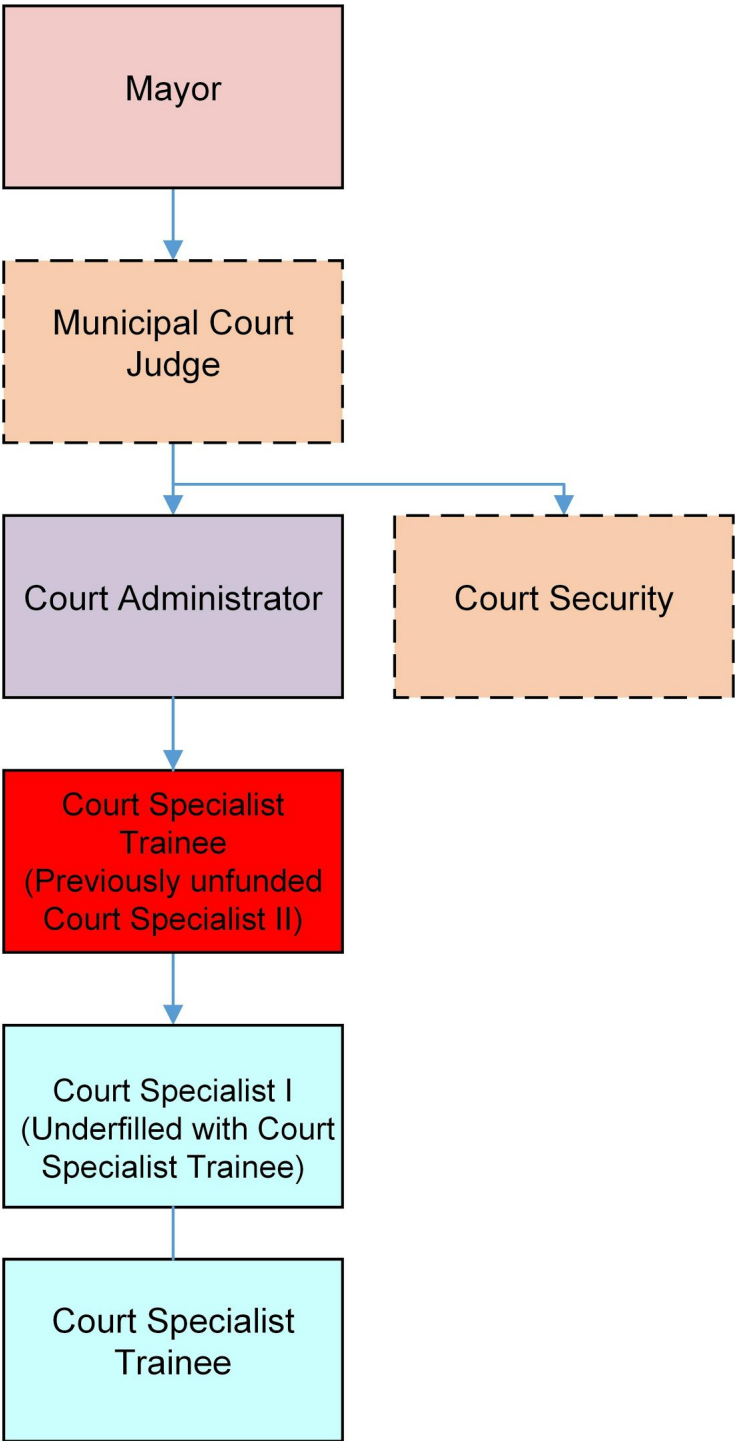
This mandate has added additional responsibilities to the court's staff. Clerks must now run a criminal history from NCJIS, review the history and prepare a risk assessment on every defendant who has been arrested. Recommendations are forwarded to the Judge for review. The Judge will either remand the defendant or release the defendant on his/her own recognizance with the supervision of Pre-Trial Services. If a defendant is placed under pretrial services, he/she must check in with the court weekly, and may be required to attend sober support meetings, obtain a mobile breath machine or an ankle monitor.

### **Change in staffing levels**

As a result of the requirements of the Nevada Supreme Court, Fernley Municipal Court is requesting to fund a previously unfunded approved position. Currently, the position is listed on the Organizational Chart as Court Specialist II. The Court is requesting to fill this position as a Court Clerk Trainee, with an approximate cost of \$55,979 (salary and benefits).

The Court's Administrative Assessment and Court Facility Fee budgets are provided in Section VI - Special Revenue Funds

Organizational Chart



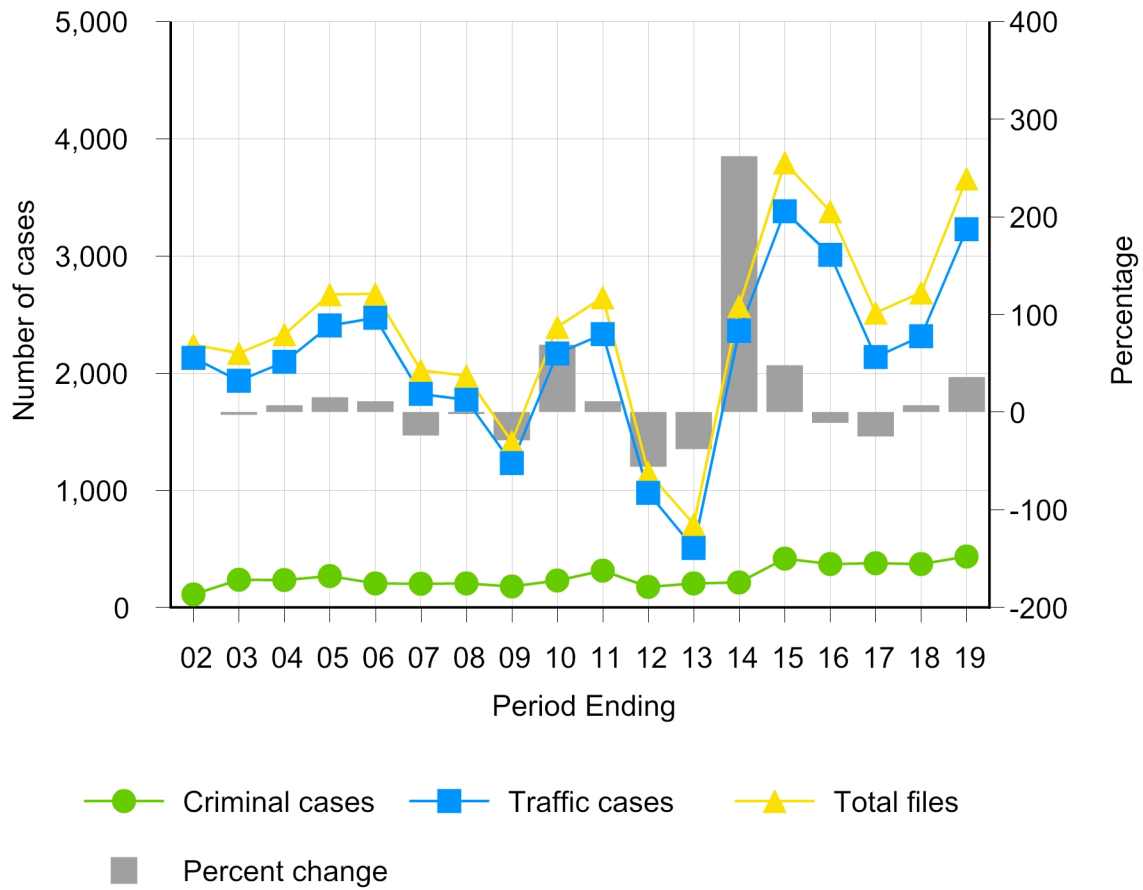
**Overall Change in Service Levels:**

Fernley Municipal Court filed 3227 traffic cases and 434 criminal cases for Fiscal Year 2018/2019. While case filings have always been difficult to predict, the court is experiencing an upward trend, reaching the historical highs of 2014/2015.

Below is a chart and graph depicting historical case filings for the Fernley Municipal Court:

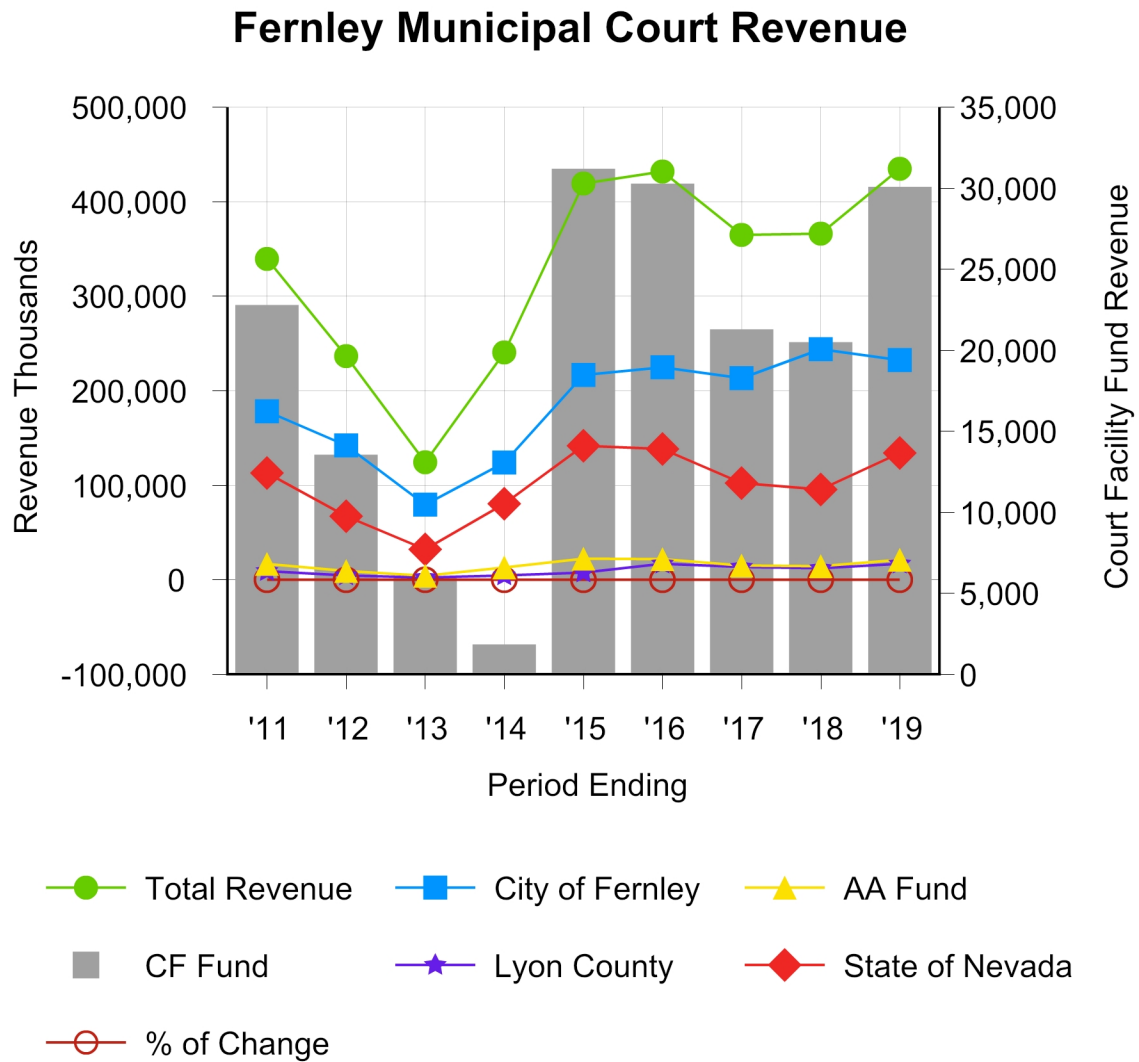
FY Filed:	Criminal Cases:	Traffic Cases:	Total Filed:	% of Change:
2001/2002	111	2,130	2,241	
2002/2003	237	1,934	2,171	(3.00)%
2003/2004	235	2,095	2,330	7.00 %
2004/2005	268	2,405	2,673	15.00 %
2005/2006	205	2,471	2,676	11.00 %
2006/2007	203	1,823	2,026	(24.00)%
2007/2008	205	1,773	1,978	(2.00)%
2008/2009	181	1,233	1,414	(29.00)%
2009/2010	229	2,166	2,395	69.00 %
2010/2011	314	2,333	2,647	11.00 %
2011/2012	175	978	1,153	(56.00)%
2012/2013	204	507	711	(38.00)%
2013/2014	213	2,360	2,573	262.00 %
2014/2015	417	3,381	3,798	48.00 %
2015/2016	372	3,008	3,380	(11.00)%
2016/2017	377	2,137	2,514	(25.42)%
2017/2018	372	2,315	2,687	6.88 %
2018/2019	434	3,227	3,661	36.25 %
<b>Total</b>	<b>3,946</b>	<b>32,734</b>	<b>36,680</b>	

## Historical Case Filings



The Municipal Court collected \$434,782.45 in fines and fees for Fiscal Year 2018/2019.

Below is a chart of the Court's historical revenue collections:



## Goals, Objectives and Workplan for FY20/21

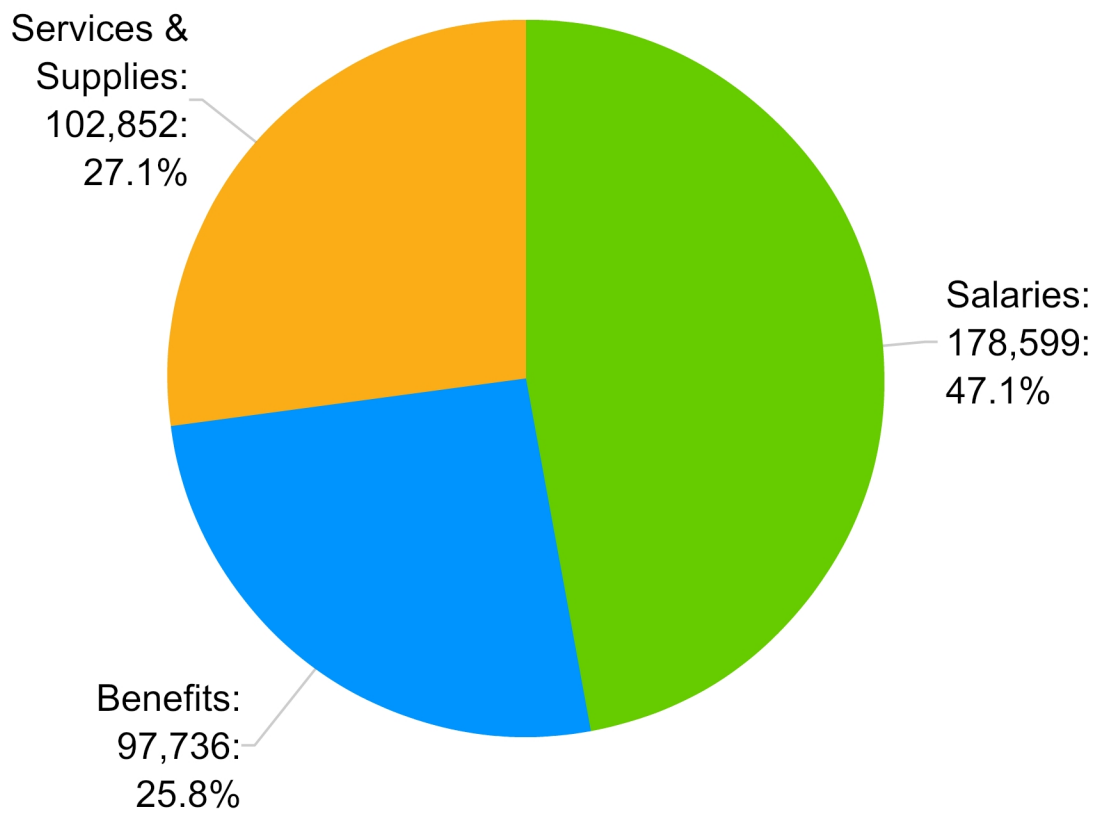
Strategic Goal: The City of Fernley must strive to maintain and improve overall fiscal integrity, stability, and equality of the City's financial planning				
Goal 1	Fiscal Management			
Objective 1	Compliance with Nevada Supreme Court's Minimum Accounting Standards (MAS)			
	Task 1	Develop and implement MAS compliant policies and procedures		
	Task 2	Update Court Clerk desk manuals to contain newly developed and implement MAS policies and procedures		
	Task 3	Train staff on updated MAS policies and procedures		
Performance Measure: % completed for FY 2021				
	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Task 1				
Task 2				
Task 3				
Strategic Goal: The City of Fernley, as an employer, must strive to create and maintain a successful and efficient work environment				
Goal 2: Draft and implement Policies and Procedures for the Livescan Program				
Objective 1	Compliance with State of Nevada			
	Task 1	Create Fernley Municipal Court's Livescan Policy and Procedure Manual		
	Task 2	Implement policies and train staff on the adopted policies		
Goal 3: Ensure compliance with the Supreme Court's ADKT 0539 (Pre-Trial Risk Assessment)				
	Task 1	Create Fernley Municipal Court's Pre-Trial Risk Assessment Program based on the Supreme Court's guidelines		
	Task 2	Develop and implement policies and procedures for the use and training of the Pre-Trial Risk Assessment Tool		
	Task 3	Train staff on updated Pre-Trial Risk Assessment Tool and FMC's policies and procedures		



## Expenses

Court		2018-19	2019-20	2019-20	2020-21	2020-21	
		FY 2019	FY 2020	FY 2020	FY 2021	FY 2021	
Account Number	Account Title	Actual	Budget	Actual Estimated	Tentative Budget	Final Budget	Comments
100-425-100	Regular Pay	161,460	138,563.44	138,563.44	183,722	175,599	
100-425-130	Overtime Pay	1,018	1,500	1,500	3,000	3,000	
100-425-140	Annual Leave Pay	13,760	1,200	1,200	1,200	1,200	
100-425-150	Sick Leave Pay	9,149	—	—	—	—	
100-425-160	Holiday Pay	3,356	—	—	—	—	
100-425-200	FICA	423	—	—	—	—	
100-425-210	Medicare	2,704	1,979.36	1,979.36	2,652	2,533	
100-425-220	Unemployment	1,556	1,751.4	1,751.4	2,335	2,335	
100-425-230	Retirement (PERS)	39,838	33,024.73	33,024.73	45,770	43,674	
100-425-240	Group Insurance	26,579	34,846.02	34,846.02	45,288	41,163	
100-425-250	Workers Compensation Insurance	5,084	5,337.45	5,337.45	7,152	6,831	
100-425-260	Other Benefits	1,679	—	—	—	—	
<b>Total Salaries and Benefits</b>		<b>266,605</b>	<b>218,202.4</b>	<b>218,202.4</b>	<b>291,119</b>	<b>276,335</b>	
100-425-317	Prof Serv-Senior Judge	—	—	—	—	—	
100-425-322	Prof Serv-Other	30,379	112,302	50,000	67,302	67,302	Pretrial services, evaluations
100-425-325	PROF SERV-CONFLICT COUNSEL	5,613	8,400	5,000	8,400	8,400	Conflict public defender - increased for larger caseload and attorney pricing
100-425-330	PROF SERV-INTERPRETER	2,470	5,000	4,000	5,000	5,000	Interpreter needs increased
100-425-335	PROF SERV-SENIOR JUDGE	4,055	5,000	4,500	6,000	6,000	Senior Judge
100-425-340	PROF SERV - WITNESS FEES	426	2,000	100	2,000	2,000	Witness fees
100-425-550	Printing and Postage	10,191	10,500	10,000	11,000	11,000	Postage and copier increases
100-425-580	Training	—	—	—	—	—	
100-425-600	General Supplies	3,126	3,000	3,000	3,000	3,000	
100-425-626	Gasoline	143	150	150	150	150	
<b>Total Services &amp; Supplies</b>		<b>56,403</b>	<b>146,352</b>	<b>76,750</b>	<b>102,852</b>	<b>102,852</b>	
<b>Expenditures</b>		<b>323,008</b>	<b>364,554.4</b>	<b>294,952.4</b>	<b>393,971</b>	<b>379,187</b>	

## Municipal Court



## Department of Building and Safety

### WHAT WE DO

The Department of Building and Safety is established to protect the public by assuring a safe-built environment with the community of Fernley. We are committed to providing residents, builders, and consulting professionals with timely and courteous customer services.

The primary responsibilities of the department include the following:

- Intake and processing of building permit applications
- Maintain applications, documents, and construction plans of city projects underway
- Intake and process citizen complaints related to parking and vehicle enforcement
- Review building plans for technical code compliance
- Issue building permits and issue final or Certificate of Occupancy
- Issue Notices of Violation, Stop Work Orders, and Expired Permits on structures
- Conduct damage assessment on fire, flood, and substandard construction
- Inspect construction work for adherence to approved plans and adopted codes
- Inspect properties for business license and code compliance
- Assist in the resolution of citizen complaints of perceived violations of City codes
- Provide code enforcement functions for the community
- Provide consulting services to the public and trade professionals
- Represent the City before public organizations

### WHY WE DO IT

The Department of Building and Safety is established under the provisions of the Nevada Revised Statutes, Chapter 278, Section 580.

### WHAT'S CHANGED

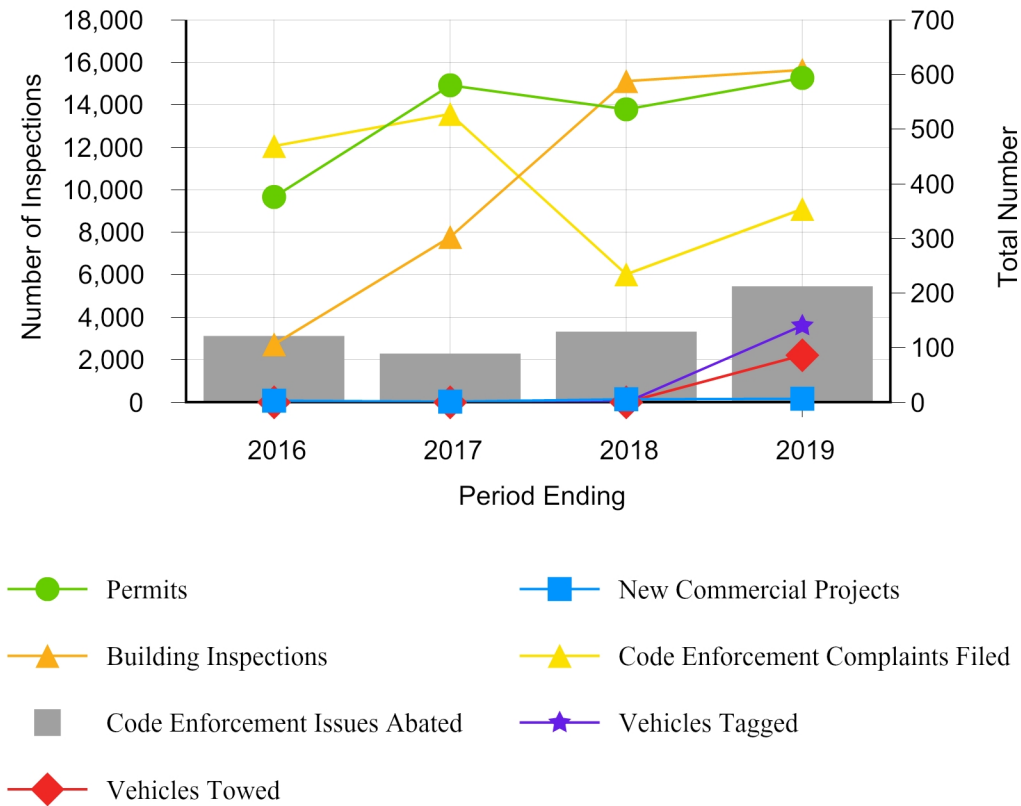
For FY 2021, the Department of Building and Safety has a proposed budget of \$502,188. The Building Department is requesting a 1/2 ton, four-wheel drive pickup truck to be assigned to the City of Fernley's Building Inspector. This vehicle will be used for 24-hour City related emergency response, inspections, code enforcement issues, as well as required City of Fernley business travel, will replace the vehicle currently assigned to the department, and are beyond the service miles and age recommended for vehicle replacement per the City of Fernley Fleet Management Program (FMP) Policy, Table 4.1 Appendix 8, Replacement Standard. If approved, the current assets will be disposed per the FMP policy.

It is anticipated that there will be an identifiable change in the level of services provided by the Department of Building and Safety during FY 2020-21. The number of building permits will rise with the new commercial projects, and the increase of plan review, building inspection, and code enforcement issues will impact day-to-day services. The number of complaints received by code enforcement has increased with the growing population.

In cooperation with the North Lyon County Fire Protection District, the City will fund \$56,000 toward a Fire Marshall position that will be housed at City Hall. With the anticipation of increased plan reviews and administrative workloads, the department

requests a Plans Examiner/Inspector position to be added, but not funded on the organizational chart.

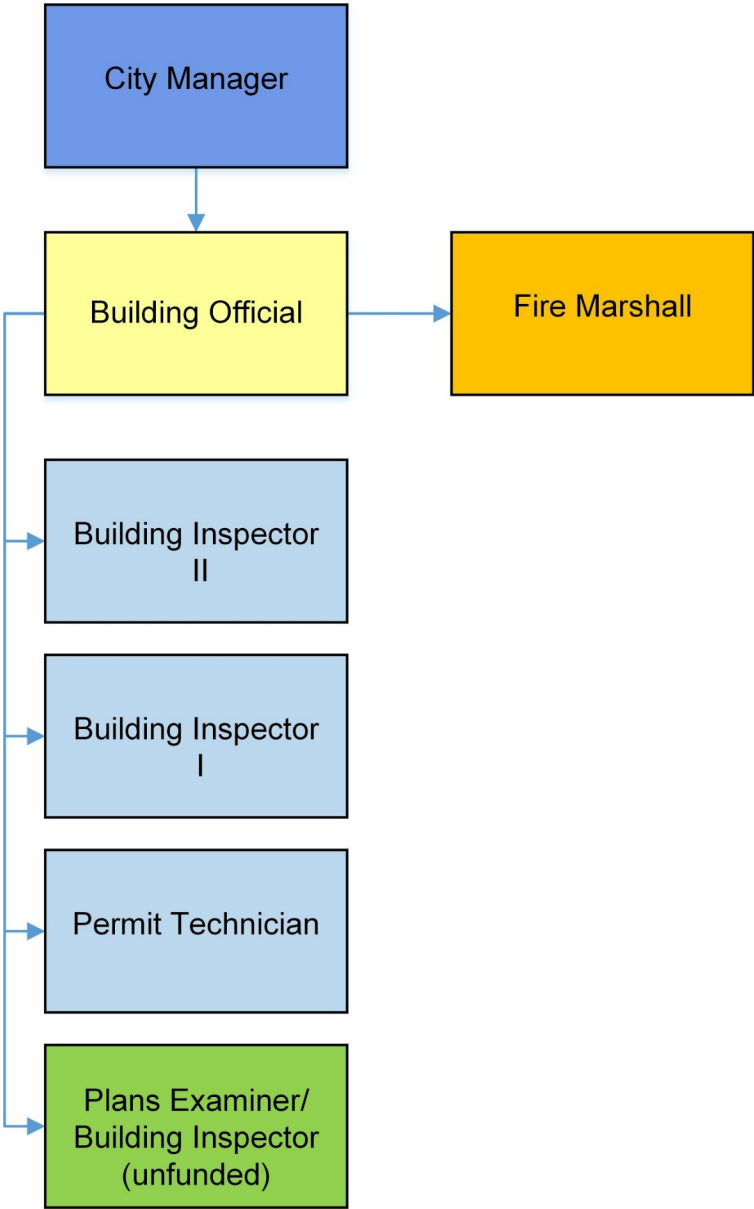
### Building Department Activity



The chart above depicts the activity for the building department, which is as follows:

	2016	2017	2018	2019
<b>Permits</b>	376	580	536	594
<b>New Commercial Projects</b>	3	1	5	6
<b>Building Inspections</b>	2726	7782	15123	15655
<b>Code Enforcement Complaints Filed</b>	469	528	234	354
<b>Code Enforcement Issues Abated</b>	121	89	129	212
<b>Vehicles Tagged</b>	0	0	0	140
<b>Vehicles Towed</b>	0	0	0	86

Organizational Chart



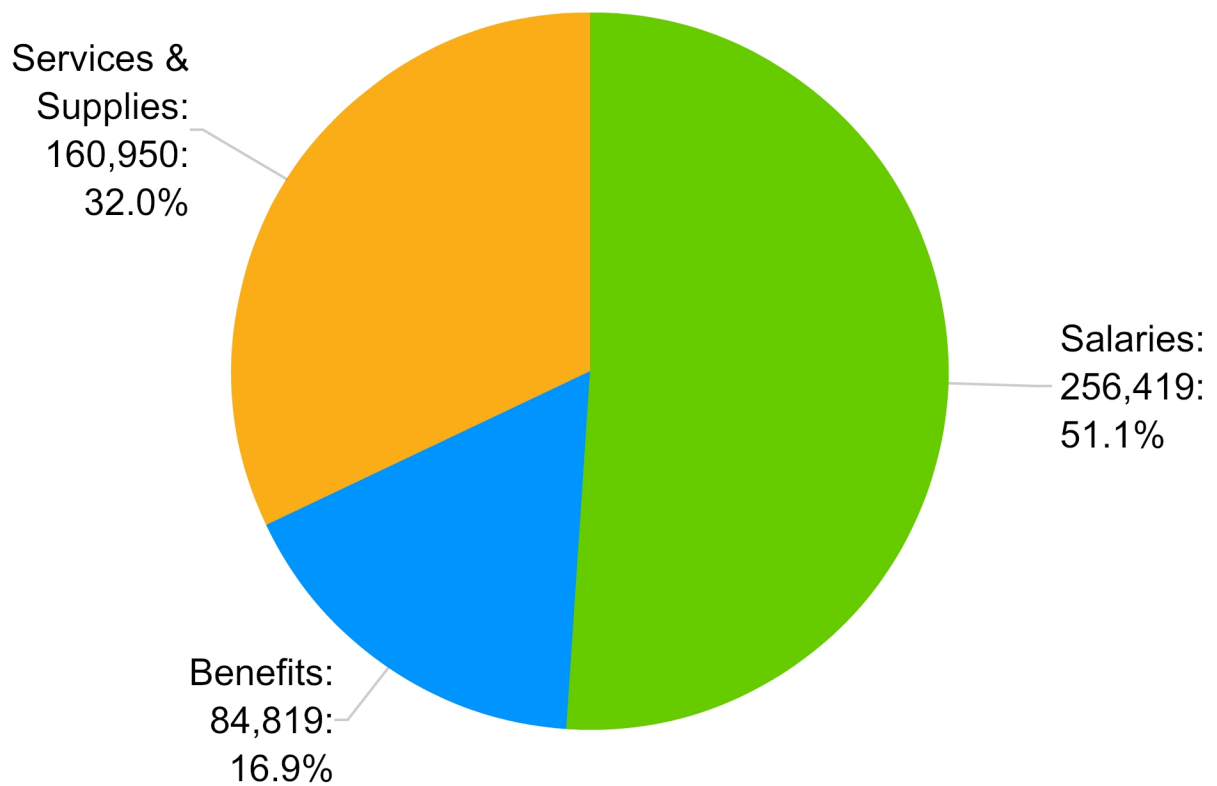
## Goals and Objectives

<b>Strategic Goal: The City of Fernley must strive to maintain and improve overall fiscal integrity, stability, and equality of the City's financial planning</b>		
<b>Goal 1</b>	Strengthen number of building permits issued, fees, project valuation, and critical assets	
Objective 1		
	Task 1	Increase online permit submittals and reviews through City Public Portal
	Task 2	Adjust Building Permit Value Index per ICC August data table (August 2020)
	Task 3	Amend process, records, and renewals for expired permits
	Task 4	Replace aging vehicles assets beyond service usage
Strategic Goal: To promote citizen engagement and build strong alliances with other government entities, private sector partners, and community members.		
<b>Goal 2</b>	Reduce blight throughout the City.	
Objective 1	Enhance code enforcement response, effectiveness, and communications.	
	Task 1	Continue to identify and remove abandoned vehicles
	Task 2	Update code enforcement procedures, reporting, documents, and support equipment
	Task 3	Continue to process substandard properties for remediation
	Task 4	Conduct rubbish gathering events
	Task 5	Support citizen activities to clean up the City
Strategic Goal: The City of Fernley, as an employer, must strive to create and maintain a successful and efficient work environment.		
<b>Goal 3</b>	Modernize process for online service, plan reviews, and complaints to increase productivity	
Objective 1	Increase effectiveness of electronic means and technology	
	Task 1	Resolve software limitations for complaint process
	Task 2	Resolve limitations of online permit submittals
	Task 3	Continue to digitize and archive historical records
	Task 4	Identify electronic plan review needs
	Task 5	Draft guidelines and implement City Electronic Plan Review
Objective 2	Increase visibility of electronic, technology, and online capabilities	
	Task 1	Include with software implemented from Objective 1 vendor
	Task 2	Implement service and roll-out to community builders
	Task 3	Increase electronic plan review submittal and approvals
	Task 4	Implement service and notify contractors and designers of availability
<b>Goal 4</b>	Professional and well-trained staff	
Objective 1	Provide sufficient budget funds for required professional training	
	Task 1	Determine continuing education units and professional demands for staff
	Task 2	Determine least expensive and productive provider for certified training
Objective 2	Identify local opportunities for certified training	
	Task 1	Research local chapters of professional organizations for training opportunities
	Task 2	Subscribe to local organizations for networking to uncover training programs
	Task 3	Facilitate training opportunities at local venues
	Task 4	Participate in appropriate professional training for each staff member

## Expenses

Building and Safety		2018-19	2019-20	2019-20	2020-21	2020-21	
		FY 2019	FY 2020	FY 2020	FY 2021	FY 2021	
Account Number	Account Title	Actual	Budget	Actual Estimated	Tentative Budget	Final Budget	Comments
100-605-100	Regular Pay	188,602	243,778	243,778	256,011	256,011	
100-605-130	Overtime Pay	190	408	408	408	408	
100-605-140	Annual Leave Pay	8,764	1,703	1,703	1,703	1,703	
100-605-150	Sick Leave Pay	8,953	—	—	—	—	
100-605-160	Holiday Pay	6,480	—	—	—	—	
100-605-210	Medicare	3,039	3,123	3,123	3,278	3,278	
100-605-220	Unemployment	2,236	2,335	2,335	2,335	2,335	
100-605-230	Retirement	31,686	30,272	30,272	32,070	32,070	
100-605-240	Group Insurance	30,593	38,014	38,014	39,876	36,595	
100-605-250	Workers Compensation Insurance	6,177	8,422	8,422	8,839	8,839	
100-605-260	Other Benefits	1,563	—	—	—	—	
<b>Total Salaries and Benefits</b>		<b>288,284</b>	<b>328,055</b>	<b>328,055</b>	<b>344,519</b>	<b>341,239</b>	
100-605-320	Prof Serv-Engineering	—	—	—	—	—	
100-605-322	Prof Serv-Other	15,109	30,000	30,000	92,500	92,500	Code Enforcement 36,500; Fire Marshall contract 56,000.
100-605-342	Tech Services-Other	—	—	—	—	—	
100-605-399	Prof & Tech Fees-Misc	6,330	10,000	10,000	10,000	10,000	Permitting software and training
100-605-430	Service-Repair and Maintenance	—	—	—	—	—	
100-605-540	Advertising	—	300	300	300	300	
100-605-550	Printing and Postage	837	1,000	1,000	1,000	1,000	
100-605-580	Training	1,727	6,000	5,000	5,000	5,000	Professional certifications
100-605-581	Dues and Memberships	805	1,500	1,500	1,000	1,000	Professional memberships
100-605-600	General Supplies	512	1,500	1,500	1,500	1,500	Inspection tools
105-605-601	Office Supplies	4,958	4,000	4,000	4,000	4,000	
100-605-605	Minor Equipment	2,128	4,000	4,000	2,000	2,000	Field device code enforcement
100-605-610	Automotive Supplies	794	1,000	1,000	1,000	1,000	
100-605-616	Safety Supplies	—	—	150	150	150	
100-605-626	Gasoline	4,277	4,500	4,500	4,500	4,500	Inspections and CE
100-605-640	Books and Periodicals	4,408	1,000	1,000	1,000	1,000	Reference books
100-605-645	CLEANUP	325	2,500	2,500	2,500	2,500	Clean sweep
100-605-699	Svc & Supplies-Misc	—	2,500	2,500	2,500	2,500	
100-605-742	Vehicles	—	—	—	32,000	32,000	Vehicle replacement
<b>Total Services &amp; Supplies</b>		<b>42,212</b>	<b>69,800</b>	<b>68,950</b>	<b>160,950</b>	<b>160,950</b>	
<b>Total Expenditures</b>		<b>330,496</b>	<b>397,855</b>	<b>397,005</b>	<b>505,469</b>	<b>502,189</b>	

## Department of Building and Safety





## Planning Department

### WHAT WE DO

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 regarding development and land use related matters.

The primary responsibilities of the planning department include the following:

- 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
- 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

### WHY WE DO IT

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

### WHAT'S CHANGED

In FY 2021 the workload for planning is anticipated to remain the same. Over the past four years, the City has seen a steady increase in the number of entitlement applications, building permits, business license, and zoning/code enforcement complaints. To meet these demands and maintain current levels of service, additional staff was hired in FY 2018/2019. An Associate Planner position was included in the budget and position control documents. However, the position was underfilled with an Assistant Planner. Funding this position has provided three (3) full-time planning staff which has allowed the Planning Department to meet service demands.

After the adoption of an updated Master Plan in August 2018, staff focused on updating the City's Development Code. The City Council adopted the Development Code in March 2020. With the implementation of an updated code and more efficient processes, no additional staff resources are anticipated for FY 2021.

For FY 2021, the Planning Department is requesting a proposed budget of \$345,905. The services and supplies budget provides no increase over last year. Staff is proposing a slight increase in the training budget by reallocating money from the Professional and Technical Fees-Miscellaneous line item. The Planning Director must attend 32 hours of continuing education, over two years, through the American Planning Association to maintain the American Institute of Certified Planners designation. With an additional staff member on board, it will also be important for the two Assistant Planners to attend relevant training.

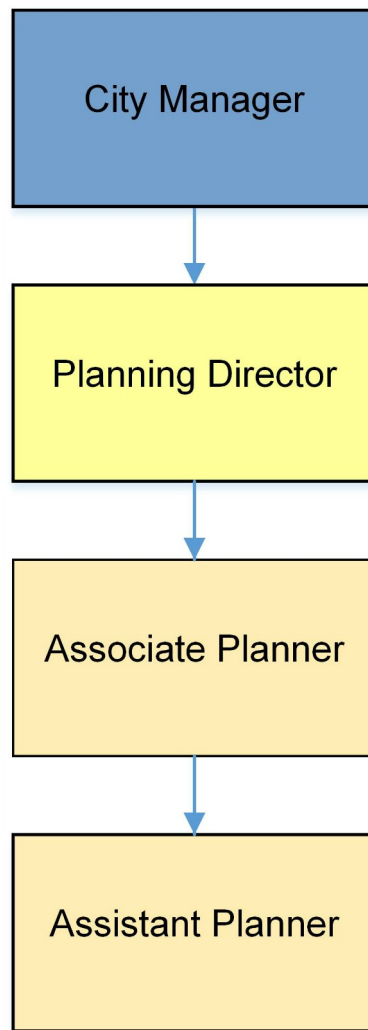
To determine how the Planning Department is meeting the goal of becoming a self-sustaining department, planning staff recommended using a percentage of costs recovered for the entire department budget. Not all job functions within the Planning Department are recoverable costs. While this metric is useful in determine whether sufficient revenues are being generated to cover the cost of the services being provided, level of service must be considered. In other words, ensuring the City is meeting the expectations of our clients/citizens. Cost of service and level of service are on different ends of a pendulum. The goal is to achieve a balance so clients/citizens get the best service for the least cost.

Initially, the focus was on maintaining current staffing level and working to achieve a 50% cost recovery for the total annual Planning Department budget. However, in anticipation of more development and an already increasing workload, additional staff was hired.

The table below shows the actual expenditures, the amount of revenue generated and the percent of cost recovery (year-to-date).

<b>Performance Measure: % of Cost Recovery based on Actual Expenditures</b>					
	<b>FY12/13</b>	<b>FY13/14</b>	<b>FY14/15</b>	<b>FY15/16</b>	<b>FY16/17</b>
<b>Actual</b>	\$224,799	\$222,111	\$255,410	\$206,297	\$207,896
<b>Revenue</b>	\$14,451	\$10,414	\$15,517	\$31,400	\$28,000
<b>% Recovery</b>	6.4%	4.7%	6.1%	15.2%	13.5%
	<b>FY17/18</b>	<b>FY18/19</b>	<b>FY19/20 (YTD)</b>	<b>FY20/21</b>	<b>FY21/22</b>
<b>Actual</b>	\$298,770	\$336,560	\$157,725		
<b>Revenue</b>	\$115,285	\$146,352	\$100,210		
<b>% Recovery</b>	38.6%	43.5%	63.5%		

## Organizational Chart



## Goals and Objectives

Strategic Goal: To explore and promote economic development and planned redevelopment opportunities consistent with the community's historical and current identity.		
Strategic Goal: To promote citizen engagement and build strong alliances with other government entities, private sector partners, and community members.		
Strategic Goal: To improve the quality of life enjoyed by the community's residents and enhance continued maintenance and reconstruction of the City's infrastructure with an emphasis on sustainability.		
Goal 1: Promote efficient and sustainable land development and redevelopment.		
Objective 1	Implement revised zoning/development code to support master plan	
	Task 1	Review existing development code with internal and external customers to identify barriers to development (ongoing)
	Task 2	Review statutory requirements within Nevada Revised Statutes for planning and zoning (ongoing)
	Task 3	Work collaboratively with citizens, city staff, planning commission, city council, and other stakeholders on supporting the vision of the adopted comprehensive master plan (ongoing)
	Task 4	Stay current on local and national trends related to land use and development, with an emphasis on housing
Objective 2	Streamline the development review process	
	Task 1	Establish processes and procedures for the planning function (ongoing)
	Task 2	Maintain planning entitlement submittal schedules to better manage workload (ongoing)
	Task 3	Update planning entitlement applications and checklists (ongoing)
Objective 3	Provide a timely, orderly, and efficient arrangement of adequate public facilities and infrastructure that support existing and planned land use patterns and densities.	
	Task 1	Seek assistance from local and national experts on infrastructure financing and commence a more robust Capital Improvement Plan (CIP).
	Task 2	Consider the implementation of impact fees, the creation of special assessment districts (NRS 271 - Local Improvements), or other financing tools which will ensure adequate public facilities are provided concurrent with the impacts of new development.
Objective 4	Provide support to the Fernley Redevelopment Agency	
	Task 1	Establish a framework for how the agency will be structure, including policies and procedures related to the organization of the agency; redevelopment plans; financial incentives; acquiring, disposing, and encumbering real and personal property to carry out redevelopment plan; investments and financial assistance; and redevelopment agency funds.

Strategic Goal: The City of Fernley must strive to maintain and improve overall fiscal integrity, stability, and equality of the City's financial planning.

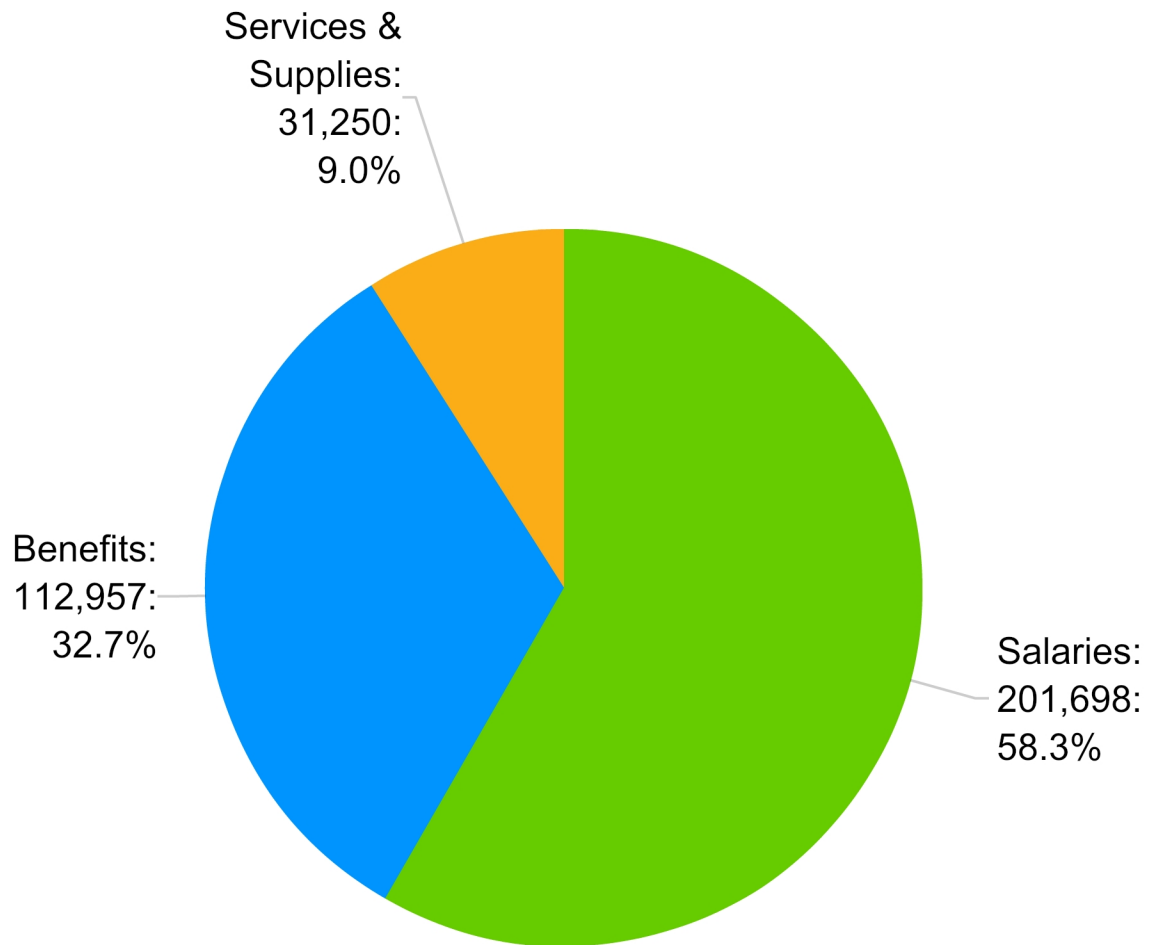
Strategic Goal: The City of Fernley, as an employer, must strive to create and maintain a successful and efficient work environment.

Goal 2	Work towards becoming a self-sustaining department	
Objective 1	Cost recovery for services provided	
	Task 1	Periodically review development fee schedule, compare fees with other local jurisdictions, and modify as necessary to adequately recover costs for services (completed/ongoing).
	Task 2	Establish a baseline level of service provided by the planning function and determine when additional staffing is necessary by analyzing and balancing the costs verses the benefits.
	Task 3	Review processes and procedures to achieve increased efficiencies and/or reduced costs (ongoing).
	Task 4	Review budget for potential reduction in expenditures (ongoing).
Objective 2	Increase the use of technology to gain efficiencies	
	Task 1	Update the Planning Department web page to make information more accessible (ongoing)
	Task 2	Work with other City departments on refining processes and providing additional information to the public regarding land use and zoning requirements. For example, work with City Clerk's Office on refining the Business Licensing Review process and providing additional information regarding building/planning requirements with business license applications.

## Expenses

Planning		2018-19	2019-20	2019-20	2020-21	2020-21	
		FY 2019	FY 2020	FY 2020	FY 2021	FY 2021	
Account Number	Account Title	Actual	Budget	Actual Estimated	Tentative Budget	Final Budget	Comments
100-610-100	Regular Pay	159,161	191,570	191,570	201,148	201,148	
100-610-130	Overtime Pay	432	550	550	550	550	
100-610-140	Annual Leave Pay	8,396	—	—	—	—	
100-610-150	Sick Leave Pay	3,996	—	—	—	—	
100-610-160	Holiday Pay	4,111	—	—	—	—	
100-610-210	Medicare	2,466	2,786	2,786	2,925	2,925	
100-610-220	Unemployment	1,490	1,751	1,751	1,751	1,751	
110-610-230	Retirement (PERS)	49,404	52,279	52,279	56,836	56,836	
110-610-240	Group Insurance	32,599	45,429	45,429	47,799	43,559	
100-610-250	Workers Compensation Insurance	4,027	7,512	7,512	7,886	7,886	
100-610-260	Other Benefits	(711)	—	—	—	—	
<b>Total Salaries and Benefits</b>		<b>265,371</b>	<b>301,877</b>	<b>301,877</b>	<b>318,896</b>	<b>314,655</b>	
100-610-320	Prof Serv-Engineering	—	500	650	1,000	1,000	
100-610-322	Prof Serv-Other	50,017	—	—	—	—	
100-610-342	Tech Services-Other	6,300	2,200	1,221	2,200	2,200	ArcGIS Maintenance Fee
100-610-399	Prof & Tech Fees-Misc	6,330	10,000	7,830	8,000	8,000	Reduced by \$2,000, reallocated to prof. serv. and training
100-610-540	Advertising	359	1,000	417	1,000	1,000	Newspaper Noticing
100-610-550	Printing and Postage	625	1,250	1,200	1,250	1,250	Increased cost for postage
100-610-580	Training	3,530	8,500	3,600	10,000	10,000	ICMA Conference, APA Training
100-610-581	Dues and Memberships	571	1,000	897	1,000	1,000	APA Membership dues
100-610-600	General Supplies	386	500	500	500	500	
100-610-601	Office Supplies	2,184	1,000	1,000	1,000	1,000	
100-610-605	Minor Equipment	888	5,100	5,100	5,100	5,100	Digital plan review equipment
100-610-626	Gasoline	—	—	—	—	—	
100-610-640	Books and Periodicals	—	200	100	200	200	
100-610-699	SVC & Supplies-Misc	—	—	—	—	—	
100-610-730	Improve other than buildings	—	—	—	—	—	
<b>Total Services &amp; Supplies</b>		<b>71,189</b>	<b>31,250</b>	<b>22,515</b>	<b>31,250</b>	<b>31,250</b>	
<b>Total Expenditures</b>		<b>336,560</b>	<b>333,127</b>	<b>324,392</b>	<b>350,146</b>	<b>345,905</b>	

## Planning Department



## City Engineer

### WHAT WE DO

The mission statement of the City Engineering department is to provide engineering support for the Planning Department, the Building Department, Public Works, and City staff.

The primary responsibilities of the department include the following:

- Perform engineering plan reviews for development projects occurring in the City of Fernley
- Perform engineering reviews for planning entitlement applications
- Review and approve or deny encroachment permit applications for work affecting public infrastructure
- Perform inspections for public infrastructure constructed by development projects occurring in the City of Fernley
- Process applications regarding water rights dedications, assignments, and will serves
- Manage the City's surface water lease program
- Manage the City's capital improvement projects
- Create the City's Five-Year Capital Improvement Program
- Manage the City's Geographic Information System (GIS) data

### WHY WE DO IT

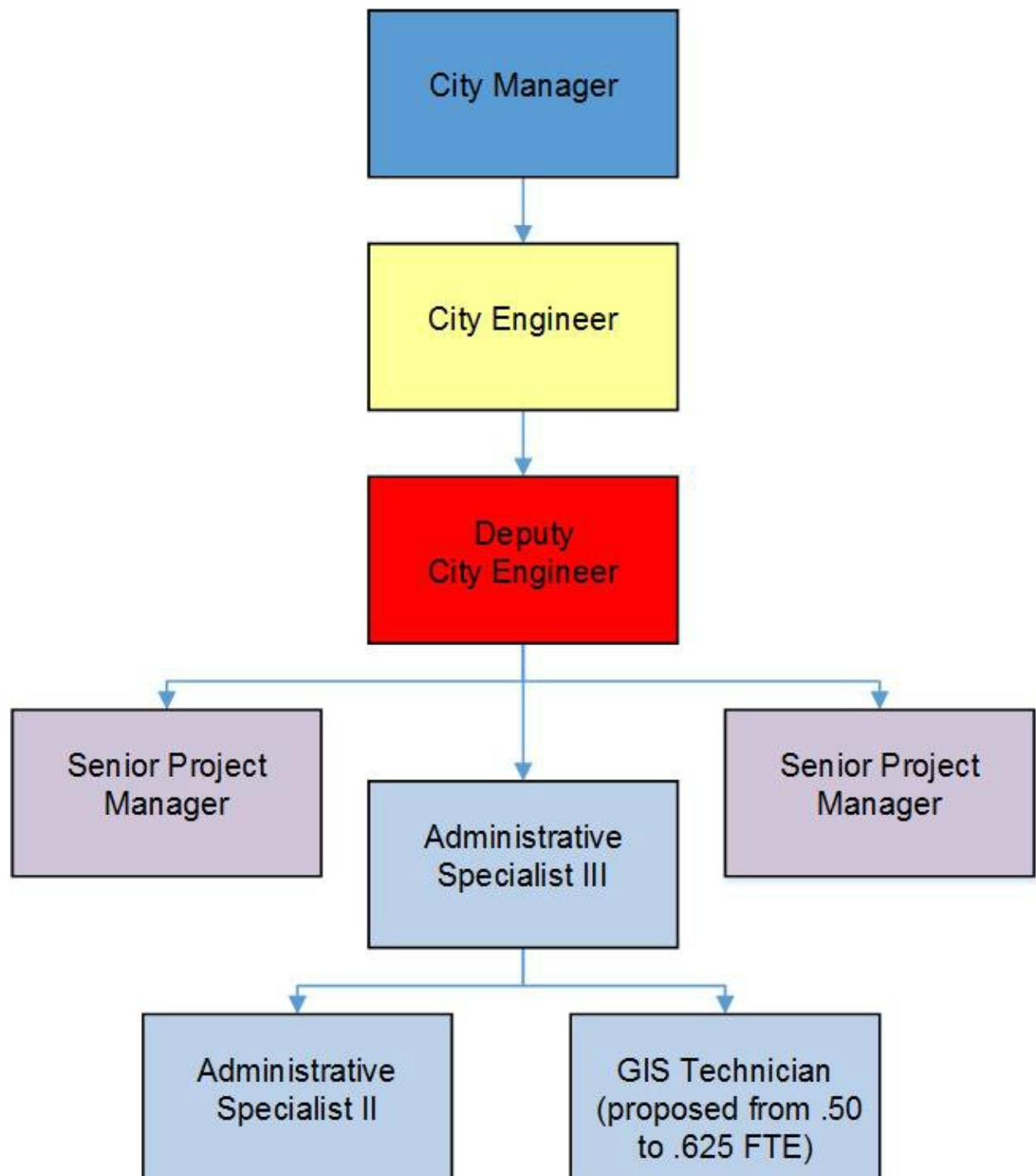
The Engineering Department ensures all plans and projects are compliant with City, County, State and Federal regulations and sound engineering judgment.

### WHAT'S CHANGED

The budget for the City Engineer's department has a proposed budget of \$445,611 for FY 2021. The department is struggling to provide timely service to customers with the current staffing levels and workload. A Deputy City Engineer position is requested to help better balance the workload of the department. Further, additional hours (5-hours per week) are being requested for the GIS Technician position. A significant increase has been included for professional engineering services. This includes expenses for outside plan reviews and civil inspection services. These expenses are paid for by developers, but have to be expensed through the City Engineer's budget. With the addition of staff, there are also increases included for training needs as the staff are required to keep up on continuing education for licensing requirements.



## Organizational Chart



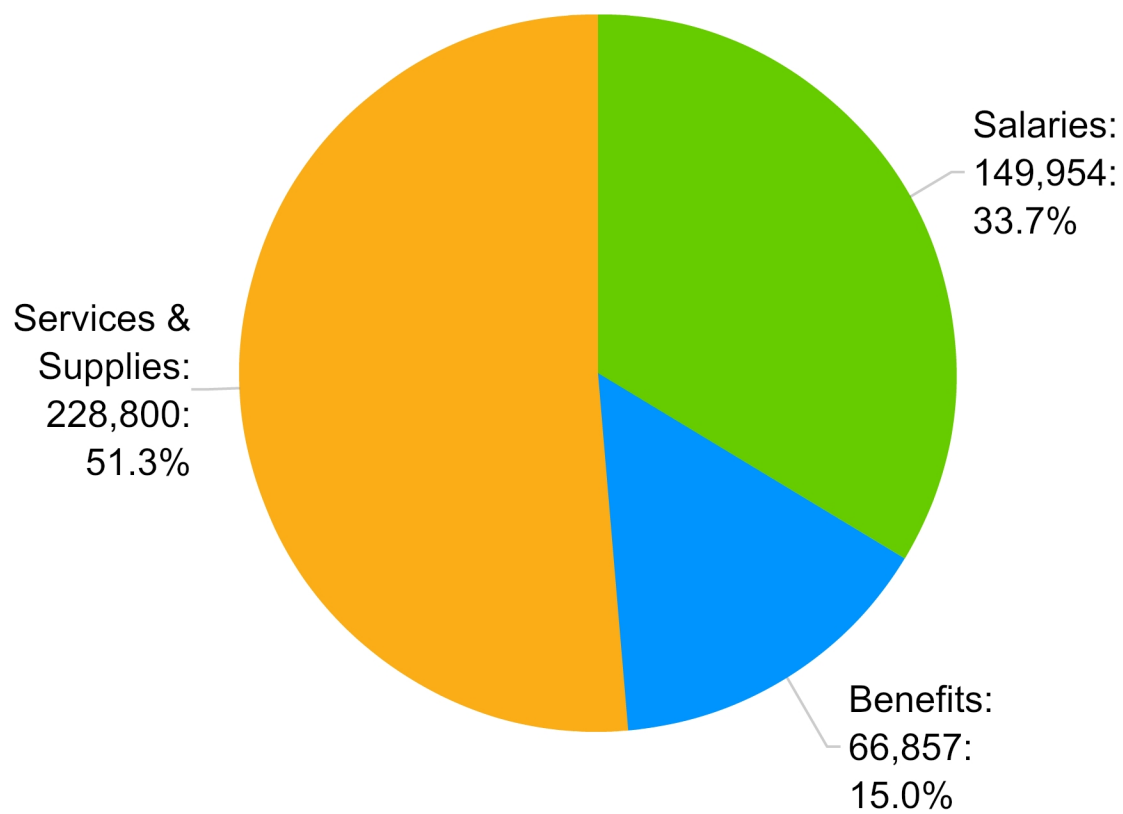
## Goals and Objectives

Strategic Goal: To improve the quality of life enjoyed by the community's residents and enhance continued maintenance and reconstruction of the City's infrastructure with an emphasis on sustainability		
Goal 1: Complete road maintenance and repair projects in agreement with the City's Pavement Management Plan		
Objective 1	Complete a pavement preservation project	
	Task 1	Use the Streetsaver database to select potential streets for the project
	Task 2	Determine the appropriate treatment technique for the streets selected
	Task 3	Complete the design and construction of the project
Strategic Goal: To improve the quality of life enjoyed by the community's residents and enhance continued maintenance and reconstruction of the City's infrastructure with an emphasis on sustainability		
Goal 2: Investigate grant funding opportunities for known infrastructure needs and priorities		
Objective 1	Investigate funding sources for Nevada Pacific Parkway Extension	
	Task 1	Coordinate with NDOT to determine their current status and project priority
	Task 2	Investigate funding options to assist with the current phase determined from Task 1.
	Task 3	Pursue funding and coordinate with NDOT as necessary
Objective 2	Investigate funding sources for Farm District Road Bike Path Phase 3	
	Task 1	Identify project limits to coincide with existing development in the corridor
	Task 2	Determine funding cycle for Transportation Alternative Program or Safe Routes to School funding as appropriate
	Task 3	Develop application and submit
Strategic Plan: To improve the quality of life enjoyed by the community's residents and enhance continued maintenance and reconstruction of the City's infrastructure with an emphasis on sustainability		
Goal 3: Complete sewer master plan update		
Objective 1	Complete Master Plan Update	
	Task 1	Obtain a consultant and create a scope of work for the project
	Task 2	Award contract and begin the work
	Task 3	Engage stakeholders and get input on the plan
	Task 4	Complete the update and present to City Council for approval
	Task 5	Implement the plan in capital project planning and development reviews
Organizational Goal: The City of Fernley, as an employer, must strive to create and maintain a successful and efficient work environment		
Goal 4: Continue to improve quality of entitlement and permit plan reviews		
Objective 1	Obtain higher quality submittals from applicants for more efficient reviews	
	Task 1	Identify shortfalls and reoccurring issues in current process from anecdotal sources as well as permitting software data
	Task 2	Train staff on identifying critical information that is missing from submittals and consistent use of permitting software
	Task 3	Create policies and standard operating procedures for permit intake and processing
	Task 4	Update applications to provide better requirements for applicants
	Task 5	Implement changes and observe
Objective 2	Perform higher quality reviews of development projects	
	Task 1	Identify issues with current review process and reoccurring issues with designs
	Task 2	Identify and correct shortfalls in the design standards and development code to better direct designers
	Task 3	Train new Deputy City Engineer and consultant on the new standards and codes

## Expenses

Engineering		2018-19	2019-20	2019-20	2020-21	2020-21	
		FY 2019	FY 2020	FY 2020	FY 2021	FY 2021	
Account Number	Account Title	Actual	Budget	Actual Estimated	Tentative Budget	Final Budget	Comments
100-529-100	Regular Pay	82,041	111,457	111,457	149,316	149,954	
100-529-130	Overtime Pay	52	—	—	—	—	
100-529-140	Annual Leave Pay	4,196	322	322	484	484	
100-529-150	Sick Leave Pay	2,495	—	—	—	—	
100-529-160	Holiday Pay	1,878	—	—	—	—	
100-529-210	Medicare	1,293	1,548	1,548	2,037	2,047	
100-529-220	Unemployment	791	1,168	1,168	1,343	1,343	
100-529-230	Retirement (PERS)	16,882	25,071	25,071	31,158	31,158	
100-529-240	Group Insurance	12,622	21,797	21,797	28,850	26,306	
100-529-250	Workers Compensation Insurance	2,169	4,175	4,175	5,494	5,519	
100-529-260	Other Benefits	(370)	—	—	—	—	
<b>Total Salaries and Benefits</b>		<b>124,049</b>	<b>165,538</b>	<b>165,538</b>	<b>218,682</b>	<b>216,811</b>	
100-529-320	Prof. Serv-Other	113	20,000	85,000	210,000	210,000	5000 oncall GIS services, 10000 design standards update, 10000 oncall inspection services, 185000 development review paid for thru permitting
100-529-322	Prof. Serv-Other	33,210	—	—	200	200	
100-529-430	Service Repair & Maintenance	—	250	250	250	250	
100-529-580	Training	266	1,500	1,500	5,000	5,000	Professional development
100-529-581	Dues & Memberships	739	1,200	1,200	2,000	2,000	AWWA, ASCE, Nevada LTAP
100-529-600	General Supplies	944	250	1,000	1,000	1,000	
100-529-601	Office Supplies	1,093	—	250	500	500	
100-529-605	Minor Equipment	—	3,600	1,800	6,200	6,200	2500 workstation, desk and chair for new employee, 3700 for digital review equipment
100-529-626	Gasoline	53	150	150	150	150	
100-529-640	Books & Periodicals		3,500	2,000	3,500	3,500	AWWA Standards updates
<b>Total Services &amp; Supplies</b>		<b>36,418</b>	<b>30,450</b>	<b>93,150</b>	<b>228,800</b>	<b>228,800</b>	
<b>Total Expenditures</b>		<b>160,468</b>	<b>195,988</b>	<b>258,688</b>	<b>447,482</b>	<b>445,611</b>	

## City Engineer's Office



## Public Works

# What is Public Works?



Traffic  
Signs



Street  
Lights



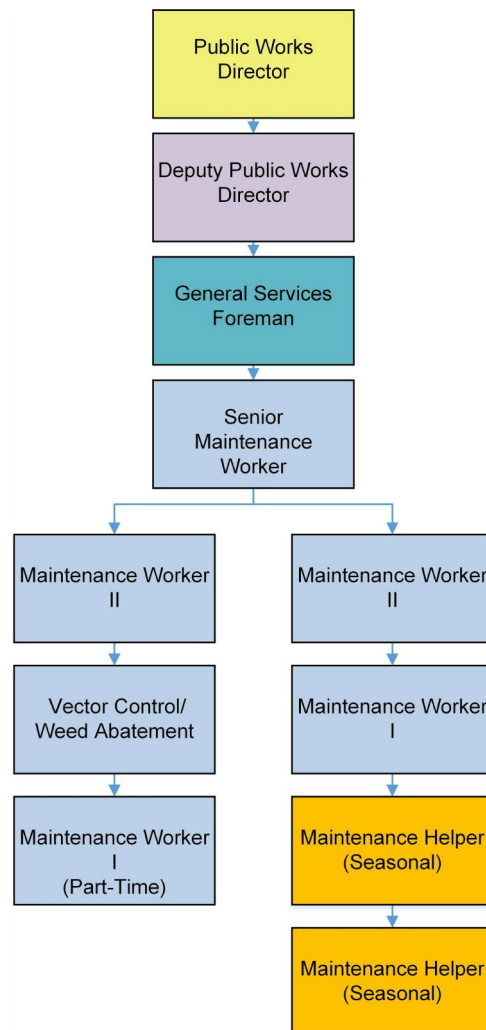
Snow Removal



### General Services

The City has a consolidated division that includes facilities, vector control, cemetery, and parks. The cost center for each of these divisions is provided in the sections following.

### Organizational Chart



## *General Services - Facilities*

### **WHAT WE DO**

Within the General Services Division, provide municipal facilities operation and maintenance services to maintain and enhance the City's facilities and grounds.

The primary responsibilities include the following:

- Maintain and operate City-owned buildings and grounds for City Hall, Chamber of Commerce, Fernley Desert Memorial Garden Cemetery, and the Train Depot
- Small site improvements
- Housekeeping of all facilities
- Set up for City Council Meeting, Planning Commission meetings, special meetings, forums, public outreach meetings, and miscellaneous reservations.

### **WHY WE DO IT**

General Services - Facilities follows Fernley Municipal Code Title 20: Parks and Facilities.

### **WHAT'S CHANGED**

The Facilities Division has a proposed budget of \$376,684 for FY 2020-21. Increases are included for general supplies and gasoline.

The division completes maintenance projects that extend the life of City facilities. Staff ensures buildings and grounds are maintained, which entails daily and weekly cleaning schedules, as well as determining the scheduling repairs, renovation projects, improvements and safety inspections. Staff oversees a budget and must negotiate with outside vendors for supplies, repairs, and other measures. Depot improvements still need to be finished, however a preliminary engineering report must be completed for the structural assessment of the structure for future roof repairs. The proposed roofing project will carry over to FY 2020-21. City Council should consider whether the Depot should remain as a historical structure and repaired with period correct shingles, or if more modern roofing can be considered with possible re-categorization with the State Historical Preservation Office (SHPO) and ranking on the Department of Interior, National Parks Service Register. Initial roof replacement engineering from a consultant last Fiscal Year indicates reroofing may be \$500,000 or more, if period correct materials are used.

## Goals and Objectives:

Strategic Goal: To explore and promote economic development and planned redevelopment opportunities consistent with the community's historical and current identity				
Goal 1: Operate and maintain City facilities				
Objective 1	Long range planning for Depot			
	Task 1	CDBG Grant Application		
	Task 2	O&M plan for Depot		
	Task 3	Add restroom and other improvements		
Strategic Goal: To promote citizen engagement and build strong alliances with other government entities, private sector partners, and community members				
Goal 2: Excellent customer service				
Objective 1	Timely response to maintenance			
	Task 1	O&M plan for City Hall		
	Task 2	Respond to customer complaints in a timely manner		
	Task 3	Continue to prioritize repairs		
Objective 2	Support and prepare for reservations and special events in City Hall			
	Task 1	Continue to refine reservation request process internally and externally		
	Task 2	Work with outside entities to schedule reservations within working hours		
	Task 3	Budget for overtime to accommodate increase in requests for reservations outside normal operating hours		
Performance Measure: # of complaints and response times				
	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Complaints				
Response time				

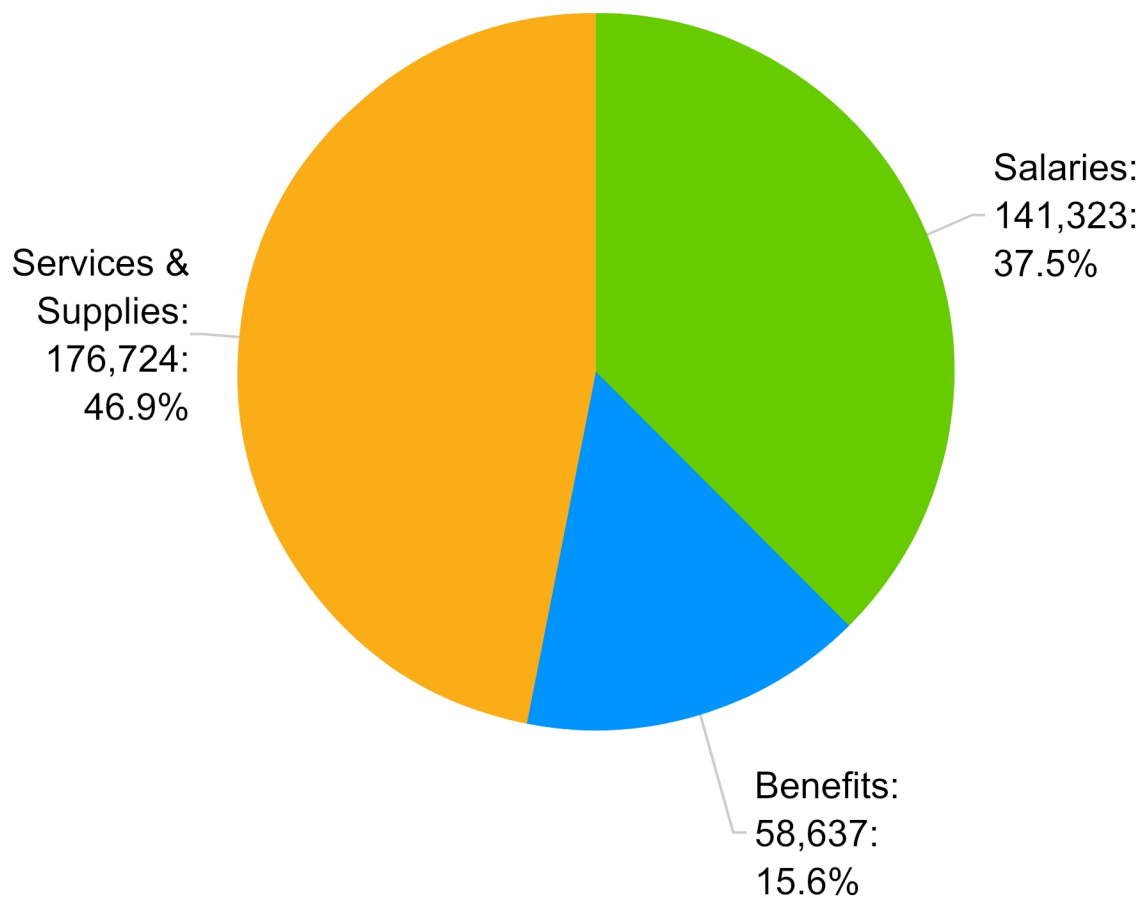


## Expenses

Facilities		2018-19	2019-20	2019-20	2020-21	2020-21	
		FY 2019	FY 2020	FY 2020	FY 2021	FY 2021	
Account Number	Account Title	Actual	Budget	Actual Estimated	Tentative Budget	Final Budget	Comments
100-417-100	Regular Pay	118,514	147,403	147,403	135,244	135,528	
100-417-120	Standby Pay	2,158	1,075	1,075	875	875	
100-417-130	Overtime Pay	4,197	5,359	5,359	4,920	4,920	
100-417-140	Annual Leave Pay	7,587	413	413	334	334	
100-417-150	Sick Leave Pay	2,545	—	—	—	—	
100-417-160	Holiday Pay	4,732	—	—	—	—	
100-417-200	FICA	858	1,024	1,024	1,076	1,054	
100-417-210	Medicare	1,961	2,058	2,058	1,886	1,890	
100-417-220	Unemployment	1,510	2,218	2,218	2,008	2,008	
100-417-230	Retirement (PERS)	17,913	21,225	21,225	19,251	19,251	
100-417-240	Group Insurance	24,770	35,110	35,110	31,904	29,003	
100-417-250	Workers Compensation Insurance	4,024	5,550	5,550	5,086	5,097	
100-417-260	Other Benefits	(536)	—	—	—	—	
<b>Total Salaries and Benefits</b>		<b>190,234</b>	<b>221,437</b>	<b>221,437</b>	<b>202,583</b>	<b>199,960</b>	
100-417-320	PROF SEV-ENGINEERING	6,217	8,000	8,000	8,000	8,000	ArcGIS/Vueworks
100-417-322	Prof Serv-Other	4	250	250	250	250	
100-417-342	Tech Services-Other	—	—	—	—	—	
100-417-410	Utility Srv interfund wtr/swr	25,908	32,000	32,000	32,000	32,000	Rate increase, one park meter installation
100-417-412	Utility Services-Refuse	2,542	3,000	3,000	3,000	3,000	Dumpster fees
100-417-420	Contract Services	28,891	13,000	13,398	13,000	13,000	Elevator, floor mats, fire alarm, fire inspections, fire extinguishers
100-417-424	Contract Services-HVAC	862	4,000	4,000	4,000	4,000	Filters, belts, fans & misc components
100-417-428	Contract Services-ELECTRICAL	7,260	4,000	4,000	4,000	4,000	Switch repair, lights, bulbs, etc.
100-417-430	Service-Building Repair/Maint	4,828	14,000	14,000	14,000	14,000	Door repair and maint, locks, elevator, plumbing
100-417-441	Rental	—	1,000	1,000	1,000	1,000	Emergency power and ancillary equipment
100-417-520	Insurance	21,611	25,000	25,000	25,000	25,000	
100-417-530	Communications (Internet, Cell)	87,699	75,000	75,000	75,000	75,000	
100-417-540	Advertising	—	100	100	100	100	
100-417-550	Printing and Postage	25,755	27,500	27,500	27,500	27,500	
100-417-580	Training	213	500	500	500	500	Flagger, confined space, applicators training.
100-417-581	Dues and Memberships	214	200	200	200	200	

Facilities		2018-19	2019-20	2019-20	2020-21	2020-21	
		FY 2019	FY 2020	FY 2020	FY 2021	FY 2021	
Account Number	Account Title	Actual	Budget	Actual Estimated	Tentative Budget	Final Budget	Comments
100-417-600	General Supplies	1,617	5,000	5,000	5,000	5,000	HVAC Filters, hand tools, grounds supplies
100-417-601	OFFICE SUPPLIES	598	500	500	1,000	1,000	
100-417-605	Minor Equipment	2,417	5,000	5,000	5,000	5,000	Ladder, testing equipment, chain saw, vacuum, utility cart
100-417-610	Automotive Supplies	441	1,500	1,500	1,500	1,500	heavy equip repairs
100-417-612	Building Maintenance Supplies	7,935	10,000	10,000	10,000	10,000	
100-417-614	Supplies-Plant/Shop/Maint	47	4,000	4,000	4,000	4,000	
100-417-616	Supplies-Safety	450	1,000	1,000	1,000	1,000	PPE, workgoves, vests, earplugs, safety glasses
100-417-617	Supplies-Chemical	175	750	750	750	750	Weed spray, pre emergents, turf management, cleaning supplies
100-417-621	Natural Gas	8,023	10,500	10,500	10,500	10,500	City Hall, Chamber, Depot
100-417-622	Electricity	23,592	27,500	27,500	27,500	27,500	City Hall, Chamber, Depot
100-417-623	PROPANE	111	250	250	250	250	
100-417-625	BULK DIESEL	—	100	100	100	100	
100-417-626	Gasoline	3,372	2,000	3,170	4,000	4,000	fleet, bulk
100-417-642	Licenses and Permits	21	400	400	400	400	
100-417-650	Community Support	—	—	—	—	—	
100-417-699	Svc & Supplies-Misc	—	—	—	—	—	
100-417-700	Shared Costs	(95,101)	(180,970)	(180,970)	(101,826)	(101,826)	
100-417-720	Buildings	9,970	—	—	—	—	
100-417-730	Improve other than Buildings	—	—	—	—	—	
100-417-741	Machinery	—	—	—	—	—	
<b>Total Services &amp; Supplies</b>		<b>175,673</b>	<b>95,080</b>	<b>96,648</b>	<b>176,724</b>	<b>176,724</b>	
<b>Total Expenditures</b>		<b>365,908</b>	<b>316,517</b>	<b>318,085</b>	<b>379,307</b>	<b>376,684</b>	

## General Services - Facilities



## *General Services - Vector Control*

### **WHAT WE DO**

The mission of Vector Control is to provide municipal vector control services to maintain and enhance quality of life.

The primary responsibilities include the following:

- Fogging
- Spraying
- Other application techniques

City municipal services such as storm drains, retention basins and wastewater holding ponds create habitat for mosquitoes and larvae. The City is responsible to help mitigate standing water areas of vector habitats.

### **WHY WE DO IT**

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

### **WHAT'S CHANGED**

Vector Control has a proposed budget of \$68,630 for FY 2020-21. The current vector truck is beyond the replacement age pursuant to the fleet policy and has been exposed to severe duty in its operation. A replacement vehicle is recommended this fiscal year. Training has been increased to facilitate further education for current vector control personnel.

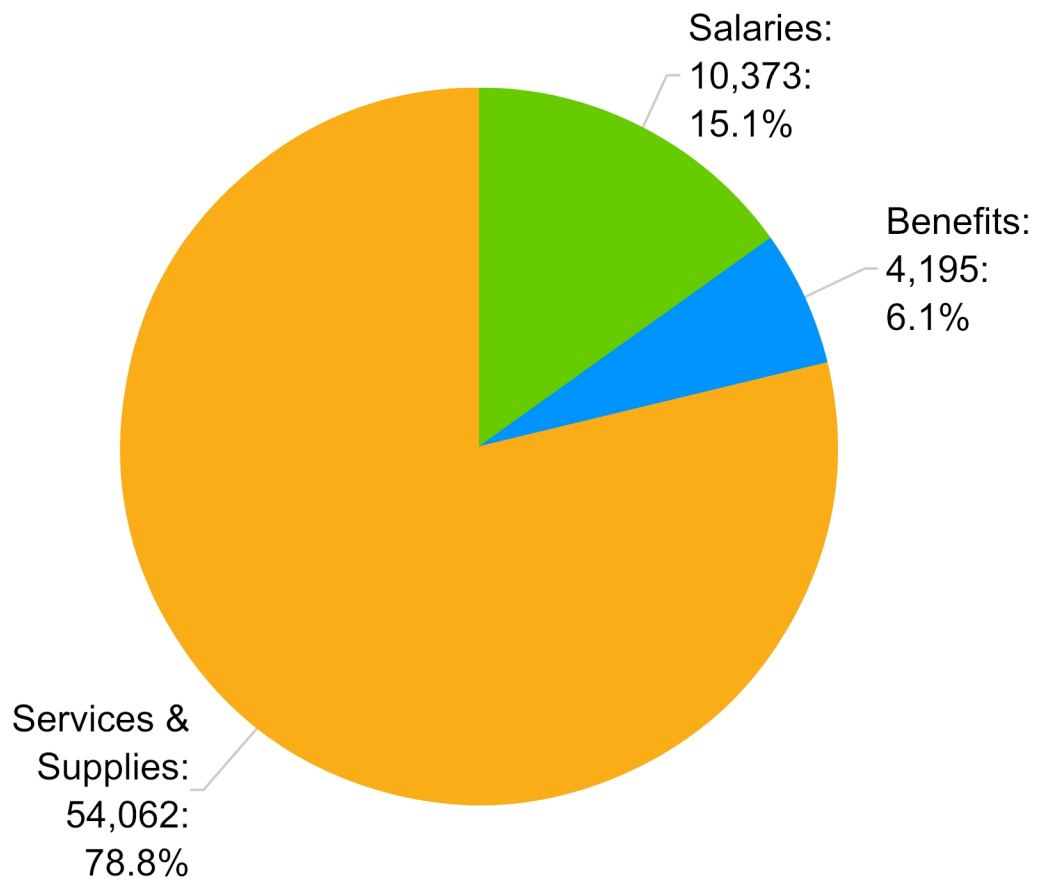
## Goals and Objectives

Strategic Goal: To promote citizen engagement and build strong alliances with other government entities, private sector partners, and community members				
Goal 1: Operate and maintain City's Vector Program				
Objective 1	Continue to respond to vector complaint calls timely and efficiently			
	Task 1	Manage facility projects early in the year to be better prepared for vector applications season		
	Task 2	Prioritize facility complaints and issues and schedule adequate time to address issues		
	Task 3	Use social media to take complaints and provide information to the public		
Objective 2	Continue to increase the level of service			
	Task 1	Look for opportunities to increase training in the office and the field		
	Task 2	Schedule time for training in the office and the field		
	Task 3	Review training at the end of vector season and address any issues or deficiencies for the next season		
Performance Measure: Number of applications, complaints, and response times				
	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Applications				
Complaints				
Response times				

## Expenses

Vector		2018-19	2019-20	2019-20	2020-21	2020-21	
		FY 2019	FY 2020	FY 2020	FY 2021	FY 2021	
Account Number	Account Title	Actual	Budget	Actual Estimated	Tentative Budget	Final Budget	Comments
100-528-100	Regular Pay	20,063	8,695	8,695	9,548	9,778	
100-528-120	Standby Pay	306	131	131	151	151	
100-528-130	Overtime Pay	774	437.5	437.5	444	444	
100-528-140	Annual Leave Pay	449	—	—	—	—	
100-528-150	Sick Leave Pay	306	—	—	—	—	
100-528-160	Holiday Pay	979	—	—	—	—	
100-528-210	Medicare	319	123	123	133	136	
100-528-220	Unemployment	335	93	93	94	94	
100-528-230	Retirement (PERS)	3,237	1,429	1,429	1,492	1,492	
100-528-240	Group Insurance	4,338	1,868	1,868	2,330	2,106	
100-528-250	Workers Compensation Insurance	848	331	331	358	367	
100-528-260	Other Benefits	(84)	—	—	—	—	
<b>Total Salaries and Benefits</b>		<b>31,870</b>	<b>13,107.5</b>	<b>13,107.5</b>	<b>14,550</b>	<b>14,568</b>	
100-528-322	Prof Serv-Other	26,086	28,000	28,000	32,000	32,000	Helicopter applications, state lab testing
100-528-430	Service-Repair and Maintenance	847	500	500	500	500	ATV, fogger, power sprayer repair
100-528-580	Travel and Training	160	250	2,000	2,000	2,000	Certificate for applicator, CPR, First Aid
100-528-600	General Supplies	840	500	845	1,000	1,000	General supplies
100-528-601	Supplies-Office	—	—	—	—	—	
100-528-605	Minor Equipment	—	1,350	1,350	1,350	1,350	CO2 light catch traps, piston pump, hoses, nozzles
100-528-610	Automotive Supplies	1,356	2,000	2,000	2,000	2,000	Department assigned fleet repairs
100-528-616	Safety Supplies	11	2,500	500	1,500	1,500	PPE
100-528-617	Supplies-Chemical	68,786	56,000	60,000	60,000	60,000	Larvacide, extended release briquettes
100-528-626	Gasoline	877	3,000	1,500	3,000	3,000	Vehicle and equipment
100-528-640	Books and Periodicals	—	—	—	—	—	
100-528-642	Licenses and Permits	250	400	400	400	400	NDEP Permit
100-528-699	Svc & Supplies-Misc	—	—	—	—	—	
100-528-700	Shared Costs	—	(92,570)	(92,570)	(94,688)	(94,688)	
100-528-730	Improve other than Buildings	—	—	—	—	—	
100-528-740	Vehicles	—	—	—	45,000	45,000	Replace vector truck and flatbed box
<b>Total Services &amp; Supplies</b>		<b>99,213</b>	<b>1,930</b>	<b>4,525</b>	<b>54,062</b>	<b>54,062</b>	
<b>Total Expenditures</b>		<b>131,083</b>	<b>15,037.5</b>	<b>17,632.5</b>	<b>68,612</b>	<b>68,630</b>	

## General Services - Vector Control



## *General Services - Cemetery*

### **WHAT WE DO**

The mission statement for cemetery staff is to provide municipal operation and maintenance of the City's Desert Memorial Gardens Cemetery to insure the maintenance of a uniform and peaceful place of rest within the City of Fernley.

The primary responsibilities of this division are as follows:

- Marking for and ensuring cleanup after internments
- Site Maintenance
- Groundskeeping
- Internment assistance
- Record keeping

### **WHY WE DO IT**

The operation of the cemetery is governed by City of Fernley Municipal Code Title 12 and Nevada Revised Statute (NRS) 451 & 452.

### **WHAT'S CHANGED**

There are no significant changes to the proposed Cemetery budget of \$35,500 for FY 2021. The operating budget proposed for Cemetery is for material expenses needed for the care of the cemetery. The General Services Division will continue to complete maintenance projects identified over the eight years of ownership. Project may include the following:

- Aggregate roadway
- Irrigation repairs
- Operation of software for tracking, liabilities, revenues, and refunds



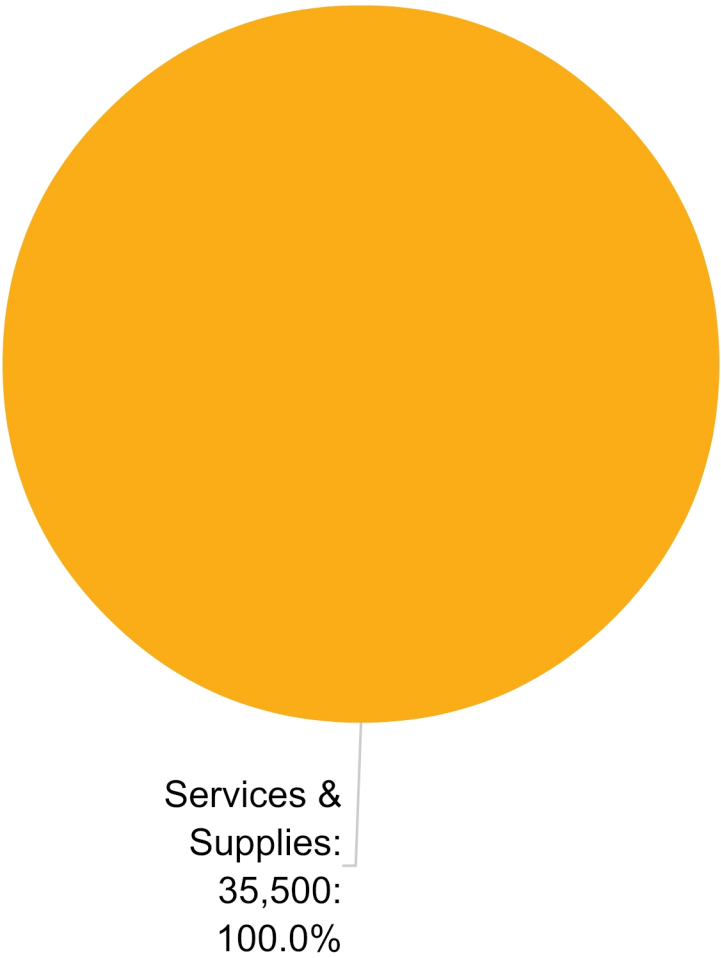
## Goals and Objectives

Strategic Goal: To improve the quality of life enjoyed by the community's residents and enhance continued maintenance and reconstruction of the City's infrastructure with an emphasis on sustainability				
Goal 1: Operate and maintain the cemetery respectfully and effectively while maintaining these hallowed grounds befitting all these who rest here in quiet repose				
Objective 1	Continue to refine the ordinance associated with the cemetery and develop a conceptual plan			
	Task 1	Maintain and refine the Caselle Tracking software		
	Task 2	Implement the operation and maintenance plan		
	Task 3	Hire consultant to provide conceptual plan		
Strategic Goal: Interact and engage with the community's citizens, business community, and visitors in ways that are polite, professional, and performed consistent with the Strategic Plan				
Goal 2: Provide the best customer service we can in the field and office				
Objective 1	Provide respect and compassion to customers			
	Task 1	Assist customers with paperwork in time of sorrow		
	Task 2	Continue to update purchased plot information on files		
	Task 3	Maintain and improve cemetery beauty		
Performance Measure: Number of customers assisted				
	Quarter 1	Quarter 2	Quarter 3	Quarter 4
# of customers				

## Expenses

Cemetery		2018-19	2019-20	2019-20	2020-21	2020-21	
		FY 2019	FY 2020	FY 2020	FY 2021	FY 2021	
Account Number	Account Title	Actual	Budget	Actual Estimated	Tentative Budget	Final Budget	Comments
100-576-320	Professional Svcs. Engineering	—	—	—	—	—	
100-576-410	Utility SRV Interfund W & S	7,238	15,000	15,000	20,000	20,000	Rate increase
100-576-412	Utility Services - Refuse	785	500	500	500	500	Trash fees for adjacent parcels
100-576-428	Contract Svcs. Electrical	—	—	—	—	—	
100-576-430	Service Repair & Maintenance	5,787	9,000	6,000	6,000	6,000	Lighting repair/ upgrade, landscape, aggregate base, asphalt, grave liners
100-576-600	General Supplies	12,067	8,500	8,500	7,500	7,500	Road aggregates, concrete and other building materials to improve the grounds
100-576-601	Office Supplies	—	—	—	—	—	
100-576-614	Plant/Shop Maint. Supplies	785	800	400	500	500	Paint, cleaners, interment equipment, trash bags, toilet supplies, new hoses, new weed trimmer
100-576-617	Chemical Supplies	234	200	200	300	300	Herbicides/ pesticides, rodent control
100-576-622	Electricity	419	500	500	500	500	Lighting
100-576-623	Propane	—	100	100	100	100	
100-576-642	Permits & Licenses	—	100	100	100	100	Filing with state
<b>Total Services &amp; Supplies</b>		<b>27,316</b>	<b>34,700</b>	<b>31,300</b>	<b>35,500</b>	<b>35,500</b>	
<b>Total Expenditures</b>		<b>27,316</b>	<b>34,700</b>	<b>31,300</b>	<b>35,500</b>	<b>35,500</b>	

**General Services - Cemetery**



## *General Services - Parks*

### **WHAT WE DO**

The mission of the Parks Division is to provide municipal parks operation and maintenance services to maintain and enhance the City's parks and open spaces.

The primary responsibilities include the following:

- Operation and maintenance of City parks, sports fields, and open space areas
- Turf maintenance
- Scheduling sports league practices and games
- Operation and maintenance of park restrooms
- Maintenance of park equipment
- Maintenance of rodeo grounds
- Preparing for and assisting with special events and park reservations
- Minor/major repairs
- Other miscellaneous items

### **WHY WE DO IT**

The General Services - Parks Division follows City of Fernley Municipal Code Title 20: Parks and Recreation Facilities.

### **WHAT'S CHANGED**

The Parks Division has a proposed budget of \$885,249 for FY 2021. Parks staff continue to improve the quality of existing parks using the adopted Parks Master Plan (PMP) as a guideline for priorities. Parks staff will continue to complete general maintenance projects to improve appearance and functionality and adding more landscaped, walking, and seating areas. Staff would like to continue to improve the overall security of the parks by installing more cameras and better lighting to help curb vandalism. The overall budget has increased due, in part, to the increased water rates. The Parks Division is the single largest use of the City water system.

The division currently has a very capable staff, who maximize the general supplies budget and continue with concrete walkways, asphalt drives, landscape improvements, rodeo ground improvements and other small projects. With the adoption of the Parks Master Plan, it is clear the Parks division is substantially understaffed (PMP, page 91). Two seasonal positions will continue to be funded, as these positions assist the department during the heavy workload in the summer months and provide staffing for parks during the evening hours. This effort helps deter vandalism, keeps the parks clean, and keeps the restroom stocked during the busiest time.

Equipment requests this year including the replacement of an aging fleet vehicle. Parks is requesting the purchase of a 4-wheel drive, Crew Cab truck with bed to replace the truck that is currently assigned to the division. Parks uses the 1/2-ton truck to transport mowers, tractors, and dump trailers. The Fleet Department will dispose of the oldest fleet vehicle, which is beyond the amount of service miles and age recommended for vehicle replacement per the City of Fernley Fleet Management Program (FMP) Policy, Table 4.1 Appendix 8, Replacement Standard.

In comparison to the comparable communities in the PMP, parks staffing is significantly below the average of 14 FTEs other cities employ. When evaluating the number of FTE's by acres of park, Fernley has approximately one (1) maintenance worker for every 27 acres of park. On average, other communities have one (1) maintenance worker for 18 acres of park. Fernley staff maintain 35% more park area per employee. For reference, NRPA's 2017 Agency Performance Review shows that jurisdictions typically have 7.3 FTEs on staff for every 10,000 residents (for Fernley that would equate to 14.2 FTEs). It should be noted, that this metric includes staff for recreation programming. As Fernley looks to the future, the City should consider steps to provide programming for the community.

## Goals and Objectives

Strategic Goal: To improve the quality of life enjoyed by the community's residents and enhance continued maintenance and reconstruction of the City's infrastructure with an emphasis on sustainability.

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

Objective 1	Improve operations common maintenance tasks	
	Task 1	Continue to use seasonal help to break into more efficient work crews
	Task 2	Provide more education and training on parks equipment
	Task 3	Provide adequate equipment/supplies to assist the parks department
Objective 2	Continue to use and improve operations and maintenance manual	
	Task 1	Track progress of maintenance tasks monthly
	Task 2	Set annual date to revise and improve upon the operations and maintenance plan with redlines and comments

Strategic Goal: To improve the quality of life enjoyed by the community's residents and enhance continued maintenance and reconstruction of the City's infrastructure with an emphasis on sustainability.

### Goal 2: Increase security and safety

Objective 1	Increase security and safety	
	Task 1	Determine areas with the most vandalism
	Task 2	Respond quickly to damage and look for ways to improve security
	Task 3	Utilize additional cameras and work with the LCSO

### Performance Measure: Number of vandalism incidents and cost

	Quarter 1	Quarter 2	Quarter 3	Quarter 4
# of incidents				
Cost				

Strategic Goal: To improve the quality of life enjoyed by the community's residents and enhance continued maintenance and reconstruction of the City's infrastructure with an emphasis on sustainability.

### Goal 3: Make parks more functional and aesthetically pleasing

Objective 1	Add and or increase restroom facilities	
	Task 1	Improve upon restroom facilities with portable toilets to have them open even in the winter and after hours
	Task 2	Maintain portable toilets through a contract service
	Task 3	Look for more areas and events that could benefit from added services
Objective 2	Aesthetic improvements	
	Task 1	Improve walking paths and weed prone areas with concrete or asphalt
	Task 2	Add landscape areas to existing parks to improve looks

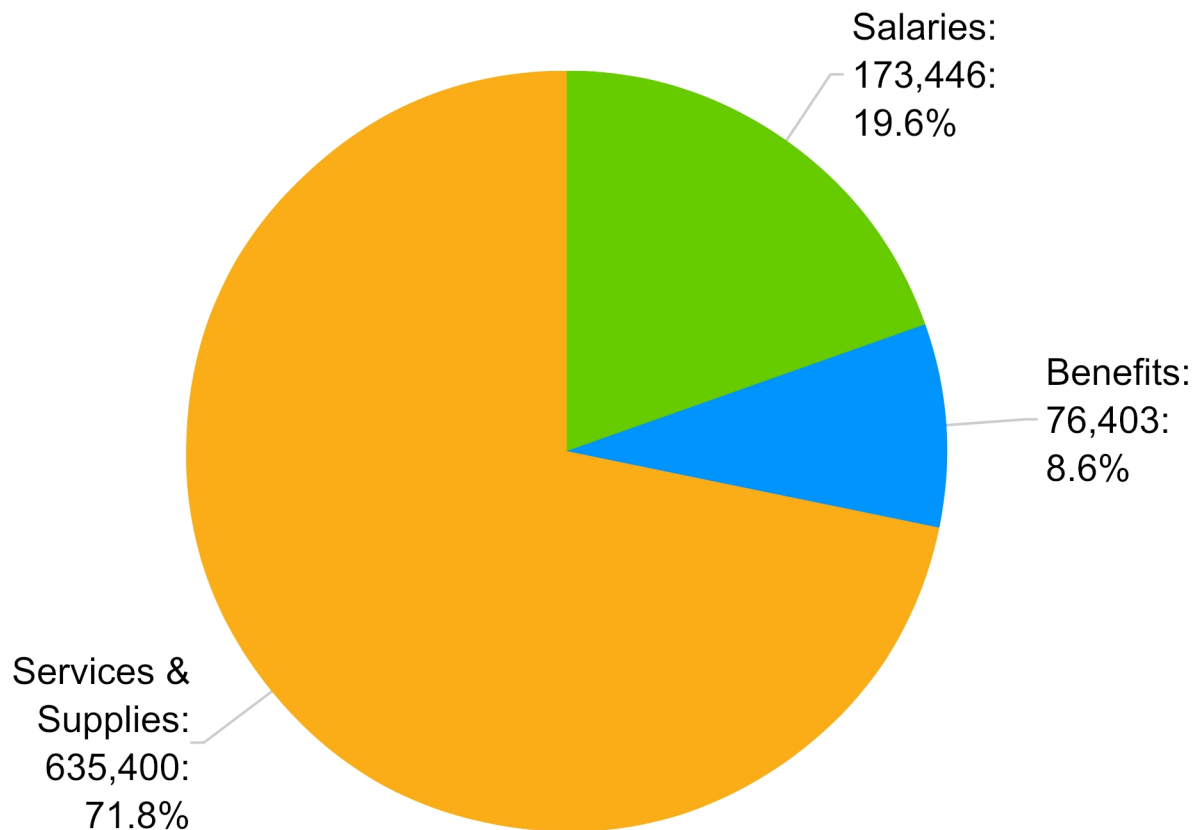
## Expenses

Parks		2018-19	2019-20	2019-20	2020-21	2020-21	
		FY 2019	FY 2020	FY 2020	FY 2021	FY 2021	
Account Number	Account Title	Actual	Budget	Actual Estimated	Tentative Budget	Final Budget	Comments
100-575-100	Regular Pay	171,841	142,366	142,366	161,019	162,167	
100-575-120	Standby Pay	3,744	3,252	3,252	3,677	3,677	
100-575-130	Overtime Pay	4,298	6,725	6,725	7,602	7,602	
100-575-140	Annual Leave Pay	10,559	404	404	453	453	
100-575-150	Sick Leave Pay	3,197	—	—	—	—	
100-575-160	Holiday Pay	6,459	—	—	—	—	
100-575-200	FICA	1,318	1,677	1,677	1,761	1,761	
100-575-210	Medicare	2,777	2,085	2,085	2,357	2,373	
100-575-220	Unemployment	2,058	2,551	2,551	2,701	2,701	
100-575-230	Retirement (PERS)	32,183	20,845	20,845	24,716	24,716	
100-575-240	Group Insurance	37,601	35,407	35,407	42,444	38,563	
100-575-250	Workers Compensation Insurance	5,606	5,084	5,084	5,791	5,836	
100-575-260	Other Benefits	470	—	—	—	—	
<b>Total Salaries and Benefits</b>		<b>282,112</b>	<b>220,395</b>	<b>220,395</b>	<b>252,520</b>	<b>249,849</b>	
100-575-320	Prof Serv-Engineering	6,217	17,500	10,000	15,000	15,000	ArcGIS & Viewworks fees
100-575-322	Prof Serv-Other	3,308	—	2,120	—	—	
100-575-342	Tech Services-Other	—	—	—	—	—	
100-575-400	Interfund WTP Debt Assessment	71,811	75,000	71,486	75,000	75,000	Water bond debt assessment for parks meters
100-575-410	Utility Srv Interfund wtr swr	229,088	290,000	285,000	290,000	290,000	Water and sewer bills for usage, water rate increase
100-575-412	Utility Service-Refuse	5,681	7,600	7,600	7,600	7,600	Dumpster Service
100-575-420	Contract Services	21,007	30,000	30,000	30,000	30,000	Fencing repair/replace, contract for roundabout landscape maintenance, rodent contractor, 10K for portable restroom maintenance
100-575-428	Contract Services-ELECTRICAL	154	10,000	10,000	10,000	10,000	Electrical and lighting repair and replace
100-575-430	Service-Repair and Maintenance	5,759	20,000	10,000	15,000	15,000	Restroom repair/maintain, gazebos & park amenities, fleet maintenance
100-575-441	Rental	2,324	2,000	2,000	10,000	10,000	Emergency truck/equipment rental
100-575-540	Advertising	—	100	100	100	100	Public notices, job postings
100-575-550	Printing and Postage	91	500	100	500	500	
100-575-580	Training	1,383	2,000	2,000	2,000	2,000	Herbicide/Pesticide applicator training, CEU's and PDH's, GIS training

Parks		2018-19	2019-20	2019-20	2020-21	2020-21	
		FY 2019	FY 2020	FY 2020	FY 2021	FY 2021	
Account Number	Account Title	Actual	Budget	Actual Estimated	Tentative Budget	Final Budget	Comments
100-575-581	Dues and Memberships	231	300	300	300	300	APWA, ASCE proportionate share
100-575-585	Educational Assistance Program	—	500	—	500	500	
100-575-600	General Supplies	59,807	60,000	60,000	60,000	60,000	Seed fertilizer, top soil, bark, aggregates, lumber, building supplies
100-575-601	Office Supplies	880	500	500	500	500	Pens, paper, ink, proportionate share
100-575-605	Minor Equipment	2,111	17,000	12,000	17,000	17,000	Repair/replace trimmers, blowers, vacuums, saws, lifts, ladders, computers, security cameras
100-575-610	Automotive Supplies	6,796	8,000	8,000	8,000	8,000	Proportionate fleet, facility vehicle repair - 4 vehicles + equip
100-575-612	Building Maintenance Supplies	191	5,000	5,000	5,000	5,000	Cleaning supplies, restroom supplies, paper products
100-575-614	Supplies-Plant/Shop/Maint	1,963	500	500	500	500	modular office, workshop repairs and supplies
100-575-616	Safety Supplies	731	1,000	1,000	2,000	2,000	PPE, first aid kits, signage, misc
100-575-617	Supplies-Chemical	8,495	1,000	6,000	5,000	5,000	Rodent control, insecticides, pesticides, herbicides
100-575-622	Electricity	18,186	23,000	19,000	21,000	21,000	Bills for parks facilities and lighting
100-575-623	Propane	1,020	1,800	1,800	1,800	1,800	Weed burning, heaters
100-575-625	Bulk Diesel	2,176	4,000	4,000	4,000	4,000	Prop. Fleet - equipment
100-575-626	Gasoline	5,589	7,250	7,250	7,250	7,250	Prop. Fleet - vehicles + equipment
100-575-642	Licenses and Permits	7	250	250	250	250	permit fees
100-575-643	Property Taxes/ Assessments/ Fees	11	—	11	100	100	
100-575-730	Improve other than Buildings	—	—	—	—	—	
100-575-741	Machinery	5,309	—	—	—	—	
100-575-742	Vehicles	33,576	—	—	47,000	47,000	1 Replacement vehicle and 25% of pool vehicle
<b>Total Services &amp; Supplies</b>		<b>493,899</b>	<b>584,800</b>	<b>556,017</b>	<b>635,400</b>	<b>635,400</b>	
<b>Total Expenditures</b>		<b>776,011</b>	<b>805,195</b>	<b>776,412</b>	<b>887,920</b>	<b>885,249</b>	



## General Services - Parks



## Parks Facilities Fund

		2016-17	2017-18	2017-18	2018-19	2020-21
		FY 2017	FY 2018	FY 2018	FY 2019	FY 2021
		Actual	Budget	Actual Estimated	Tentative Budget	Final Budget
<b>Parks Facilities Fund Revenues</b>						
245-000-360-100	Interest Earnings	1,768	500	1,000	1,000	1,000
245-000-360-700	Park Rental Fees	3,766	10,000	5,000	7,500	7,500
245-000-360-710	Facility Rental Fees	6,675	2,500	5,000	7,500	7,500
<b>Total Revenues</b>		<b>12,209</b>	<b>13,000</b>	<b>11,000</b>	<b>16,000</b>	<b>16,000</b>
<b>Parks Facilities Fund Expenses</b>						
245-575-730	Improvements other than building	—	—	—	—	—
<b>Total Expenditures</b>		<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>
<b>Net Change in Fund Balance</b>		<b>12,209</b>	<b>13,000</b>	<b>11,000</b>	<b>16,000</b>	<b>16,000</b>
Beginning Fund Balance		78,397	90,606	90,606	101,606	101,606
Ending Fund Balance		90,606	103,606	101,606	117,606	117,606

\*\*Based on GASB 34, specific criteria is established for the designation of a special revenue fund. The RCT Fund does not meet that criteria, and is, therefore, accounted for in the City's General Fund.

## Residential Construction Tax Fund

### WHAT WE DO

Collect residential construction fees and save them for future parks and improvements.

### WHY WE DO IT

Pursuant to NRS 278.497 - 278.4987, inclusive, the Fernley City Council adopted the residential construction tax (RCT), which is outlined in Fernley Municipal Code Section 26.02.01.

1. The RCT shall apply to all new residential dwelling units, apartment houses, and development of mobile home lots. The RCT shall not apply to reconstruction or replacement.
2. The purpose of the RCT is to raise revenue to enable the city to provide neighborhood parks and facilities for parks which are required by the residents of those apartment houses, mobile homes and residences. The RCT shall be used in a manner consistent with the city park and recreation plan.
3. The RCT shall be collected at the time of issuance of a building permit or mobile home permit. Each fee shall be placed in a special, interest-bearing fund to be used specifically for the purposes defined in the Fernley Municipal Code.
4. The RCT shall be used within three years after the date of which 75 percent of residential dwelling units authorized within that subdivision or development first became occupied. The money paid by the subdivider or developer, which has not been used within that time, together with interest at the rate at which the city has invested the money, shall be refunded to the owner of the lots in the subdivision or development at the time of reversion on a pro-rata share.

The funds proposed in the budget will be utilized for parks projects as outlined in the Parks Master Plan.

## RCT Revenues and Expenses

		2018-19	2019-20	2019-20	2020-21	2020-21
		FY 2019	FY 2020	FY 2020	FY 2021	FY 2021
		Actual	Budget	Actual Estimated	Tentative Budget	Final Budget
<b>Residential Construction Tax Fund Revenues</b>						
230-000-310-300	Residential Construction Tax	203,000	100,000	105,000	90,000	90,000
231-000-310-300	Residential Construction Tax	—	—	—	—	—
230-000-360-100	Interest Earnings	9,241	1,000	7,000	7,000	7,000
230-000-390-500	Transfers In	—	—	—	—	—
<b>Total Revenues</b>		<b>212,241</b>	<b>101,000</b>	<b>112,000</b>	<b>97,000</b>	<b>97,000</b>
<b>Residential Construction Tax Fund Expenses</b>						
230-575-600	Park Improvements	—	—	—	—	—
230-575-730	Improve other than Buildings	—	100,000	100,000	75,000	75,000
231-900-910	Transfers Out	—	—	—	—	—
<b>Total Expenditures</b>		<b>—</b>	<b>100,000</b>	<b>100,000</b>	<b>75,000</b>	<b>75,000</b>
<b>Net Change in Fund Balance</b>		<b>212,241</b>	<b>1,000</b>	<b>12,000</b>	<b>22,000</b>	<b>22,000</b>
Beginning Fund Balance		351,330	563,571	563,571	575,571	575,571
Ending Fund Balance		563,571	564,571	575,571	597,571	597,571

\*\*Based on GASB 34, specific criteria is established for the designation of a special revenue fund. The RCT Fund does not meet that criteria, and is, therefore, accounted for in the City's General Fund.

## *Streets and Storm Drains*

### **WHAT WE DO**

The mission of the Streets and Storm Drains Division is to provide municipal operation and maintenance of the City's streets and storm drain infrastructure to maintain and enhance quality of life.

The primary responsibility is to operate and maintain the streets and storm drain systems owned by the City to ensure the safety of the traveling public and to preserve the City's transportation infrastructure, which includes the following:

- Drainage ditches
- Drop inlets
- Underground storm drain conveyance
- Retention basins
- Streets and rights-of-way owned by the City
- Traffic signs
- Traffic lights

### **WHY WE DO IT**

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

### **WHAT'S CHANGED**

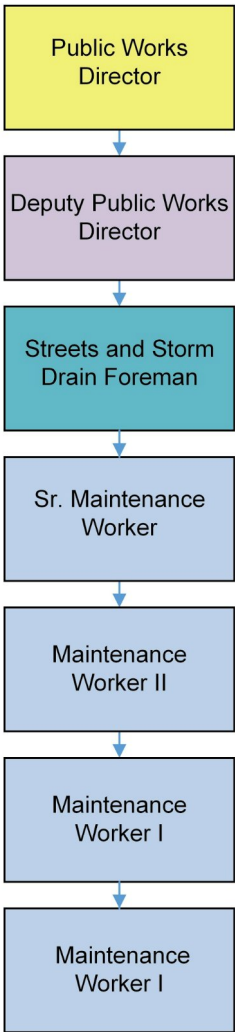
For FY 2021, the Streets Division has a proposed budget of \$4,695,584. Public Works will continue to use contract service to increase the maintenance capabilities of the small staff. Contract services including striping, sweeping, and storm drain maintenance. The City has one street sweeper to maintain regular debris (it is light duty and aging, and would cost approximately \$350,000 to replace). In the current condition, the sweeper is prone to a catastrophic breakdown. The unit continually breaks down, and is only in service 2-3 months per year. The cost of repairs includes approximately \$10,000 in staffing and approximately \$5,000 for parts each time it breaks down. Because the motor that runs the sweeper vacuum is failing, the cost to replace would be approximately \$20,000 plus labor. For this year's budget, staff has included funding for rental and contract services for street sweeping. A new sweeper will be needed in the future.

Staff has requested contract services to help maintain street markings. The current division does not have the capability to install or replace center or side line striping. These improvements will be made with the Pavement Management Program (PMP) Improvements. Through the Engineering Department, the PMP program will extend the life of the "better condition" streets. Streets staff can focus on repair and patching the worst conditioned streets to make them more passable. Engineering will also be performing a new assessment for the PMP to re-evaluate the current conditions of streets citywide. The Americans with Disabilities Act (ADA) transition plan final development will also be included this fiscal year to continue advancement toward compliance with federal regulations.

The Streets Division is responsible for the maintenance of retention basins owned by the City, and those the City may potentially own over the next fiscal year. \$50,000 has been included for those purposes. In years following, the budget should reflect improvements to specific basins that require upgrades to function efficiently and safely. The Storm Water Enterprise Fund still requires development of ordinances to govern the utility and the establishment of a funding mechanism. Funding is included to contract a study to develop a strategy for this process. A preliminary engineering report is planned to assess the Cottonwood Shop yard for drainage deficiencies and other needed improvements. Other Capital Improvement Projects include the following:

- Cottonwood Lane Reconstruction
- Shadow Lane Reconstruction Design
- Transportation Master Plan
- Pavement Management Project
- Structural Assessment on the Gustafson Bridge
- Regional Travel Demand Model

Organizational Chart



## Goals and Objectives

Strategic Goal: To improve the quality of life enjoyed by the community's residents and enhance continued maintenance and reconstruction of the City's infrastructure with an emphasis on sustainability				
Goal 1: Asphalt management				
Objective 1	To maintain city streets with higher rated PCI			
	Task 1	Maintain the City's PCI suing contract staff through wide crack removal, crack seal, and surface treatment to improve and extend pavement life		
	Task 2	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			
	Task 1	Continue to utilize contract services to maintain and operate city traffic signals		
	Task 2	Inspect signals and perform routine sign maintenance		
Objective 3	Create a policy to maintain the city storm drain system			
	Task 1	Obtain ownership of retention basins per storm drain master plan recommendations		
	Task 2	Inspect and repair basins to correct life and safety issues		
	Task 3	Prepare and plan for funding mechanism to perform yearly maintenance on basins owned by the City.		
Strategic Goal: To improve the quality of life enjoyed by the community's residents and enhance continued maintenance and reconstruction of the City's infrastructure with an emphasis on sustainability				
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			
	Task 1	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		
	Task 2	Add permanent employee 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			
	Task 1	Continue street sweeping operations using the city owned sweeper and manpower on a manpower limited basis		
	Task 2	Contract services can be used to augment during time of large storm events or in case of city owned equipment malfunction		
Performance Measure: Number of areas cleaned and time spent				
	Quarter 1	Quarter 2	Quarter 3	Quarter 4
# of areas cleaned				
Time spent				
Strategic Goal: The City of Fernley, as an employer, must strive to create and maintain a successful and efficient work environment				
Goal 3: Training and manpower				
Objective 1	Improve city operations through workforce development and employee training			
	Task 1	Continue employee training and development utilizing the state of Nevada LTAP center, contract heavy equipment training centers, and in house equipment and operations training		
	Task 2	Maintain Commercial Drivers Licenses and continue to train on equipment		
	Task 3	Look for new opportunities to keep up with current BMP's		



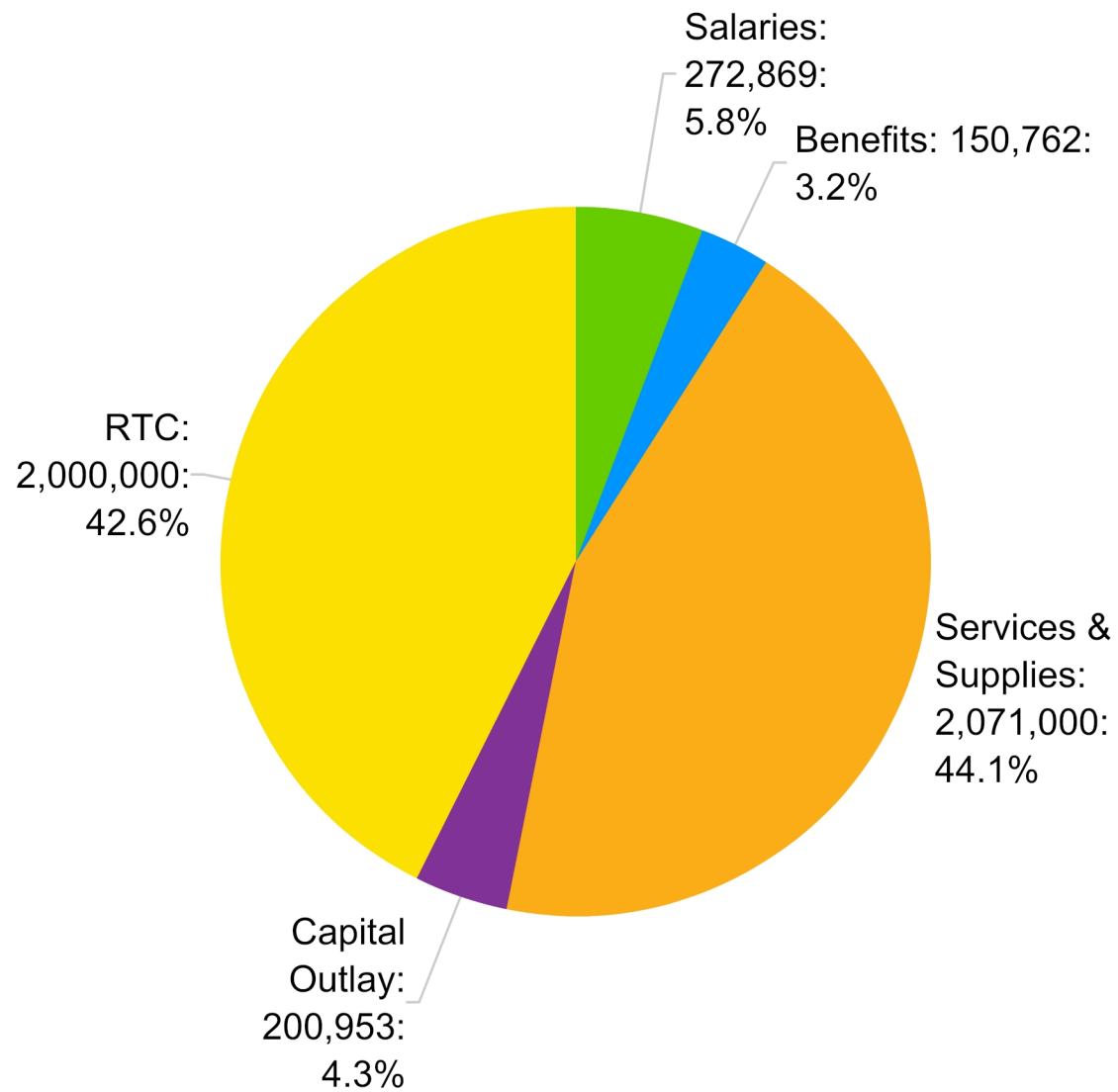
## Expenses

Streets		2018-19	2019-20	2019-20	2020-21	2020-21	
		FY 2019	FY 2020	FY 2020	FY 2021	FY 2021	
Account Number	Account Title	Actual	Budget	Actual Estimated	Tentative Budget	Final Budget	Comments
100-475-100	Regular Pay	239,136	224,853	224,853	257,534	256,571	
100-475-120	Standby Pay	1,868	3,780	3,780	3,780	3,780	
100-475-130	Overtime Pay	4,704	12,509	12,509	12,518	12,518	
100-475-140	Annual Leave Pay	13,497	780	780	—	808	
100-475-150	Sick Leave Pay	7,916	—	—	—	—	
100-475-160	Holiday Pay	9,930	—	—	—	—	
100-475-200	FICA	—	—	—	—	—	
100-475-210	Medicare	3,901	3,385	3,385	3,821	3,807	
100-475-220	Unemployment	2,575	3,094	3,094	3,258	3,258	
100-475-230	Retirement (PERS)	45,489	51,662	51,662	59,174	58,906	
100-475-240	Group Insurance	52,419	71,632	71,632	80,706	73,717	
100-475-250	Workers Compensation Insurance	7,290	9,129	9,129	10,305	10,267	
100-475-260	Other Benefits	2,036	—	—	—	—	
<b>Total Salaries and Benefits</b>		<b>390,762</b>	<b>380,825</b>	<b>380,825</b>	<b>431,096</b>	<b>423,632</b>	
100-475-320	Prof Serv-Engineering	183,881	325,000	150,000	620,000	590,000	Northern Nevada Regional Travel Demand Model 50000, Cottonwood Shop Preliminary Eng. 50000, Gustafson Bridge Assessment 20000, ADA Transition Plan 145000, PMP Assessment and final report 60000, Sage Hydrology study 115000, Storm Drain Rate Study 150000
100-475-322	Prof Serv-Other	20,855	6,000	6,000	10,000	10,000	Pool pact, CDL screening, tree removal
100-475-342	Tech Services-Other	82,855	100,000	100,000	50,000	50,000	Contract services for retention basins citywide 50,000
100-475-412	Utility Services-Refuse	7,462	12,500	13,803	20,000	20,000	Cottonwood dumpster (shared costs), street sweeping debris haul-off
100-475-420	Contract-Street Sweeping	19,703	50,000	50,000	50,000	50,000	Sweeping/stripping/storm drain cleaning
100-475-422	Contract-Traffic Light Maintenance	7,342	25,000	25,000	25,000	25,000	Calibration of conflict monitors, cabinet repairs, video detection unit replacement, street light LED replacement
100-475-426	Contract-Striping	—	—	—	—	—	
100-475-430	Service-Repair and Maintenance	488,996	855,000	50,000	880,000	880,000	PMP Project 830000, Sage Drainage 50000
100-475-441	Rentals	1,191	10,000	10,000	10,000	10,000	Emergency generator/equipment/truck rental
100-475-540	Advertising	457	500	500	500	500	Job announcements

Streets		2018-19	2019-20	2019-20	2020-21	2020-21	
		FY 2019	FY 2020	FY 2020	FY 2021	FY 2021	
Account Number	Account Title	Actual	Budget	Actual Estimated	Tentative Budget	Final Budget	Comments
100-475-550	Printing and Postage	986	1,000	1,000	1,000	1,000	
100-475-580	Training	253	2,500	2,500	5,000	5,000	PDH for Eng/PW/WR, LTAP, Confined space, Flagger
100-475-581	Dues and Memberships	266	500	500	500	500	APWA and ASCE memberships
100-475-585	Educational Assistance Program	—	500	500	500	500	
100-475-600	General Supplies	43,419	75,000	75,000	72,500	72,500	Concrete, aggregate base, cold mix asphalt, HM asphalt, lumber
100-475-601	Supplies-Office	2,816	2,000	2,000	2,500	2,500	General office, printer cart, ink, paper, pens, files (GIS appropriated costs)
100-475-605	Minor Equipment	9,947	12,500	12,500	10,000	10,000	Computer, chain saw, trimmer, trash pump, gas auger, hand tools (replacement)
100-475-610	Automotive Supplies	4,748	9,000	9,787	24,000	24,000	Proportionate fleet costs and specific facility vehicle repair items 6 trucks
100-475-612	Supplies-Building Maintenance	555	2,000	2,256	2,000	2,000	Cleaning/maintenance supplies for modular office, storage sheds, and lighting equip.
100-475-614	Supplies-Plant/Shop/Maint	3,227	5,000	5,000	7,500	7,500	Cottonwood shop supplies for fabrication, lighting, hardware, equip (fleet share)
100-475-615	Supplies-Signs and Striping	43,260	37,000	37,000	87,000	87,000	Road sign replacement (MUTCD standards), striping paint, thermal tape, Neighborhood Watch Signs
100-475-616	Supplies-Safety	6,459	5,000	7,220	7,500	7,500	PPE, first aid kits, signage, uniforms, laundry service for chemical use, misc
100-475-617	Supplies-Chemical	9,756	8,500	8,500	8,500	8,500	Weed abatement and removal chemicals, contract weed removal
100-475-621	Natural Gas	—	500	500	500	500	Cottonwood shop
100-475-622	Electricity	174,398	195,000	180,000	180,000	180,000	Traffic and street lighting, Cottonwood shop
100-475-623	Propane	2,636	5,000	5,000	5,000	5,000	Weed burning, crack sealer, patch machine heater
100-475-625	Bulk Diesel	2,176	4,000	4,000	4,000	4,000	Proportionate fleet - 6 vehicles & heavy equip
100-475-626	Gasoline	13,445	11,250	16,250	16,250	16,250	Proportionate fleet - 2 vehicles & heavy equip
100-475-640	Books and Periodicals	—	1,000	1,000	1,000	1,000	MUTCD, Silver Book, Orange Book revisions
100-475-642	Licenses and Permits	100	250	250	250	250	Encroachment permits
100-475-643	PROPERTY TAXES/ ASSESSMENTS/ FEES	6	—	19	—	—	

Streets		2018-19	2019-20	2019-20	2020-21	2020-21	
		FY 2019	FY 2020	FY 2020	FY 2021	FY 2021	
Account Number	Account Title	Actual	Budget	Actual Estimated	Tentative Budget	Final Budget	Comments
100-475-730	Improve other than Buildings	27,180	139,953	—	189,953	189,953	Farm District Multiuse path, Transportation master plan
100-475-741	Machinery	16,445	—	—	—	—	
100-475-742	Vehicles	10,180	—	—	47,000	11,000	
100-475-745	RTC REIMBURSABLE EXPENDITURES	1,281,617	900,744	1,000,000	2,000,000	2,000,000	Cottonwood & Shadow
<b>Total Services &amp; Supplies</b>		<b>2,466,617</b>	<b>2,802,197</b>	<b>1,776,085</b>	<b>4,337,953</b>	<b>4,271,953</b>	
<b>Total Expenditures</b>		<b>2,857,379</b>	<b>3,183,022</b>	<b>2,156,910</b>	<b>4,769,049</b>	<b>4,695,585</b>	

## Streets and Storm Drains



*Fleet***WHAT WE DO**

The mission of the Fleet Division is to provide municipal operation and maintenance services to maintain and enhance the City's Fleet.

The primary responsibilities are outlined in a compilation of policies, procedures, and goals established to standardize maintenance and operational controls while promoting efficient management and fiscal accountability of all City fleet assets.

**WHY WE DO IT**

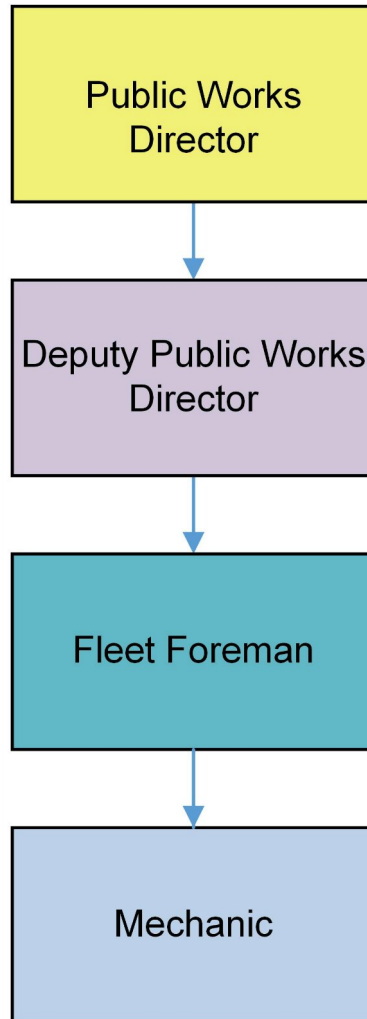
The Fleet Division follows the guidelines as outlined in the City of Fernley Fleet Management Policy adopted by City Council in August of 2015.

**WHAT'S CHANGED**

For FY 2021, the Fleet Division is proposing a budget of \$199,847. The Fleet Division costs are shared across the General Fund, the Water Fund, and the Sewer Fund. Specific line items within each department are allocated for Fleet to draw operational expenses for repair and replacement of specific equipment. Shared equipment is proportionately allocated to each fund.

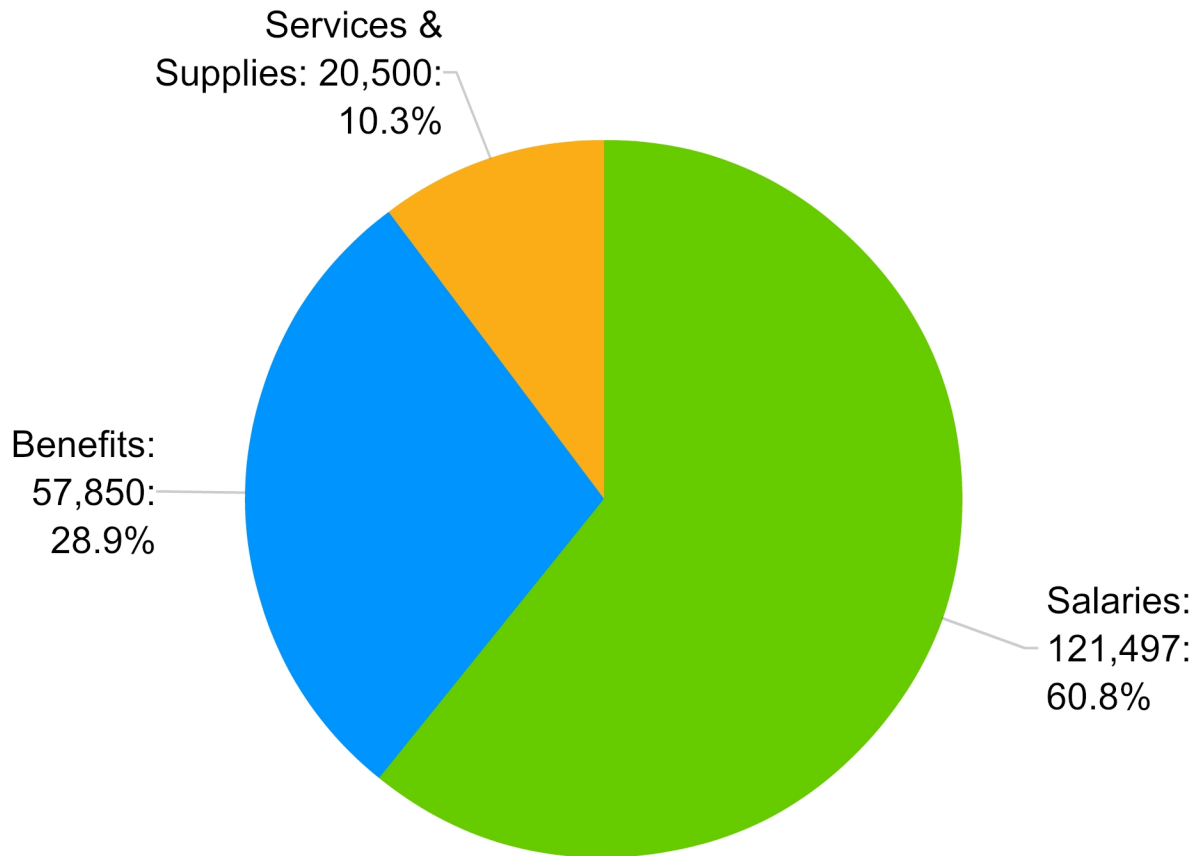
As in prior years, the Fleet Foreman is suggesting adherence to the adopted Fleet Policy and has recommended replacement of vehicles that have exceeded their service life. A replacement pool vehicle is also recommended this year, as the current vehicles are out of compliance with the Fleet Policy. Those costs are also allocated across the three funds.

## Organizational Chart



Fleet		2017-18	2018-19	2018-19	2019-20	2019-20	
		FY 2018	FY 2019	FY 2019	FY 2020	FY 2020	
Account Number	Account Title	Actual	Budget	Actual Estimated	Tentative Budget	Final Budget	Comments
100-480-100	Regular Pay	—	113,798	113,798	119,497	119,497	
100-480-130	Overtime Pay	—	1,000	1,000	1,000	1,000	
100-480-140	Annual Leave Pay	—	1,000	1,000	1,000	1,000	
100-480-150	Sick Leave Pay	—	—	—	—	—	
100-480-160	Holiday Pay	—	—	—	—	—	
100-480-210	Medicare	—	1,586	1,586	1,664	1,664	
100-480-220	Unemployment	—	1,168	1,168	1,168	1,168	
100-480-230	Retirement (PERS)	—	22,937	22,937	24,760	24,760	
100-480-240	Group Insurance	—	21,394	21,394	22,375	20,642	
100-480-250	Workers Compensation Insurance	—	9,166	9,166	9,616	9,616	
100-480-260	Other Benefits	—	—	—	—	—	
<b>Total Salaries &amp; Benefits</b>		<b>—</b>	<b>172,049</b>	<b>172,049</b>	<b>181,079</b>	<b>179,347</b>	
100-480-600	General Supplies/Tools	—	5,000	5,000	5,000	5,000	
100-480-605	Minor Equipment	—	—	—	—	—	
100-480-610	Automotive Supplies	—	9,800	12,000	12,000	12,000	
100-480-626	Gasoline	—	2,500	3,500	3,500	3,500	
100-480-640	Books & Periodicals	—	—	—	—	—	
	Total Services & Supplies	—	17,300	20,500	20,500	20,500	
<b>Total Expenditures</b>		<b>—</b>	<b>189,349</b>	<b>192,549</b>	<b>201,579</b>	<b>199,847</b>	

## Fleet





## *Utilities*

### **WHAT WE DO**

The mission of the Utilities Division is to provide municipal operation and billing of the City's water and sewer enterprise funds in order to maintain and enhance quality of life.

The primary responsibilities are to operate and bill for the water and sanitary sewer systems owned by the City. This includes the following:

- Monthly readings of meters
- Meter repair and replacement
- Assemblage of bills
- Sending of bills through the USPS
- Customer service
- Back-flow program enforcement

### **WHY WE DO IT**

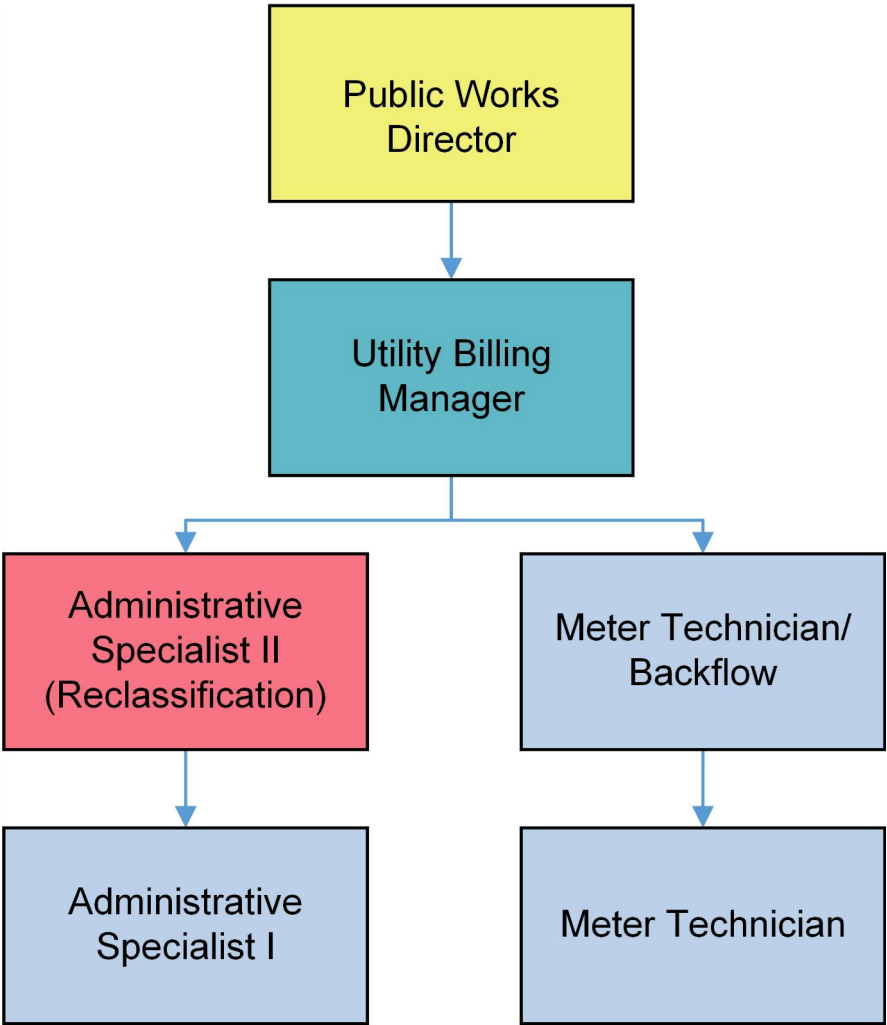
The operation billing of the City's water and sewer utility system is governed by NRS 354.

### **WHAT'S CHANGED**

The water distribution system requires approximately two more years of improvements to the Metering System to replace failed/aging water meters throughout the City, which could result in lost revenue. A Capital Improvement project of \$250,000 has been requested to provide enough meters for replacement this Fiscal Year.

A reclassification is requested for an Administrative Specialist I to an Administrative Specialist II. The City has reviewed the Administrative Specialist job series, and has provided an opportunity for advancement within the series. This will allow the City to hire at an Administrative Specialist I level, and upon completion of time and increased responsibility, a career path has been established. This career ladder will provide growth and development of employees and work toward retaining employees within departments, rather than having to transfer to other departments for career advancement. In the Utility Division, one position is eligible for a reclassification. Increased responsibilities include assisting the Division Manager in performing required duties. A job description is provided in the Appendix.

Organizational Chart



## Section V – Enterprise Funds



To understand the differences in governmental accounting, the following definitions and explanations have been provided to explain enterprise funds, depreciation, the cash flow and operating statements.

### **Enterprise Funds**

Enterprise fund transactions are reported on a full accrual basis, meaning revenue is recorded when earned and expenses are recorded when incurred. An expense is the use of a resource, not a cash outflow. In enterprise funds, the cost upon purchase of an asset is not included in the operating statement as an expense. When an asset is purchased, a check is written, the money comes out of the bank account and an asset is recorded on the books. However, the depreciation expense (the allocated cost of the asset) is included in the operating statement. Therefore, enough revenues must be collected on an annual basis to cover the depreciation expense so to replenish the bank account and allow money to be available for replacement and purchase of a new asset at the end of the asset's useful life. In addition to assets, there are other costs including principal payments on debt, which reduce a liability and are also not included on the operating statement. Such costs, however, are included as cash outflows on the cash flow statement, which reports cash coming in and going out of the fund.

### **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 over which a company intends to use the asset in operating activities. For example, if you purchased a truck for \$10,000 and use it for business purposes, and depreciate the truck over ten years, you would report \$1,000 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 non-cash 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, a check is written upon purchase of the asset, 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.

## **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. Therefore, it is important to always cover operating costs.

## **Water and Sewer Use Fees**

The City of Fernley provides water and wastewater services to the residents and businesses of the City. The City's water system is currently supplied entirely by groundwater which is treated at the water treatment plant prior to entering the water distribution system. The City owns and operates raw water pipelines from 6 groundwater wells that supply the water treatment plant through major transmission piping systems. Treated water then is distributed from the water treatment plant to customers. In total the City maintains over 242 miles of pipe. In addition, the City has one non-potable water well, 3 pressure regulating valves, 4 potable water tanks, and 1 raw water tank. The water treatment plant has a capacity of 20.0 million gallons a day. Currently 3.5 million gallons are processed on average each day.

The City's wastewater system consists of a collection system of more than 106 miles of pipe. Raw sewage is pumped by approximately 224 residential mini lift stations, 9 large lift stations, and 23 large pumps to the wastewater treatment plant. Effluent is biologically treating at the 3.0 million gallons a day capacity treatment plant. Total flow at the treatment plant averages approximately 1.4 million gallons a day. Separate water and wastewater enterprise funds account for the revenues and expenses associated with each of these services.

During FY2017-18, the City implemented water and sewer rate increases to ensure the long-term sustainability of the utility systems. This adjustment provided the necessary revenue to complete necessary capital expenses.

***Water Ancillary Fee (See Section VII: Debt Administration)***

City Council adopted a resolution for the water ancillary fee (previously referred to as the water bond debt fee). This fee will be collected as part of the Lyon County Property Tax Statement in an amount to the annual Water Enterprise Fund debt service payments (principal and interest).

## Water Enterprise Fund

### Cash Flow

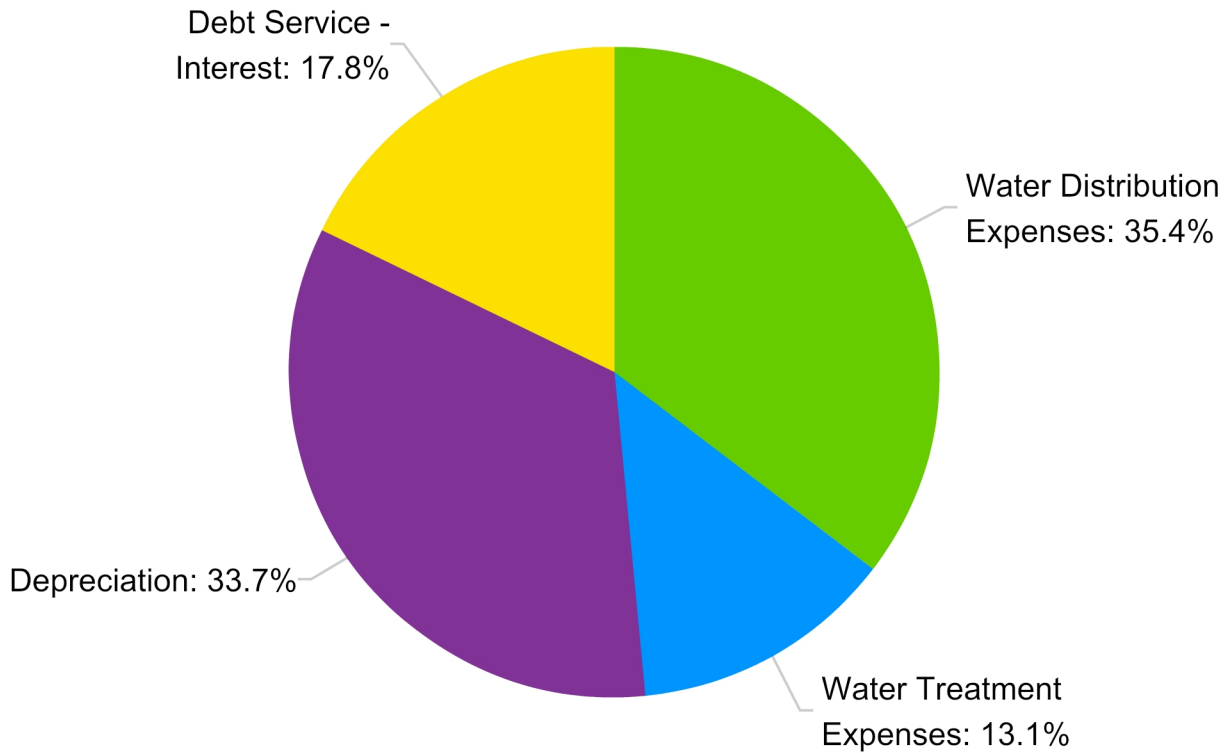
	(1)	(2)	(3)	
		ESTIMATED		
	ACTUAL PRIOR	CURRENT	TENTATIVE	FINAL
<b>PROPRIETARY FUND</b>	YEAR ENDING	YEAR ENDING	APPROVED	BUDGET
	6/30/2019	6/30/2020	6/30/2021	6/30/2021
<b>A. CASH FLOWS FROM OPERATING</b>				
ACTIVITIES:				
Cash received from customers, service fees	8,646,571	9,712,996	10,104,300	9,854,300
Cash received from customers, capacity fees and other	301,455	306,800	310,000	310,000
Cash paid to suppliers	(1,893,930)	(2,525,106)	(2,500,228)	(2,500,228)
Cash paid to employees	(1,455,521)	(1,971,941)	(2,212,797)	(2,217,982)
a. Net cash provided by (or used for)				
operating activities	5,598,575	5,522,749	5,701,275	5,446,090
<b>B. CASH FLOWS FROM NONCAPITAL</b>				
FINANCING ACTIVITIES:				
b. Net cash provided by (or used for)				
noncapital financing				
activities	—	—	—	—
<b>C. CASH FLOWS FROM CAPITAL AND</b>				
RELATED FINANCING ACTIVITIES:				
Connection Fees	739,013	507,800	525,000	525,000
Water Rights/Settlement Income	130,428	13,892	25,000	25,000
Cash Received From Bond Debt Fee	4,405,057	4,432,207	4,417,103	4,417,103
Debt Re-payment	(2,296,377)	(2,390,899)	(2,490,395)	(2,592,014)
Interest on Debt	(2,134,866)	(2,041,080)	(1,926,708)	(1,733,663)
Grant Revenue	—	—	—	—
Proceeds from capital asset disposals	2,723	—	—	—
Capital Outlay	(1,490,488)	(1,610,000)	(6,381,000)	(6,561,000)
Bond Issuance Costs	—	(80,076)	—	—
c. Net cash provided by (or used for)				
capital and related				
financing activities	(644,510)	(1,168,156)	(5,831,000)	(5,919,574)
<b>D. CASH FLOWS FROM INVESTING</b>				
ACTIVITIES:				
Interest on investments	360,166	215,000	100,000	100,000
d. Net cash provided by (or used in)				
investing activities	360,166	215,000	100,000	100,000
NET INCREASE (DECREASE) in cash and				
cash equivalents (a+b+c+d)	5,314,231	4,569,593	(29,725)	(373,484)
CASH AND CASH EQUIVALENTS AT				
JULY 1, 20xx	14,604,754	19,918,985	24,488,578	24,488,578
CASH AND CASH EQUIVALENTS AT				
JUNE 30, 20xx	19,918,985	24,488,578	24,458,853	24,115,094
Reserved in lieu of fees		4,291,244	4,300,000	4,300,000
		20,197,334	20,158,853	19,815,094

## Water Summary

Water Summary		2018-19	2019-20	2019-20	2020-21	2020-21	
		FY 2019	FY 2020	FY 2020	FY 2021	FY 2021	
Account Number	Account Title	Actual	Budget	Actual Estimated	Tentative Budget	Final Budget	Comments
510-000-360-901	Credit Card Fee	—	45,000	—	—	—	Offset by expense
510-000-370-100	Water Sales	8,704,146	9,810,000	9,712,996	10,104,300	10,104,300	
510-000-370-300	Material and Labor Charges	90,847	—	65,000	65,000	65,000	
510-000-370-500	Ancillary Fee	4,406,940	4,600,000	4,432,207	4,417,103	4,417,103	Bond Principal and Interest
510-000-380-100	Interest Earnings	379,028	42,500	215,000	100,000	100,000	
510-000-380-400	Sale of Fixed Assets	2,723	—	—	—	—	
510-000-380-500	In Lieu of Water Rights	115,299	150,000	380	10,000	10,000	
510-000-380-502	Water Rights Lease	15,129	7,500	10,885	15,000	15,000	
510-000-380-900	Miscellaneous Revenue	210,609	180,000	196,800	200,000	200,000	Late fees, shut-off fees, etc.
510-000-380-901	Credit Card Fees	—	—	45,000	45,000	45,000	
510-000-395-910	Cust. Contrib.- Hookups/Connect	739,013	525,000	507,800	525,000	525,000	
510-000-395-930	Dev. Contrib.- Desert Lakes	2,627	—	—	—	—	
510-000-395-933	Capital Grant Contributions	—	—	—	—	—	
510-000-395-950	Developer Cont- Water Rights	32,225	2,000	2,000	2,000	2,000	
<b>Total Revenues</b>		<b>14,698,584</b>	<b>15,362,000</b>	<b>15,188,068</b>	<b>15,483,403</b>	<b>15,483,403</b>	
510-800-860	Interest Expense	2,237,790	2,141,000	2,155,000	2,027,000	1,733,663	
510-800-861	Bond Issuance Cost	—	—	80,036	—	—	
510-810-800	Depreciation	3,234,139	3,272,000	3,272,000	3,280,000	3,280,000	
Water Distribution Expenses		2,361,972	3,429,307	3,270,248	3,431,532	3,440,407	
Water Treatment Expenses		1,026,274	1,231,208.05	1,226,799.38	1,281,492	1,277,804	
<b>Total Expenses</b>		<b>8,860,174</b>	<b>10,073,515</b>	<b>10,004,083</b>	<b>10,020,024</b>	<b>9,731,874</b>	
<b>Increase (Decrease) in Net Position</b>		<b>5,838,409</b>	<b>5,288,484.95</b>	<b>5,183,984.62</b>	<b>5,463,379</b>	<b>5,751,529</b>	



## Water Enterprise Fund



The Water Enterprise Fund consists of expenses for both Water Treatment and Water Distribution. These expenses account for 13.1% and 35.4%, respectively. Also accounted for as expenses in the Water Enterprise Fund is depreciation (33.7%) and interest on Debt Service (17.8%). The Bond Debt payment is reflected in the Cash Flow Statement, and for FY 2020-21 the total principle payment is (2,592,014). Further, Capital Projects (6,561,000) are captured in the Cash Flow Statement and do not appear as a percentage of the expenses for the Enterprise Fund.

## Water Distribution

### WHAT WE DO

The mission of the Water Distribution Division is to provide municipal operation and maintenance of the City's water distribution infrastructure to maintain and enhance quality of life.

The primary responsibilities include the following:

- Monthly, quarterly, and annual laboratory sampling and reporting
- Leak repairs
- Operations and maintenance of City wells, distribution pipes, and storage tanks

Meter reading, repair, replacement, and billing responsibilities are administered by the Utility Division and funded by the Water Enterprise Fund. Enforcement of the back-flow program and other miscellaneous tasks are also funded through Water Distribution and administered by Public Works Administration.

### WHY WE DO IT

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.

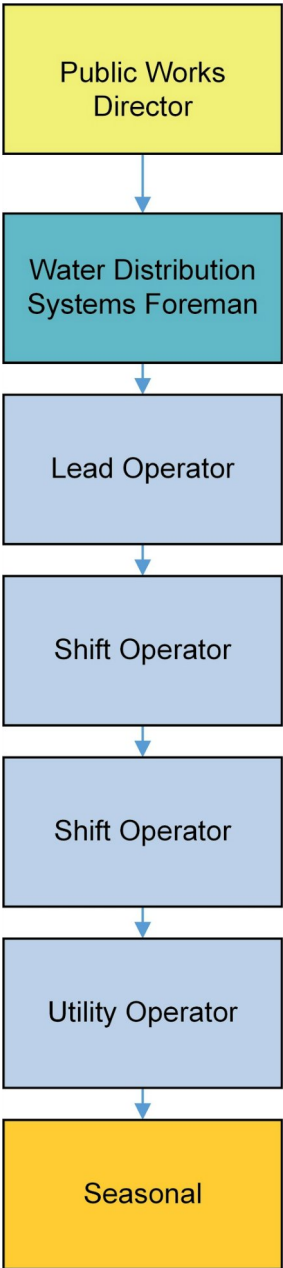
### WHAT'S CHANGED

For FY 2020-21, Water Distribution is proposing a budget of \$3,440,407. Water Distribution requires approximately two more years of CIP improvements to the Metering System to replace failed/aging water meters throughout the City, which could result in lost revenue. \$250,000 has been requested to provide enough meters for replacement this Fiscal Year. Additional CIP requests include the East Wastewater Treatment Plant (EWWTP) Potable Water Line Construction, Cottonwood Lane Water Line Replacement, Surface Water Conveyance Construction, Water Distribution System Improvements (Fremont St, Main St, US-50A, and Winnie's Lane valves), replacement of 17-year-old, 3-yard dump truck, and funding to continue well maintenance programming.

Fire hydrant maintenance will continue to be completed with a seasonal position. The hydrants in the City are connected directly into potable drinking water supply and are a top priority for the Division. Data is collected for annual flow testing, and the entire system of hydrants (1200+) are maintained and painted. Five more hydrants identified as beyond service in age will be replaced this year.

The Water and Sewer Rate Study, completed five years ago, is due for an update. Funding has been requested in the engineering services line item for both water and sewer.

Organizational Chart



## Goals and Objectives

Strategic Goal: To improve the quality of life enjoyed by the community's residents and enhance continued maintenance and reconstruction of the City's infrastructure with an emphasis on sustainability.				
Goal 1: Operate and maintain the City's Water Distribution System				
Objective 1	Maintain all State and Federal requirements and enhanced monitoring all facilities (SCADA)			
	Task 1	Track and monitor all compliance sampling, testing and reporting requirements for the City's Bureau of Safe Drinking Water (BSDW) Public Water System permit		
	Task 2	Refine SCADA controls in the system through redundant back up for software components		
	Task 3	Improve remote access capability for SCADA monitoring including enhanced system notifications		
Objective 2	Increase efficiency and expand maintenance of water distribution infrastructure			
	Task 1	Complete tri-annual tank inspections and cleaning		
	Task 2	Continue to implement valve exercising program		
	Task 3	Continue to maintain the fire hydrants and replace hydrants that are outdated/out of service		
Strategic Goal: To improve the quality of life enjoyed by the community's residents and enhance continued maintenance and reconstruction of the City's infrastructure with an emphasis on sustainability.				
Goal 2: Increase the useful life and efficiency of the City's Water Distribution system				
Objective 1	Progress the City's migration to Flexnet meter system			
	Task 1	Identify meters and MXU's that are malfunctioning through Caselle reports		
	Task 2	Troubleshoot meters and MXU's in the field and replace them as needed with new equipment		
	Task 3	Use capital funding to purchase bulk quantities of meters and MXU's and install as needed		
Objective 2	Enhance cross connection control program and identify vulnerabilities			
	Task 1	Improve infrastructure tracking and data tracking of back flow devices		
	Task 2	Improve tracking on non-metered connections including fire services		
	Task 3	Continue to enforce the Fernley Municipal Code regarding cross connection		
Objective 3	Complete projects to repair existing infrastructure			
	Task 1	Complete interior recoat of Northeast Tank		
	Task 2	Complete work at Northeast Booster Pump station		
	Task 3	Complete Villa Park Master Meter project		
Performance Measure: Number of meters replaced				
	Quarter 1	Quarter 2	Quarter 3	Quarter 4
# of meters				

## Expenses

Water Distribution		2018-19	2019-20	2019-20	2020-21	2020-21	
		FY 2019	FY 2020	FY 2020	FY 2021	FY 2021	
Account Number	Account Title	Actual	Budget	Actual Estimated	Tentative Budget	Final Budget	Comments
510-810-100	Regular Pay	597,361	944,277	944,277	1,101,040	1,099,296	
510-810-120	Standby Pay	24,667	27,700	27,700	27,700	27,700	
510-810-130	Overtime Pay	25,986	19,315	25,000	25,000	25,000	
510-810-140	Annual Leave Pay	37,071	5,768	5,768	6,231	6,246	
510-810-150	Sick Leave Pay	11,893	—	—	—	—	
510-810-160	Holiday Pay	20,632	—	—	—	—	
510-810-200	Fica	678	1,203	1,203	1,272	1,265	
510-810-210	Medicare	10,051	13,505	13,505	15,660	15,635	
510-810-220	Unemployment	6,193	9,142	9,142	9,896	9,917	
510-810-230	Retirement (PERS)	145,166	193,571	193,571	231,701	231,980	
510-810-235	Pension Expense - GASB 68 Adj	(22,325)	—	—	—	—	
510-810-240	Group Insurance	125,322	200,203	200,203	229,885	210,292	
510-810-250	Workers Compensation Insurance	29,383	53,563	53,563	60,119	60,048	
510-810-260	Other Benefits	(100)	—	—	—	—	
510-810-270	OPEB Liability	15,081	30,000	30,000	—	30,000	
510-810-275	Opeb Reduction/Premiums	—	—	—	—	—	
<b>Total Salaries and Benefits</b>		<b>1,027,058</b>	<b>1,498,248</b>	<b>1,503,933</b>	<b>1,708,504</b>	<b>1,717,379</b>	
510-810-320	Prof Serv-Engineering	7,091	182,500	182,500	27,500	27,500	ArcGIS and Viewworks 7500, Water Rate Study 20000
510-810-322	Prof Serv-Other	42,688	30,000	30,000	25,000	25,000	Billing equipment
510-810-328	Prof Serv-Auditing	26,444	—	—	—	—	Audit expenses
510-810-340	Tech Services-Lab Analysis	—	—	—	—	—	
510-810-342	Tech Services-Other	1,560	1,500	1,500	1,500	1,500	Armored Services Utility
510-810-410	Utility Services-Water & Sewer	548	550	550	600	600	Rate increases
510-810-412	Utility Service-Refuse	1,013	10,000	15,000	20,000	20,000	Large yard dumpsters for cottonwood and trash service 50% share with streets
510-810-420	Contract Services	—	—	—	—	—	
510-810-423	Contract Services-ANALYTICAL	13,772	12,500	12,500	15,000	15,000	Coliform \$6300/yr, chrome6 \$96/yr, UCMR3 \$260/yr, DBP
510-810-428	Contract Services-ELECTRICAL	—	7,500	7,500	7,500	7,500	System repairs/replacements
510-810-429	Contract Services-SCADA	2,657	11,000	11,000	12,500	12,500	Training \$2000, Licensing \$2000, Programming \$3000, Hardware \$5000, \$1000 for Well 9, 9A SCADA upgrade

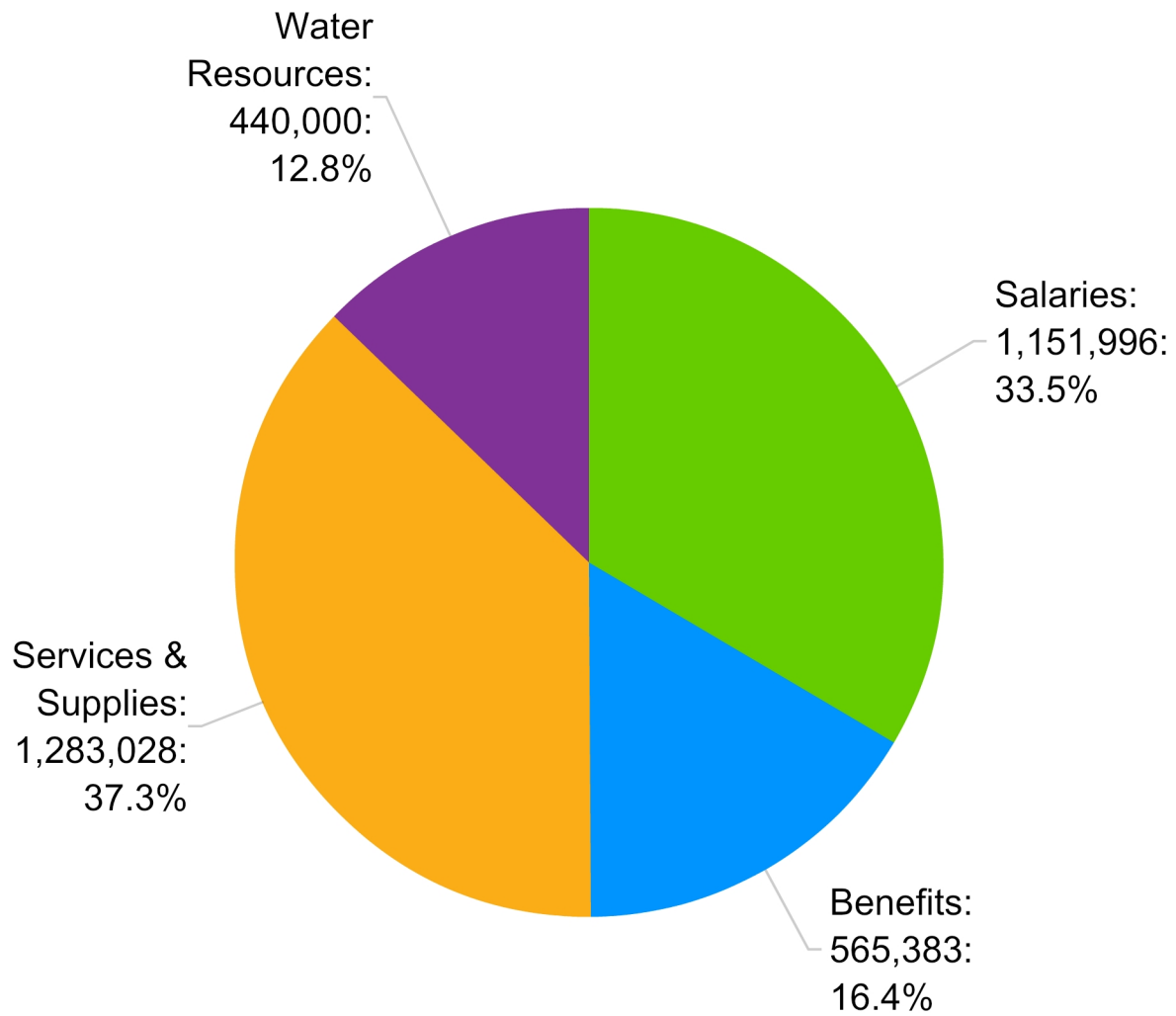
Water Distribution		2018-19	2019-20	2019-20	2020-21	2020-21	
		FY 2019	FY 2020	FY 2020	FY 2021	FY 2021	
Account Number	Account Title	Actual	Budget	Actual Estimated	Tentative Budget	Final Budget	Comments
510-810-430	Repairs & Maintenance	104,058	135,000	135,000	135,000	135,000	Fire Hydrant replacement program
510-810-431	Repairs & Maintenance-Roads	5,602	10,000	10,000	10,000	10,000	Repairs for leaks in streets, road base and asphalt
510-810-432	Repairs & Maintenance-TCID	110,818	112,000	109,888	123,200	123,200	Operation and Maintenance fees for TCID water rights
510-810-441	Rental	9,067	9,600	9,600	20,000	20,000	Rental pumps/generators
510-810-444	Interfund Cost Alloc. Build	159,122	281,909	281,909	230,878	230,878	
510-810-520	Insurance	61,232	65,000	69,036	70,000	70,000	
510-810-530	Communications	1,267	3,000	3,000	3,000	3,000	Phones, air card for laptop, Internet for cottonwood shop
510-810-540	Advertising	1,000	1,000	1,000	1,000	1,000	Advertisements for job postings, project bidding, annual CCR
510-810-550	Printing and Postage	29,727	31,500	31,500	32,500	32,500	Utility billing, FedEx and USPS, 15% GIS printing/postage
510-810-580	Training	1,693	7,500	7,500	15,000	15,000	CEU's: NVRWA conference \$250/day for 3=\$750, backflow tester \$1035, refresher \$880, backflow specialist \$800, repair workshop \$120, misc PDH's for engineers, 20% GIS travel and training = \$140 split with distribution= \$70
510-810-581	Dues and Memberships	1,291	2,000	2,000	2,500	2,500	USA membership \$270, State certs \$200, AWWA \$200, USC Backflow membership \$150, NVRWA \$235, NWRA \$300, ASCE \$150, APWA \$1250
510-810-585	Educational Assistance Program	—	500	—	500	500	
510-810-600	General Supplies	1,065	—	358	1,000	1,000	
510-810-601	Office Supplies	5,290	8,000	8,000	8,500	8,500	Copier paper \$1000, Ink Cartridges \$1000, Statements and Envelopes \$5000, General office \$1000, 15% GIS office supplies \$15
510-810-605	Minor Equipment	5,297	15,000	15,000	15,000	15,000	Repair/Replace Chem Pump, Air tools, Computer upgrades, power tools and equip

Water Distribution		2018-19	2019-20	2019-20	2020-21	2020-21	
		FY 2019	FY 2020	FY 2020	FY 2021	FY 2021	
Account Number	Account Title	Actual	Budget	Actual Estimated	Tentative Budget	Final Budget	Comments
510-810-609	Credit Card Fees	—	—	50,000	50,000	50,000	Offset by revenue
510-810-610	Automotive Supplies	16,902	58,000	18,000	10,000	10,000	Maintenance for 8 vehicles and misc. equipment
510-810-612	Supplies-Janitorial	24	1,500	1,500	1,500	1,500	Cottonwood shop cleaning supplies proportionate share
510-810-613	Supplies-Meter Service	47,206	34,000	34,000	34,000	34,000	Wells Booster/ Misc supplies for upgrades to well meters, bin stock, leak repair parts and equipment
510-810-614	Supplies-Plant/Shop/ Maint	23,378	28,000	28,000	28,000	28,000	Facility and distribution system operations: weed control \$1500, hydrant paint \$2000, hand tools \$1000, general supplies \$5000, (roofing brushes, hardware, repair parts, sampling equipment, screening) raw and potable CAV's \$3000, water pipe PE and C900 \$2000, bulk storage tank \$1500, sample station \$600, Couplings, risers adapters, PVC repair parts, building supplies \$1000 (locks, paint, OH door), repair fittings 4" and up \$4000
510-810-615	Supplies-Meter Installation	—	—	—	—	—	
510-810-616	Supplies-Safety	2,490	3,500	3,500	3,500	3,500	PPE, lab gloves, work gloves, hard hats, vests, lock out kits = \$500
510-810-617	Supplies-Chemical	6,136	5,000	5,000	6,000	6,000	Bulk sodium hypochlorite for well pumping facilities \$440 to fill one bulk tank 10 fills/year = \$4400
510-810-621	Natural Gas	2,077	2,500	2,500	2,750	2,750	Cottonwood shop heating proportionate share 50% water, 50% streets

Water Distribution		2018-19	2019-20	2019-20	2020-21	2020-21	
		FY 2019	FY 2020	FY 2020	FY 2021	FY 2021	
Account Number	Account Title	Actual	Budget	Actual Estimated	Tentative Budget	Final Budget	Comments
510-810-622	Electricity	290,891	341,000	300,000	320,000	320,000	Cottonwood shop electricity, booster pump stations (2), wells (7), PRV stations (3), storage buildings (4)
510-810-623	Propane	—	500	500	500	500	Weed burning around facilities
510-810-625	Bulk Diesel	2,176	4,000	8,000	8,000	8,000	Cottonwood shop storage tank 25% proportionate share
510-810-626	Gasoline	26,076	20,000	25,000	25,000	25,000	Fuel for service trucks (7) and misc equipment
510-810-640	Books and Periodicals	109	500	972	1,000	1,000	
510-810-642	Permits and Licenses	8,380	15,000	15,000	15,000	15,000	State BSDW, USA Locates, Hazmat, Water rights time extensions, Temp change applications
510-810-643	Property Taxes/ Assessments/Fees	2	—	2	100	100	
510-810-698	Water Rights Protection	275,020	480,000	330,000	440,000	440,000	Legal \$160,000; Water rights surveying (eng.) \$50,000; Permit fees \$50,000; Yearly upstream storage fee \$25,000; Contingency \$95,000; TROA Admin fees 60,000;
510-810-699	Miscellaneous	41,746	—	—	—	—	
<b>Total Services &amp; Supplies</b>		<b>1,334,914</b>	<b>1,931,059</b>	<b>1,766,315</b>	<b>1,723,028</b>	<b>1,723,028</b>	
<b>Total Expenditures</b>		<b>2,361,972</b>	<b>3,429,307</b>	<b>3,270,248</b>	<b>3,431,532</b>	<b>3,440,407</b>	



## Water Distribution



## Water Treatment

### WHAT WE DO

The mission of the Water Treatment Division is to provide municipal operation and maintenance of the City's water treatment infrastructure to maintain and enhance quality of life.

The primary responsibilities include the following:

- Operate and maintain the water treatment plant owned by the City
- Daily, monthly, quarterly, and annual laboratory sampling and reporting
- Monitoring and operating the plant
- Plant security
- Building and grounds maintenance
- Maintain all pumps, tanks, flocculation, and sedimentation ponds, microfiltration systems, and emergency power
- Other associated tasks assigned to seat operators at the plant
- Ensure citizens receive drinking water that meets or exceeds water quality requirements established by US EPA and NDEP

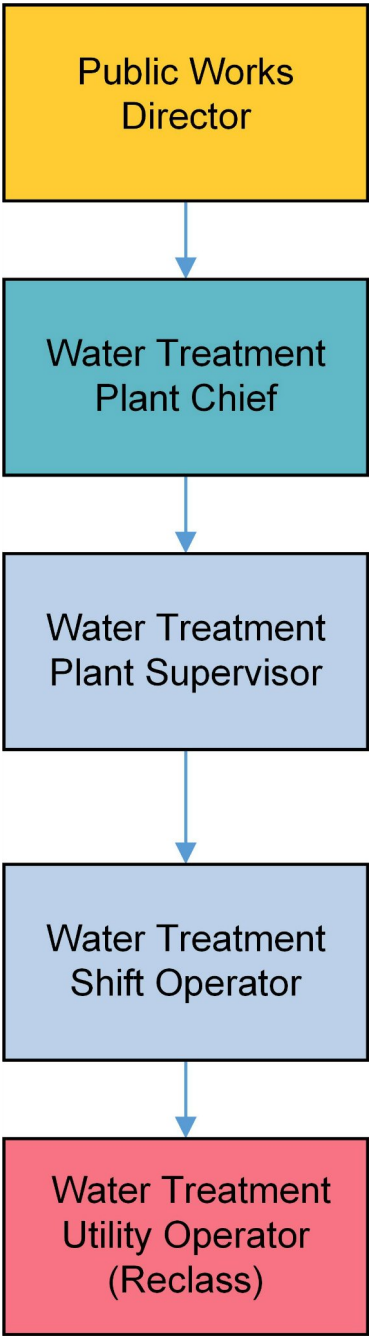
### WHY WE DO IT

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.

### WHAT'S CHANGED

For FY 2020-21, the Water Treatment Plan is proposing a budget of \$1,277,804. The Water Treatment Shift Operator position was previously under-filled with two (2) Utility Operators. One of the positions was reclassified to a Shift Operator during the current Fiscal Year. A reclassification request is include for the Utility Operator position to a Shift Operator position once the required knowledge, experience, and certifications are met. With the ability to treat surface water within the next year or two, the plant will require additional trained operators to monitor the added facilities. Additional utility positions may be required in follow years to ensure

Organizational Chart



## Goals and Objectives

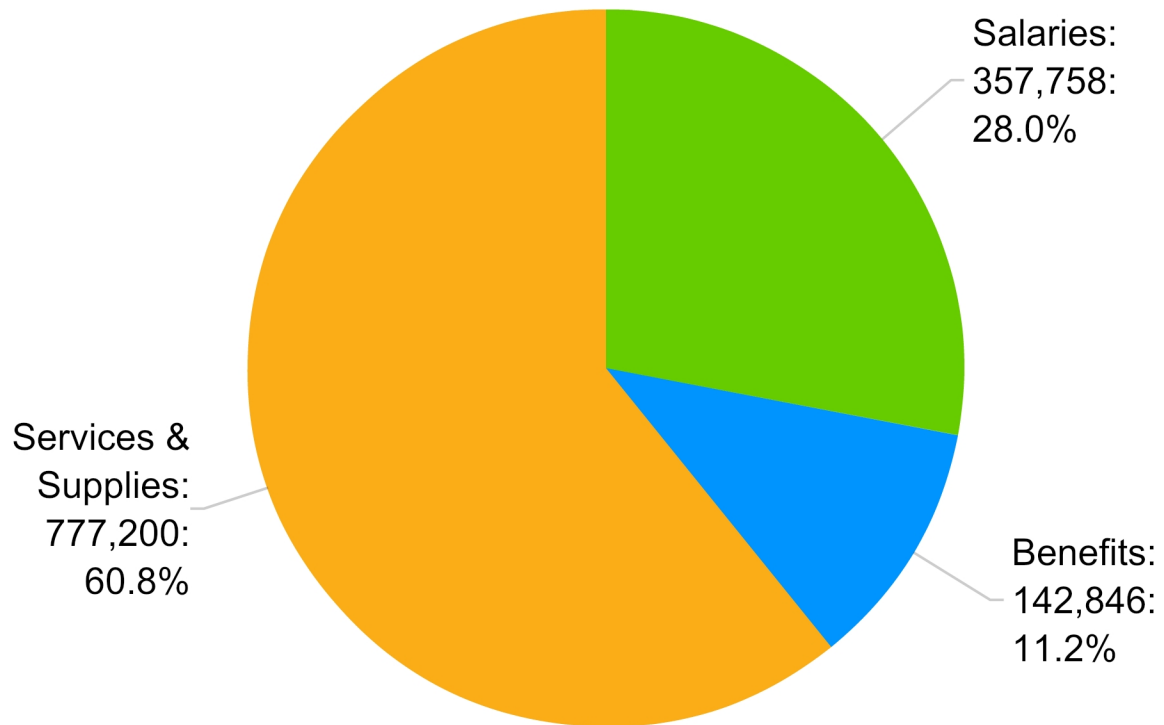
Strategic Goal: To improve the quality of life enjoyed by the community's residents and enhance continued maintenance and reconstruction of the City's infrastructure with an emphasis on sustainability.				
Goal 1: Operate and maintain the Water Treatment Plant effectively and efficiently				
Objective 1	Maintain all State and Federal requirements and enhanced monitoring of the water treatment plant			
	Task 1	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		
	Task 2	Improve SCADA controls in the system through redundant back up for software components		
	Task 3	Improve remote access capability for SCADA monitoring including enhanced system notifications		
Objective 2	Increase efficiency of the Water Treatment Plant through further implementation of VueWorks (Asset Management)			
	Task 1	Convert all existing data of equipment and asset history into VueWorks		
	Task 2	Enhance existing inventory control and implement into VueWorks		
	Task 3	Utilize VueWorks data to better plan for future maintenance needs		
Performance Measure: Percentage of assets entered into VueWorks				
	Quarter 1	Quarter 2	Quarter 3	Quarter 4
% of assets				
Strategic Goal: To improve the quality of life enjoyed by the community's residents and enhance continued maintenance and reconstruction of the City's infrastructure with an emphasis on sustainability.				
Goal 2: Ensure fiscal responsibility for future maintenance of the Water Treatment Plan				
Objective 1	Continue to monitor facility for increased efficiencies			
	Task 1	Continue to increase efficiency of chemical and electrical consumption		
	Task 2	Monitor and track the integrity of facility buildings		
	Task 3	Begin surface water treatment options		
Objective 2	Budgeting for the replacement of critical plant infrastructure			
	Task 1	Track infrastructure that is due for replacement		
	Task 2	Update the Capital Improvement Plan		
	Task 3	Continue considering additional funding sources for future rehabilitation projects		
Strategic Goal: The City of Fernley must strive to maintain and improve overall fiscal integrity, stability, and equality of the City's financial planning.				
Goal 3: Reduce fiscal responsibility for future operation of the Water Treatment Plan				
Objective	Evaluate options for residual solids removal to reduce expense on operating budget			
	Task 1	Continued investigation and planning for onsite solids dewatering, possibly in conjunction with surface water improvements		
	Task 2	Continue to investigate solids off-hauling options for better control of location and price		
	Task 3	Investigate and obtain additional funding sources for future plant rehabilitation projects		

## Expenses

Water Treatment		2018-19	2019-20	2019-20	2020-21	2020-21	
		FY 2019	FY 2020	FY 2020	FY 2021	FY 2021	
Account Number	Account Title	Actual	Budget	Actual Estimated	Tentative Budget	Final Budget	Comments
510-840-100	Regular Pay	217,899	267,105	267,105	289,922	291,013	
510-840-120	Standby Pay	26,658	34,001	34,001	34,001	34,001	
510-840-130	Overtime Pay	26,467	30,402	30,402	30,402	30,402	
510-840-140	Annual Leave Pay	29,050	2,324	2,324	2,342	2,342	
510-840-150	Sick Leave Pay	4,805	—	—	—	—	
510-840-160	Holiday Pay	10,491	—	—	—	—	
510-840-200	FICA	—	—	—	—	—	
510-840-210	Medicare	4,462	4,552	4,552	4,851	4,867	
510-840-220	Unemployment	1,976	2,656	2,656	2,712	2,712	
510-840-230	Retirement (PERS)	46,925	49,486	49,486	54,442	54,719	
510-840-235	Pension Expense - GASB 68 Adj	(8,110)	—	—	—	—	
510-840-240	Group Insurance	37,154	52,842	52,842	59,706	54,547	
510-840-250	Workers Compensation Insurance	11,126	24,640	24,640	25,915	26,001	
510-840-260	Other Benefits	1,485	—	—	—	—	
510-840-270	OPEB Liability	—	—	—	—	—	
<b>Total Salaries and Benefits</b>		<b>410,387</b>	<b>468,008</b>	<b>468,008</b>	<b>504,292</b>	<b>500,604</b>	
510-840-320	Prof Serv-Engineering	—	7,500	7,500	7,500	7,500	20% Mapoptix and Viewworks split between distribution and treatment
510-840-322	Prof Serv-Other	54	—	25	—	—	
510-840-342	Tech Services-Other	—	—	—	—	—	
510-840-412	Utility Service-Refuse	160	200	200	200	200	Trash pickup
510-840-420	Contract Services	10,238	11,000	11,000	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 \$4,000
510-840-423	Contract Services-ANALYTICAL	6,138.00	6,000	6,000	6,000	6,000	FY 20/21 compliance, local and solids sampling
510-840-424	Contract Services-HVAC	1,111.00	3,000	3,000	3,000	3,000	HVAC coolers servicing
510-840-426	Contract Svc-Residuals Dispose	144,257	180,000	180,000	180,000	180,000	Plant residuals solids, loading, transport and dumping
510-840-428	Contract Svc-Electrical & Cont	1,356.22	10,000	10,000	5,000	5,000	Filtration troubleshoot, Electrical and controls equipment troubleshooting, component replacement labor on motors, VFD's, switch gear, TVSS, etc

Water Treatment		2018-19	2019-20	2019-20	2020-21	2020-21	
		FY 2019	FY 2020	FY 2020	FY 2021	FY 2021	
Account Number	Account Title	Actual	Budget	Actual Estimated	Tentative Budget	Final Budget	Comments
510-840-429	Contract Services-SCADA	3,718	5,000	5,000	5,000	5,000	Process control system (PCS) modifications and adjustments, PLC's, radios, Router, Servers, HMI's, etc
510-840-430	Service-Repair and Maintenance	36,976	63,000	63,000	63,000	63,000	Vertical turbine pumps motor \$6000, Sky crane VTP motor.
510-840-520	Insurance	63,033	66,500	71,066	68,500	68,500	
510-840-530	Communications	2,200	13,500	5,000	5,000	5,000	3 phones for operators, aircard for laptop, Internet
510-840-540	Advertising	1,025	500	500	500	500	
510-840-550	Printing and Postage	94	1,000	1,000	1,000	1,000	CCR mailings
510-840-580	Training	1,512.06	2,000	2,000	3,000	3,000	State certification classes and conferences
510-840-581	Dues and Memberships	248.67	500	500	1,000	1,000	State certs \$200, AWWA \$200, NvRWA, ASCE, APWA
510-840-585	Educational Assistance Program	—	500	—	500	500	
510-840-601	Office Supplies	1,132	1,000	1,000	2,000	2,000	
510-840-605	Minor Equipment	739	3,000	3,000	5,000	5,000	Special tools, lifting equipment, harnesses, ladders
510-840-610	Automotive Supplies	76	2,000	2,000	2,000	2,000	Maintenance and repairs for 2 trucks
510-840-614	Plant/Shop/ Maint. Supplies	6,511	7,500	7,500	7,500	7,500	Scheduled facility maintenance, weed control and support supplies
510-840-616	Safety Supplies	509	1,500	1,500	1,500	1,500	PPE, harnesses, lanyards, fall protection equip and chemical protection equip
510-840-617	Chemicals	146,098	140,000	140,000	160,000	160,000	Chemical price increase, treatment process chemicals, chemical dilution, softener salt and filter membrane cleaning chemical, Bulk NaOCl
510-840-621	Natural Gas	16,115	20,000	20,000	20,000	20,000	Southwest Gas
510-840-622	Electricity	168,651	210,000	210,000	210,000	210,000	NV Energy
510-840-625	Bulk Diesel	—	2,500	2,500	2,500	2,500	Proportionate share cottonwood shop diesel storage tank, emergency generator fuel
510-840-626	Gasoline	251	1,000	1,000	1,000	1,000	Gas for 2 trucks
510-840-640	Books and Periodicals	203	500	500	500	500	Water Treatment and Distribution University of California, Course study material
510-840-642	Permits and Licenses	3,480	4,000	4,000	5,000	5,000	Plant operating permits, NDEP, Fire Marshal, Boiler Engineering
<b>Total Services &amp; Supplies</b>		<b>615,887</b>	<b>763,200</b>	<b>758,791</b>	<b>777,200</b>	<b>777,200</b>	
<b>Total Expenditures</b>		<b>1,026,274</b>	<b>1,231,208</b>	<b>1,226,799</b>	<b>1,281,492</b>	<b>1,277,804</b>	

## Water Treatment



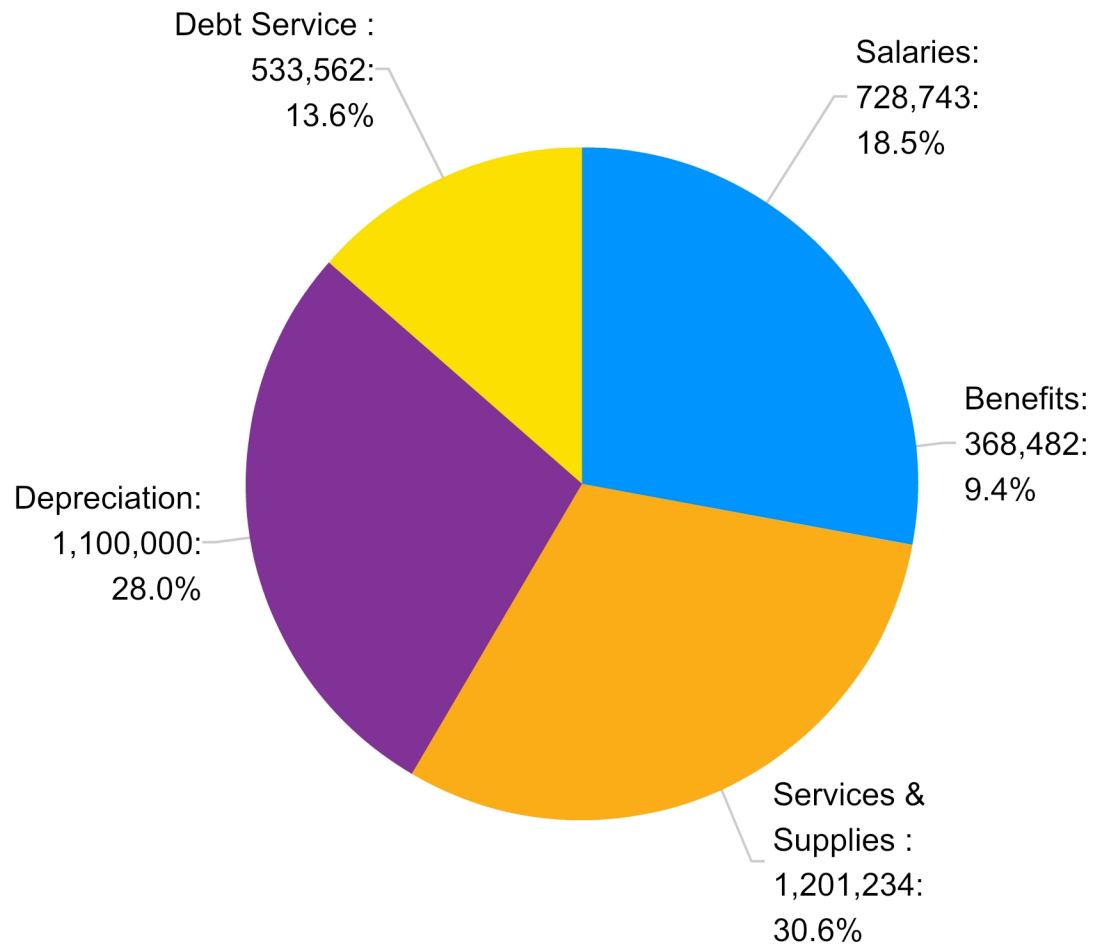
## Wastewater Enterprise Fund

	(1)	(2)	(3)	
		ESTIMATED		
	ACTUAL PRIOR	CURRENT	TENTATIVE	FINAL
<b>PROPRIETARY FUND</b>	YEAR ENDING	YEAR ENDING	APPROVED	BUDGET
	6/30/2019	6/30/2020	6/30/2021	6/30/2021
A. CASH FLOWS FROM OPERATING				
ACTIVITIES:				
Cash received from customers, service fees	4,111,008	4,396,200	4,528,100	4,278,100
Cash received from customers, capacity fees and other	20,040	45,000	45,000	45,000
Cash paid to suppliers	(1,226,132)	(859,501)	(1,201,234)	(1,201,234)
Cash paid to employees	(751,880)	(997,539)	(1,101,260)	(1,097,226)
a. Net cash provided by (or used for)				
operating activities	2,153,036	2,584,160	2,270,606	2,024,640
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:				
Connection Fees	525,130	377,850	375,000	375,000
Debt Re-payment	(275,940)	(343,577)	(354,347)	(365,728)
Interest on Debt	(163,532)	(185,012)	(179,215)	(157,594)
Grant Revenue	5,153	5,701	10,000	10,000
Proceeds from capital debt	1,266,281	—	—	—
Proceeds from capital asset disposals	2,723	—	—	—
Capital Outlay	(859,863)	(510,000)	(1,811,000)	(1,961,000)
Bond Issuance Costs	—	(8,964)	—	—
c. Net cash provided by (or used for)				
capital and related				
financing activities	499,952	(664,002)	(1,959,562)	(2,099,322)
D. CASH FLOWS FROM INVESTING				
ACTIVITIES:				
Interest on investments	218,333	137,000	75,000	75,000
d. Net cash provided by (or used in)				
investing activities	218,333	137,000	75,000	75,000
NET INCREASE (DECREASE) in cash and				
cash equivalents (a+b+c+d)	2,871,321	2,057,158	386,044	318
CASH AND CASH EQUIVALENTS AT				
JULY 1, 20xx	9,860,745	12,732,066	14,789,224	14,789,224
CASH AND CASH EQUIVALENTS AT				
JUNE 30, 20xx	12,732,066	14,789,224	15,175,268	14,789,542



Sewer Summary		2018-19	2019-20	2019-20	2020-21	2020-21	
		FY 2019	FY 2020	FY 2020	FY 2021	FY 2021	
Account Number	Account Title	Actual	Budget	Actual Estimated	Tentative Budget	Final Budget	Comments
520-000-360-901	Credit Card Fee	—	45,000	—	—	—	Offset by expense
520-000-370-100	Sewer Services	4,138,734	4,275,000	4,396,200	4,528,100	4,528,100	
520-000-370-300	Materials & Labor	330				—	
520-000-380-100	Interest Earnings	225,145	30,000	137,000	75,000	75,000	
520-000-380-400	Disposition of Capital Assets	2,723	2,500	—	—	—	
520-000-380-900	Miscellaneous Revenue	19,710	—	—	—	—	
520-000-380-901	Credit Card Fees	—	—	45,000	45,000	45,000	
520-000-395-910	Cust. Contrib.- Hookups/Connect	525,130	375,000	377,850	375,000	375,000	
520-000-395-930	Dev. Contrib.-Desert Lakes	—	—	—	—	—	
520-000-395-933	East Plnt Lift Station	5,153	3,000	5,701	10,000	10,000	
520-000-395-940	Developer Cont.- Infrastructure	—	—	—	—	—	
<b>Total Revenues</b>		<b>4,916,925</b>	<b>4,730,500</b>	<b>4,961,751</b>	<b>5,033,100</b>	<b>5,033,100</b>	
520-800-860	Interest Expense	206,476	185,400	197,000	189,000	157,594	
520-800-861	Bond Issuance Cost	—	—	8,964	—	—	
520-810-800	Depreciation	1,162,926	1,090,000	1,090,000	1,100,000	1,100,000	
Sewer Expenses		1,506,951	2,127,782	1,857,040	2,302,494	2,298,459	
<b>Total Expenses</b>		<b>2,876,352</b>	<b>3,403,182</b>	<b>3,153,004</b>	<b>3,591,494</b>	<b>3,556,053</b>	
<b>Increase (Decrease) in Net Position</b>		<b>2,040,573</b>	<b>1,327,318</b>	<b>1,808,747</b>	<b>1,441,606</b>	<b>1,477,047</b>	

## Wastewater Treatment



## Wastewater Treatment

### WHAT WE DO

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

The primary responsibilities of this division 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, maintenance of all lift stations, manholes, collection lines.
- Emergency power backup maintenance.
- Plant monitoring and operation, plant security, building and grounds maintenance.

### WHY WE DO IT

The operation and maintenance of the City's wastewater treatment system 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.

### WHAT'S CHANGED

For FY 2020-21, Wastewater Treatment is proposing a budget of \$2,298,459. 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 that are no longer in production. The City of Fernley's Wastewater Division is requesting to purchase a new 2020 Vac-Con sewer cleaning machine. This equipment will be utilized for 24-hour City sewer related emergency response, Wastewater facility and infrastructure cleaning and maintenance. This vehicle will replace the aged and problematic vacuum machine that is currently assigned to the Division, which is beyond the service miles and age recommended for vehicle replacement per the City of Fernley Fleet Management Program (PMP) Policy.

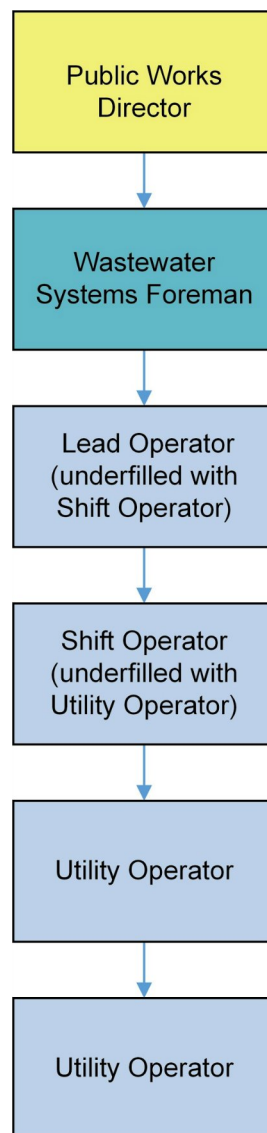
Capital Improvement Projects (CIP) planned included EWWTP Monitoring Well Installation, Farm District Road Lift Station Rehabilitation and Force Main Replacement Construction, Villa Way, Parkland, and Randon Court Sewer Main Replacement, Cottonwood Lane Reconstruction SSMH Rehabilitation, and NDOT US-50A Improvements, City SSMH Replacement. These CIP projects reflect the projects identified in the Rate Study, as well as failing or failed components identified by the public works staff. The Sewer Master Plan update is carried over from last Fiscal Year as well as the grit chamber replacement project.

A Water and Sewer Rate Study is due this year, as it has been five years since the last report, and has been budgeted in the Engineering Services line items for both the Water and Sewer Enterprise Funds.

**Change in number of positions:**

The Public Works Department requests to budget for the positions identified in the organizational chart. The department staff have the ability to grow professionally and gain additional certifications, which will provide for reclassifications and advancement through a process established and approved. Currently, two positions are underfilled. Staff is requesting to fund the Lead Operator and Shift Operator positions to allow for advancement once required certifications have been achieved.

### Organizational Chart



## Goals and Objectives

Strategic Goal: To improve the quality of life enjoyed by the community's residents and enhance continued maintenance and reconstruction of the City's infrastructure with an emphasis on sustainability.				
Goal 1: Operate and maintain the Wastewater Collection System and Treatment Plant effectively				
Objective 1	Maintain all state and federal requirements and enhanced monitoring of the wastewater treatment plant			
	Task 1	Track and monitor all compliance sampling, testing and reporting requirements for the City's Nevada Department of Environmental Protection Discharge permit		
	Task 2	Make improvements to the plant to satisfy NDEP Administrative Order		
Objective 2	Asset Management of the wastewater collection of treatment system through further implementation of VueWorks			
	Task 1	Continue to implement work order system and complete work orders for E-One, lift station, and wastewater treatment plant repairs and maintenance.		
	Task 2	Utilize VueWorks data (Asset Management) to better plan and budget for future maintenance needs.		
Performance Measure: Number of work orders completed through VueWorks				
	Quarter 1	Quarter 2	Quarter 3	Quarter 4
# of work orders				
Strategic Goal: To improve the quality of life enjoyed by the community's residents and enhance continued maintenance and reconstruction of the City's infrastructure with an emphasis on sustainability.				
Goal 2: Increase the useful life and efficiency of the City's wastewater collection system				
Objective 1	Continue to develop capital improvement program for the collection system			
	Task 1	Continue in-house inspection and cleaning program		
	Task 2	Identify projects and schedule for repair, replacement, or rehabilitation		
	Task 3	Establish scope of work and schedule project into capital improvement plan		

## Expenses

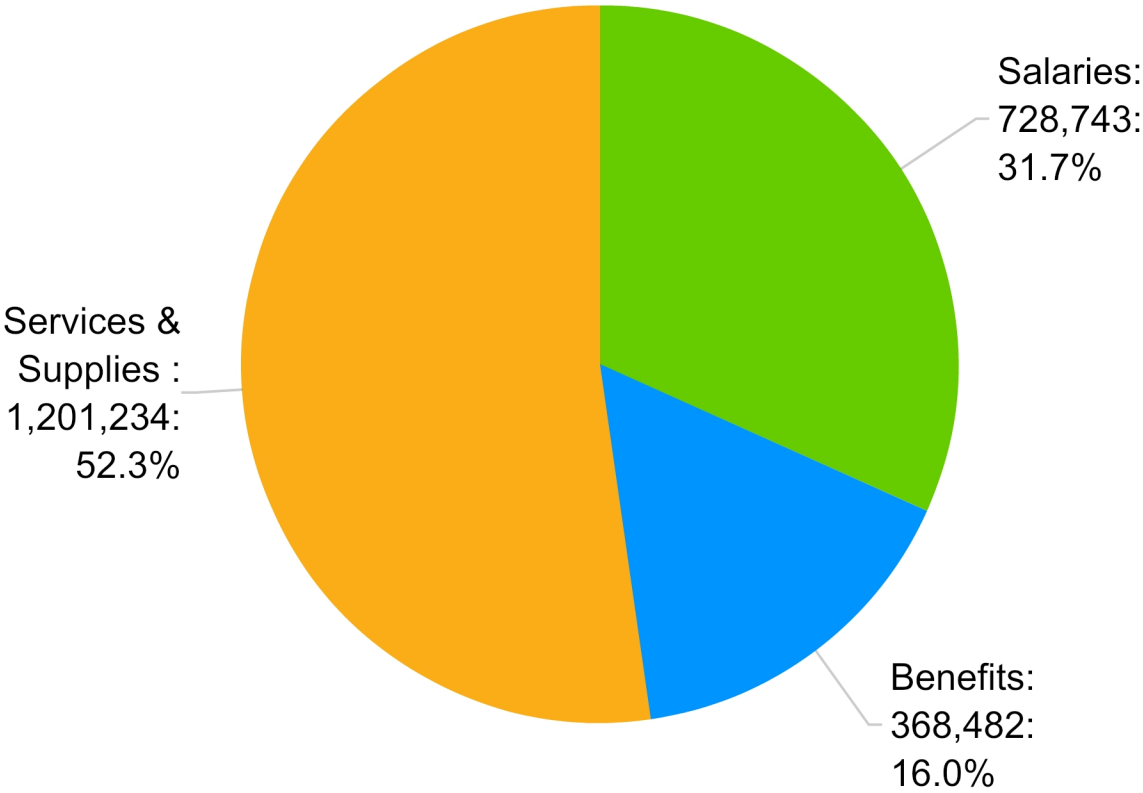
Sewer		2018-19	2019-20	2019-20	2020-21	2020-21	
		FY 2019	FY 2020	FY 2020	FY 2021	FY 2021	
Account Number	Account Title	Actual	Budget	Actual Estimated	Tentative Budget	Final Budget	Comments
520-810-100	Regular Pay	437,117	604,092	604,092	671,653	669,532	
520-810-120	Standby Pay	27,934	22,844	30,000	30,000	30,000	
520-810-130	Overtime Pay	20,478	29,175	29,175	29,211	29,211	
520-810-140	Annual Leave Pay	22,899	2,022	2,022	2,209	2,211	
520-810-150	Sick Leave Pay	16,635	—	—	—	—	
520-810-160	Holiday Pay	16,768	—	—	—	—	
520-810-200	Fica	—	371	371	291	286	
520-810-210	Medicare	7,560	9,066	9,066	9,981	9,951	
520-810-220	Unemployment	4,630	6,544	6,544	6,782	6,787	
520-810-230	Retirement (PERS)	100,919	126,132	126,132	142,799	142,491	
520-810-235	Pension Expense - GASB 68 Adj	7,125	—	—	—	—	
520-810-240	Group Insurance	89,614	140,550	140,550	155,786	142,342	
520-810-250	Workers Compensation Insurance	19,847	36,586	36,586	39,548	39,414	
520-810-260	Other Benefits	570	—	—	—	—	
520-810-270	OPEB Liability	24,013	—	—	13,000	25,000	
520-810-275	Opeb Reduction/ Premiums	—	13,000	13,000	—	—	
<b>Total Salaries &amp; Benefits</b>		<b>796,110</b>	<b>990,383</b>	<b>997,539</b>	<b>1,101,260</b>	<b>1,097,225</b>	
520-810-320	Prof Serv-Engineering	6,217	182,500	7,500	202,500	202,500	Sewer Master Plan update 175,000, ArcGIS and Viewworks software fee 7,500, Sewer Rate Study 20000
520-810-322	Prof Serv-Other	8,242	—	10,826	12,000	12,000	Billing equipment
520-810-328	Prof Serv-Auditing	7,749	—	—	—	—	Audit expenses
520-810-342	Tech Services-Other	1,560	1,500	1,500	1,750	1,750	Armored service utility
520-810-410	Utility Services-Water & Sewer	1,023	—	709	1,000	1,000	
520-810-412	Utility Service-Refuse	2,756	3,000	3,000	3,000	3,000	Large dumpster for EWWTP and medium dumpster for highway 50 lift station
520-810-423	Contract Services-ANALYTICAL	13,353	17,500	15,000	17,500	17,500	Annual priority pollutants sampling, monthly BOD, CL2, TSS
520-810-426	Contract-Sewer Cleaning & Insp	—	5,000	5,000	5,000	5,000	Emergency callouts
520-810-428	Contract Services-ELECTRICAL	2,859	10,000	10,000	10,000	10,000	Emergency callouts
520-810-429	Contract Services-SCADA	10,301	12,500	12,500	12,500	12,500	Licensing, programming, hardware
520-810-430	Service-Repair and Maintenance	98,883	70,000	50,000	90,000	90,000	Pump/motor rehab, facility fence repairs, pump oil, pump replacements 5,000 to 25,000, east lift station grit chamber chain replacement

Sewer		2018-19	2019-20	2019-20	2020-21	2020-21	
		FY 2019	FY 2020	FY 2020	FY 2021	FY 2021	
Account Number	Account Title	Actual	Budget	Actual Estimated	Tentative Budget	Final Budget	Comments
520-810-441	Rental	9,067	15,000	15,000	15,000	15,000	construction equipment rental
520-810-444	Interfund Cost Alloc. Build	113,611	223,249	223,249	217,984	217,984	
520-810-520	Insurance	34,218	91,000	38,578	75,000	75,000	
520-810-530	Communications	4,438	6,000	6,000	6,000	6,000	Computers, cell phones, air card for laptop
520-810-540	Advertising	848	500	500	500	500	Project advertisements, job postings
520-810-550	Printing and Postage	27,914	28,500	28,500	29,500	29,500	Utility mailings, proportionate share
520-810-580	Training	1,570	2,500	2,500	5,000	5,000	State certification training conference
520-810-581	Dues and Memberships	471	1,000	1,000	1,000	1,000	State certification renewals
520-810-585	Educational Assistance Program	—	500	—	500	500	
520-810-600	General Supplies	2,844	2,500	3,378	5,000	5,000	
520-810-601	Office Supplies	5,815	5,000	5,000	6,000	6,000	Printers, ink, copy paper, notebooks, binders, pens
520-810-605	Minor Equipment	10,114	15,000	15,000	15,000	15,000	Soft start for lift stations, new motors
520-810-609	Credit card fees	—	—	45,500	50,000	50,000	Offset by revenue
520-810-610	Supplies-Automotive	8,837	68,000	12,000	18,000	18,000	Maintenance and repairs for aging fleet vehicles, 5 trucks
520-810-614	Supplies-Plant/Shop/ Maint	24,004	20,000	20,000	25,000	25,000	Hardware, cleaning supplies, paint, weed control, AC/ swamp coolers, fencing
520-810-615	E-One R & M	45,599	95,000	50,000	95,000	95,000	E-One units \$2,700 each
520-810-616	Supplies-Safety	3,266	5,000	5,000	5,000	5,000	PPE, gloves, safety glasses, harnesses, atmospheric testing equipment, safety vests
520-810-617	Supplies-Chemical	30,023	20,000	30,000	30,000	30,000	FDR lift station deodorizer chemical treatment increase
520-810-621	Natural Gas	368	400	400	400	400	Southwest Gas
520-810-622	Electricity	161,872	200,000	200,000	200,000	200,000	9 lift stations, wastewater plant, buildings, NV Energy
520-810-623	Propane	38	500	500	500	500	Propane for facility weed burning
520-810-625	Bulk Diesel	4,189	5,000	5,000	5,000	5,000	Fuel for generators, equipment, dump trucks, vactor, proportionate share
520-810-626	Gasoline	16,766	15,000	20,000	24,000	24,000	Gas for 6 trucks, bulk gas cottonwood shop proportionate share

Sewer		2018-19	2019-20	2019-20	2020-21	2020-21	
		FY 2019	FY 2020	FY 2020	FY 2021	FY 2021	
Account Number	Account Title	Actual	Budget	Actual Estimated	Tentative Budget	Final Budget	Comments
520-810-640	Books and Periodicals	437	750	1,360	1,500	1,500	Wastewater library updates
520-810-642	Permits and Licenses	9,840	15,000	15,000	15,000	15,000	State licensing
520-810-643	Property Taxes/ Assessmnts/Fees	1	—	1	100	100	
520-810-699	Miscellaneous	41,746	—	—	—	—	
520-810-730	IMPROVEMENTS OTHER THAN BLDGS	—	—	—	—	—	
<b>Total Services &amp; Supplies</b>		<b>710,840</b>	<b>1,137,399</b>	<b>859,501</b>	<b>1,201,234</b>	<b>1,201,234</b>	
<b>Total Expenditures</b>		<b>1,506,951</b>	<b>2,127,782</b>	<b>1,857,040</b>	<b>2,302,494</b>	<b>2,298,459</b>	



# Wastewater Treatment



## Stormwater Enterprise Fund

The Stormwater Enterprise Fund was established to provide a mechanism to collect funds and implement long-term maintenance and operations of a storm water system. Administrative components need to be completed including development of the Ordinance, a funding mechanism, and an implementation plan.

No budgets are provided for this fund in FY 2020-21; however, in this fiscal year, staff is requesting a study be completed to determine a methodology and rate structure to be established for implementation.

## Section VI – Special Revenue Funds



Special Revenue Funds are used to account for definite expenditures that are linked to specific revenue streams such as grants or special taxes. The Governmental Accounting Standards Board (GASB) explains, "(A) special revenue fund may only be established around one or more revenue sources that are restricted or committed to purposes other than capital projects or debt service." Revenues and fund balances generally must be used for the specific purpose as restricted by the statutes governing the particular tax, grant or function, and therefore may not be utilized for general governmental operations until such time as a fund is closed.

### Grants Fund

Grant funds received by the City of Fernley support important programs, services, and infrastructure. Funding may 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.

Title	Purpose	Grant Amount	Remaining Balance	Grant Period
Fernley Depot Community Center Grant - Phase 2	Construction of a sanitary sewer and potable water hook-up for the Depot and engineering and design for a separate amenity building.	\$300,907	\$300,907	Expires June 30, 2020
Downtown Fernley Revitalization, Phase 3 - Main Street Beautification	Implement beautification strategies identified in phases 1 and 2. Scope will include contracting a landscape architect/planner to coordinate purchase and installation of streetscape elements including benches, bike racks, trash receptacles, above ground planters, downtown entry signage, a city clock, and public art.	\$218,625	\$218,625	Expires June 30, 2020

Grants		2018-19	2019-20	2019-20	2020-21	2020-21	
		FY 2019	FY 2020	FY 2020	FY 2021	FY 2021	
Account Number	Account Title	Actual	Budget	Actual Estimated	Tentative Budget	Final Budget	Comments
220-000-330-xxx	Depot Community Center Phase 3	—	—		—		
220-000-330-101	Grant #R09AP20010	—	—	—	—		
220-000-330-108	Safe Routes to School	1,080,929	732,076	732,076	—		
220-000-330-109	Main St. Corridor CDBG	—	—	—	—		
220-000-330-116	GRANT #R12AP20013 TROA COMPLET	—	—	—	—		
220-000-330-117	Rural Continuum of Care	—	—	—	—		
220-000-330-119	TAP - Hardie Lane	—	—	—	—		
220-000-330-129	WNDD Revolving Loan	—	—	—	—		
220-000-330-131	CDBG Community Center	2,674	40,000	40,000	—		
220-000-330-132	CDBG Community Center Ph 2	28,488	300,907	300,907	—		
220-000-330-191	Grant R09AP20010 Admin Fee	—	—	—	—		
220-000-330-193	SBDC Business Counseling	—	—	—	—		
220-000-360-900	Miscellaneous Revenue	—	—	—	—		
	<b>Total Revenues</b>	<b>1,112,091</b>	<b>1,072,983</b>	<b>1,072,983</b>	<b>—</b>	<b>—</b>	
220-480-679	Depot Community Center Phase 1	2,674	40,000		—		
220-480-680	Depot Community Center Phase 2	28,488	300,907		—		
220-480-xxx	Depot Community Center Phase 3	—	—		—		
220-480-644	WNDD Revolving Loan	—	—	—	—		
220-480-649	Grant R09AP20010 Expenditures	—	—	—	—		
220-480-658	Safe Route to Schools	1,080,929	732,076	732,076	—		
220-480-660	Main St Corridor CDBG	—	—	—	—		
220-480-664	GRANT #R12AP20013 TROA COMPLET	—	—	—	—		
220-480-665	Rural NV Continuum of Care	—	—	—	—		
220-480-676	SBDC Business Counseling	—	—	—	—		
220-480-678	TAP - Hardie Lane	—	—	—	—		
220-480-699	Miscellaneous	—	—	—	—	—	
220-900-910	Transfers Out	—	—	—	—	—	
	<b>Total Expenses</b>	<b>1,112,091</b>	<b>1,072,983</b>	<b>732,076</b>	<b>—</b>	<b>—</b>	
<b>Net Change in Fund Balance</b>		—	—	340,907	—	—	
Beginning Fund Balance		10	10	10	10	10	
Ending Fund Balance		10	10	10	10	10	

## Transient Lodging Tax

Fernley Municipal Code (FMC) 26.03.16 provides for a transient lodging tax (11% of gross income) to be imposed on every licensee operating a transient lodging rental business within the City.

FMC 26.03.16 provides the 11% to be allocated and used by the city on the following percentages:

1. One percent of the tax shall be distributed as follows:
  - a. Three-eighths shall be paid to the department of taxation for the promotion of tourism.
  - b. Five-eighths shall be deposited with the county to be used to advertise the resources of the county and city related to tourism, including available accommodations, transportation, entertainment, natural resources, and climate, and to promote special events.
2. The remaining ten percent of the tax shall be deposited in a special revenue fund. Distributed of the funds collected is established by resolution of the City Council.

In 2019, the City Council adopted Resolution 19-003 modifying the allocation of the Transient Lodging Tax Revenue. Sixty percent (60%) of the revenue is to be used for the Convention/Civic Center fund and forty percent (40%) is to be used for grant awarded by the Fernley Convention and Tourism Board (FCTA).

FCTA provides two rounds of grant funding opportunities each year. Equal amounts of funding are provided for each round. Funding has been set aside for the Annual Fire Works as well as City projects, to eliminate the city competing with local organizations for funding.

### **Strategic Plan:**

To promote citizen engagement and build strong alliances with other government entities, private sector partners, and community members.

TLT		2018-19	2019-20	2019-20	2020-21	2020-21	
		FY 2019	FY 2020	FY 2020	FY 2021	FY 2021	
Account Number	Account Title	Actual	Budget	Actual Estimated	Tentative Budget	Final Budget	Comments
225-000-310-300	Transient Lodging Tax	391,395	431,292	476,286	474,421	237,210	
225-000-310-900	Misc. Revenue	6,000	3,500	4,000	3,500	3,500	
225-000-360-100	Interest Earnings	13,017	5,000	8,400	9,000	9,000	
<b>Total Revenues</b>		<b>410,412</b>	<b>439,792</b>	<b>488,686</b>	<b>486,921</b>	<b>249,710</b>	
225-575-320	PROFESSIONAL SERVICES	—	10,000	12,628	10,000	10,000	
225-575-322	Prof Serv-Other	1,116	—	—	—	—	
225-575-540	Advertising	—	—	—	—	—	
225-575-550	Printing & Postage	61	60	115	60	60	
225-575-600	General Supplies	—	—	—	—	—	
225-575-650	Grant Awards	103,469	127,000	97,290	127,000	127,000	
	Fireworks				17,000	17,000	
	Round 1 Grants				44,000	44,000	
	Round 2 Grants				44,000	44,000	
	Other potential grants				22,000	22,000	
225-575-730	IMPROVEMENTS OTHER THAN BLDGS	—	—	99,973	—	—	
<b>Total Expenses</b>		<b>104,646</b>	<b>137,060</b>	<b>210,006</b>	<b>137,060</b>	<b>137,060</b>	
<b>Net Change in Fund Balance</b>		<b>305,767</b>	<b>302,732</b>	<b>278,680</b>	<b>349,861</b>	<b>112,650</b>	
Beginning Fund Balance		501,710	807,477	807,477	1,086,157	1,086,157	
Ending Fund Balance		807,477	1,110,209	1,086,157	1,436,018	1,198,807	
Committed Fund Balance		356,260	615,035	542,059	826,711	684,385	
Assigned Fund Balance		451,217	241,251	544,098	609,306	514,422	

## Capital Funds

### 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.

Project identified for FY 2020-21 include the following:

- \$75,047 for Farm District Road Multi-use Path Phase II
- \$30,000 for the Depot Structural Assessment for future roof replacement

		2018-19	2019-20	2019-20	2020-21	2020-21	
		FY 2019	FY 2020	FY 2020	FY 2021	FY 2021	
Account Number	Account Title	Actual	Budget	Actual Estimated	Tentative Budget	Final Budget	Comments
<b>Capital</b>							
300-000-360-100	Interest Earnings	12,542	5,000	7,000	7,000	7,000	
<b>Total Revenues</b>		<b>12,542</b>	<b>5,000</b>	<b>7,000</b>	<b>7,000</b>	<b>7,000</b>	
300-425-730	Improve other than Buildings	—	352,227	352,227	105,047	105,047	Hardie Lane Construction 27,180, Farm District Road Multiuse Path 75,047, Depot Roof Replacement 250,000
		—	<b>352,227</b>	<b>352,227</b>	<b>105,047</b>	<b>105,047</b>	
<b>Net Change in Fund Balance</b>		<b>12,542</b>	<b>(347,227)</b>	<b>(345,227)</b>	<b>(98,047)</b>	<b>(98,047)</b>	
Beginning Fund Balance		571,510	584,052	584,052	238,825	238,825	
Ending Fund Balance		584,052	236,825	238,825	140,778	140,778	



## Capital Improvement Fund

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

- 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.
- 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).
- 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 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.
- 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.

		2018-19	2019-20	2019-20	2020-21	2020-21	
		FY 2019	FY 2020	FY 2020	FY 2021	FY 2021	
Account Number	Account Title	Actual	Budget	Actual Estimated	Tentative Budget	Final Budget	Comments
<b>Capital Improvement</b>							
305-000-310-100	Tax Revenue	—	—	—	—	—	
305-000-360-100	Interest Earnings	915	250	500	500	500	
<b>Total Revenues</b>		<b>915</b>	<b>250</b>	<b>500</b>	<b>500</b>	<b>500</b>	
305-425-730	Improve other than Buildings	—	—	—	—	—	
<b>Total Expenses</b>		<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	
<b>Net Change in Fund Balance</b>		<b>915</b>	<b>250</b>	<b>500</b>	<b>500</b>	<b>500</b>	
Beginning Fund Balance		41,954	42,869	42,869	43,369	43,369	
Ending Fund Balance		42,869	43,119	43,369	43,869	43,869	

## Administrative Assessment Estimated Revenue and Expenses

Pursuant to NRS 176.059, the Court is committing the balance of the Courts Administrative Assessment fees in the amount of \$26,100 to cover any additional costs needed to support and improve the operations of the court. While case filings and revenue are difficult to predict, the court is experiencing an upward trend for both case filings and revenue. If trends continue, it is expected the court may see filings similar to historical highs of 2014/2015.

The funds collected in the Fernley Municipal Court are distributed to various sources, including the City of Fernley General Fund, the Administrative Assessment Fund, the Court Facility Fund, Lyon County, and the State of Nevada.

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

Admin Assessment		2018-19	2019-20	2019-20	2020-21	2020-21
		FY 2019	FY 2020	FY 2020	FY 2021	FY 2021
Account Number	Account Title	Actual	Budget	Actual Estimated	Tentative Budget	Final Budget
200-000-350-100	Penalties/Fines Municipal Court	21,257	20,000	20,000	20,000	20,000
200-000-360-100	Interest Earnings	419	75	75	75	75
<b>Total Revenues</b>		<b>21,676</b>	<b>20,075</b>	<b>20,075</b>	<b>20,075</b>	<b>20,075</b>
200-425-322	Prof Serv-Other	16,307	5,000	7,500	10,000	10,000
200-425-580	Training	1,539	4,000	4,000	6,000	6,000
200-425-581	Dues and Memberships	225	500	325	400	400
200-425-582	Travel	2,201	2,000	3,000	3,500	3,500
200-425-600	General Supplies	2,054	5,000	3,000	3,000	3,000
200-425-605	Minor Equipment	1,054	7,000	1,000	3,000	3,000
200-425-640	Books and Periodicals	0	500	0	200	200
200-425-699	Svc & Supplies-Misc	1,258	500	—	—	—
<b>Total Expenses</b>		<b>24,639</b>	<b>24,500</b>	<b>18,825</b>	<b>26,100</b>	<b>26,100</b>
<b>Net Change in Fund Balance</b>		<b>(2,963)</b>	<b>(4,425)</b>	<b>1,250</b>	<b>(6,025)</b>	<b>(6,025)</b>
Beginning Fund Balance		24,262	21,298	21,298	22,548	22,548
Ending Fund Balance		21,298	16,873	22,548	16,523	16,523

## Court Facility Fee Fund Estimated Revenue and Expenditures

NRS 176.0611(1) states, a county or a city, upon recommendation of the appropriate court, may, by ordinance, authorize the justices or judges of the justice or municipal courts within its jurisdiction to impose for not longer than 50 years, in addition to the administrative assessments imposed pursuant to NRS 176.059, 176.0613 and 176.0623, an administrative assessment for the provision of court facilities.

The Court provided funding in previous years to assist with upgrades to the Courtroom/ City Council Chambers such as improved equipment and furniture as needed for better functionality.

Court Facilities		2018-19	2019-20	2019-20	2020-21	2020-21	
		FY 2019	FY 2020	FY 2020	FY 2021	FY 2021	
Account Number	Account Title	Actual	Budget	Actual Estimated	Tentative Budget	Final Budget	Comments
210-000-350-100	Penalties/Fines Municipal Court	30,071	27,600	29,000	29,000	29,000	
210-000-360-100	Interest Earnings	1,581	27,600	1,000	1,000	1,000	
<b>Total Revenues</b>		<b>31,652</b>	<b>55,200</b>	<b>30,000</b>	<b>30,000</b>	<b>30,000</b>	
210-425-322	Prof Services-Other	—	25,000	—	25,000	25,000	
210-425-605	Minor Equipment	—	25,000	10,000	25,000	25,000	
210-425-699	SVC & SUPPLIES-MISC	9,156	25,000	—	15,000	15,000	
210-425-720	Buildings	—	—	—	—	—	
210-425-730	Improve other than Buildings	31,837	—	—	10,000	10,000	
210-425-743	Furniture and Fixtures	—	—	—	—	—	
<b>Total Expenses</b>		<b>40,993</b>	<b>75,000</b>	<b>10,000</b>	<b>75,000</b>	<b>75,000</b>	
<b>Net Change in Fund Balance</b>		<b>(9,341)</b>	<b>(19,800)</b>	<b>20,000</b>	<b>(45,000)</b>	<b>(45,000)</b>	
Beginning Fund Balance		72,985	63,645	63,645	83,645	83,645	
Ending Fund Balance		63,644	43,845	83,645	38,645	38,645	



## Section VII - Capital Improvement Plan



## Capital Projects Budget

Government Capital Projects								
Fund/Dept. Number	General Fund, Capital Fund, Capital Improvement Fund, Grants Fund							
Purchase Replacement Year	Description	Economic Life (Years)	TOTAL COST	Funding Source				
				(100) General Fund	(220) Grants Fund	(230) RCT Fund	(300) Capital Fund	(400) Cap. Imp. Fund
2020/2021	Cottonwood LN Reconstruction and Drainage Construction		1,740,000	1,740,000				
2020/2021	Farm District Road Multiuse Path Phase II		215,000	139,953			75,047	
2020/2021	Shadow LN Reconstruction (US-95A to SR 828) Engineering Design		260,000	260,000				
2020/2021	Depot Structural Assessment and PER		30,000				30,000	
2020/2021	Green Valley Park Improvement Project Design		75,000			75,000		
2020/2021	Transportation Master Plan Project, TBD Engineering Design		50,000	50,000				
2020/2021	Vector Truck Replacement	10	45,000	45,000				
2020/2021	Streets Fleet Replacement	10	0	0				
2020/2021	Proportionate Share of Pool Fleet Replacement	10	22,000	22,000				
2020/2021	Parks Fleet Replacement	10	36,000	36,000				
2020/2021	Building & Safety 4WD pickup truck	10	32,000	32,000				
2020/2021	Main server upgrade 25000, overhaul card access control system 7750		32,750	32,750				
<b>Total Capital Outlay</b>			<b>2,537,750</b>	<b>2,357,703</b>	<b>0</b>	<b>75,000</b>	<b>105,047</b>	
2020/2021	PMP Project, Shadow LN West (Miller LN to US-95A), Country Village, High Country, North Seneca Falls, The Meadows, Miller Crossing, Miller EST (GL 100-475-430)		830,000	830,000				
2020/2021	Sage Hydrology Study (GL 100-475-320)		115,000	115,000				
2020/2021	Sage Drainage Improvement (GL 100-475-430)		50,000	50,000				
2020/2021	PMP Assessment, Analysis and Final Report (GL 100-475-320)		60,000	60,000				
2020/2021	ADA Transition Plan Final Plan Development (GL 100-475-320)		145,000	145,000				
2020/2021	Cottonwood Shop Preliminary Engineering Assessment (GL 100-475-320)		50,000	50,000				

2020/2021	Stormwater Utility Rate Assessment (GL 100-475-320)		150,000	150,000				
2020/2021	Retention Basin Maintenance (GL 100-475-342)	10	50,000	50,000				
2020/2021	Gustafson Bridge Structural Assessment (GL 100-475-320)		20,000	20,000				
2020/2021	Northern Nevada Regional Travel Demand Model (TDM) (GL 100-475-320)		50,000	50,000				
<b>Total Major Maintenance Projects</b>			<b>1,520,000</b>	<b>1,520,000</b>				
<b>Total FY 2021</b>			<b>4,057,750</b>	<b>3,877,703</b>	<b>0</b>	<b>75,000</b>	<b>105,047</b>	<b>0</b>
All governmental capital projects must be included in this schedule <b>and</b> in the operating budget of the responsible department. All capital projects must be greater than \$5,000. If your department wishes to pay for a capital project using a reserved portion of fund balance, the project expenditures still must be included in the current year operating budget.	Vector	100-528-740		45,000				
	Streets	100-475-730		389,953				
	Streets	100-475-742		47,000				
	Streets	100-475-745		2,000,000				
	Streets	100-475-741		—				
	Parks	100-575-742		47,000	0			
	Building/Safety	100-605-742		64,000				
	IT	100-418-730		32,750				
	RCT	230-575-730				75,000		
	Capital	300-425-730					105,047	
			<b>2,805,750</b>	<b>2,625,703</b>	<b>0</b>	<b>75,000</b>	<b>105,047</b>	<b>0</b>

Government Capital Projects (Cont'd)							
Fund/Dept. Number	General Fund, Capital Fund, Capital Improvement Fund, Grants Fund						
Purchase/Replacement Year	Description	Economic Life (Years)	TOTAL COST	Funding Source			
				(100) General Fund	(200) Grants Fund	(300) Capital Fund	(400) Cap. Improv. Fund
2021/2022	PMP Project, Cottonwood LN Vicinity, Brigit CIR, Hardie LN, Southwest Meadows, Silverland EST		830,000				
2021/2022	Shadow LN Reconstruction (US-95A to SR 828) Construction		1,640,000				
2021/2022	Fremont ST Rehab/Reconstruct Engineering Design		260,000				
2021/2022	Cottonwood Shop Improvements		200,000				
2021/2022	In-Town Park Improvement Project, Phase 1		100,000				

2021/2022	Green Valley Park Improvement Project Construction		150,000				
2021/2022	Transportation Master Plan Project, TBD Construction		500,000				
2021/2022	Replacement Fleet Vehicle, TBD	10	45,000				
2021/2022	ADA Transition Plan Project, TBD		250,000				
2021/2022	Retention Basin Maintenance	10	50,000				
2021/2022	Gustafson Bridge Improvements Engineering Design		60,000				
2021/2022	City Hall Fencing Project	20	140,000				
2021/2022	City Hall Security Improvement Project	20	210,000				
<b>Total Expenditures</b>			<b>4,435,000</b>				
2022/2023	PMP PProject, Sage Valley EST, Sage Ranch EST, Shadow LN (US95A to SR828)		1,200,000				
2022/2023	Freemont ST Rehab/Reconstruct Construction		1,400,000				
2022/2023	6th ST, 7th ST & G ST Rehab/Reconstruct Engineering Design		260,000				
2022/2023	In-Town Park Improvement Project, Phase 2		250,000				
2022/2023	Transportation Master Plan Project, TBD		250,000				
2022/2023	Replacement Fleet Vehicle, TBD	10	45,000				
2022/2023	ADA Transition Plan Project, TBD		250,000				
2022/2023	Retention Basin Maintenance	10	50,000				
<b>Total Expenditures</b>			<b>3,705,000</b>				
2023/2024	PMP Project, Green Valley, Upland Ranch EST, Mountain View EST		1,200,000				
2023/2024	6th ST, 7th ST, & G ST Rehab/Reconstruct Construction		1,400,000				
2023/2024	Truckee LN Rehab/Reconstruct Engineering Design		260,000				
2023/2024	In-Town Park Improvement Project, Phase 3		250,000				
2023/2024	Transportation Master Plan, Project, TBD		250,000				
2023/2024	Replacement Fleet Vehicle, TBD	10	45,000				
2023/2024	ADA Transition Plan, TBD		250,000				
2023/2024	Retention Basin Maintenance	10	50,000				



<b>Total Expenditures</b>			<b>3,705,000</b>				
2024/2025	PMP Project, FY 15/16 and FY 16/17 Project Areas, Fremont ST		1,200,000				
2024/2025	Truckee LN Rehab/Reconstruct/Construction		1,400,000				
2024/2025	Lyon DR, Industrial DR, Salvadore DR Rehab/Reconstruct/Engineering Design		260,000				
2024/2025	Johnson Memorial Park Improvement Project		250,000				
2024/2025	Transportation Master Plan Project, TBD		250,000				
2024/2025	Replacement Fleet Vehicle (TBD)	10	45,000				
2024/2025	ADA Transition Plan Project, TBD		250,000				
2024/2025	Retention Basin Maintenance	10	50,000				
<b>Total Expenditures</b>			<b>3,705,000</b>				
<b>Water Enterprise - Capital Projects</b>							
Fund and Department Number	<b>Water Enterprise Fund</b>						
Purchase/Replacement Year	Description			Life (Yrs)		Total Cost	
2020/2021	Water Meter Replacements Citywide					250,000	
2020/2021	EWWTTP Fire Line and Potable Water Main Construction					880,000	
2020/2021	Surface Water Conveyance and Treatment Integration Final Design and Construction					4,000,000	
2020/2021	Cottonwood LN Waterline Replacement and Extension Construction					550,000	
2020/2021	Shadow LN Rehab/Reconstruct Engineering Design					50,000	
2020/2021	Water Distribution System Improvements, Fremont ST, Main ST, US-50A and Winnie's LN valves					90,000	
2020/2021	Proportionate share Pool Fleet Vehicle (GL 510-165-100)					11,000	
2020/2021	3 Yard Dump Truck (GL 510-165-100)					50,000	
2020/2021	Well No. 4 Backup Generator and Direct Drive Removal Design and Construction					180,000	
2020/2021	Ricci Tank Interior and Exterior Recoat and Site Improvement Project					500,000	
<b>Total Capital Annual Expenditures</b>	<b>Total Capital Outlay - ties to Cash Flow Statement</b>					<b>6,561,000</b>	
2020/2021	*Fire Hydrant Replacement (GL 510-810-430)					12,500	
<b>Total Major Maintenance</b>	<b>Costs budgeted as expenses in GL, no Capitalized per policy 2002-001</b>					<b>12,500</b>	
<b>Total Annual Expenditures</b>						<b>6,573,500</b>	
<b>Water Enterprise - Capital Projects Continued</b>							
2021/2022	Replace eight (8) Turbidity Meters at Water Treatment Facility					40,000	
2021/2022	Well Bypass Projects					120,000	
2021/2022	Tank Rehab/Reconstruct Project					450,000	
2021/2022	Surface Water Conveyance and Treatment Integration Final Design and Construction					4,000,000	

2021/2022	Shadow LN Rehab/Reconstruct Construction		300,000
2021/2022	Fremont ST Rehab/Reconstruct Engineering Design		50,000
2021/2022	Water Distribution System Improvement Project, Water Main Rehabilitation/Construction		500,000
2021/2022	Water Meter Improvements Citywide		250,000
2021/2022	Water Resource Investigation Brady's Hot Springs		25,000
2021/2022	Fire Hydrant Replacement		12,500
2021/2022	WTP Filter Replacement		540,000
<b>Total Annual Expenditures</b>			<b>6,287,500</b>
2022/2023	Replace eight (8) Turbidity Meters at Water Treatment Facility		40,000
2022/2023	Water Meter Improvements Citywide		250,000
2022/2023	Tank Rehab/Reconstruct Project		450,000
2022/2023	Fremont ST Rehab/Reconstruct Construction		300,000
2022/2023	6th ST, 7th ST & G ST Rehab/Reconstruct Engineering Design		50,000
2022/2023	Water Distribution System Improvement Project/Water Main Rehabilitation/Construction		500,000
2022/2023	Fire Hydrant Replacement		12,500
2022/2023	Exploratory Borings (3) Brady's Hot Springs		450,000
2022/2023	WTP Filter Replacement		540,000
2022/2023	Armstrong Well Tie-in		250,000
<b>Total Annual Expenditures</b>			<b>2,842,500</b>
2023/2024	Water Meter Improvements Citywide		125,000
2023/2024	Tank Rehab/Reconstruct Project		450,000
2023/2024	6th ST, 7th ST & G ST Rehab/Reconstruct Construction		300,000
2023/2024	Truckee LN Rehab/Reconstruct Engineering Design		50,000
2023/2024	Water Distribution System Improvement Project/Water Main Rehabilitation/Construction		500,000
2023/2024	Test/Production Well Brady's Hot Springs		550,000
2023/2024	Fire Hydrant Replacement		12,500
2023/2024	WTP Filter Replacement		540,000
<b>Total Annual Expenditures</b>			<b>2,527,500</b>
2024/2025	Water Meter Improvements Citywide		125,000
2024/2025	Tank Rehab/Reconstruct Project		450,000
2024/2025	Truckee LN Rehab/Reconstruct Construction		300,000
2024/2025	Lyon DR, Industrial DR, Salvadore DR Rehab/Reconstruct Engineering Design		50,000
2024/2025	Water Distribution System Improvement Project/Water Main Rehabilitation/Construction		500,000

2024/2025	Infrastructure Improvements Brady's Hot Springs		3,000,000
2024/2025	Fire Hydrant Replacement		12,500
2024/2025	WTP Filter Replacement		540,000
<b>Total Annual Expenditures</b>			<b>4,977,500</b>
<b>Sewer Enterprise - Capital Projects</b>			
Fund and Department Number	<b>Sewer Enterprise Fund</b>		
Purchase/Replacement Year	Description	Economic Life (Yrs)	Total Cost
2020/2021	EWWT Monitoring Well Installation and Surveying		100,000
2020/2021	Farm District Road Lift Station Rehabilitation Engineering Design		50,000
2020/2021	Farm District Road Lift Station Rehabilitation Construction		405,000
2020/2021	Farm District Road Lift Station Relocation Preliminary Engineering		40,000
2020/2021	Villa WY, Parkland and Randon Court Sewer Main Replacement Construction		385,000
2020/2021	Cottonwood LN Sanitary Sewer Rehab/Reconstruct		140,000
2020/2021	Shadow LN Rehab/Reconstruct Engineering Design		30,000
2020/2021	NDOT US-50A Improvements, City SSMH Replacement		150,000
2020/2021	Proportionate share Pool Fleet Vehicle (GL 520-165-100)		11,000
2020/2021	Donner Trails Lift Station Generator Replacement Design and Construction		150,000
2020/2021	Replace Vactor Truck (GL 520-165-100)		500,000
<b>Total Annual Expenditures</b>	<b>Total Capital Outlay - ties to Cash Flow Statement</b>		<b>1,961,000</b>
2020/2021	Sewer Master Plan Update *GL 520-810-320		175,000
2020/2021	Grit Chamber Replacement *GL 520-810-430		20,000
<b>Total Annual Expenditure</b>	<b>Total included in operation budget, not capitalized per Policy 2002-001</b>		<b>195,000</b>
<b>Total Annual Expenditure</b>			<b>2,156,000</b>
2021/2022	Highway 50 Lift Station Alternate Water Source Design and Construction		50,000
2021/2022	Shadow LN Rehab/Reconstruct Construction		60,000
2021/2022	Fremont ST Rehab/Reconstruct Engineering Design		30,000
2021/2022	Sewer Main Replacement/Rehabilitation Project		250,000
2021/2022	Camille Genset and SCADA Installation		150,000
2021/2022	Metal Storage Building/Shop for East Plant		275,000
2021/2022	Farm District Lift Relocation Construction		500,000
2021/2022	Pond Relining Project Design and Construction		1,250,000
2021/2022	Crane Truck		65,000
<b>Total Annual Expenditures</b>			<b>2,630,000</b>
2022/2023	Wastewater Plant Upgrade		2,500,000

2022/2023	Fremont ST Rehab/Reconstruct Construction		60,000
2022/2023	Farm District Lift Relocation Construction		500,000
2022/2023	6th ST, 7th ST & G ST Rehab/Reconstruct Engineering Design		30,000
2022/2023	Sewer Main Replacement/Rehabilitation		250,000
<b>Total Annual Expenditures</b>			<b>3,340,000</b>
2023/2024	Wastewater Plant Upgrade		2,500,000
2023/2024	Sewer Main Replacement/Rehabilitation		250,000
2023/2024	6th ST, 7th ST, & G ST Rehab/Reconstruct Construction		60,000
2023/2024	Farm District Lift Relocation Construction		950,000
2023/2024	Truckee LN Rehab/Reconstruct Engineering Design		30,000
2023/2024	Lift STation bypass, Loves, Rolling Meadows		200,000
<b>Total Annual Expenditures</b>			<b>3,990,000</b>
2024/2025	Wastewater Plant Upgrade		2,500,000
2024/2025	Truckee LN Rehab/Reconstruct Construction		60,000
2024/2025	Farm District Lift Relocation Construction		950,000
2024/2025	Lyon DR, Industrial DR, Salvadore DR Rehab/Reconstruct Engineering Design		30,000
2024/2025	Sewer Main Replacement/Rehabilitation		250,000
<b>Total Annual Expenditures</b>			<b>3,790,000</b>

*General Fund Capital Projects*



Project Title: Cottonwood LN Reconstruction and Drainage Construction

Department: Streets and Storm Drains

**Description and Justification:**

Cottonwood Lane is a critical East-West arterial street for the City and is used to access residential homes between US-95A and Farm District Road and Cottonwood Elementary School. A portion of the street between Cook WY and Bardot WY is currently in a state of disrepair with a Pavement Condition Index (PCI) of less than 24. A portion of the street between Hardie LN and US-95A has a PCI of less than 50. These PCI rankings indicate preventative maintenance is no longer appropriate for these sections of roadway and that reconstruction is required. The remaining sections of the street are in good condition and will be treated with a preventative maintenance technique such as slurry or chip seal.

The road also has areas of missing curb gutter and sidewalk and drainage issues that will need to be addressed to prevent future deterioration of the roadway.

A portion of 18-inch water main is missing a between Rosewood DR and Cook WY. This missing section will need to be connected to the existing line. This portion of the project has been identified in the City's 2008 Water Master Plan as a project that will improve the operation of the distribution system. Another section of water main that extends from US-95A to Hardie LN will be upsized as part of this Project. Replacing this section of pipe will improve the operation of the water distribution system by removing a "bottle neck" within the system.

Various sanitary sewer manholes within the Project area are nearing the end of their useful service life and will be replaced as part of this Project.

100% Plans, Specifications and Engineer's Estimate for the Project are anticipated to be complete by the end of FY 19/20, pending final Right-of-Way Acquisitions, Utility Relocation Agreements and other permitting requirements as applicable. The Project is tentatively scheduled to bid in the Summer of 2020.

Staff recommends completing the remainder of the Project using a combination of Regional Transportation Commission (RTC) Funds, Water Enterprise Fund and Wastewater Enterprise Fund.

Relationship to Strategic Plan: (Community Goals) "To improve the quality of life enjoyed by the community's residents and enhance continued maintenance and reconstruction of the City's infrastructure with an emphasis on sustainability."

Relationship to Council Priorities: FY 2021 Budget Priorities, as approved at the December 04, 2019 Fernley City Council Meeting: Plan implementation; improvements identified and evaluated in various planning documents included: FY 18/19 ADA TP Infrastructure Survey, Inventory and Final Report, 2017 Parks Master Plan (Bike and Ped), 2018 PMP Assessment, 2015 PMP and 2008 Water Master Plan

**RECOMMENDED FINANCING**

	Source of Funds/GL		Total Five-Year Cost	Estimated Expenditures by Fiscal Year				
				FY20/21	FY21/22	FY22/23	FY23/24	FY24/25
A. Feasibility								
B. Design								
C. Land								
D. Construction	1	100-475-745	1,640,000					
E. Equipment								
F. Departmental Equipment								
G. Contingency								
H. Other								
Total			\$ 1,640,000	\$ —	\$ —	\$ —	\$ —	\$ —

**Source of Funds Legend**

(1) General Fund  
(2) Water Enterprise Fund

(3) Sewer Enterprise Fund  
(4) Federal Grants

(5) Capital Fund  
(6) RCT Funds

(7) Other

Project Title: Farm District Road Multiuse Path Phase II								
Department: Streets and Storm Drain/General Fund								
Description and Justification:								
<p>The City was approved for grant funding to construct an additional multi-use path along Farm District Road. 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 path will be ten feet wide and separated from the main roadway by at least five feet. The design of the path as well as the construction administration will be completed by the NDOT.</p> <p>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.</p> <p>The City will be required to pay the NDOT \$215,000 as part of the grant agreement. The total cost of the project is estimated to be \$1,653,800.00. 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>								
Relationship to Strategic Plan: (Community Goals): "To improve the quality of life enjoyed by the community's residents and enhance continued maintenance and reconstruction of the City's infrastructure with an emphasis on sustainability."								
Relationship to Council Priorities: FY 2021 Budget Priorities, as approved at the December 4, 2019 Fernley City Council Meeting: Plan Implementation; Bike and Ped. facilities were identified in the 2017 Parks Master Plan								
RECOMMENDED FINANCING								
	Source of Funds/GL		Total Five-Year Cost	Funding Source				
				FY20/21	FY21/22	FY22/23	FY23/24	FY24/25
A. Feasibility Study								
B. Design	1	100-475-730	\$ 139,953	\$ 139,953				
C. Land Acquisition								
D. Construction								
E. Furnishings/ Equipment								
F. Departmental Equipment								
G. Contingency								
H. Other	5	300-425-730	\$ 75,047			75,047		
Total			215,000	139,953		75,047		
Source of Funds Legend								
(1) General Fund			(3) Sewer Enterprise Fund			(5) Capital Fund		(7) Other
(2) Water Enterprise Fund			(4) Federal Grants			(6) RCT Funds		

Project Title: Shadow Lane Reconstruction (US-95A to SR 828) Engineering Design								
Department: Streets and Storm Drain/General Fund								
<b>Description and Justification:</b>								
Shadow Lane is a critical East-West Collector for the City and is used for both residential and commercial access. Shadow LN West, between US-95A and SR 828 (Farm District Road), is currently in a state of disrepair with a Pavement Condition Index (PCI) ranging between 0 to 50. These PCI rankings indicate preventative maintenance is no longer appropriate for these sections of roadway.								
The road also has areas of missing curb gutter and sidewalk and drainage issues that will need to be addressed to prevent future deterioration of the roadway.								
Sanitary sewer and water infrastructure will be evaluated for replacement and/or upsizing within the Project area.								
The Project will begin with design in FY 2021 and then progress to construction in FY 2022. Costs associated with design and construction of water infrastructure will be paid for by the Water Enterprise Fund. Costs associated with design and construction of wastewater infrastructure will be paid for by the Wastewater Enterprise Fund.								
Staff recommends completing the Project using a combination of Regional Transportation Commission (RTC) Funds, Water Enterprise Fund and Wastewater Enterprise Fund.								
Relationship to Strategic Plan: (Community Goals) "To improve the quality of life enjoyed by the community's residents and enhance continued maintenance and reconstruction of the City's infrastructure with an emphasis on sustainability."								
Relationship to Council Priorities: FY 2021 Budget Priorities, as approved at the December 4, 2019 Fernley City Council Meeting: Plan Implementation; improvements identified and evaluated in various planning documents including: FY 18/19 ADA TP Infrastructure Survey, Inventory and Final Report, 2017 Parks Master Plan (Bike and Ped), 2018 PMP Assessment, 2015 PMP and 2009 Sewer Master Plan								
RECOMMENDED FINANCING								
	Source of Funds/GL		Total Five-Year Cost	Estimated Expenditures by Fiscal Year				
				FY20/21	FY21/22	FY22/23	FY23/24	FY24/25
A. Feasibility Study								
B. Design	1	100-475-745	\$ 260,000	\$ 260,000				
C. Land Acquisition								
D. Construction	1	100-475-745	\$ 1,640,000		\$ 1,640,000			
E. Furnishings/ Equipment								
F. Departmental Equipment								
G. Contingency								
H. Other								
Total			\$ 1,900,000	\$ 260,000	1,640,000			
Source of Funds Legend								
(1) General Fund			(3) Sewer Enterprise Fund		(5) Capital Fund		(7) Other	
(2) Water Enterprise Fund			(4) Federal Grants		(6) RCT Funds			



Project Title: Depot Roof Replacement Preliminary Engineering Report								
Department: Facilities								
Description and Justification:								
<p>This project will hire a third-party consultant that will assess the overall structural integrity of the building to determine what if any structural upgrades are needed in order to proceed with installing new roofing on the train depot building (built 1914), making the structure fit for possible future occupancy.</p> <p>The Train Depot is located on main street and is currently not open to the public. The building was moved to the current site in 1986 and upgraded with structural improvements in 1992. The current roof on the building is made up of cedar shake shingles and is badly deteriorated. There is no sheathing under the shingles so there are areas where water can easily make its way into the interior of the building. City Council should consider whether the Depot is desired to remain as a historical structure and repaired with period correct hand cut shingles, or if more modern roofing can be considered with re-categorization with the State Historical Preservation Office (SHPO).</p> <p>The depot has a low pitch hipped asphalt-shingled roof with the ridge line extending the length of the building on the first story. The second story has a moderately-hipped, asphalt shingled pyramidal roof.</p> <p>Within Nevada, the F&amp;L established stations in Fernley, Wadsworth, Sutcliffe, Zenobia, and Flanigan. As far as research has permitted, it was highly likely that all had a depot, except for Wadsworth. 84 Of these stations, only the Fernley depot exists, thereby making it the last remaining building associated with the Fernley and Lassen Railway in Nevada. - NATIONAL REGISTER OF HISTORIC PLACES</p>								
Relationship to Strategic Plan: In a fiscally stable and responsible manner, the City of Fernley should continue to prioritize and fund infrastructure projects that require the greatest attention in terms of maintenance and reconstruction and communicate openly with the community's citizens about each project and will continue to preserve, maintain and enhance the community's quality of life.								
Relationship to Council Priorities: Depot Improvements FY 20/21 Budget Priorities, as approved at the December 4, 2019 Fernley City Council Meeting								
RECOMMENDED FINANCING								
	Source of Funds/GL		Total Five-Year Cost	Estimated Expenditures by Fiscal Year				
				FY20/21	FY21/22	FY22/23	FY23/24	FY24/25
A. Feasibility Study								
B. Design								
C. Land Acquisition								
D. Construction	5	Capital (300)	530,000	\$ 30,000	500,000			
E. Furnishings/ Equipment								
F. Departmental Equipment								
G. Contingency								
H. Other								
Total			530,000	\$ 30,000	\$ 500,000	\$ —	\$ —	\$ —
Source of Funds Legend								
(1) General Fund			(3) Sewer Enterprise Fund	(5) Capital Fund		(7) Other		
(2) Water Enterprise Fund			(4) Federal Grants	(6) RCT Funds				

Project Title: Green Valley Park Improvement Project Design								
Department: General Services - Parks								
Description and Justification:								
<p>The 2017 Parks Master Plan lists 18 Capital Improvement and Long Term Vision Projects, ranked by Priority by taking into consideration the context and challenges currently facing the parks system using data and information collected through park system tours, benchmark comparisons and community input.</p> <p>The Parks Master Plan ranks Green Valley Park as "Mid" priority, and lists the following proposed improvements: Consistent entry signage, consistent park furnishings, add paved walking trails, add family and group picnic pavilions with barbecues, reduce turf, add drought tolerant landscaping, incorporate playground improvements and new surfacing, relocate playground closer to parking, implement retention basin improvements, consider opportunities to diversify play equipment to serve a range of users.</p> <p>Green Valley Park is also included in the City's 2019 ADA Transition Plan Survey, final report. The ADA Survey report lists features of the Park found to be non-compliant with current ADA standards.</p> <p>Staff recommends completing the Project using the Residential Construction Tax, "RCT", pursuant to NRS 278.497 to 278.4987, inclusive. The FY 20/21 Project will include design of improvements with construction to follow in FY 21/22.</p>								
Relationship to Strategic Plan: (Community Goals) "To improve the quality of life enjoyed by the community's residents and enhance continued maintenance and reconstruction of the City's infrastructure with an emphasis on sustainability."								
Relationship to Council Priorities: FY 2021 Budget Priorities, as approved at the December 4, 2019 Fernley City Council Meeting: Plan Implementation; improvements identified in the following planning documents: FY 18/19 ADA TP Infrastructure Survey, Inventory and Final Report, 2017 Parks Master Plan								
RECOMMENDED FINANCING								
	Source of Funds/GL		Total Five-Year Cost	Estimated Expenditures by Fiscal Year				
				FY20/21	FY21/22	FY22/23	FY23/24	FY24/25
A. Feasibility Study								
B. Design	6	230-575-730	75,000	75,000				
C. Land Acquisition			—					
D. Construction			—					
E. Furnishings/ Equipment			—					
F. Departmental Equipment			—					
G. Contingency			—					
H. Other			—					
Total			75,000	75,000	—	—	—	—
Source of Funds Legend								
(1) General Fund			(3) Sewer Enterprise Fund	(5) Capital Fund		(7) Other		
(2) Water Enterprise Fund			(4) Federal Grants	(6) RCT Funds				

Project Title: Transportation Master Plan Project								
Department: Streets and Storm Drains								
Description and Justification:								
Transportation Master Plan Project, TBD (pending FCC approval of final TMP)								
Relationship to Strategic Plan: (Community Goals): "To improve the quality of life enjoyed by the community's residents and enhance continued maintenance and reconstruction of the City's infrastructure with an emphasis on sustainability."								
Relationship to Council Priorities: FY 2021 Budget Priorities, as approved at the December 4, 2019 Fernley City Council Meeting: Plan Implementation, Project identified and priorities in the 2020 Transportation Master Plan								
RECOMMENDED FINANCING								
	Source of Funds/GL		Total Five-Year Cost	Estimated Expenditures by Fiscal Year				
				FY20/21	FY21/22	FY22/23	FY23/24	FY24/25
A. Feasibility Study								
B. Design	1	100-475-730	50,000	50,000				
C. Land Acquisition								
D. Construction	1	100-475-730	\$ 500,000		500,000			
E. Furnishings/ Equipment								
F. Departmental Equipment								
G. Contingency								
H. Other								
Total			550,000	50,000	500,000	—	—	—
Source of Funds Legend								
(1) General Fund			(3) Sewer Enterprise Fund			(5) Capital Fund		
(2) Water Enterprise Fund			(4) Federal Grants			(6) RCT Funds		
						(7) Other		

Project Title: 2020 Ford F250 4X4, Crew Cab, flatbed								
Department: Public Works - General Services, Vector Control								
Description and Justification:								
<p>The City of Fernley's Vector Control Department is requesting one (1) ¾ ton 4 door, four-wheel drive pickup truck with flatbed to be assigned to the City of Vector control Department. This vehicle will be utilized for Vector and Weed Abatement operations within the City of Fernley. This vehicle will replace the vehicle currently assigned to the Department which is beyond the service miles and age recommended for vehicle replacement per the City of Fernley Fleet Management Program (PMP) Policy, Table 4.1 Appendix 8, Replacement Standard. If approved, Staff anticipates disposal of the current assets per the FMP Policy.</p>								
Relationship to Strategic Plan: (Organizational Goals): "The City of Fernley must strive to maintain and improve overall fiscal integrity, stability, and equality of the City's financial planning."								
Relationship to Council Priorities: FY2020-21 Council Priorities, as approved at the December 4, 2019 Fernley City Council Meeting: Plan Implementation, City of Fernley Fleet Management Program								
RECOMMENDED FINANCING								
	Source of Funds/GL		Total Five-Year Cost	Estimated Expenditures by Fiscal Year				
				FY20/21	FY21/22	FY22/23	FY23/24	FY24/25
A. Feasibility Study								
B. Design								
C. Land Acquisition								
D. Construction								
E. Furnishings/ Equipment								
F. Departmental Equipment	1	100-528-740	45,000	45,000				
G. Contingency								
H. Other								
Total			\$ 45,000	\$ 45,000				
Source of Funds Legend								
(1) General Fund			(3) Sewer Enterprise Fund			(5) Capital Fund		
(2) Water Enterprise Fund			(4) Federal Grants			(6) RCT Funds		
						(7) Other		

Project Title: 2020 Ford Explorer 2WD Base Model								
Department: Fleet Pool Vehicle								
<u>Description and Justification:</u> <p>The City of Fernley's Public Works Department is requesting one (1) sport utility vehicle to be assigned to the City of Fernley's vehicle pool. This vehicle will be utilized for 24-hour City related emergency response, inspections as well as required City of Fernley business travel. This vehicle will replace the vehicle currently assigned to the Department which is beyond the service miles and age recommended for vehicle replacement per the City of Fernley Fleet Management Program (PMP) Policy, Table 4.1 Appendix 8, Replacement Standard. If approved, Staff anticipates disposal of the current assets per the FMP Policy.</p>								
Relationship to Strategic Plan: (Organizational Goals): "The City of Fernley must strive to maintain and improve overall fiscal integrity, stability, and equality of the City's financial planning."								
Relationship to Council Priorities: FY2020-21 Council Priorities, as approved at the December 4, 2019 Fernley City Council Meeting: Plan Implementation, City of Fernley Fleet Management Program								
RECOMMENDED FINANCING								
	Source of Funds/GL		Total Five-Year Cost	Estimated Expenditures by Fiscal Year				
				FY20/21	FY21/22	FY22/23	FY23/24	FY24/25
A. Feasibility Study								
B. Design								
C. Land Acquisition								
D. Construction								
E. Furnishings/ Equipment								
F. Departmental Equipment	1,2,3	510-165100 520-165100 100-475-742 100-575-742	\$11,000 \$11,000 \$11,000 \$11,000	\$ 44,000				
G. Contingency								
H. Other								
Total				\$ 44,000				
Source of Funds Legend (1) General Fund (2) Water Enterprise Fund (3) Sewer Enterprise Fund (4) Federal Grants (5) Capital Fund (6) RCT Funds (7) Other								

Project Title: Parks Fleet Replacement								
Department: Public Works - General Services, Parks								
Description and Justification:								
The City of Fernley's Parks Department is requesting one (1), 3/4-ton, four-wheel drive pickup truck to be assigned to the City of Fernley's Parks Staff. This vehicle will be utilized for City related parks work as well as required City of Fernley business travel. This vehicle will replace the vehicle currently assigned to the Department which is beyond the service miles and age recommended for vehicle replacement per the City of Fernley Fleet Management Program (PMP) Policy, Table 4.1 Appendix 8, Replacement Standard. If approved, Staff anticipates disposal of the current assets per the FMP Policy.								
Relationship to Strategic Plan: City of Fernley Fleet Management Program								
Relationship to Council Priorities: FY 20-21 Budget Priorities, as approved at the December 4, 2019 Fernley City Council Meeting.								
RECOMMENDED FINANCING								
	Source of Funds/GL		Total Five-Year Cost	Estimated Expenditures by Fiscal Year				
				General Fund	Grants Fund	Capital Fund	Cap. Improv. Fund	
A. Feasibility Study								
B. Design								
C. Land Acquisition								
D. Construction								
E. Furnishings/ Equipment								
F. Departmental Equipment	1	100-575-745	36,000	36,000				
G. Contingency								
H. Other								
Total			36,000	36,000				
Source of Funds Legend								
(1) General Fund			(3) Sewer Enterprise Fund		(5) Capital Fund		(7) Other	
(2) Water Enterprise Fund			(4) Federal Grants		(6) RCT Funds			

Project Title: 2020 Ford F150 Four Wheel Drive Base Model								
Department: Building & Safety								
<u>Description and Justification:</u>  The City of Fernley's Building & Safety Department is requesting one (1), ½ ton, four-wheel drive pickup truck to be assigned to the City of Fernley's Building Inspector. This vehicle will be utilized for 24-hour City related emergency response, inspections, code enforcement issues, as well as required City of Fernley business travel. This vehicle will replace the vehicle currently assigned to the Department which is beyond the service miles and age recommended for vehicle replacement per the City of Fernley Fleet Management Program (PMP) Policy, Table 4.1 Appendix 8, Replacement Standard. If approved, Staff anticipates disposal of the current assets per the FMP Policy.								
Relationship to Strategic Plan: (Organizational Goals): "The City of Fernley must strive to maintain and improve overall fiscal integrity, stability, and equality of the City's financial planning."								
Relationship to Council Priorities: FY2020-21 Council Priorities, as approved at the December 4, 2019 Fernley City Council Meeting: Plan Implementation, City of Fernley Fleet Management Program								
RECOMMENDED FINANCING								
	Source of Funds/GL		Total Five-Year Cost	Estimated Expenditures by Fiscal Year				
				FY20/21	FY21/22	FY22/23	FY23/24	FY24/25
A. Feasibility Study								
B. Design								
C. Land Acquisition								
D. Construction								
E. Furnishings/ Equipment								
F. Departmental Equipment	1	100-605-742	\$ 31,915	31,915				
G. Contingency								
H. Other								
Total			\$ 31,915	\$ 31,915.25	\$ —	\$ —	\$ —	\$ —
Source of Funds Legend (1) General Fund                      (3) Sewer Enterprise Fund                      (5) Capital Fund                      (7) Other (2) Water Enterprise Fund                      (4) Federal Grants                      (6) RCT Funds								

<b>Project Title:</b> Main server upgrade 25000, overhaul card access control system 7750								
<b>Department:</b> Information Technology								
<b>Description and Justification:</b> Main Server Upgrade: The current main server, which consists of the Domain Controller, Application Server (Caselle, Caselle Document Management) and the File Server, is approaching six (6) years old. The server is also running out of resources for processing and storage. The Main Server upgrade will better serve three needs of the network and users. This will allow for more storage capacity for the File Server, Separation of the Caselle and Caselle Document Management servers and upgrade those Server Operating Systems. The current Main Server will be used as a secondary file server, which will provide greater storage capacity for the City. **** Card Access Control System: The current Card Access Control System is severely outdated and problematic. The system has malfunctioned, causing the need to rebuild the user database. Cards have to be programmed at the main panel in the basement, as there is no network access to the system. The panels have the timing programming issues, which makes automating the alarm arming and disarming problematic. A new card access system will remedy these issues and provide a more robust security solution.								
<b>RECOMMENDED FINANCING</b>								
	Source of Funds/GL		Total Five-Year Cost	Estimated Expenditures by Fiscal Year				
				General Fund	Grants Fund	Capital Fund	Cap. Improv. Fund	
A. Feasibility Study								
B. Design								
C. Land Acquisition								
D. Construction								
E. Furnishings/ Equipment								
F. Departmental Equipment	1	100-418-730	32,750	32,750				
G. Contingency								
H. Other								
Total			\$ 32,750	\$ 32,750	\$ —			
<b>Source of Funds Legend</b> (1) General Fund (2) Water Enterprise Fund (3) Sewer Enterprise Fund (4) Federal Grants (5) Capital Fund (6) RCT Funds (7) Other								





Project Title: Sage Valley Hydrologic Study and Evaluation								
Department: Streets and Storm Drain:								
Project Description:								
<p>The Sage Subdivisions were approved under Lyon County standards and direction in the early 2000's before the city of Fernley was incorporated. The area was developed by various developers and engineers. On July 4, 2013 an intense storm (between 50 to 100-year storm) event occurred and exposed areas of concern in the stormwater conveyance elements of the development. Several homes experienced landscape flooding, some areas of road had large erosion of pavements and exposure of underground utilities occurred.</p> <p>Engineering evaluations have been conducted on the area's issues, but no specific quantification of drainage flow volumes have been completed. Based on recommendations by other engineering firms, city staff feels that the only way of resolving potential drainage issues is by performing a hydrology analysis of the various storm water tributary areas. This would include analyzing existing culverts and ditches for their capacity of conveying the resulting flows downstream to the retention basins by large storm events.</p> <p>Dyer Engineering has provided a proposal to perform a hydrology study. The study will take inventory of ditches, culverts, detention basins and evaluate areas of concern and areas that may need to be modified to convey storm water more efficiently. Residents have installed improperly sized culverts without permits along some areas of the system to construct driveways into their properties. The results of this study and evaluation will help mitigate flooding issues in the future.</p> <p>Some of this drainage issues have been previously identified, and city staff is working on resolving some of these problematic situations. The construction of new culverts for these two areas is budgeted for this year.</p>								
Relationship to Strategic Plan: (Community Goals): "To improve the quality of life enjoyed by the community's residents and enhance continued maintenance and reconstruction of the City's infrastructure with an emphasis on sustainability."								
Relationship to Council Priorities: FY 2019/2020 Budget Priorities, as approved at the December 4, 2019 Fernley City Council Meeting: Asset Management and Funding Plan								
RECOMMENDED FINANCING								
	Source of Funds/GL		Total Five-Year Cost	Estimated Expenditures by Fiscal Year				
				FY20/21	FY21/22	FY22/23	FY23/24	FY24/25
A. Feasibility Study								
B. Design	1		\$ 115,000	\$ 115,000				
C. Land Acquisition			\$ —					
D. Construction	1		\$ 450,000	50,000	100,000	100,000	100,000	100,000
E. Furnishings/ Equipment			\$ —					
F. Departmental Equipment			\$ —					
G. Contingency			\$ —					
H. Other			\$ —					
Total			\$ 565,000	\$ 165,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
Source of Funds Legend								
(1) General Fund			(3) Sewer Enterprise Fund		(5) Capital Fund		(7) Other	
(2) Water Enterprise Fund			(4) Federal Grants		(6) RCT Funds			

Project Title: Sage Drainage Improvements								
Department: Streets and Storm Drains								
<p>The Sage Subdivisions were approved under Lyon County standards and direction in the early 2000's before the city of Fernley was incorporated. The area was developed by various developers and engineers. On July 4, 2013 an intense storm (between 50 to 100-year storm) event occurred and exposed areas of concern in the stormwater conveyance elements of the development. Several homes experienced landscape flooding, some areas of road had large erosion of pavements and exposure of underground utilities occurred.</p> <p>Engineering evaluations have been conducted on the area's issues, but no specific quantification of drainage flow volumes have been completed. Based on recommendations by other engineering firms, city staff feels that the only way of resolving potential drainage issues is by performing a hydrology analysis of the various storm water tributary areas. This would include analyzing existing culverts and ditches for their capacity of conveying the resulting flows downstream to the retention basins by large storm events.</p> <p>Dyer Engineering has provided a proposal to perform a hydrology study. The study will take inventory of ditches, culverts, detention basins and evaluate areas of concern and areas that may need to be modified to convey storm water more efficiently. Residents have installed improperly sized culverts without permits along some areas of the system to construct driveways into their properties. The results of this study and evaluation will help mitigate flooding issues in the future.</p> <p>Some of this drainage issues have been previously identified, and city staff is working on resolving some of these problematic situations. The construction of new culverts for these two areas is budgeted for this year.</p>								
Relationship to Strategic Plan: (Community Goals) "To improve the quality of life enjoyed by the community's residents and enhance continued maintenance and reconstruction of the City's infrastructure with an emphasis on sustainability."								
Relationship to Council Priorities: FY 2020 Budget Priorities, as approved at the December 19, 2018 Fernley City Council Meeting: Asset Management and Funding Plan.								
RECOMMENDED FINANCING								
	Source of Funds/GL		Total Five-Year Cost	Estimated Expenditures by Fiscal Year				
				General Fund	Grants Fund	Capital Fund	Cap. Improv. Fund	
A. Feasibility Study								
B. Design	1	100-475-320		\$ 115,000				
C. Land Acquisition								
D. Construction	1			50,000				
E. Furnishings/ Equipment								
F. Departmental Equipment								
G. Contingency								
H. Other								
Total								
Source of Funds Legend (1) General Fund (3) Sewer Enterprise Fund (5) Capital Fund (7) Other (2) Water Enterprise Fund (4) Federal Grants (6) RCT Funds								

Project Title: PMP Assessment, Analysis and Final Report								
Department: Streets and Storm Drains								
Description and Justification:								
<p>This Project will update the City's StreetSaver Database that is used to track the Pavement Condition Index (PCI) of the City's Street Network.</p> <p>A summary of an agency's pavement network conditions provides valuable insight on current pavement preservation and rehabilitation needs. In addition, consistent collection of current conditions over time generates historical record of the progression of pavement condition, and the collected information may be used to model and predict future conditions per section or street. The results of pavement condition surveys are used to determine one or more pavement condition indices, which provide a means of identifying and prioritizing treatment and budgetary needs.</p> <p>The City of Fernley Pavement Management Program (PMP), Section 4.4 states, "June-November, once every three (3) years, Engineering Department conducts pavement condition surveys commencing with a proposal and schedule from an engineering firm on the City's most current Qualifying List of Professionals, to be received by the City by the end of June. Staff is to request approval to execute the Contract in July, at the start of the new FY. Inspections should be complete and submitted to Staff by the end of September. Inspection data should be entered, and the City's StreetSaver database updated by December, for the start of the next FY budget season."</p> <p>A PMP Assessment was last performed by the City during FY 2017/2018. Results of the 2017 inspection data indicate an estimated network average PCI of 68 as of spring 2018. Although a decrease from the results of the 2014 inspection data, (network average of 72 PCI), the 2018 PCI reflects a network average considered to be in good condition.</p> <p>The project proposed for FY 20/21 includes: Inspections for paved roadways within the City's Network, inspections for unpaved roadways within the City's Network, input and analysis of inspection data (inclusive of budget constraints and input parameters) and a final PMP Report.</p>								
Relationship to Strategic Plan: (Community Goals) "To improve the quality of life enjoyed by the community's residents and enhance continued maintenance and reconstruction of the City's infrastructure with an emphasis on sustainability."								
Relationship to Council Priorities: FY 2021 Budget Priorities, as approved at the December 04, 2019 Fernley City Council Meeting: Plan Implementation; City of Fernley Pavement Management Program (PMP) adopted per Resolution #2015-008, City of Fernley 2018 Pavement Management Plan Update								
RECOMMENDED FINANCING								
	Source of Funds/GL		Total Five-Year Cost	Estimated Expenditures by Fiscal Year				
				FY20/21	FY21/22	FY22/23	FY23/24	FY24/25
A. Feasibility Study								
B. Design	1	100-475-320	\$ 60,000	\$ 60,000				
C. Land Acquisition								
D. Construction								
E. Furnishings/ Equipment								
F. Departmental Equipment								
G. Contingency								
H. Other								
Total			\$ 60,000	\$ 60,000				
Source of Funds Legend								
(1) General Fund			(3) Sewer Enterprise Fund		(5) Capital Fund		(7) Other	
(2) Water Enterprise Fund			(4) Federal Grants		(6) RCT Funds			

Project Title: ADA Transition Plan								
Department: Streets and Storm Drains								
<p>Description and Justification:</p> <p>The Nevada Department of Transportation's ADA Transition Plan was approved by the Federal Highway Administration (FHWA) in February 2016. As part of the approved plan, (and an FHWA requirement), NDOT must ensure any Local Public Agency (LPA) currently receiving FHWA funds, (and LPAs that plan to receive FHWA funds in the future), have an approved ADA Transition Plan. Therefore, the City is required to develop an ADA Transition Plan that will incorporate City policies, procedures, and practices to fulfill the requirements of Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990. The intent of the Transition Plan is to provide information to City Staff, the State, citizens of the City of Fernley and other interested parties regarding the City's efforts to ensure equal accessibility to City programs, services and activities (PSAs).</p> <p>The first step in developing an ADA Transition Plan is to obtain an inventory of existing conditions of accessibility of public information and features on City owned facilities and public rights-of-way. During FY 2018/2019, the City contracted with a consultant to: conduct an ADA Survey of City Public Facilities and Parks, and Right-of-Way Improvements (Sidewalks and Curb Ramps) for the City's paved Street Network in its entirety, (consisting of Network F1, F2 and F3), input data obtained from the survey into the City's StreetSaver software, and provide the City with a report inclusive of recommendations and cost estimates. The FY 2018/2019 Project focused primarily on Title II of the ADA which applies to state and local governments and the programs, services and activities (PSAs) they provide.</p> <p>Staff is requesting additional funds for FY 20/21 to conduct surveys of existing conditions for Title I - Title V as applicable, and to complete any remaining survey items not previously addressed during the FY 2019 Title II surveys. A consultant will be utilized to complete the surveys and to develop the final ADA Transition Plan. The Plan will include recommendations regarding how and when the City will address accessibility deficiencies for Title I - Title V, as applicable.</p> <p>Compilation of a final ADA Transition Plan is tentatively scheduled to be complete in FY 20/21.</p>								
Relationship to Strategic Plan: (Vision) "It is the vision of the City of Fernley to deliver and provide fiscally stable public services that result in a safe, responsive, forward-thinking and collaborative community. City of Fernley strives to be an organization responsive to change and public needs, being proactive rather than reactive....", and (Community Goals) "To improve the quality of life enjoyed by the community's residents and enhance continued maintenance and reconstruction of the City's infrastructure with an emphasis on sustainability."								
Relationship to Council Priorities: FY 2021 Budget Priorities, as approved at the December 04, 2019 Fernley City Council Meeting: Long-Term Planning and Citizen Engagement								
RECOMMENDED FINANCING								
	Source of Funds/GL		Total Five-Year Cost	Estimated Expenditures by Fiscal Year				
				FY20/21	FY21/22	FY22/23	FY23/24	FY24/25
A. Feasibility Study								
B. Design	1	100-475-320	\$ 145,000	\$ 145,000				
C. Land Acquisition								
D. Construction								
E. Furnishings/ Equipment								
F. Departmental Equipment								
G. Contingency								
H. Other								
Total			\$ 145,000	\$ 145,000				
Source of Funds Legend (1) General Fund (2) Water Enterprise Fund (3) Sewer Enterprise Fund (4) Federal Grants (5) Capital Fund (6) RCT Funds (7) Other								

Project Title: Cottonwood Yard Hydrologic Study and Evaluation								
Department: Streets and Storm Drains								
Project Description:								
<p>The Cottonwood Yard is the main facility for the majority of the Public Works Departments of the general fund. Water Distribution also shares a portion of the facility and yard. The site is undulating and has no clear stormwater conveyance properties and does not meet the standards of the current development code. The intent of this project is to survey the parcel and create a design for the stormwater system to flow to an area designated in the yard as the retention basin. The site will also be designed to grade to accommodate stormwater per the Public Works Design manual. The Preliminary engineering Report (PER) will also make recommendations on how the site can be compliant with the current development code. In future fiscal years the site can be constructed per the recommendations as budget allows. A placeholder for funding construction was put in the FY 21/22 budget though it is subject to change.</p>								
Relationship to Strategic Plan: (Community Goals) "To improve the quality of life enjoyed by the community's residents and enhance continued maintenance and reconstruction of the City's infrastructure with an emphasis on sustainability."								
Relationship to Council Priorities: FY 2019/20 Budget Priorities, as approved at the December 19, 2018 Fernley City Council Meeting: Asset Management and Funding Plan								
RECOMMENDED FINANCING								
	Source of Funds/GL		Total Five-Year Cost	Estimated Expenditures by Fiscal Year				
				FY20/21	FY21/22	FY22/23	FY23/24	FY24/25
A. Feasibility Study								
B. Design	1	100-475-320	\$ 50,000	\$ 50,000				
C. Land Acquisition			\$ —					
D. Construction	1		\$ 200,000		200,000			
E. Furnishings/ Equipment			\$ —					
F. Departmental Equipment			\$ —					
G. Contingency			\$ —					
H. Other			\$ —					
Total			\$ 250,000	\$ 50,000	\$ 200,000	\$ —	\$ —	\$ —
Source of Funds Legend								
(1) General Fund			(3) Sewer Enterprise Fund		(5) Capital Fund		(7) Other	
(2) Water Enterprise Fund			(4) Federal Grants		(6) RCT Funds			

Project Title: Stormwater Utility Rate Assessment

Department: Streets and Storm Drains

**Description and Justification:** A stormwater utility has been proposed to the city council in prior years to help assist in the maintenance of the stormwater system citywide. In previous fiscal years an enterprise fund has been established by city council approval. Staff is requesting consulting assistance to assist with the required study of the utility to help set the rates for the fund. Pursuant to NRS, staff can then understand the cost of providing the utility and can proposed ordinances to support the operation for city council to act upon.

**NRS?266.285??Provision of utilities.??**The city council may:

- 1.??Provide, by contract, franchise or public enterprise, for any utility to be furnished to the city for the residents thereof.
  - 2.??Provide for the construction of any facility necessary for the provision of the utility.
  - 3.??Fix the rate to be paid for any utility provided by public enterprise. Any charges due for services, facilities or commodities furnished by any utility owned by the city is a lien upon the property to which the service is rendered and must be perfected by recording with the county recorder a statement by the city clerk of the amount due and unpaid and describing the property subject to the lien. Each such lien:
    - (a)?Is coequal with the latest lien thereon to secure the payment of general taxes.
    - (b)?Is not subject to extinguishment by the sale of any property because of the nonpayment of general taxes.
    - (c)?Is prior and superior to all liens, claims, encumbrances and titles other than the liens of assessments and general taxes.
- [Part 28:125:1907; RL § 794; NCL § 1128] - (NRS A [1971, 301](#); [2001, 1756, 2076](#); [2003, 152](#))

**NRS?266.290??Acquisition or establishment of municipal utility: Procedure.**

- 1.??The city council may acquire or establish any public utility in the manner provided in this section.
  - 2.??The council shall enact an ordinance which must set forth fully and in detail:
    - (a)?The public utility proposed to be acquired or established.
    - (b)?The estimated cost thereof, as shown by the report approved by the council and mayor, of an engineer or body theretofore appointed by the council for that purpose.
    - (c)?The proposed manner and terms of payment.
  - 3.??The ordinance must be published in full at least once a week for 4 successive weeks in a newspaper of general circulation published in the city.
  - 4.??At the first regular meeting of the council, or any adjournment thereof, after the completion of the publication, the council may proceed to enact an ordinance for that purpose which must conform in all respects to the terms and conditions of the previously published ordinance, unless a petition is presented to it, signed by not less than 15 percent of the qualified electors of the city, as shown by the last preceding registration list, and representing not less than 10 percent of the taxable property of the city as shown by the last preceding tax list or assessment roll, praying for placement on the ballot at a special election or at the next primary or general municipal election or primary or general state election of the question of whether the proposed ordinance is to be passed. Thereupon, no such proposed ordinance may be enacted or become effective for any purpose whatsoever, unless at a special election called and held for the purpose or the next primary or general municipal election or primary or general state election, a majority of the votes cast are for the ordinance.
- [Part 28:125:1907; RL § 794; NCL § 1128] - (NRS A [1971, 302](#); [1981, 952](#); [1993, 1039](#); [2001, 2076](#))

The stormwater utility is not yet established and still must be vetted through the city council. The intent of this study is to provide a reasonable nexus for cost to operate the utility and the rates to be charged to users of the system.

**Relationship to Strategic Plan:** To preserve and maintain a quality of life enjoyed by the community's residents and visitors and enhance the continued maintenance and reconstruction of the City's infrastructure with an emphasis on sustainability.

**Relationship to Council Priorities:** Capital Improvement of City Owned Assets, advancing toward Storm Water Enterprise Fund and financing mechanism to provide storm water control as a citywide utility.

#### RECOMMENDED FINANCING

	Source of Funds/GL		Total Five-Year Cost	Estimated Expenditures by Fiscal Year				
				FY20/21	FY21/22	FY22/23	FY23/24	FY24/25
A. Feasibility Study								
B. Design								
C. Land Acquisition								
D. Construction	1	100-475-320	150,000	150,000				
Total			\$ 150,000	\$ 150,000				





Project Title: Gustafson Bridge Structural Assessment								
Department: Streets and Storm Drains								
<p>This Project is to evaluate improvements to and maintenance of Gustafson Bridge, located off Farm District Road. Staff would like to proceed with design for applicable repairs, retrofit and/or replacement in FY 21/22, with construction to follow in FY 22/23.</p> <p>Staff will utilize the structural assessment, in conjunction with the most current NDOT Bridge Inspection and Maintenance report, to prioritize recommended improvements to extend the service life of the existing bridge structure.</p>								
Relationship to Strategic Plan: (Community Goals) "To improve the quality of life enjoyed by the community's residents and enhance continued maintenance and reconstruction of the City's infrastructure with an emphasis on sustainability."								
Relationship to Council Priorities: FY 2021 Budget Priorities, as approved at the December 4, 2019 Fernley City council Meeting: Plan Implementation; 2019 NDOT Bridge Inspection and Maintenance Reports, 2020 Transportation Master Plan (pending final approval/adopted by FCC)								
RECOMMENDED FINANCING								
	Source of Funds/GL		Total Five-Year Cost	Estimated Expenditures by Fiscal Year				
				FY20/21	FY21/22	FY22/23	FY23/24	FY24/25
A. Feasibility Study								
B. Design								
C. Land Acquisition								
D. Construction	1	100-475-342	250,000	50,000	50,000	50,000	50,000	50,000
E. Furnishings/Equipment								
F. Departmental Equipment								
G. Contingency								
H. Other								
Total			\$ 250,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
Source of Funds Legend (1) General Fund (2) Water Enterprise Fund (3) Sewer Enterprise Fund (4) Federal Grants (5) Capital Fund (6) RCT Funds (7) Other								

Project Title: Northern Nevada Regional Travel Demand Model (TDM)								
Department: Streets and Storm Drains								
Description and Justification:								
<p>As part of the Transportation Master Plan process, Staff has been exploring future potential options available to establish and maintain a Travel Demand Model (TDM) for the City of Fernley (City).</p> <p>Currently in Northern Nevada, the Regional Transportation Commission of Washoe County (RTC Washoe), utilizes an internal TDM for the Washoe County area. The Carson Area Metropolitan Planning Organization (CAMPO) utilizes a separate model for Carson City, and surrounding areas. Separately, these models allow each agency to customize modeling for individual agency needs, however, shared boundary information between the models is inconsistent and the models are not compatible.</p> <p>The City approached RTC Washoe in September 2019 to assess the feasibility of incorporating the City of Fernley into the RTC TDM with the intent of utilizing the future model for both local data and to forecast traffic volumes and travel patterns between the City and Washoe County, (including traffic impacts associated with the Tahoe Reno Industrial Center (TRI Center)).</p> <p>Further discussions with RTC Washoe and the Nevada Department of Transportation (NDOT) prompted the proposal of a future feasibility study to identify modeling options within the Northern Nevada Region. Potential benefits of a combined Northern Nevada Regional TDM include: increased assurance that model information is consistent throughout the region, local LPAs will more easily be able to coordinate with the Statewide Model, cost sharing of model development and maintenance and economies of scale. It is proposed that the study be funded by NDOT's State Planning and Research (SPR) funds.</p> <p>The amount proposed for FY 20/21 is to fund the City's portion of either RTC model expansion, or incorporation into a regional model for Northern Nevada, pending results of the feasibility study. The amount requested does not include model compatibility upgrades, air quality input processing or annual maintenance/update costs.</p>								
Relationship to Strategic Plan: (Vision) "It is the vision of the City of Fernley to deliver and provide fiscally stable public services that result in a safe, responsive, forward-thinking and collaborative community. City of Fernley strives to be an organization responsive to change and public needs, being proactive, rather than reactive....," and (Community Goals) "To improve the quality of life enjoyed by the community's residents and enhance continued maintenance and reconstruction of the City's infrastructure with an emphasis on sustainability."								
Relationship to Council Priorities: FY 2021 Budget Priorities, as approved at the December 4, 2019 Fernley City council Meeting: Long-Term Planning, Plan Implementation; 2020 Transportation Master Plan (pending final approval/adoption by FCC)								
RECOMMENDED FINANCING								
	Source of Funds/GL		Total Five-Year Cost	Estimated Expenditures by Fiscal Year				
				FY20/21	FY21/22	FY22/23	FY23/24	FY24/25
A. Feasibility Study								
B. Design	1	100-475-320	\$ 50,000	\$ 50,000				
C. Land Acquisition								
D. Construction								
E. Furnishings/ Equipment								
F. Departmental Equipment								
G. Contingency								
H. Other								
Total			\$ 50,000	\$ 50,000	\$ —	\$ —	\$ —	\$ —
Source of Funds Legend (1) General Fund (2) Water Enterprise Fund (3) Sewer Enterprise Fund (4) Federal Grants (5) Capital Fund (6) RCT Funds (7) Other								



Project Title: EWWTP Fire Line and Potable Water Main Construction								
Department: Water Enterprise								
<p><b>Description and Justification:</b>  The East Wastewater Treatment Plant does not have access to clean, treated drinking water. The site is served by a one-inch line that extends from one of the City's groundwater wells. The water is not treated, and the pressure is not adequate to operate in any capacity for fire prevention. This project will extend a ten-inch water line from the existing water lines in Nevada Pacific Parkway out to the plant. The project is scheduled to go out to bid late summer of 2020, and the funds will go to construct the new water line.</p> <p>The budget year 2019/2020 provided funds for the engineering design and specifications for this project. The consultant has completed the design of the new water line and has submitted drawings to the state for approval. The project consists of will be approximately 4950 linear feet of 10-inch pipe and 1500 linear feet of 8-inch pipe and will finally provide drinking water to the wastewater employees as well as fire protection. The new waterline will also be utilized for future sludge removal processes. This project will pay for the construction of the water line and related appurtenances.</p>								
Relationship to Strategic Plan: Community Goal Number 3: To preserve and maintain a quality of life enjoyed by the community's residents and visitors and enhance the continued maintenance and reconstruction of the City's infrastructure with an emphasis on sustainability								
Relationship to Council Priorities: Infrastructure maintenance								
RECOMMENDED FINANCING								
	Source of Funds/GL		Total Five-Year Cost	Estimated Expenditures by Fiscal Year				
				FY19/20	FY20/21	FY21/22	FY22/23	FY23/24
A. Feasibility Study								
B. Design								
C. Land Acquisition								
D. Construction	2	510.166.100	880,000	880,000	—	—	—	—
E. Furnishings/ Equipment								
F. Departmental Equipment								
G. Contingency								
H. Other								
Total			880,000	880,000	—	—	—	—
Source of Funds Legend (1) General Fund (2) Water Enterprise Fund (3) Sewer Enterprise Fund (4) Federal Grants (5) Capital Fund (6) RCT Funds (7) Other								

Project Title: Improvements to Deliver and Treat Surface Water to the Water Treatment Plant								
Department: Water Enterprise								
<p><u>Description and Justification:</u></p> <p>City Council set water management as a top priority in the Water Fund for Fiscal Year 2015-16. For Fiscal Year 2016-17 Council refined the direction of staff to prioritize the design for construction of a delivery structure for surface water from the Truckee Canal to Fernley's water treatment plant, including potential modifications within the water treatment plant.</p> <p>The WTP was designed and built in the late 2000's to treat both ground and surface water. Upon completion, and once commissioned into service in 2009, the Fernley WTP is substantially ready to treat surface water.</p> <p>As of April 2017, the City of Fernley is established in the TROA program and can store water in reservoirs operated under TROA. The City staff have begun the process of working with BOR to establish a path of considering alternatives to transport water from the canal to the WTP.</p> <p>Surface water rights owned by the City have a diversion location at Derby Dam; diverting surface water from the Truckee River to the Truckee Canal. The City is in the process of acquiring the necessary U.S. Bureau of Reclamation (USBR) approval for use of the Newlands Project water and federal facilities (Truckee Canal, Derby Dam) to convey and divert water for municipal use. The City intends to design, construct, operate and maintain a canal outtake structure, pump station and pipeline to divert and convey surface water from the Truckee Canal to the WTP.</p> <p>AECOM was hired to complete the engineering drawings and specifications for the Outtake Structure and related Piping System to convey water from the TCID canal to a proposed Pumping Station Facility in the Water Treatment Plant. The 100% complete design plans and specifications have been submitted to USBR for review and approval and are projected to be approved late January to Mid-February 2020.</p> <p>Once the plans have been approved, USBR is projected to complete the last phase of the Environmental Assessment (EA). USBR has projected that the EA will be fully completed in July 2020. It is anticipated that the Outtake Structure will be ready to go to Bid Late July 2020, and ready to be go into construction in the Fall of 2020 after the TCID canal is shutdown. The project will be built in two phases, and this project will approve the budget to complete Phase 1- The Outtake Structure, and Conveyance portion. The pump House and modifications to the Surface Water Treatment Plant Train will be Phase 2.</p> <p>Due to a short time frame due to operations of the canal, it is anticipated that the Outtake Structure be built as soon as the canal shutdown occurs, and the piping system to the plant be built after the Outtake is completed.</p> <p>Additionally, Staff will contract with CDM Smith to begin the design of the interior improvements of the Water Treatment Plant. Preliminary Engineering has indicated the improvements are far less extensive than anticipate. Portions of this budget will allow CDM to prepare 100% plans for submittal to the Bureau of Safe Drinking Water for the added equipment within the plant.</p>								
Relationship to Strategic Plan: The Mission and Vision of the City is to provide fiscally stable, forward thinking which is responsive and proactive. Enhancing our water supply capabilities will promote future prosperity and balance the growth of the community. The ability to serve surface water will make the city more robust in its resources.								
Relationship to Council Priorities: Surface Water to the WTP: Funding will be allocated in the FY2018/2019 budget development using in-lieu-of fees, which will be intended to expand the use of surface water within the City of Fernley. Diversification of the water supply to use water will assist in sustainability and will be carried out over several years.								
RECOMMENDED FINANCING								
	Source of Funds/GL		Total Five-Year Cost	Estimated Expenditures by Fiscal Year				
				FY20/21	FY21/22	FY22/23	FY23/24	FY24/25
A. Feasibility Study								
B. Design	2	510-166100	1,000,000	500,000	500,000			
C. Land Acquisition			—					
D. Construction	2	510-166100	7,000,000	3,500,000	3,500,000			
E. Furnishings/ Equipment			—					

F. Departmental Equipment			—					
G. Contingency			—					
H. Other			—					
Total			8,000,000	4,000,000	4,000,000			
Source of Funds Legend								
(1) General Fund			(3) Sewer Enterprise Fund		(5) Capital Fund		(7) Other	
(2) Water Enterprise Fund			(4) Federal Grants		(6) RCT Funds			

Project Title: Cottonwood LN Waterline Replacement and Extension Construction								
Department: Water Distribution								
<p><b>Description and Justification:</b>  A portion of 18-inch water main is missing a between Rosewood DR and Cook WY. This missing section will need to be connected to the existing line. This portion of the project has been identified in the City's 2008 Water Master Plan as a project that will improve the operation of the distribution system. Another section of water main that extends from US-95A to Hardie LN will be upsized as part of this Project. Replacing this section of pipe will improve the operation of the water distribution system by removing a "bottle neck" within the system.</p> <p>The City will realize a substantial cost savings by designing and constructing portions of the Water Distribution System beneath Cottonwood LN in conjunction with roadway and drainage 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 waterline replacement portion of the Cottonwood LN Reconstruction Project will replace approximately 1,150 linear feet (LF) of waterline, starting west of US-95A near STA: 10+00 and ending west of Hardie LN near STA: 21+50. The waterline extension portion of the Project will add approximately 800 LF of waterline between Rosewood DR and Cook WY, and potentially the west side of Hardie LN to approximately 180' east.</p> <p>100% Plans, Specifications and Engineer's Estimate for the Project are anticipated to be complete by the end of FY 19/20, pending final Right-of-Way Acquisitions, Utility Relocation Agreements and other permitting requirements as applicable. The Project is tentatively scheduled to bid in the Summer of 2020.</p> <p>Staff recommends completing the remainder of the Project using a combination of Regional Transportation Commission (RTC) Funds, Water Enterprise Fund and Wastewater Enterprise Fund.</p>								
Relationship to Strategic Plan: (Community Goals) "To improve the quality of life enjoyed by the community's residents and enhance continued maintenance and reconstruction of the City's infrastructure with an emphasis on sustainability."								
Relationship to Council Priorities: FY 2021 Budget priorities, as approved at the December 4, 2019 Fernley City Council Meeting: Plan Implementation; improvements identified and evaluated in various planning documents including: FY 18/19 ADA TP Infrastructure Survey, Inventory and Final Report, 2017 Parks Master Plan (Bike and Ped), 2018 PMP Assessment, 2015 PMP and 2008 Water Master Plan)								
RECOMMENDED FINANCING								
	Source of Funds/GL		Total Five-Year Cost	Estimated Expenditures by Fiscal Year				
				FY20/21	FY21/22	FY22/23	FY23/24	FY24/25
A. Feasibility Study								
B. Design								
C. Land Acquisition								
D. Construction	2	510-166-100	550,000	550,000				
E. Furnishings/ Equipment								
F. Departmental Equipment								
G. Contingency								
H. Other								
Total			550,000	550,000	—	—	—	—
Source of Funds Legend (1) General Fund (2) Water Enterprise Fund (3) Sewer Enterprise Fund (4) Federal Grants (5) Capital Fund (6) RCT Funds (7) Other								

Project Title: Shadow LN Waterline Replacement and Extension Engineering Design								
Department: Water Distribution								
<u>Description and Justification:</u> Shadow Lane is a critical East-West Collector for the City and is used for both residential and commercial access. Staff is proposing a roadway reconstruction and drainage improvement Project for a portion of Shadow LN West, between US-95A and SR 828 (Farm District Road), design to commence FY 20/21. Water infrastructure will be evaluated for replacement and/or upsizing within the Project area.  The City will realize a substantial cost savings by designing and constructing portions of the Water Distribution System beneath Shadow LN in conjunction with roadway and drainage 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 Project will begin with design in FY 2021 and then progress to construction in FY 2022.  Staff recommends completing the Project using a combination of Regional Transportation Commission (RTC) Funds, Water Enterprise Fund and Wastewater Enterprise Fund.								
Relationship to Strategic Plan: (Community Goals) "To improve the quality of life enjoyed by the community's residents and enhance continued maintenance and reconstruction of the City's infrastructure with an emphasis on sustainability."								
Relationship to Council Priorities: FY 2021 Budget Priorities, as approved at the December 4, 2019 Fernley City Council Meeting: Plan Implementation; improvements identified and evaluated in various planning documents including: FY 18/19 ADA TP Infrastructure Survey, Inventory and Final Report, 2017 Master Master Plan (Bike and Ped), 2018 PMP Assessment, 2015 PMP and 2009 Sewer Master Plan								
RECOMMENDED FINANCING								
	Source of Funds/GL		Total Five-Year Cost	Estimated Expenditures by Fiscal Year				
				FY19/20	FY20/21	FY21/22	FY22/23	FY23/24
A. Feasibility Study								
B. Design	2	510-166-100	50,000	50,000				
C. Land Acquisition			—					
D. Construction	2	510-166-100	300,000		300,000			
E. Furnishings/Equipment			—					
F. Departmental Equipment			—					
G. Contingency			—					
H. Other			—					
Total			350,000	50,000	300,000	—	—	—
Source of Funds Legend								
(1) General Fund			(3) Sewer Enterprise Fund			(5) Capital Fund		(7) Other
(2) Water Enterprise Fund			(4) Federal Grants			(6) RCT Funds		



Project Title: Water Distribution System Improvements, Fremont ST, Main ST, US-50A and Winnie's LN Valves								
Department: Water Enterprise Fund								
Description and Justification:								
The ability to efficiently isolate or turn off water to sections of water main pipe, during the construction of the City's capital improvement projects, private development projects, or emergencies such as water main leaks is critical to the operation of the water system. To isolate sections of pipe, staff closes valves that are installed along the pipe or at intersections of pipe to shut off the water supply. Staff has identified four areas of the City's water distribution system that lack operational valves or were not designed with an adequate number of valves to efficiently isolate them as required. The proposed project will utilize a subcontractor that specializes in installing valves in existing water mains while the mains are active. Staff chose to install the valves while the mains were in service in order to minimize service disruptions to customers.								
Relationship to Strategic Plan: Community Goal Number 3: To preserve and maintain a quality of life enjoyed by the community's residents and visitors to enhance the continued maintenance and reconstruction of the City's infrastructure with an emphasis on sustainability.								
Relationship to Council Priorities: Infrastructure maintenance								
RECOMMENDED FINANCING								
	Source of Funds/GL		Total Five-Year Cost	Estimated Expenditures by Fiscal Year				
				FY20/21	FY21/22	FY22/23	FY23/24	FY24/25
A. Feasibility Study								
B. Design								
C. Land Acquisition								
D. Construction	2	510.166.100	90,000	90,000				
E. Furnishings/ Equipment								
F. Departmental Equipment								
G. Contingency								
H. Other								
Total			\$ 90,000	\$ 90,000	\$ —	\$ —	\$ —	\$ —
Source of Funds Legend								
(1) General Fund			(3) Sewer Enterprise Fund		(5) Capital Fund		(7) Other	
(2) Water Enterprise Fund			(4) Federal Grants		(6) RCT Funds			

<b>Project Title:</b> 2020 Ford F550 3-Yard Dump Truck								
<b>Department:</b> Public Works - Water Distribution								
<b>Description and Justification:</b> The City of Fernley's Water Distribution Department is requesting one (1), Ford 550 with dump bed, to be assigned to the City of Fernley's Water Distribution Department. This vehicle will be utilized for mid-size to heavy material hauling for water leak repairs, asphalt excavation, facility maintenance and construction and equipment transport. This vehicle will replace the vehicle currently assigned to the Department which is beyond the service miles and age recommended for vehicle replacement per the City of Fernley Fleet Management Program (PMP) Policy, Table 4.1 Appendix 8, Replacement Standard. If approved, Staff anticipates disposal of the current assets per the FMP Policy.								
<b>Relationship to Strategic Plan:</b> City of Fernley Fleet Management Program								
<b>Relationship to Council Priorities:</b> FY 2021 Budget Priorities, as approved at the December 4, 2019 Fernley City Council Meeting								
RECOMMENDED FINANCING								
	Source of Funds/GL		Total Five-Year Cost	Estimated Expenditures by Fiscal Year				
				FY20/21	FY21/22	FY22/23	FY23/24	FY24/25
A. Feasibility Study								
B. Design								
C. Land Acquisition								
D. Construction								
E. Furnishings/ Equipment								
F. Departmental Equipment	2	510-165100	50,000	50,000				
G. Contingency								
H. Other								
Total			\$ 50,000	\$ 50,000	\$ —	\$ —	\$ —	\$ —
<b>Source of Funds Legend</b> (1) General Fund                      (3) Sewer Enterprise Fund                      (5) Capital Fund                      (7) Other (2) Water Enterprise Fund        (4) Federal Grants                      (6) RCT Funds								

Project Title: Ricci Tank Interior and Exterior Recoats and Site Improvements								
Department: Water Enterprise Fund								
<p><b>Description and Justification:</b>  The Ricci Tank is a 1.5 Million gallon water tank providing operations, emergency and fire storage for primarily the Farm District Road area and the East side of Fernley. The tank was originally constructed in 1996 (24 years old). A video inspection of the tank was completed on 2015 and again in 2019. The inspection revealed corrosion on the walls and ceiling of the tank and the recommendation was to recoat the interior of the tank. Staff has budgeted for a complete interior recoat with roof repairs as well as an exterior recoat of the tank.</p> <p>In addition to the work on the tank, staff will be working with a design engineer to complete design and construction of improvements at the tank site. The tank currently has an overflow pipe that discharges into the Truckee Carson Irrigation District Canal. The United States Bureau of Reclamation, USBR, has required the City to remove the overflow pipe from the embankment of the canal. The site improvements will create and overflow pond for the tank and remove the overflow pipe from the canal embankment.</p>								
Relationship to Strategic Plan: Community Goal Number 3: To preserve and maintain a quality of life enjoyed by the community's residents and visitors and enhance continued maintenance and reconstruction of the City's infrastructure with an emphasis on sustainability.								
Relationship to Council Priorities: Infrastructure maintenance								
RECOMMENDED FINANCING								
	Source of Funds/GL		Total Five-Year Cost	Estimated Expenditures by Fiscal Year				
				FY20/21	FY21/22	FY22/23	FY23/24	FY24/25
A. Feasibility Study								
B. Design	2	510-166100	30,000	30,000				
C. Land Acquisition			—					
D. Construction	2	510-166100	470,000	470,000				
E. Furnishings/ Equipment			—					
F. Departmental Equipment			—					
G. Contingency			—					
H. Other			—					
Total			\$ 500,000	\$ 500,000	\$ —	\$ —	\$ —	\$ —
Source of Funds Legend (1) General Fund (3) Sewer Enterprise Fund (5) Capital Fund (7) Other (2) Water Enterprise Fund (4) Federal Grants (6) RCT Funds								

*Water Enterprise Major Maintenance Projects*

Project Title: Fire Hydrant Replacement								
Department: Water Enterprise								
The City of Fernley provides public fire hydrants for use by the North Lyon County Fire Protection District (NLCFD) to assist in fire suppression. This includes the City 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 interlocal agreement combined with the FY 15/16 Fire Hydrant Maintenance Program, and subsequent inspection and maintenance activities, indicated the need for fire hydrant replacement at a rate exceed what was budgeted in FY 15/16 O&M Water Distribution budget. Staff is requesting this item to replace approximately ten (10) hydrants during FY 2021.								
Relationship to Strategic Plan: Community Goal Number 3: To preserve and maintain a quality of life enjoyed by the community's residents and visitors and enhance the continued maintenance and reconstruction of the City's infrastructure with an emphasis on sustainability.								
Relationship to Council Priorities: Infrastructure maintenance								
RECOMMENDED FINANCING								
	Source of Funds/GL		Total Five-Year Cost	Estimated Expenditures by Fiscal Year				
				FY20/21	FY21/22	FY22/23	FY23/24	FY24/25
A. Feasibility Study								
B. Design								
C. Land Acquisition								
D. Construction								
E. Furnishings/ Equipment								
F. Departmental Equipment	2	510-810-430	12,500	12,500				
G. Contingency								
H. Other								
Total				\$ 12,500				
Source of Funds Legend (1) General Fund (2) Water Enterprise Fund (3) Sewer Enterprise Fund (4) Federal Grants (5) Capital Fund (6) RCT Funds (7) Other								

## Wastewater Enterprise Capital Projects

Project Title: EWWTP Monitoring Well Installation and Surveying								
Department: Wastewater Enterprise Fund								
<p><u>Description and Justification:</u>          Description and Justification: Additional information regarding groundwater quality and direction of flow is required to better understand the potential issues that are plaguing the monitoring well system at the East Wastewater Treatment Plant. Additional wells, both up- and down- gradient of the anticipated groundwater flow direction, can assist staff and our consultants in identifying potential sources of the elevated nitrogen that is currently in the monthly water sample analysis.</p> <p>Three additional wells to approximately 80 feet below ground surface, with screened intervals in the shallow water aquifer, will provide 50% more data than we currently have. This will assist in determining the course of direction for completion of the Administrative Order on Consent with the Nevada Division of Environmental Protection.</p> <p>The wells were planned and budgeted in the prior fiscal year however they were not constructed. The wells will be surveyed to correlate with each other and to the existing wells once installed.</p>								
Relationship to Strategic Plan: Community Goal Number 3: To preserve and maintain a quality of life enjoyed by the community's residents and visitors and enhance the continued maintenance and reconstruction of the City's infrastructure with an emphasis on sustainability.								
Relationship to Council Priorities: Infrastructure maintenance								
RECOMMENDED FINANCING								
	Source of Funds/GL		Total Five-Year Cost	Estimated Expenditures by Fiscal Year				
				FY20/21	FY21/22	FY22/23	FY23/24	FY24/25
A. Feasibility Study								
B. Design								
C. Land Acquisition								
D. Construction	3	520.166100	100,000	100,000				
E. Furnishings/ Equipment								
F. Departmental Equipment								
G. Contingency								
H. Other								
Total			100,000	100,000				
<p>Source of Funds Legend</p> <p>(1) General Fund                      (3) Sewer Enterprise Fund                      (5) Capital Fund                      (7) Other</p> <p>(2) Water Enterprise Fund                      (4) Federal Grants                      (6) RCT Funds</p>								

Project Title: Farm District Road Lift Station Design and Rehabilitation								
Department: Wastewater Enterprise Fund								
Description and Justification:								
This project will pay for the engineering design to rehabilitate to some of the most urgent issues with the current sewage lift station including, capacity, odor control, wet well liner condition, pump condition, crumbling manholes and concrete pipes, and any other items that were discovered during the preliminary engineering process. Staff will have the consultant progress the design so that the project will be ready for advertising and bidding early the following fiscal year. This project is vital for ensuring that one of the City's main lift stations continues to operate and serve the citizens of Fernley, more specifically all residents within the sphere of influence.								
Relationship to Strategic Plan: Community Goal Number 3: To preserve and maintain a quality of life enjoyed by the community's residents and visitors and enhance the continued maintenance and reconstruction of the City's infrastructure with an emphasis on sustainability.								
Relationship to Council Priorities: Infrastructure maintenance								
RECOMMENDED FINANCING								
	Source of Funds/GL		Total Five-Year Cost	Estimated Expenditures by Fiscal Year				
				FY02/21	FY21/22	FY22/23	FY23/24	FY24/25
A. Feasibility Study								
B. Design	3	520-166100	50,000	50,000				
C. Land Acquisition			—					
D. Construction	3	520-166100	405,000	405,000				
E. Furnishings/Equipment			—					
F. Departmental Equipment			—					
G. Contingency			—					
H. Other			—					
Total			455,000	455,000	—	—	—	—
Source of Funds Legend								
(1) General Fund			(3) Sewer Enterprise Fund		(5) Capital Fund		(7) Other	
(2) Water Enterprise Fund			(4) Federal Grants		(6) RCT Funds			

Project Title: Farm District Road Lift Station Relocation PER								
Department: Wastewater Enterprise								
Description and Justification:								
<p>This project will pay for the Preliminary Engineering Report to analyze possible future site solutions to relocate the existing lift station. The current lift station has a limited lifetime due to deterioration resulting from formation of methane gases, and has limitations of expansion because of restricted footprint, and close location to existing Farm District Road and homes. It is located on the shoulder of the Farm District Road within Nevada Department of Transportation right of way. Currently, the maintenance access of this lift station is restricted to a Vac-Con truck or similar size vehicle. Operations with crane or larger vehicles are restricted. Also, there is foul smell issues in warm weather. That foul smell is prevalent to the adjacent residents and traffic traveling in the vicinity.</p> <p>Relocating the lift station from its current site on State property to City owned property or easement is beneficial for the long-term viability and maintenance of the lift station. A larger footprint can be obtained, a bio-filter to alleviate the smelling issues can be accommodated, and maintenance issues requiring large vehicles (cranes) can be accomplished.</p> <p>Staff will direct the consultant to apply due diligence methods to evaluate a site that would allow for the ability to convey gravity flows from existing tributary development, ease of accessibility of maintenance vehicles and personnel, substantial setback from residential areas, and accommodate expansion of future city growth. This project is vital for ensuring that one of the City's vital lift stations continues to operate and serve the citizens of Fernley.</p>								
Relationship to Strategic Plan: Community Goal Number 3: To preserve and maintain a quality of life enjoyed by the community's residents and visitors and enhance the continued maintenance and reconstruction of the City's infrastructure with an emphasis on sustainability.								
Relationship to Council Priorities: Infrastructure Maintenance								
RECOMMENDED FINANCING								
	Source of Funds/GL		Total Five-Year Cost	Estimated Expenditures by Fiscal Year				
				FY20/21	FY21/22	FY22/23	FY23/24	FY24/25
A. Feasibility Study								
B. Design	3	520-166100	40,000	40,000				
C. Land Acquisition			—					
D. Construction	3	520-166100	2,900,000		500,000	500,000	950,000	950,000
E. Furnishings/ Equipment			—					
F. Departmental Equipment			—					
G. Contingency			—					
H. Other			—					
Total			2,940,000	40,000	500,000	500,000	950,000	950,000
Source of Funds Legend								
(1) General Fund			(3) Sewer Enterprise Fund		(5) Capital Fund		(7) Other	
(2) Water Enterprise Fund			(4) Federal Grants		(6) RCT Funds			



Project Title: Villa Way, Parkland, and Randon Court Sewer Main Replacement Design								
Department: Wastewater Enterprise Fund								
Description and Justification:								
<p>The sewer mains in Villa Way, and Randon Court were inspected by the wastewater department and were found to be obstructed with roots and in poor condition. The concrete sewer mains were installed in 1978 (40 years old) and, in addition to the root intrusion, they have been eroded over time by sewer gases.</p> <p>This project will fund the cost of the re-construction of the sewer mains. The engineering design was funded in during the 2019/2020 budget and is already in process, and the plans and specifications should be ready for going to bid early summer of 2020. The project will replace the lines that are located in City's right of way only and not disturb the sewer mains located on private property.</p>								
Relationship to Strategic Plan: Community Goal Number 3: To preserve and maintain a quality of life enjoyed by the community's residents and visitors and enhance the continued maintenance and reconstruction of the City's infrastructure with an emphasis on sustainability.								
Relationship to Council Priorities: Infrastructure maintenance								
RECOMMENDED FINANCING								
	Source of Funds/GL		Total Five-Year Cost	Estimated Expenditures by Fiscal Year				
				FY20/21	FY21/22	FY22/23	FY23/24	FY24/25
A. Feasibility Study								
B. Design								
C. Land Acquisition								
D. Construction	3	520.166.100	\$ 385,000	\$ 385,000				
E. Furnishings/ Equipment								
F. Departmental Equipment								
G. Contingency								
H. Other								
Total			\$ 385,000	\$ 385,000	\$ —	\$ —	\$ —	\$ —
Source of Funds Legend (1) General Fund (2) Water Enterprise Fund (3) Sewer Enterprise Fund (4) Federal Grants (5) Capital Fund (6) RCT Funds (7) Other								

Project Title: Cottonwood LN Sanitary Sewer Rehab/Reconstruct								
Department: Wastewater Enterprise Fund								
Description and Justification:								
<p>This Project will construct improvements to the City's Wastewater Collection System, and includes rehabilitation/reconstruction of Sanitary Sewer Manholes (SSMHs) nearing the end of their useful service life. Sanitary Sewer pipe upsizing and/or replacement is being evaluated as well.</p> <p>The City will realize a substantial cost savings by designing and constructing portions of the Wastewater Collection System beneath Cottonwood LN in conjunction with roadway and drainage 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.</p> <p>The sewer portion of the Cottonwood LN Reconstruction Project will include replacement and/or structural rehabilitation of (4) SSMHs between US-95A and the west side of Hardie LN and (1) SSMH near East Brigit CIR/Bardot WY. (2) additional SSMH may require (non-structural) rehabilitation.</p> <p>100% Plans, Specifications and Engineer's Estimate for the Project are anticipated to be complete by the end of FY 19/20, pending final Right-of-Way Acquisitions, Utility Relocation Agreements and other permitting requirements as applicable. The Project is tentatively scheduled to bid in the Summer of 2020.</p> <p>Staff recommends completing the remainder of the Project using a combination of Regional Transportation Commission (RTC) Funds, Water Enterprise Fund and Wastewater Enterprise Fund.</p>								
Relationship to Strategic Plan: (Community Goals) "To improve the quality of life enjoyed by the community's residents and enhance continued maintenance and reconstruction of the City's infrastructure with an emphasis on sustainability."								
Relationship to Council Priorities: FY 2021 Budget Priorities, as approved at the December 4, 2019 Fernley City Council Meeting: Plan Implementation; improvements identified and evaluated in various planning documents including: FY 18/19 ADA TP Infrastructure Survey, Inventory and Final Report, 2017 Parks Master Plan (Bike and Ped), 2018 PMP Assessment, 2015 PMP and 2008 Water Master Plan								
RECOMMENDED FINANCING								
	Source of Funds/GL		Total Five-Year Cost	Estimated Expenditures by Fiscal Year				
				FY20/21	FY21/22	FY22/23	FY23/24	FY24/25`
A. Feasibility Study								
B. Design								
C. Land Acquisition								
D. Construction	3	520-166-100	140,000	140,000				
E. Furnishings/ Equipment								
F. Departmental Equipment								
G. Contingency								
H. Other								
Total			140,000	140,000	—	—	—	—
Source of Funds Legend								
(1) General Fund			(3) Sewer Enterprise Fund		(5) Capital Fund		(7) Other	
(2) Water Enterprise Fund			(4) Federal Grants		(6) RCT Funds			

## Wastewater Enterprise Major Maintenance Projects

Project Title: Shadow LN Sanitary Sewer Rehab/Reconstruct								
Department: Wastewater Enterprise Fund								
Description and Justification:								
Shadow Lane is a critical East-West Collector for the City and is used for both residential and commercial access. Staff is proposing a roadway reconstruction and drainage improvement Project for a portion of Shadow LN West, between US-95A and SR 828 (Farm District Road), design to commence FY 20/21. Wastewater infrastructure will be evaluated for replacement and/or upsizing within the Project area.								
The City will realize a substantial cost savings by designing and constructing portions of the Wastewater Collection System beneath Shadow LN in conjunction with roadway and drainage 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 Project will begin with design in FY 2021 and then progress to construction in FY 2022.								
Staff recommends completing the Project using a combination of Regional Transportation Commission (RTC) Funds, Water Enterprise Fund and Wastewater Enterprise Fund.								
Relationship to Strategic Plan: (Community Goals) "To improve the quality of life enjoyed by the community's residents and enhanced continued maintenance and reconstruction of the City's infrastructure with an emphasis on sustainability."								
Relationship to Council Priorities: FY 2021 Budget Priorities, as approved at the December 4, 2019 Fernley City Council Meeting: Plan Implementation; improvements identified and evaluated in various planning documents including: FY 18/19 ADA TP Infrastructure Survey, Inventory, and Final Report, 2017 Parks Master Plan (Bike and Ped), 2018 PMP Assessment, 2015 PMP and 2009 Sewer Master Plan								
RECOMMENDED FINANCING								
	Source of Funds/GL		Total Five-Year Cost	Estimated Expenditures by Fiscal Year				
				FY 20/21	FY21/22	FY22/23	FY23/24	FY24/25
A. Feasibility Study								
B. Design	3	520-166-100	30,000	30,000				
C. Land Acquisition			—					
D. Construction	3	520-166-100	60,000		60,000			
E. Furnishings/Equipment			—					
F. Departmental Equipment			—					
G. Contingency			—					
H. Other			—					
Total			90,000	30,000	60,000	—	—	—
Source of Funds Legend								
(1) General Fund			(3) Sewer Enterprise Fund		(5) Capital Fund		(7) Other	
(2) Water Enterprise Fund			(4) Federal Grants		(6) RCT Funds			

Project Title: NDOT US-50A Improvements, City SSMH Replacement								
Department: Wastewater Sewer Enterprise Fund								
Description and Justification:								
<p>This Project will construct improvements to the City's Wastewater Collection System, and includes reconstruction of Sanitary Sewer Manholes (SSMHs) nearing the end of their useful service life.</p> <p>The City will realize a substantial cost savings by designing and constructing portions of the Wastewater Collection System beneath US-50A in conjunction with NDOT's US-50A Royal Oak DR to SR 427 Surface Overlay and Multi-Use Path Project, (Project No. SPF-50A-1(006), scheduled to bid in the Summer of 2020. Performing the work while the street is being reconstructed is economically and operationally more efficient than if it were scoped as a separate project.</p> <p>Staff has been coordinating with the NDOT Project design team to incorporate design and construction for replacement of (3) of the City's SSMHs, located between Sage ST and Cottonwood LN.</p> <p>Staff recommends completing the Project using Wastewater Enterprise Funds.</p>								
Relationship to Strategic Plan: (Community Goals) "To improve the quality of life enjoyed by the community's residents and enhance continued maintenance and reconstruction of the City's infrastructure with an emphasis on sustainability."								
Relationship to Council Priorities: FY 2021 Budget Priorities, as approved at the December 4, 2019 Fernley City Council Meeting: Plan Implementation								
RECOMMENDED FINANCING								
	Source of Funds/GL		Total Five-Year Cost	Estimated Expenditures by Fiscal Year				
				FY20/21	FY21/22	FY22/23	FY23/24	FY24/25
A. Feasibility Study								
B. Design								
C. Land Acquisition								
D. Construction	3	520.166.100	150,000	\$ 150,000				
E. Furnishings/Equipment								
F. Departmental Equipment								
G. Contingency								
H. Other								
Total			150,000	150,000	—	—	—	—
Source of Funds Legend								
(1) General Fund			(3) Sewer Enterprise Fund			(5) Capital Fund		(7) Other
(2) Water Enterprise Fund			(4) Federal Grants			(6) RCT Funds		

Project Title: 2020 Vacuum Truck Sewer Cleaner								
Department: Wastewater Enterprise Fund								
Description and Justification:								
The City of Fernley's Wastewater Department is requesting to purchase one (1) 2020 Vacuum sewer cleaning machine to be assigned to the City of Fernley's Wastewater Department. This equipment will be utilized for 24-hour City sewer related emergency response, Wastewater facility and infrastructure cleaning and maintenance. This vehicle will replace the aged and problematic vacuum machine that is currently assigned to the Department which is beyond the service miles and age recommended for vehicle replacement per the City of Fernley Fleet Management Program (PMP) Policy, Table 4.1 Appendix 8, Replacement Standard. If approved, Staff anticipates disposal of the current assets per the FMP Policy.								
Relationship to Strategic Plan: City of Fernley Fleet Management Program								
Relationship to Council Priorities: FY 2021 Budget Priorities, as approved at the December 4, 2019 Fernley City Council Meeting								
RECOMMENDED FINANCING								
	Source of Funds/GL		Total Five-Year Cost	Estimated Expenditures by Fiscal Year				
				FY 20/21	FY21/22	FY22/23	FY23/24	FY24/25
A. Feasibility Study								
B. Design								
C. Land Acquisition								
D. Construction								
E. Furnishings/ Equipment								
F. Departmental Equipment	3	520-165100	500,000	500,000				
G. Contingency								
H. Other								
Total			500,000	500,000	—	—	—	—
Source of Funds Legend								
(1) General Fund		(3) Sewer Enterprise Fund		(5) Capital Fund		(7) Other		
(2) Water Enterprise Fund		(4) Federal Grants		(6) RCT Funds				

## Section VIII - Debt Administration



## Debt Management Policy

The City's Debt Management Policy was created to fulfill the requirements of NRS 350.103. The City is generally limited in the bonds it can issue by its statutory debt limit, the \$3.64 limit on overlapping tax rates and the amount of revenue available to pay debt service on bonds. The policy discusses the outstanding and proposed debt of the City, its ability to afford such debt and other items relating to the issuance of bonds by the City.

The total outstanding debt for the City of Fernley as of July 1, 2020 is \$67,260,649. This includes General Obligation bonds for water (\$57,606,000) and sewer (\$7,597,649). The City also has installment purchase debt outstanding in the amount of (\$2,057,000). This is not considered general obligation debt, and is for the City Hall Expansion.

Name of Bond	Term	Original Amount of Issue	Issue Date	Final Payment Date	Interest Rate	Beginning Outstanding Balance 7/1/20	Interest Payable 6/30/21	Principal Payable 6/30/21	Total
<b>General Fund</b>									
City Hall Expansion (Refunding)	13	4,010,000	6/29/2012	12/1/2025	2.38%	2,057,000	45,113	323,000	368,113
<b>Total General Fund</b>		<b>4,010,000</b>				<b>2,057,000</b>	<b>45,113</b>	<b>323,000</b>	<b>368,113</b>
<b>Water Enterprise Fund</b>									
2020 Refunding	5.5	11,066,527	5/6/2020	2/1/2026	1.03%	12,306,000	77,257	232,014	309,271
2015B Refunding	23	37,665,000	11/4/2015	2/1/2038	2.48%	32,905,000	1,277,031	2,260,000	3,537,031
2016 Refunding	30	9,085,000	11/3/2016	2/1/2037	2-3%	8,970,000	260,550	—	260,550
2017 Refunding	30	4,425,000	1/26/2017	2/1/2037	3-3.75%	3,425,000	118,825	100,000	218,825
<b>Total Water Enterprise Fund</b>		<b>62,744,229</b>				<b>57,606,000</b>	<b>1,733,663</b>	<b>2,592,014</b>	<b>4,325,677</b>
<b>Sewer Enterprise Fund</b>									
2020 Refunding	5.5	1,239,473	5/6/2020	2/1/2026	1.03%	1,220,739	8,653	25,986	34,639
2015A Refunding	23	5,807,691	11/4/2015	2/1/2038	2.48%	5,026,480	116,518	274,719	391,237
2017 SRF Loan		1,500,000	1/11/2017	pending drawdown	2.43%	1,350,430	32,423	65,023	97,446
<b>Total Sewer Enterprise Fund</b>		<b>8,603,462</b>				<b>7,597,649</b>	<b>157,594</b>	<b>365,728</b>	<b>523,322</b>
<b>TOTAL ALL DEBT SERVICE</b>		<b>75,357,691</b>				<b>67,260,649</b>	<b>1,936,370</b>	<b>3,280,742</b>	<b>5,217,112</b>

## Water Ancillary Fee

In 2012, the City Council adopted a resolution establishing a Water Bond Debt Fee (now the Water Ancillary Fee). This fee was to be collected on the property tax statement. The amount did not cover the entire cost of the debt service payments in FY 2015-16, with a shortfall of (\$1,281,628.76).

In FY 16/17, City Council directed staff to reduce the Fee by 10%. This reduced the monthly fee for a 3/4" meter from \$31.09 to \$27.98 leaving a deficit of (\$1,704,536).

The City conducted a water and sewer rate study, and established a process to collect the total amount required for debt service (principle and interest) on the property tax roll. The City reviews annually to ensure the debt service is captured as well as including any meters added to the system. For FY 2020-21, the monthly amount (for 3/4" meters) is estimated at \$37.04, a \$0.56 reduction from the previous year. A final calculation will be completed in May prior to submitting the information to the County Assessor.

The table below provides the change in rates each year.

Meter size	FY15/16	FY16/17	FY17/18	FY18/19	FY19/20	FY20/21
0.75	31.09	27.98	41.11	39.22	38.43	37.04
1.00	51.92	46.73	68.65	65.50	64.17	61.86
1.50	103.53	93.18	136.90	156.89	153.70	148.17
2.00	165.71	149.14	219.12	248.28	243.24	234.48
3.00	310.90	279.81	411.11	568.74	557.18	537.12
4.00	518.27	466.44	685.32	784.47	768.52	740.85
6.00	518.27	466.44	685.32	1,765.05	1,729.17	1,666.91
Will-Serve	18.65	16.79	24.67	23.53	23.06	22.22

2020 Water Bond Fee - As of February 25, 2019				
Meter Size	Accounts	Multiplier	Monthly Rate	Monthly Revenue
0.75	7,244	1	\$ 37.04	\$ 268,336
1	143	1.67	\$ 61.86	\$ 8,846
1.5	60	4	\$ 148.17	\$ 8,890
2	141	6.33	\$ 234.48	\$ 33,062
3	6	15	\$ 537.12	\$ 3,223
4	15	20	\$ 740.85	\$ 11,113
6	3	45	\$ 1,666.91	\$ 5,001
will serve	990	0.6	\$ 22.23	\$ 22,003
	8,602			
				\$ 360,473
		4,325,677	Annual Revenue	\$ 4,325,677

2020 Water Fund Debt Service Requirements		**The estimates are based upon the number of meters in the system as of February 25, 2019. Final calculations and rates will be finalized in May prior to transferring the information to Lyon County Assessor's Office for the tax rolls.
Bond Principal	2,592,014	
Interest	1,733,663	
Total	4,325,677	



## Section IX - 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.

### **Abatement**

In 2005, the Nevada Legislature determined that rising real property values had placed an unreasonable property tax burden on taxpayers. To address the problem, the Legislature adopted an abatement scheme which has been codified at NRS 361.471 to 361.4735, inclusive. The abatement in effect is a limitation on the increase in taxes and is generally called a "tax cap."

### **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 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.

**Beginning Balance**

The residual funds brought forward from the previous fiscal year.

**Bonds**

A long-term debt or promise to pay. It is a promise to repay a specific sum of money, call the face value or principal amount, at a specific date in the future, along with periodic interest at a specific rate. Bonds are primarily used to finance capital projects.

**Bond Rating**

The measure of the quality and safety of a bond. It indicates the likelihood that a debt issuer will meet the scheduled repayments and dictates the interest paid.

**Budget**

A comprehensive financial plan of operation for a specified period 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.

**Building Permit**

A document authorizing the holder to construct a building of a particular kind on a particular lot issued by a municipality.

**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 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.

### **Comprehensive Annual Financial Report (CAFR)**

The audited financial statements prepared in accordance with U.S. General Accepted Accounting Principles (GAAP).

### **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.

### **Cost Allocation**

Cost allocation refers to a process of accounting and recording the full costs of a government service by including its indirect costs or "overhead" in addition to its direct costs. A cost allocation plan distributes these indirect costs to ensure that the respective funds are fairly and accurately paying for the services received.

**Contingency Fund**

A budgetary reserve set aside for emergency or unanticipated expenses and/or revenue shortfalls. The City Council must approve all transfers of appropriation authority from contingency.

**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**

Payment of principal, interest, and related service charges on obligations resulting from the issuance of bonds.

**Department**

The basic organizational unit of government which is functionally unique in its delivery of services.

**Depreciation (non-cash transaction)**

Decline in the value of a capital asset attributable to wear and tear, deterioration, action of the physical elements, inadequacy or obsolescence. This is a non-cash transaction 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. Therefore, the asset's life must be determined when booked. The capitalization of all enterprise assets including infrastructure, is necessary.

**Direct Costs**

Costs that can be easily and readily identified and assigned as being directly associated and benefiting a particular cost objective. Costs that clearly and directly benefit a specific fund or program.

**Division**

An organized unit within a department.

**Employee Benefits**

Various types of non-wage compensation provided to employees in addition to their normal wages or salaries.

**Ending Balance**

The residual funds that are available for appropriation at the end of the fiscal year.

**Enterprise Fund**

Enterprise funds are used to account for operations that are either financed or operated in a manner like 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 ensure 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.

**Fees**

Fees are charges for specific services.

**Financial Policy**

Provides an agreement upon sets of principal for the planning and programming of government budgets and funding to promote financial stability.

**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.

**Full-Time Equivalent (FTE)**

A part-time position converted to a decimal equivalent of a full-time position based on 2,080 hours per year.

**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).

### **Generally Accepted Accounting Principles (GAAP)**

A framework of accounting standards, rules, and procedures publicized by the Governmental Accounting Standards Board defining acceptable accounting practices. GASB is the official standard setting agency for state and local governments.

### **General Fund**

The General Fund accounts for most of the financial resources of the government that are not accounted for in other funds. General fund revenues include property taxes, licenses and permits, local and state shared taxes, and services charges. General fund services include finance, information systems, administration, municipal court, streets, planning, building, and general services.

### **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.

### **Grant**

A contribution by a government or other organization to support a particular function.

**Indirect Costs**

Shared administrative expenses where a department or agency incurs costs for support provided to other departments/agencies (e.g. finance, human resources, facilities, maintenance, technology). These are "overhead costs" or central/support services incurred for common or joint objectives and cannot be readily identified with a particular final cost objective.

**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 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.

**Ordinance**

A formal legislative enactment by the governing body of a municipality.

**Performance Measures**

Data collected by departments to determine how effective or efficient a service area is achieving objectives set at the beginning of the year.

**Program**

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

**Property Tax Rate**

The amount of tax levied for each \$100 of assessed 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. 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.

## Section X – Final Word

Thank you for reading through this budget document. The budget process begins in December of each year with the establishment of Council Priorities and Budget Calendar for the following fiscal year, followed by meetings with Senior Staff, the City Treasurer, and the City Manager compiling information to present for the formal budget process. The formal budget process concludes with the budget workshops before the Mayor and City Council and a public hearing to formally adopt the budget in May, as required by state law.

The City would like to take this opportunity to recognize staff throughout the City that conduct analysis, project revenues and expenses and monitor fund and departmental budgets. This teamwork is invaluable. The process of budgeting is a year-round activity which involves close monitoring, problem solving and planning for the future. Customer service to the City and the community is essential for the completion of the budget. Please take a moment to complete and submit your responses to the questions on the next page.

The City provides information on the website at [www.cityoffernley.org](http://www.cityoffernley.org).

The mailing address is:

City of Fernley  
City Manager's Office  
595 Silver Lace Blvd.  
Fernley, NV 89408  
(775) 784-9864  
[dhooper@cityoffernley.org](mailto:dhooper@cityoffernley.org)

## Budget Document Comments

Your opinion is important to us. Please take a minute and tell us what you think about the budget document. Your comments will help us improve this document for the future.

- **Readability:** Is the subject matter presented in an easy to read format and in terms that are understandable?

1	2	3	4	5
Difficult	Somewhat Difficult	Adequate	OK	Very Easy

- Using a scale of (1) not helpful, (2) helpful, and (3) very helpful, please rate the following sections:

Section I – Overview  
 Section II – Budget Summary  
 Section III – Department Budgets  
 Section IV – Enterprise Funds  
 Section V – Special Funds  
 Section VI – Debt Administration  
 Section VII – Budget Structure  
 Section VIII – Policies  
 Section IX – Community Profile  
 Section X – Community Profile  
 Section XI – Glossary

- **Content:** What would you like to see added, expanded, reduced or removed?
- **Overall Impression:** How would you rate the entire document?

1	2	3	4	5
Start Over	Minimal Help	OK	Answered Most Questions	Very Helpful

- May we contact you for additional information?      Yes      No  
 E-mail / phone: \_\_\_\_\_

Please send to:  
 City of Fernley  
 City Manager's Office  
 595 Silver Lace Blvd.  
 Fernley, NV 89408  
[dhooper@cityoffernley.org](mailto:dhooper@cityoffernley.org)

# Appendix

- Organizational Chart
- Job Descriptions

Deputy City Manager job description  
Deputy City Engineer job description  
Administrative Specialist I/II - Utility Billing  
Administrative Specialist I/II - PW Admin  
Administrative Specialist I/II - Engineering

Note: Copies may be requested at [dhooper@cityoffernley.org](mailto:dhooper@cityoffernley.org)