

# City of Fernley

FY 2023-2024

Final Budget



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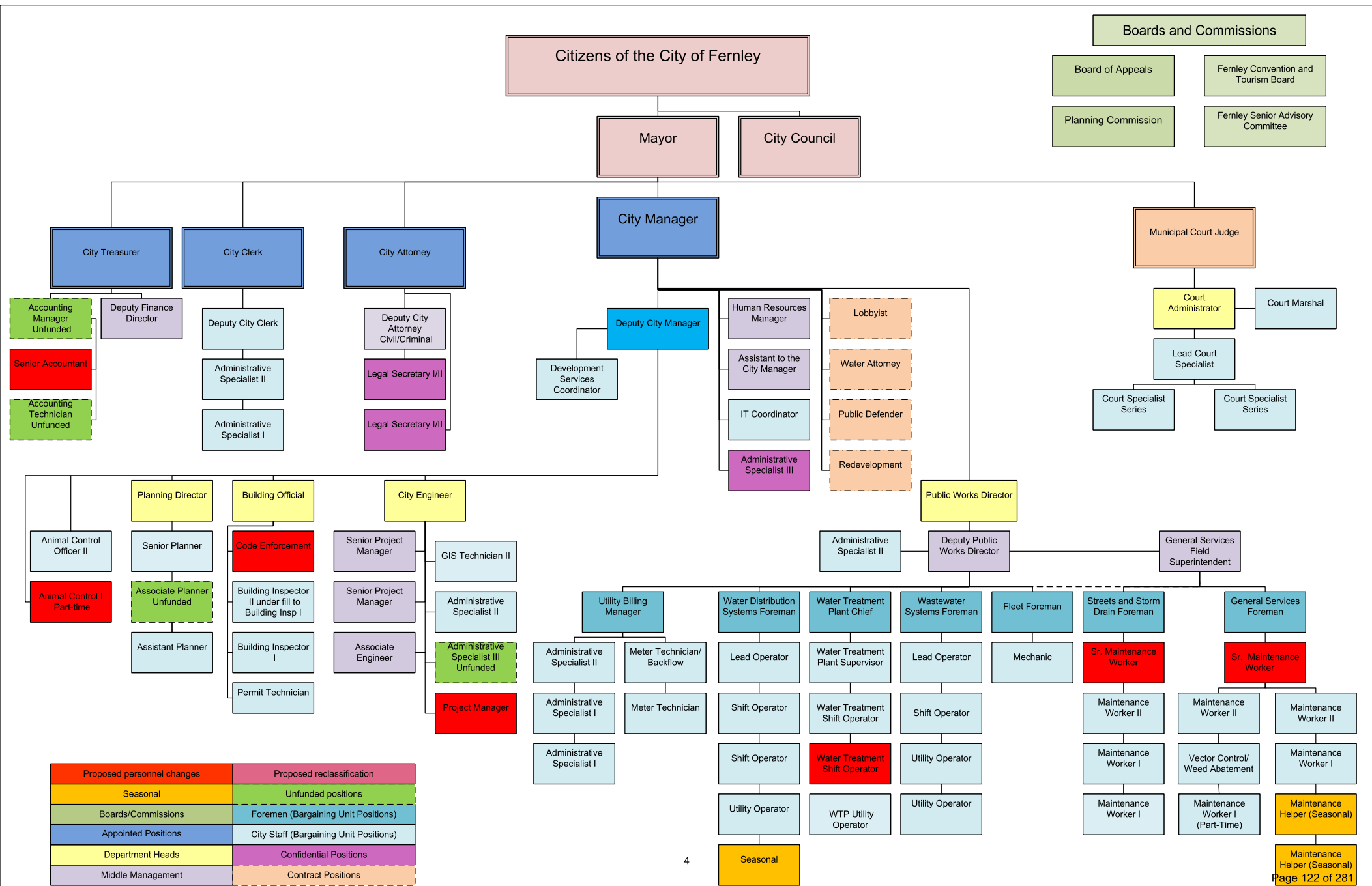
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## POSITIONS

Fund	Dept	Position	Allocation	Wages	Benefits	Total
<b>Mayor/Council</b>						
100	412	Council Member	72.60%	10,166	4,085	14,251
100	412	Council Member	72.60%	10,166	4,085	14,251
100	412	Council Member	72.60%	10,166	1,309	11,475
100	412	Council Member	72.60%	10,166	4,085	14,251
100	412	Council Member	72.60%	10,166	4,085	14,251
100	412	Mayor	72.60%	20,347	8,201	28,548
Total				71,176	25,849	97,025
<b>City Manager's Office</b>						
100	413	Administrative Specialist III - CM	40.60%	20,678	15,026	35,704
100	413	Deputy City Manager	40.60%	43,113	21,300	64,413
100	413	Development Coordinator	100.00%	50,152	29,938	80,090
100	413	City Manager	40.60%	52,345	27,569	79,914
100	413	Human Resource Manager	57.81%	45,933	24,328	70,261
100	413	Assistant to the City Manager	40.60%	26,070	18,545	44,615
Total				238,291	136,706	374,997
<b>City Attorney's Office</b>						
100	414	Legal Secretary I/II	100.00%	49,386	28,521	77,907
100	414	Deputy City Attorney	100.00%	109,298	52,643	161,941
100	414	City Attorney	99.10%	144,777	77,218	221,995
100	414	Legal Secretary I/II	100.00%	48,511	36,227	84,738
Total				351,972	194,609	546,581
<b>City Treasurer's Office/Finance</b>						
100	415	City Treasurer/Finance Director	40.60%	58,172	26,091	84,263
100	415	Accounting Technician - (Unfunded)	0.00%	-	-	-
100	415	Accounting Manager (Unfunded)	0.00%	-	-	-
100	415	Senior Accountant - (New)	40.60%	26,351	17,453	44,344
100	415	Deputy Finance Director	40.60%	29,921	15,506	45,427
Total				114,444	59,050	173,494
<b>City Clerk's Office</b>						
100	416	Administrative Specialist II - Clerk	71.00%	28,164	23,455	51,619
100	416	Deputy City Clerk	71.00%	38,171	28,635	66,806
100	416	Administrative Specialist I - Clerk	71.00%	26,343	17,084	43,427
100	416	City Clerk	71.00%	72,405	39,034	111,439
Total				165,083	108,208	273,291
<b>Facilities</b>						
100	417	Public Works Director	2.83%	3,460	1,965	5,425
100	417	Maintenance Worker II - Parks/Fac	27.85%	15,657	11,167	26,824
100	417	Foreman - General Services	27.85%	19,207	11,925	31,132
100	417	Maintenance Worker I - Facilities	100.00%	19,681	3,154	22,835
100	417	Administrative Specialist II - PW	2.83%	1,136	722	1,858
100	417	Deputy Public Works Director	2.83%	2,387	1,397	3,784

## POSITIONS

Fund	Dept	Position	Allocation	Wages	Benefits	Total
100	417	Maintenance Worker II - Parks/Fac	27.85%	11,412	8,990	20,402
100	417	Senior Maintenance Worker - Parks/Fac - (New)	27.85%	13,061	7,858	21,111
100	417	Maintenance Worker I - Parks/Fac	27.85%	11,693	5,389	17,082
100	417	General Services Field Superintendent	8.24%	7,318	4,273	11,591
Total				105,012	56,840	161,852
Information Technology						
100	418	Information Technology Specialist	59.00%	45,827	27,515	73,342
Total				45,827	27,515	73,342
Court						
100	425	Court Specialist Series	100.00%	36,189	23,993	60,182
100	425	Lead Court Specialist	100.00%	52,021	31,032	83,053
100	425	Court Administrator	100.00%	71,436	45,482	116,918
100	525	Court Marshal	100.00%	117,610	63,294	180,904
100	425	Court Specialist Series	100.00%	36,272	23,999	60,271
Total				313,528	187,800	501,328
Streets						
100	475	Maintenance Worker I - Streets	100.00%	42,993	26,249	69,242
100	475	Public Works Director	23.61%	28,867	16,394	45,261
100	475	Foreman - Streets	100.00%	65,999	29,505	95,504
100	475	Maintenance Worker II - Streets	100.00%	53,423	35,484	88,907
100	475	Maintenance Worker I - Streets	100.00%	39,757	31,914	71,671
100	475	Administrative Specialist II - PW	23.61%	9,474	6,021	15,495
100	475	Deputy Public Works Director	23.61%	19,910	11,657	31,567
100	475	Senior Maintenance Worker - Streets - (New)	100.00%	48,954	29,780	78,734
100	475	General Services Field Superintendent	68.73%	61,043	35,641	96,684
Total				370,420	222,645	593,065
Fleet						
100	480	Foreman - Fleet	62.60%	53,539	31,394	84,933
100	480	Mechanic	62.60%	37,650	27,365	65,015
Total				91,189	58,759	149,948
Animal Control						
100	525	Animal Control Officer II	100.00%	51,358	28,188	79,546
100	525	Animal Control Officer I PT	100.00%	19,679	2,249	21,928
Total				71,037	30,437	101,474
Vector Control						
100	528	Weed Abatement/Vector Control	62.57%	30,793	22,434	53,227
100	528	General Services Field Superintendent	1.67%	1,483	866	2,349
Total				32,276	23,300	55,576
Engineering						
100	529	Administrative Specialist II - Eng	100.00%	44,019	26,418	70,437
100	529	Administrative Specialist III - Eng - (Unfunded)	0.00%	-	-	-
100	529	Project Manager - (New)	72.25%	45,152	24,409	69,561

## POSITIONS

Fund	Dept	Position	Allocation	Wages	Benefits	Total
100	529	Associate Engineer	100.00%	65,421	35,997	101,418
100	529	City Engineer	72.25%	88,027	48,429	136,456
100	529	Senior Project Manager	72.25%	63,097	38,307	101,404
100	529	GIS Technician II	72.25%	23,486	9,765	33,251
100	529	Senior Project Manager	72.25%	65,982	39,626	105,608
Total				395,184	222,951	618,135
Parks						
100	575	Public Works Director	7.34%	8,974	5,097	14,071
100	575	Maintenance Worker II - Parks/Fac	72.15%	40,563	28,930	69,493
100	575	Foreman - General Services	72.15%	49,760	30,894	80,654
100	575	Administrative Specialist II - PW	7.34%	2,945	1,872	4,817
100	575	Deputy Public Works Director	7.34%	6,190	3,624	9,814
100	575	Maintenance Worker II - Parks/Fac	72.15%	29,564	23,290	52,854
100	575	Seasonal - Parks	100.00%	15,500	2,580	18,080
100	575	Senior Maintenance Worker - Parks/Fac - (New)	72.15%	33,837	20,357	54,691
100	575	Seasonal - Parks	100.00%	15,500	1,770	17,270
100	575	Maintenance Worker I - Parks/Fac	72.15%	30,291	13,960	44,251
100	575	General Services Field Superintendent	21.36%	18,971	11,077	30,048
Total				252,095	143,451	395,546
Building & Safety						
100	605	Permit Technician	100.00%	41,808	33,524	75,332
100	605	Building Inspector I	100.00%	41,681	21,673	63,354
100	605	Building Inspector I (Underfilled from a II)	100.00%	42,041	36,034	78,075
100	605	Code Enforcement Officer (New)	100.00%	42,698	34,333	77,031
100	605	Building Official	100.00%	89,016	41,734	130,750
Total				257,244	167,298	424,542
Planning						
100	610	Senior Planner	100.00%	74,433	38,531	112,964
100	610	Associate Planner - (Unfunded)	0.00%	-	-	-
100	610	Assistant Planner	100.00%	49,576	36,953	86,529
100	610	Planning Director	100.00%	86,073	44,007	130,080
Total				210,082	119,491	329,573
Water Distribution						
510	810	Administrative Specialist II - Clerk	17.60%	6,982	5,814	12,796
510	810	Administrative Specialist III - CM	45.50%	23,173	16,840	40,013
510	810	Public Works Director	44.79%	54,763	31,101	85,864
510	810	Information Technology Specialist	26.10%	20,273	12,172	32,445
510	810	Meter Technician	100.00%	47,345	38,091	85,436
510	810	Deputy City Clerk	17.60%	9,462	7,098	16,560
510	810	Utility/Shift Operator - WD	100.00%	60,397	39,774	100,171
510	810	Meter Technician	100.00%	52,369	40,147	92,516
510	810	Utility Billing Manager	50.00%	34,694	21,706	56,400

## POSITIONS

Fund	Dept	Position	Allocation	Wages	Benefits	Total
510	810	Foreman - Water Distribution	100.00%	86,022	48,323	134,345
510	810	Council Member	16.50%	2,310	928	3,238
510	810	Council Member	16.50%	2,310	928	3,239
510	810	Admin Specialist I - Utilities	50.00%	19,149	12,265	31,414
510	810	Shift Operator - WD	100.00%	60,577	26,968	87,545
510	810	Project Manager - (New)	19.42%	12,136	6,561	18,697
510	810	Administrative Specialist III - Eng - (Unfunded)	0.00%	-	-	-
510	810	Council Member	16.50%	2,310	298	2,608
510	810	Foreman - Fleet	19.20%	16,421	9,629	26,050
510	810	Administrative Specialist II - Utilities	50.00%	25,747	19,568	45,315
510	810	Council Member	16.50%	2,310	928	3,239
510	810	Deputy City Manager	45.50%	48,316	23,871	72,187
510	810	Administrative Specialist II - PW	44.79%	17,972	11,421	29,393
510	810	City Engineer	19.42%	23,661	13,017	36,678
510	810	Senior Project Manager	19.42%	16,960	10,297	27,257
510	810	Council Member	16.50%	2,310	928	3,239
510	810	Shift Operator - WD	100.00%	66,654	41,967	108,621
510	810	Administrative Specialist I - Clerk	17.60%	6,530	4,235	10,765
510	810	City Attorney	0.70%	1,023	545	1,568
510	810	City Treasurer/Finance Director	45.50%	65,193	29,240	94,433
510	810	Mechanic	19.20%	11,548	8,393	19,941
510	810	Seasonal - WD	100.00%	15,500	961	16,461
510	810	Deputy Public Works Director	44.79%	37,771	22,113	59,884
510	810	Lead Shift Operator - WD	100.00%	66,982	33,512	100,494
510	810	City Manager	45.50%	58,663	30,897	89,560
510	810	Human Resource Manager	28.60%	22,724	12,036	34,760
510	810	Mayor	16.50%	4,624	1,864	6,488
510	810	GIS Technician II	19.42%	6,313	2,625	8,938
510	810	Senior Accountant (New)	45.50%	29,531	19,559	49,090
510	810	Accounting Technician - (Unfunded)	0.00%	-	-	-
510	810	Accounting Manager (Unfunded)	0.00%	-	-	-
510	810	Deputy Finance Director	45.50%	33,532	17,377	50,909
510	810	Senior Project Manager	19.42%	17,735	10,651	28,386
510	810	Assistant to the City Manager	45.50%	29,217	20,783	50,000
510	810	City Clerk	17.60%	17,948	9,676	27,624
510	810	Admin Specialist I - Utilities	50.00%	20,674	16,446	37,120
Total				1,160,133	681,553	1,841,686
Water Treatment						
510	840	Public Works Director	6.00%	7,336	4,166	11,502
510	840	Shift Operator - WTP	100.00%	57,156	33,425	90,581
510	840	Shift Operator - WTP (New)	100.00%	47,333	30,136	77,469
510	840	Utility Operator - WTP	100.00%	52,093	32,962	85,055

## POSITIONS

Fund	Dept	Position	Allocation	Wages	Benefits	Total
510	840	Administrative Specialist II - PW	6.00%	2,408	1,530	3,938
510	840	Water Treatment Plant Chief Operator	100.00%	117,167	49,864	167,031
510	840	Water Treatment Plant Supervisor	100.00%	117,269	59,658	176,927
510	840	Deputy Public Works Director	6.00%	5,060	2,962	8,022
Total				405,822	214,703	620,525
Sewer						
520	810	Administrative Specialist II - Clerk	11.40%	4,522	3,766	8,288
520	810	Weed Abatement/Vector Control	37.43%	18,421	13,420	31,841
520	810	Administrative Specialist III - CM	13.90%	7,079	5,144	12,223
520	810	Public Works Director	15.43%	18,866	10,714	29,580
520	810	Information Technology Specialist	14.90%	11,573	6,949	18,522
520	810	Deputy City Clerk	11.40%	6,129	4,598	10,727
520	810	Utility Billing Manager	50.00%	34,694	21,706	56,400
520	810	Council Member	10.90%	1,526	613	2,140
520	810	Council Member	10.90%	1,526	613	2,140
520	810	Admin Specialist I - Utilities	50.00%	19,149	12,265	31,414
520	810	Project Manager - (New)	8.33%	5,206	2,814	8,020
520	810	Administrative Specialist III - Eng - (Unfunded)	0.00%	-	-	-
520	810	Accounting Manager (Unfunded)	0.00%	-	-	-
520	810	Council Member	10.90%	1,526	197	1,723
520	810	Lead Shift Operator - Sewer	100.00%	66,668	35,276	101,944
520	810	Foreman - Fleet	18.20%	15,566	9,127	24,693
520	810	Administrative Specialist II - Utilities	50.00%	25,747	19,568	45,315
520	810	Council Member	10.90%	1,526	613	2,140
520	810	Utility Operator - Sewer	100.00%	54,863	38,339	93,202
520	810	Deputy City Manager	13.90%	14,760	7,293	22,053
520	810	Administrative Specialist II - PW	15.43%	6,191	3,935	10,126
520	810	City Engineer	8.33%	10,149	5,584	15,733
520	810	Senior Project Manager	8.33%	7,275	4,417	11,692
520	810	Council Member	10.90%	1,526	613	2,140
520	810	Administrative Specialist I - Clerk	11.40%	4,230	2,743	6,973
520	810	City Attorney	0.20%	292	156	448
520	810	City Treasurer/Finance Director	13.90%	19,916	8,933	28,849
520	810	Mechanic	18.20%	10,946	7,956	18,902
520	810	Deputy Public Works Director	15.43%	13,012	7,618	20,630
520	810	Shift Operator - Sewer	100.00%	65,420	32,877	98,297
520	810	City Manager	13.90%	17,921	9,439	27,360
520	810	Human Resource Manager	13.59%	10,798	5,719	16,517
520	810	Mayor	10.90%	3,055	1,231	4,286
520	810	GIS Technician II	8.33%	2,708	1,126	3,834
520	810	Senior Accountant (New)	13.90%	9,022	5,975	14,997
520	810	Accounting Technician - (Unfunded)	0.00%	-	-	-

## POSITIONS

Fund	Dept	Position	Allocation	Wages	Benefits	Total
520	810	Deputy Finance Director	13.90%	10,244	5,309	15,553
520	810	Senior Project Manager	8.33%	7,607	4,569	12,176
520	810	Assistant to the City Manager	13.90%	8,926	6,349	15,275
520	810	Utility Operator - Sewer	100.00%	65,054	43,779	108,833
520	810	Foreman - Wastewater	100.00%	82,731	50,766	133,497
520	810	City Clerk	11.40%	11,626	6,267	17,893
520	810	Admin Specialist I - Utilities	50.00%	20,674	16,446	37,120
Total				698,671	424,823	1,123,494

Totals				5,349,487	3,105,988	8,455,475
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General Fund	FTEs	47	3,084,860	1,784,909	4,869,769
Water Fund	FTEs	23	1,565,955	896,256	2,462,211
Sewer Fund	FTEs	11	698,671	424,823	1,123,494
FTEs Total		81			

General Fund: Salaries/Benefits = 24.49% of total expenditures

Water Fund: Salaries/Benefits = 21.64% of total expenses

Sewer Fund: Salaries/Benefits = 27.14% of total expenses

\*Note: Both employer paid PERS and employer/employee PERS (included in W2 wages) are included in benefits.

## **TERMS AND DEFINITIONS**

The city's proposed budget contains specialized and technical terminology used in public finance and budgeting. To assist the reader of this document in their understanding, a glossary of often used terms and definitions 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 Basis of Accounting**

A method of accounting whereby revenues and expenses are recognized and recorded when revenue is earned and the expense is incurred, regardless of when the cash is actually received or the expense is paid.

### **Adopted Budget**

Formal action made by the City Council that set the spending limits for the fiscal year.

### **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.

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

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

### **Appropriations**

An authorization made by the Mayor and City Council, which permits the city to obligate and expend governmental resources. Appropriations 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 assessed 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 the budgets of government funds be balanced. This is accomplished by revenues equaling expenditures. Fund balance may also be used to balance the budget. Enterprise funds may not have a negative net position.

**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 Basis**

For governmental funds, the budget basis is modified accrual and is based on a current financial resources management focus. For enterprise funds, the budget basis is accrual basis and based on the economic resources measurement focus.

**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 \$5,000 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.

**Cost of Living Adjustment (COLA)**

COLA increases apply to all employees each year a COLA is approved. Wage scales increase by the % approved by City Council.

**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 Account**

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. Contingency may not exceed 3% of total expenditures.

**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**

Outlays 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**

Rules and principles of a business's financial and accounting practices. Sets the tone 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 \$5,000 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.

### **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.

**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.

**Wage/Salary Scale**

Identifies the minimum and maximum rate of pay an employer is willing to pay for a job/skill set and may include steps or pay grades in between. Per city personnel policy, an employee shall not be paid a regular rate of pay above the top step of the salary range for his/her classification. Per the classification and compensation study approved

by City Council on March 15, 2017, the “Minimum salary range rate represents the minimum rate of pay that an employer will pay for a job/skill set” and the “Maximum salary range rate represents the maximum rate of pay that an employer will pay for a job/skill set.”

### **Ward**

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

## **FUND TYPES**

**General Fund:** 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:** 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 :** Capital project funds account for financial resources used for the acquisition or construction of capital projects. These funds are often used to set aside money for projects identified in the Capital Improvement Plan.

**Proprietary Funds:** Enterprise funds 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.

**Trust and Agency Funds:** 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.

## **CITY FUNDS**

**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.

**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.

**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.

**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.

## BUDGET INCLUSIONS AND REQUESTS

### ***Salary and Benefit Inclusions:***

The general fund, water and sewer funds include a 2% Cost of Living (COLA) increase as of July 1; a 3% merit increase as of anniversary date; and a 2% longevity increase on one's 10-year anniversary date. This increase is not included for those whose salaries are at the maximum.

The general fund, water and sewer funds include no increases in healthcare costs in the final budget. The tentative budget included a 12% increase.

The general fund, water and sewer funds include the following PERS increases: Employer paid 3.75%; EES/ERS 4.1762%; and police/fire 6%.

### ***Items included in the tentative budget:***

#### General Fund

**City Manager:** Federal Legislative Support

**City Manager:** Salary Study

**Engineering:** Project Manager shared

**Facilities/Parks:** Senior Maintenance Worker

**Finance:** Senior Accountant shared; a change to contingency

**IT:** Managed IT emergency support

**Streets:** Senior Maintenance Worker

**Streets:** Dump Truck and plow attachment

**Streets:** Northern Nevada Regional Travel Demand Model (TDM) New Surveys

**Streets:** Gustafson Bridge Improvements Structural Engineering- 30% Design

**Streets:** Storm Water Utility Rate Assessment

**Streets:** Floodplain Study

**Streets:** Transportation Impact Fee Study

**Streets:** Grant match for Lois Lane/Main Street (CRRC)

#### Water Fund

**Finance:** Senior Accountant shared

**Engineering:** Project Manager shared

**Water Treatment Plant:** Shift Operator

**Water Treatment Plant:** Replacement of G3 Numatics/Avantics and security system

## Sewer Fund

**Finance:** Senior Accountant shared

**Engineering:** Project Manager shared

### ***Items added to the tentative budget during the tentative budget workshop:***

**Animal Control:** Part time Animal Control Officer I

**Building:** Code Enforcement Officer to replace Building Official III position

**City Attorney:** Reduction in outside legal budget; funding for reclassification of legal secretaries from I to II

**Court:** Pay increase for lead court specialist; increase to court marshal overtime; change of job descriptions

### ***Items added to the final budget.***

## General Fund

**Facilities:** Increases in liability insurance and communications costs

## Water Fund

**Water Treatment Plant:** G3 Numatics/Avantics replacement WTP; WTP Security system replacement

***See Appendix B for “Tentative vs Final Budget Changes”.***

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Fund	100	General Fund
		Revenues

	FY 2022	FY 2023	FY 2023	FY 2024	FY 2024
	Actual	Budget	Actual Estimated	Tentative Budget	Final Budget
<b>General Fund Revenues</b>					
100-000-310-100 Property Taxes	3,587,521	3,933,950	3,933,950	4,566,597	4,566,597
100-000-310-200 Property Taxes-Delinquent	27,721	20,000	20,000	20,000	20,000
100-000-320-100 Business License Fees	804,864	825,000	825,000	866,000	866,000
100-000-320-110 Franchise Fees	1,813,297	1,540,000	1,540,000	1,620,000	1,620,000
100-000-320-150 Liquor License Fees	36,675	38,000	38,000	38,000	38,000
100-000-320-160 Gaming License Fees	120,170	120,000	120,000	126,000	126,000
100-000-320-170 Licenses-Animal	4,262	6,500	4,500	6,500	6,500
100-000-320-180 Passport Fees	29,974	10,500	22,000	12,600	12,600
100-000-320-200 Building and Civil Permit Fees	1,253,595	933,052	933,052	700,000	700,000
100-000-320-205 Permit Processing Fee	5,350	-	-	-	-
100-000-320-210 Planning and Zoning Fees	334,426	310,000	310,000	310,000	310,000
100-000-320-220 Public Works/Civil Fees	212,414	135,000	100,000	100,000	100,000
100-000-320-221 PublicWorks/Civil Inspect Fees	226,405	90,000	200,000	120,000	120,000
100-000-320-300 Other Fees (eg. Copies etc)	405	400	400	400	400
100-000-330-310 Consolidated Tax (CTX)	205,075	240,870	200,000	235,725	235,725
100-000-330-320 Motor Veh Fuel Tax (Gas Tax)	391,070	413,119	350,000	423,424	423,424
100-000-330-325 RTC Shared Revenue	465,332	4,578,000	4,160,000	6,345,000	6,345,000
100-000-330-400 County Parks Agreement	60,000	60,000	60,000	60,000	60,000
100-000-330-425 County Roads	180,000	180,000	180,000	180,000	180,000
100-000-330-450 Administration Fees	4,464	2,500	1,000	2,500	2,500
100-000-330-525 Marijuana Sales Tax	21,018	21,500	21,739	22,000	22,000
100-000-350-100 Penalties/Fines Municipl Court	161,690	200,000	200,000	200,000	200,000
100-000-350-120 Community Service Fee	3,005	1,000	1,000	1,000	1,000
100-000-350-205 Muni Court Misc Fees	886	600	600	600	600
100-00-360-100 Interest Earnings	(307,993)	10,000	(250,000)	10,000	10,000
100-000-360-600 Cemetery Burial/Cremation Fee	3,150	4,000	4,000	4,000	4,000
100-000-360-735 Donation-City Sponsored Events	1,995	1,500	2,590	2,000	2,000
100-000-360-900 Miscellaneous Revenue	41,977	45,000	45,000	45,000	45,000
100-000-360-902 Credi Card Fee - Gen Svcs	11,050	13,745	13,745	13,000	13,000
100-000-392-100 Sale of Assets	8,496	-	-	-	-
Total General	9,708,294	13,734,236	13,036,576	16,030,346	16,030,344
245-000-360-100 Interest Earnings	(1,821)	250	(693)	250	250
245-000-360-700 Park Rental Fees	9,135	7,500	7,500	7,500	7,500

245-000-360-710	Facility Rental Fees	1,820	5,000	1,000	2,000	2,000
	Total Parks Facilities	9,134	12,750	7,807	9,750	9,750
230-000-310-300	Residential Construction Tax	279,000	200,000	200,000	175,000	175,000
230-000-360-100	Interest Earnings	(17,652)	1,000	(4,969)	1,000	1,000
	Total RCT	261,348	201,000	195,031	176,000	176,000
<b>Total General Fund Revenues</b>		<u>9,978,776</u>	<u>13,947,986</u>	<u>13,239,414</u>	<u>16,216,096</u>	<u>16,216,094</u>

100	General Fund
	Expenditures

	FY 2022	FY 2023	FY 2023	FY 2024	FY 2024
	Actual	Budget	Actual Estimated	Tentative Budget	Final Budget
<b>General Fund Expenditures</b>					
Mayor/Council	132,701	152,456	147,206	153,525	153,525
City Manager	589,779	687,398	501,404	869,559	866,478
IT	132,397	176,920	193,416	200,074	199,302
Animal Control	82,197	104,242	99,742	136,164	135,474
City Attorney	545,864	669,641	657,641	707,990	703,743
Finance	178,172	197,754	150,504	223,959	223,133
Contingency	-	455,000	-	579,104	487,364
Debt Service	1,122,776	-	-	-	-
City Clerk	315,971	352,602	351,552	349,104	345,712
Muni Court	413,737	557,882	600,122	622,303	614,326
Building & Safety	357,629	551,122	596,410	497,907	490,542
Planning	377,285	859,295	625,675	782,931	780,223
City Engineer	676,689	674,988	674,988	797,875	797,415
Facilities	357,098	449,480	542,427	407,281	547,249
Vector Control	10,730	83,354	83,354	120,397	119,557
Cemetery	15,492	132,000	132,000	82,000	82,000
Streets & Storm Drains	3,217,254	10,859,493	8,599,840	11,804,472	11,799,694
Parks	768,610	1,162,175	1,092,201	1,222,576	1,218,795
Fleet	187,818	138,702	144,242	175,358	173,440
<b>Total General</b>	<b>9,482,199</b>	<b>18,264,504</b>	<b>15,192,724</b>	<b>19,732,579</b>	<b>19,737,972</b>
<b>Total Parks Facilities</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total RCT</b>	<b>325,735</b>	<b>1,000,000</b>	<b>1,000,000</b>	<b>150,000</b>	<b>150,000</b>
<b>Total General Fund Expenditures</b>	<b>9,807,934</b>	<b>19,264,504</b>	<b>16,192,724</b>	<b>19,882,579</b>	<b>19,887,972</b>

Revenues Less Expenditures		
Excess (Deficit)	\$ (3,666,483)	\$ (3,671,878)

Committed Fund Balance used  
to balance budget.

Funds reserved and being used for streets and parks capital projects and or major maintenance	\$ 3,671,878	\$ 3,671,878
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Revenues less expenditures plus committed fund balance	\$ 5,395	0
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GENERAL FUND FUND BALANCE	2022 Actual	2023 Budget	2023 Estimated	2024 Tentative	2024 Final
Beginning Fund Balance	10,106,359	8,591,715	10,277,199	7,323,891	7,323,891
Excess/(Deficit) - Change in Fund Balance	170,840	(5,316,516)	(2,953,308)	(3,666,483)	(3,671,881)
Ending Fund Balance	10,277,199	3,275,199	7,323,891	3,657,408	3,652,010
Nonspendable					
Prepays	-	-	-	-	-
Restricted For:					
Capital projects/RCT parks	830,913	266,772	25,944	51,944	51,944
Future development	160,614	160,614	626,619	444,738	444,738
Specified purpose/parks	13,575	13,575	13,575	13,575	13,575
Specified purpose/Vehicles					
Committed:	125,000				
Roads	7,994,439	1,738,053	5,601,440	1,719,573	1,713,726
Parks	421,951	132,817	229,758	-	-
CRRC	-	-	-	471,692	471,692
Assigned to:					
Next Year's budget appropriation	-	-	-	-	-
Unassigned:					
8.33% of expenditures, less cap outlay	730,708	963,368	826,555	955,885	956,335
Ending Fund Balance	10,277,200	3,275,199	7,323,891	3,657,408	3,652,010
Ending Fund Balance must remain above 4% of actual prior year expenditures	136%	33%	75 %	23 %	23 %
Unassigned fund balance equals expenditures less capital outlay x .08333 (18%) max unreserved)	730,708	963,368	826,555	955,885	956,335
Capital expenditures	1,556,771	7,703,625	6,273,663	8,411,500	8,411,500

Fund	100	General Fund
Department	412	Mayor/City Council

		FY 2022	FY 2023	FY 2023	FY 2024	FY 2024
		Actual	Budget	Actual Estimated	Tentative Budget	Final Budget
Salaries and Benefits						
100-412-100	Regular Pay	72,272	78,145	78,145	71,176	71,176
100-412-200	FICA	1,893	2,077	2,077	630	630
100-412-210	Medicare	1,032	1,133	1,133	1,032	1,032
100-412-230	Retirement (PERS)	12,077	13,281	13,281	20,439	20,439
100-412-240	Group Insurance	110	-	-	25	25
100-412-250	Workers Compensation Insurance	3,188	3,470	3,470	3,723	3,723
100-412-260	Other Benefits	(617)	-	-	-	-
	<b>Total Salaries &amp; Benefits</b>	<b>89,955</b>	<b>98,106</b>	<b>98,106</b>	<b>97,025</b>	<b>97,025</b>
100-412-322	Prof Serv-Other	-	-	-	-	-
100-412-530	Communications	1,238	2,800	1,500	1,500	1,500
100-412-550	Printing and Postage	208	300	500	500	500
100-412-580	Training	3,981	2,500	1,500	2,000	2,000
100-412-581	Dues and Memberships	21,335	21,250	26,000	26,000	26,000
100-412-582	Travel	-	3,000	1,000	2,000	2,000
100-412-586	Employee Recognition	1,705	3,000	2,000	2,000	2,000
100-412-600	General Supplies	309	500	300	500	500
100-412-605	Minor Equipment	433	4,500	-	5,500	5,500
100-412-626	Gasoline	96	500	300	500	500
100-412-650	Community Support	13,441	16,000	16,000	16,000	16,000
	<b>Total Services &amp; Supplies</b>	<b>42,746</b>	<b>54,350</b>	<b>49,100</b>	<b>56,500</b>	<b>56,500</b>
	<b>Total Expenditures</b>	<b>132,701</b>	<b>152,456</b>	<b>147,206</b>	<b>153,525</b>	<b>153,525</b>

Fund	100	General Fund
Department	413	Office of City Manager

		FY 2022 Actual	FY 2023 Budget	FY 2023 Actual Estimated	FY 2024 Tentative Budget	FY 2024 Final Budget
Salaries and Benefits						
100-413-100	Regular Pay	182,290	194,933	194,933	268,604	268,604
100-413-130	Overtime Pay	282	352	352	203	203
100-413-140	Annual Leave Pay	11,620	2,006	2,006	1,175	1,175
100-413-150	Sick Leave Pay	7,243	-	-	-	-
100-413-160	Holiday Pay	1,027	-	-	-	-
100-413-210	Medicare	2,783	2,778	2,778	3,455	3,455
100-413-220	Unemployment	986	1,224	1,224	1,869	1,869
100-413-230	Retirement (PERS)	43,656	49,463	49,463	48,716	48,716
100-413-240	Group Insurance	35,012	32,541	32,541	41,594	38,513
100-413-250	Workers Compensation Insurance	4,155	8,507	8,507	12,463	12,463
100-413-260	Other Benefits	(1,561)	-	-	-	-
	<b>Total Salaries &amp; Benefits</b>	<b>287,493</b>	<b>291,804</b>	<b>291,804</b>	<b>378,079</b>	<b>374,998</b>
100-413-312	Prof Serv- Outside Counsel (Frmly CTAX)	-	-	-	-	-
100-413-315	Prof Serv-Personnel	7,712	16,000	10,710	10,710	10,710
100-413-322	Prof Serv-Other	266,291	359,100	173,540	446,020	446,020
100-413-342	Tech Services-Other	-	-	-	8,400	8,400
100-413-348	Tech Service-Comm on Ethics	4,310	-	5,000	5,000	5,000
100-413-530	Communications	-	700	800	800	800
100-413-540	Advertising	2,769	1,500	7,000	2,000	2,000
100-413-550	Printing and Postage	7,345	1,000	1,500	1,500	1,500
100-413-580	Training	7,983	11,850	8,000	11,850	11,850
100-413-581	Dues and Memberships	2,568	2,244	500	2,600	2,600
100-413-582	Travel	-	-	-	-	-
100-413-600	General Supplies	2,143	2,000	2,000	1,800	1,800
100-413-605	Minor Equipment	739	-	-	-	-
100-413-626	Gasoline	313	500	250	500	500
100-413-640	Books and Periodicals	113	700	300	300	300
100-413-699	Svc & Supplies-Misc	-	-	-	-	-
	<b>Total Services &amp; Supplies</b>	<b>302,286</b>	<b>395,594</b>	<b>209,600</b>	<b>491,480</b>	<b>491,480</b>
	<b>Total Expenditures</b>	<b>589,779</b>	<b>687,398</b>	<b>501,404</b>	<b>869,559</b>	<b>866,478</b>

Fund	100	General Fund
Department	418	Information Technology

		FY 2022	FY 2023	FY 2023	FY 2024	FY 2024
		Actual	Budget	Actual Estimated	Tentative Budget	Final Budget
Salaries and Benefits						
100-418-100	Regular Pay	37,700	47,179	47,179	52,312	52,312
100-418-130	Overtime Pay	-	298	298	-	-
100-418-140	Annual Leave Pay	3,992	740	740	801	801
100-418-150	Sick Leave Pay	593	-	-	-	-
100-418-160	Holiday Pay	2,159	-	-	-	-
100-418-210	Medicare	610	612	612	664	664
100-418-220	Unemployment	225	348	348	344	344
100-418-230	Retirement (PERS)	6,667	6,087	6,087	7,286	7,286
100-418-240	Group Insurance	8,704	9,357	9,357	10,309	9,537
100-418-250	Workers Compensation Insurance	981	1,874	1,874	2,397	2,397
100-418-260	Other Benefits	(322)	-	-	-	-
<b>Total Salaries &amp; Benefits</b>		<b>61,309</b>	<b>66,495</b>	<b>66,495</b>	<b>74,113</b>	<b>73,341</b>
100-418-342	Tech Services-Other	157,116	163,125	168,121	184,600	184,600
100-418-530	Communications (Internet,Cell)	619	1,000	1,000	1,000	1,000
100-418-580	Training	-	3,000	3,000	3,000	3,000
100-418-600	General Supplies	626	1,500	1,500	1,500	1,500
100-418-605	Minor Equipment	1,535	5,000	5,000	5,000	5,000
100-418-700	Shared Costs	(88,808)	(74,700)	(74,700)	(80,639)	(80,639)
100-418-730	Improve other than Buildings	-	11,500	23,000	11,500.00	11,500.00
<b>Total Services &amp; Supplies</b>		<b>71,088</b>	<b>110,425</b>	<b>126,921</b>	<b>125,961</b>	<b>125,961</b>
<b>Total Expenditures</b>		<b>132,397</b>	<b>176,920</b>	<b>193,416</b>	<b>200,074</b>	<b>199,302</b>

Fund	100	General Fund
Department	525	Animal Control

		FY 2022	FY 2023	FY 2023	FY 2024	FY 2024
		Actual	Budget	Actual Estimated	Tentative Budget	Final Budget
Salaries and Benefits						
100-525-100	Regular Pay	41,538	50,493	50,493	73,494	73,494
100-525-130	Overtime Pay	1,620	600	600	4,500	4,500
100-525-140	Annual Leave Pay	3,881	826	826	859	859
100-525-150	Sick Leave Pay	1,537	-	-	-	-
100-525-160	Holiday Pay	2,342	-	-	-	-
100-525-200	FICA	-	-	-	1,220	1,220
100-525-210	Medicare	724	656	656	745	745
100-525-220	Unemployment	424	584	584	584	584
100-525-230	Retirement (PERS)	7,247	6,787	6,787	7,815	7,815
100-525-240	Group Insurance	7,872	8,289	8,289	9,232	8,542
100-525-250	Workers Compensation Insurance	1,766	2,007	2,007	3,715	3,715
100-525-260	Other Benefits	(355)	-	-	-	-
<b>Total Salaries &amp; Benefits</b>		<b>68,596</b>	<b>70,242</b>	<b>70,242</b>	<b>102,164</b>	<b>101,474</b>
100-525-322	Prof Serv-Other	1,328	4,500	4,000	4,500	4,500
100-525-346	Co Shelter Agreement	3,000	4,000	4,000	4,000	4,000
100-525-550	Printing and Postage	511	2,000	2,000	2,000	2,000
100-525-580	Training	875	1,500	1,500	1,500	1,500
100-525-582	Travel	-	3,000	-	3,000	3,000
100-525-600	General Supplies	1,059	3,000	3,000	3,000	3,000
100-525-601	Office Supplies	173	500	500	500	500
100-525-605	Minor Equipment	-	5,000	5,000	5,000	5,000
100-525-610	Automotive Supplies	38	2,000	1,500	2,000	2,000
100-525-612	Supplies, Building Maintenance	-	-	-	-	-
100-525-616	Safety Supplies	253	1,000	1,000	1,000	1,000
100-525-626	Gasoline	6,364	7,500	7,000	7,500	7,500
100-525-640	Books and Periodicals	-	-	-	-	-
100-525-742	Vehicles	-	-	-	-	-
<b>Total Services &amp; Supplies</b>		<b>13,601</b>	<b>34,000</b>	<b>29,500</b>	<b>34,000</b>	<b>34,000</b>
<b>Total Expenditures</b>		<b>82,197</b>	<b>104,242</b>	<b>99,742</b>	<b>136,164</b>	<b>135,474</b>

Fund	100	General Fund
Department	414	Office of City Attorney

		FY 2022	FY 2023	FY 2023	FY 2024	FY 2024
		Actual	Budget	Actual Estimated	Tentative Budget	Final Budget
Salaries and Benefits						
100-414-100	Regular Pay	293,881	333,214	333,214	353,472	353,472
100-414-130	Overtime Pay	2,204	1,000	1,000	1,000	1,000
100-414-140	Annual Leave Pay	10,076	2,584	2,584	5,657	5,657
100-414-150	Sick Leave Pay	2,543	-	-	-	-
100-414-160	Holiday Pay	3,609	-	-	-	-
100-414-200	FICA	522	2,746	2,746	-	-
100-414-210	Medicare	4,314	4,787	4,787	5,138	5,104
100-414-220	Unemployment	1,717	2,332	2,332	2,330	2,330
100-414-230	Retirement (PERS)	83,482	90,519	90,519	107,079	107,079
100-414-240	Group Insurance	41,640	65,776	65,776	57,745	53,532
100-414-250	Workers Compensation Insurance	7,139	14,659	14,659	18,408	18,408
100-414-260	Other Benefits	(2,510)	-	-	-	-
	<b>Total Salaries &amp; Benefits</b>	<b>448,617</b>	<b>517,617</b>	<b>517,617</b>	<b>550,829</b>	<b>546,582</b>
100-414-310	Prof Serv-Legal	56,535	90,000	85,000	90,000	90,000
100-414-322	Prof Serv-Other	3,101	20,000	20,000	20,000	20,000
100-414-342	Technical Svcs Other	20,238	22,000	18,000	22,000	22,000
100-414-530	Communications	960	-	1,000	1,000	1,000
100-414-550	Printing and Postage	7,268	6,000	6,000	7,500	7,500
100-414-580	Training	1,169	6,000	3,000	6,500	6,500
100-414-581	Dues and Memberships	2,575	3,000	2,500	3,000	3,000
100-414-600	General Supplies	5,357	4,000	4,000	4,000	4,000
100-414-605	Minor Equipment	289	2,500	2,500	2,500	2,500
100-414-612	Building Maintenance Supplies	-	1,000	500	500	500
100-414-640	Books and Periodicals	675	1,000	1,000	1,000	1,000
100-414-700	Shared Costs	(920)	(3,476)	(3,476)	(839)	(839)
	<b>Total Services &amp; Supplies</b>	<b>97,247</b>	<b>152,024</b>	<b>140,024</b>	<b>157,161</b>	<b>157,161</b>
	<b>Total Expenditures</b>	<b>545,864</b>	<b>669,641</b>	<b>657,641</b>	<b>707,990</b>	<b>703,743</b>

Fund	100	General Fund
Department	415	Finance

		FY 2022	FY 2023	FY 2023	FY 2024	FY 2024
		Actual	Budget	Actual Estimated	Tentative Budget	Final Budget
<b>Salaries and Benefits</b>						
100-415-100	Regular Pay	91,562	103,405	103,405	126,778	126,778
100-415-130	Overtime Pay	-	-	-	-	-
100-415-140	Annual Leave Pay	1,628	1,727	1,727	2,088	2,088
100-415-150	Sick Leave Pay	812	-	-	-	-
100-415-160	Holiday Pay	984	-	-	-	-
100-415-210	Medicare	1,347	1,376	1,376	1,659	1,659
100-415-220	Unemployment	396	616	616	711	711
100-415-230	Retirement (PERS)	17,427	17,463	17,463	24,146	24,146
100-415-240	Group Insurance	10,509	7,613	7,613	12,953	12,127
100-415-250	Workers Compensation Insurance	1,659	4,214	4,214	5,985	5,985
100-415-260	Other Benefits	(463)	-	-	-	-
	<b>Total Salaries &amp; Benefits</b>	<b>125,861</b>	<b>136,414</b>	<b>136,414</b>	<b>174,320</b>	<b>173,494</b>
100-415-322	Prof Serv-Other	4,385	52,000	16,000	18,000	18,000
100-415-328	Prof Serv-Auditing	56,400	57,650	57,650	59,025	59,025
100-415-550	Printing and Postage	1,696	1,900	1,800	1,900	1,900
100-415-580	Training	752	2,000	1,000	1,500	1,500
100-415-581	Dues and Memberships	880	1,000	400	750	750
100-415-582	Travel	59	1,000	200	1,000	1,000
100-415-600	General Supplies	1,078	2,000	1,000	1,500	1,500
100-415-605	Minor Equipment	-	1,000	-	1,000	1,000
100-415-609	Credit Card Fees - Govt Svcs	14,148	15,050	9,000	15,000	15,000
100-415-611	Late Fees	-	200	-	100	100
100-415-615	Cash Over/Short	159	100	(150)	100	100
100-415-640	Books and Periodicals	-	250	-	250	250
100-415-700	Shared Costs	(27,246)	(72,810)	(72,810)	(50,486)	(50,486)
100-415-900	Contingency	-	455,000	-	579,104	487,364
	<b>Total Services &amp; Supplies</b>	<b>52,311</b>	<b>516,340</b>	<b>14,090</b>	<b>628,743</b>	<b>537,003</b>
	<b>Total Expenditures</b>	<b>178,172</b>	<b>652,754</b>	<b>150,504</b>	<b>803,063</b>	<b>710,497</b>



Fund	100	General Fund
Department	416	Office of City Clerk

		FY 2022	FY 2023	FY 2023	FY 2024	FY 2024
		Actual	Budget	Actual Estimated	Tentative Budget	Final Budget
<b>Salaries and Benefits</b>						
100-416-100	Regular Pay	158,890	177,394	177,394	164,529	171,576
100-416-130	Overtime Pay	1,197	2,400	2,400	1,243	888
100-416-140	Annual Leave Pay	5,823	2,040	2,040	1,981	1,981
100-416-150	Sick Leave Pay	3,366	-	-	-	-
100-416-160	Holiday Pay	4,992	-	-	-	-
100-416-200	FICA	-	-	-	-	-
100-416-210	Medicare	2,327	2,545	2,545	2,368	2,394
100-416-220	Unemployment	1,347	1,866	1,866	1,658	1,658
100-416-230	Retirement (PERS)	45,298	46,315	46,315	48,615	43,861
100-416-240	Group Insurance	45,062	48,379	48,379	47,750	42,300
100-416-250	Workers Compensation Insurance	5,468	7,793	7,793	8,540	8,634
100-416-260	Other Benefits	(1,357)	-	-	-	-
	<b>Total Salaries &amp; Benefits</b>	<b>272,413</b>	<b>288,732</b>	<b>288,732</b>	<b>276,684</b>	<b>273,292</b>
100-416-322	Prof Serv-Other	158	2,000	2,000	2,000	2,000
100-416-420	Contract Services	16,879	18,120	18,120	25,470	25,470
100-416-520	Insurance	-	5,500	5,500	5,500	5,500
100-416-540	Advertising	4,990	13,000	13,000	13,000	13,000
100-416-550	Printing and Postage	16,310	13,500	13,500	14,000	14,000
100-416-580	Training	916	5,000	5,000	5,000	5,000
100-416-581	Dues and Memberships	790	1,000	1,000	1,000	1,000
100-416-582	Travel	-	1,000	-	1,000	1,000
100-416-600	General Supplies	2,048	2,500	2,500	3,000	3,000
100-416-605	Minor Equipment	1,467	2,200	2,200	2,200	2,200
100-416-626	Gasoline	-	50	-	50	50
100-416-640	Books and Periodicals	-	-	-	200	200
100-416-730	Improvements OTB	-	-	-	-	-
	<b>Total Services &amp; Supplies</b>	<b>43,558</b>	<b>63,870</b>	<b>62,820</b>	<b>72,420</b>	<b>72,420</b>
	<b>Total Expenditures</b>	<b>315,971</b>	<b>352,602</b>	<b>351,552</b>	<b>349,104</b>	<b>345,712</b>

Fund	100	General Fund
Department	425	Municipal Court

		FY 2022 Actual	FY 2023 Budget	FY 2023 Actual Estimated	FY 2024 Tentative Budget	FY 2024 Final Budget
Salaries and Benefits						
100-425-100	Regular Pay	197,773	275,780	275,780	295,880	295,880
100-425-130	Overtime Pay	5,391	9,429	9,429	39,467	39,439
100-425-140	Annual Leave Pay	5,579	2,775	2,775	-	2,794
100-425-150	Sick Leave Pay	4,936	-	-	-	-
100-425-160	Holiday Pay	5,597	-	-	-	-
100-425-200	FICA	37	-	-	-	-
100-425-210	Medicare	2,976	4,083	4,083	4,546	4,546
100-425-220	Unemployment	1,871	2,919	2,919	2,919	2,919
100-425-230	Retirement (PERS)	49,581	72,448	72,448	80,361	80,361
100-425-240	Group Insurance	41,122	59,046	59,046	69,733	58,990
100-425-250	Workers Compensation Insurance	7,577	12,502	12,502	16,397	16,397
100-425-260	Other Benefits	(1,689)	-	-	-	-
	<b>Total Salaries &amp; Benefits</b>	<b>320,751</b>	<b>438,982</b>	<b>438,982</b>	<b>509,303</b>	<b>501,326</b>
100-425-322	Prof Serv-Other	55,048	56,000	56,000	56,000	56,000
100-425-325	PROF SERV-CONFLICT COUNSEL	6,800	8,400	8,400	-	-
100-425-330	PROF SERV-INTERPRETER	8,076	9,000	9,000	9,000	9,000
100-425-335	PROF SERV-SENIOR JUDGE	2,058	6,000	6,000	6,000	6,000
100-425-340	PROF SERV - WITNESS FEES	28	2,000	2,000	2,000	2,000
100-425-341	Pretrial Services Program	3,121	3,500	3,500	3,500	3,500
100-425-550	Printing and Postage	11,233	12,000	12,000	12,000	12,000
100-425-580	Training	-	2,000	2,000	2,000	2,000
100-425-600	General Supplies	6,245	12,000	12,000	14,500	14,500
100-425-610	Automotive Supplies	-	4,000	4,000	4,000	4,000
100-425-626	Gasoline	377	4,000	4,000	4,000	4,000
100-425-740	Vehicles	-	-	42,240	-	-
	<b>Total Services &amp; Supplies</b>	<b>92,986</b>	<b>118,900</b>	<b>161,140</b>	<b>113,000</b>	<b>113,000</b>
	<b>Total Expenditures</b>	<b>413,737</b>	<b>557,882</b>	<b>600,122</b>	<b>622,303</b>	<b>614,326</b>

Fund	100	General Fund
Department	605	Building & Safety

		FY 2022	FY 2023	FY 2023	FY 2024	FY 2024
		Actual	Budget	Actual Estimated	Tentative Budget	Final Budget
<b>Salaries and Benefits</b>						
100-605-100	Regular Pay	211,825	325,847	325,847	299,182	284,006
100-605-130	Overtime Pay	-	3,408	3,408	1,000	-
100-605-140	Annual Leave Pay	14,573	803	803	3,398	2,386
100-605-150	Sick Leave Pay	4,851	-	-	-	-
100-605-160	Holiday Pay	7,483	-	-	-	-
100-605-210	Medicare	3,434	4,268	4,268	3,973	3,730
100-605-220	Unemployment	1,936	2,919	2,919	2,919	2,919
100-605-230	Retirement	36,368	51,998	51,998	61,434	57,126
100-605-240	Group Insurance	20,847	54,012	54,012	45,672	60,921
100-605-250	Workers Compensation Insurance	7,884	13,067	13,067	14,329	13,454
100-605-260	Other Benefits	2,791	-	-	-	-
	<b>Total Salaries &amp; Benefits</b>	<b>311,992</b>	<b>456,322</b>	<b>456,322</b>	<b>431,907</b>	<b>424,542</b>
100-605-322	Prof Serv-Other	22,381	25,000	110,588	25,000	25,000
100-605-399	Prof & Tech Fees-Misc	8,337	10,000	10,000	10,000	10,000
100-605-540	Advertising	-	300	500	300	300
100-605-550	Printing and Postage	985	1,000	1,000	1,200	1,200
100-605-580	Training	1,406	5,000	3,000	5,000	5,000
100-605-581	Dues and Memberships	570	1,000	1,000	1,000	1,000
100-605-600	General Supplies	797	1,500	1,000	1,500	1,500
105-605-601	Office Supplies	3,881	4,000	2,000	4,000	4,000
100-605-605	Minor Equipment	-	4,500	2,500	4,500	4,500
100-605-610	Automotive Supplies	1,468	1,000	3,000	1,000	1,000
100-605-616	Safety Supplies	-	1,000	-	1,000	1,000
100-605-626	Gasoline	5,352	5,000	4,000	5,000	5,000
100-605-640	Books and Periodicals	246	1,000	1,000	4,000	4,000
100-605-645	CLEANUP	214	2,500	500	2,500	2,500
100-605-742	Vehicles	-	32,000	-	-	-
	<b>Total Services &amp; Supplies</b>	<b>45,637</b>	<b>94,800</b>	<b>140,088</b>	<b>66,000</b>	<b>66,000</b>
	<b>Total Expenditures</b>	<b>357,629</b>	<b>551,122</b>	<b>596,410</b>	<b>497,907</b>	<b>490,542</b>

Fund	100	General Fund
Department	610	Planning/Community Development

		FY 2022	FY 2023	FY 2023	FY 2024	FY 2024
		Actual	Budget	Actual Estimated	Tentative Budget	Final Budget
Salaries and Benefits						
100-610-100	Regular Pay	180,101	262,561	262,561	218,562	218,562
100-610-130	Overtime Pay	122	3,550	3,550	-	-
100-610-140	Annual Leave Pay	8,374	2,139	2,139	-	-
100-610-150	Sick Leave Pay	3,607	-	-	-	-
100-610-160	Holiday Pay	3,300	-	-	-	-
100-610-210	Medicare	2,735	3,890	3,890	3,046	3,046
100-610-220	Unemployment	1,368	2,335	2,335	1,751	1,751
110-610-230	Retirement (PERS)	53,753	76,830	76,830	61,551	61,551
110-610-240	Group Insurance	24,456	40,980	40,980	36,384	33,676
100-610-250	Workers Compensation Insurance	5,551	11,910	11,910	10,987	10,987
100-610-260	Other Benefits	(1,538)	-	-	-	-
	<b>Total Salaries &amp; Benefits</b>	<b>281,829</b>	<b>404,195</b>	<b>404,195</b>	<b>332,281</b>	<b>329,573</b>
100-610-320	Prof Serv-Engineering	20,000	20,000	10,000	20,000	20,000
100-610-322	Prof Serv-Other	60,440	400,000	200,000	400,000	400,000
100-610-342	Tech Services-Other	1,200	2,400	-	1,200	1,200
100-610-399	Prof & Tech Fees-Misc	6,626	13,500	-	8,200	8,200
100-610-540	Advertising	2,536	2,500	2,140	4,250	4,250
100-610-550	Printing and Postage	932	1,000	660	1,300	1,300
100-610-580	Training	2,291	10,000	6,000	10,000	10,000
100-610-581	Dues and Memberships	781	1,500	400	1,500	1,500
100-610-600	General Supplies	210	500	280	500	500
100-610-601	Office Supplies	350	1,000	800	1,000	1,000
100-610-605	Minor Equipment	-	2,500	1,000	2,500	2,500
100-610-640	Books and Periodicals	90	200	200	200	200
100-610-730	Improve other than buildings	-	-	-	-	-
	<b>Total Services &amp; Supplies</b>	<b>95,456</b>	<b>455,100</b>	<b>221,480</b>	<b>450,650</b>	<b>450,650</b>
	<b>Total Expenditures</b>	<b>377,285</b>	<b>859,295</b>	<b>625,675</b>	<b>782,931</b>	<b>780,223</b>

Fund	100	General Fund
Department	529	Engineering

		FY 2022	FY 2023	FY 2023	FY 2024	FY 2024
		Actual	Budget	Actual Estimated	Tentative Budget	Final Budget
<b>Salaries and Benefits</b>						
100-529-100	Regular Pay	324,322	390,265	390,265	439,671	443,789
100-529-130	Overtime Pay	308	72	72	-	-
100-529-140	Annual Leave Pay	14,640	3,949	3,949	2,951	2,951
100-529-150	Sick Leave Pay	7,715	-	-	-	-
100-529-160	Holiday Pay	12,611	-	-	-	-
100-529-210	Medicare	5,056	5,121	5,121	5,670	5,730
100-529-220	Unemployment	2,203	3,258	3,258	3,277	3,277
100-529-230	Retirement (PERS)	62,869	64,075	64,075	80,702	80,702
100-529-240	Group Insurance	45,024	51,794	51,794	65,870	61,017
100-529-250	Workers Compensation Insurance	9,020	15,682	15,682	20,453	20,668
100-529-260	Other Benefits	(2,770)	-	-	-	-
	<b>Total Salaries &amp; Benefits</b>	<b>480,998</b>	<b>534,216</b>	<b>534,216</b>	<b>618,594</b>	<b>618,134</b>
100-529-320	Prof. Serv-Engineering	265,250	225,000	225,000	225,000	225,000
100-529-322	Prof. Serv-Other	86	-	-	-	-
100-529-430	Service Repair & Maintenance	-	250	250	250	250
100-529-580	Training	1,746	6,000	6,000	6,000	6,000
100-529-581	Dues & Memberships	713	2,500	2,500	2,500	2,500
100-529-600	General Supplies	1,723	1,000	1,000	1,000	1,000
100-529-601	Office Supplies	477	1,000	1,000	1,000	1,000
100-529-605	Minor Equipment	584	1,000	1,000	1,000	1,000
100-529-626	Gasoline	89	150	150	200	200
100-529-640	Books & Periodicals	129	2,000	2,000	2,000	2,000
100-529-700	Shared Costs	(75,106)	(98,128)	(98,128)	(59,669)	(59,669)
	<b>Total Services &amp; Supplies</b>	<b>195,691</b>	<b>140,772</b>	<b>140,772</b>	<b>179,281</b>	<b>179,281</b>
	<b>Total Expenditures</b>	<b>676,689</b>	<b>674,988</b>	<b>674,988</b>	<b>797,875</b>	<b>797,415</b>

Fund	100	General Fund
Department	417	Facilities

		FY 2022	FY 2023	FY 2023	FY 2024	FY 2024
		Actual	Budget	Actual	Tentative	Final
				Estimated	Budget	Budget
Salaries and Benefits						
100-417-100	Regular Pay	75,541	148,849	148,849	110,556	110,648
100-417-120	Standby Pay	462	2,932	2,932	1,476	1,476
100-417-130	Overtime Pay	1,520	5,971	5,971	3,265	3,265
100-417-140	Annual Leave Pay	6,204	1,696	1,696	555	555
100-417-150	Sick Leave Pay	1,766	-	-	-	-
100-417-160	Holiday Pay	2,765	-	-	-	-
100-417-200	FICA	946	1,163	1,163	1,221	1,221
100-417-210	Medicare	1,184	2,133	2,133	1,521	1,523
100-417-220	Unemployment	712	1,896	1,896	1,494	1,494
100-417-230	Retirement (PERS)	13,745	22,201	22,201	15,658	15,658
100-417-240	Group Insurance	19,052	38,874	38,874	22,097	20,519
100-417-250	Workers Compensation Insurance	2,880	8,010	8,010	5,487	5,492
100-417-260	Other Benefits	(3,595)	-	-	-	-
<b>Total Salaries &amp; Benefits</b>		<b>123,182</b>	<b>233,725</b>	<b>233,725</b>	<b>163,330</b>	<b>161,851</b>
100-417-320	PROF SEV-ENGINEERING	12,151	8,000	8,000	8,000	8,000
100-417-322	Prof Serv-Other	47	250	250	250	250
100-417-410	Utility Srv interfund wtr/swr	27,052	32,000	32,000	35,000	35,000
100-417-412	Utility Services-Refuse	5,056	4,000	4,000	4,000	4,000
100-417-420	Contract Services	20,185	26,000	26,000	40,000	40,000
100-417-424	Contract Services-HVAC	1,771	4,000	4,000	15,000	15,000
100-417-428	Contract Services-ELECTRICAL	5,596	4,000	6,000	4,000	4,000
100-417-430	Service-Building Repair/Maint	1,286	14,000	14,000	7,000	7,000
100-417-441	Rental	-	1,000	1,000	1,000	1,000
100-417-520	Insurance	28,834	29,000	160,447	29,000	160,447
100-417-530	Communications (Internet,Cell)	133,590	90,000	90,000	90,000	100,000
100-417-540	Advertising	172	500	500	500	500
100-417-550	Printing and Postage	6,849	16,000	16,000	8,000	8,000
100-417-580	Training	243	500	500	500	500
100-417-581	Dues and Memberships	-	250	250	250	250
100-417-600	General Supplies	5,689	5,000	5,000	5,000	5,000
100-417-601	OFFICE SUPPLIES	712	1,000	1,000	1,000	1,000
100-417-605	Minor Equipment	2,393	5,000	5,000	5,000	5,000
100-417-610	Automotive Supplies	1,238	1,500	1,500	1,500	1,500

100-417-612	Building Maintenance Supplies	7,815	10,000	10,000	10,000	10,000
100-417-614	Supplies-Plant/Shop/Maint	580	4,000	4,000	4,000	4,000
100-417-616	Supplies-Safety	831	1,000	1,000	1,000	1,000
100-417-617	Supplies-Chemical	1,355	750	750	750	750
100-417-621	Natural Gas	10,278	10,500	10,500	10,500	10,500
100-417-622	Electricity	26,219	27,500	30,000	30,000	30,000
100-417-623	PROPANE	-	250	250	250	250
100-417-625	BULK DIESEL	-	100	100	100	100
100-417-626	Gasoline	6,573	6,000	8,000	8,000	8,000
100-417-642	Licenses and Permits	6	400	400	400	400
100-417-643	Taxes/Fees	12	-	-	-	-
100-417-700	Shared Costs	(98,243)	(131,745)	(131,745)	(121,049)	(121,049)
100-417-720	Buildings	-	45,000	-	45,000	45,000
100-417-730	Improve other than Buildings	25,626	-	-	-	-
100-417-741	Machinery	-	-	-	-	-
<b>Total Services &amp; Supplies</b>		<u>233,916</u>	<u>215,755</u>	<u>308,702</u>	<u>243,951</u>	<u>385,398</u>
<b>Total Expenditures</b>		<u><u>357,098</u></u>	<u><u>449,480</u></u>	<u><u>542,427</u></u>	<u><u>407,281</u></u>	<u><u>547,249</u></u>

Fund	100	General Fund
Department	528	Vector Control

		FY 2022	FY 2023	FY 2023	FY 2024	FY 2024
		Actual	Budget	Actual	Tentative	Final
		Actual	Budget	Estimated	Budget	Budget
Salaries and Benefits						
100-528-100	Regular Pay	3,674	25,811	25,811	35,900	35,900
100-528-120	Standby Pay	29	-	-	751	751
100-528-130	Overtime Pay	42	1,067	1,067	313	313
100-528-140	Annual Leave Pay	154	433	433	579	579
100-528-150	Sick Leave Pay	168	-	-	-	-
100-528-160	Holiday Pay	87	-	-	-	-
100-528-210	Medicare	55	347	347	468	468
100-528-220	Unemployment	22	275	275	375	375
100-528-230	Retirement (PERS)	609	3,414	3,414	5,266	5,266
100-528-240	Group Insurance	923	7,316	7,316	11,077	10,237
100-528-250	Workers Compensation Insurance	92	1,063	1,063	1,688	1,688
100-528-260	Other Benefits	(62)	-	-	-	-
<b>Total Salaries &amp; Benefits</b>		<b>5,793</b>	<b>39,726</b>	<b>39,726</b>	<b>56,417</b>	<b>55,577</b>
100-528-322	Prof Serv-Other	18,298	32,000	32,000	32,000	32,000
100-528-430	Service-Repair and Maintenance	403	500	500	500	500
100-528-580	Travel and Training	203	2,000	2,000	2,000	2,000
100-528-600	General Supplies	971	1,000	1,000	1,000	1,000
100-528-605	Minor Equipment	-	1,350	1,350	1,350	1,350
100-528-610	Automotive Supplies	529	2,000	2,000	2,000	2,000
100-528-616	Safety Supplies	223	1,500	1,500	1,500	1,500
100-528-617	Supplies-Chemical	40,065	60,000	60,000	60,000	60,000
100-528-626	Gasoline	578	1,500	1,500	1,500	1,500
100-528-642	Licenses and Permits	205	400	400	400	400
100-528-700	Shared Costs	(56,538)	(58,622)	(58,622)	(38,270)	(38,270)
100-528-740	Vehicles	-	-	-	-	-
<b>Total Services &amp; Supplies</b>		<b>4,937</b>	<b>43,628</b>	<b>43,628</b>	<b>63,980</b>	<b>63,980</b>
<b>Total Expenditures</b>		<b>10,730</b>	<b>83,354</b>	<b>83,354</b>	<b>120,397</b>	<b>119,557</b>



Fund	100	General Fund
Department	576	Cemetery

		FY 2022	FY 2023	FY 2023	FY 2024	FY 2024
		Actual	Budget	Actual Estimated	Tentative Budget	Final Budget
100-576-410	Utility SRV Interfund W & S	9,180	20,000	20,000	20,000	20,000
100-576-412	Utility Services - Refuse	-	500	500	500	500
100-576-430	Service Repair & Maintenance	1,819	100,000	100,000	50,000	50,000
100-576-600	General Supplies	1,519	10,000	10,000	10,000	10,000
100-576-614	Plant/Shop Maint. Supplies	110	500	500	500	500
100-576-617	Chemical Supplies	2,409	300	300	300	300
100-576-622	Electricity	455	500	500	500	500
100-576-623	Propane	-	100	100	100	100
100-576-642	Permits & Licenses	-	100	100	100	100
	<b>Total Services &amp; Supplies</b>	15,492	132,000	132,000	82,000	82,000
		<b>15,492</b>	<b>132,000</b>	<b>132,000</b>	<b>82,000</b>	<b>82,000</b>

Fund	100	General Fund
Department	475	Streets and Storm Drains

		FY 2022	FY 2023	FY 2023	FY 2024	FY 2024
		Actual	Budget	Actual Estimated	Tentative Budget	Final Budget
Salaries and Benefits						
100-475-100	Regular Pay	280,577	351,632	351,632	383,083	384,015
100-475-120	Standby Pay	947	10,524	10,524	5,256	5,256
100-475-130	Overtime Pay	9,519	14,617	14,617	19,500	19,500
100-475-140	Annual Leave Pay	10,121	3,522	3,522	3,973	3,973
100-475-150	Sick Leave Pay	2,334	-	-	-	-
100-475-160	Holiday Pay	9,427	-	-	-	-
100-475-210	Medicare	4,272	4,976	4,976	5,358	5,371
100-475-220	Unemployment	2,306	3,645	3,645	3,734	3,734
100-475-230	Retirement (PERS)	52,807	62,209	62,209	73,006	73,006
100-475-240	Group Insurance	67,677	101,063	101,063	80,671	74,900
100-475-250	Workers Compensation Insurance	9,376	18,300	18,300	23,260	23,308
100-475-260	Other Benefits	(1,597)	-	-	-	-
	<b>Total Salaries &amp; Benefits</b>	<b>447,766</b>	<b>570,488</b>	<b>570,488</b>	<b>597,841</b>	<b>593,063</b>
100-475-320	Prof Serv-Engineering	245,024	1,566,500	700,000	579,000	579,000
100-475-322	Prof Serv-Other	580	10,000	10,000	10,000	10,000
100-475-342	Tech Services-Other	43,645	50,000	50,000	50,000	50,000
100-475-412	Utility Services-Refuse	6,722	20,000	20,000	15,000	15,000
100-475-420	Contract-Street Sweeping	21,056	50,000	50,000	50,000	50,000
100-475-422	Contract-Traffic Light Maintenance	34,143	225,000	151,000	275,000	275,000
100-475-430	Service-Repair and Maintenance	1,390,726	1,700,000	1,700,000	1,781,881	1,781,881
100-475-441	Rentals	251	10,000	10,000	10,000	10,000
100-475-540	Advertising	3,024	500	500	500	500
100-475-550	Printing and Postage	1,021	1,000	1,000	1,000	1,000
100-475-580	Training	568	5,000	5,000	5,000	5,000
100-475-581	Dues and Memberships	189	500	500	500	500
100-475-585	Educational Assistance Program	-	500	500	500	500
100-475-600	General Supplies	67,110	75,000	75,000	75,000	75,000
100-475-601	Supplies-Office	2,329	2,500	2,500	2,500	2,500
100-475-605	Minor Equipment	8,004	10,000	10,000	10,000	10,000
100-475-610	Automotive Supplies	6,578	24,000	24,000	24,000	24,000
100-475-612	Supplies-Building Maintenance	1,656	2,000	2,000	2,000	2,000
100-475-614	Supplies-Plant/Shop/Maint	2,800	7,500	7,500	7,500	7,500
100-475-615	Supplies-Signs and Striping	36,987	87,000	87,000	50,000	50,000
100-475-616	Supplies-Safety	4,718	7,500	7,500	7,500	7,500

100-475-617	Supplies-Chemical	7,513	8,500	8,500	8,500	8,500
100-475-621	Natural Gas	-	500	500	500	500
100-475-622	Electricity	185,779	185,000	185,000	200,000	200,000
100-475-623	Propane	4,060	5,000	5,000	2,500	2,500
100-475-625	Bulk Diesel	4,724	4,000	4,000	2,000	2,000
100-475-626	Gasoline	20,368	20,000	23,800	30,000	30,000
100-475-640	Books and Periodicals	-	1,000	1,000	1,000	1,000
100-475-642	Licenses and Permits	169	250	250	250	250
100-475-643	PROPERTY TAXES/ASSESSMNTS/FEES	41	-	-	-	-
100-475-730	Improve other than Buildings	204,371	1,280,000	400,000	1,540,000	1,540,000
100-475-741	Machinery	-	281,255	281,255	120,000	120,000
100-475-742	Vehicles	-	71,000	46,047	-	-
100-475-745	RTC REIMBURSABLE EXPENDITURES	465,332	4,578,000	4,160,000	6,345,000	6,345,000
	<b>Total Services &amp; Supplies</b>	<u>2,769,488</u>	<u>10,289,005</u>	<u>8,029,352</u>	<u>11,206,631</u>	<u>11,206,631</u>
	<b>Total Expenditures</b>	<u><b>3,217,254</b></u>	<u><b>10,859,493</b></u>	<u><b>8,599,840</b></u>	<u><b>11,804,472</b></u>	<u><b>11,799,694</b></u>

Fund	100	General Fund
Department	575	Parks

		FY 2022	FY 2023	FY 2023	FY 2024	FY 2024
		Actual	Budget	Actual Estimated	Tentative Budget	Final Budget
Salaries and Benefits						
100-575-100	Regular Pay	128,923	103,964	103,964	266,413	266,703
100-575-120	Standby Pay	1,320	1,601	1,601	3,824	3,824
100-575-130	Overtime Pay	3,825	3,261	3,261	8,460	8,460
100-575-140	Annual Leave Pay	12,066	926	926	1,438	1,438
100-575-150	Sick Leave Pay	4,859	-	-	-	-
100-575-160	Holiday Pay	6,269	-	-	-	-
100-575-200	FICA	-	1,733	1,733	1,922	1,922
100-575-210	Medicare	2,090	1,421	1,421	3,651	3,655
100-575-220	Unemployment	1,323	1,884	1,884	3,527	3,527
100-575-230	Retirement (PERS)	28,393	12,121	12,121	40,570	40,570
100-575-240	Group Insurance	42,995	21,205	21,205	57,162	53,072
100-575-250	Workers Compensation Insurance	5,324	4,539	4,539	12,359	12,374
100-575-260	Other Benefits	(3,663)	-	-	-	-
	<b>Total Salaries &amp; Benefits</b>	<b>233,724</b>	<b>152,655</b>	<b>152,655</b>	<b>399,326</b>	<b>395,545</b>
100-575-320	Prof Serv-Engineering	15,228	15,000	15,000	15,000	15,000
100-575-322	Prof Serv-Other	320	-	80	-	-
100-575-400	Interfund WTP Debt Assessment	73,799	75,000	75,000	75,000	75,000
100-575-410	Utility Srv Interfund wtr swr	255,052	310,000	310,000	320,000	320,000
100-575-412	Utility Service-Refuse	9,940	7,600	10,000	10,000	10,000
100-575-420	Contract Services	21,798	30,000	38,295	40,000	40,000
100-575-428	Contract Services-ELECTRICAL	14,782	10,000	10,000	10,000	10,000
100-575-430	Service-Repair and Maintenance	9,944	15,000	15,000	15,000	15,000
100-575-441	Rental	-	5,000	5,000	5,000	5,000
100-575-540	Advertising	172	100	100	100	100
100-575-550	Printing and Postage	180	500	500	500	500
100-575-580	Training	483	2,000	2,000	2,000	2,000
100-575-581	Dues and Memberships	130	300	300	300	300
100-575-585	Educational Assistance Program	-	500	500	500	500
100-575-600	General Supplies	72,412	60,000	60,000	50,000	50,000
100-575-601	Office Supplies	944	1,000	1,000	1,000	1,000
100-575-605	Minor Equipment	4,088	15,000	15,000	15,000	15,000
100-575-610	Automotive Supplies	7,566	8,000	8,000	8,000	8,000
100-575-612	Building Maintenance Supplies	3,886	5,000	5,000	5,000	5,000

100-575-614	Supplies-Plant/Shop/Maint	2,164	500	500	500	500
100-575-616	Safety Supplies	910	2,000	2,000	2,000	2,000
100-575-617	Supplies-Chemical	7,428	5,000	5,000	5,000	5,000
100-575-622	Electricity	20,409	21,000	21,000	25,000	25,000
100-575-623	Propane	594	1,800	1,800	1,000	1,000
100-575-625	Bulk Diesel	1,114	4,000	2,000	2,000	2,000
100-575-626	Gasoline	11,488	10,000	15,000	15,000	15,000
100-575-642	Licenses and Permits	-	250	250	250	250
100-575-643	Property Taxes/Assessmnts/Fees	55	100	100	100	100
100-575-730	Improve other than Buildings	-	200,000	200,000	200,000	200,000
100-575-741	Machinery	-	81,070	75,074	-	-
100-575-742	Vehicles	-	123,800	46,047	-	-
<b>Total Services &amp; Supplies</b>		<b>534,886</b>	<b>1,009,520</b>	<b>939,546</b>	<b>823,250</b>	<b>823,250</b>
<b>Total Expenditures</b>		<b>768,610</b>	<b>1,162,175</b>	<b>1,092,201</b>	<b>1,222,576</b>	<b>1,218,795</b>

Fund	100	General Fund
Department	480	Fleet

		FY 2022	FY 2023	FY 2023	FY 2024	FY 2024
		Actual	Budget	Actual Estimated	Tentative Budget	Final Budget
Salaries and Benefits						
100-480-100	Regular Pay	92,092	78,357	78,357	92,819	92,819
100-480-130	Overtime Pay	817	592	592	3,130	3,130
100-480-140	Annual Leave Pay	13,486	1,313	1,313	1,590	1,590
100-480-150	Sick Leave Pay	5,188	-	-	-	-
100-480-160	Holiday Pay	5,453	-	-	-	-
100-480-210	Medicare	1,621	1,082	1,082	1,322	1,322
100-480-220	Unemployment	709	691	691	731	731
100-480-230	Retirement (PERS)	25,385	15,452	15,452	21,882	21,882
100-480-240	Group Insurance	22,162	14,685	14,685	25,623	23,705
100-480-250	Workers Compensation Insurance	2,979	7,095	7,095	4,769	4,769
100-480-260	Other Benefits	(787)	-	-	-	-
	<b>Total Salaries &amp; Benefits</b>	169,105	119,267	119,267	151,866	149,948
100-480-322	Professional Svcs Other	40	-	40	-	-
100-480-600	General Supplies/Tools	6,993	7,500	10,000	12,000	12,000
100-480-610	Automotive Supplies	14,130	12,000	15,000	14,000	14,000
100-480-625	Bulk Diesel	5,937	8,000	8,000	8,000	8,000
100-480-626	Gasoline	2,760	3,500	3,500	3,500	3,500
100-480-700	Shared Costs	(11,147)	(11,565)	(11,565)	(14,008)	(14,008)
	<b>Total Services &amp; Supplies</b>	18,713	19,435	24,975	23,492	23,492
	<b>Total Expenditures</b>	<b>187,818</b>	<b>138,702</b>	<b>144,242</b>	<b>175,358</b>	<b>173,440</b>

Government Capital Projects										
Fund and Department Number	General Fund, Capital Fund, Capital Improvement Fund, Grants Fund									
Purchase/ Replacement Year	Description	Economic Life (Years)	TOTAL COST	Funding Source						
				(100) General Fund	(100) RTC	(220) Grants Fund	(225) Lodging Tax	(230) RCT Fund	(300) Capital Fund	(305) Capital Imp Fund
2023/2024	Cottonwood LN Rehabilitation and Reconstruction Project - Final Construction (GL 100-475-745		300,000		300,000					
2023/2024	Shadow LN Reconstruction Project (US 50A/95A to SR 828) -Design and Right of Way Services (GL 100-475-745)		5,555,000		5,555,000					
2023/2024	Fernley Industrial Park Rehabilitation and Reconstruction Project - Design and Right of Way Services (GL 100-475-745)		330,000		330,000					
2023/2024	Red Rock Road Extension - Design and Right of Way Services (GL 100-475-745		160,000		160,000					
2023/2024	Villa Park Water and Sewer Replacement and Pavement Reconstruction - Final Design and Construction (GL 100-475-730)		1,280,000	1,280,000						
2023/2024	In-Town Park Improvement Project, Phase 1 Design (GL 230-575-730)		150,000					150,000		
2023/2024	Depot restroom grant match (GL 100-417-720)		45,000	45,000						
2023/2024	Green Valley All Abilities Park Design and Construction (GL 100-575-730)		200,000	200,000						
2023/2024	Community Response and Resource Center (GL225-575-730)		2,000,000				2,000,000			
2023/2024	SR 828 Bike Path Phase 3 (Jasmine LN to West of Friendly 5, East of Friendly 5 to W/E Clearwater PKWY) - ENGR Services (GL 100-475-730)		200,000	200,000						
2023/2024	Lois Lane/Main Street grant match for CRRC		60,000	60,000						
2023/2024	Dump truck and plow attachment		120,000	120,000						
2023/24	IT upgrades		11,500	11,500						
Total Capital Outlay			10,411,500	1,916,500	6,345,000	-	2,000,000	150,000	-	-
2023/2024	FY 23/24 PMP Project: Green Valley, FY 15/16 Project Area (GL 100-475-430		1,600,000	1,600,000						
2023/2024	Developer Contributions to Logan/Pilot Intersection (100-475-430)		54,000	54,000						
2023/2024	Developer Contributions to Shadow Lane Improvements (100-475-430)		105,381	105,381						
2023/2024	Developer Contributions to US95A/Main Street Intersection (100-475-430		22,500	22,500						
2023/2024	Retention Basin Maintenance (GL 100-475-342)		50,000	50,000						
2023/2024	Gustafson Bridge Improvements - 30% Design Engineering Services (GL 100-475-320)		250,000	250,000						
2023/2024	Northern Nevada Regional Travel Demand Model (TDM) New Surveys with RTC (GL 100-475-320)		79,000	79,000						
2023/2024	SR 828 Flashing Solar Light Evaluation and Upgrade (GL 100-475-422		150,000	150,000						
2023/2024	Stormwater Utility Rate Assessment (GL 100-475-320)		150,000	150,000						
2023/2024	Traffic Signal Systems Maintenance Project (GL 100-475-422)		125,000	125,000						
Total Major Maintenance Projects			2,585,881	2,585,881						
Total FY 2023/2024			12,997,381	4,502,381	6,345,000	-	2,000,000	150,000	-	-
2024/2025	FY 24/25 PMP Project: Desert Lakes, Desert Springs, portion of Donner Trails, portion of Nelson Meadows		1,900,000							
2024/2025	Fernley Industrial Park Rehabilitation and Reconstruction Project - Constructor		3,750,000							
2024/2025	Red Rock Road Extension - Final Design and Construction		1,400,000							
2024/2025	SR 828 Bike Path Phase 3 (Jasmine LN to Friendly 5) - Construction		650,000							
2024/2025	Gustafson Bridge Improvements - ENGR and R/W Services		150,000							
2024/2025	Fremont Street Rehab/Reconstruct - ENGR and R/W Services		500,000							
2024/2025	6th, 7th B-G ST Rehab/Reconstruct - ENGR and R/W Services		1,000,000							
2024/2025	Transportation Master Plan Project, TBD		250,000							
2024/2025	Replacement Fleet Vehicle, TBD	10	60,000							
2024/2025	ADA Transition Plan Final Development (GL 100-475-320)		175,000							
2024/2025	Retention Basin Maintenance	10	50,000							
2024/2025	Traffic Signal Systems Mainenance Project (GL 100-475-320)		125,000							
2024/2025	Northern Nevada Regional Travel Demand Model (TDM) Annual Maintenance (GL 100-475-320)		24,000							
Total FY 2024/2025			10,034,000							
2025/2026	FY 25/26 PMP Project: FY 16/17 Project Area, Cottonwood LN, Villa WY, Randon CT, portion of Parkland WY, Desert Bluff Unit 1, Upland Ranch		1,300,000							
2025/2026	Fremont Street Rehab/Reconstruct - Construction		1,700,000							
2025/2026	SR 828 Bike Path Phase 3 (Jasmine LN to Friendly 5) - CONST		550,000							
2025/2026	SR 828 Bike Path Phase 4 (Jasmine LN to Friendly 5) - ENGR, R/W Services and CONST		350,000							
2025/2026	6th, 7th B-G ST Rehab/Reconstruct - Construction		4,400,000							
2025/2026	Truckee LN Rehab/Reconstruct - ENGR and R/W Services		420,000							
2025/2026	Gustafson Bridge Improvements - ENGR and R/W Services		100,000							
2025/2026	In-Town Park Improvement Project, Phase 3		250,000							
2025/2026	Transportation Master Plan Project, Cottonwood and US95A Signal Constructor		1,000,000							
2025/2026	Transportation Master Plan Project, Fremont & Chisholm Signal Constructor		1,000,000							
2025/2026	PMP Assessment, Analysis and Final Report (GL 100-475-320)		75,000							

2025/2026	Replacement Fleet Vehicle, TBD		50,000						
2025/2026	ADA Transition Plan Project, TBD		250,000						
2025/2026	Retention Basin Maintenance	10	50,000						
2025/2026	Traffic Signal Systems Mainenance Project (GL 100-475-320)		125,000						
2025/2026	Northern Nevada Regional Travel Demand Model (TDM) Survey, Calibration and Annual Maintenance (GL 100-475-320)		24,000						
<b>Total FY 2025/2026</b>			<b>11,644,000</b>						
2026/2027	FY 26/27 PMP Project: Fernley Industrial Park, Shadow LN W (US 50A/95A to SR 828), Country Ranch II, E Newlands DR, Stanley DR, portion of W Newlands DR, Truckee River Ranch Phase 1 and 2		1,800,000						
2026/2027	Truckee LN Rehab/Reconstruct - Construction		1,530,000						
2026/2027	Willow Acres/Concord Woods Rehab/Reconstruct - ENGR and R/W Services		1,000,000						
2026/2027	Gustafson Bridge Improvements - Construction		5,000,000						
2026/2027	Out of Town Park Improvement Project Design		250,000						
2026/2027	Transportation Master Plan Project, TBD		250,000						
2026/2027	Replacement Fleet Vehicle, TBD	10	50,000						
2026/2027	ADA Transition Plan Project, TBD		250,000						
2026/2027	TMP Update		150,000						
2026/2027	Retention Basin Maintenance	10	50,000						
2026/2027	Traffic Signal Systems Mainenance Project (GL 100-475-320)		125,000						
2026/2027	Northern Nevada Regional Travel Demand Model (TDM) Annual Maintenance (GL 100-475-320)		24,000						
<b>Total FY 2026/2027</b>			<b>10,479,000</b>						
2027/2028	FY 27/28 PMP Project: TBD		1,500,000						
2027/2028	Gustafson ST Construction Project - Construction		1,250,000						
2027/2028	Willow Acres/Concord Woods Rehab/Reconstruct - Construction		4,400,000						
2027/2028	Out of Town Park Improvement Project Construction		250,000						
2027/2028	Transportation Master Plan Project, TBD		250,000						
2027/2028	Replacement Fleet Vehicle, TBD	10	50,000						
2027/2028	ADA Transition Plan Project, TBD		250,000						
2027/2028	Retention Basin Maintenance	10	50,000						
2027/2028	Traffic Signal Systems Mainenance Project (GL 100-475-320)		125,000						
2027/2028	Northern Nevada Regional Travel Demand Model (TDM) Annual Maintenance (GL 100-475-320)		24,000						
<b>Total FY 2027/2028</b>			<b>8,149,000</b>						
<div>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.</div>			Streets (475)		1,660,000				
			Parks(575)		200,000				
			Facilities (417)		45,000				
			IT(418)		11,500				
			RTC			6,345,000			
			RCT (230)					150,000	
			Lodging Tax (225)				2,000,000		
			Capital FD(300)						0
			Capital grants fund (305)						0
					<b>10,411,500</b>	<b>1,916,500</b>	<b>6,345,000</b>	<b>-</b>	<b>2,000,000</b>
							<b>150,000</b>	<b>-</b>	<b>-</b>



Fund	220	Grants Fund
		Grants Fund

	FY 2022	FY 2023	FY 2023	FY 2024	FY 2024
	Actual	Budget	Actual Estimated	Tentative Budget	Final Budget
Revenues					
220-000-330-108 Safe Routes to School	-	-	-	-	-
220-000-330-131 CDBG Community Center	-	-	-	-	-
220-000-330-132 CDBG Community Center Ph 2	-	-	-	-	-
220-000-330-133 CDBG Community Center Ph 3	-	-	-	-	-
220-000-330-134 Mainstreet Corridor Ph 3	-	-	-	-	-
220-000-330-400 Cares Act	984,657	-	-	-	-
220-000-330-410 ARPA	479,812	-	-	-	-
<b>Total Revenues</b>	<b>1,464,469</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Expenses					
220-480-679 Depot Community Center Phase 1	-	-	-	-	-
220-480-680 Depot Community Center Phase 2	-	-	-	-	-
220-480-658 Safe Route to Schools	-	-	-	-	-
220-480-681 Depot Community Center Phase 3	-	-	-	-	-
220-480-682 Mainstreet Corridor Phase 3	-	-	-	-	-
220-480-800 Cares Act	984,657	-	-	-	-
220-480-810 ARPA	479,812	-	-	-	-
<b>Total Expenditures</b>	<b>1,464,469</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net Change in Fund Balance</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Beginning Fund Balance	10	10	10	10	10
Ending Fund Balance	10	10	10	10	10

Fund	225	Transient Lodging Tax
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		FY 2022	FY 2023	FY 2023	FY 2024	FY 2024
		Actual	Budget	Actual Estimated	Tentative Budget	Final Budget
<b>Revenues</b>						
225-000-310-300	Transient Lodging Tax	657,206	400,000	600,000	650,000	650,000
225-000-310-900	Misc. Revenue	17,400	4,000	5,000	5,000	5,000
225-000-360-100	Interest Earnings	(32,390)	1,000	(13,162)	1,000	1,000
	<b>Total Revenues</b>	642,216	405,000	591,838	656,000	656,000
<b>Expenses</b>						
225-575-320	PROFESSIONAL SERVICES	190	10,000	10,000	10,000	10,000
225-575-540	Advertising	-	1,000	1,000	1,000	1,000
225-575-550	Printing & Postage	28	1,000	1,000	1,000	1,000
225-575-650	Grant Awards	92,507	140,000	127,000	140,000	140,000
225-575-730	IMPROVEMENTS OTHER THAN BLDGS	-	1,000,000	-	2,000,000	2,000,000
	<b>Total Expenditures</b>	92,725	1,152,000	139,000	2,152,000	2,152,000
	<b>Net Change in Fund Balance</b>	<b>549,491</b>	<b>(747,000)</b>	<b>452,838</b>	<b>(1,496,000)</b>	<b>(1,496,000)</b>
	Beginning Fund Balance	1,578,232	1,881,619	2,127,723	2,580,561	2,580,561
	Ending Fund Balance	2,127,723	1,134,619	2,580,561	1,084,561	1,084,561
	Committed	1,289,574	375,250	1,649,574	39,574	39,574
	Assigned	838,149	759,369	930,987	1,044,987	1,044,987

Fund	300	Capital Fund
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		FY 2022 Actual	FY 2023 Budget	FY 2023 Actual Estimated	FY 2024 Tentative Budget	FY 2024 Final Budget
Revenues						
300-000-360-100	Interest Earnings	(9,895)	6,000	(3,500)	6,000	6,000
	<b>Total Revenues</b>	(9,895)	6,000	(3,500)	6,000	6,000
Expenses						
300-425-730	Improve other than Buildings	12,906	600,000	566,000	-	-
	<b>Total Expenditures</b>	12,906	600,000	566,000	-	-
	<b>Net Change in Fund Balance</b>	<b>(22,801)</b>	<b>(594,000)</b>	<b>(569,500)</b>	<b>6,000</b>	<b>6,000</b>
	Beginning Fund Balance	593,693	599,692	570,892	1,392	1,392
	Ending Fund Balance	570,892	5,692	1,392	7,392	7,392

Fund	305	Capital Improvement Grant fund
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	FY 2022	FY 2023	FY 2023	FY 2024	FY 2024
	Actual	Budget	Actual Estimated	Tentative Budget	Final Budget
Revenues					
305-000-310-100 Tax Revenue	-	-	350	-	-
305-000-360-100 Interest Earnings	(731)	350	350	-	-
<b>Total Revenues</b>	(731)	350	700	-	-
Expenses					
305-425-730 Improve other than Buildings	-	43,745	43,745	-	-
<b>Total Expenditures</b>	-	43,745	43,745	-	-
<b>Net Change in Fund Balance</b>	<b>(731)</b>	<b>(43,395)</b>	<b>(43,045)</b>	-	-
Beginning Fund Balance	43,879	44,228	43,148	103	103
Ending Fund Balance	43,148	833	103	103	103

Fund	200	Administrative Assessments
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		FY 2022	FY 2023	FY 2023	FY 2024	FY 2024
		Actual	Budget	Actual Estimated	Tentative Budget	Final Budget
<b>Revenues</b>						
200-000-350-100	Penalties/Fines Municipl Court	16,523	20,000	20,000	14,000	14,000
200-000-360-100	Interest Earnings	(325)	25	(138)	20	20
	<b>Total Revenues</b>	16,198	20,025	19,862	14,020	14,020
<b>Expenses</b>						
200-425-322	Prof Serv-Other	10,350	16,500	16,500	16,500	16,500
200-425-580	Training	448	2,500	2,500	2,500	2,500
200-425-581	Dues and Memberships	135	400	400	400	400
200-425-582	Travel	-	1,500	1,500	1,000	1,000
200-425-600	General Supplies	2,597	8,000	8,000	1,000	1,000
200-425-605	Minor Equipment	3,373	3,000	3,000	3,000	3,000
200-425-640	Books and Periodicals	-	200	200	200	200
200-425-699	Svc & Supplies-Misc	-	-	-	-	-
	<b>Total Expenditures</b>	16,904	32,100	32,100	24,600	24,600
	<b>Net Change in Fund Balance</b>	<b>(706)</b>	<b>(12,075)</b>	<b>(12,238)</b>	<b>(10,580)</b>	<b>(10,580)</b>
	Beginning Fund Balance	23,582	15,905	22,876	10,638	10,638
	Ending Fund Balance	22,876	3,830	10,638	58	58

Fund	210	Court Facilities Fees Fund
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		FY 2022	FY 2023	FY 2023	FY 2024	FY 2024
		Actual	Budget	Actual Estimated	Tentative Budget	Final Budget
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Revenues						
210-000-350-100	Penalties/Fines Municipl Court	23,365	26,000	26,000	18,200	18,200
210-000-360-100	Interest Earnings	(1,660)	5,000	(575)	3,500	3,500
	<b>Total Revenues</b>	21,705	31,000	25,425	21,700	21,700
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Expenses						
210-425-322	Prof Serv-Other	4,453	15,000	15,000	45,000	45,000
210-425-605	Minor Equipment	5,169	10,000	10,000	25,000	25,000
210-425-699	SVC & SUPPLIES-MISC	3,366	10,000	10,000	29,000	29,000
210-425-730	Improve other than Buildings	16,877	-	-	-	-
210-425-743	Furniture and Fixtures	(29)	-	-	-	-
	<b>Total Expenditures</b>	29,836	35,000	35,000	99,000	99,000
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	<b>Net Change in Fund Balance</b>	<b>(8,131)</b>	<b>(4,000)</b>	<b>(9,575)</b>	<b>(77,300)</b>	<b>(77,300)</b>
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	Beginning Fund Balance	101,747	99,746	93,616	84,041	84,041
	Ending Fund Balance	93,616	95,746	84,041	6,741	6,741

Fund	510	Water Enterprise Fund
Department		Revenues

	FY 2022	FY 2023	FY 2023	FY 2024	FY 2024
	Actual	Budget	Actual Estimated	Tentative Budget	Final Budget
<b>Revenues</b>					
510-000-370-100 Water Sales	10,225,479	10,879,450	10,879,450	11,205,850	11,205,850
510-000-370-300 Material and Labor Charges	113,072	140,000	140,000	140,000	140,000
510-000-370-500 Ancillary Fee	4,407,245	4,232,248	4,426,103	4,207,140	4,207,140
510-000-380-100 Interest Earnings	(595,378)	25,000	50,000	25,000	25,000
510-000-380-400 Sale of Fixed Assets	2,210	-	-	-	-
510-000-380-500 In Lieu of Water Rights	4,543	10,000	9,434	10,000	10,000
510-000-380-502 Water Rights Lease	13,802	40,000	18,000	40,000	40,000
510-000-380-900 Miscellaneous Revenue	169,051	200,000	200,000	200,000	200,000
510-000-380-901 Credit Card Fees	29,474	48,000	48,000	55,000	55,000
510-000-395-910 Cust. Contrib.-Hookups/Connect	1,222,516	1,321,000	1,321,000	1,360,630	1,360,630
510-000-395-930 Dev. Contrib.-Desert Lakes	-	-	-	1,438,750	1,438,750
510-000-395-940 Developer Cont.-Infrastructure	115,425	200,000	258,985	300,000	300,000
510-000-395-950 Developer Cont-Water Rights	2,257,717	200,000	-	-	-
<b>Total Revenues</b>	17,965,156	17,295,698	17,350,972	18,982,370	18,982,370
510-800-860 Interest Expense	1,660,149	1,584,913	1,584,913	1,515,166	1,515,166
510-800-861 Bond Issuance Cost	-	-	-	-	-
510-810-800 Depreciation	3,441,865	3,600,000	3,600,000	3,700,000	3,700,000
510-810 Water Distribution Op Expenses	3,044,353	3,968,022	4,008,521	4,329,486	4,316,917
510-840 Water Treatment Op Expenses	1,095,233	1,719,328	1,774,962	1,848,241	1,843,973
<b>Total Expenses</b>	9,241,600	10,872,263	10,968,396	11,392,893	11,376,056
<b>Increase (Decrease) in Net Position</b>	8,723,556	6,423,435	6,382,576	7,589,477	7,606,314
Net Position	104,443,983	108,059,278	110,826,560	118,416,039	118,432,874

Fund	510	Water Enterprise Fund
Department	810	Water Distribution Operating

		FY 2022	FY 2023	FY 2023	FY 2024	FY 2024
		Actual	Budget	Actual Estimated	Tentative Budget	Final Budget
Salaries and Benefits						
510-810-100	Regular Pay	938,402	1,122,134	1,122,134	1,181,434	1,187,666
510-810-120	Standby Pay	24,431	20,200	20,200	31,000	31,000
510-810-130	Overtime Pay	29,508	15,597	15,597	45,521	45,433
510-810-140	Annual Leave Pay	36,673	14,401	14,401	12,681	12,681
510-810-150	Sick Leave Pay	19,563	-	-	-	-
510-810-160	Holiday Pay	30,101	-	-	-	-
510-810-200	Fica	304	1,191	1,191	1,104	1,104
510-810-210	Medicare	15,792	15,601	15,601	16,526	16,597
510-810-220	Unemployment	6,266	9,305	9,305	9,424	9,424
510-810-230	Retirement (PERS)	230,284	220,434	220,434	239,531	238,353
510-810-235	Pension Expense - GASB 68 Adj	(303,707)	450,000	450,000	450,000	450,000
510-810-240	Group Insurance	180,436	217,776	217,776	238,582	220,718
510-810-250	Workers Compensation Insurance	40,009	69,582	69,582	78,453	78,711
510-810-260	Other Benefits	(3,574)	-	-	-	-
510-810-270	OPEB Liability	(2,724)	30,000	30,000	30,000	30,000
<b>Total Salaries &amp; Benefits</b>		<b>1,241,764</b>	<b>2,186,221</b>	<b>2,186,220</b>	<b>2,334,256</b>	<b>2,321,687</b>
510-810-320	Prof Serv-Engineering	26,760	7,500	7,500	27,500	27,500
510-810-322	Prof Serv-Other	3,116	25,000	25,000	30,000	30,000
510-810-342	Tech Services-Other	1,755	1,600	1,600	2,500	2,500
510-810-410	Utility Services-Water & Sewer	608	600	600	600	600
510-810-412	Utility Service-Refuse	1,013	20,000	20,000	20,000	20,000
510-810-423	Contract Services-ANALYTICAL	11,101	15,000	15,000	16,500	16,500
510-810-428	Contract Services-ELECTRICAL	4,374	7,500	7,500	7,500	7,500
510-810-429	Contract Services-SCADA	10,548	12,500	12,500	12,500	12,500
510-810-430	Repairs & Maintenance	73,165	135,000	135,000	150,000	150,000
510-810-431	Repairs & Maintenance-Roads	3,442	10,000	10,000	10,000	10,000
510-810-432	Repairs & Maintenance-TCID	117,542	130,000	130,000	160,000	160,000
510-810-441	Rental	12,489	20,000	20,000	20,000	20,000
510-810-444	Interfund Cost Alloc. Build	611,759	241,251	241,251	227,280	227,280
510-810-520	Insurance	81,696	85,000	85,000	85,000	85,000
510-810-530	Communications	2,742	3,000	3,000	3,000	3,000



510-810-540	Advertising	1,913	1,000	1,000	1,000	1,000
510-810-550	Printing and Postage	30,184	35,000	35,000	35,000	35,000
510-810-580	Training	3,762	10,000	10,000	10,000	10,000
510-810-581	Dues and Memberships	1,893	2,500	2,500	2,500	2,500
510-810-585	Educational Assistance Program	165	500	500	500	500
510-810-600	General Supplies	996	1,000	1,000	1,000	1,000
510-810-601	Office Supplies	4,696	8,500	8,500	8,500	8,500
510-810-605	Minor Equipment	1,052	25,000	25,000	25,000	25,000
510-810-609	Credit Card Fees	54,943	60,000	60,000	60,000	60,000
510-810-610	Automotive Supplies	9,888	15,000	15,000	15,000	15,000
510-810-612	Supplies-Janitorial	384	1,500	1,500	1,500	1,500
510-810-613	Supplies-Meter Service	(1,360)	35,000	35,000	40,000	40,000
510-810-614	Supplies-Plant/Shop/Maint	23,404	28,000	28,000	28,000	28,000
510-810-616	Supplies-Safety	2,817	5,000	5,000	5,000	5,000
510-810-617	Supplies-Chemical	10,397	17,500	17,500	17,500	17,500
510-810-621	Natural Gas	3,102	2,750	2,750	2,750	2,750
510-810-622	Electricity	318,006	330,000	363,000	360,000	360,000
510-810-623	Propane	-	500	500	500	500
510-810-625	Bulk Diesel	2,671	8,000	8,000	8,000	8,000
510-810-626	Gasoline	34,488	25,000	32,500	35,000	35,000
510-810-640	Books and Periodicals	-	1,000	1,000	1,000	1,000
510-810-642	Permits and Licenses	9,616	15,000	15,000	15,000	15,000
510-810-643	Property Taxes/Assessmnts/Fees	16	100	100	100	100
510-810-698	Water Rights Protection	327,446	440,000	440,000	550,000	550,000
510-810-699	Miscellaneous	-	-	-	-	-
510-810-700	Bad debt	-	-	-	-	-
<b>Total Services &amp; Supplies</b>		<u>1,802,589</u>	<u>1,781,801</u>	<u>1,822,301</u>	<u>1,995,230</u>	<u>1,995,230</u>
<b>Total Operating Expenses</b>		<u><b>3,044,353</b></u>	<u><b>3,968,022</b></u>	<u><b>4,008,521</b></u>	<u><b>4,329,486</b></u>	<u><b>4,316,917</b></u>

Fund	510	Water Enterprise Fund
Department	840	Water Treatment Plant Operating

		FY 2022	FY 2023	FY 2023	FY 2024	FY 2024
		Actual	Budget	Actual Estimated	Tentative Budget	Final Budget
Salaries and Benefits						
510-840-100	Regular Pay	227,647	309,416	309,416	347,653	347,889
510-840-120	Standby Pay	27,187	25,923	25,923	26,500	26,500
510-840-130	Overtime Pay	29,164	24,306	24,306	48,400	48,400
510-840-140	Annual Leave Pay	32,530	2,266	2,266	3,340	3,340
510-840-150	Sick Leave Pay	14,948	-	-	-	-
510-840-160	Holiday Pay	12,162	-	-	-	-
510-840-210	Medicare	4,857	4,762	4,762	5,881	5,884
510-840-220	Unemployment	2,025	2,446	2,446	3,024	3,024
510-840-230	Retirement (PERS)	57,147	50,266	50,266	90,409	90,409
510-840-235	Pension Expense - GASB 68 Adj	(73,663)	150,000	150,000	150,000	150,000
510-840-240	Group Insurance	43,055	51,974	51,974	61,636	57,117
510-840-250	Workers Compensation Insurance	17,265	26,269	26,269	37,948	37,960
510-840-260	Other Benefits	(1,944)	-	-	-	-
<b>Total Salaries &amp; Benefits</b>		<b>392,380</b>	<b>647,628</b>	<b>647,628</b>	<b>774,791</b>	<b>770,523</b>
510-840-320	Prof Serv-Engineering	-	32,500	32,500	32,500	32,500
510-840-322	Prof Serv-Other	243	-	-	250	250
510-840-412	Utility Service-Refuse	158	200	200	200	200
510-840-420	Contract Services	11,232	16,000	16,000	20,000	20,000
510-840-423	Contract Services-ANALYTICAL	3,969	15,000	15,000	15,000	15,000
510-840-424	Contract Services-HVAC	9,932	5,000	23,320	20,000	20,000
510-840-426	Contract Svc-Residuals Dispose	121,235	180,000	180,000	80,000	80,000
510-840-428	Contract Svc-Electrical & Cont	1,876	5,000	6,688	20,000	20,000
510-840-429	Contract Services-SCADA	1,903	5,000	18,626	15,000	15,000
510-840-430	Service-Repair and Maintenance	11,056	100,000	100,000	100,000	100,000
510-840-520	Insurance	84,099	85,000	85,000	85,000	85,000
510-840-530	Communications	5,885	5,000	5,000	5,000	5,000
510-840-540	Advertising	2,433	1,500	1,500	1,500	1,500
510-840-550	Printing and Postage	36	500	500	500	500
510-840-580	Training	1,086	10,000	10,000	10,000	10,000
510-840-581	Dues and Memberships	385	1,000	1,000	1,000	1,000
510-840-585	Educational Assistance Program	50	500	500	500	500

510-840-601	Office Supplies	1,315	2,000	2,000	2,000	2,000
510-840-605	Minor Equipment	7,432	5,000	5,000	5,000	5,000
510-840-610	Automotive Supplies	232	2,000	2,000	2,000	2,000
510-840-614	Plant/Shop/Maint. Supplies	11,247	7,500	7,500	12,500	12,500
510-840-616	Safety Supplies	722	1,500	1,500	1,500	1,500
510-840-617	Chemicals	203,322	350,000	350,000	350,000	350,000
510-840-621	Natural Gas	20,161	22,500	22,500	22,500	22,500
510-840-622	Electricity	198,709	210,000	231,000	260,000	260,000
510-840-625	Bulk Diesel	-	2,500	3,500	5,000	5,000
510-840-626	Gasoline	382	1,000	1,000	1,000	1,000
510-840-640	Books and Periodicals	-	500	500	500	500
510-840-642	Permits and Licenses	3,753	5,000	5,000	5,000	5,000
<b>Total Services &amp; Supplies</b>		<u>702,853</u>	<u>1,071,700</u>	<u>1,127,334</u>	<u>1,073,450</u>	<u>1,073,450</u>
<b>Total Operating Expenses</b>		<u><b>1,095,233</b></u>	<u><b>1,719,328</b></u>	<u><b>1,774,962</b></u>	<u><b>1,848,241</b></u>	<u><b>1,843,973</b></u>

## WATER CASHFLOW STATEMENT

Fund	510	Water Enterprise Fund
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**PROPRIETARY FUND****A. CASH FLOWS FROM OPERATING ACTIVITIES:**

	ACTUAL PRIOR YEAR ENDING 6/30/2022	ESTIMATED CURRENT YEAR ENDING 6/30/2023	TENTATIVE BUDGET 6/30/2024	FINAL BUDGET 6/30/2024
Cash received from customers, service fees	10,200,838	11,267,450	11,600,850	11,600,850
Cash received from customers, capacity fees and other	18,345	27,434	50,000	50,000
Cash paid to suppliers	(785,336)	(2,949,635)	(3,068,680)	(3,068,680)
Cash paid to employees	(2,055,189)	(2,353,847)	(2,629,045)	(2,612,210)
a. Net cash provided by (or used for) operating activities	7,378,658	5,991,402	5,953,125	5,969,960

**B. CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES:**

b. Net cash provided by (or used for) noncapital financing activities	-	-	-	-
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**C. CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES:**

Connection Fees	1,222,516	1,321,000	1,360,630	1,360,630
Water Rights/Settlement Income	313,807	-	-	-
Cash Received From Ancillary Fee	4,500,825	4,426,103	4,207,140	4,207,140
Proceeds from grants	-	-	1,438,750	1,438,750
Debt Re-payment	(2,582,047)	(2,647,335)	(2,691,975)	(2,691,975)
Interest on Debt	(1,651,876)	(1,584,913)	(1,515,166)	(1,515,166)
Proceeds from capital asset disposals	-	-	-	-
Acquisition of Capital Assets	(5,104,485)	(9,979,350)	(10,763,000)	(11,263,000)
Bond Issuance Costs	-	-	-	-
c. Net cash provided by (or used for) capital and related financing activities	(3,301,260)	(8,464,495)	(7,963,621)	(8,463,621)

**D. CASH FLOWS FROM INVESTING ACTIVITIES:**

Interest on investments	(614,661)	50,000	25,000	25,000
d. Net cash provided by (or used in) investing activities	(614,661)	50,000	25,000	25,000

**NET INCREASE (DECREASE) in cash and cash equivalents (a+b+c+d)**

	3,462,737	(2,423,093)	(1,985,496)	(2,468,661)
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**CASH AND CASH EQUIVALENTS AT JULY 1, 20xx**

	31,686,171	35,148,908	32,725,815	32,725,815
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**CASH AND CASH EQUIVALENTS AT JUNE 30, 20xx**

	35,148,908	32,725,815	30,740,319	30,257,154
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Reserved for operations	8,154,197	8,226,296	8,544,668	8,532,042
Reserved in lieu of fees	111,064	120,498	130,498	130,498
Reserved for capital	22,539,605	18,714,579	15,040,081	14,569,542
Reserved capacity fees	4,343,442	5,664,442	7,025,072	7,025,072

Per Policy, the goal for capital reserves is \$37,653,729

Water Enterprise - Capital Projects			
Fund and Department Number	Water Enterprise Fund		
Purchase/ Replacement Year	Description	Economic Life (Years)	TOTAL COST
2023/2024	Surface Water Treatment Integration at WTP Design and Construction		5,500,000
2023/2024	Cottonwood LN Waterline Replacement and Extension - Construction		75,000
2023/2024	Villa Park Water Main Replacement - Villa Way and Parkland Design and Construction		1,200,000
2023/2024	Shadow LN Waterline Replacement Design and Construction		1,815,000
2023/2024	Fernley Industrial Park Waterline Replacement and Extension Design		15,000
2023/2024	Red Rock RD Waterline Extension Project Design		8,000
2023/2024	Water Meter Improvements Citywide including hardware/antenna construction		250,000
2023/2024	Water Resource Investigation Brady Hot Springs		50,000
2023/2024	WMP-Project 8: Highway 50 Looping Main to Farm District Road Design and Permitting		350,000
2023/2024	G3 Numatics/Avantics replacement WTP		400,000
2023/2024	WTP Security system replacement		100,000
2023/2024	WTP Filter Replacement - anticipated to begin replacements		1,500,000
<b>Total FY 2023/2024</b>			<b>11,263,000</b>
2024/2025	Well Bypass Projects		120,000
2024/2025	WMP- Project 5: Northeast Booster Pump Station and Well 9/9A Improvements Design		110,000
2024/2025	Fremont ST Rehab/Reconstruct - ENGR Services		50,000
2024/2025	Water Meter Improvements Citywide- including landbase antenna upgrades/software system		250,000
2024/2025	6th, 7th B-G ST Rehab/Reconstruct - ENGR Services		50,000
2024/2025	Fernley Industrial Park Waterline Replacement and Extension - CONST		70,000
2024/2025	Red Rock RD Waterline Extension Project Construction		420,000
2024/2025	Utility Department Water Meter Truck replacement (utility body)		55,000
2024/2025	Exploratory Borings Brady's Hot Springs		450,000
2024/2025	WTP Filter Replacement		1,500,000
2024/2025	WMP- Project 4: General Well Improvements at Existing Well Heads		250,000
2024/2025	WMP-Project 8: Highway 50 Looping Main to Farm District Road Construction		3,500,000
2024/2025	Winnies Lane and Andy Way Transite Water Main Replacement Engineering Design		100,000
2024/2025	Surface Water Treatment Integration at WTP Design and Construction		4,000,000
<b>Total FY 2024/2025</b>			<b>10,925,000</b>
2025/2026	Ricci Tank Interior and Exterior Recoat and Site Improvement Project		500,000
2025/2026	Water Meter Improvements Citywide		250,000
2025/2026	Fremont ST Rehab/Reconstruct Construction		300,000
2025/2026	6th, 7th B-G ST Rehab/Reconstruct - Construction		300,000
2025/2026	Truckee LN Rehab/Reconstruct - ENGR Services		50,000
2025/2026	Test/Production Well Bradys Hot Springs		650,000
2025/2026	Highway 50 Lift Station Alternate Water Source Construction		350,000
2025/2026	WTP Filter Replacement		1,500,000
2025/2026	Winnies Lane and Andy Way Transite Water Main Replacement Construction		1,000,000
2025/2026	WMP- Project 5: Northeast Booster Pump Station and Well 9/9A Improvements Construction		1,400,000
<b>Total FY 2025/2026</b>			<b>6,300,000</b>
2026/2027	Water Meter Improvements Citywide		125,000
2026/2027	Truckee LN Rehab/Reconstruct - Construction		300,000
2026/2027	Infrastructure Improvements Bradys Hot Spring		3,000,000
2026/2027	WTP Filter Replacement		1,500,000
2026/2027	WMP- Project 7 US-95A Booster Pump Station		800,000
2026/2027	WMP- Project 8 HWY 50 Looping Main		3,000,000
<b>Total FY 2026/2027</b>			<b>8,725,000</b>
2027/2028	Water Meter Improvements Citywide		125,000
2027/2028	Sage Ranch Tank Rehab/Reconstruct Project		450,000
2027/2028	Gustafson ST Rehab/Reconstruct - ENGR and Construction		350,000
2027/2028	Infrastructure Improvements Bradys Hot Spring		3,000,000
2027/2028	WTP Filter Replacement		1,500,000
2027/2028	WMP- Project 9 Logan Lane to Vine St Looping		700,000
2027/2028	WMP- Project 10 Mull Lane High Pressure Trans Main		2,200,000
2027/2028	WMP- Project 11 Desert Shadows Trans Main and PRV		5,300,000
2027/2028	WMP- Project 12 SE Tank & Trans Main		4,400,000
2027/2028	WMP- Project 13 US-95A Booster Pump and Trans Main		2,900,000
<b>Total FY 2027/2028</b>			<b>20,925,000</b>

Fund	520	Sewer Enterprise Fund
Department		Revenues

	FY 2022	FY 2023	FY 2023	FY 2024	FY 2024
	Actual	Budget	Actual Estimated	Tentative Budget	Final Budget
<b>Revenues</b>					
520-000-370-100 Sewer Services	4,819,147	4,932,000	4,932,000	5,079,960	5,079,960
520-000-370-300 Materials & Labor	-	-	165	200	200
520-000-380-100 Interest Earnings	(350,475)	10,000	60,000	25,000	25,000
520-000-380-400 Disposition of Capital Assets	-	-	-	-	-
520-000-380-900 Miscellaneous Revenue	15,482	20,000	20,000	20,000	20,000
520-000-380-901 Credit Card Fees	29,474	48,000	35,000	35,000	35,000
520-000-395-910 Cust. Contrib.-Hookups/Connect	991,216	929,700	929,700	950,000	950,000
520-000-395-925 Grant Contributions	857,348	1,000,000	1,500,000	2,000,000	2,000,000
520-000-395-940 Developer Cont.-Infrastructure	83,635	200,000	439,410	500,000	500,000
<b>Total Revenues</b>	<u>6,445,827</u>	<u>7,139,700</u>	<u>7,916,275</u>	<u>8,610,160</u>	<u>8,610,160</u>
520-800-860 Interest Expense	171,014	148,340	148,340	142,627	142,627
520-800-861 Bond Issuance Cost	-	-	-	-	-
520-810-800 Depreciation	1,258,189	1,350,000	1,350,000	1,400,000	1,400,000
Sewer Operating Expenses	<u>1,738,561</u>	<u>2,580,241</u>	<u>2,596,741</u>	<u>2,605,876</u>	<u>2,596,801</u>
<b>Total Expenses</b>	<u>3,167,764</u>	<u>4,078,581</u>	<u>4,095,081</u>	<u>4,148,503</u>	<u>4,139,428</u>
<b>Increase (Decrease) in Net Position</b>	<u>3,278,063</u>	<u>3,061,119</u>	<u>3,821,194</u>	<u>4,461,657</u>	<u>4,470,732</u>
Net Position	39,560,130	41,647,870	43,381,323	47,842,981	47,852,055

Fund	520	Sewer Enterprise Fund
Department	810	Sewer Operating

		FY 2022	FY 2023	FY 2023	FY 2024	FY 2024
		Actual	Budget	Actual Estimated	Tentative Budget	Final Budget
Salaries and Benefits						
520-810-100	Regular Pay	508,641	713,959	713,959	689,403	693,229
520-810-120	Standby Pay	28,717	22,844	22,844	31,949	31,949
520-810-130	Overtime Pay	22,522	28,912	28,912	33,591	33,534
520-810-140	Annual Leave Pay	25,350	6,700	6,700	5,700	5,700
520-810-150	Sick Leave Pay	24,870	-	-	-	-
520-810-160	Holiday Pay	26,830	-	-	-	-
520-810-200	FICA	195	153	153	95	95
520-810-210	Medicare	9,280	10,370	10,370	10,087	10,131
520-810-220	Unemployment	4,078	6,409	6,409	6,033	6,033
520-810-230	Retirement (PERS)	129,272	136,324	136,324	144,080	143,317
520-810-235	Pension Expense - GASB 68 Adj	(251,216)	200,000	200,000	200,000	200,000
520-810-240	Group Insurance	121,010	141,335	141,335	160,917	148,636
520-810-250	Workers Compensation Insurance	27,127	46,191	46,191	50,711	50,867
520-810-260	Other Benefits	(2,739)	-	-	-	-
520-810-270	OPEB Liability	(377)	25,000	25,000	25,000	25,000
<b>Total Salaries &amp; Benefits</b>		<b>673,560</b>	<b>1,338,197</b>	<b>1,338,197</b>	<b>1,357,566</b>	<b>1,348,491</b>
520-810-320	Prof Serv-Engineering	36,052	82,500	82,500	102,500	102,500
520-810-322	Prof Serv-Other	1,428	2,000	2,000	2,000	2,000
520-810-412	Utility Service-Refuse	1,755	1,750	1,750	2,500	2,500
520-810-420	Contracts	1,073	1,500	8,000	9,000	9,000
520-810-423	Contract Services-ANALYTICAL	2,982	4,000	4,000	4,000	4,000
520-810-424	Contract Services-HVAC	11,928	17,500	17,500	17,500	17,500
520-810-426	Contract-Sewer Cleaning & Insp	-	5,000	5,000	5,000	5,000
520-810-428	Contract Services-ELECTRICAL	3,881	10,000	10,000	10,000	10,000
520-810-429	Contract Services-SCADA	8,167	12,500	12,500	12,500	12,500
520-810-430	Service-Repair and Maintenance	147,077	206,000	206,000	235,000	235,000
520-810-441	Rental	12,489	15,000	15,000	15,000	15,000
520-810-444	Interfund Cost Alloc. Build	360,912	209,794	209,794	144,310	144,310
520-810-520	Insurance	45,654	75,000	75,000	75,000	75,000
520-810-530	Communications	4,895	6,000	6,000	6,000	6,000
520-810-540	Advertising	1,688	500	500	500	500
520-810-550	Printing and Postage	28,965	35,000	35,000	35,000	35,000

520-810-580	Training	235	5,000	5,000	5,000	5,000
520-810-581	Dues and Memberships	470	1,000	1,000	1,000	1,000
520-810-585	Educational Assistance Program	340	500	500	500	500
520-810-600	General Supplies	1,798	1,000	2,500	2,500	2,500
520-810-601	Office Supplies	3,857	6,000	6,000	6,000	6,000
520-810-605	Minor Equipment	-	15,000	15,000	15,000	15,000
520-810-609	Credit card fees	54,943	60,000	60,000	60,000	60,000
520-810-610	Supplies-Automotive	4,391	18,000	18,000	18,000	18,000
520-810-614	Supplies-Plant/Shop/Maint	1,738	29,000	29,000	29,000	29,000
520-810-615	E-One R & M	79,729	130,000	130,000	130,000	130,000
520-810-616	Supplies-Safety	989	5,000	5,000	5,000	5,000
520-810-617	Supplies-Chemical	65,036	55,000	55,000	55,000	55,000
520-810-621	Natural Gas	364	400	400	400	400
520-810-622	Electricity	123,085	185,000	185,000	185,000	185,000
520-810-623	Propane	-	500	500	-	-
520-810-625	Bulk Diesel	2,744	5,000	6,000	6,000	6,000
520-810-626	Gasoline	33,854	25,000	32,500	32,500	32,500
520-810-640	Books and Periodicals	-	1,500	1,500	1,500	1,500
520-810-642	Permits and Licenses	22,476	15,000	15,000	20,000	20,000
520-810-643	Property Taxes/Assessmnts/Fees	6	100	100	100	100
<b>Total Services &amp; Supplies</b>			<u>1,065,001</u>	<u>1,242,044</u>	<u>1,258,544</u>	<u>1,248,310</u>
<b>Total Operating Expenses</b>			<u><b>1,738,561</b></u>	<u><b>2,580,241</b></u>	<u><b>2,596,741</b></u>	<u><b>2,605,876</b></u>
					<u><b>2,596,801</b></u>	



## SEWER CASHFLOW STATEMENT

Fund	520	Sewer Enterprise Fund
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**PROPRIETARY FUND****A. CASH FLOWS FROM OPERATING ACTIVITIES:**

Cash received from customers, service fees  
Cash received from customers, capacity fees and other  
Cash paid to suppliers  
Cash paid to employees

a. Net cash provided by (or used for)  
operating activities

**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  
Settlement Income  
Debt Re-payment  
Interest on Debt  
Proceeds from capital asset disposals  
Proceeds from grants  
Proceeds from capital debt  
Acquisition of Capital Assets  
Bond Issuance Costs

c. Net cash provided by (or used for)  
Capital and related  
financing activities

**D. CASH FLOWS FROM INVESTING ACTIVITIES:**

Interest on investments

d. Net cash provided by (or used in)  
investing activities

NET INCREASE (DECREASE) in cash and  
cash equivalents (a+b+c+d)

CASH AND CASH EQUIVALENTS AT  
JULY 1, 20xx

CASH AND CASH EQUIVALENTS AT  
JUNE 30, 20xx

	ACTUAL PRIOR YEAR ENDING 6/30/2022	ESTIMATED CURRENT YEAR ENDING 6/30/2023	TENTATIVE BUDGET 6/30/2024	FINAL BUDGET 6/30/2024
Cash received from customers, service fees	4,800,434	4,987,000	5,134,960	5,134,960
Cash received from customers, capacity fees and other	-	-	-	-
Cash paid to suppliers	(883,045)	(1,258,544)	(1,248,310)	(1,248,310)
Cash paid to employees	(949,077)	(1,113,197)	(1,132,565)	(1,123,491)
a. Net cash provided by (or used for) operating activities	2,968,312	2,615,259	2,754,085	2,763,159
b. Net cash provided by (or used for) noncapital financing activities	-	-	-	-
Connection Fees	991,216	929,700	950,000	950,000
Settlement Income	44,956	-	-	-
Debt Re-payment	(350,712)	(358,493)	(390,371)	(390,371)
Interest on Debt	(154,347)	(148,340)	(142,627)	(142,627)
Proceeds from capital asset disposals	-	20,000	20,000	20,000
Proceeds from grants	3,000,000	1,500,000	2,000,000	2,000,000
Proceeds from capital debt	-	-	-	-
Acquisition of Capital Assets	(861,862)	(5,164,829)	(3,485,000)	(3,485,000)
Bond Issuance Costs	-	-	-	-
c. Net cash provided by (or used for) Capital and related financing activities	2,669,251	(3,221,962)	(1,047,998)	(1,047,998)
Interest on investments	(364,923)	60,000	25,000	25,000
d. Net cash provided by (or used in) investing activities	(364,923)	60,000	25,000	25,000
NET INCREASE (DECREASE) in cash and cash equivalents (a+b+c+d)	5,272,640	(546,703)	1,731,087	1,740,161
CASH AND CASH EQUIVALENTS AT JULY 1, 20xx	16,229,884	21,502,524	20,955,821	20,955,821
CASH AND CASH EQUIVALENTS AT JUNE 30, 20xx	21,502,524	20,955,821	22,686,908	22,695,982
Reserved for operations	3,058,936	3,071,311	3,111,377	3,104,571
Reserved for capital	15,062,067	13,573,288	14,314,309	14,330,189
Reserved capacity fees	3,381,522	4,311,222	5,261,222	5,261,222

Per Policy, the goal for capital reserves is \$15,188,279

Sewer Enterprise - Capital Projects			
Fund and Department Number	Sewer Enterprise Fund		
Purchase/ Replacement Year	Description	Economic Life (Years)	TOTAL COST
2023/2024	Cottonwood LN Sanitary Sewer Rehab/Reconstruct - CONST	30	15,000
2023/2024	Villa Park Sewer Main Replacement - Villa Way and Parkland Design and Constructor	30	800,000
2023/2024	South Arm Interceptor Phase 1 MH 295 to MH 1047 Design	30	350,000
2023/2024	South Arm Interceptor Phase 1 MH 295 to MH 1047 Construction	30	1,000,000
2023/2024	West Lift Station Upgrade, Bypass and Valve Replacement Design and Constructor	30	100,000
2023/2024	Shadow LN Sanitary Sewer Rehab/Reconstruct Final Design and Constructor	30	910,000
2023/2024	Fernley Industrial Park Sanitary Sewer Rehab/Reconstruct - ENGR Service:	30	30,000
2023/2024	Camille Pump Station Generator and SCADA Installation Design and Constructor	15	180,000
2023/2024	Preliminary Engineering Final Report and Initial Design for EWWTP upgrades/expansion		100,000
<b>Total FY 2023/2024</b>			<b>3,485,000</b>
2024/2025	Wastewater Plant Upgrade Proejct- TBD		2,500,000
2024/2025	Donner Trails Emigrant and Jessica Lane Interceptor Upgrade Desigr		250,000
2024/2025	Fernley Industrial Park Sanitary Sewer Rehab/Reconstruct - Constructor		750,000
2024/2025	South Arm Interceptor Phase 1 MH 295 to MH 1047 Construction		2,500,000
2024/2025	Zone 14 Transite Sewer Main Replacement Project Design		250,000
2024/2025	6th, 7th B-G ST Rehab/Reconstruct - ENGR Services		50,000
2024/2025	Fremont ST Rehab/Reconstruct - ENGR Services		40,000
2024/2025	Metal Storage Building/Shop for East Plant Design and permitting	15	100,000
2024/2025	Pond Relining Project Design and Construction		1,500,000
<b>Total FY 2024/2025</b>			<b>7,940,000</b>
2025/2026	Wastewater Plant Upgrade		2,500,000
2025/2026	Donner Trails Emigrant and Jessica Lane Interceptor Upgrade Constructor		1,500,000
2025/2026	Zone 14 Transite Sewer Main Replacement/Rehabilitator		1,500,000
2025/2026	Fremont ST Rehab/Reconstruct - Construction		200,000
2025/2026	6th, 7th B-G ST Rehab/Reconstruct - Construction		300,000
2025/2026	Lift Station Bypass for Loves and Rolling Meadows Design and Constructor		200,000
2025/2026	Pond Relining Project Design and Construction		1,750,000
<b>Total FY 2025/2026</b>			<b>7,950,000</b>
2026/2027	Wastewater Plant Upgrade		2,500,000
2026/2027	Farm District Lift Relocation Constructor		950,000
2026/2027	Lyon DR, Industrial DR, Salvadore DR Rehab/Reconstruct Engineering Desigr		30,000
2026/2027	Zone 15 Transite Sewer Main Replacement Project Design		250,000
2026/2027	Pond Relining Project Design and Construction		1,750,000
<b>Total FY 2026/2027</b>			<b>5,480,000</b>
2027/2028	Wastewater Plant Upgrade		2,500,000
2027/2028	Gustafson ST Rehab/Reconstruct - ENGR and Construction		120,000
2027/2028	Replace Utility body Pickup truck		65,000
2027/2028	Zone 15 Transite Sewer Main Replacement/Rehabilitator		1,500,000
2027/2028	Farm District Lift Relocation Constructor		950,000
2027/2028	Pond Relining Project Design and Construction		1,750,000
<b>Total FY 2027/2028</b>			<b>6,885,000</b>

# APPENDIX A

## Proposal Summaries

# 412 Mayor Council

## Budget Proposal

### Proposal Summary

**Budget**

FY 2024 Tentative Budget

**Budget Phase**

Budget Development

**Proposal Status**

In Review

**Created By**

Denise Lewis

**Exported At**

Feb 22, 2023, 09:17 PM (UTC)

Base Revenues	\$0.00
Adjustments	\$0.00
<b>Revenues</b>	<b>\$0.00</b>
Base Expenses	\$151,375.23
Adjustments	+\$2,150.00
<b>Expenses</b>	<b>\$153,525.23</b>
<b>Deficit</b>	<b>\$153,525.23</b>

### Description

**Mission Statement**

The mission of the City of Fernley is to facilitate the responsible and orderly growth of the community and to see that quality municipal services are provided in the most professional, efficient, and cost effective manner.

**Legal Requirements**

The general powers of the City Council are described in Nevada Revised Statutes (NRS), Chapter 266.260-0460. Five members of the City Council are elected from five wards within the City. The Mayor is elected at large. The general powers of the Mayor are described in NRS, Chapter 266.165-200.

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

Staff is proposing a budget of \$51,850 for the Mayor and Council for FY2022/23. Increases in Communications, Minor Equipment, and Travel & Training line items account for possible new Council members and to allow three council members to attend the 2022 Nevada League of Cities Annual Conference.

# 413 City Manager

## Budget Proposal

### Proposal Summary

#### Budget

FY 2024 Tentative Budget

#### Budget Phase

Budget Development

#### Proposal Status

In Review

#### Created By

Denise Lewis

#### Exported At

Mar 24, 2023, 12:19 AM (UTC)

Base Revenues	\$0.00
Adjustments	\$0.00
<b>Revenues</b>	<b>\$0.00</b>
Base Expenses	\$773,673.76
Adjustments	+\$95,886.00
<b>Expenses</b>	<b>\$869,559.76</b>
<b>Deficit</b>	<b>\$869,559.76</b>

### Description

#### Mission Statement

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

#### Legal Requirements

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 shall direct efforts toward assisting the Mayor in accomplishing these described objectives, powers, and responsibilities.

#### Primary Responsibilities

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

#### Overall change in level of service

The City Manager's Office proposes a budget of \$869,560 for FY24.

Conflict Counsel is being moved from Muni Court to the City Manager's budget pursuant to Department of Indigent Defense regulations.

**Lobbyist Contracts**

The City is contracted with Flynn Giudici Government Affairs, LLC for legislative services at the annual cost of \$69,600. The services provided to the City of Fernley will consist of maintaining a seat at the table and a voice

during the legislative process. The lobbyist will trace the Bill Draft Requests and Bill Drafts throughout the legislative session and keep the City apprised of potential impacts and pending issues throughout the session as well as special sessions, and throughout the year. The City is also contracted with the Porter Group to provide legislative services as the federal level.

**Federal Lands RRP**

In FY2019/2020, the City contracted with Wood Rogers for consultant services for environmental, cultural, and

conveyance assistance services of federal lands (eight parcels) to the City. Although Wood Rogers has made substantial progress in that time and including FY2020/2021 and FY2021/2022, this is a long process. The City is concerting greater effort in FY2023-2024 to complete the process. In addition, other federal lands that have been earmarked, may begin the process of conveyance under the Fernley Lands Bill in FY2023/2024.

# 418 Information Technology

## Budget Proposal

### Proposal Summary

**Budget**

FY 2024 Tentative Budget

**Budget Phase**

Budget Development

**Proposal Status**

In Review

**Created By**

Denise Lewis

**Exported At**

Mar 23, 2023, 11:32 PM (UTC)

Base Revenues	\$0.00
Adjustments	\$0.00
<b>Revenues</b>	<b>\$0.00</b>
Base Expenses	\$184,537.72
Adjustments	+\$15,536.00
<b>Expenses</b>	<b>\$200,073.72</b>
<b>Deficit</b>	<b>\$200,073.72</b>

### Description

**Strategic Plan Goals**

Connect and Engage: The Fernley community is well informed of the activities of city government and has opportunities to engage for the betterment of the community.

Robust Municipal Services: Ensure municipal services meet the needs and expectations of the community.

**Maintaining Existing IT Systems**

In FY2022/2023 the Information Technology (IT) Department was busy meeting the increased technological needs of staff and residents demanded by the pandemic restrictions and redesigning the City's website. IT's main focus going into FY2023/2024 is to continue to maintain the current and newly implemented IT systems, continue to support staff and residents using the existing technologies that help achieve established strategic plan goals, assist various departments with upgrades and technical projects.

**Proposed Changes**

The proposed IT budget for FY 2023/2024 increased due to the following:

- increase in staffing (additional Microsoft licenses, communication costs);
- increased costs of IT systems the City uses to conduct business (CivicClerk, OpenGov Citizen Services, OpenGov Stories, Stampli, Zoom, ArchiveSocial).

Staff proposes an increase in the IT budget for FY2023/24 due to the continuance of online, virtual, and contactless IT applications. The IT department will also work on maintaining our current systems and various departmental projects.

# 525 Animal Control

## Budget Proposal

### Proposal Summary

#### Budget

FY 2024 Tentative Budget

#### Budget Phase

Budget Development

#### Proposal Status

In Progress

#### Created By

Denise Lewis

#### Exported At

Mar 23, 2023, 11:37 PM (UTC)

Base Revenues	\$6,500.00
Adjustments	\$0.00
<b>Revenues</b>	<b>\$6,500.00</b>
Base Expenses	\$114,235.37
Adjustments	\$0.00
<b>Expenses</b>	<b>\$114,235.37</b>
<b>Deficit</b>	<b>\$107,735.37</b>

### Description

#### Mission Statement

The mission of the Code Enforcement Department is to promote and maintain a safe and desirable living and working environment within the City of Fernley. We work to serve the interests of justice by providing security for court facilities. We protect and advocate for companion animals in need while protecting the public from animal related issues. We provide Fernley residents with the highest quality of service by upholding and enforcing laws and codes which are the safety standards established by our legislative branch. We work closely with the community to create voluntary compliance. We are a department of community safety and purpose.

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, in addition to the enforcement of city ordinances and state laws pertaining to animals and the welfare of the citizens of Fernley.

#### Legal Requirements

FMC 6.07 The rabies control authority (rabies control authorities in the city are city animal control, the sheriff and appointed deputies, and appointed animal services officer(s)) shall cause a dog or cat, regardless of current vaccination against rabies, which has bitten a person to be quarantined and observed for ten days following the bite under the supervision of a licensed veterinarian or other person designated by the rabies control authority. The observation must be within an enclosure or with restraints deemed adequate by the rabies control authority to prevent direct contact with a person or animal.

Nevada Administrative Code 441.435 requires owners of all dogs, cats, and ferrets to be vaccinated against Rabies and for each animal that is owned to be licensed with the entity in which the animal resides. NAC 441.410 requires that the animals in the jurisdiction be licensed with the City or County entity in which the animal resides.

#### Primary Responsibilities

To protect the public health and welfare from the adverse and deleterious acts of conditions associated with domestic animals, specifically dogs kept as pets, companions, or for breeding purposes. Further, to provide a



For the purposes of this chapter, 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 that have bitten a human being or are suspected of Rabies exposure.

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

For this fiscal year, Animal Control is placing an emphasis on public outreach and disaster preparedness.

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#### **1. Low Cost Vaccine and Microchip Event-**

- a. Animal Control will sponsor an event for low cost rabies vaccines and microchipping at City Hall. Participants will be limited to Fernley Residents only.
- b. Veterinarians will vaccinate and microchip dogs outside and send the participants inside to license their pets.
- c. Through a veterinary office, a Rabies vaccine will run about \$20-25 in addition to paying the exam fee which runs anywhere from \$30-50 in most facilities. This brings the cost of a mandatory vaccine to \$50-75. Many people in our area are affected by low income or an inability to drive to other low-cost vaccine clinics. Microchips typically run anywhere between \$15-45 depending on the company.
- d. Many dogs that I interact with in the field do not have identification tags including Rabies tags or microchips, making it hard to return animals to their owners.
- e. My proposal for the clinic is to offer \$15 Rabies vaccines and a free microchip. Participants will be taken into city hall after the vaccine where the information will be provided to frontline staff for licensing purposes. Assistants to the veterinarians will take identification photos of the dogs and assist participants in registering microchip information with the manufacturer. This will be a twofold help to the City.
  - i. We will gain greater compliance with Rabies vaccine requirements as well as licensing revenue. The risk of an individual having to be treated for suspected Rabies exposure would be reduced as more people would have access to lower cost vaccines.
  - ii. Dogs will be implanted with a microchip that has up to date information to allow wayward animals to be returned to their homes, thus reducing the burden on the Shelter over time.
- f. For each \$15 vaccine that is purchased, the City will make approximately \$9.35 in profit which can be used for other programs and services.
- g. According to the Center for Disease Control, the US has been without a case of Rabies in dogs since 2007. This is due to a stringent control program of vaccinations and licensing. However, to continue with this trend and to prevent transmission in pets, vaccine protocols must be kept up with and strongly enforced.

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

None.

# 414 City Attorney

## Budget Proposal

### Proposal Summary

**Budget**

FY 2024 Tentative Budget

**Budget Phase**

Budget Development

**Proposal Status**

In Review

**Created By**

Denise Lewis

**Exported At**

Mar 23, 2023, 11:28 PM (UTC)

Base Revenues	\$0.00
Adjustments	\$0.00
<b>Revenues</b>	<b>\$0.00</b>
Base Expenses	\$697,837.71
Adjustments	+\$20,921.00
<b>Expenses</b>	<b>\$718,758.71</b>
<b>Deficit</b>	<b>\$718,758.71</b>

### Description

**Mission Statement**

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 the 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.

**Legal Requirements**

The primary duties of the City Attorney are laid out in NRS 266.470. The City Attorney shall be the legal adviser of the city council and all officers of the City in 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.

**Primary Responsibilities**

The City Attorney is appointed by the City Council. The City Attorney 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 misdemeanor violations of the Nevada Revised Statutes (NRS) and the Fernley Municipal Code. Personnel/salary cost to be increased for the Deputy City Attorney in correlation with with these new supervision duties.

**Overall change in level of service**

None

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

none

# 415 Finance

## Budget Proposal

### Proposal Summary

**Budget**

FY 2024 Tentative Budget

**Budget Phase**

Budget Development

**Proposal Status**

In Review

**Created By**

Denise Lewis

**Exported At**

Mar 28, 2023, 01:06 AM (UTC)

Base Revenues	\$0.00
Adjustments	\$0.00
<b>Revenues</b>	<b>\$0.00</b>
Base Expenses	\$690,660.29
Adjustments	+\$110,431.71
<b>Expenses</b>	<b>\$801,092.00</b>
<b>Deficit</b>	<b>\$801,092.00</b>

### Description

**Mission Statement**

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

**Legal Requirements**

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

**Primary Responsibilities**

Financial reporting, general accounting, accounts payable, payroll, A/R, Budget, Audit, Cash Management, Debt Management, Investment management, asset and grant accounting, Internal Controls

**Overall change in level of service**

Request that a senior accountant position be created for FY '24 as part of a succession plan for this department. This position requires a higher level of experience and training than the accounting technician position. This position may be used as a step up from the accounting technician position and a step toward the deputy position. The senior accountant position would require a BA in accounting or business with at least 5 years of experience and would include more advanced accounting activities to include GL, budgeting and grant management activities. An individual in this position would be expected to perform and complete a broader range of accounting tasks. No additional FTEs are requested as the accounting technician position would be left unfunded. A job description and a salary range of approximately \$26.50 to \$37.86 per hour will be brought forth to Council in the near-term.

# 416 City Clerk

## Budget Proposal

### Description

#### Mission Statement

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

#### Legal Requirements

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

#### Primary Responsibilities

Agendas/Minutes, countersign all Contracts and Agreements, Keeping of the Corporate Seal, management of all records and papers of the City, Elections, Ordinances, and Resolutions. Business, Liquor and Solicitor Licenses, Passport Acceptance

#### Overall change in level of service

Change job description from Administrative Specialist II to Records Coordinator.  
Please consider adding a full or part time IT specialist/support staff.

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

### Proposal Summary

#### Budget

FY 2024 Tentative Budget

#### Budget Phase

Budget Development

#### Proposal Status

In Review

#### Created By

Denise Lewis

#### Exported At

Mar 23, 2023, 11:29 PM (UTC)

Base Revenues	\$2,533,500.00
Adjustments	+\$129,100.00
<b>Revenues</b>	<b>\$2,662,600.00</b>
Base Expenses	\$340,552.58
Adjustments	+\$8,550.00
<b>Expenses</b>	<b>\$349,102.58</b>
<b>Surplus</b>	<b>\$2,313,497.42</b>

# 425, 200, 210 Municipal Court, Administrative Assessments & Court Facilities Funds

## Budget Proposal

### Proposal Summary

#### Budget

FY 2024 Tentative Budget

#### Budget Phase

Budget Development

#### Proposal Status

In Review

#### Created By

Denise Lewis

#### Exported At

Mar 24, 2023, 12:10 AM (UTC)

Base Revenues	\$252,625.00
Adjustments	-\$15,305.00
<b>Revenues</b>	<b>\$237,320.00</b>
Base Expenses	\$642,811.98
Adjustments	+\$50,600.00
<b>Expenses</b>	<b>\$693,411.98</b>
<b>Deficit</b>	<b>\$456,091.98</b>

### Description

#### Municipal Court

##### Mission Statement:

Fair, efficient, and impartial access to justice through due process that promotes and upholds the integrity of the court.

##### Vision Statement:

The Fernley Municipal Court strives to be a prompt, efficient, effective, virtual, paperless and holistic court providing programs, resources and alternative options in an all-in-one justice center.

##### Legal Requirements

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

##### Primary Responsibilities

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

Fernley Municipal Court filed a total of 2,367 traffic cases and 208 criminal cases for Fiscal Year FY 2022/2023.

Fernley Municipal Court collected a total of \$337,315.73 in revenue that was disbursed as follows, \$202,061.53 to the City of Fernley, \$14,153.00 to Lyon County and \$120,440.70 to the State of Nevada.

General:

Conflict Counsel 100-425-325 is to be moved to the City Manager pursuant to Department of Indigent Defense regulations. Overtime 100-425-130 to be increased from FY 22/23 \$9,429.00 to \$30,000 for the Court Marshal to complete additional job duties within his new job description.

Court Facility:

The court is committing \$99,000.00 fund equity of the Court Facility Account balance to expenditure as allowed by Nevada Law.

Administrative Assessment:

The court is committing \$24,600 fund equity of the Court Facility Account balance to expenditure as allowed by Nevada Law.

The court is requesting the following:

Approval of updated job descriptions and job titles to accurately reflect job duties.

The Court would also ask to add court specific paygrades.

Nevada Department of labor and statistics shows the hourly median for the State of Nevada for court clerks to be \$22.89. Due to this the Court would ask that the courts proposed paygrades come with their own wage scales. This will help create a better career ladder, help with recruitment and retention as well as correct a disparity between the starting pay of what is currently the Court Specialist II (\$20.12) and the Lead

Current																	
Employer Only PERS										Employer/Employee PERS							
Position	Paygrade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Minimum	Maximum	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Minimum	Maximum
Court Specialist Trainee	602	\$16.94	\$18.40	\$19.85	\$21.30	\$22.75	\$24.21	\$35,235.20	\$50,356.80	\$19.54	\$21.22	\$22.89	\$24.57	\$26.24	\$27.92	\$40,640.28	\$58,081.53
Court Specialist I	603	\$18.57	\$20.16	\$21.75	\$23.35	\$24.94	\$26.53	\$38,625.60	\$55,182.40	\$21.42	\$23.25	\$25.09	\$26.92	\$28.76	\$30.60	\$44,550.77	\$63,647.38
Court Specialist II	606	\$20.12	\$21.84	\$23.56	\$25.29	\$27.01	\$28.74	\$41,849.60	\$59,779.20	\$23.20	\$25.19	\$27.18	\$29.16	\$31.15	\$33.14	\$48,265.14	\$68,937.37
Lead Court Specialist	607	\$20.11	\$21.84	\$23.56	\$25.29	\$27.01	\$28.73	\$41,828.80	\$59,758.29	\$23.20	\$25.18	\$27.17	\$29.16	\$31.15	\$33.14	\$48,249.52	\$68,925.21
Court Marshal	603	\$25.30	\$27.48	\$29.64	\$31.82	\$33.98	\$36.14	\$52,624.00	\$75,180.74	Police and Fire PERS not eligible for Employer/Employee PERS							
Court Administrator	702	\$32.34	\$35.11	\$37.88	\$40.65	\$43.42	\$46.19	\$67,267.20	\$96,075.20	\$37.29	\$40.49	\$43.68	\$46.88	\$50.08	\$53.27	\$77,572.54	\$110,803.53

Proposed																	
Employer Only PERS										Employer/Employee PERS							
Position	Paygrade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Minimum	Maximum	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Minimum	Maximum
Junior Court Specialist	1001	\$16.94	\$18.40	\$19.85	\$21.30	\$22.75	\$24.21	\$35,235.20	\$50,356.80	\$19.54	\$21.22	\$22.90	\$24.57	\$26.24	\$27.93	\$40,643.80	\$58,086.57
Court Specialist	1002	\$18.57	\$20.16	\$21.75	\$23.35	\$24.94	\$26.53	\$38,625.60	\$55,182.40	\$21.42	\$23.25	\$25.09	\$26.93	\$28.77	\$30.60	\$44,554.63	\$63,652.90
Senior Court Specialist	1003	\$20.12	\$21.84	\$23.56	\$25.29	\$27.01	\$28.74	\$41,849.60	\$59,779.20	\$23.21	\$25.19	\$27.18	\$29.17	\$31.16	\$33.15	\$48,273.51	\$68,955.31
Lead Court Specialist	1010	\$25.01	\$27.16	\$29.30	\$31.45	\$33.59	\$35.73	\$52,020.80	\$74,318.99	\$28.85	\$31.33	\$33.80	\$36.28	\$38.75	\$41.21	\$60,005.99	\$85,726.95
Court Marshal	1020	\$25.30	\$27.48	\$29.64	\$31.82	\$33.98	\$36.14	\$52,624.00	\$75,180.74	Police and Fire PERS not eligible for Employer/Employee PERS							
Court Administrator	1030	\$32.34	\$35.11	\$37.88	\$40.65	\$43.42	\$46.19	\$67,267.20	\$96,075.20	\$37.30	\$40.50	\$43.69	\$46.89	\$50.08	\$53.28	\$77,592.72	\$110,822.74





## JOB DESCRIPTION

<b>JOB TITLE:</b>	Court Administrator	<b>FLSA:</b>	Exempt
<b>DEPARTMENT:</b>	Municipal Court	<b>GRADE:</b>	1020
<b>REPORTS TO:</b>	Judge	<b>DATE:</b>	January 31, 2023

### **DEFINITION:**

Under general direction of the Municipal Court Judge manages the resources required to effectively operate the Municipal Court. The Court Administrator is required to develop, interpret, and execute policies, mandates, and operational plans. Effectively and efficiently support the implementation of state court rules, judicial rulings and/or orders. Responsible for providing supervision, administration, and management of Municipal Court staff.

### **DISTINGUISHING CHARACTERISTICS:**

This is an executive level position responsible for the administration of judicial support services. The Court Administrator coordinates, administers, manages, and supervises, the non-judicial day-to-day operations of the Fernley Municipal Court. This position is responsible for case flow management, records management, budget management, accounting functions, statistical analysis, technology management, public relations, and personnel management, including the selection, training, evaluation and disciplining of non-judicial staff.

**ESSENTIAL FUNCTIONS:** *Performance of these functions is the reason this job exists. Employee may not be assigned all duties and assigned job tasks/duties are not limited to the essential functions.*

- Leads, plans, coordinates, and directs municipal court services involving highly complex limited jurisdiction court functions in fiscal management, automation, personnel administration, case flow management, record and information management and research and advisory services.
- Communicates and advises judge concerning the administrative procedures of the court.
- Manages the development, implementation to Municipal Court policies and procedures.
- Identifies opportunities for improvement and corrects deficiencies. Directs and implements change in court policy and practice as needed for efficient operation of the court.
- Assigns, supervises, and directs the work of all non-judicial employees. Fosters high morale, delegates work, reviews work products, evaluates performance, and provides for the training of personnel.
- Prepares performance evaluations and administers personnel and disciplinary actions as necessary.
- Oversees the courts' accounting functions and reporting requirements. Approves transactions and reviews all monthly, quarterly, and annual financial statistical reporting concerning revenues, disbursements, and expenditures. Prepares status and summary reports for the Judge, the Administrative Office of the Courts, the city, and outside agencies as necessary. Administers the collection of all fines, penalties, fees, and costs imposed by the court.
- Responsible for maintaining and updating the court's minimum accounting standards as required by the Nevada Supreme Court.
- Responsible for the formulation, preparation, administration, and presentation of the court's budget. Researches and complies information regarding budgetary proposals including projection of revenue and expenditures; prepares and presents oral and written justification for budget proposals. Implements budgetary adjustments as needed.
- Oversees the maintenance of accurate, retrievable records and disposal of documents according to the records retention schedule. Directs the production of statistical and narrative reports; prepares, analyzes, and interprets data and reports on employee and court performance.



- Researches, evaluates, and makes recommendations regarding the impact of new legislation on court processes and procedures.
- Investigates and resolves complaints relating to the operation of the Court's function.
- Works collaboratively with representatives from other agencies, jurisdictions, vendors, and others in the community to coordinate activities, provide and obtain information, resolve questions and complaints, and represents the interest of the court. Makes presentations on court related issues, acts as the court liaison for media and outside agencies.
- Serves on various committees as representative of the court, attends meetings on site and held off-site, necessitating occasional travel.
- Serves as the representative of the court to city administration, other city departments, courts, government agencies, and the public.
- Terminal Agency Coordinator (TAC) for NCIC/NCJIS
- Perform all duties within the Specialist Series and Lead Court Specialist descriptions.
- Perform related duties and responsibilities as required and other duties which may be assigned.

### **QUALIFICATIONS FOR EMPLOYMENT:**

#### ***Knowledge of:***

- Knowledge of municipal court operation functions including organization and operating procedures and the ability to work in a fast paced organization with multiple challenges.
- Principles and practices of employee supervision, including selection, work planning, organization, performance review and evaluation, and employee training and discipline.
- Principles and practices of developing teams, motivating employee training and discipline.
- Pertinent Federal, State, and local laws, regulations, and ordinances.
- Policies, procedures, operations, services, and activities of a Municipal Court.
- General management principles to specific organizational and operational problems.
- Policy/procedure development, problem solving and office administration.
- Contracting, purchasing, information technology, record management and other business management areas.
- Court and public administration processes including program administration, budgeting, governmental accounting, fiscal forecasting, internal controls, policy/procedure development, problem solving, management analysis, and office administration.
- Methods and techniques of record keeping and responsible financial control.
- Operational characteristics of a variety of computerized equipment.
- English usage, spelling, grammar, and punctuation.
- Mathematical principles.
- Methods and techniques of dealing with the public.

#### ***Ability to:***

- Direct, lead, motivate, train, develop and evaluate staff.
- Develop, implement, and evaluate programs, policies, proposals, and operational practices.
- Analyze complex issues, interpret information, evaluate alternatives, and implement recommendations.
- Coordinate and facilitate information technology applications
- Interpret, explain, and enforce department policies and procedures.
- Make formal and informal presentations.
- Represent the Court and maintain effective working relationships with those contacted in the course of work.
- Make independent decisions involving sensitive situations.
- Maintain accurate records and files.

- Write financial, statistical, performance and program reports.
- Work independently and efficiently.
- Understand and follow oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships.

### **MINIMUM QUALIFICATIONS:**

Any combination of training, education experience that would provide the required knowledge and abilities. A typical way to gain the required knowledge and ability is:

### **EDUCATION, TRAINING, AND WORK EXPERIENCE:**

Bachelor's Degree in business management, or a closely related field or any equivalent combination of education, training and experience which provides the requisite knowledge, skills, and abilities for this position including three years of progressively responsible office management experience in legal, judicial, or governmental setting. Preference given for graduation from Court Executive Development Program of the Institute for Court Management (ICM) or other certifications, such as Certified Court Executive (CCE), or Certified Court Manager (CCM).

### **SPECIAL REQUIREMENTS, LICENSES, AND CERTIFICATES:**

- Candidates will be required to submit to a background investigation. Failure to pass background will result in removal from the position.
- Candidates must obtain applicable level of NCIC/NCJIS certification and/or training within 12 months of hire and maintain proficiency as required.
- Candidates must have the ability to type at a rate of 45 net words per minute from printed copy.
- Candidates must adhere to the Model Code of Conduct for Judicial Employees in the State of Nevada. The Model Code of Conduct protects and promotes the independence and impartiality of the judicial branch of government.

### **WORKING ENVIRONMENT:**

Work is primarily performed indoors with generally clean work environment with limited exposure to conditions such as dust, fumes, odors, or noise; periodic contact with upset and potentially angry or frustrated individuals; frequent interruptions of planned work activities by telephone calls, office visitors, and response to unplanned events. In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully performed the essential functions of the job. In compliance with applicable disabilities laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer. Strength and stamina to occasionally bend, stoop, sit and stand for prolonged periods. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of files, stacks of papers, reference and other materials weighing up to twenty-five pounds. Some reaching for items above or below desk level. While performing the duties of this job, the employee is frequently required to stand, walk, and reach with hands and arms. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust

function. The job description does not constitute an employment agreement between the city and employee. It is subject to change at any time by the City at its sole discretion.

***Employee's Acknowledgment:*** I acknowledge that I have read and understand the above job description and received a copy for my records.

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Employees Printed Name

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Employees Signature

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Date



## JOB DESCRIPTION

<b>JOB TITLE:</b>	Lead Court Specialist	<b>FLSA:</b> Non-Exempt
<b>DEPARTMENT:</b>	Municipal Court	<b>GRADE:</b> 1010
<b>REPORTS TO:</b>	Court Administrator/Judge	<b>DATE:</b> January 31, 2023

### **DEFINITION:**

Under direct supervision of the Court Administrator, performs a wide variety of specialized clerical, technical and administrative duties in support of the Fernley Municipal Court operations including operations listed within the Junior Court Specialist, Court Specialist and Senior Court Specialist as well as; provide lead direction and training for other court staff, auditing of court staff documentation and work.

### **DISTINGUISHING CHARACTERISTICS:**

This is an advanced class above the Court Specialist series. The duties assigned are in addition to the duties assigned to a Junior Court Specialist, Court Specialist and Senior Court Specialist. This position is assigned the responsibilities of reviewing, auditing, and monitoring work product for completion, accuracy, and productivity in accordance with established performance expectations and time requirements. This level is responsible for distributing and assigning incoming workload and providing direction, guidance and training to Junior Court Specialists, Court Specialist and Senior Court Specialist. This class will provide back up support to the Court Administrator on a as needed basis.

**ESSENTIAL FUNCTIONS:** *Performance of these functions is the reason this job exists. Employee may not be assigned all duties and assigned job tasks/duties are not limited to the essential functions.*

- All functions listed within Court Specialist Series.
- Monitor, disperse and assign day to day work of the customer facing staff.
- Coordinate and oversee the provision of efficient and effective service delivery to customers; handle difficult and complex customer service situations; identify and recommend opportunities for improving service delivery methods and procedures.
- Process appropriate documentation for non-compliant defendants on court services.
- Handles monitoring and management of complex cases and customers in need of extra oversight and follow-up.
- Performs daily, weekly, monthly, bi-annually, and annual archiving of case files and documents according to Nevada Revised Statutes and Minimum Records Retention Schedule; ensures all files are complete and accurate prior to archiving and destroying.
- Provides regular and routine instruction, training and audits of customer facing staff and work.
- Assist Court Administrator with monthly financial and statistical reporting, auditing, and reconciling.
- ATAC responsibilities.
- Provides oversight and audits the entry, clearance of warrants; coordinates efforts with other agencies; maintains statistics on warrants and extraditions.
- CJIS System Teletype Monitoring: Appropriately handles all messages received via CJIS systems to include research, routing, and re-queue, of AM and other messages. Manages all messages on a priority basis.
- Oversight, maintenance, and accessibility of records. Ensures appropriate retention and destruction pursuant to Nevada Supreme Court Rules and Nevada Revised Statutes.
- Participates in the oversight of the courts evidence and exhibits including retention and destruction pursuant to Nevada Supreme Court Rules and Nevada Revised Statutes.
- Perform related duties and responsibilities as required and other duties which may be assigned.

## **QUALIFICATIONS FOR EMPLOYMENT:**

### ***Knowledge of:***

- NJIS Federal, State, and Internal regulations.
- Principles and practices of front counter coordination for assigned work unit.
- Record retention processes.
- Court Service document processing.
- Pertinent laws, codes and regulations.
- Creating and processing a variety of specialized orders.
- Training processes and practices.
- Inventory Control.

### ***Ability to:***

- Identify internal and external weaknesses that impact the department and recommend and assist with implementing solutions.
- Deal tactfully, effectively, and courteously with a variety of individuals under potentially hostile and stressful situations, including inmates, legal representatives, law enforcement officers and agencies and the public while providing information about Court functions and proceedings.
- Confer and advise customers regarding department policy, procedure, and standards.
- Work steadily with frequent interruptions and a high volume of public contact by phone, email or in person.
- Exercise good judgment and maintain confidentiality in maintaining critical and sensitive information, records, and reports.
- Type and enter data accurately at speed necessary for successful job performance.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Compile, maintain, process, and prepare a variety of records and reports.
- Understand the organization, operations, and services of the Court and of outside agencies as necessary to assume assigned responsibilities.
- Organize and prioritize work assignments.
- Oversee multiple projects, tasks, priorities and colleagues to achieve desired goal.
- Adapt to changing technologies and learn functionality of new equipment and systems.
- Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.

## **MINIMUM QUALIFICATIONS:**

Any combination of training, education experience that would provide the required knowledge and abilities. A typical way to gain the required knowledge and ability is:

## **EDUCATION, TRAINING, AND WORK EXPERIENCE:**

High School Diploma or equivalent and three (3) years of full-time administrative/professional level experience, two (2) years of which must be as a supervisory/managerial/leadership position or an equivalent combination of education, training, and experience.

## **SPECIAL REQUIREMENTS, LICENSES AND CERTIFICATES:**

- Candidates will be required to submit to a background investigation. Failure to pass background will result in removal from the position.
- Candidates must obtain applicable level of NCIC/NCJIS certification and/or training within 12 months of hire and maintain proficiency as required.

- Candidates must have the ability to type at a rate of 45 net words per minute from printed copy.
- Candidates must adhere to the Model Code of Conduct for Judicial Employees in the State of Nevada. The Model Code of Conduct protects and promotes the independence and impartiality of the judicial branch of government.

### **WORKING ENVIRONMENT:**

Work is primarily performed indoors with generally clean work environment with limited exposure to conditions such as dust, fumes, odors, or noise; periodic contact with upset and potentially angry and frustrates individuals; frequent interruptions of planned work activities by telephone calls, office visitors, and response to unplanned events. In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully performed the essential functions of the job. In compliance with applicable disabilities laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer. Strength and stamina to occasionally bend, stoop, sit and stand for prolonged periods. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of files, stacks of papers, reference and other materials weighing up to twenty-five pounds. Some reaching for items above or below desk level. While performing the duties of this job, the employee is frequently required to stand, walk, and reach with hands and arms. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust function. The job description does not constitute an employment agreement between the city and employee. It is subject to change at any time by the City at its sole discretion.

***Employee's Acknowledgement:*** I acknowledge that I have read and understand the above job description and received a copy for my records.

\_\_\_\_\_  
Employees Printed Name

\_\_\_\_\_  
Employees Signature

\_\_\_\_\_  
Date



## JOB DESCRIPTION

<b>JOB TITLE:</b>	Specialist Series	<b>FLSA:</b> Non-Exempt
<b>DEPARTMENT:</b>	Municipal Court	<b>GRADE:</b> 1001, 1002 and 1003
<b>REPORTS TO:</b>	Lead Court Specialist/Court Administrator/Judge	<b>DATE:</b> January 31, 2023

### **DEFINITION:**

Under general supervision of the Court Administrator, Specialists perform a full range of clerical, technical and administrative duties in support of the Fernley Municipal Court operations. Specialists perform a variety of services including, but not limited to, assisting the public with court information, data entry and retrieval from multiple computer systems, accepting, filing, and issuing legal documents, court functions and procedures of the court, cash handling and other related work as assigned.

### **DISTINGUISHING CHARACTERISTICS:**

*Junior Court Specialist:* This is the entry and trainee level class in the Court Specialist series. At this level the incumbent is under close supervision and is required to learn to perform a combination of various court-related clerical functions of minimal to average difficulty. As experience is gained, there is greater independence of action within the established guidelines and operating procedures. Advancement to Court Specialist is based on certification from the Court Administrator and confirmation by the Municipal Court Judge that the employee has demonstrated proficiency in performance and has been assigned the relevant duties on a regular basis. Employees in this class are expected to qualify for promotion to Court Specialist after a 12-month probationary period has ended.

*Court Specialist:* This is the journey level for the class in the Court Specialists series. At this level the incumbent is under general supervision to perform a wide variety of assignments of average difficulty. As experience is gained, the level of difficulty of the work increases, greater independence is exercised, and less detailed supervision is received. Advancement to the "Senior Court Specialist" level is based on certification from the Court Administrator and confirmation by the Municipal Court Judge that the employee has demonstrated proficiency in performance and has been assigned the relevant duties on a regular basis. Employees in this class are normally expected to qualify for promotion to Senior Court Specialist within 12-24 months of becoming a Court Specialist.

*Senior Court Specialist:* This is the advanced level for the class in the Court Specialist series. At this level the incumbent is under minimal supervision to perform a full range of complex clerical assignments. Incumbents exercise judgment and independence in applying complex legal codes, policies and procedures and performing the full range of assigned duties. Specific duties and requirements will vary depending on area of assignment; however, all positions are characterized by thorough knowledge of court document processing and procedures. Incumbents may train and aid less experienced staff in resolving work problems.

**ESSENTIAL FUNCTIONS:** *Performance of these functions is the reason this job exists. Employee may not be assigned all duties and assigned job tasks/duties are not limited to the essential functions.*

- Operate standard office equipment, including computers, scanners, facsimile equipment, and central telephones and other departmental-specific equipment after training.
- Utilize Microsoft programs to track and/or log information.
- May screen and direct visitors, answer telephone calls and emails from the public. Take messages; provide basic information regarding court policies, procedures, rules, and expectations as well as case specific information.
- Open, distribute and/or process incoming and outgoing mail, drop box documents.

- Perform a variety of cashiering duties; receive and receipt money, post payments, log and post bail and bonds; count, verify, record, and prepare reports on daily cash receipts; post to computerized cash ledgers. Establish payment plans with defendants.
- Establish, maintain, and audit office files; research and compile information from such files; purge files as required.
- Prepare and update case files by, reviewing documents for completeness. Assemble documents in prescribed order for case records; file documents and case files using chronological, alphabetical, or numerical filing system. Prepares documents for use by the Judge during court sessions.
- Process traffic, criminal and civil cases; calendar court dates; reschedule hearings according to policy; disburse paperwork and any other resources necessary to assist with completing court orders.
- Prepare, audit, compile, and distribute court calendars. Distribute weekly court case files for review prior to court hearing.
- Process and audit notices, clearances, and convictions to the Department of Motor Vehicles (DMV) and complies with DMV regulations.
- Clerk in the courtroom; administer oaths, enter court minutes, prepare, and enter orders and dispositions into case management system and maintain exhibits after court proceedings.
- Perform case management activities related to monitoring of a criminal defendant pending adjudication of his/her case to ensure compliance with court order(s), financial obligations, court dates and other related program conditions including documenting each defendant's progress or lack thereof in completing program compliance and follows established procedures for dealing with noncompliance violations including requesting warrants.
- Set up technology in court room, and provide basic troubleshooting as needed to ensure court proceedings run uninterrupted or with minimal issues.
- Perform quality assurance audits on different court processes.
- Process records request and prepare certified priors of conviction.
- Apply and process cash bail and bail bonds payment, refunds, forfeitures, and exonerations.
- Correspond with defendants by phone and mail to resolve compliance issues such as requests for final dispositions and plea in absentia.
- Compile, prepare and organize documents for service. File and track returns of service on court documents.
- Coordinating placement and monitoring of defendants' treatment programs for substance abuse, mental health, domestic violence, and related treatment programs as ordered by the court.
- Perform inquiries of driver's license and criminal histories for court through NCIC and NCJIS systems, entering, clearing and validating warrants. collect statistical data for reports; update and ensure the accuracy of database while adhering to NCIC/NCJIS administrative and security requirements, system sanctions, criminal history dissemination, policies, procedures etc., as required.
- Perform related duties and responsibilities as required and other duties which may be assigned.

### **QUALIFICATIONS FOR EMPLOYMENT:**

#### ***Knowledge of:***

#### ***Junior Court Specialist:***

- Operation of standard office equipment.
- Customer service principles and techniques.
- Basic Mathematical principals including experience with a ten key.
- Filing in numerical and alphabetical order.
- Cash handling procedures and record keeping methods.
- Correct English usage.
- Adobe, Microsoft and Zoom programs.



*Court Specialist:*

- Basic legal terminology and processes.
- Municipal Court policy and procedures.
- Legal procedures of court calendar preparation and maintenance.
- Operation of case management system.

*Senior Court Specialist:*

- Community Resources, Treatment and Placement options.
- Public information systems.
- Specialty court processes and procedures.
- Complex legal terminology and processes.
- Nevada Department of Corrections, detention center and court relationships and inner workings.

*Ability to:*

- Deal tactfully, effectively, and courteously with a variety of individuals under potentially hostile and stressful situations, including inmates, legal representatives, law enforcement officers and agencies and the public while providing information about court functions and proceedings.
- Work steadily with frequent interruptions and a high volume of public contact by phone, email or in person.
- Exercise good judgment and maintain confidentiality in maintaining critical and sensitive information, records, and reports.
- Type and enter data accurately at speed necessary for successful job performance.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Compile, maintain, process, and prepare a variety of records and reports.
- Understand the organization, operations, and services of the Court and of outside agencies as necessary to assume assigned responsibilities.
- Organize and prioritize work assignments.
- Adapt to changing technologies and learn functionality of new equipment and systems.
- Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.
- Learn, Understand, Interpret, and apply Statutes, Codes and Regulations that govern Municipal Court operations.

**MINIMUM QUALIFICATIONS:**

Any combination of training, education experience that would provide the required knowledge and abilities. A typical way to gain the required knowledge and ability is:

**EDUCATION, TRAINING, AND WORK EXPERIENCE:***Junior Court Specialist:*

High School Diploma or equivalent and one (1) year responsible office experience performing a broad range of duties including cash handling or an equivalent combination of education, training, and experience.

*Court Specialist:*

High School Diploma or equivalent and two (2) years responsible office experience performing a broad range of duties including a minimum of one (1) year experience of that equal to a Junior Court Specialist or an equivalent combination of education, training, and experience.

*Senior Court Specialist:*

High School Diploma or equivalent and three (3) years responsible office experience performing a broad range of duties including a minimum of one (1) year experience as a Junior Court Specialist and one (1) year experience as a Court Specialist or an equivalent combination of education, training, and experience.

**SPECIAL REQUIREMENTS, LICENSES AND CERTIFICATES:**

- Candidates will be required to submit to a background investigation. Failure to pass background will result in removal from the position.
- Candidates must obtain applicable level of NCIC/NCJIS certification and/or training within 12 months of hire and maintain proficiency as required.
- Candidates must have the ability to type at a rate of 45 net words per minute from printed copy.
- Candidates must adhere to the Model Code of Conduct for Judicial Employees in the State of Nevada. The Model Code of Conduct protects and promotes the independence and impartiality of the judicial branch of government.

**WORKING ENVIRONMENT:**

Work is primarily performed indoors with generally clean work environment with limited exposure to conditions such as dust, fumes, odors, or noise; periodic contact with upset and potentially angry and frustrates individuals; frequent interruptions of planned work activities by telephone calls, office visitors, and response to unplanned events. In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully performed the essential functions of the job. In compliance with applicable disabilities laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer. Strength and stamina to occasionally bend, stoop, sit and stand for prolonged periods. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of files, stacks of papers, reference and other materials weighing up to twenty-five pounds. Some reaching for items above or below desk level. While performing the duties of this job, the employee is frequently required to stand, walk, and reach with hands and arms. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust function. The job description does not constitute an employment agreement between the city and employee. It is subject to change at any time by the City at its sole discretion.

***Employee's Acknowledgement:*** I acknowledge that I have read and understand the above job description and received a copy for my records.

\_\_\_\_\_  
Employees Printed Name

\_\_\_\_\_  
Employees Signature

\_\_\_\_\_  
Date



## JOB DESCRIPTION

<b>JOB TITLE:</b>	Court Marshal	<b>FLSA:</b>	Non-Exempt
<b>DEPARTMENT:</b>	Municipal Court	<b>GRADE:</b>	1020
<b>REPORTS TO:</b>	Court Administrator/Judge	<b>DATE:</b>	March 20, 2023

### **DEFINITION:**

Under direct supervision of the Court Administrator, maintains security, safety, and decorum in an assigned court and associated public facilities while the court is in session and during public access hours. As well the incumbent may have responsibilities crossing over into assisting the animal control, enforcing municipal codes, and assisting other agencies when necessary.

### **DISTINGUISHING CHARACTERISTICS:**

Under direct supervision of the Court Administrator, performs a variety of sworn law enforcement-related duties in support of the Court activities and operations, including providing order in the courtroom, security to the presiding judge and courthouse security to all personnel and the public; locating persons for warrant service; arrest persons under court order and book persons into the county jail; Serving as a Compliance Officer supervising defendants and monitoring compliance with Court orders; this peace officer class performs the full range of field enforcement support work for the Court, with state-wide jurisdiction.

**ESSENTIAL FUNCTIONS:** *Performance of these functions is the reason this job exists. Employee may not be assigned all duties and assigned job tasks/duties are not limited to the essential functions.*

- Serve and process arrest warrants and other court orders and interview public members to obtain information to locate individuals for warrant service.
- Provide court security and related services; maintain order during court sessions and remain alert to possible disturbances; announce Judge and call the court to order; provide security for the Judge in attendance; obtain materials needed by the Judge and in-court staff during proceedings; remand persons to custody during court proceedings; Open and prepare courtroom; announce court sessions, lock, and secure courtroom at the end of the session. Secure evidence during the trial and administer breath and urinalysis tests per Judge's order-escort subjects to and from the courtroom, transport defendants to the county jail.
- Prepare booking sheets and other court documents on subjects remanded to custody by the court.
- Answer inquiries, explain court policies and procedures to the public, and serve as an information resource.
- Provide security screening of the courthouse facility and its occupants to ensure the safety of clients, the staff, and the public; monitor security cameras, alarms, and access to secured areas; respond to emergencies in the court; conduct investigations of crimes occurring in court facilities.
- Provide Pre-trial and probationary type supervision for defendants placed on Supervision to include random drug and alcohol screening, home visitations, electronic monitoring, case management and reporting; sanction enforcement, apprehension of violators, and communication with treatment providers to ensure compliance with court orders; provide information and recommendations regarding defendants to judges and other court personnel.
- Enforce laws and ordinances, issue citations, and make arrests for violations occurring in areas of assignment.
- Perform various peace officer duties, including responding to requests from other law enforcement agencies for backup and emergency assistance.
- Work with and maintain a cooperative environment with law enforcement agencies and other city departments to ensure effective division operations and the best avenues to file/resolve court cases.

- Takes emergency action and/or notifies emergency personnel as the situation warrants; may administer basic first aid or CPR if required.
- Develop, implement, and revise new and existing policies and procedures and interpret and implement local, state, and federal laws and regulations.
- Assist the city in providing security services or training for City Hall, City Properties, and other local agencies.
- Act as the Court Services Officer for pre-trial release supervision and compliance.
- Administer live scan fingerprints for misdemeanor criminal complaints.
- Assist Court staff as requested.
- Perform related duties and responsibilities as required and other duties which may be assigned.
- It may be the backup for animal control. and
- Maybe the safety officer for the city.

### **QUALIFICATIONS FOR EMPLOYMENT:**

#### ***Knowledge of:***

- Principles of basic report writing.
- Standard broadcasting procedures of a law enforcement radio system.
- Criminal law, rules of evidence, and applicable laws, rules, and regulations.
- Court terminology and procedures.
- Law enforcement terminology and procedures.
- Principles, practices, techniques, and equipment used in law enforcement.
- Arrest and custody laws and procedures.

#### ***Skill to:***

- Safety practices and precautions; First aid methods and procedures.
- Effectively use and qualify with law enforcement tools, weapons, defensive tactics, and other safety equipment.
- Standard office practices and procedures and standard office equipment.

#### ***Ability to:***

- Understand, interpret, apply, enforce, and make decisions per applicable federal, state, and local policies, laws, and regulations, including apprehension, arrest, search and seizure, and evidence and records management.
- Effectively deal with customers, often in situations that may be difficult or confrontational.
- Observe and accurately recall names, faces, and descriptive characteristics.
- Interact effectively with a variety of individuals under potentially hostile and stressful situations; remain calm, act quickly, and take appropriate action in difficult situations.
- Make rapid, sound independent judgments within legal and procedural guidelines.
- Meet the physical requirements necessary to perform the assigned duties safely and effectively.
- Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.
- Maintain accurate records of work performed.
- Organize and prioritize own work.
- Understand and follow oral and written directions.
- Prepare clear and concise reports, records, logs, and other written materials.
- Establish and maintain effective working relationships.



### **MINIMUM QUALIFICATIONS:**

Any combination of training, education experience that would provide the required knowledge and abilities. A typical way to gain the required knowledge and ability is:

### **EDUCATION, TRAINING, AND WORK EXPERIENCE:**

Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities. A typical way to gain the required knowledge, skills, and abilities is:

Graduation from High School Diploma or equivalent and paid or volunteer experience in a law enforcement or judicial setting is desirable.

### **SPECIAL REQUIREMENTS, LICENSES, AND CERTIFICATES:**

Must possess a valid Nevada POST Category II (or higher) certification or agree to satisfactorily complete a valid Nevada POST Category II training program within one (1) year of date of hire. Must possess CPR and first-aid certifications. Must possess a valid driver's license.

Weapons qualification is required for duty weapon. Failure to satisfactorily complete required training shall be proper cause for termination. All required certifications and licenses must be maintained and current throughout the duration of employment.

### **OTHER REQUIREMENTS:**

- Must be twenty-one years old by the application closing date.
- Must be a citizen of the USA.
- Must be free from Police Record, excepting minor misdemeanor traffic violations.
- Must pass a detailed background investigation.
- Must pass a pre-placement drug screen, polygraph, psychological and medical exams.
- Must pass a pre-placement drug screen.
- Must complete Security Awareness testing and recertify every two years.
- Must complete NCIC/NCJIS certification as a condition of continued employment.
- Must pass a nationwide fingerprint-based records check and a want and warrant check.
- Must be willing to work varied hours and shifts.
- Supervision Exercised-None.

### **WORKING ENVIRONMENT:**

Work is performed under the following conditions:

Work environment is generally clean with limited exposure to conditions such as dust, fumes, odors, or noise.

Work is typically conducted in an office or courtroom setting. Lighting conditions may be less than optimal.

Frequent interruptions to planned work activities occur. May encounter high stress situations, which may require force to prevent. Occasional transport duty may be necessary.

### **PHYSICAL AND MENTAL REQUIREMENTS:**

The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Strength and stamina to physically restrain suspects, running, climbing, standing, squatting, and standing and sitting for prolonged periods of time. Strength, dexterity, and coordination to use keyboard and video display terminal for prolonged periods. Strength to lift materials weighing up to 50 pounds. The ability to interact professionally, communicate effectively, and exchange information accurately with all internal and external customers both in person and over the telephone. Ability to appropriately handle stress and interact with others, including supervisors, employees, and the public. Maintain regular and consistent punctuality and attendance. In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a

disability who require and request such accommodations. Applicants and incumbents are encouraged to discuss potential accommodations with the employer.

***Employee's Acknowledgment:*** I acknowledge that I have read and understand the above job description and received a copy for my records.

---

Employees Printed Name

---

Employees Signature

---

Date

# 605 Building Safety

## Budget Proposal

### Proposal Summary

**Budget**

FY 2024 Tentative Budget

**Budget Phase**

Budget Development

**Proposal Status**

In Review

**Created By**

Denise Lewis

**Exported At**

Mar 23, 2023, 11:47 PM (UTC)

Base Revenues	\$933,052.00
Adjustments	-\$233,052.00
<b>Revenues</b>	<b>\$700,000.00</b>
Base Expenses	\$524,653.30
Adjustments	-\$28,800.00
<b>Expenses</b>	<b>\$495,853.30</b>
<b>Surplus</b>	<b>\$204,146.70</b>

### Description

#### Department of Building Safety Mission Statement

The Department of Building Safety is resolved to create a livable and sustainable community. In addition to administering all building safety codes, we strive to enhance neighborhood quality of life, economic prosperity, and job creation citywide by providing comprehensive, efficient plan reviews, permitting, inspections and public education that ensures a safe-built environment, promotes fire prevention, improves conservation, and supports emergency response. We are committed to providing citizens, residents, and builders, with professional consulting and understanding of building methods in a timely and courteous manner. It is our goal to produce a positive atmosphere during enforcement practices, sponsor all efforts to reduce blight throughout the city, and as an employer, strive to create and maintain a robust and efficient work environment.

#### Legal Requirements

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

#### Primary Responsibilities

- Provide consulting services to the public and trade professionals.
- Participate and provide customers project feedback in pre-application, administrative entitlements, and design review meetings.
- Coordinate construction approvals with local Fire and State agency projects within City limits.
- Provide existing records of construction projects and clarify the codes assessment and insight of those records to the public.
- Intake and process new building construction, demolition, alteration, and repair permit applications.
- Review building plans for technical code compliance.
- Provide Building, Mechanical, Electrical, Plumbing, and Business license Inspections.

- Collect adopted fees and taxes on issued building permits .
- Inspect construction work and properties for adherence to approved plans and codes.
- Intake, process, and investigate citizens' complaints related to land use and structure maintenance.
- Assist in the resolution of citizen complaints or perceived violations of the City's codes.
- Evaluate and process citizens' complaints related to abandoned, parking, and vehicle enforcement.
- Assess exiting buildings and structures for Safety compliance.
- Provide code enforcement functions for the community.
- Issue Notices of Violations, Stop Work Orders, and Expired Permits on structures or projects.
- Conduct damage assessment inspections of fire, natural disaster, or other damaged properties.
- Evaluate and promote new innovative green or renewable building practices.
- Research alternate methods and materials for compliance.
- Manage the Trash Exemption program.
- Conduct and manage the Building Appeals Board.
- Represent the City before Council and public organizations.

### **Change in level of service**

Because of impacts associated with the current economy, as well as labor and material shortages, projects were affected with delays and increased safety concerns, however several of these projects are now in the permitting process and/or starting construction. Although we have seen a decrease in residential construction, the commercial construction is moving forward strongly.

Numerous large complex projects have begun construction that tremendously influence the revenues and resources of the department. Although we have launched an online permitting system, there are additional increases of complex and multi-family projects necessitating additional permitting, inspections, and construction activity. The additions of these types of projects and developments create more demands within inspections, reviews, and permitting activities.

Community development is our city's process incorporating Planning, Engineering, Fire, Public Works, and Building Safety, however, the coordination between all of these departments and other external agencies relies on Building Safety Department staff. This proposed increase in staff level will fill missing day-to-day labor force and skill. This position will replace the Building Inspector III/Plan Review position, so there will be no financial impact to the budget. The positions funding provides resources to create a timely delivery of a comprehensive and efficient Building Safety plan review incorporating a goal of ten days, delivers an improved administrative experience at the counter to the public, as well as provides relief to staff that facilitates an improved quality of service and more robust code enforcement activity.

### **Shift of Building Inspector III/Plans Examiner position to Code Enforcement.**

The position for a Building Inspector III/Plans Examiner was approved in fiscal year 2022/2023, however it has remained vacant. The department currently has two building inspector positions and as workloads are now, two building inspectors is sufficient. I am asking that the position be replaced with a code enforcement position to solely take over those tasks. The difference in cost is \$1-2K. A job description and wage scale will come back to Council at a later date.

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

Replace the building inspector III position with a code enforcement position.



**Building and Civil Permit Fees Revenue GL 100-320-200** Given the economy, higher interest rates, and fewer residential builds, estimated revenues have been reduced. Activity over the next year should be an indicator of activity moving forward, but it is best to be conservative at this point.

**Professional Services Other- GL 100-605-322**

(100-605-322): This funding request is for Code Enforcement activities. The larger portion of the enforcement budget will be towing of abandoned or illegally parked vehicles from City Streets. \$20,000 of this expenditure is based on the fees associated with the approximate average number of 100 vehicles towed each year by our contractor. The cost of towing vehicles is \$ 200.00 per car. The remaining portion would allow for additional rubbish cleanup.

**Books and Periodicals- GL 100-605-640**

The Building Department adopts new codes every 6 years. The last code adoption took place in 2018. We will be adopting the 2024 code cycle and will have to replace all of our current code books. Please see attached estimate for the cost of what it will be to purchase these required books for 3 people, both inspectors and the Building Official.

# 610 Planning

## Budget Proposal

### Description

#### Mission Statement

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

#### Legal Requirements

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

#### Primary Responsibilities

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

#### Overall change in level of service

Diminished service levels may result from a greater workload and more complex development projects.

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

One position of Senior Planner has been added. Associate Planner position remains although unfunded for FY 2023-2024. The position of Planning Director is currently vacant and open.

### Proposal Summary

#### Budget

FY 2024 Tentative Budget

#### Budget Phase

Budget Development

#### Proposal Status

In Review

#### Created By

Denise Lewis

#### Exported At

Mar 23, 2023, 11:51 PM (UTC)

Base Revenues	\$310,000.00
Adjustments	\$0.00
<b>Revenues</b>	<b>\$310,000.00</b>
Base Expenses	\$787,381.98
Adjustments	-\$4,450.00
<b>Expenses</b>	<b>\$782,931.98</b>
<b>Deficit</b>	<b>\$472,931.98</b>

# 529 City Engineer

## Budget Proposal

### Description

#### Mission Statement

To provide engineering support for the Planning, Building, and Public Works Departments as well as the Mayor and City Council.

#### Legal Requirements

Ensure all projects and plans are compliant with City, County, State, and Federal regulations as well as sound engineering judgment.

#### Primary Responsibilities

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.

Help develop the City's 5- year capital improvement program.

Manage the City's Geographic Information System (GIS) data.

#### Overall change in level of service

None.

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

The engineering department is requesting to reclassify our current Administrative Specialist 3 to a Project Manager. The Administrative Specialist 3 is fulfilling the duties of the Project Manager job description and has attained the experience and education required in the job description for a Project Manager. Having an additional project manager will help the department to complete projects while also not increasing the number of employees in the department and promoting a 'career ladder' for current employees.

Proposal Summary

Budget

FY 2024 Tentative Budget

Budget Phase

Budget Development

Proposal Status

In Review

Created By

Denise Lewis

Exported At

Mar 24, 2023, 12:26 AM (UTC)

Base Revenues	\$4,803,000.00
Adjustments	+\$1,762,000.00
Revenues	\$6,565,000.00
Base Expenses	\$759,365.75
Adjustments	+\$38,509.00
Expenses	\$797,874.75
Surplus	\$5,767,125.25

# 417 General Services - Facilities

## Budget Proposal

### Proposal Summary

**Budget**

FY 2024 Tentative Budget

**Budget Phase**

Budget Development

**Proposal Status**

In Review

**Created By**

Denise Lewis

**Exported At**

Mar 24, 2023, 12:36 AM (UTC)

Base Revenues	\$0.00
Adjustments	\$0.00
<b>Revenues</b>	<b>\$0.00</b>
Base Expenses	\$379,065.43
Adjustments	+\$28,215.78
<b>Expenses</b>	<b>\$407,281.20</b>
<b>Deficit</b>	<b>\$407,281.20</b>

### Description

#### 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 12: Cemeteries and Title 20: Parks and Facilities.

#### WHAT'S CHANGED

The General Services-Facilities Division completes maintenance projects that will extend the life of the city's facilities. Facilities staff make sure the buildings and grounds are maintained, which entails daily and weekly cleaning schedules, as well as determining and scheduling repairs, renovation projects, improvements and safety inspections. Facilities staff oversee a budget and must negotiate with outside vendors for supplies, repairs, and other measures.

Depot roof replacement is to be completed in FY 22/23 and is not intended to carry over for FY 23/24. City Council determined by vote (5-0) on the 2/16/22 FCC meeting agenda that the Department of Interior, National

Parks Service Register status was not critical for the Depot, although Council would like a city ordinance to keep the Depot as a historical landmark.

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In this FY Public Works is asking to fund the Senior Maintenance Worker position in General Service (Allocation split between Park/Facilities) and open it for fulfillment, which would allow for an additional staff member in the department. In previous FYs the department was funded for all FTEs on the organizational chart. A position was requested to be unfunded by management last FY to save costs. Funding this Senior Maintenance Worker position will also allow for potential growth within the department.

# 528 General Services - Vector Control

## Budget Proposal

### Proposal Summary

#### Budget

FY 2024 Tentative Budget

#### Budget Phase

Budget Development

#### Proposal Status

In Review

#### Created By

Denise Lewis

#### Exported At

Mar 23, 2023, 11:37 PM (UTC)

Base Revenues	\$0.00
Adjustments	\$0.00
<b>Revenues</b>	<b>\$0.00</b>
Base Expenses	\$100,045.01
Adjustments	+\$20,352.00
<b>Expenses</b>	<b>\$120,397.01</b>
<b>Deficit</b>	<b>\$120,397.01</b>

### Description

#### 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, land applications

City municipal services such as storm drains, retention basins, wastewater holding ponds create habitat for mosquitoes and larvae. This is prevalent in the Wildlife Management Area where wastewater effluent flows at approximately 1.5 MG daily from municipal sanitary sewer collections and treatment. The city is responsible by law to help mitigate standing water areas that can cause vector issues.

#### WHY WE DO IT

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

#### WHAT'S CHANGED

Vector Control has no proposed changes for FY 23/24.

# 576 General Services - Cemetery

## Budget Proposal

### Proposal Summary

#### Budget

FY 2024 Tentative Budget

#### Budget Phase

Budget Development

#### Proposal Status

In Review

#### Created By

Denise Lewis

#### Exported At

Feb 22, 2023, 09:29 PM (UTC)

Base Revenues	\$4,000.00
Adjustments	\$0.00
<b>Revenues</b>	<b>\$4,000.00</b>
Base Expenses	\$132,000.00
Adjustments	-\$50,000.00
<b>Expenses</b>	<b>\$82,000.00</b>
<b>Deficit</b>	<b>\$78,000.00</b>

### Description

#### WHAT WE DO

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

The primary responsibilities of this division are as follows (no staff are specifically assigned to the department-costs are allocated in general services):

- Marking for and ensuring cleanup after internments
- Site Maintenance
- Grounds keeping
- 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

The budget includes material expenses for the care of the cemetery by the General Services staff. The division will continue maintenance projects identified throughout the past decade when the city has owned the cemetery. Previously the cemetery was owned and maintained by Lyon County. Projects include replacement of aggregate roadway/pavement, irrigation repairs, and software tracking for liabilities, revenue, and refunds. The city owns three parcels south of the Northern Nevada Veterans Memorial Cemetery (NNVMC), for which



the existing city cemetery covers approximately 4 acres of the 36 acres of city owned property. Planning for future build out should be considered.

# 475 General Services- Streets

## Budget Proposal

### Proposal Summary

#### Budget

FY 2024 Tentative Budget

#### Budget Phase

Budget Development

#### Proposal Status

In Review

#### Created By

Denise Lewis

#### Exported At

Mar 24, 2023, 12:43 AM (UTC)

Base Revenues	\$0.00
Adjustments	\$0.00
<b>Revenues</b>	<b>\$0.00</b>
Base Expenses	\$10,886,844.65
Adjustments	+\$917,627.35
<b>Expenses</b>	<b>\$11,804,472.00</b>
<b>Deficit</b>	<b>\$11,804,472.00</b>

### Description

#### 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 (including NDOT ROW)

#### 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 and Title 24 - Streets and Sidewalks of the municipal code.

#### WHAT'S CHANGED

Public Works would like to continue to use contract services to increase the maintenance capabilities of the small department staff. The contract services include striping contractors, sweeping contractors, and storm drain maintenance contractors. The Public Works Department staff budgeted funds to contract for periodic sweeping or rental of a sweeping machine in case of major weather events.

The current department does not have the capability to install or replace center or sideline striping. These improvements will be made with the Pavement Management Program (PMP) improvements. Through our engineering department, the PMP program will extend the life of the "better condition" streets, and the small streets staff can then focus on repair and patching of the worst condition streets to make them more passable.

Retention Basin Maintenance (for both contract services and in house supplies) has been requested for \$50,000 for the basins the city currently owns and may potentially own in the next fiscal year. Streets crew has set aside several basins each year to refurbish and improve, as well as general maintenance of the remainder of the city owned retention basins. The city still does not own the majority of the basins that were created citywide for storm water collection. In following fiscal years, the budget should reflect improvements to specific basins that require upgrades to function efficiently and safely. In future years a Storm Water Utility (Enterprise Fund) is proposed to be developed. A recent update to the Storm Drain Master plan will help identify future CIPs and future maintenance programs for the development of another city utility if the FCC desires to pursue having a Storm Water Enterprise Utility. Sources of revenues will have to be identified and codified so the enterprise fund can be self sustaining. Larger local cities such as Reno and Carson City have only recently developed their Storm Water Enterprise funds and created a separate utility for maintenance of storm water within their cities.

Professional Services - engineering reflects a request for budget for a consultant to assist with the development of the Storm Water rates and ordinances based on the recently developed storm drain master plan. Major CIPs (Design/ROW acquisition/construction) include: Cottonwood Lane Reconstruction, Shadow Lane Reconstruction, Red Rock Road Construction, a Transportation master plan project, a PMP project, a structural design for the Gustafson Bridge and Villa park Pavement Reconstruction.

The Streets Department has to maintain approximately 100 miles of paved streets and 35 miles of unpaved streets in general compliance with the MUTCD standards and comply with Federal Highway and State/City regulations. Additionally, the department maintains all of the storm water collection and basins across the city.

In this FY Public Works is asking to fund the Senior Maintenance Worker position in Streets and open it for fulfillment, which would allow for an additional staff member in the department to bring staffing back to five FTEs. In previous FYs the department was funded for five FTEs and a position was requested to be unfunded by management last FY to save costs. Funding this Senior Maintenance Worker position will also allow for potential growth within the department.

This FY, Public Works is asking to fund a dump truck and plow attachment for \$120,000.

# 575 General Services - Parks

## Budget Proposal

### Description

#### 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

Parks staff continues 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 park appearance and functionality, including more landscaped/walking/seating areas paths. The overall budget is higher, in part, due to the water rate increase. The Parks Department is the single largest user of the water system.

The parks division has a very capable staff to maximize the general supplies budget and continue with concrete walkways, asphalt drives, landscape improvements, rodeo ground improvements, and other smaller projects. With the adoption of the Parks Master Plan through the City Council in 2017, management understands the Parks division is substantially under staffed (PMP, page 91). Two seasonal help positions remain in the budget to assist during the summer months and help staff the parks during evening hours, which helps deter vandalism, keep the parks clean, and restrooms stocked during the busiest times.

The PMP identified comparable communities, and Fernley is significantly below the 14 FTE average of 14 FTEs employed for parks. When evaluating data for number of FTE's by park acres, Fernley has approximately one (1) maintenance worker for every 27 acres of park. On average, other communities have one (1) maintenance worker for only 18 acres of park. Fernley staff maintain 35% more park area per employee. For reference, NRPA's 2017 Agency Performance Review shows that typically jurisdictions have 7.3 FTEs on staff for every 10,000 residents (for Fernley that would equate to 14.6 FTEs). It should be noted,

that this metric includes staff or recreation programming. As Fernley looks to the future, the City should consider steps to provide programming to its residents.

No equipment or vehicle purchases are requested this FY to help keep within a flat budget. Fleet is still aging beyond the recommendations of the Fleet Policy.

In this FY Public Works is asking to fund the Senior Maintenance Worker position in General Service (Allocation split between Park/Facilities) and open it for fulfillment, which would allow for an additional staff member in the department. In previous FYs the department was funded for all FTEs on the organizational chart. A position was requested to be unfunded by management last FY to save costs. Funding this Senior Maintenance Worker position will also allow for potential growth within the department.

Proposal Summary

**Budget**  
FY 2024 Tentative Budget  
**Budget Phase**  
Budget Development  
**Proposal Status**  
In Review  
**Created By**  
Denise Lewis  
**Exported At**  
Mar 23, 2023, 11:38 PM (UTC)

Base Revenues	\$12,750.00
Adjustments	-\$3,000.00
<b>Revenues</b>	<b>\$9,750.00</b>
Base Expenses	\$1,408,846.18
Adjustments	-\$186,270.00
<b>Expenses</b>	<b>\$1,222,576.18</b>
<b>Deficit</b>	<b>\$1,212,826.18</b>

# 230 Residential Construction Tax

## Budget Proposal

### Proposal Summary

**Budget**

FY 2024 Tentative Budget

**Budget Phase**

Budget Development

**Proposal Status**

In Review

**Created By**

Denise Lewis

**Exported At**

Feb 22, 2023, 09:10 PM (UTC)

Base Revenues	\$201,000.00
Adjustments	-\$25,000.00
<b>Revenues</b>	<b>\$176,000.00</b>
Base Expenses	\$1,000,000.00
Adjustments	-\$850,000.00
<b>Expenses</b>	<b>\$150,000.00</b>
<b>Surplus</b>	<b>\$26,000.00</b>

### Description

#### 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.

# 480 Fleet

## Budget Proposal

### Proposal Summary

**Budget**

FY 2024 Tentative Budget

**Budget Phase**

Budget Development

**Proposal Status**

In Review

**Created By**

Denise Lewis

**Exported At**

Mar 23, 2023, 11:33 PM (UTC)

Base Revenues	\$0.00
Adjustments	\$0.00
<b>Revenues</b>	<b>\$0.00</b>
Base Expenses	\$171,300.90
Adjustments	+\$4,057.00
<b>Expenses</b>	<b>\$175,357.90</b>
<b>Deficit</b>	<b>\$175,357.90</b>

### Description

#### 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

The Fleet division is a shared cost across the General Fund as well as the Water and Sewer Enterprise Funds. Specific line items within each department are allocated for the fleet foreman to draw operational expenses for repair and replacement of specific equipment within citywide departments. Some equipment is shared and therefore a proportionate share is allocated to each fund.

As in prior years, the Fleet Foreman is suggesting we adhere to the City Council adopted Fleet Policy and has suggested replacement of General and Enterprise Fund fleet vehicles that have exceeded their service life within several departments. No requests for replacements were requested this year to keep the budget as flat as possible.

Staff is proposing to purchase a service body for the foreman's truck for the Fleet Department to allow better response to field breakdowns.

It should be noted that the Water and Waste Water enterprise equipment that are sensitive to freezing in the main portion of the Cottonwood shop where the mechanics are located. This causes equipment to have to be moved daily to provide access to perform service, especially with the increase in work load from the NLCFD equipment services. A solution could be to relocate the enterprise funds equipment to the Water Treatment Plant and Waste Water Treatment plant as both have a good deal of land to build upon. However this would be an expense to the enterprise funds that is not identified in the five year CIP plans. It may be worth considering in the future to help the mechanics provide more efficient services at the Cottonwood yard shop.

No staffing changes are requested this year.



# 220 Grants

## Budget Proposal

### Proposal Summary

**Budget**

FY 2024 Tentative Budget

**Budget Phase**

Budget Development

**Proposal Status**

In Review

**Created By**

Denise Lewis

**Exported At**

Mar 23, 2023, 10:39 PM (UTC)

Base Revenues	\$0.00
Adjustments	\$0.00
<b>Revenues</b>	<b>\$0.00</b>
Base Expenses	\$0.00
Adjustments	\$0.00
<b>Expenses</b>	<b>\$0.00</b>
<b>Deficit</b>	<b>\$0.00</b>

### Description

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

**Awarded Grants:**
**Fernley Depot Community Center Grant – Phase 4 Construction of Restroom Amenity Building**
**Grant Amount:** \$395,000

**Grant Agreement Period:** July 1, 2022 - June 30, 2024

**Purpose:** The purpose of the CDBG grant is to dedicate funds for the construction of the amenity building/ADA compliant restroom at the Fernley Depot. The scope of work includes construction work, utility installation; purchase of the prefabricated amenity building, shipping and installation of the amenity building; and final concrete flatwork and landscaping.

**Downtown Fernley Revitalization - Continued Main Street Beautification and Placemaking**
**Grant Award amount:** \$100,000

**Grant Period:** July 1, 2022 – June 30, 2024

**Purpose:** The purpose of the CDBG grant is to continue to implement beautification strategies previously identified in phases 1 and 2 and began in phase 3. The scope of work will include contracting with a landscape architect/planner to coordinate the purchase and installation of streetscape elements including the following: benches, bicycle racks, trash receptacles, above ground planters, and shade structures on the south side of Main Street from Silver Lace Blvd to Farm District.

**Nevada Pacific Parkway**
**Grant Award amount:** \$25,000,000

**Grant Period:** TBD

**Purpose:** The US Department of Transportation awarded the city of Fernley \$25 million from the Rebuilding American Infrastructure with Sustainability and Equity (RAISE) discretionary grant program for the Nevada

Pacific Parkway (NPP) project. The project entails the completion of the Nevada Pacific Parkway road and bridge which will connect Interstate-80 to US Highway 50. The award, to be managed by the City of Fernley and Mark IV Capital, will be applied to funding the needed construction of the NPP project. These grant funds in combination with a local match, provided by Mark IV, will be used to fund the road and bridge elements to the Nevada Pacific Parkway. This road/bridge improvement will enable the city of Fernley to accommodate the expected increase in truck traffic to Victory Logistics. The total cost of the project is \$52.4 million. The city of Fernley and Mark IV are committed to completing the project.

**Community Response and Resource Center Utilities**

**Grant Award amount:** \$500,000

**Grant Period:** July 1, 2023 through June 30, 2025

**Purpose:** The purpose of the CDBG grant is to assist with the funding for construction of the CRRC. This particular grant will be used for the cost of installing utility infrastructure in the building. The scope of work includes construction work involving utility installation.

# 225 Transient Lodging Tax

## Budget Proposal

### Description

Section 26.03.02 of the Fernley Municipal Code establishes the Transient Lodging Tax that is imposed on every licensee operating a transient lodging rental business within the city a transient lodging tax in the total amount of eleven (11%) percent of the gross income. The revenue from the transient lodging tax is allocated and used by the city on the following percentages under the following:

1. One percent of the transient lodging tax shall be distributed as follows: 3/8 shall be paid to the department of taxation for deposit with the state treasurer for credit to the fund for the promotion of tourism and 5/8 shall be deposited with the county to be used to advertise the resources of the county and city related to tourism.
2. The remaining ten percent of the transient lodging tax shall be deposited in a special revenue fund.

After the payment to the department of taxation and the county the TLT revenue fund is allocated under the following funds:

1. Disbursement of funds to outside agencies shall not exceed 40% of the revenue generated by the transient lodging tax.
2. At least 60% of the funds generated by the transient lodging tax will be used for the construction, operation, and maintenance of the City of Fernley Convention/Civic Center.

### Strategic Plan:

Connect and Engage: The Fernley community is well informed of the activities of city government and has opportunities to engage for the betterment of the community.

The Transient Lodging Tax proposed budget for FY2023/24 is \$2,152,000, no changes from FY2022/23 FCTA will provide two rounds of grant funding opportunities during FY23/24 to organizations who promote tourism in Fernley through project, events, and/or activities. Equal amounts of funding are provided for each round. Funding has been set aside for Annual Fire Works as well as City projects, to eliminate the city competing with local organizations for funding.

\$2M of the budget is for funding of the Community Response and Resource Center.

### Proposal Summary

#### Budget

FY 2024 Tentative Budget

#### Budget Phase

Budget Development

#### Proposal Status

In Review

#### Created By

Denise Lewis

#### Exported At

Mar 23, 2023, 11:09 PM (UTC)

Base Revenues	\$405,000.00
Adjustments	+\$251,000.00
<b>Revenues</b>	<b>\$656,000.00</b>
Base Expenses	\$1,152,000.00
Adjustments	+\$1,000,000.00
<b>Expenses</b>	<b>\$2,152,000.00</b>
<b>Deficit</b>	<b>\$1,496,000.00</b>

# 300 Capital Fund

## Budget Proposal

### Proposal Summary

**Budget**

FY 2024 Tentative Budget

**Budget Phase**

Budget Development

**Proposal Status**

In Review

**Created By**

Denise Lewis

**Exported At**

Mar 23, 2023, 11:13 PM (UTC)

Base Revenues	\$6,000.00
Adjustments	\$0.00
<b>Revenues</b>	<b>\$6,000.00</b>
Base Expenses	\$600,000.00
Adjustments	-\$600,000.00
<b>Expenses</b>	<b>\$0.00</b>
<b>Surplus</b>	<b>\$6,000.00</b>

### Description

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 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 the money was never replaced.

Funding is included for FY23/24 for the following projects:

- NA

# 305 Capital Improvement Fund

## Budget Proposal

### Proposal Summary

**Budget**

FY 2024 Tentative Budget

**Budget Phase**

Budget Development

**Proposal Status**

In Review

**Created By**

Denise Lewis

**Exported At**

Feb 22, 2023, 09:17 PM (UTC)

Base Revenues	\$350.00
Adjustments	-\$350.00
<b>Revenues</b>	<b>\$0.00</b>
Base Expenses	\$43,745.00
Adjustments	-\$43,745.00
<b>Expenses</b>	<b>\$0.00</b>
<b>Deficit</b>	<b>\$0.00</b>

### Description

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

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

For FY 2023/2024, funding has not been allocated for this fund.

# Water Enterprise Fund

## Budget Proposal

### Proposal Summary

**Budget**

FY 2024 Tentative Budget

**Budget Phase**

Budget Development

**Proposal Status**

In Review

**Created By**

Denise Lewis

**Exported At**

Mar 23, 2023, 11:53 PM (UTC)

Base Revenues	\$17,295,698.00
Adjustments	+\$1,686,672.00
<b>Revenues</b>	<b>\$18,982,370.00</b>
Base Expenses	\$11,117,459.47
Adjustments	+\$275,432.00
<b>Expenses</b>	<b>\$11,392,891.47</b>
<b>Surplus</b>	<b>\$7,589,478.53</b>

### Description

#### 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/Utility Department.

##### 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

Water Distribution system requires several more years of CIP improvements to the metering system in order to replace failed/aging water meters throughout the city, which have potential to incur lost revenue. A capital

outlay project of \$250K has been requested again this FY to provide enough meters for utility department staff to replace throughout the FY. Additional CIPs for the water distribution system include the Villa Park Water line replacement, continued surface water conveyance & treatment construction, Highway 50 Looping Main to Farm District Road Design and Permitting, and funding to continue the well maintenance programming. The department seeks to keep a "seasonal" position for the annual fire hydrant maintenance program. The hydrants in this city are connected directly into potable drinking water supply and are of top priority to the water distribution department. The department continues to gather information from annual flow testing as well as the entire system of hydrants (1,200+) maintained/painted.

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

Two corrections are requested to make the department match the organizational chart. Two of the staff need to be changed in the position control as Shift Operators to meet the needed staffing for water distribution. The org chart has reflected the correct structure but the positions were not funded nor identified in OPENGOV appropriately. This will be corrected and the one operator will be reclassified to the shift operator position. This also will help distribute the standby and overtime costs associated with monitoring the system 24/7/365.

---

## **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**

Chemical prices have nearly doubled in the current fiscal year, which reflects a substantial increase to run the plant. Anticipated costs were cut back to \$300K this fiscal year as pricing is expected to stabilize. Major infrastructure CIPs will be the completion of the surface water conveyance system to the water treatment plant and design/construction of the upgrades required at the water treatment plant to successfully treat the surface water from the TCID canal. Replacement of the water treatment plants microfiltration units is anticipated this year due to the existing filters condition and exposure to food grade oil in the actuators. Five year CIPs include replacement of the microfiltration system in phases in order to distribute costs over time. Surface water integration will provide more particulate matter which will require the replacement of the filters sooner than if just using groundwater. Additional staffing will be required by the state to provide continuous monitoring 24/7 of the plant operations once surface water is being processed.

Currently, Public works staff is in negotiations with the Bureau of Safe Drinking Water (BSDW) to better determine the level of staffing that will be required by the State BSDW however with the surface water treatment approaching and the current issues with the WTP, the plant chief would like to bring on an additional Shift operator this FY to begin training and help assist with remedying WTP problems. This will also allow for more than two (currently) operators to run the WTP and can decrease in the overtime budget. To help offset the cost of the new employee it is being proposed to decrease the cost of residuals disposal by \$100,000 and put the WTP on an industrial discharge permit with the City of Fernley Wastewater treatment plant. This will also be beneficial to the water enterprise fund to alleviate the potential increase in solids off hauling once surface water is introduced to the process as surface water will require additional backwashing due to a high amount of filtered solids from surface water.

The current WTP Chief operator has identified many issues that are generally maintenance projects that have been postponed or due to aging over the years of operations at the WTP. These maintenance items include, but are not limited to: repair/replacement of the WTP isolation valves, repair of the plate settler damage, caustic room piping degradation needs to be replaced, the return flow stainless steel piping in the microfiltration has more than six "failed" welds need to be repaired, overflow basin has filled with sand and needs to be cleaned up, landscaping is out of code compliance, fleet vehicle assigned due to replace, WTP property fence line needs to be cleaned up due to blowing sand dunes, admin building flooring needs to be repaired/replaced, filter replacement (noted above), addition of a redundant air compressor and tank to avoid future issues when one of two compressors fail (lead, lag, standby set up), install fiber internet due to the location of the plant and no high speed internet available, security system is outdated /failed and need to be replaced and the SCADA system needs a master plan. The prioritization of these items and the funding for the work should be discussed and identified, and perhaps spread out over the next five years.

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

Staff is requesting to add a shift operator position to help with WTP maintenance and to train for future surface water operations. This also will help distribute the standby and overtime costs associated with monitoring the WTP 24/7/365, as currently we only have two operators to share that duty. As mentioned above, the salary for an added position can be offset by a reduction in solids off-hauling with an industrial discharge permit, and over-time can be reduced once the position becomes trained to be in the "on-call" rotation for monitoring the WTP operations 24/7.



# Sewer Enterprise Fund

## Budget Proposal

### Proposal Summary

#### Budget

FY 2024 Tentative Budget

#### Budget Phase

Budget Development

#### Proposal Status

In Review

#### Created By

Denise Lewis

#### Exported At

Mar 23, 2023, 11:53 PM (UTC)

Base Revenues	\$7,139,700.00
Adjustments	+\$1,470,460.00
<b>Revenues</b>	<b>\$8,610,160.00</b>
Base Expenses	\$4,072,949.84
Adjustments	+\$75,553.00
<b>Expenses</b>	<b>\$4,148,502.84</b>
<b>Surplus</b>	<b>\$4,461,657.16</b>

### Description

#### 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. Title 28 of the Fernley Municipal Code also governs the department.

#### WHAT'S CHANGED

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. Costs to purchase E-one units have risen dramatically over the last year so the budget GL is increased.

Some of the Capital Improvement Projects (CIP) planned include Farm District Road Lift Station Rehabilitation Phase 2 Construction, Cottonwood Lane Reconstruction SSMH Rehabilitation, Villa Park way design and

construction, West Lift Station Upgrade and bypass design and construction, a pond relining project design & construction, US 95A sewer improvements at Sage, and grit chamber removal. 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 wastewater treatment plant is also being budgeted for upgrades in the 5 year CIP, as staff is informed by the NDEP that lagoon systems such as ours are outdated and should be upgraded to a mechanized process. Funding for a Preliminary Engineering Report to assess the needs for the East Wastewater Treatment Plant for increased capacity and potential "upgrades" to better treat the effluent are also being proposed in this fiscal year. Staff proposes to purchase two major lift station replacement pumps in this years budget to have in stock in case of future failure.

During the 21/22 FY, Public works staff engaged a design engineer to assess the possibility of constructing a heated facility of approximately 5,000 sq. ft. to house the heavy equipment used by the wastewater department. There is not only the need to keep the equipment out of the elements, but also to keep the vactor machine from freezing, as it is required to be equipped with water in its system to be ready to respond to emergencies year round. Currently, the vactor machine for the wastewater department is stored in the Cottonwood Corporate Yard shop along with the vactor machine for the water distribution department. This limits the space significantly having two large machines occupy the area where the fleet department services the entire city's vehicles and equipment. Unfortunately, in the current market the initial estimates to provide the design and construction of a building at the wastewater treatment plant was on the order of \$1.4 million. Staff had expected a significantly lower cost and was not comfortable making the recommendation to proceed with a request and build the project in the proposed budget. Staff, however still feels it is an important project that would alleviate some of the space issues with the Cottonwood Yard facility, and properly house the wastewater enterprises equipment where it is more appropriate.

For the FY 23/24 staff is requesting the Shift Operator Position is fully funded and then we are able to open it up for fulfillment if existing staff are able to obtain certification to allow for growth in the department. In the prior FY there were three utility positions filled and the budget did not match the organizational chart. No particular staff member of the department will be reclassified until one of the utility operators receives the appropriate certifications to qualify for the shift operator position. At that point we would look to do an internal promotion.

# Utilities

## Budget Proposal

### Proposal Summary

**Budget**

FY 2024 Tentative Budget

**Budget Phase**

Budget Development

**Proposal Status**

In Progress

**Created By**

Denise Lewis

**Exported At**

Feb 22, 2023, 09:32 PM (UTC)

Base Revenues	\$0.00
Adjustments	\$0.00
<b>Revenues</b>	<b>\$0.00</b>
Base Expenses	\$0.00
Adjustments	\$0.00
<b>Expenses</b>	<b>\$0.00</b>
<b>Deficit</b>	<b>\$0.00</b>

### Description

#### 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- administration

#### 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 several more years of improvements to the Metering System in order to replace failed/aging water meters throughout the city, which have potential to result in lost revenue. A capital improvement project of \$250,000 has been requested again this FY to provide enough meters for Utility Department staff to replace throughout the year. Due to supply chain lead

times, water meter replacement is lagging behind due to a shortage in meter and radio components. During this fiscal year, funding will be used to construct the hardware/antenna system for the "Flexnet" system to provide stationary, real-time meter readings. The Admin II position has taken the lead for Cross-connection/Backflow Administration duties.

# APPENDIX B

## TENTATIVE VS. FINAL BUDGET CHANGES

Tentative vs. Final Budget Changes				
General Fund				
Expenditures				
	Changes	Tentative	Final	Description
Animal Control	Decrease health benefits	9,232	8,542	Pg 30
Building	Salaries/Benefits	431,907	424,542	Pg 35
City Atty	Decrease health benefits	57,745	53,498	Pg 31
City Clerk	Salaries/Benefits	276,684	273,292	Pg 33
City Manager	Decrease healthcare benefits	41,594	38,513	Pg 28
Court	Salaries/Benefits	509,303	501,326	Pg 34
City Engineer	Salaries/Benefits	618,594	618,134	Pg 37
Facilities	Increase liability ins; increase communications;	119,000	260,447	Pgs 38-39
Facilities	Salaries/Benefits	163,330	161,851	Pgs 38-39
Finance	Decrease healthcare benefits	12,953	12,127	Pg 32
Finance	Decrease contingency	579,104	487,364	Pg 32
Fleet	Decrease healthcare benefits	25,623	23,705	Pg 46
IT	Decrease healthcare benefits	10,309	9,537	Pg 29
Parks	Salaries/Benefits	399,326	395,545	Pgs 44-45
Planning	Decrease healthcare benefits	36,384	33,676	Pg 36
Vector	Decrease healthcare benefits	11,077	10,237	Pg 40
Streets	Salaries/Benefits	597,841	593,063	Pgs 42-43

Change in Fund Balance	Decrease of 5,398	3,657,408	3,652,010	(page 26)
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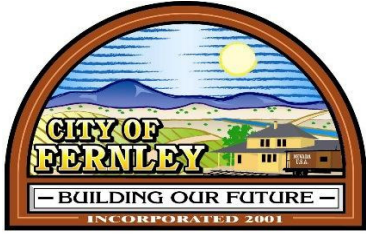
Water Fund				
Expenses				
	Changes	Tentative	Final	Description
Water Distribution	Salaries/Benefits	2,334,256	2,321,687	Pg 56
Water Treatment	Salaries/Benefits	774,791	770,523	Pg 58
Change in Net Position	Increase of 16,835	118,416,039	118,432,874	Pg 55

Water Cashflow				
	Changes	Tentative	Final	Description
Cash paid to employees	Salaries/Benefits	(2,629,045)	(2,612,210)	Pg 60
Acquisition of capital assets	Add WTP G3 and security system replacement	(10,763,000)	(11,263,000)	Pg 60
Cash and cash equivalents at 6/30/2024	Decrease of 483,165	30,740,319	30,257,154	Pg 60

Sewer				
Expenses				
	Changes	Tentative	Final	Description
Sewer	Salaries/Benefits	1,357,566	1,348,491	Pg 63
Change in Net Position	Increase of 9,074	47,842,981	47,852,055	Pg 62
Sewer Cashflow				
	Changes	Tentative	Final	Description
Cash paid to employees	Salaries/Benefits	(1,132,565)	(1,123,491)	Pg 65
Cash and cash equivalents at 6/30/2024	Increase of 9,074	22,686,908	22,695,982	Pg 65

\*Change in salaries/benefits is due to recent staffing changes including new hires, movement, etc.; a reduction in health benefits, corrections in pay, etc.





# City of Fernley

Nevada Department of Taxation  
1550 College Parkway, Suite 115  
Carson City, NV 89706-7937

City of Fernley \_\_\_\_\_ herewith submits the (FINAL) budget for the  
fiscal year ending June 30, 2024

This budget contains 1 funds, including Debt Service, requiring property tax revenues totaling \$ 4,586,597

The property tax rates computed herein are based on preliminary data. If the final state computed revenue limitation permits,  
the tax rate will be increased by an amount not to exceed \_\_\_\_\_ If the final computation requires, the tax rate will be  
lowered.

This budget contains 7 governmental fund types with estimated expenditures of \$ 21,676,210  
2 proprietary funds with estimated expenses of \$ 15,515,483

Copies of this budget have been filed for public record and inspection in the offices enumerated in NRS 354.596 (Local  
Government Budget and Finance Act).

## CERTIFICATION

I Denise Lewis  
(Print Name)  
City Treasurer  
(Title)

certify that all applicable funds and financial  
operations of this Local Government are  
listed herein

Signed \_\_\_\_\_

Dated: May 17, 2023

## APPROVED BY THE GOVERNING BOARD

Neal McIntyre - Mayor

Ryan Hanan - Ward 1

Felicity Zoberski - Ward 2

Stan Lau - Ward 3

Albert Torres - Ward 4

Fran McKay - Ward 5

## SCHEDULED PUBLIC HEARING:

Date and Time May 17, 2023 at 5 pm

Publication Date May 3 and 10, 2023

Place: City of Fernley, City Hall 595 Silver Lace Blvd Fernley, NV 89408

**City of Fernley**  
**FY 2023-2024 Final Budget**  
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	GOVERNMENTAL FUND TYPES AND EXPENDABLE TRUST FUNDS				
	ACTUAL PRIOR YEAR 06/30/22 (1)	ESTIMATED CURRENT YEAR 06/30/23 (2)	BUDGET YEAR 6/30/24 (3)	PROPRIETARY FUNDS BUDGET YEAR 6/30/24 (4)	TOTAL (MEMO ONLY) COLUMNS 3+4 (5)
REVENUES					
Property Taxes	3,615,242	3,953,950	4,586,597	-	4,586,597
Other Taxes	936,206	800,000	825,000		825,000
Licenses and Permits	4,841,836	4,092,952	3,899,500		3,899,500
Intergovernmental Resources	2,786,964	4,972,089	7,266,149		7,266,149
Charges for Services	-	-	-	16,336,010	16,336,010
Fines and Forfeits	205,469	247,600	233,800		233,800
Miscellaneous	(272,991)	(192,852)	102,770	11,256,520	11,359,290
TOTAL REVENUES	12,112,727	13,873,739	16,913,816	27,592,530	44,506,346
EXPENDITURES-EXPENSES					
General Government	2,439,798	2,688,391	3,212,583		3,212,583
Judicial	460,476	667,222	737,926		737,926
Public Safety	-	-	-		-
Public Works	3,893,946	9,274,829	12,597,109		12,597,109
Sanitation	-	-	-		-
Health	108,416	315,094	337,031		337,031
Welfare	-	-	-		-
Culture and Recreation	1,187,067	2,231,200	3,520,795		3,520,795
Community Support	2,212,286	1,831,831	1,270,766		1,270,766
Intergovernmental Expenditures	-	-	-		-
Contingencies	-	-	487,367		487,367
Utility Enterprises	-	-	-	15,515,483	15,515,483
Hospitals	-	-	-		-
Transit Systems	-	-	-		-
Airports	-	-	-		-
Other Enterprises	-	-	-		-
Debt Service - Principal	1,734,000	-	-		-
Interest Cost	3,439	-	-		-
Shared Costs	(614,663)	-	-		-
TOTAL EXPENDITURES-EXPENSES	11,424,765	17,008,567	22,163,577	15,515,483	37,679,060
Excess of Revenues over (under) Expenditures-Expenses	687,962	(3,134,828)	(5,249,761)	12,077,047	6,827,286

	GOVERNMENTAL FUND TYPES AND EXPENDABLE TRUST FUNDS				
	ACTUAL PRIOR YEAR 06/30/22 (1)	ESTIMATED CURRENT YEAR 06/30/23 (2)	BUDGET YEAR 6/30/24 (3)	PROPRIETARY FUNDS BUDGET YEAR 6/30/24 (4)	TOTAL (MEMO ONLY) COLUMNS 3+4 (5)
OTHER FINANCING SOURCES (USES):					
Proceeds of Long-term Debt					
Sales of General Fixed Assets					
Operating Transfers (in)					
Operating Transfers (out)					
TOTAL OTHER FINANCING SOURCES (USES)	-	-	-	-	-
Excess of Revenues and Other Sources over (under) Expenditures and Other Uses ( <b>Net Income</b> )	687,962	(3,134,828)	(5,249,761)	12,077,047	XXXXXXXXXXXXXX
FUND BALANCE JULY 1, BEGINNING OF YEAR	12,447,502	13,135,464	10,000,637	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX
Prior Period Adjustments	-	-	-	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX
Residual Equity Transfers				XXXXXXXXXXXXXX	XXXXXXXXXXXXXX
FUND BALANCE JUNE 30, END OF YEAR	13,135,464	10,000,637	4,750,876	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX
TOTAL ENDING FUND BALANCE	13,135,464	10,000,637	4,750,876	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX

FULL TIME EQUIVALENT EMPLOYEES BY FUNCTION

	ACTUAL PRIOR YEAR ENDING 06/30/22	ESTIMATED CURRENT YEAR ENDING 06/30/23	BUDGET YEAR ENDING 6/30/24
General Government	20.54	19.75	15.15
Judicial	5	5	5
Public Works	10.06	11.5	11.74
Health	1.05	1.47	2.14
Culture and Recreation	3.7	2.19	5
Community Support	7	9	8
TOTAL GENERAL GOVERNMENT	47.4	48.9	47.03
Utilities	33.2	32.65	33.68
Hospitals			
Transit Systems			
Airports			
Other			
TOTAL	80.55	81.56	80.71

POPULATION (AS OF JULY 1)	20,901	21,105	23,210
SOURCE OF POPULATION ESTIMATE*	State Demographer	State Demographer	State Demographer Revenue Projections
Assessed Valuation (Secured and Unsecured Only)	918,792,910	1,078,312,797	1,191,684,345
Net Proceeds of Mines	-	-	-
TOTAL ASSESSED VALUE	918,792,910	1,078,312,797	1,191,684,345
TAX RATE			
General Fund	0.6751	0.6735	0.6748
Special Revenue Funds			
Capital Projects Funds			
Debt Service Funds			
Enterprise Fund			
Other			
TOTAL TAX RATE	0.6751	0.6735	0.6748

**\* Use the population certified by the state in March each year. Small districts may use a number developed per the instructions (page 6) or the best information available.**

City of Fernley  
(Local Government)

SCHEDULE S-2 - STATISTICAL DATA

# PROPERTY TAX RATE AND REVENUE RECONCILIATION

FY 2024

	(1)	(2)	(3)	(4)	(5)	(6)	(7)
	ALLOWED TAX RATE	ASSESSED VALUATION	ALLOWED AD VALOREM REVENUE [(1) X (2)/100]	TAX RATE LEVIED	TOTAL AD VALOREM REVENUE WITH NO CAP [(2, line A)X(4)/100]	AD VALOREM TAX ABATEMENT [(5) - (7)]	AD VALOREM REVENUE WITH CAP
OPERATING RATE: A. PROPERTY TAX Subject to Revenue Limitations	0.6589	1,191,684,345	7,852,008	0.6589	7,852,008	3,395,498	4,456,510
B. PROPERTY TAX Outside Revenue Limitations: Net Proceeds of Mines	-	-	-	0	XXXXXXXXXXXXXXXXXX -	-	-
VOTER APPROVED: C. Voter Approved Overrides							
LEGISLATIVE OVERRIDES D. Accident Indigent (NRS 428.185)							
E. Indigent (NRS 428.285)							
F. Capital Acquisition (NRS 354.59815)							
G. Youth Services Levy (NRS 62B.150, 62B.160)							
H. Legislative Overrides							
I. SCCRT Loss (NRS 354.59813)	0.0159	1,191,684,345	189,289	0.0159	189,289	79,202	110,087
J. Other:							
K. Other:							
L. SUBTOTAL LEGISLATIVE OVERRIDES	0.0159	-	189,289	0.0159	189,289	79,202	110,087
M. SUBTOTAL A, C, L	0.6748	1,191,684,345	8,041,297	0.6748	8,041,297	3,474,700	4,566,597
N. Debt							
O. TOTAL M AND N	0.6748	1,191,684,345	8,041,297	0.6748	8,041,297	3,474,700	4,586,597

\*Note: Budgeted Ad Valorem includes \$20,000 in delinquent AV revenues

City of Fernley

## SCHEDULE S-3 - PROPERTY TAX RATE AND REVENUE RECONCILIATION

The Allowed Revenue required for column 3 can be obtained from the March 15 Final Revenue Projections or manually calculated.  
If an entity chooses to budget for an amount in column 5 which is lower or higher than the amount produced by the formula,  
please attach an explanation.

Budget For Fiscal Year Ending June 30, 2024

(Local Government)

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Schedule A  
Page 253 of 281

SCHEDULE A-1 ESTIMATED EXPENDITURES AND OTHER FINANCING USES

Budget For Fiscal Year Ending June 30, 2024

## Budget Summary for City of Fernley

(Local Government)

[illegible]

\* FUND TYPES: R - Special Revenue  
C - Capital Projects  
D - Debt Service  
T - Expendable Trust

\*\* Include Debt Service Requirements in this column

Page: 8  
Schedule A-1

\*\*\* Capital Outlay must agree with CIP.



## SCHEDULE A-2 PROPRIETARY AND NONEXPENDABLE TRUST FUNDS

## Budget For Fiscal Year Ending June 30, 2024

# Budget Summary for City of Fernley

(Local Government)

FUND NAME	*	OPERATING REVENUES	OPERATING EXPENSES	NONOPERATING REVENUES	NONOPERATING EXPENSES	OPERATING TRANSFERS		NET INCOME
		(1)	(2) **	(3)	(4)	IN (5)	OUT(6)	(7)
Water Utility Fund	E	11,255,850	9,860,890	7,726,520	1,515,166			7,606,314
Sewer Utility Fund	E	5,080,160	3,996,801	3,530,000	142,627			4,470,732
Storm Drain Fund	E	-	-	-	-			-
TOTAL		16,336,010	13,857,690	11,256,520	1,657,793	-	-	12,077,047

\* FUND TYPES: E - Enterprise  
I - Internal Service  
N - Nonexpendable Trust

**\*\* Include Depreciation**

Page: 9  
SCHEDULE A-2

City of Fernley  
(Local Government)  
SCHEDULE B - GENERAL FUND

	(1)	(2)	(3) (4) BUDGET YEAR ENDING 6/30/24	
			TENTATIVE APPROVED	FINAL APPROVED
<b><u>REVENUES</u></b>	ACTUAL PRIOR YEAR ENDING 6/30/2022	ESTIMATED CURRENT YEAR ENDING 6/30/2023		
<b>MISCELLANEOUS:</b>				
Interest Income	(327,476)	(255,662)	11,250	11,250
Cemetery Plot Fees	3,150	4,000	4,000	4,000
Facility Rental Fees	10,955	8,500	9,500	9,500
Donations	1,995	2,590	2,000	2,000
Miscellaneous	65,987	59,745	60,500	60,500
SUBTOTAL MISCELLANEOUS	(245,389)	(180,827)	87,250	87,250
<b>TOTAL REVENUES</b>				
Taxes (from prior page)	3,894,242	4,153,950	4,761,597	4,761,597
Licenses and Permits (from prior page)	4,841,836	4,092,952	3,899,500	3,899,500
Intergovernmental (from prior page)	1,322,495	4,971,739	7,266,149	7,266,149
Fines & Forfeitures (from prior page)	165,581	201,600	201,600	201,600
Miscellaneous	(245,389)	(180,827)	87,250	87,250
SUBTOTAL REVENUE ALL SOURCES	9,978,766	13,239,414	16,216,096	16,216,096
OTHER FINANCING SOURCES				
Transfers In (Schedule T)				
Proceeds of Long-term Debt				
Other				
SUBTOTAL OTHER FINANCING SOURCES				
BEGINNING FUND BALANCE	10,106,359	10,277,199	7,323,891	7,323,891
Prior Period Adjustments	-	-	-	-
Residual Equity Transfers				
TOTAL BEGINNING FUND BALANCE	10,106,359	10,277,199	7,323,891	7,323,891
TOTAL AVAILABLE RESOURCES	20,085,125	23,516,613	23,539,987	23,539,987

City of Fernley  
 (Local Government)  
 SCHEDULE B - GENERAL FUND



<b>EXPENDITURES BY FUNCTION AND ACTIVITY</b>	(1)	(2)	(3) (4) BUDGET YEAR ENDING 6/30/24	
	ACTUAL PRIOR YEAR ENDING 6/30/2022	ESTIMATED CURRENT YEAR ENDING 6/30/2023	TENTATIVE APPROVED	FINAL APPROVED
<b>GENERAL GOVERNMENT (CONTINUED)</b>				
Balance Forward from Prior Page				
<b>MAYOR/CITY COUNCIL</b>				
Salaries and Wages	72,272	78,145	71,176	71,176
Employee Benefits	17,683	19,961	25,849	25,849
Service and Supplies	42,745	49,100	56,500	56,500
Capital Outlay	-	-	-	-
<b>SUBTOTAL MAYOR/CITY COUNCIL</b>	<b>132,699</b>	<b>147,206</b>	<b>153,525</b>	<b>153,525</b>
<b>FACILITIES (City Hall) &amp; GENERAL</b>				
Salaries and Wages	88,258	159,448	115,852	115,944
Employee Benefits	34,924	74,277	47,478	45,907
Services and Supplies	208,290	308,702	198,951	340,398
Capital Outlay	25,626	-	45,000	45,000
<b>SUBTOTAL FACILITIES &amp; GENERAL</b>	<b>357,098</b>	<b>542,427</b>	<b>407,281</b>	<b>547,249</b>
<b>INFORMATION TECHNOLOGY</b>				
Salaries and Wages	44,444	48,218	53,113	53,113
Employee Benefits	16,865	18,278	21,000	20,228
Services and Supplies	71,088	103,921	114,461	114,461
Capital Outlay	-	23,000	11,500	11,500
<b>SUBTOTAL INFORMATION TECH</b>	<b>132,398</b>	<b>193,417</b>	<b>200,074</b>	<b>199,302</b>
<b>FLEET</b>				
Salaries and Wages	117,036	80,261	97,539	97,539
Employee Benefits	52,070	39,004	54,327	52,409
Services and Supplies	18,712	24,975	23,492	23,492
Capital Outlay	-	-	-	-
<b>SUBTOTAL FLEET</b>	<b>187,818</b>	<b>144,240</b>	<b>175,358</b>	<b>173,440</b>
<b>FUNCTION TOTAL</b>				
Salaries and Wages	1,106,039	1,187,126	1,264,410	1,271,194
Employee Benefits	471,896	565,032	601,836	579,338
Service and Supplies	836,237	913,232	1,164,104	1,305,551
Capital Outlay	25,626	23,000	56,500	56,500
<b>FUNCTION SUBTOTAL</b>	<b>2,439,798</b>	<b>2,688,391</b>	<b>3,086,850</b>	<b>3,212,583</b>

City of Fernley  
(Local Government)  
SCHEDULE B - GENERAL FUND

FUNCTION General Government Cont'd

City of Fernley  
(Local Government)  
SCHEDULE B - GENERAL FUND















	(1) ACTUAL PRIOR YEAR ENDING 6/30/2022	(2) ESTIMATED CURRENT YEAR ENDING 6/30/2023	(3) (4) BUDGET YEAR ENDING 6/30/24	
			TENTATIVE APPROVED	FINAL APPROVED
<b><u>REVENUES</u></b>				
<b>FINES AND FORFEITURES</b>				
Administrative Assessment Fees	16,523	20,000	14,000	14,000
<b>MISCELLANEOUS</b>				
Interest Earnings	(325)	(138)	20	20
Subtotal	16,196	19,862	14,020	14,020
OTHER FINANCING SOURCES:				
Operating Transfers In (Schedule T)				
BEGINNING FUND BALANCE	23,582	22,875	10,637	10,637
Prior Period Adjustment(s)				
Residual Equity Transfers				
TOTAL BEGINNING FUND BALANCE	23,582	22,875	10,637	10,637
TOTAL RESOURCES	39,778	42,737	24,657	24,657
<b><u>EXPENDITURES</u></b>				
<b>JUDICIAL FUNCTION</b>				
Salaries and Wages				
Employee Benefits				
Services and Supplies	16,904	32,100	24,600	24,600
Capital Outlay				
Subtotal	16,904	32,100	24,600	24,600
OTHER USES				
CONTINGENCY (not to exceed 3% of total expenditures)				
Transfers Out (Schedule T)				
ENDING FUND BALANCE	22,875	10,637	57	57
TOTAL COMMITMENTS & FUND BALANCE	39,778	42,737	24,657	24,657

City of Fernley  
(Local Government)

FUND \_\_\_\_\_ Administrative Assessment Fees Fund

	(1) ACTUAL PRIOR YEAR ENDING 6/30/2022	(2) ESTIMATED CURRENT YEAR ENDING 6/30/2023	(3) (4) BUDGET YEAR ENDING 6/30/24	
			TENTATIVE APPROVED	FINAL APPROVED
<b><u>REVENUES</u></b>				
<b>FINES AND FORFEITURES</b>				
Facilities Fees	23,365	26,000	18,200	18,200
<b>MISCELLANEOUS</b>				
Interest Earnings	(1,660)	(575)	3,500	3,500
Subtotal	21,705	25,425	21,700	21,700
OTHER FINANCING SOURCES:				
Operating Transfers In (Schedule T)				
BEGINNING FUND BALANCE	101,747	93,617	84,042	84,042
Prior Period Adjustment(s)				
Residual Equity Transfers				
TOTAL BEGINNING FUND BALANCE	101,747	93,617	84,042	84,042
TOTAL RESOURCES	123,452	119,042	105,742	105,742
<b><u>EXPENDITURES</u></b>				
<b>JUDICIAL FUNCTION</b>				
Salaries and Wages				
Employee Benefits				
Services and Supplies	29,835	35,000	99,000	99,000
Capital Outlay	-	-	-	-
Subtotal	29,835	35,000	99,000	99,000
OTHER USES				
CONTINGENCY (not to exceed 3% of total expenditures)				
Transfers Out (Schedule T)				
ENDING FUND BALANCE	93,617	84,042	6,742	6,742
TOTAL COMMITMENTS & FUND BALANCE	123,452	119,042	105,742	105,742

City of Fernley  
(Local Government)

FUND \_\_\_\_\_ Court Facilities Fees Fund

	(1) ACTUAL PRIOR YEAR ENDING 6/30/2022	(2) ESTIMATED CURRENT YEAR ENDING 6/30/2023	(3) (4) BUDGET YEAR ENDING 6/30/24	
			TENTATIVE APPROVED	FINAL APPROVED
<b><u>REVENUES</u></b>				
<b>INTERGOVERNMENTAL</b>				
Grant Revenue	1,464,469	-	-	-
<b>MISCELLANEOUS</b>				
Interest Earnings				
Subtotal	1,464,469	-	-	-
OTHER FINANCING SOURCES:				
Operating Transfers In (Schedule T)				
BEGINNING FUND BALANCE	10	10	10	10
Prior Period Adjustment(s)				
Residual Equity Transfers				
TOTAL BEGINNING FUND BALANCE	10	10	10	10
TOTAL RESOURCES	1,464,479	10	10	10
<b><u>EXPENDITURES</u></b>				
<b>Community Development</b>				
Salaries and Wages				
Employee Benefits				
Services and Supplies	1,464,469	-	-	-
Capital Outlay				
Subtotal	1,464,469	-	-	-
OTHER USES				
CONTINGENCY (not to exceed 3% of total expenditures)				
Transfers Out (Schedule T)				
ENDING FUND BALANCE	10	10	10	10
TOTAL COMMITMENTS & FUND BALANCE	1,464,479	10	10	10

City of Fernley  
(Local Government)

FUND \_\_\_\_\_ Grants Fund

	(1) ACTUAL PRIOR YEAR ENDING 6/30/2022	(2) ESTIMATED CURRENT YEAR ENDING 6/30/2023	(3) (4) BUDGET YEAR ENDING 6/30/24	
			TENTATIVE APPROVED	FINAL APPROVED
<b><u>REVENUES</u></b>				
<b><u>TAXES</u></b>				
Transient Lodging Tax	657,206	600,000	650,000	650,000
<b><u>MISCELLANEOUS</u></b>				
Interest Earnings	(32,390)	(13,162)	1,000	1,000
Late Fees	17,400	5,000	5,000	5,000
Subtotal	642,216	591,838	656,000	656,000
OTHER FINANCING SOURCES:				
Operating Transfers In (Schedule T)				
BEGINNING FUND BALANCE	1,578,232	2,127,724	2,580,562	2,580,562
Prior Period Adjustment(s)	-	-	-	-
Residual Equity Transfers				
TOTAL BEGINNING FUND BALANCE	1,578,232	2,127,724	2,580,562	2,580,562
TOTAL RESOURCES	2,220,448	2,719,562	3,236,562	3,236,562
<b><u>EXPENDITURES</u></b>				
<b><u>CULTURE AND RECREATION</u></b>				
Salaries and Wages	-	-	-	-
Employee Benefits	-	-	-	-
Services and Supplies	92,725	139,000	152,000	152,000
Capital Outlay	-	-	2,000,000	2,000,000
Subtotal	92,725	139,000	2,152,000	2,152,000
OTHER USES				
CONTINGENCY (not to exceed 3% of total expenditures)				
Transfers Out (Schedule T)				
ENDING FUND BALANCE	2,127,724	2,580,562	1,084,562	1,084,562
TOTAL COMMITMENTS & FUND BALANCE	2,220,448	2,719,562	3,236,562	3,236,562

City of Fernley  
(Local Government)

FUND \_\_\_\_\_ Transient Lodging Tax Fund



	(1) ACTUAL PRIOR YEAR ENDING 6/30/2022	(2) ESTIMATED CURRENT YEAR ENDING 6/30/2023	(3) (4) BUDGET YEAR ENDING 6/30/24	
			TENTATIVE APPROVED	FINAL APPROVED
<b><u>REVENUES</u></b>				
<b>TAXES</b>				
Intergovernmental Revenue	-	350	-	-
<b>MISCELLANEOUS</b>				
Interest Earnings	(731)	350	-	-
Subtotal	(731)	700	-	-
OTHER FINANCING SOURCES:				
Operating Transfers In (Schedule T)				
BEGINNING FUND BALANCE	43,879	43,148	103	103
Prior Period Adjustment(s)				
Residual Equity Transfers				
TOTAL BEGINNING FUND BALANCE	43,879	43,148	103	103
TOTAL RESOURCES	43,148	43,848	103	103
<b><u>EXPENDITURES</u></b>				
<b>COMMUNITY DEVELOPMENT</b>				
Salaries and Wages				
Employee Benefits				
Services and Supplies				
Capital Outlay	-	43,745	-	-
Subtotal	-	43,745	-	
OTHER USES				
CONTINGENCY (not to exceed 3% of total expenditures)				
Transfers Out (Schedule T)				
ENDING FUND BALANCE	43,148	103	103	103
TOTAL COMMITMENTS & FUND BALANCE	43,148	43,848	103	103

City of Fernley  
(Local Government)

FUND \_\_\_\_\_ Capital Improvement Fund

	(1)	(2)	(3) (4) BUDGET YEAR ENDING 6/30/24	
			TENTATIVE APPROVED	FINAL APPROVED
<b><u>REVENUES</u></b>				
<b>TAXES</b>				
Intergovernmental Revenue	-	-	-	-
<b>MISCELLANEOUS</b>				
Interest Earnings	(9,895)	(3,500)	6,000	6,000
Subtotal	(9,895)	(3,500)	6,000	6,000
OTHER FINANCING SOURCES:				
Operating Transfers In (Schedule T)				
BEGINNING FUND BALANCE	593,693	570,893	1,393	1,393
Prior Period Adjustment(s)				
Residual Equity Transfers				
TOTAL BEGINNING FUND BALANCE	593,693	570,893	1,393	1,393
TOTAL RESOURCES	583,798	567,393	7,393	7,393
<b><u>EXPENDITURES</u></b>				
<b>COMMUNITY DEVELOPMENT</b>				
Salaries and Wages				
Employee Benefits				
Services and Supplies				
Capital Outlay	12,906	566,000	-	-
Subtotal	12,906	566,000	-	-
OTHER USES				
CONTINGENCY (not to exceed 3% of total expenditures)				
Transfers Out (Schedule T)				
ENDING FUND BALANCE	570,893	1,393	7,393	7,393
TOTAL COMMITMENTS & FUND BALANCE	583,798	567,393	7,393	7,393

City of Fernley  
(Local Government)

FUND \_\_\_\_\_ Capital Fund

<b><u>PROPRIETARY FUND</u></b>	(1)	(2)	(3)	(4)
	ACTUAL PRIOR YEAR ENDING 6/30/2022	ESTIMATED CURRENT YEAR ENDING 6/30/2023	BUDGET YEAR ENDING 6/30/24	
			TENTATIVE APPROVED	FINAL APPROVED
OPERATING REVENUE				
Service Fees	10,225,479	10,879,450	11,205,850	11,205,850
Other Revenues	18,345	27,434	50,000	50,000
Total Operating Revenue	10,243,824	10,906,884	11,255,850	11,255,850
OPERATING EXPENSE				
Salaries and Wages	1,422,315	1,534,242	1,696,528	1,702,909
Employee Benefits	211,826	1,299,605	1,412,517	1,389,301
Service and Supplies	2,505,445	2,949,635	3,068,680	3,068,680
Depreciation/Amortization	3,441,865	3,600,000	3,700,000	3,700,000
Total Operating Expense	7,581,451	9,383,482	9,877,725	9,860,890
Operating Income or (Loss)	2,662,373	1,523,402	1,378,125	1,394,960
NONOPERATING REVENUES				
Ancillary Fee	4,407,245	4,426,103	4,207,140	4,207,140
Customer Contributions- Hookups	1,222,516	1,321,000	1,360,630	1,360,630
Interest Earned	(595,378)	50,000	25,000	25,000
Miscellaneous	313,807	388,000	395,000	395,000
Gain on disposal of assets	-	-	-	-
Grant Revenue	-	-	1,438,750	1,438,750
Developer Contributed Capital	2,373,142	258,985	300,000	300,000
Total Nonoperating Revenues	7,721,332	6,444,088	7,726,520	7,726,520
NONOPERATING EXPENSES				
Interest Expense	1,660,149	1,584,913	1,515,166	1,515,166
Miscellaneous Expense	-	-	-	-
Bond Issuance	-	-	-	-
Total Nonoperating Expenses	1,660,149	1,584,913	1,515,166	1,515,166
Net Income before Operating Transfers	8,723,557	6,382,577	7,589,479	7,606,314
Transfers (Schedule T)				
In				
Out				
Net Operating Transfers				
CHANGE IN NET POSITION	8,723,557	6,382,577	7,589,479	7,606,314

City of Fernley

(Local Government)

SCHEDULE F-1 REVENUES, EXPENSES AND NET POSITION

FUND Water Enterprise Fund

PROPRIETARY FUND	(1)	(2)	(3) BUDGET YEAR ENDING 6/30/24	
	ACTUAL PRIOR YEAR ENDING 6/30/2022	ESTIMATED CURRENT YEAR ENDING 6/30/2023	TENTATIVE APPROVED	FINAL APPROVED
A. CASH FLOWS FROM OPERATING ACTIVITIES:				
Cash received from customers, service fees	10,200,838	11,267,450	11,600,850	11,600,850
Cash received from customers, capacity fees and other	18,345	27,434	50,000	50,000
Cash paid to suppliers	(785,336)	(2,949,635)	(3,068,680)	(3,068,680)
Cash paid to employees	(2,055,189)	(2,353,847)	(2,629,045)	(2,612,210)
a. Net cash provided by (or used for) operating activities	7,378,658	5,991,402	5,953,125	5,969,960
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	1,222,516	1,321,000	1,360,630	1,360,630
Water Rights/Settlement Income	313,807	-	-	-
Cash Received From Ancillary fee	4,500,825	4,426,103	4,207,140	4,207,140
Grant Revenue	-	-	1,438,750	1,438,750
Debt Re-payment	(2,582,047)	(2,647,335)	(2,691,975)	(2,691,975)
Interest on Debt	(1,651,876)	(1,584,913)	(1,515,166)	(1,515,166)
Proceeds from capital asset disposals	-	-	-	-
Acquisition of capital assets	(5,104,485)	(9,979,350)	(10,763,000)	(11,263,000)
Bond Issuance Costs	-	-	-	-
c. Net cash provided by (or used for) capital and related financing activities	(3,301,260)	(8,464,495)	(7,963,621)	(8,463,621)
D. CASH FLOWS FROM INVESTING ACTIVITIES:				
Interest on investments	(614,661)	50,000	25,000	25,000
d. Net cash provided by (or used in) investing activities	(614,661)	50,000	25,000	25,000
NET INCREASE (DECREASE) in cash and cash equivalents (a+b+c+d)	3,462,737	(2,423,093)	(1,985,496)	(2,468,661)
CASH AND CASH EQUIVALENTS AT JULY 1, 20xx	31,686,171	35,148,908	32,725,815	32,725,815
CASH AND CASH EQUIVALENTS AT JUNE 30, 20xx	35,148,908	32,725,815	30,740,319	30,257,154

City of Fernley  
(Local Government)

SCHEDULE F-2 STATEMENT OF CASH FLOWS

FUND Water Enterprise Fund

<b><u>PROPRIETARY FUND</u></b>	(1)	(2)	(3) (4) BUDGET YEAR ENDING 6/30/24	
	ACTUAL PRIOR YEAR ENDING 6/30/2022	ESTIMATED CURRENT YEAR ENDING 6/30/2023	TENTATIVE APPROVED	FINAL APPROVED
OPERATING REVENUE				
User Fees	4,819,147	4,932,000	5,079,960	5,079,960
Other Revenues	-	165	200	200
Total Operating Revenue	4,819,147	4,932,165	5,080,160	5,080,160
OPERATING EXPENSE				
Salaries and Wages	636,931	772,416	760,643	764,412
Employee Benefits	36,630	565,782	596,922	584,079
Service and Supplies	1,064,997	1,258,544	1,248,310	1,248,310
Depreciation/Amortization	1,258,189	1,350,000	1,400,000	1,400,000
Total Operating Expense	2,996,747	3,946,741	4,005,875	3,996,801
Operating Income or (Loss)	1,822,400	985,424	1,074,285	1,083,359
NONOPERATING REVENUES				
Customer Contributions- Hookups	991,216	929,700	950,000	950,000
Interest Earned	(350,475)	60,000	25,000	25,000
Miscellaneous	44,956	55,000	55,000	55,000
Gain on disposal of assets	-	-	-	-
Grant revenue	857,348	1,500,000	2,000,000	2,000,000
Developer Contributed Capital	83,635	439,410	500,000	500,000
Total Nonoperating Revenues	1,626,680	2,984,110	3,530,000	3,530,000
NONOPERATING EXPENSES				
Interest Expense	171,014	148,340	142,627	142,627
Bond Issuance	-	-	-	-
Total Nonoperating Expenses	171,014	148,340	142,627	142,627
Net Income before Operating Transfers	3,278,066	3,821,194	4,461,658	4,470,732
Transfers (Schedule T)				
In				
Out				
Net Operating Transfers				
CHANGE IN NET POSITION	3,278,066	3,821,194	4,461,658	4,470,732

City of Fernley  
(Local Government)

SCHEDULE F-1 REVENUES, EXPENSES AND NET POSITION

FUND Sewer Enterprise Fund

PROPRIETARY FUND	(1)	(2)	(3) BUDGET YEAR ENDING 6/30/24	
	ACTUAL PRIOR YEAR ENDING 6/30/2022	ESTIMATED CURRENT YEAR ENDING 6/30/2023	TENTATIVE APPROVED	FINAL APPROVED
A. CASH FLOWS FROM OPERATING ACTIVITIES:				
Cash received from customers, service fees	4,800,434	4,987,000	5,134,960	5,134,960
Cash received from customers, capacity fees and other	-	-	-	-
Cash paid to suppliers	(883,045)	(1,258,544)	(1,248,310)	(1,248,310)
Cash paid to employees	(949,077)	(1,113,197)	(1,132,565)	(1,123,491)
a. Net cash provided by (or used for) operating activities	2,968,312	2,615,259	2,754,085	2,763,159
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	991,216	929,700	950,000	950,000
Settlement Income	44,956	-	-	-
Debt Re-payment	(350,712)	(358,493)	(390,371)	(390,371)
Interest on Debt	(154,347)	(148,340)	(142,627)	(142,627)
Proceeds from capital asset disposals	-	20,000	20,000	20,000
Proceeds from grants	3,000,000	1,500,000	2,000,000	2,000,000
Proceeds from capital debt	-	-	-	-
Acquisition of capital assets	(861,862)	(5,164,829)	(3,485,000)	(3,485,000)
Bond Issuance Costs	-	-	-	-
c. Net cash provided by (or used for) capital and related financing activities	2,669,251	(3,221,962)	(1,047,998)	(1,047,998)
D. CASH FLOWS FROM INVESTING ACTIVITIES:				
Interest on investments	(364,923)	60,000	25,000	25,000
d. Net cash provided by (or used in) investing activities	(364,923)	60,000	25,000	25,000
NET INCREASE (DECREASE) in cash and cash equivalents (a+b+c+d)	5,272,640	(546,703)	1,731,087	1,740,161
CASH AND CASH EQUIVALENTS AT JULY 1, 20xx	16,229,884	21,502,524	20,955,821	20,955,821
CASH AND CASH EQUIVALENTS AT JUNE 30, 20xx	21,502,524	20,955,821	22,686,907	22,695,982

City of Fernley  
(Local Government)

SCHEDULE F-2 STATEMENT OF CASH FLOWS

FUND Sewer Enterprise Fund

ALL EXISTING OR PROPOSED  
GENERAL OBLIGATION BONDS, REVENUE BONDS,  
MEDIUM-TERM FINANCING, CAPITAL LEASES AND  
SPECIAL ASSESSMENT BONDS

\* - Type

- 1 - General Obligation Bonds
- 2 - G.O. Revenue Supported Bonds
- 3 - G.O. Special Assessment Bonds
- 4 - Revenue Bonds
- 5 - Medium-Term Financing

- 6 - Medium-Term Financing - Lease Purchase
- 7 - Capital Leases
- 8 - Special Assessment Bonds
- 9 - Mortgages
- 10 - Other (Specify Type)
- 11 - Proposed (Specify Type)

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
NAME OF BOND OR LOAN List and Subtotal By Fund	*	TERM	ORIGINAL AMOUNT OF ISSUE	ISSUE DATE	FINAL PAYMENT DATE	INTEREST RATE	BEGINNING OUTSTANDING BALANCE 7/1/2023	REQUIREMENTS FOR FISCAL YEAR ENDING 6/30/24 INTEREST PAYABLE	PRINCIPAL PAYABLE	(9)+(10) TOTAL
<b>FUND</b>										
<b>General Fund</b>										-
<b>Total General Fund</b>			-				-	-	-	-
<b>Water Enterprise Fund</b>										
2015B Refunding	2	23	37,665,000	11/4/2015	2/1/2038	2-5%	28,555,000	1,059,531	165,000	1,224,531
2016 Refunding	2	30	9,085,000	11/3/2016	2/1/2037	2-3%	8,970,000	260,550	-	260,550
2017 Refunding	2	30	4,425,000	1/26/2017	2/1/2037	2-3.75%	3,325,000	115,825	-	115,825
2020 Refunding	2	5.5	11,066,527	5/27/2020	2/1/2026	1.03%	7,695,130	79,260	2,526,974	2,606,234
<b>Total Water Enterprise Fund</b>			<b>62,241,527</b>				<b>48,545,130</b>	<b>1,515,166</b>	<b>2,691,974</b>	<b>4,207,140</b>
<b>Sewer Enterprise Fund</b>										
2015A Refunding	2	23	5,807,691	11/4/2015	2/1/2038	2.35%	4,529,028	106,214	37,436	143,650
2017 SRF Loan	2	17	1,416,266	1/11/2017	1/1/2037	2.43%	1,150,553	27,536	69,910	97,446
2020 Refunding	2	5.5	1,239,473	5/27/2020	2/1/2026	1.03%	861,870	8,877	283,026	291,903
<b>Total Sewer Enterprise Fund</b>			<b>8,463,430</b>				<b>6,541,451</b>	<b>142,627</b>	<b>390,372</b>	<b>532,999</b>
<b>TOTAL ALL DEBT SERVICE</b>			<b>70,704,957</b>				<b>55,086,581</b>	<b>1,657,793</b>	<b>3,082,346</b>	<b>4,740,139</b>

SCHEDULE C-1 - INDEBTEDNESS

City of Fernley  
(Local Government)

Budget Fiscal Year 2023-2024

# SCHEDULE OF EXISTING CONTRACTS

Budget Year 2023-2024

Local Government: City of Fernley

Contact: Denise Lewis

E-mail Address: [dlewis@cityoffernley.org](mailto:dlewis@cityoffernley.org)

Daytime Telephone: 775-784-9843

Total Number of Existing Contracts: 22

Line	Vendor	Effective Date of Contract	Termination Date of Contract	Proposed Expenditure FY 2022-23	Proposed Expenditure FY 2023-24	Reason or need for contract:
1	Hinton Burdick CPAs and Advisors	6/30/2023	12/31/2025	57,650	59,025	External financial auditors
2	TSK Architects	10/20/2022	.June 2025	1,051,008	356,974	For the architecture/engineering development of the CRRC project.
3	Cumming Management Group	2/16/2022	.June 2025	116,955	117,347	For owners representative and construction management services for the CRRC project.
4	Core Construction	7/20/2022	Nov. 2023	75,600	18,900	For preconstruction CMAR services for the CRRC project.
5	Resource Concepts Inc.	10/5/2022	.May 2023	30,000	-	For environmental consulting services for the CRRC project.
6	Headway Transportation	12/21/2022	.May 2023	22,000	-	For traffic impact study for the CRRC project.
7	MOBO LAW	4/11/2022	No End Date	6,000	6,000	Conflict Criminal Prosecutor
8	Lemons Grundy Eisenberg	since 2020	No End Date	7,000	5,000	Conflict & Insurance assigned Counsel on HR matters
9	McDonald Carano	7/18/2016	No End Date	40,000	40,000	MIV, Construction CRRC, Conflict Counsel on Land Use
10	Thorndal Armstrong Delk...	since 2010	No End Date	1,000	unknown	Insurance assigned Counsel for litigation
11	Marquis Aurbach	TBD	TBD	5,000	5,000	Defense attorney EMRB, Union expertise
12	Flynn Guidici Affairs LLC	10/6/2021	6/30/2024	69,600	34,800	State Lobbyists
13	Porter Group	3/1/2023	10/31/2023	24,000	72,000	Federal Lobbyists
14	Walther Law Offices	7/1/222	6/30/2024	120,000	120,000	Public Defender contract
15	Senior Judge Lori Matheus	1/3/2019	ongoing	45,000	45,000	Municipal Court Judge
16	Hansford Economic Consulting	3/1/2023	ongoing	4,339	40,000	Water/Sewer rate presentations/studies
17	4 Leaf Consulting LLC	9/14/2022	9/14/2023	25,000	44,791	Plan review and inspections
18	Bakertilly	4/11/2023	4/11/2024	5,600	19,350	Executive recruiting
19	Kalbacher Associates	6/30/2022	7/1/2023	27,000	27,000	Grant Writing Services
20	Taggart & Taggart	7/1/2022	6/30/2023	160,000	160,000	Water rights - legal
21	Wood Rodgers	6/30/2022	7/1/2023	80,000	80,000	Federal Lands Bill
22	RCI	7/1/2022	6/30/2023	125,000	125,000	Water Rights Management
23						
24						
25						
26						
27						
28						
29						
30						
Total Proposed Expenditures				2,097,752	1,376,188	

Additional Explanations (Reference Line Number and Vendor):



# SCHEDULE OF EXISTING CONTRACTS

Budget Year 2023-2024

Local Government: City of Fernley  
 Contact: Denise Lewis  
 E-mail Address: [dlewis@cityoffernley.org](mailto:dlewis@cityoffernley.org)  
 Daytime Telephone: 775-784-9843

Total Number of Existing Contracts: \_\_\_\_\_

Line	Vendor	Effective Date of Contract	Termination Date of Contract	Proposed Expenditure FY 2022-23	Proposed Expenditure FY 2023-24	Reason or need for contract:
31						
32						
33						
34						
35						
36						
37						
38						
39						
40						
41						
42						
43						
44						
45						
46						
47						
48						
49						
50						
51						
52						
53						
54						
55						
56						
57						
58						
59						
60						
61						
Total Proposed Expenditures						

Additional Explanations (Reference Line Number and Vendor):

**SCHEDULE OF PRIVATIZATION CONTRACTS**  
**Budget Year 2023-2024**

**Local Government:** City of Fernley  
**Contact:** \_\_\_\_\_  
**E-mail Address:** \_\_\_\_\_  
**Daytime Telephone:** \_\_\_\_\_

Total Number of Privatization Contracts: \_\_\_\_\_

Line	Vendor	Effective Date of Contract	Termination Date of Contract	Duration (Months/ Years)	Proposed Expenditure FY 2022-23	Proposed Expenditure FY 2023-24	Position Class or Grade	Number of FTEs employed by Position Class or Grade	Equivalent hourly wage of FTEs by Position Class or Grade	Reason or need for contract:
1										
2										
3										
4										
5										
6										
7										
8	Total									

Attach additional sheets if necessary.

## 2024 CITY EXPENSES

Governmental Expenditures:	22,163,572
Water Expenses:	11,376,056
Sewer Expenses:	<u>4,139,428</u>
<b>Total Expenses</b>	<b><u><u>37,679,056</u></u></b>
Governmental Capital:	12,997,381
Water Capital:	11,263,000
Sewer Capital:	<u>3,485,000</u>
<b>Total Capital</b>	<b><u><u>27,745,381</u></u></b>