

City of Fernley

FY 2017 - 2018 Budget



Elected Officials

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

Appointed Officials

Daphne Hooper, City Manager
Brandi Jensen, City Attorney
Denise Lewis, City Treasurer
Lori Matheus, Municipal Court Judge
Kimberly Swanson, City Clerk

City of Fernley Department Heads

Rick Kabele, Building Official
Derek Starkey, City Engineer
Timothy Thompson, Planning Director
Dave Whalen, Public Works Director

YOUR GUIDE TO THE CITY OF FERNLEY BUDGET

This guide provides the reader with a brief overview of the City of Fernley budget document. This document is divided into sections which take the reader from general budget information and policy to specific information on departmental operations, followed by supplementary information.

The following sections are included in the City of Fernley budget:

Preface: This provides the reader with a list of City Officials, a table of contents and a program index.

Section I: The Introduction Section contains the City Manager's budget message which describes the major issues facing the City this year and in the futures. This section also contains overview charts of the City, summary information which describes the City's overall goals, the City Council Priorities, and a chart of the organization.

Section II: The Budget Summary provides an overview of the City's budget. It includes a summary table of authorized positions and summary table showing the change in financial position for each fund. The major revenue sources and expenses by function for all funds are described. General Fund revenues and expenses are briefly described as well. Summary tables and charts are used throughout this section.

Section III: The Department Budgets section describes each operating department in total and by program, regarding funding, staffing, and revenue sources. The program pages describe the purpose and objectives of the program and the performance measures used to measure success.

Section IV: The Enterprise Funds section describes the separate funds established to account for separate municipal services for which a fee is charged in exchange for goods or services.

Section V: The Special Revenue Funds are required to account for the use of revenue earmarked by law for a particular purpose.

Section VI: The section on the Capital Improvement Plan (CIP) briefly describes the process used to identify the City's capital requirements for the five years and issues for the current year. Summary tables list the projects approved for this year as well as specific descriptions for each request.

Section VII: The Debt Administration section describes the City's debt policies, current debt obligations, and the expected fee required to service existing debt.

Section VIII: The Budget Structure section describes the funds and fund types used by the City.

Section IX: This section provides a description of the **Policies and Procedures** used by staff to develop and implement the budget. The budget calendar is also presented.

Section X: This section contains a **Community Profile** of the City.

Section XI: The **Glossary** defines some of the common terms and acronyms used in the budget.

Section XII: The **Final Word** provides the reader with an ability to provide feedback on this document.

SECTION I: INTRODUCTION	7
CITY MANAGER’S MESSAGE.....	8
HIGHLIGHTS FOR POSITION CHANGES FOR FY 2017/18.....	10
CITY ORGANIZATIONAL CHART.....	11
CITY OF FERNLEY STRATEGIC PLAN	12
SECTION II: GENERAL FUND BUDGET SUMMARY	18
GENERAL FUND SUMMARY	19
GENERAL FUND REVENUES	20
GENERAL FUND EXPENDITURES	25
SECTION III: DEPARTMENT BUDGETS	26
CITY COUNCIL	27
CITY MANAGER.....	29
<i>Information Technology</i>	32
CITY ATTORNEY.....	34
FINANCE	40
<i>Debt Service</i>	44
CITY CLERK	45
MUNICIPAL COURT	49
DEPARTMENT OF BUILDING AND SAFETY	56
<i>Animal Control</i>	63
PLANNING DEPARTMENT.....	67
CITY ENGINEER.....	72
PUBLIC WORKS	76
<i>Facilities</i>	76
<i>Vector Control</i>	80
<i>Cemetery</i>	83
<i>Streets and Storm Drains</i>	86
<i>Parks</i>	91
SECTION IV: ENTERPRISE FUNDS	97
WATER ENTERPRISE FUND.....	101
WATER DISTRIBUTION	105
WATER TREATMENT.....	112
WASTEWATER ENTERPRISE FUND.....	117
WASTEWATER TREATMENT.....	120
STORM WATER ENTERPRISE.....	125
SECTION V: SPECIAL REVENUE FUNDS.....	130
GRANTS FUND	131
TRANSIENT LODGING TAX.....	133
CAPITAL FUND	135
CAPITAL IMPROVEMENT FUND	135
RESIDENTIAL CONSTRUCTION TAX FUND	137
ADMINISTRATIVE ASSESSMENT FUND	138
COURT FACILITY FEE FUND	139
SECTION VI: CAPITAL IMPROVEMENT PLAN	140
CAPITAL PROJECTS BUDGET	141
<i>General Fund Capital Projects</i>	146
<i>Water Enterprise Capital Projects</i>	157

<i>Wastewater Enterprise Capital Projects</i>	168
SECTION VII: DEBT ADMINISTRATION	176
WATER ANCILLARY FEE	177
SECTION VIII: BUDGET STRUCTURE	178
FUNDS	179
SECTION IX: POLICIES AND PROCEDURES	180
FINANCIAL AND PROGRAM POLICIES	181
PREPARATION CALENDAR FOR FY 2017/2018 BUDGET	184
SECTION X: COMMUNITY PROFILE	186
SECTION XI: GLOSSARY OF BUDGET TERMINOLOGY	189
SECTION XII – FINAL WORD	198
APPENDIX	200

Section I: Introduction

City Manager's Message

I am pleased to present the City of Fernley Fiscal Year (FY) 2017/2018 Budget. As FY 2016/2017 closes, we remain optimistic about the financial stability of the City of Fernley. The past year, staff completed many outstanding projects and met the priorities established by the City Council.

Planning continues to be an important goal for the City. During FY 16/17, the City of Fernley Strategic Plan was completed. Additionally, the Parks Plan, the Communications Plan, and the Redevelopment Feasibility Study are underway. The City completed the Water and Sewer Rate Study, ensuring the long-term sustainability of the water and sewer system.

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

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

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

The revenue projection for this year include property taxes at \$2.4 Million (including delinquent tax). The pre-abated amount was \$4.3M. There is a projected increase in building permit fees, which increased from an actual estimated amount in FY 16/17 to \$553,450 in FY 17/18. The consolidated tax amount for FY 17/18 is \$155,860, an increase of approximately \$4,000. The anticipated County Roads contribution is \$180,000. While the City restructured the business license fees effective January 1, 2017, there is a minimal increase revenues for FY 17/18. This amount will be better projected after one full year of collection of fees.

While union negotiations are still being finalized, staff included a 2% increase in the proposed budget for staffing. This must be finalized during negotiations along with final consideration for insurance. A 15% increase has been included for health insurance, although numbers have not been finalized.

Staffing considerations included for this year's budget include the following:

General Fund:

- One FTE for the Department of Building and Safety. This position is for a full-time Building Inspector to help with the anticipated growth in development. Along with this position, a vehicle has been included, which is an all-wheel drive SUV.
- The Municipal Court is including a reclassification request for a Court Clerk I to a Court Clerk II. While a career ladder was previously included in the Court Clerk series, this position was underfilled, and the Court has provided justification to reclassify the position to a Court Clerk II.
- The Parks Department requested a reclassification of the Maintenance Worker II position to a Sr. Maintenance Worker to enhance the career ladder for the Parks Department. Staff is requesting to keep the Maintenance Worker II position on the organizational chart as unfunded to help establish the career ladder.

Enterprise Fund:

- One seasonal position has been added to the Water Distribution Division, which was previously funded as a temporary position through a staffing agency. This will allow the City to direct hire a seasonal position rather than working through a staffing agency to complete fire hydrant repair and maintenance.

The City is continually working on program effectiveness and efficiency. This year, each department has tied department goals to the Strategic Plan. Additionally, a performance measure is included for the department goals. This will begin to provide data to gain a true understanding of the resource needs for the City's programs and services.

While the City continues to strive for providing essential municipal services with limited resources, the budget presented is balanced and represents the needs of the City.

Thank you to our incredible and diligent leadership and staff for everything they do to provide quality programs and services the residents of the City of Fernley.

Respectfully,
Daphne Hooper, City Manager

Highlights for Position Changes for FY 2017/18

Staffing considerations for this year's budget include the following:

General Fund:

- One FTE for the Department of Building and Safety. This position is for a full-time building inspector to help with anticipated growth in development. Along with this position, a vehicle has been included in the Capital Improvement Plan.
- The Municipal Court included a reclassification request for a Court Clerk I to a Court Clerk II. Justification for this reclassification is included in the Municipal Court budget.
- The Parks Department requested a reclassification of the Maintenance Worker II position to a Sr. Maintenance Worker to enhance the career ladder for the Parks Department. Staff is requesting to keep the Maintenance Worker II position on the organizational chart as unfunded to help establish the career ladder.

Water Enterprise Fund:

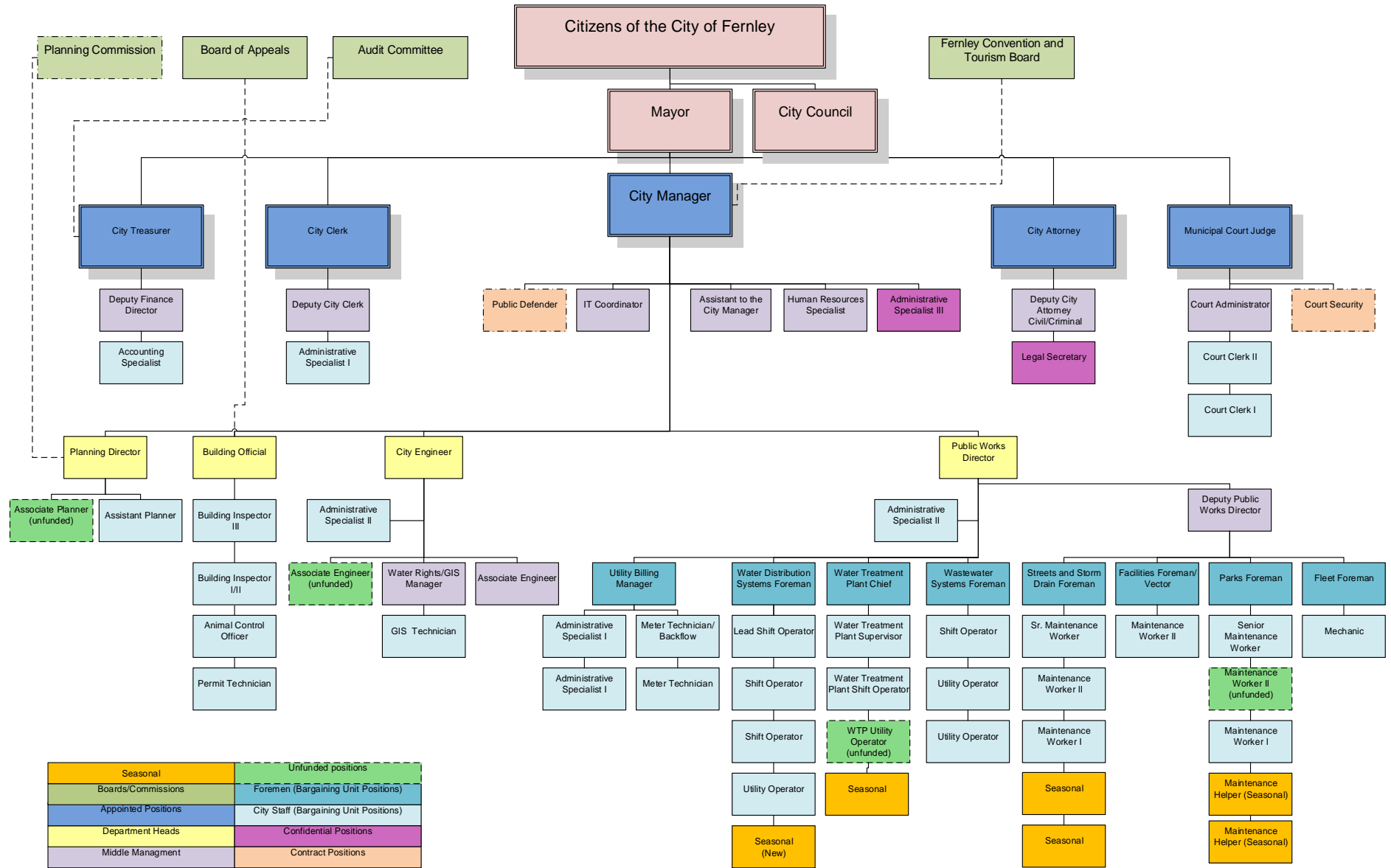
- One seasonal position has been added to the Water Distribution Division, which was previously funded as a temporary position through a staffing agency. This will allow the City to direct hire a seasonal position rather than working through a staffing agency to complete fire hydrant repair and maintenance.

Salary and benefit increases have been included at 2% and 11% respectively.

Position Control

The position control document is in the appendix.

City Organizational Chart



Seasonal	Unfunded positions
Boards/Commissions	Foremen (Bargaining Unit Positions)
Appointed Positions	City Staff (Bargaining Unit Positions)
Department Heads	Confidential Positions
Middle Management	Contract Positions

City of Fernley Strategic Plan

Preamble

In service to the public, and united by the basis of tradition and leadership, the City of Fernley values, at its core, trust, innovation, and engagement through communication in the achievement of the City's Mission and Vision and the community goals and organizational goals outlined in this strategic plan for Fiscal Year 2017 through Fiscal Year 2021.

Core Values

Trust, Innovation, and Engagement through Communication

Mission

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

Vision

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

Community Goals

Community Goal Number 1: To explore and promote opportunities for economic development and planned redevelopment in ways that are consistent with the community's historical and current identity.

The City must provide clear and consistent policies and procedures to support our growing and dynamic community while keeping Fernley a great place to live, work, and play. The City must strive to encourage sustainable job growth and expansion and create opportunities for growing local businesses.

Community Goal Number 2: To promote citizen engagement and build strong alliances with other government entities, private sector partners, and members of the community.

Citizen engagement means developing and maintaining the interest of the community's citizens to participate in the structure and operations of the City. The City should encourage the community's citizens to participate in the City Council meetings and attend public events.

Community Goal Number 3: To preserve and maintain a quality of life enjoyed by the community's residents and visitors and enhance the continued maintenance and reconstruction of the City's infrastructure with an emphasis on sustainability.

In a fiscally stable and responsible manner, the City of Fernley should continue to prioritize and fund infrastructure projects that require the greatest attention in terms of maintenance and reconstruction and communicate openly with the community's citizens about how each project will continue to preserve, maintain and enhance the community's quality of life.

Organizational Goals

Organizational Goal Number 1: The City of Fernley must strive to maintain and improve overall fiscal integrity, stability, and equality of the City's financial planning.

The City of Fernley must continue to strive to identify and create new revenue sources. The City of Fernley should explore the possibility of using redevelopment, the use of a room tax, impact fees, business license fees, special assessment districts, different public and private partnerships, and federal, state, and non-profit sector grants as possible alternative sources of funding for projects and programs identified as essential by the City and the community. The City must strive to educate the community and engage residents regarding the City's financial position and the possible need and potential benefit of pursuing and implementing different funding sources.

To achieve this goal, the City of Fernley should strive to recruit and retain new and existing businesses as a way of broadening and expanding both the community's economic base and tax base. Controlled growth, designed to promote balance for both businesses and residents, is needed and the City will need to develop and implement a stable and fair business license fee structure.

Organizational Goal Number 2: The City of Fernley, as an employer, must strive to create and maintain a successful and efficient work environment.

The community recognizes and appreciates the dedication of the City of Fernley's workforce and understands that the City's existing staff provides our community with excellent public services that makes Fernley a great place to live, work, and play already. Together, with the citizens of the City, we enhance the safety, friendliness, aesthetics, and quality of life of our community.

While considering the financial resources available to the City, the City of Fernley must strive to make sure that all available positions are filled with highly trained and competent employees. The City should provide ongoing training and recertification of its employees and employees should be encouraged to complete ongoing training and recertification.

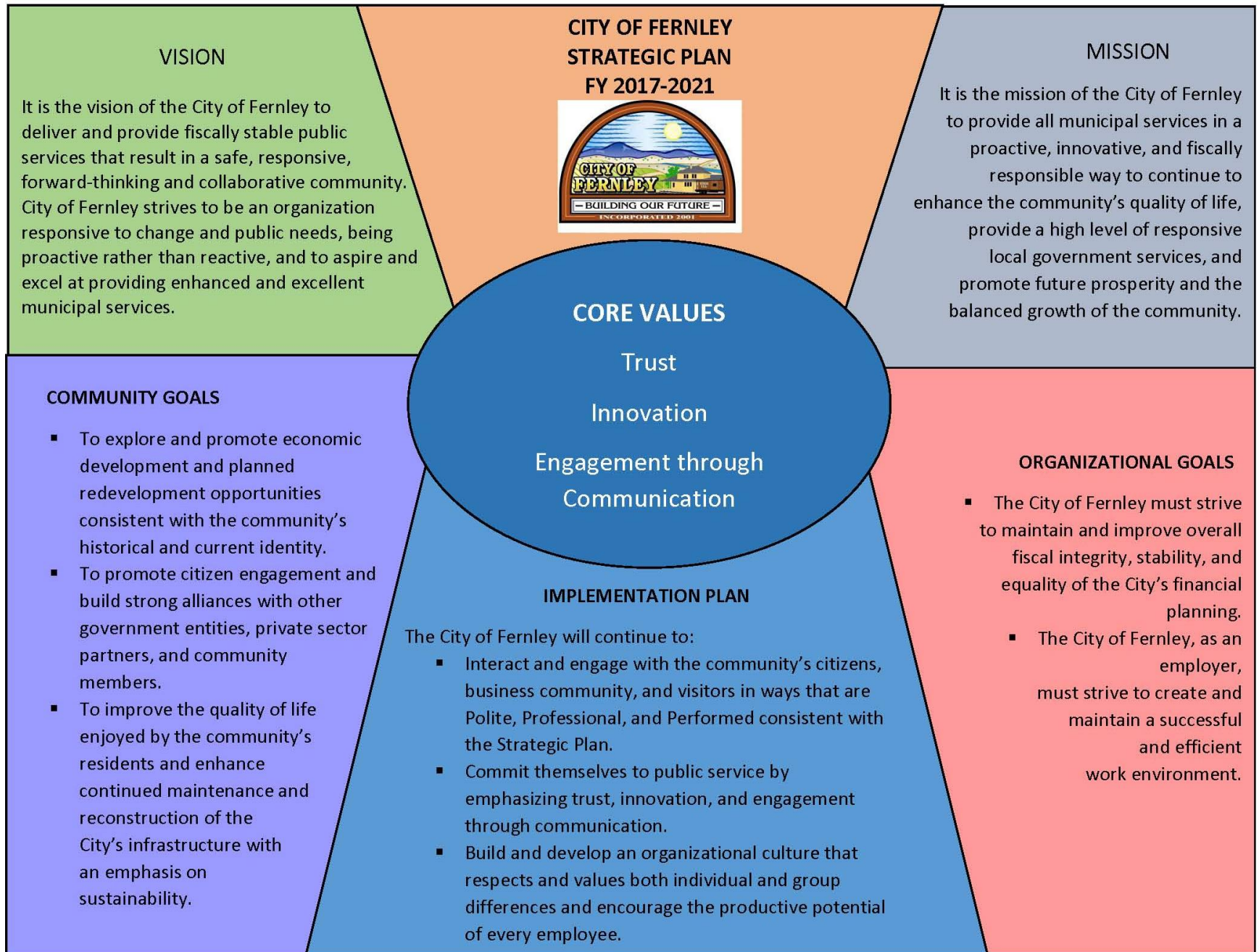
Implementation Measures

The City of Fernley will continue to employ three primary implementation measures for this strategic plan beginning in Fiscal Year 2017 and running through Fiscal Year 2021.

Implementation Measure Number 1: The City of Fernley and the City's current and future staff will continue to interact and engage with the community's citizens, business community, and visitors to the City in ways that are Polite, Professional, and Performed consistent with the City's Fiscal Year 2017 through Fiscal Year 2021 Strategic Plan.

Implementation Measure Number 2: The City of Fernley and the City's current and future staff will continue to commit themselves to the service of the public by emphasizing trust, innovation, and engagement through communication.

Implementation Measure Number 3: The City of Fernley and the City's current and future staff will continue to build and develop an organizational culture that respects and values both individual and group differences and encourage the productive potential of every employee.



Review of the Strategic Planning Process

The City of Fernley began an organizational strategic planning process in late 2015. The purpose of this strategic planning process was to evaluate the City's current strategic plan, covering the period between Fiscal Year 2011 and Fiscal Year 2016, celebrate the organization's success over this five-year period, and develop a new strategic plan in response to the new challenges the City currently faces and will continue to face in the coming five years between Fiscal Year 2017 and Fiscal Year 2021.

As part of this strategic planning process, elected and appointed officials and staff from the City of Fernley, members of the business community, community leaders, other governmental agencies and organizations, and members of the public participated in four separate strategic planning community workshops. Each workshop was held in the City Council Chambers of City Hall in Fernley, Nevada and facilitated by faculty from the University Center for Economic Development and the College of Business at the University of Nevada, Reno.

Section II: General Fund Budget Summary

General Fund Summary

17-18 Budget Template						
General Fund Summary						
	2015-16 FY 2016	2015-16 FY 2016	2016-17 FY 2017	2016-17 FY 2017	2017-18 FY 2018	
	Budget	Actual	Budget	Actual Estimated	Proposed Budget	Comments
Revenue						
Taxes	2,366,620	2,451,455	2,312,108	2,322,108	2,459,345	
Licenses and Permits	1,918,500	1,973,549	1,936,000	2,131,000	2,225,810	
Intergovernmental Revenue	2,739,331	1,943,643	3,147,808	1,347,808	4,480,199	
Fines and Forfeitures	200,000	223,983	216,733	131,190	150,600	
Miscellaneous Revenue	66,805	149,133	92,680	180,606	128,400	
Total Revenue	7,291,256	6,741,763	7,705,329	6,112,712	9,444,354	
Expenditures						
Mayor/Council	133,781	102,444	128,941	118,747	144,756	
Office of City Manager	651,283	507,666	557,436	501,344	548,761	
Office of City Attorney	442,095	403,430	449,323	420,950	464,481	
Finance	167,251	172,547	182,136	181,413	199,148	
City Clerk	268,264	249,870	266,171	265,742	279,031	
Facilities Maintenance	423,399	345,359	413,881	296,669	409,732	100,000 committed
Information Technology	134,686	113,103	129,157	121,355	149,063	
Municipal Court	308,947	301,785	325,886	314,634	334,476	
Streets/Storm Drains	3,436,881	2,495,782	4,723,148	1,432,973	5,642,721	843,320; Farm District Multiuse \$139,953K (restricted)
Animal Control	71,056	59,495	68,031	44,082	66,415	
Vector Control	133,619	134,891	128,535	128,238	143,913	
Engineering	120,932	111,812	125,692	125,301	133,654	
Parks	884,054	623,578	843,351	692,722	1,045,634	
Cemetery	18,700	18,353	18,700	14,000	21,400	
Building Services	267,169	238,578	305,162	290,579	373,303	
Planning	202,271	206,297	218,255	209,226	326,085	
Debt Service	268,687	265,800	283,573	283,573	285,269	
Total Expenditures	7,933,075	6,350,793	9,167,378	5,441,547	10,567,842	
Other Sources and Uses						
Contingency	(220,482)	-	(275,021)	-	(317,035)	
Other Sources and Uses	-	-	-	-	-	
Total Other Sources and (Uses)	(220,482)	-	(275,021)	-	(317,035)	
Net Change in Fund Balance	(862,301)	390,970	(1,737,070)	671,165	(1,440,523)	
Committed Use					943,320	
Restricted Use					139,953	
Current Shortfall (Covered by Unassigned Fund Balance)					(357,250)	
Beginning Fund Balance	3,127,062	3,808,618	4,219,244	4,219,244	4,890,409	
Ending Fund Balance	2,264,761	4,219,244	2,482,174	4,890,409	3,449,886	
Committed Fund Balance		3,174,349	1,442,851	3,130,604	2,187,284	water bond 575,000; streets gen 1,401,029, steets Jennys 180K; parks 31,255
Restricted Fund Balance		419,398	160,614	419,398	279,445	includes 78,076 RCT restricted balance next year's budget appropriation
Assigned Fund Balance		166,089	-	357,250	-	
Nonspendable Fund Balance		29,922	30,000	30,000	30,000	
Unassigned Fund Balance (8.3%)		429,488	433,791	398,528	468,679	
Excess over 8.3% - Committed to Streets at year-end per policy				554,629	484,478	
General Fund capital outlay			3,940,979	640,000	4,921,109	
Percentage of unassigned fund balance to expenditures (excluding capital outlay)			8.30%	8.30%	8.30%	
(A) Expenditures - capital outlay			5,226,399	4,801,547	5,646,733	
8.3% of A			433,791	398,528	468,679	
**Calcs for unassigned FB do not include contingency uses						

General Fund Revenues

17-18 Budget Template							
General Fund Revenue		2015-16	2015-16	2016-17	2016-17	2017-18	
		FY 2016	FY 2016	FY 2017	FY 2017	FY 2018	
Account Number	Account Title	Budget	Actual	Budget	Actual	Proposed	Comments
					Estimated	Budget	
100-310-100	Property Taxes	2,366,620	2,432,628	2,292,108	2,292,108	2,434,345	Proposed AV 4,306,240
100-310-200	Property Taxes-Delinquent	-	18,827	20,000	30,000	25,000	
100-320-100	Business License Fees	200,000	200,321	225,000	225,000	230,000	
100-320-110	Franchise Fees	1,160,250	1,232,804	1,240,000	1,240,000	1,240,000	
100-320-150	Liquor License Fees	31,000	30,750	32,000	32,000	31,000	
100-320-160	Gaming License Fees	100,000	120,221	105,000	120,000	120,000	
100-320-170	Licenses-Animal	5,000	5,231	5,000	5,000	5,500	Fees inc. to comparable w/County
100-320-180	Passport Fees	6,250	8,580	8,000	8,000	8,000	
100-320-200	Building and Civil Permit Fees	360,000	330,458	280,000	460,000	545,310	Inc. 80 Addt'l SFR's & Permit Fee COLA
100-320-210	Planning and Zoning Fees	45,000	31,400	30,000	30,000	30,000	This is a conservative estimate based on existing fee structure.
100-320-220	Public Works/Civil Fees	5,000	8,563	10,000	10,000	5,000	
100-320-221	PublicWorks/Civil Inspect Fees	5,000	4,284	-	500	10,000	
100-320-300	Other Fees (eg. Copies etc)	1,000	938	1,000	500	1,000	
100-330-310	Consolidated Tax (CTX)	144,895	148,249	151,622	151,622	155,860	
100-330-320	Motor Veh Fuel Tax (Gas Tax)	364,104	402,749	356,186	356,186	384,339	
100-330-325	RTC Shared Revenue	1,800,000	962,313	2,400,000	600,000	3,700,000	
100-330-400	County Parks Agreement	60,000	60,000	60,000	60,000	60,000	
100-330-425	COUNTY ROADS CONTRIBUTION	370,332	370,332	180,000	180,000	180,000	
100-330-450	ADMINISTRATION FEES	-	816	-	1,100	500	
100-350-100	Penalties/Fines Municipl Court	200,000	222,387	216,733	130,000	150,000	
100-350-120	Community Service Fee	-	779	-	90	100	
100-350-200	Muni Court Warrant Fees	-	-	-	-	-	
100-350-205	Muni Court Misc Fees	-	-	-	-	-	
100-360-100	Interest Earnings	3,000	18,102	5,000	10,000	10,000	
100-360-201	Interfund Overhead Rent	-	-	-	-	-	
100-360-202	Interfund Revenue" Bldg/Plan"	-	-	-	-	-	
100-360-600	Cemetery Burial/Cremation Fee	1,200	3,650	1,200	-	-	
100-360-601	Cemetery Plot Fees	-	-	-	-	-	
100-360-700	Park Facility Rental Fee	-	-	-	-	-	
100-360-725	Donations-Parks	-	-	-	-	-	
100-360-735	Donation-City Sponsored Events	-	500	-	1,825	2,000	Spooktacular donations
100-360-739	Donations - Pony Express	-	-	-	-	-	
100-360-900	Miscellaneous Revenue	10,000	22,573	12,000	15,000	15,000	
100-360-901	Credit Card Fee	40,430	39,817	40,000	41,000	41,000	
100-360-905	School RCT Admin Fee	-	-	-	-	-	
100-390-500	Transfers In	-	-	-	-	-	
100-392-100	Sale of Assets	-	-	-	7,695	-	
		7,279,081	6,677,273	7,670,849	6,007,626	9,383,954	
Parks Facilities Fund does not meet the true definition of a fund so it gets included in the General Fund.							
245-360-100	Interest Earnings	15	206	60	150	150	
245-360-700	Park Rental Fees	10,000	14,249	13,686	13,686	10,000	
245-360-710	Facility Rental Fees	150	805	684	1,000	1,000	
		10,165	15,260	14,430	14,836	11,150	
RCT Fund does not meet the true definition of a fund so it gets included in the General Fund.							
230-310-300	Residential Construction Tax	2,000	49,000	20,000	90,000	49,000	
230-360-100	Interest Earnings	10	230	50	250	250	
		2,010	49,230	20,050	90,250	49,250	
Total General Fund Revenues		7,291,256	6,741,763	7,705,329	6,112,712	9,444,354	

Revenue Sources

Property (Ad Valorem) Taxes:

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

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

The City of Fernley allowed Rate for FY 2017/18 is 0.6713 per \$100 of assessed value, an increase of .009 from the prior year.

The following table shows a hypothetical FY 2017/2018 tax bill for the owner of a \$100,000 home within the City.

Local Government Taxing Unit	Levy	Tax
State	0.1700	59.50
School District	1.3367	467.85
Lyon County	0.9287	325.05
City of Fernley	0.6713	234.96
Fernley Swimming Pool District	0.2000	70.00
North Lyon Fire Protection District	0.3019	105.665
Total	3.6086	1,263.03

Licenses and Permits:

Business Licenses: Effective January 1, 2017, the City of Fernley implemented a new fee schedule for Business Licenses, which includes collection based upon gross receipts.

Franchise Fees: The City will begin review of franchise fees within the City to determine if an increase is needed.

County Gaming License: NRS 463 relates to licensing of gaming activity in Nevada. Lyon County is authorized to issue gaming licenses per NRS 463. Per NRS 463.323, Lyon County pays the City 75% of the revenue from gaming licenses collected from businesses within the boundaries of the incorporated City. The City estimates that the City’s share of the County license will be approximately \$120,000 in FY 2017/18 based on the trend of amounts received from this revenue source in prior years.

Building Permits and Fees: Upon incorporation, the City of Fernley instituted building permit and related fees. The City anticipates revenues of approximately \$553,450 from building permit fees during FY 17/18.

Planning and Zoning Fees: The City imposes certain planning and zoning fees. The City anticipates revenues of \$30,000 from planning and zoning application fees for FY 17/18.

Intergovernmental Revenues:

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

Consolidated Tax is distributed to Lyon County, incorporated cities, and other districts in Lyon County pursuant to a statutory formula described in NRS 360.600 through 360.740. The estimated FY 17/18 and prior year’s distribution of consolidated tax in Lyon County is shown in the following table:

Fiscal Year	County C-Tax Revenue
2008	16,165,066
2009	15,858,014
2010	14,776,985
2011	13,157,132
2012	12,231,335
2013	12,696,590
2014	12,615,485
2015	13,722,421
2016	14,469,457
2017	14,867,641

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

Fiscal Year	City C-Tax Revenue
2008	197,000
2009	202,000
2010	170,000
2011	130,000
2012	131,000
2013	133,000
2014	136,000
2015	143,000
2016	145,000
2017	151,000
2018	155,000

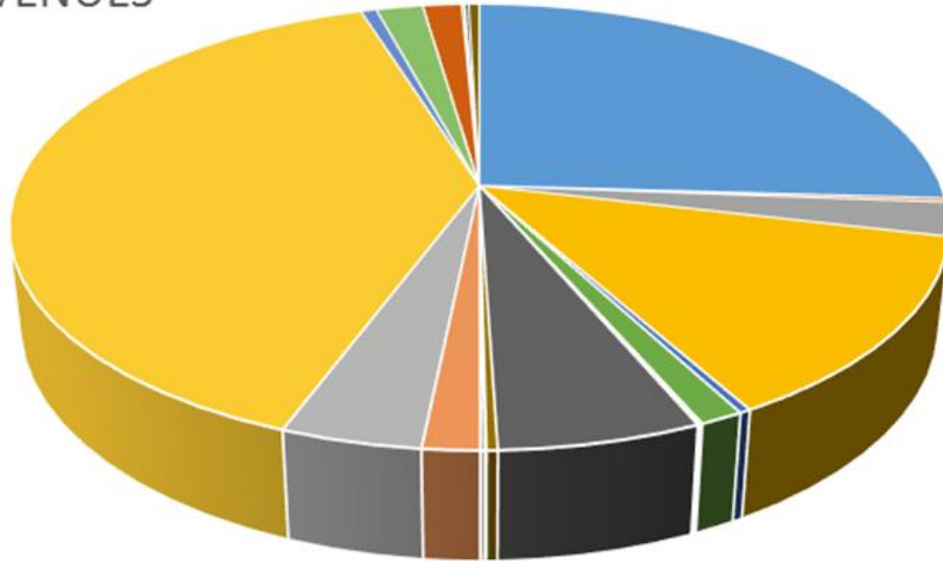
Motor Vehicle Fuel Taxes (Gas Taxes): The City of Fernley receives an allocation of certain taxes levied on sales of motor fuel. The State of Nevada administers the collection and distribution of proceeds to counties in the State. Lyon County disburses the City's portion of gas taxes to the City monthly. In addition to gas tax directly disbursed to the City, the City is entitled to a portion of gas tax distributed to the Lyon County Regional Transportation Commission (RTC), a statutory board established to account for a specific tax on sales of motor fuel. These funds are restricted for use in maintenance or capital projects relating to City streets. Projected revenues, excluding RTC revenues, for FY 2017/18 are \$384,339.

Road Ad Valorem Tax: Pursuant to NRS 403 and NRS 266, the City of Fernley is entitled to a portion of the ad valorem tax collected in the Lyon County road fund based on relative assessed value. Prior to FY 2003/04, Lyon County stopped the levy in the road fund and levied the tax in the County general fund instead. This eliminated the legal requirement to share the revenue with the City. Lyon County decided to provide an amount to the City in lieu of the lost revenue since the City assumed the expenses previously associated with this revenue. In the County's FY 2016/17 budget, the County Commissioners provided \$180,000 to the City of Fernley. For FY 2017/18, the City anticipates the same amount will be provided to the City of Fernley.

Parks Agreement: Lyon County has a policy to provide funding to Cities and other districts in the County for parks. In FY 2016/17, the City received \$60,000 from Lyon County for parks. The City anticipates the same amount from Lyon County for FY 2017/18.

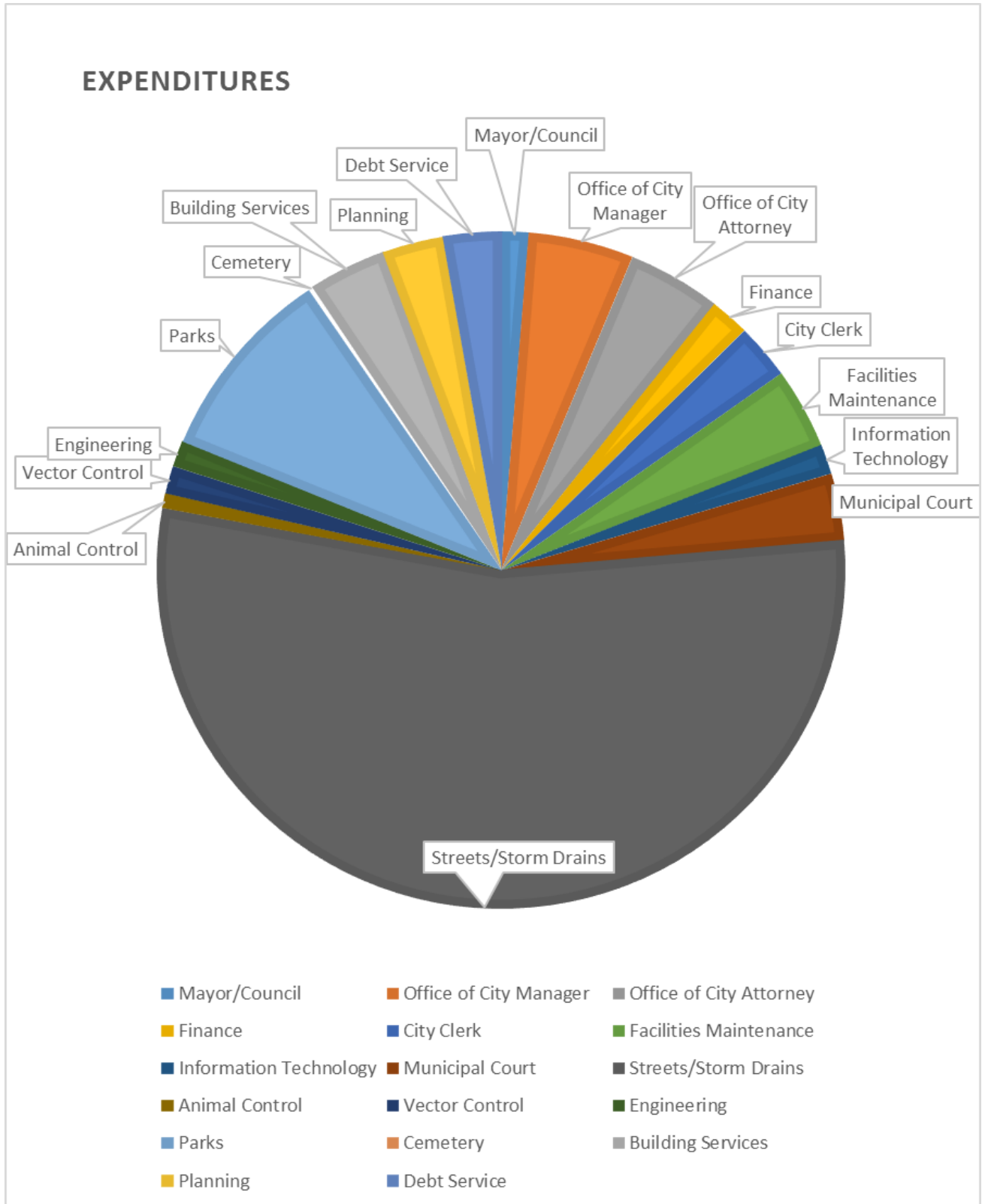
Municipal Court Fines and Forfeitures: The City of Fernley operates a municipal court and receives fines, forfeitures, and other fees from cases adjudicated in the court. The revenues expected for FY 2017/18 is \$150,000.

REVENUES



- | | |
|----------------------------------|----------------------------------|
| ■ Property Taxes | ■ Property Taxes-Delinquent |
| ■ Business License Fees | ■ Franchise Fees |
| ■ Liquor License Fees | ■ Gaming License Fees |
| ■ Licenses-Animal | ■ Passport Fees |
| ■ Building and Civil Permit Fees | ■ Planning and Zoning Fees |
| ■ Public Works/Civil Fees | ■ PublicWorks/Civil Inspect Fees |
| ■ Other Fees (eg. Copies etc) | ■ Consolidated Tax (CTX) |
| ■ Motor Veh Fuel Tax (Gas Tax) | ■ RTC Shared Revenue |
| ■ County Parks Agreement | ■ COUNTY ROADS CONTRIBUTION |
| ■ ADMINISTRATION FEES | ■ Penalties/Fines Municipl Court |
| ■ Community Service Fee | ■ Muni Court Warrant Fees |
| ■ Muni Court Misc Fees | ■ Interest Earnings |
| ■ Interfund Overhead Rent | ■ Interfund Revenue" Bldg/Plan" |
| ■ Cemetery Burial/Cremation Fee | ■ Cemetery Plot Fees |
| ■ Park Facility Rental Fee | ■ Donations-Parks |
| ■ Donation-City Sponsored Events | ■ Doantions - Pony Express |
| ■ Miscellaneous Revenue | ■ Credit Card Fee |
| ■ School RCT Admin Fee | ■ Transfers In |
| ■ Sale of Assets | |

General Fund Expenditures



Section III: Department Budgets

City Council

The general powers of the City Council are described in Nevada Revised Statutes (NRS), chapter 266.260-460. There are five members of the City Council 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.

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

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

Changes for the Council budget for FY 17/18 include \$5,000 for coordination with Lyon County Human Services to work toward establishing a resource specifically regarding hardships for water bills. An additional \$1,000 was included for community workshops.

A salary increase was included as required by the Fernley Municipal Code for Council based upon a 1% Consumer Price Index (CPI), as well as an increase for the Mayor as approved by Ordinance 2016-015, which states “Effective July 1, 2017, the Mayor’s salary will be increased to two times the salary of the member of the City Council.”

Expenses

Mayor Council		2015-16	2015-16	2016-17	2016-17	2017-18	
		FY 2016	FY 2016	FY 2017	FY 2017	FY 2018	
Account Number	Account Title	Budget	Actual	Budget	Actual Estimated	Proposed Budget	Comments
100-412-100	Regular Pay	74,101	55,096	77,065	66,788	83,381	Salary increase is based on an estimated 1% CIP increase
100-412-200	FICA	2,418	1,581	2,515	1,781	2,954	
100-412-210	Medicare	1,074	793	1,117	969	1,209	
100-412-220	Unemployment	-	-	-	-	-	
100-412-230	Retirement (PERS)	9,916	9,284	10,312	10,657	13,460	
100-412-240	Group Insurance	-	-	-	19	-	
100-412-250	Workers Compensation Insurance	3,046	2,139	3,006	2,550	3,252	
100-412-260	Other Benefits	-	306	-	-	-	
	Total Salaries and Benefits	90,555	69,199	94,015	82,765	104,256	
100-412-322	Prof Serv-Other	500	32	500	-		
100-412-550	Printing and Postage	250	8	250	624	500	
100-412-580	Training	500	519	400	665	1,000	Nevada League of Cities
100-412-581	Dues and Memberships	19,028	18,278	19,028	19,028	20,000	NLC; EDAWN; WNDD; NNDA
100-412-582	Travel	2,500	105	1,000	1,338	1,000	
100-412-586	Employee Recognition	2,500	2,460	1,500	1,081	2,500	T-shirts; awards
100-412-600	General Supplies	1,000	569	500	378	500	
100-412-605	Minor Equipment	1,100	-	-	671	1,000	
100-412-610	Fee Waivers	600	-	-	-		
100-412-626	Gasoline	-	204	500	197	500	
100-412-650	Community Support	15,248	11,071	11,248	12,000	13,500	9/11 1500; Spooktacular 4,000; City Watch 2,000; Human Services 5,000; 1,000 Community Events
		133,781	102,444	128,941	118,747	144,756	

City Manager

Mission Statement

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

Legal Requirements

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

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

Primary Responsibilities

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

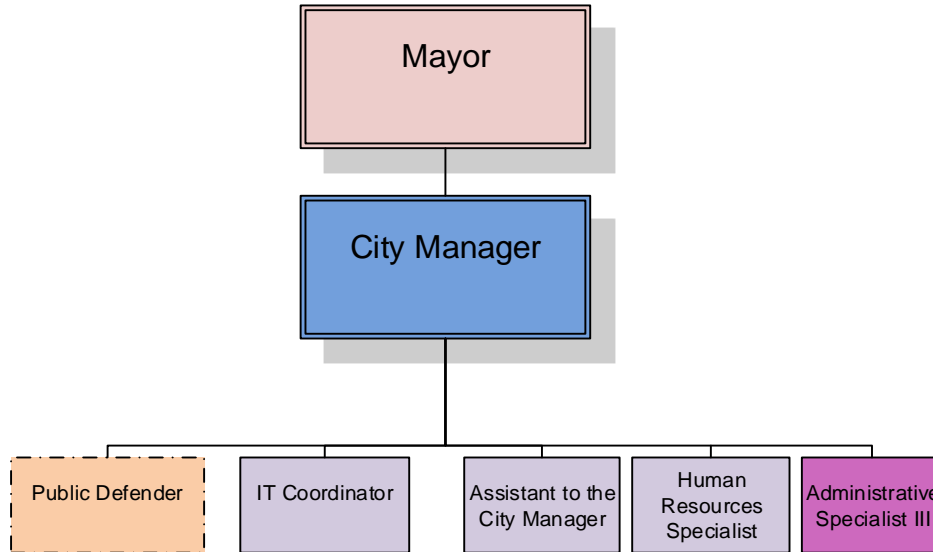
Overall change in level of service

The City Managers budget includes a reduction of \$7,105 from FY16/17.

Change in number of positions from prior FY to requested FY

No changes are proposed for this fiscal year.

Organizational Chart



Goals and Objectives

Strategic Goal: To promote citizen engagement and build strong alliances with other government entities, private sector partners, and community members				
Goal 1: Action Plan Implemented for City's Strategic Plan				
Objective 1	Strategic Goals reviewed			
	Task 1	Meet with Department Heads		
	Task 2	Determine how Strategic Goals tie to Department Goals		
Objective 2	Establish performance measures for goals			
	Task 1	Assign individuals responsible		
	Task 2	Establish benchmarks		
	Task 3	Identify needed resources		
Objective 3	Present Action Plan to Council			
	Task 1	Prepare staff report		
	Task 2	Obtain input		
	Task 3	Complete Plan		
Performance Measure: Complete action plan by January 1, 2018				
	Quarter 1	Quarter 2	Quarter 3	Quarter 4
% Plan complete				
Strategic Goal: The City of Fernley, as an employer, must strive to create and maintain a successful and efficient work environment				
Goal 2: Instill a culture of excellence and continuous improvement in the City workforce				
Objective 1	Provide leadership training across the City			
	Task 1	Establish training plan for Senior Staff		
	Task 2	Establish training plan for Middle Management		
	Task 3	Establish training plan for line staff		
Objective 2	Develop succession plans			
	Task 1	Identify areas of need		
	Task 2	Identify team for plan development		
	Task 3	Gather information for completion of plan		

Expenses

17-18 Budget Template							
City Manager		2015-16	2015-16	2016-17	2016-17	2017-18	
		FY 2016	FY 2016	FY 2017	FY 2017	FY 2018	
Account Number	Account Title	Budget	Actual	Budget	Actual Estimated	Proposed Budget	Comments
100-413-100	Regular Pay	263,548	245,339	246,750	244,686	258,457	
100-413-130	Overtime Pay	2,000	758	2,000	1,130	1,000	
100-413-140	Annual Leave Pay	2,000	4,266	2,000	7,081	2,861	
100-413-150	Sick Leave Pay	-	2,034	-	3,170	-	
100-413-160	Holiday Pay	-	4,154	-	3,519	-	
100-413-199	Salaries-Misc	-	-	5,000	5,000	-	Bonus Removed
100-413-200	FICA	-	-	-	-	-	
100-413-210	Medicare	3,879	3,572	3,636	3,700	3,804	
100-413-220	Unemployment	2,277	2,804	2,277	383	2,277	
100-413-230	Retirement (PERS)	73,040	60,236	69,707	63,842	73,014	
100-413-240	Group Insurance	53,625	32,192	36,765	34,368	39,978	
100-413-250	Workers Compensation Insurance	10,914	6,651	9,701	2,662	10,119	
100-413-260	Other Benefits	-	3,164	-	2,400	-	
	Total Salaries and Benefits	411,283	365,170	377,836	371,941	391,511	
100-413-312	Prof Serv- Outside Counsel (Frmly CTAX)	100,000	23,711	10,000	2,500	2,000	
100-413-315	Prof Serv-Personnel	10,000	13,225	20,000	10,000	20,000	660 (COBRA)
100-413-322	Prof Serv-Other	102,500	93,737	132,500	94,212	112,000	\$60k public defender, \$24 lobbyist, \$28k redevelopment
100-413-342	Tech Services-Other	1,000	-	3,000	-	3,000	
100-413-348	Tech Service-Comm on Ethics	3,500	3,696	3,750	4,901	3,750	
100-413-540	Advertising	2,000	-	-	-	2,000	recruitment; general City ads
100-413-550	Printing and Postage	11,000	638	2,000	500	2,000	
100-413-580	Training	3,500	3,352	2,000	5,835	5,000	ICMA Annual Conference
100-413-581	Dues and Memberships	1,500	1,439	2,000	2,000	2,000	200 (SHRM); ICMA CM-ACM
100-413-582	Travel	-	105	-	-	-	
100-413-600	General Supplies	3,000	1,836	3,000	3,000	3,000	400 (EE folders, labels)
100-413-605	Minor Equipment	1,500	613	500	5,835	1,000	
100-413-626	Gasoline	500	126	500	100	500	
100-413-640	Books and Periodicals	-	-	350	521	1,000	Staff leadership
100-413-699	Svc & Supplies-Misc	-	19	-	-	-	
		651,283	507,666	557,436	501,344	548,761	

Information Technology

Mission:

Information Technology mission is to serve the information and technology needs of the City of Fernley, including citizens and employees. We will evaluate, integrate and support innovative technologies to help internal and external customers achieve their goals, while effectively maximizing return on resources and providing cost effective methods for citizens, businesses, vendors and others to easily access information and conduct business within the City.

Information Technology is responsible for enterprise-wide communication and all technical services. Further, IT is responsible for maintaining all computer, network, and application systems, along with communication functions for the City of Fernley.

Expenses

17-18 Budget Template							
IT		2015-16	2015-16	2016-17	2016-17	2017-18	
		FY 2016	FY 2016	FY 2017	FY 2017	FY 2018	
Account Number	Account Title	Budget	Actual	Budget	Actual Estimated	Proposed Budget	Comments
100-418-100	Regular Pay	53,477	51,337	53,643	51,465	54,630	
100-418-130	Overtime Pay	500	184	500	23	500	
100-418-140	Annual Leave Pay	-	5,393	-	3,937	-	
100-418-150	Sick Leave Pay	-	2,346	-	4,753	-	
100-418-160	Holiday Pay	-	2,817	-	2,270	-	
100-418-210	Medicare	783	845	785	858	799	
100-418-220	Unemployment	584	501	584	-	584	
100-418-230	Retirement (PERS)	15,107	8,838	15,154	9,052	15,433	
100-418-240	Group Insurance	13,750	13,451	14,138	14,161	15,510	
100-418-250	Workers Compensation Insurance	2,218	1,480	2,112	467	2,150	
100-418-260	Other Benefits	-	285	-	-		
	Total Salaries and Benefits	86,419	87,475	86,916	86,986	89,607	
100-418-342	Tech Services-Other	81,272	78,202	79,268	80,000	104,300	Updated 1/18/17 to reflect additional increase for web site refresh.
100-418-530	Communications (Internet,Cell)	-	908	704	650	900	
100-418-580	Training	3,000	1,056	3,000	-	3,000	CBT Nugget (Online IT Training), Microsoft MSDN Subscription
100-418-600	General Supplies	1,000	1,407	1,500	950	1,500	
100-418-605	Minor Equipment	1,000	124	8,000	3,000	8,000	
100-418-626	Gasoline	-	46	-	-		
100-418-699	Svc & Supplies-Misc	-	0	-	-		
100-418-700	Shared Costs	(85,505)	(61,203)	(80,231)	(80,231)	(88,244)	
100-418-730	Improve other than Buildings	47,500	5,088	30,000	30,000	30,000	
		134,686	113,103	129,157	121,355	149,063	

*See full description of Tech Services – Other below:

Function	Description	Cost
ESRI ARC GIS Licensing		2,100
Caselle Clarity	Caselle Clarity is the current financial accounting and ERP system software. The amount requested covers maintenance, updates and phone support and incident response. Caselle has recently changed billing cycles from quarterly to annually	30,000
Civic Plus	Current hosting provider for www.cityoffernley.org that contains website and CMS (Content Management System). Civicplus fees cover bandwidth from the site, content management (document center, agenda center, audio files, video files) modules relating to different city functions, data management, content retention, DNS and MX records, 24/7 support and almost 99% uptime assurance	9,900 + 25,000
Shoretel	Shoretel Maintenance, provided through Pacific States Communication, covers all hardware/software and phones. 3 hours help desk free of charge and online support. Hardware/software and phone support include no cost replacement in case of equipment failure (T-1 switch, phone switches, desktop phones), no cost to upgrade to future software releases.	9,600
Barracuda Backup Service		2,500
IQ Corporation	In the past, we have retained IQ Corporation for technical services to assist in issues and emergencies that would exceed current staff abilities, staff absence, engineering and consultation. Although IQ Corporation no longer requires retainers in the amount requested, funds have been allocated in case any issues arise	2,500
Symantec End Point Security	Symantec End Point Security provides client and server protection against viruses, malware and other known threats. This protection covers client machines, servers and email.	2,200
Symantec (formerly Veritas) SSL certificate	SSL certificate provides the HTTPS (Secure Socket Layer) protection when accessing the outlook Web Access and Remote Desktop functions of the City's servers. Currently the Outlook Web Access is currently available to users.	500
Microsoft Office 365	Includes email system, Office 2013, One Drive and maintenance of email system	20,000
Tech Services Total		104,300

Information below is included in shared costs and includes all communications and associated items. This includes POTS (Plain Old Telephone Service) Data connections, Fax lines, City issued cell phones and administrative functions provided by third party vendors. Yearly costs include a +10% of YTD total.

GL Number	Detail	Amount
100-417-530	Communications (Internet, Cell)	87,000
100-418-530	Communications (Internet, Cell)	900
510-810-530	Communications (Phones, Aircard for laptop, internet for cottonwood shop)	3,000
510-840-530	Communications (3 phones for operators, Aircard for laptop, internet for water treatment plant)	13,500
520-810-530	Communications (3 phones, Aircard for laptop, satellite internet for EWWTP)	6,000
Total		110,400

City Attorney

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 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:

There are no legal requirements the City Attorney must fulfill (instead we strive to ensure legal compliance in other departments). However, the primary duties of the City Attorney are laid out in NRS Chapter 266: NRS 266.470 Duties. The city attorney shall be the legal advisor of the City Council and all officers of the City in all matters respecting the affairs of the City and shall perform such duties 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 violations of the Nevada Revised Statutes (NRS) and the Fernley Municipal Code.

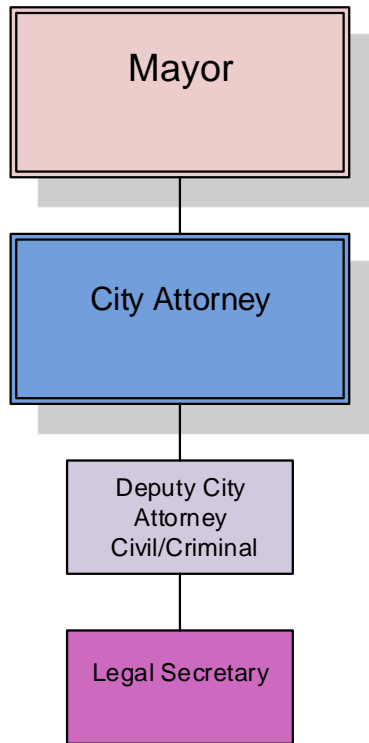
Overall change in level of services:

\$10,000 was added to outside legal services to include funding for an attorney to help with the Redevelopment District Planning Area.

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

None

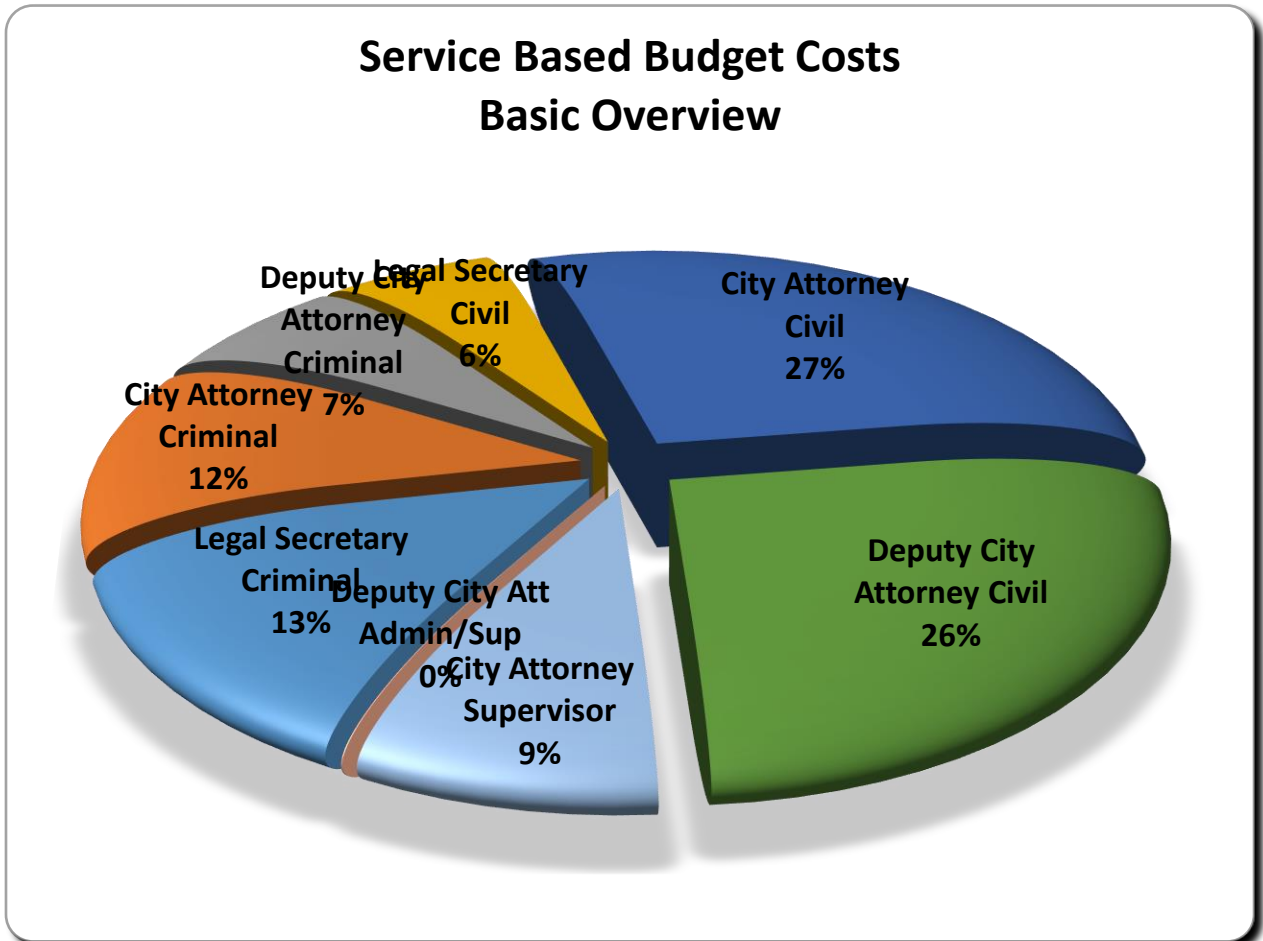
Organizational Chart



Goals, Objectives, and Work Plan

Strategic Goal: The City of Fernley, as an employer, must strive to create and maintain a successful and efficient work environment				
Goal 1 Professional and Legal Municipality				
Objective 1	Review municipal action for legal compliance			
	Task 1	Provide legal review on all staff reports (roughly 10 per month is 120 per year)		
	Task 2	Provide legal opinions on submitted requests (as well as impromptu requests)		
	Task 3	Meet weekly with department heads to brainstorm legal issues in their department		
Objective 2	Provide training to raise legal awareness			
	Task 1	CAO staff to attend training to attempt to ensure they are up to date on changes in the law in both criminal and municipal civil law		
	Task 2	Training with the executive and legislative branches of the City to include basic as well as complex municipal government law		
	Task 3	Encouraging staff and assisting staff on becoming experts in the laws, policies, and contracts that affect their department		
Performance Measure: Return legal review on 85% of agenda reports within the agenda process deadline				
	Quarter 1	Quarter 2	Quarter 3	Quarter 4
% completed				
Strategic Goal: Interact and engage with the community's citizens, business community, and visitors in ways that are Polite, Professional, and Performed consistent with the Strategic Plan				
Goal 2: Public Safety				
Objective 1	Diligently prosecute criminal cases			
	Task 1	Open/manage 700+ criminal files submitted to City Attorney's Office and Municipal Court		
	Task 2	Assist witnesses and especially victims in court preparation and obtaining resources		
	Task 3	Prepare for trials and negotiations at pretrial		
Strategic Goal: To promote citizen engagement and build strong alliances with other government agencies, private sector partners, and community members.				
Goal 3: Excellent communication, teamwork, and skill base				
Objective 1	Teamwork			
	Task 1	Meet regularly with staff to communicate/brainstorm cases, civil projects, etc.		
	Task 2	Continue to develop policies and procedures for the organization of the criminal cases		
	Task 3	Create an excel spreadsheet of the existing civil files (and other potential names they could be called) to ensure a more organized civil component and avoid duplicate research and provide institutional knowledge of past events on the same issues.		
	Task 4	Meet regularly with and work cooperatively with other governmental agencies and City of Fernley departments. <ul style="list-style-type: none"> • Meet with the District Attorney regarding joint criminal case issues • Meet weekly with the Public Defender to communicate offers to achieve judicial efficiency • Develop policies with Municipal Court to ensure Judicial Efficiency and manageable weekly criminal caseloads. 		
	Task 5	Send bi-weekly emails to the council on the priorities of the City Attorney's Office		
Objective 2	Supervising: Strive to constantly improve staff knowledge/competency through training and experience			
	Task 1	Meet with staff and survey their opinions on what tools and training they need to do their jobs		
	Task 2	Provide training and mentoring		
	Task 3	Review, test, and train to improve internal staff's knowledge on the various aspects, tasks, and duties of each position: The Attorney's office in general; and the City in general		

Asset Type	Amount
Legal Secretary Criminal	32,900
City Attorney Criminal	28,410
Deputy City Attorney Criminal	16,000
Legal Secretary Civil	14,100
City Attorney Civil	66,290
Deputy City Attorney Civil	64,000
City Attorney Supervisor	23,300
Deputy City Att Admin/Sup	100



Expenses

17-18 Budget Template							
City Attorney		2015-16	2015-16	2016-17	2016-17	2017-18	
		FY 2016	FY 2016	FY 2017	FY 2017	FY 2018	
Account Number	Account Title	Budget	Actual	Budget	Actual Estimated	Proposed Budget	Comments
100-414-100	Regular Pay	240,573	222,454	252,166	251,552	248,603	
100-414-130	Overtime Pay	1,500	774	500	506	500	
100-414-140	Annual Leave Pay	-	4,812	-	54	2,401	
100-414-150	Sick Leave Pay	-	286	-	540	-	
100-414-160	Holiday Pay	-	2,917	-	2,158	-	
100-414-200	FICA	-	635	-	476	-	
100-414-210	Medicare	3,510	3,213	3,664	3,549	3,647	
100-414-220	Unemployment	1,751	14,648	1,751	4,690	1,751	
100-414-230	Retirement (PERS)	67,962	60,109	71,237	69,042	70,230	
100-414-240	Group Insurance	41,250	25,113	33,551	33,994	42,884	
100-414-250	Workers Compensation Insurance	9,949	5,579	9,854	1,958	9,715	
100-414-260	Other Benefits	-	1,237	-	-	-	
	Total Salaries and Benefits	366,495	341,777	372,723	368,518	379,731	
100-414-300	Prof Serv-City Attorney	-	400	-	-		
100-414-310	Prof Serv-Legal	30,000	36,882	30,000	24,150	40,000	Outside Counsel See footnote
100-414-322	Prof Serv-Other	30,500	2,746	25,500	10,700	25,500	Pool Pact Deductible See footnote
100-414-330	Prof Serv-Recording Secretary	-	(2)	-	-		
100-414-420	Contract Services	-	-	-	-		
100-414-520	Insurance	-	8,125	-	-		
100-414-550	Printing and Postage	500	329	500	775	650	
100-414-580	Training	3,000	2,099	6,000	4,600	6,000	CLEs
100-414-581	Dues and Memberships	1,000	1,100	2,000	975		
100-414-600	General Supplies	3,000	3,669	4,000	4,415	4,000	Criminal, civil files; supplies
100-414-605	Minor Equipment	3,600	1,488	3,600	3,623	3,600	New filing cabinets, basic ofc equip
100-414-612	Building Maintenance Supplies	-	189	1,000	400	1,000	
100-414-640	Books and Periodicals	4,000	4,628	4,000	2,794	4,000	Westlaw; NRS updates
100-414-699	Svc & Supplies-Misc	-	-	-	-		
100-414-730	Improve other than Buildings	-	-	-	-		
		442,095	403,430	449,323	420,950	464,481	

Below is a description of the expenses proposed for the City Attorney’s Office.

Outside Counsel	\$40,000 – This covers any outside legal needed for specialty areas of law (such as redevelopment); conflicts for the office and the City Attorney’ and other matters that require special legal attention.
Pool Pact Deductible	\$25,500 - This line item includes Pool Pact deductibles (creased by averaging past coverage). It also includes \$5,000 to contract a civil legal secretary in time of need. Currently, the City Attorney does all the civil secretary work but for filing. The criminal caseload currently demands the exclusive attention of the current position of legal secretary.
CLEs	\$6,000 - Every year, to keep their license, each attorney is required to take Continuing Legal Education Credits. These include 12 general credits as well as a substance abuse and other requirements. They average around \$150 per credit.
Criminal, Civil Files, Supplies	\$4,000 - The cost of criminal files, civil files, basic supplies
WestLaw, NRS updates	\$4,000 – This item includes our online research engine known as Westlaw. It also includes the cost of updating our NRS binders, etc.

Finance

Mission Statement:

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

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:

The City's Finance Department consists of three employees who oversee the following:

- Financial Reporting and Analysis
- Cash Management
- Budget, Forecast and Monitoring
- Audit
- General Accounting
- Accounts Payable
- Payroll
- Debt Management
- Investment Management
- Internal Controls
- Document Management
- All financial compliance related issues
- Various administrative tasks, communications, and correspondence.

Priorities for the finance department in the fiscal year:

- Fraud Risk Management Program
- Electronic Time Reporting

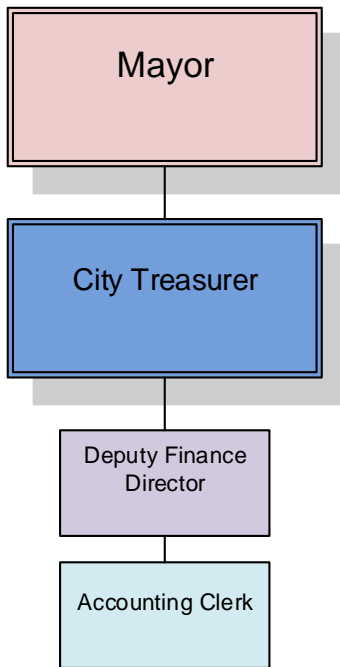
Overall Change in Service Levels:

None requested. See below.

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

None requested. However, the Finance Department is interested in an intern to assist Finance staff with several projects.

Organizational Chart



Goals and Objectives

Strategic Goal: The City of Fernley must strive to maintain and improve overall fiscal integrity, stability, and equality of the City's financial planning.		
Goal 1	Implementation of Fraud Risk Management Program	
Objective 1	Fraud Risk Management Program	
	Task 1	Annual Fraud Risk Program Awareness training
	Task 2	Fraud Risk Assessment
	Task 3	Implementation of whistleblower hotline
	Task 4	Written fraud policy
	Task 5	Training
Strategic Goal: The City of Fernley must strive to maintain and improve overall fiscal integrity, stability, and equality of the City's financial planning.		
Goal 2: Implementation of Technology updates such as electronic time reporting and project management		
Objective 1	Accurately report salary and benefit costs in the appropriate funds	
	Task 1	Coordinate with Caselle for set up
	Task 2	Coordinate with department heads regarding tasks and activities
	Task 3	Train City staff
Objective 2	Save payroll processing time	
	Task 1	Coordinate with Caselle for proper setup from the beginning
	Task 2	Proper training of department heads and then staff
	Task 3	Receive training from Caselle
	Task 4	Train City staff
Objective 3	To have access to real time capital project data and reports	
	Task 1	Consider and decide upon project sequences
	Task 2	Coordinate with staff regarding project numbers
	Task 3	Coordinate with staff regarding projects to be tracked
	Task 4	Set up codes and projects within the system
	Task 5	Enter beginning balances
	Task 6	Test reports for accuracy
Performance Measure: Use of Electronic payroll vs. manual payroll to gain an understanding of the efficiency and effectiveness of this system, and the cost-savings		
	Manual – Time/Cost	Electronic – Time/Cost
Quarter 1		
Quarter 2		
Quarter 3		
Quarter 4		
Total		

Expenses

17-18 Budget Template							
Finance		2015-16	2015-16	2016-17	2016-17	2017-18	
		FY 2016	FY 2016	FY 2017	FY 2017	FY 2018	
Account Number	Account Title	Budget	Actual	Budget	Actual Estimated	Proposed Budget	Comments
100-415-100	Regular Pay	64,640	70,861	70,765	72,993	71,191	
100-415-130	Overtime Pay	1,000	-	1,000	-	1,000	
100-415-140	Annual Leave Pay	-	575	-	1,479	-	
100-415-150	Sick Leave Pay	-	170	-	148	-	
100-415-160	Holiday Pay	-	668	-	594	-	
100-415-210	Medicare	952	1,039	1,041	1,100	1,047	
100-415-220	Unemployment	525	461	543	43	543	
100-415-230	Retirement (PERS)	18,261	12,820	19,991	13,499	20,111	
100-415-240	Group Insurance	3,600	3,449	6,519	4,432	7,396	
100-415-250	Workers Compensation Insurance	2,698	1,302	2,799	423	2,815	
100-415-260	Other Benefits	-	1,114	-	720		
	Total Salaries and Benefits	91,676	92,460	102,658	95,431	104,103	
100-415-322	Prof Serv-Other	6,500	5,980	6,000	6,000	8,300	bond, lock box, actuary, doc destruction, armored services, fraud hotline
100-415-328	Prof Serv-Auditing	11,975	11,625	14,863	11,975	17,245	allocation increased due to PY increased costs
100-415-550	Printing and Postage	1,500	2,946	1,500	1,750	1,750	
100-415-580	Training	1,500	603	1,500	1,500	2,500	includes certification costs for CPFO & CGFM
100-415-581	Dues and Memberships	500	128	500	500	500	
100-415-582	Travel	1,500	-	1,500	1,221	1,500	
100-415-600	General Supplies	2,000	1,419	1,500	1,500	1,500	
100-415-605	Minor Equipment	1,500	-	1,500	-	-	
100-415-610	Credit Card Fees	48,000	56,483	50,000	61,000	61,000	
100-415-611	Late Fees	50	62	65	400	250	
100-415-615	Cash Over/Short	50	36	50	(75)	-	
100-415-640	Books and Periodicals	500	702	500	-	500	
100-415-699	Svc & Supplies-Misc	-	104	-	211	-	
		167,251	172,547	182,136	181,413	199,148	
100-415-900	Contingency	220,482	-	275,021	-	317,035	
		387,733	172,547	457,157	181,413	516,184	

Debt Service

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

The cost associated with debt service is made up of principal and interest payments for the Governmental Refunding Purchase Agreement used to refinance the original debt. For fiscal year 2018, principal payments will be \$301,000 and interest will be \$67,366. Since the City Hall building is shared with the Water and Sewer utilities, a portion of these costs are allocated to the Water and Sewer Enterprise funds through the shared cost line item.

The remaining balance on the refunding is \$2,680,000 with a maturity date of December 2025.

Debt Service		2015-16	2015-16	2016-17	2016-17	2017-18
		FY 2016	FY 2016	FY 2017	FY 2017	FY 2018
Account Number	Account Title	Budget	Actual	Budget	Actual Estimated	Proposed Budget
100-625-700	Shared Costs	(98,638)	(101,525)	(83,862)	(83,862)	(83,097)
100-625-860	Interest Expenditure	81,325	81,325	74,435	74,435	67,366
100-625-861	Principal Payment	286,000	286,000	293,000	293,000	301,000
		268,687	265,800	283,573	283,573	285,269

City Clerk

Mission Statement:

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

Legal Requirements:

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

Primary Responsibilities:

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

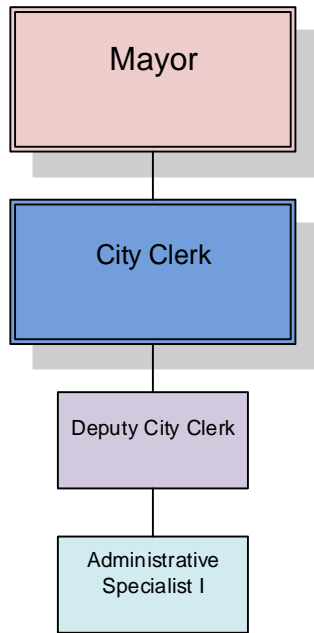
Overall Change in Level of Service:

None

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

No requested changes.

Organizational Chart



Goals and Objectives:

Strategic Goal: To promote citizen engagement and build strong alliances with other government entities, private sector partners, and community members						
Goal 1	City business conducted in compliance with NRS and Open Meeting Law					
Objective 1	Countersign contracts, keep the corporate seal and records of the City					
	Task 1	Pursuant to NRS 266.480(4), countersign all contracts made in behalf of the City				
	Task 2	Establish and maintain a comprehensive electronic imaging, records and information management program based on department policies and schedules.				
	Task 3	Pursuant to NRS 239.051 establish records destruction procedure, work with each department to ensure program compliance				
Objective 2	City business conducted in compliance with NRS and open meeting law					
	Task 1	Add items to agenda in compliance with the agenda process				
	Task 2	Post agendas no later than 9 am, 3 days prior to the day of the meeting, excluding The weekends and holidays in accordance with the agenda process				
	Task 3	Post agenda on the City and State websites, mail, fax, or email a copy of agenda to anyone who has an item on the agenda; enter agenda items into an API database for record retention				
Objective 3	Process City Council agenda supporting documents in accordance with the Open Meeting Law and agenda process					
	Task 1	Print staff reports from posted agenda, assemble binders of agenda and supporting documents as requested by Mayor and City Council				
	Task 2	Post on City website and ensure adequate numbers of copies are available to the public prior to the meeting				
	Task 3	Improve productivity through technology and training opportunities				
Strategic Goal: The City of Fernley must strive to maintain and improve overall fiscal integrity, stability, and equality of the City's Financial Planning						
Goal 1	Provide a basis to regulate entities which do business in Fernley, collect fees sufficient to cover the costs of any impact of such business upon Fernley.					
Objective 1	Assist applicants in obtaining the proper licensing for conducting business in the City within the ordinance and State and Federal regulations.					
	Task 1	Review applications for completion of all forms, applicable inspector's signatures, and payment of fees				
	Task 2	Mail the approved license to the applicant in a timely manner				
	Task 3	Notify all businesses of annual renewal requirements and/or payment delinquency				
Objective 2	Assist applicants with the proper procedure to obtain a license for an establishment serving alcohol					
	Task 1	Review application for completion of ensuring all required information is included				
	Task 2	Work with Lyon County to ensure federal, state, and local background investigation is complete				
	Task 3	Notify establishment of annual renewal requirements				
Performance Measure: Amount of business license revenue collected and # of businesses						
	FY 15/16	FY16/17	FY17/18	FY17/18	FY 17/18	FY 17/18
	Actual	Projected	Projected	Actual		
	220,321	225,000	230,000			
			Quarter 1	Quarter 2	Quarter 3	Quarter 4
# of active businesses						

Expenses

17-18 Budget Template							
Clerk		2015-16	2015-16	2016-17	2016-17	2017-18	
		FY 2016	FY 2016	FY 2017	FY 2017	FY 2018	
Account Number	Account Title	Budget	Actual	Budget	Actual Estimated	Proposed Budget	Comments
100-416-100	Regular Pay	148,627	139,347	150,779	142,597	153,385	
100-416-130	Overtime Pay	1,000	782	1,000	52	1,000	
100-416-140	Annual Leave Pay	1,310	4,512	1,310	5,095	1,389	
100-416-150	Sick Leave Pay	-	2,879	-	3,401	-	
100-416-160	Holiday Pay	-	3,556	-	2,952	-	
100-416-200	FICA	-	-	-	-	-	
100-416-210	Medicare	2,189	2,042	2,220	2,103	2,259	
100-416-220	Unemployment	1,751	1,606	1,751	671	1,751	
100-416-230	Retirement (PERS)	41,987	41,022	42,595	42,810	43,331	
100-416-240	Group Insurance	41,250	32,438	35,997	40,315	44,142	
100-416-250	Workers Compensation Insurance	6,150	4,132	5,919	2,601	6,021	
100-416-260	Other Benefits	-	775	-	-	-	
	Total Salaries and Benefits	244,264	233,089	241,571	242,597	253,279	
100-416-310	Prof Serv-Legal	-	312	-	-	-	
100-416-322	Prof Serv-Other	1,000	883	1,000	350	1,000	Potential election issues
100-416-420	Contract Services	10,000	4,869	10,000	10,000	10,000	API, Municode, Records Destruction
100-416-520	Insurance	-	50	-	-	-	
100-416-540	Advertising	3,000	943	3,000	40	3,000	
100-416-550	Printing and Postage	3,500	4,663	3,500	8,200	4,000	BIS Liquor License, Franchise Fees
100-416-580	Training	2,000	1,792	2,000	1,500	2,000	
100-416-581	Dues and Memberships	350	580	400	505	600	
100-416-585	Educational Assistance Program	1,200	592	1,200	-	1,200	
100-416-600	General Supplies	1,500	1,775	1,500	800	1,500	
100-416-605	Minor Equipment	1,000	253	1,750	1,750	2,202	Computer replacement; drawer/printer
100-416-626	Gasoline	250	-	100	-	100	
100-416-640	Books and Periodicals	200	69	150	-	150	
		268,264	249,870	266,171	265,742	279,031	

Municipal Court

This year, the Court has experienced a 11% decrease in case load and a 3% increase in revenue. It is difficult to predict if the current trends will continue or have reached a plateau. It all remains dependent on factors such as law enforcement citing practices as well as the unpredictable future growth of the incorporated area of Fernley.

The Court is requesting an operating budget of \$335,976. The request includes an increase in postage from \$1,000 to \$1,500. This increase is needed to cover the increase in documents mailed from the court. The court has included line items for Conflict Counsel, Interpreter, Senior Judges, and Witness Fees, which are difficult to estimate, but have been included at the same level as the previous year.

This year's budget includes a request for reclassification of a Court Clerk I position to a Court Clerk II position. The increase in salary will be covered by a salary savings and a reduction in the Court Professional Services line item.

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

The Court's Administrative Assessment and Court Facility Fee budgets were approved by City Council in March 2017. \$17,000 from the Court Facility Fee to complete a plan for Court Room/Council Chamber improvements. Once this has been completed, a phased approach will be established for specific projects. The plan will be presented to the City Council for review.

Mission Statement:

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

Legal Requirements:

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

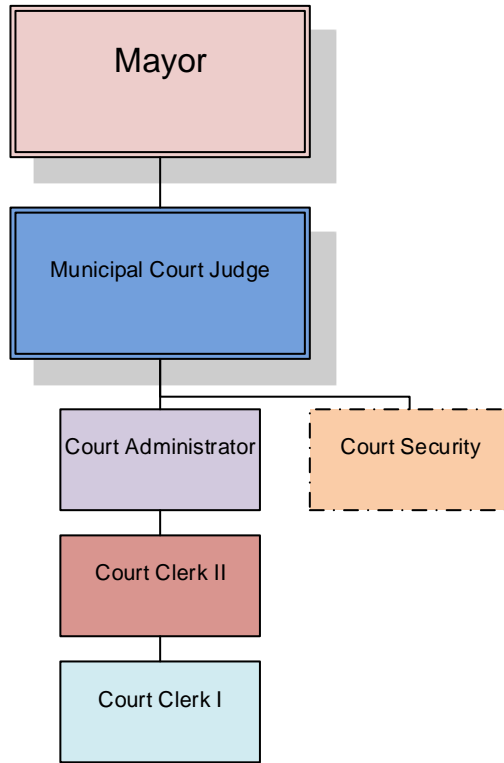
Primary Responsibilities:

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

The Court is primarily responsible for the following:

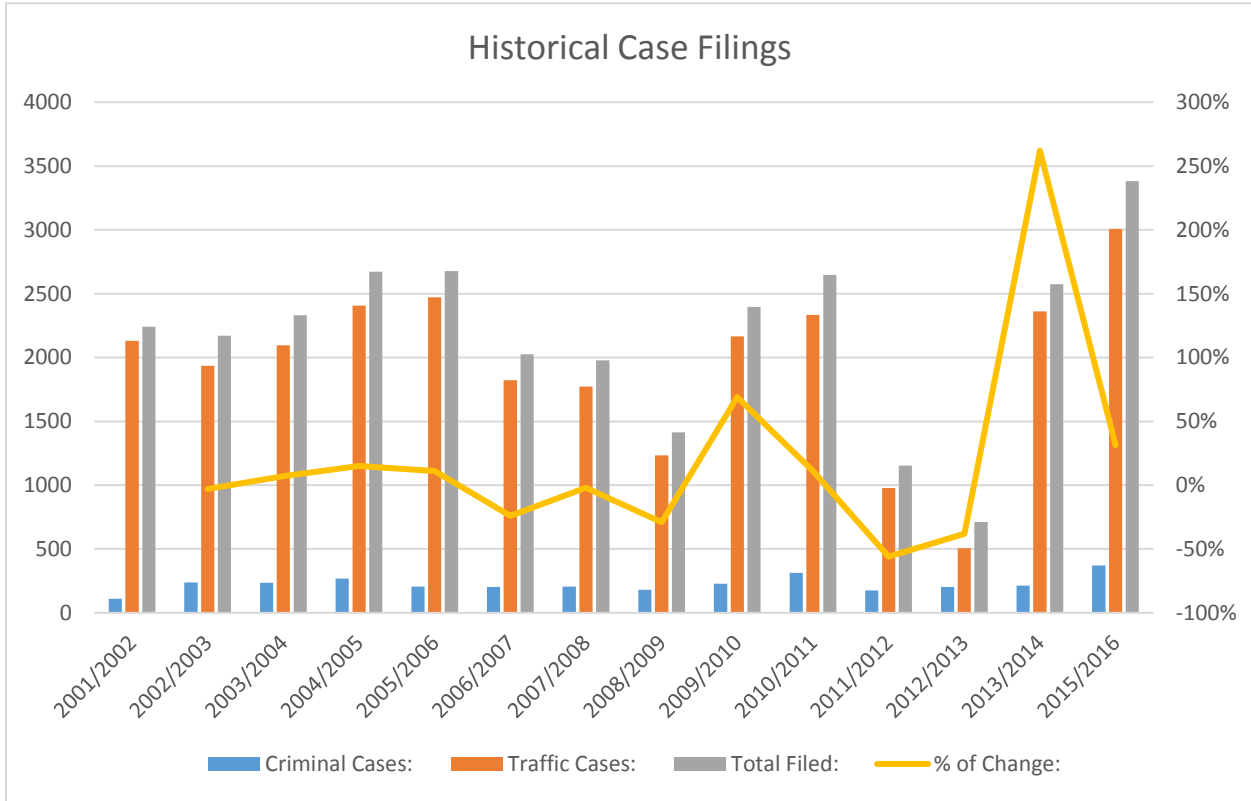
- Recording alleged violation of City codes and ordinances.
- Issuing summons to defendants and witnesses.
- Hearing evidence presented in court and ruling on cases.
- Recording final disposition of cases.
- Receipting fines, forfeitures and assessments and distributing funds to their proper designations.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

Organizational Chart

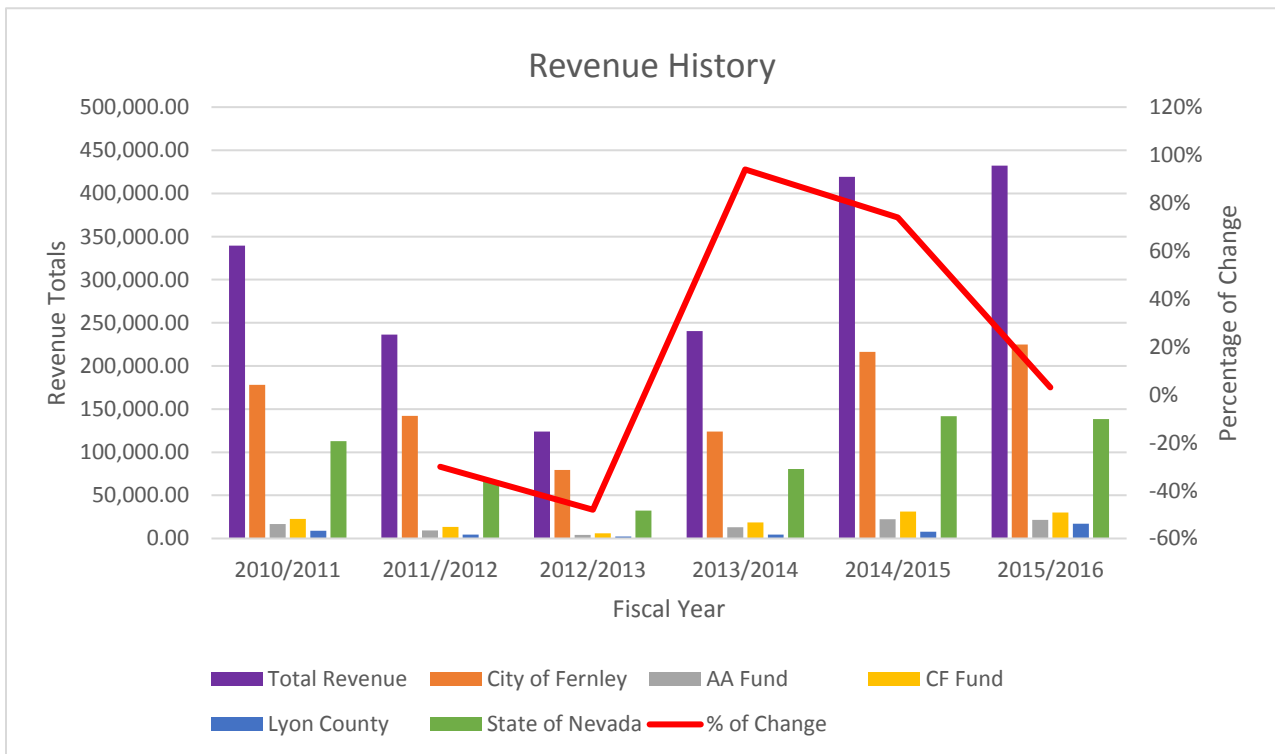


Overall Change in Service Levels:

The Fernley Municipal Court was established in 2002. The Court filed 3376 cases for the fiscal year ending 2016. The following is a chart of the Court's historical case filings.



The Municipal Court collected \$432,066.62 in fines and fees for the fiscal year ending 2016. The following is a chart of the Court's historical revenue collections:



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

The Court is requesting the reclassification of the current Court Clerk I to a Court Clerk II on July 1, 2017.

During the fiscal year 2016/17, the Court Clerk II position was vacated and replaced with a Court Clerk I position. It is the Court's practice that all employees be hired at the entry level position and the employee must show by performance their qualifications to advance to the Court Clerk II position.

- On February 19, 2014, the City Council approved the reorganization of the Fernley Municipal Court to include the positions of Court Clerk I/II/III.
- The purpose of the reorganization was to establish clear paths that would promote longevity and reduce turn over as well as reduce the entry level salary of Court positions.
- The Court Clerk I classification was created as an entry level class in the Court Clerk Series.
- Advancement to Court Clerk II is based on demonstrated proficiency in performing the assigned functions and success completion of a proficiency exam.
- Advancement is at the discretion of the Municipal Court Judge.
- The Court Clerk I is currently classified as a Range 114, Step A of the salary schedule. The position would be reclassified to a Court Clerk II. This would be a rate of \$16.82 per hour.
- It is expected that the current Court Clerk I will have met all requirements of advancement on the one-year anniversary date.
- The reclassification would occur on July 1, 2017 and upon completion of NCJIS ATAC certification.
- The reclassification would have a fiscal impact of approximately \$3,200 per year. If approved, the increase would be covered by a salary savings of \$1,140 as well as a reduction of \$2,060 from the Court's Professional Services line item.

Goals, Objectives and Workplan for FY17/18

Fiscal Management:

Revised MAS to incorporate all procedural and operational changes that have occurred in the Court including the operation of the Court’s checking account. The revision was completed and submitted to the Administrative Office of the Courts Audit Division on January 5, 2017.

Records Retention/Destruction:

Identified all documents that could be destroyed in accordance with the Nevada Supreme Court’s Record Retention Schedule. These records were destroyed during the City’s annual shred event held in 2016.

Customer Service:

Developed and implemented a payment plan application form.

Developed and implemented case management updates to allow for auto-dial payment and court appearance reminders.

Strategic Goal: The City of Fernley must strive to maintain and improve overall fiscal integrity, stability, and equality of the City’s financial planning				
Goal 1		Fiscal Management		
Objective 1	Compliance with Nevada Supreme Court’s Minimum Accounting Standards (MAS)			
	Task 1	Develop and implement MAS compliant policies and procedures		
	Task 2	Update Court Clerk desk manuals to contain newly developed and implement MAS policies and procedures		
	Task 3	Train staff on updated MAS policies and procedures		
Performance Measure: % completed for FY 2017/2018				
	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Task 1				
Task 2				
Task 3				
Strategic Goal: The City of Fernley, as an employer, must strive to create and maintain a successful and efficient work environment				
Goal 2: Records/Retention/Destruction				
Objective 1	Compliance with Supreme Court’s Record Retention Schedule			
	Task 1	Create Fernley Municipal Court’s record retention and destruction schedule based on the Supreme Court’s guidelines		
	Task 2	Develop and implement policies and procedures for records retention and destructions		
	Task 3	Develop policies and procedures for electronic storage of court financials, traffic tickets and files		
	Task 4	Train staff on updated records retention and destruction policies and procedures		

Expenses

17-18 Budget Template							
Court		2015-16	2015-16	2016-17	2016-17	2017-18	
		FY 2016	FY 2016	FY 2017	FY 2017	FY 2018	
Account Number	Account Title	Budget	Actual	Budget	Actual Estimated	Proposed Budget	Comments
100-425-100	Regular Pay	179,489	159,098	182,778	181,791	186,734	
100-425-130	Overtime Pay	5,000	5,175	1,500	989	500	
100-425-140	Annual Leave Pay	903	8,761	-	3,357	2,317	
100-425-150	Sick Leave Pay	-	5,168	-	3,388	-	
100-425-160	Holiday Pay	-	4,315	-	2,528	-	
100-425-200	FICA	930	873	-	119	-	
100-425-210	Medicare	2,442	2,519	2,672	2,706	2,748	
100-425-220	Unemployment	2,032	1,544	2,335	1,027	2,335	
100-425-230	Retirement (PERS)	41,667	42,723	51,380	47,856	52,752	
100-425-240	Group Insurance	32,300	30,776	35,369	33,138	38,646	
100-425-250	Workers Compensation Insurance	6,884	5,436	7,152	4,034	7,302	
100-425-260	Other Benefits	-	1,485	-	1,800	-	
	Total Salaries and Benefits	271,647	267,873	283,186	282,734	293,336	
100-425-317	Prof Serv-Senior Judge	-	-	-	-	-	
100-425-322	Prof Serv-Other	20,800	21,997	26,200	18,000	24,140	
100-425-325	PROF SERV-CONFLICT COUNSEL	4,000	1,500	4,000	2,500	4,000	
100-425-330	PROF SERV-INTERPRETER	3,000	3,055	3,000	3,000	3,000	
100-425-335	PROF SERV-SENIOR JUDGE	5,000	3,060	5,000	2,500	5,000	
100-425-340	PROF SERV - WITNESS FEES	1,000	249	1,000	1,000	1,000	
100-425-550	Printing and Postage	1,000	1,509	1,000	2,400	1,500	
100-425-580	Training	-	-	-	-	-	
100-425-600	General Supplies	2,500	2,542	2,500	2,500	2,500	
		308,947	301,785	325,886	314,634	334,476	

Department of Building and Safety

Mission Statement

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

Legal Requirements

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

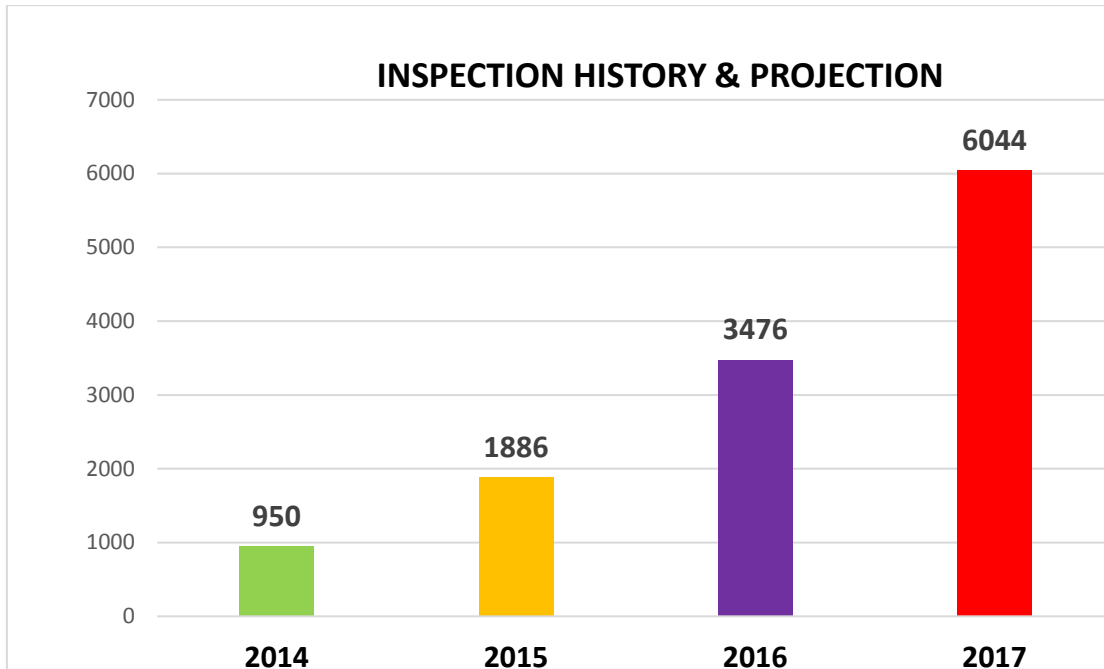
Primary Responsibilities

- Intake and processing of Building Permit Applications
- Review Building Plans for technical code compliance
- Issue Building Permits
- Inspect construction works for adherence to approved plans
- Provide consulting services to the public and trade professionals
- Provide a Code Enforcement function for the community
- Assist in the resolution of citizen complaints of perceived violations of the City's codes.
- Represent the City before public organizations

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

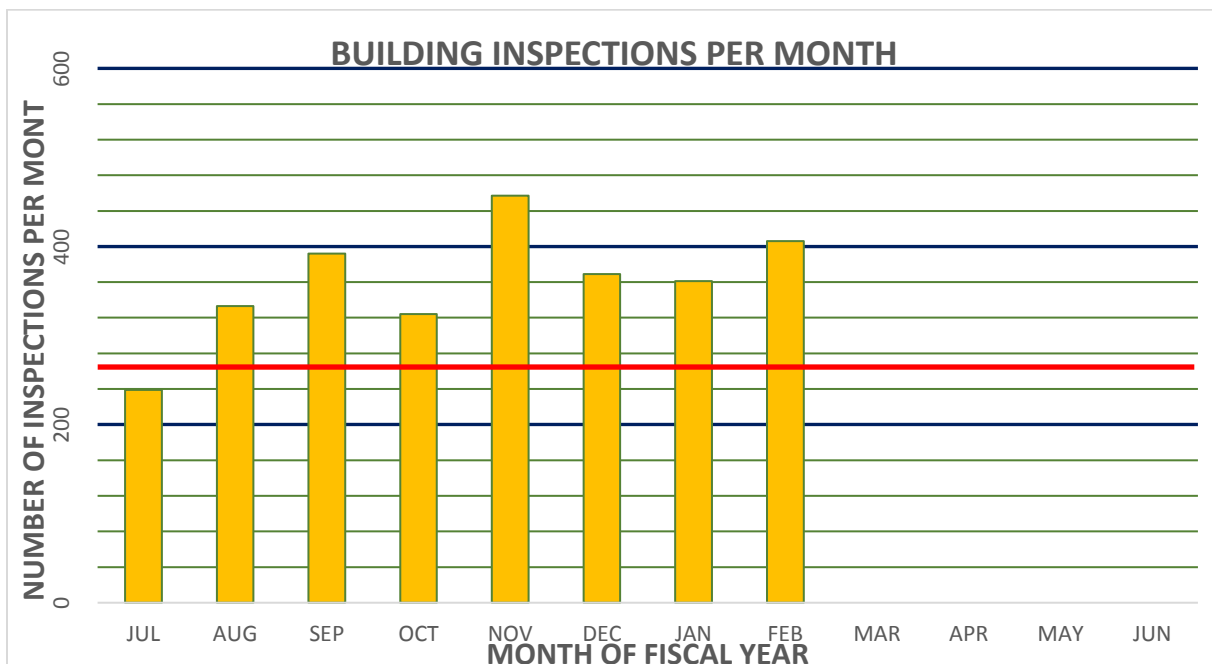
The Department of Building and Safety requests to keep the additional Building Inspector position, which was approved during the last budget, understanding that it will remain unfunded until such need arises.

The past year the Department has experienced a steady increase in construction activity which has correlated in an increase in Plan Review and Field Inspection workloads, which can be seen in the chart below:



As we look forward to this coming fiscal year, we anticipate an even greater increase in residential construction throughout the City. At the close of the Calendar Year 2016, thirty-nine (39) Residential Stock Plans were on-hand, with an additional four (4) to be submitted the first week of 2017. This inventory of pre-approved Residential Building Plans leads us to believe that the City of Fernley is on the verge of a significant increase in residential construction activity. An increase of One Hundred Percent (100%) in residential permits is anticipated through the 2017/2018 Fiscal year.

A graphical presentation was developed of inspections conducted by the Building Department since the beginning of the FY 2016/2017.



As presented in the chart above, the Department successfully completed more inspections in each of the recent seven (7) months than the standard recommended average. This is possible because of minimal staff absences and the determined efforts made by all.

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

As an outcome of the past increases in building inspections and the forecast for a significant increase in the inspection workload throughout FY 2017/2018, the Department is requesting one (1) additional Certified Residential Building Inspector.

Throughout the Calendar Year of 2016, the Department conducted 3,466 building inspections. It is estimated that for FY 2017/2018 160 permits for 160 Single-Family Residences, double the 80 units from FY 2016/2017. Since each Single-Family Residence requires approximately 30 inspections from footings to finish, and expect residential inspection volume to increase to some 4,800 inspections (30 x 160).

Along with Multi-Family units, Commercial/Industrial projects, Business License Inspections and Code Enforcement Inspections, anticipated inspections for FY 2017/2018 are estimated to be 6,044. A Building Inspector can be expected to conduct 264 actual inspections per month.

$$264 \text{ (inspections)} \times 12 \text{ (months)} = 3,168 \text{ (per year)}$$

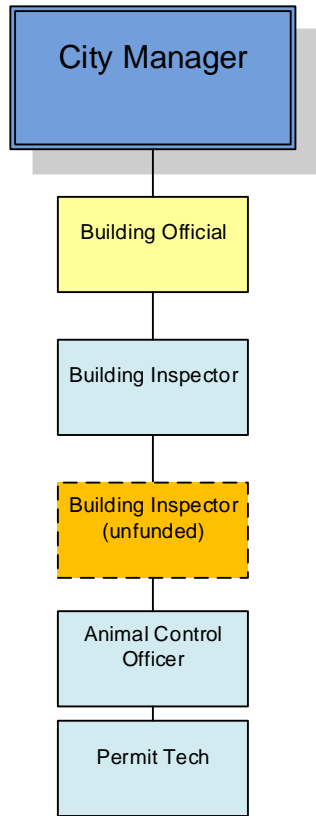
The current Building Inspector accomplished 3476 inspections last year, which created an extensive workload. As workloads increase over time, the need for an additional inspector will be required. Due to the time required for inspections, this has limited the time available for building plan reviews and code enforcement activities.

[New Personnel Request](#)

As the workload of inspections and permit revenues are expected to exceed FY 2016/2017 projections by mid-Spring, additional staff is needed to provide a reasonable service level to the local construction community. The Building Inspector position has been unfilled for the past two (2) fiscal years. Staff is requesting authorization to fund the position for a Building Inspector.

Filling the proposed “unfunded” position will allow the department to process building permits and provide additional resources in the mitigation of code enforcement complaints.

Organizational Chart

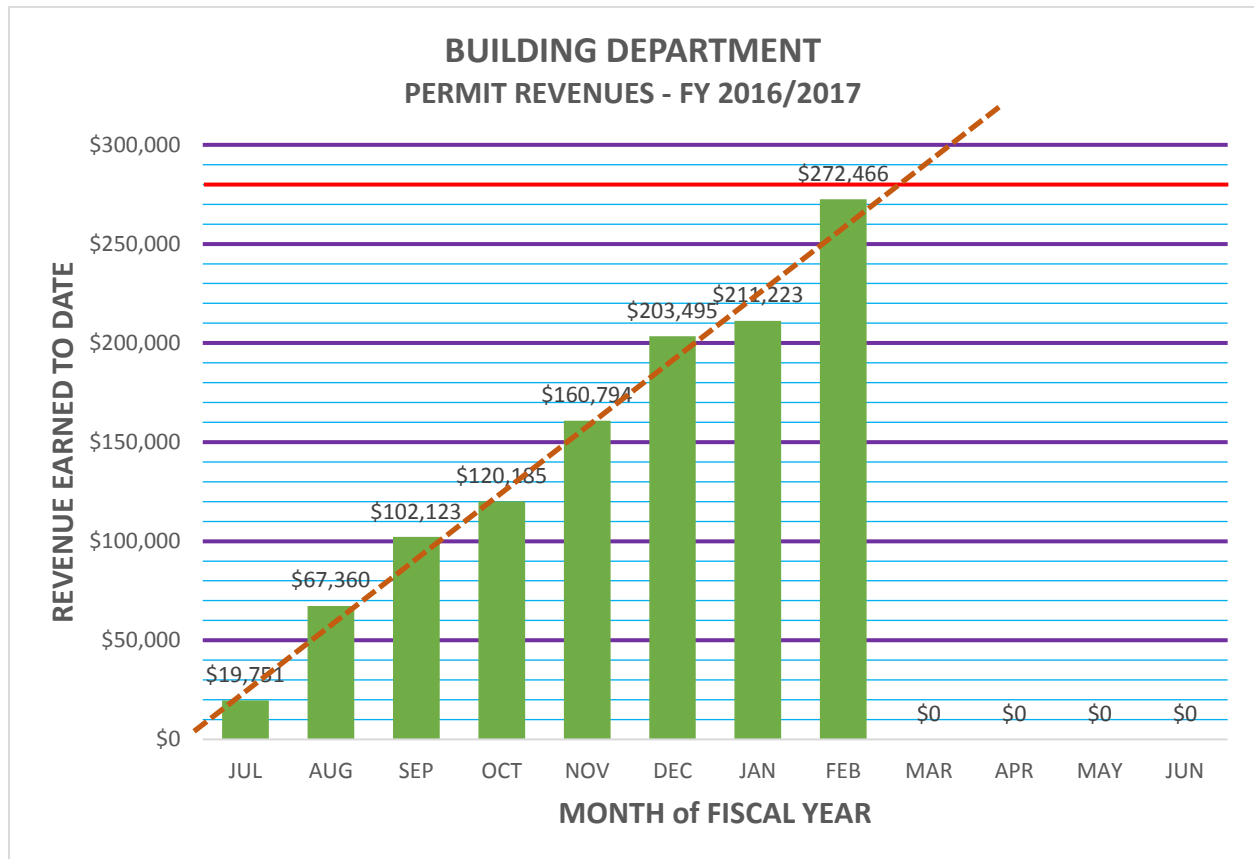


Goals and Objectives

Strategic Goal: The City of Fernley must strive to maintain and improve overall fiscal integrity, stability, and equality of the City’s financial planning						
Goal 1		Increase building permit fees to support department functions				
Objective 1		Adjust building permit fees for inflation				
	Task 1	Review current building permit fee schedule and federal consumer price index for western region				
	Task 2	Propose sensible fractional value adjustment to 20-year old permit fee calculators				
	Task 3	Prepare staff report and present revised building permit fee schedule to City Council for review and approval				
	Task 4	Implement updated permit fee schedule into SmartGov software as approved by Council				
Strategic Goal: The City of Fernley, as an employer, must strive to create and maintain a successful and efficient work environment.						
Goal 2		Update SmartGov software for increased productivity				
Objective 1		Implement interactive voice response (IVR) system for self-service inspection scheduling				
	Task 1	Obtain quote from SmartGov for “SmartConnect IVR” service				
	Task 2	Obtain quote from Shoretel for IVR System service				
	Task 3	Include item cost in budget request for consideration by Council				
	Task 4	Implement service as directed by Council				
Objective 2		Implement electronic inspection record keeping				
	Task 1	Obtain quote from SmartGov for “E-Inspect” software module and hardware				
	Task 2	Include item cost in budget request for consideration by Council				
	Task 3	Implement service as directed by Council				
Performance Measure: Increased performance and efficiency with software						
		Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
Manual Inspections	Time					
	Cost					
Electronic Inspections	Time					
	Cost					
Strategic Goal: The City of Fernley, as an employer, must strive to create and maintain a successful and efficient work environment						
Goal 3:		Professional and well-trained staff				
Objective 1		Provide sufficient budget funds for required training				
	Task 1	Determine continuing education units needed by each staff member				
	Task 2	Determine least expensive provider of certified professional training, to include travel and per diem costs				
	Task 3	Apply item costs to budget request for consideration by Council				
Objective 2		Identify local opportunities for certified training				
	Task 1	Research local chapters of professional organizations for training opportunities				
	Task 2	Subscribe to local organizations for networking to uncover training programs				
	Task 3	Facilitate training opportunities at local venues				
	Task 4	Participate in appropriate training for each staff member				

Revenue

Considering the volume of Building Permits that have already been paid by local contractors, a graphical representation of Permit Fees that have been collected through February 21st is presented below:



The red horizontal line at the \$280,000 level indicates the anticipated revenue projection of the FY 2016/2017 Approved Budget. The dashed diagonal line represents the trend of revenues received as of February 21, 2017. Note that there remain four (4) additional full months in the current fiscal year. If the trend continues, projected revenues are anticipated to exceed projected revenues by the end of April 2017.

Based upon the anticipated growth in revenues through Fiscal Year 2016/2017 and with the projected increase in residential construction through FY 2017/2018, permit revenues for FY 2017/2018 will rise approximately \$553,450.

Expenses

17-18 Budget Template							
Building and Safety		2015-16	2015-16	2016-17	2016-17	2017-18	
		FY 2016	FY 2016	FY 2017	FY 2017	FY 2018	
Account Number	Account Title	Budget	Actual	Budget	Actual Estimated	Proposed Budget	Comments
100-605-100	Regular Pay	167,813	154,744	172,827	174,995	210,881	Includes salary for one addt'l Building Insp.
100-605-130	Overtime Pay	1,500	-	1,934	-	385	
100-605-140	Annual Leave Pay	1,216	4,113	1,216	4,162	1,555	
100-605-150	Sick Leave Pay	-	4,212	-	5,202	-	
100-605-160	Holiday Pay	-	4,224	-	3,483	-	
100-605-210	Medicare	2,473	2,416	2,552	2,785	3,086	
100-605-220	Unemployment	1,751	1,514	1,751	327	2,335	
100-605-230	Retirement (PERS)	47,407	39,383	48,824	39,368	59,574	
100-605-240	Group Insurance	20,950	8,292	21,587	10,479	28,537	
100-605-250	Workers Compensation Insurance	6,959	4,079	6,816	2,859	8,239	
100-605-260	Other Benefits	-	3,460	-	4,800	-	
	Total Salaries and Benefits	250,069	226,437	257,507	248,459	314,592	
100-605-320	Prof Serv-Engineering	-	-	-	-	-	
100-605-322	Prof Serv-Other	-	162	26,000	-	-	Prior allocation for abatements.
100-605-342	Tech Services-Other	5,400	1,227	-	11,700	-	Software Productivity Updates moved to CY
100-605-399	Prof & Tech Fees-Misc	-	-	5,730	5,730	6,303	Software Licenses; SmartGov, Caselle
100-605-430	Service-Repair and Maintenance	300	598	300	-	-	
100-605-540	Advertising	400	234	200	-	-	
100-605-550	Printing and Postage	300	629	300	2,400	1,200	
100-605-580	Training	3,000	2,065	2,500	2,800	6,000	ICC & NFPA Continuing Ed.
100-605-581	Dues and Memberships	600	710	600	665	1,380	ICC, ACCA, NFPA, IAPMO, IAEE, ASHRAE
100-605-600	General Supplies	400	516	400	400	1,000	
100-605-601	Office Supplies	200	852	300	2,200	3,700	General supplies for staff of 4
100-605-605	Minor Equipment	3,000	652	5,000	10,400	4,427	Inspection Equipment & Disposables
100-605-610	Automotive Supplies	500	250	500	800	2,000	
100-605-612	Building Maintenance & Supplie	-	-	3,125	3,125	-	
100-605-626	Gasoline	2,000	1,737	2,000	1,400	2,800	Includes addt'l fuel cost for addt'l inspector
100-605-640	Books and Periodicals	1,000	2,509	700	500	2,425	2018 codes for review & amendments
100-605-645	CLEANUP	-	-	-	-	2,500	Mayor's Citywide Spring Clean-Up
100-605-699	Svc & Supplies-Misc	-	-	-	-	2,640	Cellular Smart Phone Service, 3-Users
100-605-730	Improve other than Buildings	-	-	-	-	22,336	Purchase of one Compact SUV for new inspector
		267,169	238,578	305,162	290,579	373,303	

Animal Control

Mission Statement

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

Legal Requirements

NRS 441A.410 Control of rabies. The Board [State Board of Health] shall adopt regulations governing the control of rabies. The regulations must provide for: 1. The periodic inoculation of animals with approved vaccines. 2. The impoundment of animals suspected of having rabies and the disposition of those animals upon verification of the presence of the disease. 3. Procedures for the treatment of persons who have been, or are suspected of having been, exposed to rabies. (Added to NRS by 1989, 298)

Primary Responsibilities

To protect the public health and welfare from the adverse and deleterious acts or conditions associated with domestic animals, specifically dogs kept as pets, companions, or for breeding purposes. Further, to provide a service to insure the registration of canines and vaccination for the prevention of rabies as required by NRS 441A.410; and to regulate the care and control of dangerous or vicious animals.

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, hold or impound dogs suspected of biting humans or other animals whenever potential infection with rabies is a concern
- To investigate all citizen complaints regarding the aberrant or nuisance behavior of dogs
- To conduct follow-up investigations of animal complaints
- To record and track all animal reports through written logs and a records management database
- To build case files to support citations and court hearings
- To track all calls for service received through Lyon County Dispatch
- To transport dogs at large and those to be impounded to the Lyon County Animal Shelter in Silver Springs or other approved kennel facility
- To aid other animal service providers (Nevada Department of Agriculture, Nevada Department of Wildlife, Lyon County Sheriff's Office, North Lyon County Fire Protection District, and local animal clinics) for the control and safety of livestock and other large animals.

Change in level of service:

The current staffing level of one FTE is both adequate and appropriate. The present Animal Control Officer can handle all calls for service in an acceptable time frame with due regard for both animal and citizen safety protocols.

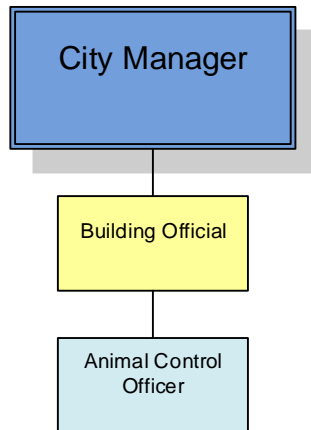
Animal Control “calls for service” for the month of February 2017 accounted for 134 animal related events. With only twenty-one available working days in that short month, the average number of calls per day was calculated at slightly more than 6.

A new reporting policy has been developed that will provide for a better assessment of Animal Control Officer activities each month going forward.

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

None.

Organizational Chart



Goals and Objectives

Strategic Goal: The City of Fernley must strive to maintain and improve overall fiscal integrity, stability, and equality of the City's financial planning				
Goal 1	Increase dog license fees consistent with Lyon County			
Objective 1	Ensure fees are comparable to other jurisdictions in the immediate area			
	Task 1	Research and compare other jurisdictions' dog license fees		
	Task 2	Present a staff report and proposal to City Council to increase dog license fees to be comparable to surrounding Lyon County area		
Objective 2	Implement dog license fee schedule			
	Task 1	Develop license fee schedule		
	Task 2	Inform residents about new fee schedule		
Performance Measure: % of project complete for FY 17/18				
	Quarter 1	Quarter 2	Quarter 3	Quarter 4
% Complete				
Strategic Goal: Interact and engage with the community's citizens, business community, and visitors in ways that are Police, Professional, and Performed consistent with the Strategic Plan				
Goal 2	Create an "Extra Dog" permitting program			
Objective 1	Establish policy for an "Extra Dog" permit program			
	Task 1	Develop policy and criteria for a permitting program that would permit an individual residence to provide for the keeping of up to six (6) dogs on properties of sufficient size or area		
	Task 2	Coordinate policy with a nexus to specific parcel sizes in accordance with established residential zoning definitions such as: <ul style="list-style-type: none"> • RR-1 Parcel to accommodate 4 dogs total • RR-2 Parcel to accommodate up to 5 dogs total • RR-3 (Including RR-4 & RR-5 and larger parcels) up to 6 dogs total 		
	Task 3	Establish permitting process and fee schedule to reimburse City of Fernley for inspections and processing of application		
	Task 4	Prepare staff report and submit to City Council for review and action to adopt or revise		
	Task 5	Implement actions approved by City Council`		

Expenses

17-18 Budget Template							
Animal Control		2015-16	2015-16	2016-17	2016-17	2017-18	
		FY 2016	FY 2016	FY 2017	FY 2017	FY 2018	
Account Number	Account Title	Budget	Actual	Budget	Actual Estimated	Proposed Budget	Comments
100-525-100	Regular Pay	33,472	30,191	34,986	21,907	34,251	
100-525-130	Overtime Pay	600	115	600	-	600	
100-525-140	Annual Leave Pay	-	1,876	-	4,368	-	
100-525-150	Sick Leave Pay	-	109	-	956	-	
100-525-160	Holiday Pay	-	1,550	-	624	-	
100-525-200	FICA	-	-	-	783	-	
100-525-210	Medicare	494	470	516	404	505	
100-525-220	Unemployment	584	528	584	487	584	
100-525-230	Retirement (PERS)	9,456	9,309	9,883	3,303	9,676	
100-525-240	Group Insurance	13,750	4,947	6,370	1,336	6,974	
100-525-250	Workers Compensation Insurance	1,400	1,322	1,388	1,064	1,359	
100-525-260	Other Benefits	-	168	-	-	-	
	Total Salaries and Benefits	59,756	50,585	54,327	35,232	53,949	
100-525-322	Prof Serv-Other	600	86	500	400	1,500	Software upgrade to Shelter Pro
100-525-346	Co Shelter Agreement	3,000	3,000	3,000	3,000	3,000	County shelter agreement
100-525-550	Printing and Postage	700	529	700	700	700	Lic. renewals/Notices
100-525-580	Training	1,000	1,277	1,000	-	1,500	NACA Certification Training
100-525-600	General Supplies	1,000	516	-	350	500	
100-525-601	Office Supplies	200	174	279	50	200	
100-525-605	Minor Equipment	500	363	1,600	1,350	766	Includes addt'l Cash Dwr & Ptr.
100-525-610	Automotive Supplies	2,000	953	1,500	1,000	1,500	
100-525-612	Supplies, Building Maintenance	-	-	3,125	-	-	
100-525-626	Gasoline	2,000	2,011	2,000	2,000	2,500	
100-525-640	Books and Periodicals	300	-	-	-	300	
100-525-730	Improve other than Buildings	-	-	-	-	-	
		71,056	59,495	68,031	44,082	66,415	

Planning Department

The City of Fernley appears to be inching toward another development boom. The economic development efforts within Northern Nevada have put the region on the map. Several large companies have or are in the process of establishing operations in the area. To further these economic development efforts, the Planning Department has been tasked with identifying and removing barriers to development. The direction of the City Council is to ensure the City of Fernley is “open for business.”

It is also important, however, to focus on development that meets the needs of the present, without compromising the ability of future generations to meet their own needs. This concept of sustainable development can be interpreted in many ways, but at its core is an approach to development that looks to balance different, and often competing, needs against an awareness of the environmental, social and economic limitations we face as a society.

Planning Department staff intends to continue to build off the current year’s goals and objectives. The two goals are to remove barriers to development and work toward becoming a self-sustaining department. Many of the tasks are ongoing in nature. Staff will continue to refine processes and procedures for the planning function.

Developers desire certainty within the development process. If the City can provide that certainty, the true costs for providing services can be easily justified by both the City and developer. Planning staff believes we have achieved this certainty within the development process. Therefore, planning staff is prepared to bring forward a revised fee schedule which proposes a reasonable increase to development fees. In the short term, it is anticipated that these additional revenues could be used to increase the use of technology to gain efficiencies in service delivery. In the long term, the additional revenue can be used to increase staffing levels to meet the demand for service.

The proposed FY 2017/2018 Planning Department budget includes two significant changes over the current year’s budget.

Objective 2 of Goal 1 is to revise the City’s development code. Although staff has made significant progress in drafting a revised code, the City’s master plan remains a barrier to completing the development code overhaul. In response to this, planning staff has included a new task under Objective 2 of Goal 1. Many of the current goals and policies in the master plan are still applicable, however much of the data is outdated. Because the country is emerging from the “Great Recession,” the master plan should be updated to reflect current data and trends. Initially, staff would like to focus on the Land use, Transportation, and Public Services & Facilities elements. To ensure the City is focusing on development which is fiscally sustainable, staff would also endeavor to complete a fiscal analysis of the master plan. For these reasons, staff is asking for \$75,000 to initiate an update to the master plan. It is important to point out that this amount is likely the minimum necessary to achieve this task. Discussions with local consultants have indicated the cost for a complete update to be more than \$100,000. There may also be opportunities to cost share with other departments.

Objective 2 of Goal 2 is to increase the use of technology to gain efficiencies. More specifically, planning staff would like to focus on Task 3 which is to acquire ArcGIS

software for mapping, analysis and other needs throughout the City. Planning staff applied for a grant for an additional ArcGIS license through the ESRI Conservation program. However, we were deemed ineligible. In talking with other staff members, the City’s information technology infrastructure may not be sufficient to enhance our GIS capabilities. Therefore, planning staff has included an additional \$5,000 for hardware and software upgrades necessary to increase the City and Planning Department’s ArcGIS functionality. There may also be an opportunity for cost sharing since other city functions would benefit from this upgrade, including the water and wastewater utilities.

To better gauge how the Planning Department is meeting the goal of becoming a self-sustaining department, planning staff would recommend using a percentage of costs recovered for the entire department budget. Not all job functions within the Planning Department can recover costs. Therefore, the focus will be on recovering costs for land use/zoning entitlements and building permit review. Planning staff would like to ultimately achieve a cost recovery of 50% of the total annual Planning Department budget. Now, however, staff will strive to achieve a cost recovery of 20%. Under this scenario, a budget of \$225,000 would necessitate revenues of \$45,000.

% of Cost Recovery based on Actual Expenditures					
	FY12/13	FY13/14	FY14/15	FY15/16	
Actual	\$224,799	\$222,111	\$255,410	\$206,297	
Revenue	\$14,451	\$10,414	\$15,517	\$31,400	
%Cost Recovery	6.5%	4.7%	6.1%	15.2%	
FY 16/17					
	Q1	Q2	Q3	Q4	Total*
Actual	\$58,544	\$45,419			\$103,963
Revenue	\$7,605	\$5,646			\$13,251
%Cost Recovery	13.0%	12.4%	0.0%	0.0%	12.7%

*YTD

Although the City and the Planning Department have made great strides over the past year, much work remains to make the City of Fernley the city of choice for businesses and citizens alike.

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 regarding development and land use related matters.

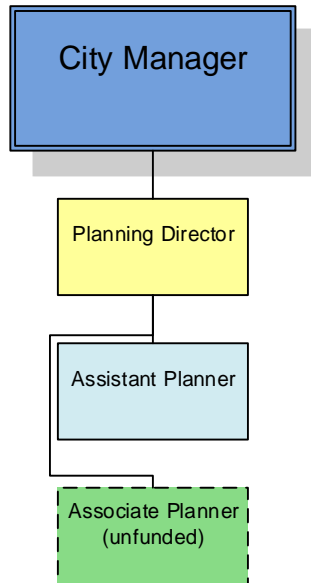
Legal Requirements:

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

Primary Responsibilities:

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

Organizational Chart



Goals and Objectives

Strategic Goal: The City of Fernley, as an employer, must strive to create and maintain a successful and efficient work environment.					
Goal 1: Remove barriers to development					
Objective 1	Streamline the development review process				
	Task 1	Establish processes and procedures for the planning function			
	Task 2	Implement planning entitlement submittal schedules to better manage workload			
	Task 3	Update planning entitlement applications and checklists			
Objective 2	Revise the City's development code				
	Task 1	Review existing development code with internal and external customers to identify barriers to development			
	Task 2	Review statutory requirements within Nevada revised statutes for planning and zoning			
	Task 3	Review and update City of Fernley Master Plan as necessary to enhance the quality of life enjoyed by the Community's residents and enhance continued maintenance and reconstruction of the City's infrastructure with an emphasis on sustainability and promote future prosperity and the balanced growth of the community (new)			
	Task 4	Work collaboratively with citizens, City staff, Planning Commission, City Council, and other stakeholders on a comprehensive overhaul of the development code (Ongoing, Formerly Task 3)			
Strategic Goal: The City of Fernley must strive to maintain and improve overall fiscal integrity, stability, and equality of the City's financial planning					
Goal 2: Work towards becoming a self-sustaining department					
Objective 1	Cost recovery for services provided				
	Task 1	Review development fee schedule, compare fees with other local jurisdictions, and modify as necessary to adequately recover costs for services			
	Task 2	Review processes and procedures to achieve increased efficiencies and/or reduced costs			
	Task 3	Review budget for potential reduction in expenditures			
Objective 2	Increase the use of technology to gain efficiencies				
	Task 1	Update the Planning Department web page to make information more accessible			
	Task 2	Work with City Clerk's office to implement the use of a paperless agenda process for planning commission meetings			
	Task 3	Work with the GIS manager and other City staff on acquiring ArcGIS software for mapping, analysis and other needs throughout the City.			
Performance Measure: % of Cost Recovery based on Actual Expenditures					
	FY12/13	FY13/14	FY14/15	FY15/16	
Actual	\$224,799	\$222,111	\$255,410	\$206,297	
Revenue	\$14,451	\$10,414	\$15,517	\$31,400	
%Recovery	6.5%	4.7%	6.1%	15.2%	
FY 16/17					
	Q1	Q2	Q3	Q4	Total*
Actual	\$58,544	\$45,419			\$103,963
Revenue	\$7,605	\$5,646			\$13,251
% Recovery	13.0%	12.4%	0.0%	0.0%	12.7%
FY 17/18					
	Q1	Q2	Q3	Q4	Total
Actual					
Revenue					
% Recovery					

Expenses

17-18 Budget Template							
Planning		2015-16	2015-16	2016-17	2016-17	2017-18	
		FY 2016	FY 2016	FY 2017	FY 2017	FY 2018	
Account Number	Account Title	Budget	Actual	Budget	Actual Estimated	Proposed Budget	Comments
100-610-100	Regular Pay	124,328	101,449	136,560	125,190	137,839	
100-610-130	Overtime Pay	500	480	500	-	200	
100-610-140	Annual Leave Pay	2,328	10,059	-	8,365	-	
100-610-150	Sick Leave Pay	-	1,681	-	2,009	-	
100-610-160	Holiday Pay	-	2,761	-	441	-	
100-610-210	Medicare	1,844	1,650	1,987	1,925	2,002	
100-610-220	Unemployment	1,168	1,457	1,168	192	1,168	
100-610-230	Retirement (PERS)	35,123	31,403	38,329	38,081	38,939	
100-610-240	Group Insurance	18,550	16,384	20,850	21,938	22,905	
100-610-250	Workers Compensation Insurance	5,130	3,702	5,311	1,133	5,384	
100-610-260	Other Benefits	-	564	-	-	-	
	Total Salaries and Benefits	188,971	171,589	204,705	199,273	208,435	
100-610-320	Prof Serv-Engineering	1,000	-	500	-	500	
100-610-322	Prof Serv-Other	-	24,452	-	-	100,000	Partial Master Plan Update - possible opportunities for cost sharing
100-610-342	Tech Services-Other	5,400	5,400	-	-	5,000	Upgrades to IT infrastructure to enhance GIS capabilities & ArcGIS software - possible cost sharing opportunities
100-610-399	Prof & Tech Fees-Misc	-	-	5,750	7,663	5,750	Planning cost share for SmartGov
100-610-540	Advertising	-	150	500	-	100	
100-610-550	Printing and Postage	1,000	561	500	500	500	
100-610-580	Training	2,000	2,426	2,500	1,000	2,500	
100-610-581	Dues and Memberships	1,200	748	1,500	-	1,000	
100-610-600	General Supplies	-	377	250	250	250	
100-610-601	Office Supplies	400	326	500	-	500	
100-610-605	Minor Equipment	1,000	97	1,250	500	1,300	computer upgrade
100-610-610	Automotive Supplies	-	-	-	-	-	
100-610-616	Safety Supplies	-	-	-	-	-	
100-610-626	Gasoline	800	-	100	-	50	
100-610-640	Books and Periodicals	500	173	200	40	200	
100-610-699	Svc & Supplies-Misc	-	-	-	-	-	
100-610-730	Improve other than Buildings	-	-	-	-	-	
		202,271	206,297	218,255	209,226	326,085	

City Engineer

Mission Statement:

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

Legal Requirements:

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

Primary Responsibilities:

- Perform engineering plan reviews for development projects occurring in the City of Fernley.
- Perform inspections for development projects occurring in the City of Fernley.
- Process applications regarding water rights, dedications, and will-serves.
- Manage the City's capital improvement projects.
- Create the City's capital improvement program.
- Manage the City's Geographic Information System (GIS) data.

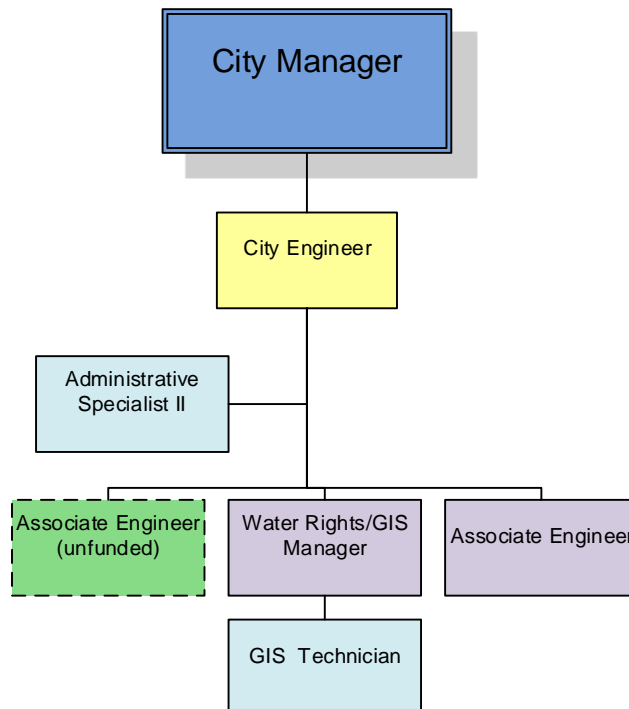
Overall Change in Level of Service:

None

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

None

Organizational Chart



Goals and Objectives

Strategic Goal: To improve the quality of life enjoyed by the community's residents and enhance continued maintenance and reconstruction of the City's infrastructure with an emphasis on sustainability				
Goal 1: Complete road maintenance and repair projects in agreement with the City's Pavement Management Plan				
Objective 1	Complete a pavement preservation project			
	Task 1	Use the Streetsaver database to select potential streets for the project		
	Task 2	Determine the appropriate treatment technique for the streets selected		
	Task 3	Complete the design and construction of the project		
Performance Measure: Percentage of pavement project completed				
Pavement Project Complete	Q1	Q2	Q3	Q4
Strategic Goal: To improve the quality of life enjoyed by the community's residents and enhance continued maintenance and reconstruction of the City's infrastructure with an emphasis on sustainability				
Goal 2: Establish an asset management master plan to better focus on the efforts of the department				
Objective 1	Determine state of the GIS data and progress to date using the VUEWORKS software			
	Task 1	Identify stakeholders in the asset management process		
	Task 2	Create in-house team to determine state of GIS Data/VUEWORKS software		
	Task 3	Identify any problems or needs that currently exist		
Objective 2	Scope a plan for how to move forward			
	Task 1	Utilize information from first objectives to determine what can be handled in-house and what will require a consultant to assist		
	Task 2	Assign roles and responsibilities to staff and consultants		
	Task 3	Create a formal plan with costs of implementing		
Strategic Plan: To improve the quality of life enjoyed by the community's residents and enhance continued maintenance and reconstruction of the City's infrastructure with an emphasis on sustainability				
Goal 3: Implement a surface water program				
Objective 1	Surface Water Storage			
	Task 1	Determine desired Fernley credit water to establish for the water year.		
	Task 2	Budget amount needed for Fernley credit water established		
Objective 2	Surface Water Transmission Line to the Water Treatment Plant			
	Task 1	PER for surface water transmission line alternatives to the WTP		
	Task 2	Submit Authorization Request to BOR to deliver surface water to WTP		
	Task 3	Develop and submit OCAP accounting rules for municipal water to BOR		
	Task 4	Identify funding resources and options to complete the work necessary		
Strategic Plan: To improve the quality of life enjoyed by the community's residents and enhance continued maintenance and reconstruction of the City's infrastructure with an emphasis on sustainability				
Goal 4: Develop a Water Resource Plan				
Objective 1	Develop a basic Water Resource Plan			
	Task 1	Identify an advisory committee		
	Task 2	Create basic plan focusing on limited resources in managing water resource program		
	Task 3	Establish short and medium term priorities for Water Resources including an Annual Budget, CIP Planning, existing Water Conservation Plan, sustainability, and Annual Operating needs		
Objective 2	Coordinate with Stakeholders			
	Task 1	Coordination with TMWA, TCID, BOR and PLPT to accomplish priorities		

Strategic Plan: To improve the quality of life enjoyed by the community's residents and enhance continued maintenance and reconstruction of the City's infrastructure with an emphasis on sustainability		
Goal 5: Completion of Capital Improvement Projects		
Objective 1	Timeline for Capital Projects	
	Task 1	Establish timeline for FY17/18 Capital Projects
	Task 2	Track Completion of projects
	Task 3	Present status update to City Council
Performance Measure: Date/Status of completion		
General Fund		
Project	Date	Status
Hardie Lane – Design and Construction		
Farm District Road Multiuse Path Phase II		
PMP Project, Autumn Winds, Golf Course COF Facilities		
Cottonwood Shop Automatic Gate		
Depot Improvements		
6-yard Electric Sander		
3-yard Electric Sander		
Depot Sewer Lateral Phase 2		
Depot Ancillary Building Design Phase 3		
Parks – Hustler Mower Replacement		
Building – All-Wheel Vehicle		
IT Upgrades/Court Remodel		
Water Enterprise Fund - Capital		
Water Meter Replacement Citywide		
Hardie Lane Waterline Replacement		
Pipe Bridge Rehabilitation Construction		
Water Treatment Plant improvements for Surface Water		
Water Enterprise Fund – Operational Expenses		
Well No. 4 Replacement VFD Assembly		
Fire Hydrant Replacement		
Well No. 9 Shaft Replacement		
PER – Ricci Tank		
PER – Sage Ranch Booster		
Sewer Enterprise Fund - Capital		
Hardie Lane Sewer Line Design and Construction		
Cedar Street Sewer Line Design and Construction		
Highway 50 Bypass Upgrade		
Highway 50 Cutter Heads and Brushes		
Farm District Road Electrical Upgrade		
Sewer Enterprise Fund – Operational Expenses		
Sewer Master Plan Update		

Expenses

17-18 Budget Template							
Engineering		2015-16	2015-16	2016-17	2016-17	2017-18	
		FY 2016	FY 2016	FY 2017	FY 2017	FY 2018	
Account Number	Account Title	Budget	Actual	Budget	Actual Estimated	Proposed Budget	Comments
100-529-100	Regular Pay	79,411	75,099	80,567	84,310	81,703	
100-529-130	Overtime Pay	375	62	375	-	375	
100-529-140	Annual Leave Pay	-	2,053	-	987	823	
100-529-150	Sick Leave Pay	-	1,692	-	1,192	-	
100-529-160	Holiday Pay	-	1,810	-	1,644	-	
100-529-210	Medicare	1,157	1,090	1,174	1,223	1,202	
100-529-220	Unemployment	876	764	876	358	876	
100-529-230	Retirement (PERS)	22,434	14,243	22,760	16,784	23,081	
100-529-240	Group Insurance	13,400	10,642	13,638	16,421	14,942	
100-529-250	Workers Compensation Insurance	3,279	2,004	3,157	1,322	3,201	
100-529-260	Other Benefits	-	418	-	-	-	
	Total Salaries and Benefits	120,932	109,877	122,547	124,240	126,204	
100-529-322	Prof. Serv-Other	-	19	-	-	5,000	On-call engineering services
100-529-430	Service Repair & Maintenance	-	-	2,820	-	500	Portion of maintenance for truck
100-529-580	Training	-	557	150	296	1,500	Professional development hours and GIS and water rights training classes and conferences
100-529-600	General Supplies	-	1,222	175	650	250	Office supplies, misc
100-529-605	Minor Equipment	-	-	-	33	100	
100-529-626	Gasoline	-	136	-	82	100	Portion of fuel expense for truck
		120,932	111,812	125,692	125,301	133,654	

Public Works

Facilities

Mission Statement:

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

Legal Requirements:

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

Primary Responsibilities:

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

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

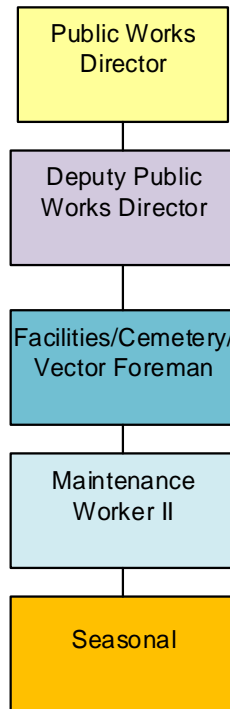
Overall change in level of service:

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

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

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

Organizational Chart



Goals and Objectives:

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

Expenses

17-18 Budget Template							
Facilities		2015-16	2015-16	2016-17	2016-17	2017-18	
		FY 2016	FY 2016	FY 2017	FY 2017	FY 2018	
Account Number	Account Title	Budget	Actual	Budget	Actual Estimated	Proposed Budget	Comments
100-417-100	Regular Pay	78,926	80,060	91,586	101,985	92,879	Includes 1 seasonal
100-417-130	Overtime Pay	4,375	7,356	4,375	7,067	4,375	
100-417-140	Annual Leave Pay	557	4,361	557	5,852	622	
100-417-150	Sick Leave Pay	-	2,721	-	2,789	-	
100-417-160	Holiday Pay	-	3,608	-	3,169	-	
100-417-200	FICA	-	-	825	1,394	-	
100-417-210	Medicare	1,216	1,349	1,400	1,687	1,419	
100-417-220	Unemployment	1,051	952	1,343	772	1,051	
100-417-230	Retirement (PERS)	22,297	13,466	22,115	13,895	22,405	
100-417-240	Group Insurance	23,855	19,439	24,122	22,261	25,552	
100-417-250	Workers Compensation Insurance	3,424	2,796	3,742	2,649	3,793	
100-417-260	Other Benefits	-	445	-	-	-	
	Total Salaries and Benefits	135,701	136,554	150,065	163,519	152,096	
100-417-320	PROF SEV-ENGINEERING	7,500	7,166	6,000	7,500	7,500	MapOptix and VueWorks software and fees (20%)
100-417-322	Prof Serv-Other	-	60	-	51		
100-417-342	Tech Services-Other	-	-	-	-		
100-417-410	Utility Srv interfund wtr/swr	8,000	11,956	10,000	10,000	18,000	Water and Sewer City Hall, Depot, Chamber - RATE INCREASE
100-417-412	Utility Services-Refuse	2,500	4,958	3,000	2,000	3,000	Two 3-yard dumpsters
100-417-420	Contract Services	12,000	20,269	13,000	11,000	13,000	Alarm company, fire protection, elevator inspections
100-417-424	Contract Services-HVAC	4,000	3,763	1,000	3,270	4,000	Repair Services
100-417-428	Contract Services-ELECTRICAL	4,000	4,884	4,000	3,000	4,000	Repair Services
100-417-430	Service-Building Repair/Maint	105,053	51,647	14,700	3,000	14,700	Repair elevator, doors, locksmith, plumbing
100-417-441	Rental	1,500	820	1,000	-	1,000	Emergency generator or equipment
100-417-520	Insurance	42,271	21,045	22,097	22,000	25,000	
100-417-530	Communications (Internet,Cell)	37,071	76,745	65,611	74,000	87,000	Communications
100-417-540	Advertising	100	115	100	-	100	bidding/job announcements
100-417-550	Printing and Postage	19,000	22,873	26,000	24,000	26,000	printing, postage, copier costs
100-417-580	Training	500	223	500	250	500	OSHA, CPR and GIS related travel/training
100-417-581	Dues and Memberships	-	40	-	33	100	
100-417-600	General Supplies	5,000	4,343	5,000	2,500	5,000	HVAC filters, water filters, hand tools, grounds equipment/supplies
100-417-601	OFFICE SUPPLIES	100	495	100	600	500	pens, paper, ink, GIS supplies
100-417-605	Minor Equipment	5,000	4,923	4,486	5,000	5,000	computer & ancillary equipment upgrades/purchases, GIS equipment, 20% portion of lathe
100-417-610	Automotive Supplies	1,500	1,966	1,500	2,000	2,000	Proportionate fleet costs and specific facility vehicle repair items (fleet appropriated)
100-417-612	Building Maintenance Supplies	3,100	2,850	28,325	11,500	15,000	LED retrofit; trash bags, vac bags, paper products, cleaners, soaps, rags, wax, misc.
100-417-614	Supplies-Plant/Shop/Maint	4,900	5,449	4,600	5,500	4,000	Lumber, sheeting, paint, masonry repairs, hardware, lights, at all facilities
100-417-616	Supplies-Safety	1,000	997	700	1,000	1,000	PPE, first aid kits, signage, misc

17-18 Budget Template							
Facilities		2015-16	2015-16	2016-17	2016-17	2017-18	
		FY 2016	FY 2016	FY 2017	FY 2017	FY 2018	
Account Number	Account Title	Budget	Actual	Budget	Actual Estimated	Proposed Budget	Comments
100-417-617	Supplies-Chemical	1,000	640	1,000	650	750	Ice melt, insecticides, peseticides, herbicides
100-417-621	Natural Gas	11,534	9,744	9,634	9,800	9,900	City Hall, Chamber, Depot
100-417-622	Electricity	32,806	24,882	31,427	25,000	27,500	City Hall, Chamber, Depot
100-417-623	PROPANE	100	153	100	150	250	weed burning, misc.
100-417-625	BULK DIESEL	200	-	100	-	100	minor equipment
100-417-626	Gasoline	2,500	1,307	2,000	1,750	2,000	proportionate fleet allocation - 3 vehicles
100-417-642	Licenses and Permits	500	133	400	150	400	electrical and plumbing
100-417-650	Community Support	-	-	-	-	-	
100-417-699	Svc & Supplies-Misc	-	7,990	-	10	-	
100-417-700	Shared Costs	(155,434)	(83,631)	(92,564)	(92,564)	(119,664)	
100-417-730	Improve other than Buildings	130,397	-	100,000	-	100,000	Depot- Paint and Roof: Carry over
100-417-741	Machinery	-	-	-	-	-	
		423,399	345,359	413,881	296,669	409,732	

Vector Control

Vector Control provides citywide abatement of biting insects through reduction of larva and adult insects. Increases in the Vector Control budget include chemical supplies due to skipping purchase of adulticides in the prior fiscal year.

Increased demand in spring and fall for applications of chemicals citywide have kept overtime costs higher than usual, though the cost for overtime is a small portion of the cost to hire a full-time vector staff member. Historically the overtime has gone over budget in this department due to erratic weather and vector conducive conditions. Currently, the wettest year on record will result in a high demand for vector control this summer and fall.

Mission Statement:

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

Legal Requirements:

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

Primary Responsibilities:

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

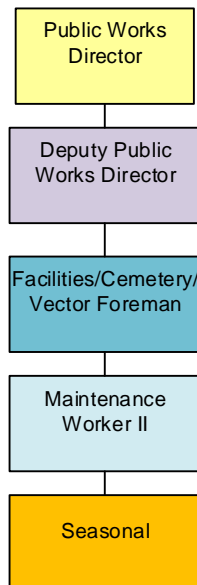
Overall Change in Service Levels:

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

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

None

Organizational Chart



Goals and Objectives

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

Expenses

17-18 Budget Template							
Vector		2015-16	2015-16	2016-17	2016-17	2017-18	
		FY 2016	FY 2016	FY 2017	FY 2017	FY 2018	
Account Number	Account Title	Budget	Actual	Budget	Actual Estimated	Proposed Budget	Comments
100-528-100	Regular Pay	25,633	25,554	26,534	25,425	26,354	
100-528-130	Overtime Pay	2,500	6,802	7,500	7,057	9,000	
100-528-140	Annual Leave Pay	482	1,949	-	2,894	-	
100-528-150	Sick Leave Pay	-	1,091	-	689	-	
100-528-160	Holiday Pay	-	1,470	-	1,309	-	
100-528-210	Medicare	415	511	493	518	513	
100-528-220	Unemployment	292	251	292	-	292	
100-528-230	Retirement (PERS)	7,241	4,301	7,360	4,396	7,445	
100-528-240	Group Insurance	6,875	6,009	6,297	7,074	7,781	
100-528-250	Workers Compensation Insurance	1,156	733	1,309	107	1,379	
100-528-260	Other Benefits	-	142	-	-	-	
	Total Salaries and Benefits	44,594	48,812	49,785	49,468	52,763	
100-528-322	Prof Serv-Other	17,000	18,611	18,500	18,500	18,750	Helicopter drops Wetland and EWWTP est. 5
100-528-430	Service-Repair and Maintenance	900	324	500	500	500	ATV, fogger, power sprayer repair
100-528-580	Travel and Training	225	90	225	225	250	Certificate for applicator, CPR, First Aid
100-528-600	General Supplies	500	313	500	500	500	Hardware and supplies
100-528-601	Supplies-Office	-	-	-	20	-	
100-528-605	Minor Equipment	2,000	1,427	1,375	1,375	1,350	CO2 light catch traps, piston pump, hoses, nozzles, computer Prop. Fleet, and specific maint. -
100-528-610	Automotive Supplies	7,500	3,489	4,000	4,000	4,000	2 trucks
100-528-616	Safety Supplies	500	386	250	250	-	PPE, gloves, vests, respirators
100-528-617	Supplies-Chemical	57,500	58,396	51,000	51,000	62,400	Larvacide, extended release briquettes, NO adulticide this year
100-528-626	Gasoline	2,500	2,819	2,000	2,000	3,000	Prop. Fleet, trucks and ATV
100-528-640	Books and Periodicals	-	-	-	-	-	
100-528-642	Licenses and Permits	400	221	400	400	400	NDEP Permit
100-528-699	Svc & Supplies-Misc	-	2	-	-	-	
100-528-730	Improve other than Buildings	-	-	-	-	-	
		133,619	134,891	128,535	128,238	143,913	

Cemetery

The proposed operating budget for Cemetery is approximately the same as FY 2016/2017. The division will continue to complete maintenance projects identified over the fifth year of ownership. Caselle cemetery software has enabled Public Works and Finance staff to track payment arrangements, burial deposits, headstone deposits, refunds, and produce invoices for customers. The projects include: aggregate base entry repairs, irrigation repairs, and operation of software tracking, liabilities, revenue, and refunds. Hurst and other vehicles authorized to enter the facility through the front gates have had issues with getting stuck in the soft soils. Staff has budgeted to continue to make improvements to the front area with aggregate base and/or small asphalt improvements.

The prior FY, staff continued to have issues with interments that were performed under Lyon County regarding placement of headstones in relation to the casket. We performed Ground Penetrating Radar (GPR) work to assess the position of these caskets in relation to records and to help identify any anomalies within the “newer” portion of the cemetery. A report was generated and has proven very useful for staff to further refine mapping and record keeping. Public Works staff will continue to meet monthly and have developed many revisions to the Cemetery Ordinance which will be brought before the Council for approval. The ownership of a cemetery has proven to be a significant source of effort for the Public Works staff.

Mission Statement:

To provide municipal operation and maintenance of the City’s Desert Memorial Gardens Cemetery to insure the maintenance of a uniform and peaceful place of rest within the City of Fernley.

Legal Requirements:

The operation of the cemetery is governed by City of Fernley Municipal Code Title 9, Chapter 9: Cemetery and Nevada Revised Statute (NRS) 451 & 452.

Primary Responsibilities:

The facilities division is responsible for the operation and maintenance of the buildings and grounds for City Hall, Chamber of Commerce, the Train Depot, as well as the Fernley Desert Memorial Garden Cemetery. Responsibilities pertaining to the cemetery include but are not limited to:

- Marking for and ensuring clean up after interments
- Site maintenance
- Grounds keeping
- Interment assistance (lower device)
- Recordkeeping

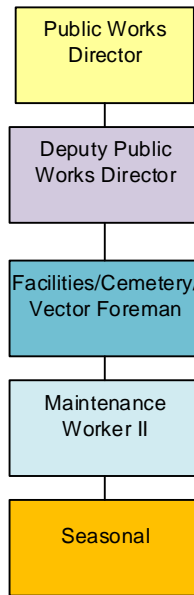
Overall Change in Service Levels:

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

Change in number of positions:

None.

Organizational Chart



Goals and Objectives

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

Expenses

Cemetery		2015-16	2015-16	2016-17	2016-17	2017-18	
		FY 2016	FY 2016	FY 2017	FY 2017	FY 2018	
Account Number	Account Title	Budget	Actual	Budget	Actual Estimated	Proposed Budget	Comments
100-576-320	Professional Svcs. Engineering	-	-	-	-		
100-576-410	Utility SRV Interfund W & S	4,200	8,020	5,300	5,300	8,000	Rate Increase
100-576-428	Contract Svcs. Electrical	2,000	1,201	-	-		
100-576-430	Service Repair & Maintenance	2,500	2,258	4,000	1,000	4,000	Lighting repair/upgrade, fencing repairs, irrigation supplies
100-576-600	General Supplies	7,500	6,340	8,500	7,000	8,500	Concrete, trees/plants, landscape, aggregate base, asphalt, grave liners (to have on hand)
100-576-601	Office Supplies	400	-	-	-		
100-576-614	Plant/Shop Maint. Supplies	500	27	500	200	500	paint, cleaners, interment equipment
100-576-617	Chemical Supplies	400	83	200	-	200	herbicides/pesticides
100-576-622	Electricity	600	425	-	500		
100-576-623	Propane	100	-	100	-	100	weed burning
100-576-642	Permits & Licenses	500	-	100	-	100	filing with state
		18,700	18,353	18,700	14,000	21,400	

Streets and Storm Drains

The operating budget has remained consistent with some minor adjustments.

Streets staff would like to use contract services to increase the maintenance capabilities of the small department staff. The contract services include a striping contractor, storm drain cleaning and inspection contractor. In the past, storm events have created areas of debris that were unmanageable with the current equipment/staff the city owns. The city has a street sweeper that can maintain regular debris (it is light duty and aging), however if the sweeper has a catastrophic breakdown, the City will have funds available to contract for cleanup. Staff has budgeted to use \$25,000 to contract with a sweeping company to clean streets in case of breakdown or storm events.

Staff is requesting to purchase a replacement 3-yard and 6-yard spreader/sander for winter operations of de-icing roads.

With CIP project to extend the life of the better condition streets, the streets staff can then focus on repair and patching of the worst conditions streets to make them passable.

Mission Statement:

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

Legal Requirements:

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

Primary Responsibilities:

The primary responsibilities of this department are to operate and maintain the streets and storm drain systems owned by the City.

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

Overall Change in Service Levels:

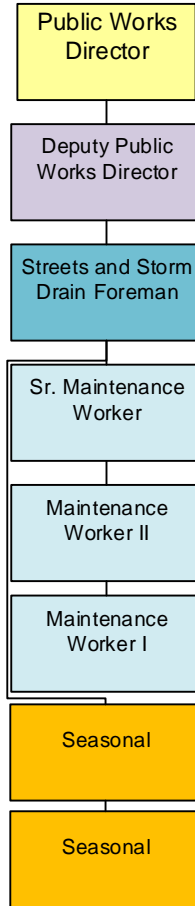
Streets staff would like to use contract services to increase the maintenance capabilities of the small department staff. The contract services include a striping contractor, storm drain cleaning and inspection contractor. Staff would also like to purchase a replacement 3-yard and 6-yard spreader/sander for winter operations of de-icing roads.

With CIP projects to extend the life of the better condition streets, the streets staff can focus on repair and patching of the worst conditions streets to make them passable.

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

None

Organizational Chart



Goals and Objectives

Strategic Goal: To improve the quality of life enjoyed by the community's residents and enhance continued maintenance and reconstruction of the City's infrastructure with an emphasis on sustainability				
Goal 1: Asphalt management				
Objective 1	To maintain city streets with higher rated PCI			
	Task 1	Maintain the City's PCI suing contract staff through wide crack removal, crack seal, and surface treatment to improve and extend pavement life		
	Task 2	Repair wide cracks throughout the City with in-house staff to extend pavement life and improve ride quality and safety		
Objective 2	Ensure safe and efficient travel by operating and maintaining city traffic signals/signage			
	Task 1	Continue to utilize contract services to maintain and operate city traffic signals		
	Task 2	Inspect signals and perform routine sign maintenance		
Objective 3	Create a policy to maintain the city storm drain system			
	Task 1	Obtain ownership of retention basins per storm drain master plan recommendations		
	Task 2	Inspect and repair basins to correct life and safety issues		
	Task 3	Prepare and plan for funding mechanism to perform yearly maintenance on basins owned by the City.		
Strategic Goal: To improve the quality of life enjoyed by the community's residents and enhance continued maintenance and reconstruction of the City's infrastructure with an emphasis on sustainability				
Goal 2: Weed abatement/street sweeping				
Objective 1	Control and eliminate noxious weeds growing in city owned right of ways and easements utilizing the most current products and technology through contract and in house labor			
	Task 1	Control and eliminate noxious weeds in city owned right of ways and easements by burning and mechanical removal utilizing in house and contract/part time labor		
	Task 2	Add seasonal employees to assist with this program		
Objective 2	Operate an effective street sweeping program to improve air and water quality and improve the performance of the city's storm water conveyance infrastructure			
	Task 1	Continue street sweeping operations using the city owned sweeper and manpower on a manpower limited basis		
	Task 2	Contract services can be used to augment during time of large storm events or in case of city owned equipment malfunction		
Performance Measure: Number of areas cleaned and time spent				
	Quarter 1	Quarter 2	Quarter 3	Quarter 4
# of areas cleaned				
Time spent				
Strategic Goal: The City of Fernley, as an employer, must strive to create and maintain a successful and efficient work environment				
Goal 3: Training and manpower				
Objective 1	Improve city operations through workforce development and employee training			
	Task 1	Continue employee training and development utilizing the state of Nevada LTAP center, contract heavy equipment training centers, and in house equipment and operations training		
	Task 2	Maintain Commercial Drivers Licenses and continue to train on equipment		
	Task 3	Look for new opportunities to keep up with current BMP's		

Expenses

17-18 Budget Template								
Streets		2015-16	2015-16	2016-17	2016-17	2016-17	2017-18	
		FY 2016	FY 2016	FY 2017	FY 2017	FY 2017	FY 2018	
Account Numl	Account Title	Budget	Actual	Budget	Actual YTD	Actual Estimated	Proposed Budget	Comments
100-475-100	Regular Pay	231,406	273,529	253,374	111,315	267,156	256,713	Includes 2 seasonal
100-475-120	Standby Pay	3,024	3,908	3,024	690	1,655	3,024	
100-475-130	Overtime Pay	10,375	12,941	10,375	3,617	8,680	10,375	
100-475-140	Annual Leave Pay	1,113	17,282	1,113	5,672	13,614	2,032	
100-475-150	Sick Leave Pay	-	7,556	-	2,789	6,694	-	
100-475-160	Holiday Pay	-	12,210	-	3,458	8,299	-	
100-475-200	FICA	-	-	1,650	755	1,812	-	
100-475-210	Medicare	3,566	4,479	3,884	1,760	4,225	3,946	
100-475-220	Unemployment	3,123	3,529	3,707	756	1,815	3,123	
100-475-230	Retirement (PERS)	65,372	59,714	64,063	19,962	47,910	64,856	
100-475-240	Group Insurance	65,683	75,538	71,482	27,924	67,017	78,595	
100-475-250	Workers Compensation Insurance	10,061	10,952	10,404	3,420	8,208	10,534	
100-475-260	Other Benefits	-	2,241	-	300	720		
	Total Salaries and Benefits	393,723	483,878	423,076	182,418	437,803	433,198	
100-475-320	Prof Serv-Engineering	439,000	486,752	14,000	2,676	12,500	75,000	20% Mapoptix Vueworks fees (\$7,500), street saver fees (\$7,500),PMP Assessment (\$60K)
100-475-322	Prof Serv-Other	6,000	239	6,000	3,108	6,000	6,000	Pool pact, CDL screening, tree removal
100-475-342	Tech Services-Other	-	-	10,000	-	-	10,000	Contract services for weed abatement citywide (\$10K)
100-475-412	Utility Services-Refuse	12,500	8,208	12,500	-	9,000	9,000	Cottonwood dumpster (shared costs), street sweeping debris haul-off
100-475-420	Contract-Street Sweeping	75,000	56,994	50,000	10,208	21,000	12,500	sweeping/stripping/storm drain cleaning
100-475-422	Contract-Traffic Light Maintenance	16,500	11,076	16,500	2,239	3,500	16,500	calibration of conflict monitors, cabinet repairs, video detection unit replacement, street lighth LED replacement
100-475-426	Contract-Striping	-	-	-	-	-	-	
100-475-430	Service-Repair and Maintenance	20,000	13,547	75,000	4,089	16,000	15,000	added roads maint; repair and maintenance of equipment, roller, dump truck, sweeper, blade, backhoe, loader (Fleet appropriated costs)
100-475-441	Rentals	1,500	325	1,500	1,201	3,500	3,000	Emergency generator/equipment/truck rental
100-475-540	Advertising	500	115	500	-	-	500	Public notifications/job postings
100-475-550	Printing and Postage	1,105	955	1,000	233	550	1,000	Door hangers, shipping, GIS printing/postage
100-475-580	Training	1,400	364	2,500	79	200	2,500	PDH for Eng/PW/WR
100-475-581	Dues and Memberships	500	514	500	193	500	500	APWA and ASCE memberships
100-475-585	Educational Assistance Program	500	-	500	-	-	500	
100-475-600	General Supplies	30,000	27,175	50,000	12,229	50,000	50,000	Concrete, aggregate base, cold mix asphalt, HM asphalt, lumber/misc building materials
100-475-601	Supplies-Office	3,500	659	2,000	600	2,000	2,000	General office, printer cart., ink, paper, pens, files (GIS appropriated costs)

17-18 Budget Template								
Streets		2015-16	2015-16	2016-17	2016-17	2016-17	2017-18	
		FY 2016	FY 2016	FY 2017	FY 2017	FY 2017	FY 2018	
Account Numl	Account Title	Budget	Actual	Budget	Actual YTD	Actual Estimated	Proposed Budget	Comments
100-475-605	Minor Equipment	20,000	13,623	15,938	14,872	15,938	12,500	Computer, lathe(20% shared cost), chain saw, trimmer, trash pump, gas auger, hand tools (replacement)
100-475-610	Automotive Supplies	12,500	12,601	15,000	3,374	8,000	15,000	Proportionate fleet costs and specific facility vehicle repair items 6 trucks
100-475-612	Supplies-Building Maintenance	2,000	458	3,125	101	3,125	2,000	
100-475-614	Supplies-Plant/Shop/Maint	5,000	4,760	5,000	260	3,500	5,000	cottonwood shop supplies for fabrication, lighting, hardward, equipment (fleet app.)
100-475-615	Supplies-Signs and Striping	35,000	29,227	35,000	12,755	31,000	37,000	Road sign replacement (MUTCD standards), striping paint, thermal tape, Neighborhood Watch Signs
100-475-616	Supplies-Safety	10,000	15,719	5,000	1,882	4,500	5,000	PPE, first aid kits, signage, uniforms, laundry service for chemical use, misc
100-475-617	Supplies-Chemical	5,000	8,631	5,000	-	5,000	8,500	weed abatement and removal chemicals, contract weed removal
100-475-621	Natural Gas	1,500	-	-	-	-	500	
100-475-622	Electricity	165,000	174,123	165,000	70,415	170,000	175,000	Traffic and street lighting, Cottonwood shop
100-475-623	Propane	5,000	2,549	3,500	1,432	5,600	5,000	weed burning, crack sealer, patch machine heater
100-475-625	Bulk Diesel	5,000	3,008	5,000	1,654	4,000	5,000	Proportionate fleet - 5 vehicles & heavy equip
100-475-626	Gasoline	21,500	7,544	17,500	3,408	9,200	15,000	Proportionate fleet - 5 vehicles & heavy equip
100-475-640	Books and Periodicals	1,000	968	126	256	300	1,000	MUTCD, Sivler Book, Orange Book revisions
100-475-642	Licenses and Permits	450	167	250	104	250	250	Encroachment permits
100-475-643	PROPERTY TAXES/ASSESSMNTS/FEES	-	-	-	5	6		
100-475-730	Improve other than Buildings	346,203	211,731	1,367,133	-	-	998,273	Hardie Lane D & C (\$343,320), PMP - \$500K, Farm District Multiuse \$215K (\$139, 953 General Fund), Cottonwood Gate (\$15,000)
100-475-741	Machinery	-	-	15,000	9,282	10,000	20,500	3 yard sander (\$8,500), 6 yard sander (\$12,000)
100-475-745	RTC REIMBURSABLE EXPENDITURES	1,800,000	919,872	2,400,000	31,914	600,000	3,700,000	
		3,436,881	2,495,782	4,723,148	370,988	1,432,973	5,642,721	

Parks

Mission Statement:

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

Legal Requirements:

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

Primary Responsibilities:

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

Overall Change in Service Levels:

Parks staff is continuing to improve the quality of existing parks. Parks staff will continue to complete general maintenance projects to improve our park's appearance and functionality as well as more walking paths. The Parks staff would like to continue improve on the overall security of the parks by installing more cameras and better lighting to help curb vandalism. Compared to FY 2016/17 the overall budget is approximately \$150,000 more due to the rate increase for water users. The Parks Department is the single largest user of Fernley water system.

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

Equipment requests this year are to replace aging mowers for the department, though the staff has aging vehicles as well. The Parks foreman is issued a 2004 ½-ton pickup with over 100,000 miles. Replacement vehicles are not specifically requested this year, but the Council should be aware the fleet is aging. The department, however, desperately needs a replacement mower.

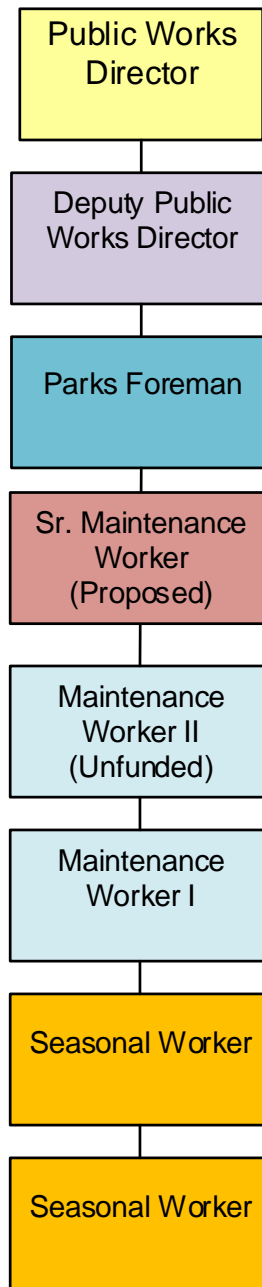
The department currently has two "Excel" Brand Hustler Mowers. The Parks Division is requesting the purchase of a 72-inch wide deck, commercial grade mower with material collection system. This mower will replace one of the Excel "Hustler" brand mowers that is currently assigned to the division. The Excel Hustler mowers (there are two units) are approximately 32 years old (1985 manufactured products). Though the Excel company is still in business it has phased out production of parts for the older generation of mowers. Parts for replacement have become hard to locate. The current mowers frequently are being serviced. The current mowers meet replacement criteria per the City of Fernley Fleet Management Program (FMP) Policy, Table 4.1 Appendix 8, Replacement Standard. If this request is approved, Staff anticipates disposal of one of the current assets per the FMP Policy. The other mower can be made whole with parts from the disposed of mower to be used as a backup unit.

The measurable goals for Parks is to provide clean and beautiful gathering areas in our community.

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

To enhance the career ladder for the parks department, staff is requesting that the Sr. Maintenance Worker position be added to the organizational chart this year. We recommend that current staff in the Maintenance II position be reclassified to the Sr. Maintenance and the Maintenance Worker II position remain on the organizational chart, but unfunded for this fiscal year.

Organizational Chart



Goals and Objectives

Strategic Goal:				
Goal 1: Regularly maintain City's parks and open spaces				
Objective 1	Improve operations common maintenance tasks			
	Task 1	Continue to use seasonal help to break into more efficient work crews		
	Task 2	Provide more education and training on parks equipment		
	Task 3	Provide adequate equipment/supplies to assist the parks department		
Objective 2	Continue to use and improve operations and maintenance manual			
	Task 1	Track progress of maintenance tasks monthly		
	Task 2	Set annual date to revise and improve upon the operations and maintenance plan with redlines and comments		
Strategic Goal				
Goal 2: Increase security and safety				
Objective 1	Increase security and safety			
	Task 1	Determine areas with the most vandalism		
	Task 2	Respond quickly to damage and look for ways to improve security		
	Task 3	Utilize additional cameras and work with the LCSO		
Performance Measure: Number of vandalism incidents and cost				
	Quarter 1	Quarter 2	Quarter 3	Quarter 4
# of incidents				
Cost				
Strategic Goal				
Goal 3: Make parks more functional and aesthetically pleasing				
Objective 1	Add and or increase restroom facilities			
	Task 1	Improve upon restroom facilities with portable toilets to have them open even in the winter and after hours		
	Task 2	Maintain portable toilets through a contract service		
	Task 3	Look for more areas and events that could benefit from added services		
Objective 2	Aesthetical improvements			
	Task 1	Improve walking paths and weed prone areas with concrete or asphalt		
	Task 2	Add landscape areas to existing parks to improve looks		

Expenses

17-18 Budget Template							
Parks		2015-16	2015-16	2016-17	2016-17	2017-18	
		FY 2016	FY 2016	FY 2017	FY 2017	FY 2018	
Account Num	Account Title	Budget	Actual	Budget	Actual Estimated	Proposed Budget	Comments
100-575-100	Regular Pay	191,212	130,647	188,118	199,985	195,198	Includes 2 seasonal
100-575-120	Standby Pay	7,866	3,651	7,866	7,866	7,866	
100-575-130	Overtime Pay	17,625	4,816	17,625	6,297	17,625	
100-575-140	Annual Leave Pay	1,841	7,957	-	7,371	2,054	
100-575-150	Sick Leave Pay	-	2,720	-	6,603	-	
100-575-160	Holiday Pay	-	4,590	-	5,297	-	
100-575-200	FICA	1,650	1,322	1,650	3,086	1,650	
100-575-210	Medicare	3,169	2,143	3,097	3,255	3,230	
100-575-220	Unemployment	2,715	1,811	2,715	1,445	2,715	
100-575-230	Retirement (PERS)	46,502	20,098	45,423	30,115	47,478	
100-575-240	Group Insurance	37,418	25,308	43,217	39,628	53,062	
100-575-250	Workers Compensation Insurance	8,906	4,713	8,302	4,346	8,607	
100-575-260	Other Benefits	-	966	-	240	-	
	Total Salaries and Benefits	318,904	210,743	318,013	315,534	339,484	
100-575-320	Prof Serv-Engineering	7,500	7,200	7,500	7,500	7,500	20% Mapoptix & Viewworks fees
100-575-322	Prof Serv-Other	-	352	-	163	-	
100-575-342	Tech Services-Other	-	-	-	-	-	
100-575-400	Interfund WTP Debt Assessment	50,000	44,251	44,251	39,826	95,000	Water bond debt assessment for parks meters
100-575-410	Utility Srv Interfund wtr swr	200,000	156,129	161,321	161,321	275,000	Water and sewer bills for usage RATE INCREASE
100-575-412	Utility Service-Refuse	7,600	4,717	7,600	4,800	7,600	Increased for additional dumpsters
100-575-420	Contract Services	25,000	24,360	112,500	32,000	37,500	Fencing repair/replace, contract for roundabout landscapint maintenance, vermin/rodent contractor/\$10K portable restroom maintenance- prior FY included PMP
100-575-428	Contract Services-ELECTRICAL	10,000	10,891	10,000	2,000	10,000	Electrical and lighting repair and replace
100-575-430	Service-Repair and Maintenance	15,000	11,146	20,000	15,000	20,000	Restroom repair/maintain, gazebos & park amenities, prop. Fleet, heavy equip repairs (fleet) Emergency truck/equipment rental
100-575-441	Rental	1,500	1,694	1,500	1,500	2,000	
100-575-540	Advertising	500	115	500	-	100	public notices, job postings
100-575-550	Printing and Postage	200	306	200	50	500	shipping, postage, 15% GIS printing/postage
100-575-580	Training	1,000	569	1,000	500	1,000	Herbicide/Pesticide applicator training, CEU's and PDH's for staff training classes, GIS travel/training
100-575-581	Dues and Memberships	300	118	300	300	300	APWA, ASCE proportionate share
100-575-585	Educational Assistance Program	500	-	500	-	500	
100-575-600	General Supplies	40,000	45,531	65,000	60,000	67,000	Seed fertilizer, top soil, bark, aggregates, lumber, building supplies

17-18 Budget Template							
Parks		2015-16	2015-16	2016-17	2016-17	2017-18	
		FY 2016	FY 2016	FY 2017	FY 2017	FY 2018	
Account Num	Account Title	Budget	Actual	Budget	Actual Estimated	Proposed Budget	Comments
100-575-601	Office Supplies	500	329	500	500	500	Pens, paper, ink, proportionate share
100-575-605	Minor Equipment	5,000	16,555	10,688	10,000	17,000	Repair/replace trimmers, blowers, vacuums, saws, lifts, ladders, computer replacement, security cameras
100-575-610	Automotive Supplies	10,000	6,874	10,000	7,500	10,000	Proportionate fleet, facility vehicle repair - 4 vehicles + equipment
100-575-612	Building Maintenance Supplies	2,000	1,466	5,125	2,500	5,000	cleaning supplies, restroom supplies, paper products
100-575-614	Supplies-Plant/Shop/Maint	4,000	9,138	-	150	500	
100-575-616	Safety Supplies	500	626	500	578	600	PPE, first aid kits, signage, misc
100-575-617	Supplies-Chemical	1,000	-	1,000	1,000	1,000	Rodent control, insecticides, pesticides, herbicides
100-575-622	Electricity	22,000	20,266	23,117	21,000	23,000	Bills for parks facilities and lighting
100-575-623	Propane	800	1,825	640	1,200	1,800	weed burning, heaters
100-575-625	Bulk Diesel	5,000	3,263	3,000	3,000	4,000	Prop. Fleet - 4 vehicles + equipment
100-575-626	Gasoline	10,000	5,492	9,500	4,700	8,500	Prop. Fleet - 9 vehicles + equipment
100-575-642	Licenses and Permits	250	24	250	100	250	
100-575-643	Property Taxes/Assessmnts/Fees	-	12	-	-	-	
100-575-730	Improve other than Buildings	145,000	39,587	-	-	15,000	Cottonwood Gate 1/2 share with Streets
100-575-741	Machinery	-	-	-	-	35,000	Replace Hustler mower with JD Z997R or equivalent
		884,054	623,578	814,505	692,722	985,634	
245-575-600	GENERAL SUPPLIES	-	-	-	-		
		884,054	623,578	814,505	692,722	985,634	
	RCT Expenditures	-	-	28,846.00	-	60,000.00	
	Total Parks	884,054.00	623,578.17	843,351.00	692,721.62	1,045,634.27	

Section IV: Enterprise Funds

Water and Sewer Use Fees

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

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

As utility costs throughout the industry continue to rise, the City of Fernley is committed to managing those costs, staying efficient, and addressing aging infrastructure. Utility rates are used to provide services, maintain infrastructure, while preserving adequate cash reserves to handle any planned repairs or emergencies.

The City recently completed a comprehensive utility rate study, a priority that was set by the City Council who governs the water and sewer utilities like the manner Public Utility Commission (PUC) governs and protects rates users of private utility companies such as SW Gas and NV Energy. A neutral third party expert completed the study, Ms. Catherine Hansford of Hansford Economic Consulting. Ms. Hansford reviewed the financial needs for maintenance, operations, capital improvement projects, debt services, reserves and the City's financial ability to manage emergencies.

Utility system costs have increased at a greater rate than inflation, which is typically 3% per year. The City increased rates in 2014 (a 3% increase), however, the financial needs of the water and sewer enterprise funds exceed this amount. For the past several years, both the water and sewer enterprise funds have been operating at a loss of over \$1 Million per year, which has been taken from City reserve funds. With current utility rates, the City cannot maintain the infrastructure at the necessary level to provide adequate service. With this knowledge, the City Council had to make some difficult decisions and increase rates significantly. Since City sales and property taxes do not fund water or sewer, those costs must be recovered through monthly fees (user rates). Because of the operating loss, the City has been forced to use available reserves to pay for operating expenses, which means the City has been unable to put that money back into infrastructure, some of which is 50-60 years old. Instead of preparing for the next major failure, reserve funds have been used to cover necessary costs. This has proven unsustainable. As reserve funds diminish, a major change to the rates was required.

The new rate structure increased residential water and sewer utility rates effective January 1, 2017. The resolution for commercial rates was approved on April 14th, 2017.

Water Rate Schedule

Effective Date	7/1/2017	7/1/2018	7/1/2019	7/1/2020
Service Charge (Flat Fee)	Monthly Charges per Meter			
3/4"	\$44.03	\$46.80	\$49.29	\$ 51.44
1"	\$73.00	\$77.61	\$81.74	\$85.31
1.5"	\$173.54	\$184.55	\$194.43	\$202.93
2"	\$273.79	\$291.20	\$306.80	\$320.23
3"	\$626.24	\$666.09	\$701.80	\$732.52
4"	\$870.83	\$926.01	\$975.47	\$1,018.08
6"	\$1,942.91	\$2,066.56	\$2,177.36	\$2,272.70
Treated Water Use Charges (in addition to monthly flat fee)				
Rate per 1,000 Gallons	\$3.10	\$3.28	\$3.45	\$3.60

Sewer Rate Schedule

Effective Date	7/1/2017	7/1/2018	7/1/2019	7/1/2020
Residential				
Flat	\$34.67	\$36.60	\$37.85	\$ 39.25
Non-Residential				
Use Chare per 1,000 Gallons	\$2.05	\$2.41	\$2.54	\$2.63
Flat Monthly Charge by Meter Size:				
3/4"	\$49.66	\$58.33	\$61.59	\$63.69
1"	\$61.19	\$71.87	\$75.89	\$78.47
1.5"	\$98.43	\$115.62	\$122.07	\$126.23
2"	\$183.49	\$215.53	\$227.57	\$235.32
3"	\$474.30	\$557.11	\$588.23	\$608.26
4"	\$765.08	\$898.66	\$948.86	\$981.17
6"	\$1,223.39	\$1,436.99	\$1,517.26	\$1,568.92

Residential and non-residential rates will increase on July 1, 2017, with an annual increase for the following three years.

Water Ancillary Fee (See Section VII: Debt Administration)

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

Previously in 2012, the City Council established resolution to require a set amount (\$31.08) to be collected on the property tax statement. This amount did not cover the entire cost of the debt service payments. Therefore, the current Council requested the entire amount be collected in response to the recent rate study information (2016).

The Ancillary Water Fee will be collected as part of the Lyon County Property Tax Statement.

Water Enterprise Fund

Cash Flow

	(1)	(2)	(3)
		ESTIMATED	TENTATIVE
PROPRIETARY FUND	ACTUAL PRIOR	CURRENT	APPROVED
	YEAR ENDING	YEAR ENDING	APPROVED
	6/30/2016	6/30/2017	6/30/2018
A. CASH FLOWS FROM OPERATING			
ACTIVITIES:			
Cash received from customers, service fees	4,567,928	5,283,570	7,009,923
Cash received from customers, capacity fees and other	209,528	228,831	190,500
Cash paid to suppliers	(1,506,147)	(1,867,156)	(2,065,601)
Cash paid to employees	(1,504,283)	(1,511,521)	(1,572,721)
a. Net cash provided by (or used for) operating activities	1,767,026	2,133,723	3,562,101
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	228,457	198,392	150,000
Water Rights/Settlement Income	202,098	-	-
Cash Received From Bond Debt Fee	3,413,801	2,987,847	4,538,384
Debt Re-payment	(4,120,330)	(2,201,906)	(2,266,906)
Interest on Debt	(418,738)	(2,490,477)	(2,235,657)
Grant Revenue	141,494	-	-
Proceeds from capital asset disposals	11,637	-	-
Capital Outlay	(852,872)	(1,271,000)	(1,371,600)
Bond Issuance Costs	-	(439,153)	-
c. Net cash provided by (or used for) capital and related financing activities	(1,394,453)	(3,216,297)	(1,185,779)
D. CASH FLOWS FROM INVESTING ACTIVITIES:			
Interest on investments	32,040	15,000	15,000
d. Net cash provided by (or used in) investing activities	32,040	15,000	15,000
NET INCREASE (DECREASE) in cash and cash equivalents (a+b+c+d)	404,613	(1,067,574)	2,391,322
CASH AND CASH EQUIVALENTS AT JULY 1, 20xx	6,904,327	7,308,940	6,241,366
CASH AND CASH EQUIVALENTS AT JUNE 30, 20xx	7,308,940	6,241,366	8,632,688
Reserved in lieu of fees	2,990,972	2,973,972	2,733,972
			5,898,716

Water Summary

17-18 Budget Template							
Water Summary		2015-16	2015-16	2016-17	2016-17	2017-18	
		FY 2016	FY 2016	FY 2017	FY 2017	FY 2018	
Account Number	Account Title	Budget	Actual	Budget	Actual Estimated	Proposed Budget	Comments
510-370-100	Water Sales	5,316,511	4,776,323	4,800,000	5,233,410	6,997,923	
510-370-300	Material and Labor Charges	7,000	26,075	10,000	50,160	12,000	
510-370-500	Ancillary Fee	3,379,000	3,384,561	2,987,847	2,987,847	4,538,384	Bond Principal and Interest
510-380-100	Interest Earnings	5,000	30,964	5,000	15,000	15,000	
510-380-400	Sale of Fixed Assets	-	11,637	-	-	-	
510-380-500	In Lieu of Water Rights	80,000	33,586	10,000	83,000	60,000	
510-380-501	Water Rights Settlement	-	4,259	-	-	-	
510-380-502	Water Rights Lease	50,000	27,669	5,000	125	500	
510-380-503	Settlement	-	136,584	-	-	-	
510-380-900	Miscellaneous Revenue	192,000	183,453	190,000	143,703	130,000	Late fees, shut-off fees, etc.
510-395-910	Cust. Contrib.-Hookups/Connect	250,000	228,457	200,000	198,392	150,000	
510-395-930	Dev. Contrib.-Desert Lakes	-	131	-	2,003	-	
510-395-933	Capital Grant Contributions	-	141,494	-	-	-	
510-395-940	Developer Cont.-Infrastructure	-	160,987	-	-	-	
510-395-950	Developer Cont-Water Rights	-	1,248,075	-	-	-	
		9,279,511	10,394,255	8,207,847	8,713,640	11,903,807	
510-800-860	Interest Expense	2,831,541	2,246,011	2,742,929	2,490,477	2,235,657	
510-800-861	Bond Issuance Cost	-	556,572	-	439,153	-	
510-810-800	Depreciation	3,256,000	3,174,278	3,256,000	3,175,000	3,175,000	
		6,087,541	5,976,861	5,998,929	6,104,630	5,410,657	
	Water Distribution Expenses	2,417,560	2,133,158	2,505,584	2,289,107	2,462,817	
	Water Treatment Expenses	1,184,662	912,764	1,065,233	984,832	1,073,199	
			1,371,472	(1,361,899)	(664,930)	2,957,135	

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

Depreciation Defined (non-cash transaction)

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

Funded Depreciation

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

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

Enterprise Funds

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

Cash Flow Statement

The cash flow statement reports the *cash* generated and used during the period and includes beginning and ending *cash* balances. It is separated into three (3) sections: Operating Activities: involves transactions that are associated with providing services to customers such as cash receipts from sales of services and cash payments to suppliers and employees.

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

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

Operating Statement

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

Water Distribution

The operating budget proposed for Water Distribution is approximately the same as FY 2016/2017. Expenditure line items were adjusted to keep expenses down.

Water Distribution system requires approximately three more years of CIP improvements to the Metering System 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 staff to replace throughout the FY.

Additional CIPs for the water distribution system include the Fire Hydrant Replacements, Hardie Lane Water Line Replacement, Pipe Bridge over Canal construction, the Ricci Tank Interior Recoat PER (several tanks are deteriorating and require recoating based on the diving reports FY 2015/2016), Sage Booster Pump Relocation PER (Bureau of Safe Drinking Water required), Well 9 Replacement of oil Lubricated Shafts with Water lubrication, and municipal well 11 pump replacement with a VFD for increased efficiency, and BOR compliance. The Hardie Lane Replacement and the Pipe Bridge Construction are intended to be capitalized per Policy 2002-001, however the remaining CIP projects are identified in the operating budget line item as expenses per policy.

The department would like to budget for a single “seasonal” position instead of budgeting temporary workers (contract through employment agency) to assist the distribution division in-house for annual fire hydrant maintenance program. The funds budgeted were used last FY (\$13,000) for contract employees provide support for the program. Staff would like to use these funds to hire a seasonal person so the employee can be “interviewed and selected” to augment the team, rather than simply supplied by a contract employer. Turnover of the temporary help caused much inefficiency since retraining was repeated several times through the year. The hydrants in the City are connected directly into the potable drinking water supply and are 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.

Mission Statement

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

Legal Requirements

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

Primary Responsibilities

The primary responsibilities of the Water Distribution division are to operate and maintain the water distribution system owned by the City. This includes:

- Monthly, quarterly, and annual laboratory sampling reporting.
- Meter reading, meter repair and replacement (Utility Department).
- Water Utility Billing
- Leak repairs, operations and maintenance of city wells, distribution pipes and storage tanks.
- Emergency Power back-up maintenance
- Enforcement of backflow program, and other miscellaneous tasks.

Overall change in level of service

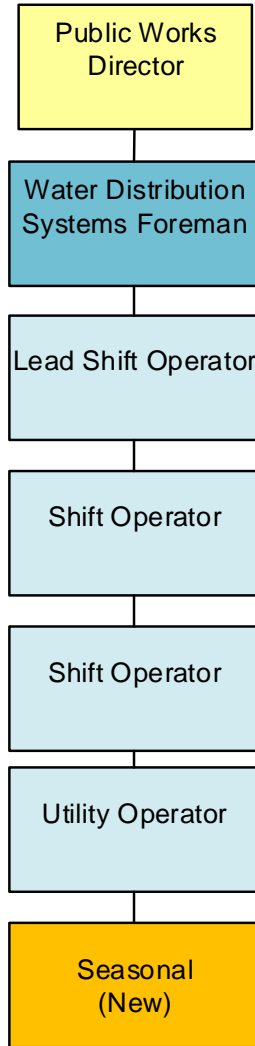
Water Distribution system requires approximately three more years of CIP improvements to the metering system to replace failed/aging water meters throughout the city, which have potential to incur lost revenue. A capital outlay project of \$250K has been requested again this FY to provide enough meters for staff to replace throughout the FY. Additional CIPs for the water distribution system include the EWWTP Potable Water Line Design and Construction, Fire Hydrant Replacements, Hardie Lane Water Line Replacement, the Ricci Tank Interior Recoat PER (several tanks are deteriorating and require recoating based on the diving reports FY 2015/2016), Sage Booster Pump Relocation PER (Bureau of Safe Drinking Water required), Pipe Bridge over canal construction, Well 9 Replacement of Oil Lubricated Shafts with water lubrication, and municipal well 11 pump replacement with a VFD for increased efficiency, and BOR Compliance.

The Division would like to budget for a single “seasonal” position instead of budgeting for temporary workers (through an employment agency) to assist the distribution department in-house for the annual fire hydrant maintenance program. The funds budgeted were used last FY (\$13,000) for contract employees (professional services) to provide support for the program. The hydrants in the City are connected directly into the potable drinking water supply and are of top priority to the water distribution division. The division continues to gather information from annual flow testing and the entire system of hydrants (1,200+) maintained/painted.

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

Change budget for “temporary workers” to augment staff at \$13,000/year to a seasonal employee of the city with the same budgetary cap.

Organizational Chart



Goals and Objectives

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

Expenses

17-18 Budget Template							
Water Distribution		2015-16	2015-16	2016-17	2016-17	2017-18	
		FY 2016	FY 2016	FY 2017	FY 2017	FY 2018	
Account Number	Account Title	Budget	Actual	Budget	Actual Estimated	Proposed Budget	Comments
510-810-100	Regular Pay	627,449	571,667	619,623	567,886	628,685	Includes 1 seasonal
510-810-120	Standby Pay	30,000	23,216	30,000	24,632	30,000	
510-810-130	Overtime Pay	20,150	26,814	20,150	31,641	20,150	
510-810-140	Annual Leave Pay	4,605	39,310	4,605	41,955	7,046	
510-810-150	Sick Leave Pay	-	27,407	-	15,641	-	
510-810-160	Holiday Pay	-	20,667	-	16,726	-	
510-810-210	Medicare	9,892	9,516	9,778	9,752	9,945	
510-810-220	Unemployment	7,239	6,607	7,239	1,721	7,169	
510-810-230	Retirement (PERS)	177,254	153,029	175,044	155,084	173,771	
510-810-235	Pension Expense - GASB 68 Adj	-	(31,504)	(30,698)	-	-	
510-810-240	Group Insurance	153,005	127,086	145,997	138,077	164,645	
510-810-250	Workers Compensation Insurance	45,462	32,519	43,702	19,695	44,046	
510-810-260	Other Benefits	-	6,439	-	2,760	-	
510-810-270	OPEB Liability	19,920	12,908	17,541	14,020	15,908	
	Total Salaries and Benefits	1,094,976	1,025,679	1,042,981	1,039,590	1,101,366	

17-18 Budget Template							
Water Distribution		2015-16	2015-16	2016-17	2016-17	2017-18	
		FY 2016	FY 2016	FY 2017	FY 2017	FY 2018	
Account Number	Account Title	Budget	Actual	Budget	Actual Estimated	Proposed Budget	Comments
510-810-320	Prof Serv-Engineering	3,750	3,559	7,500	212	7,500	Mapoptix and Vvieworks- split between distribution & treatment software fees
510-810-322	Prof Serv-Other	12,500	13,799	200,000	100,000	30,000	PER Ricci Tank and Sage Booster-
510-810-328	Prof Serv-Auditing	28,261	27,435	28,006	26,670	24,500	listed in CIP spreadsheet
510-810-340	Tech Services-Lab Analysis	-	-	-	-	-	Audit expenses
510-810-342	Tech Services-Other	-	-	-	-	1,500	Not used
510-810-410	Utility Services-Water & Sewer	-	995	-	-	-	Armored Services Utility
510-810-412	Utility Service-Refuse	12,500	2,956	10,000	7,000	7,500	Not used
510-810-420	Contract Services	19,000	21,251	13,000	9,215	-	Large yard dumpsters for cottonwood and trash service
510-810-423	Contract Services-ANALYTICAL	8,600	10,956	8,600	10,229	11,000	REMOVED \$13K- temp workers. budget - PWD
510-810-428	Contract Services-ELECTRICAL	5,500	3,922	5,500	3,922	7,500	Coliform \$6300/yr, chrome6 \$96/yr, UCMR3 \$260/yr, DBP \$528/yr, Hardness \$600/yr, Nitrate \$300/yr, Additional \$500/yr
510-810-429	Contract Services-SCADA	12,000	8,126	12,000	8,126	12,000	System repairs/replacements
510-810-430	Repairs & Maintenance	25,000	29,028	103,125	95,000	110,000	Training \$2000, Licensing \$2000, Programming \$3000, Hardware \$5000
510-810-431	Repairs & Maintenance-Roads	10,000	4,854	8,000	8,000	8,000	Mechanical seals \$1500/seal, pump rehab \$10000/pump, facility fence repairs \$1000, pump oil \$2400, Well 4 VFD, Fire Hydrant Replacement, Well 9 Shaft Replacement - items from CIP listed here
510-810-432	Repairs & Maintenance-TCID	102,000	105,837	106,000	107,959	108,000	Repairs for leaks in streets, road base and asphalt
510-810-441	Rental	-	1,470	-	3,430	1,500	Operation and Maintenance fees for TCID water rights
510-810-444	Interfund Cost Alloc. Build	219,673	163,128	150,878	150,878	170,201	rental pumps/generators
510-810-520	Insurance	117,000	61,599	64,679	-	70,000	
510-810-530	Communications	3,000	1,050	1,056	1,880	3,000	phones, aircard for laptop, internet for cottonwood shop
510-810-540	Advertising	2,000	503	500	416	1,000	Advertisements for job postings, project bidding, annual CCR
510-810-550	Printing and Postage	25,000	27,471	25,000	27,358	28,500	Utility billing, FedEx and UPS,15% GIS Printing/Postage - \$105
510-810-580	Training	6,000	6,723	6,000	3,500	5,000	CEU's: NVRWA Conference \$250/day for 3 = \$750, backflow tester \$1035, refresher \$880, backflow specialist \$800, repair workshop \$120, misc PDH's for engineers, 20% GIS Travel and Training = \$140 split with distribution = \$70
510-810-581	Dues and Memberships	2,000	1,038	2,000	1,994	2,000	USA membership \$270, State certs \$200, AWWA \$200, USC Backflow membership \$150, NvrWA \$235, NWRA \$300, ASCE \$150, APWA \$125
510-810-585	Educational Assistance Program	500	-	500	-	500	
510-810-600	General Supplies	-	(34)	-	-	-	Not used

17-18 Budget Template							
Water Distribution		2015-16	2015-16	2016-17	2016-17	2017-18	
		FY 2016	FY 2016	FY 2017	FY 2017	FY 2018	
Account Number	Account Title	Budget	Actual	Budget	Actual Estimated	Proposed Budget	Comments
510-810-601	Office Supplies	8,000	10,291	8,000	7,500	10,000	Copier paper \$1000, Ink Cartridges \$1000, Statements and Envelopes \$5000, General office \$1000, 15% GIS office supplies = \$15
510-810-605	Minor Equipment	15,000	15,984	13,938	12,500	15,000	Repair/Replace \$8000, Chem Pump \$950, Air tools \$500, Computer upgrades-Staff, Cordless power tools, Wacker compactor, Lathe CW Shop
510-810-610	Automotive Supplies	12,500	11,090	15,000	15,000	15,000	Increased maintenance for 7 trucks (aging fleet) and misc equipment: tires, spark plugs and filters, batteries, oil, heavy equipment oil, misc heavy equipment repairs
510-810-612	Supplies-Janitorial	1,500	121	500	573	1,500	Cottonwood shop cleaning supplies proportionate share
510-810-613	Supplies-Meter Service	25,000	23,006	25,000	22,500	25,000	Wells Booster/ Misc supplies for upgrades to well meters
510-810-614	Supplies-Plant/Shop/Maint	32,000	29,178	28,000	25,000	28,000	Facility and distribution system operations: weed control \$1500, hydrant paint \$2000, hand tools \$1000, general supplies \$5000, (roofing brushes, hardware, repair parts, sampling equipment, screening) raw and potable CAV's \$3000, water pipe PE and C900 \$2000, bulk storage tank \$1500, sample station \$600, Couplings, risers adaptors, PVC repair parts, building supplies \$1000 (locks, paint, OH door), repair fittings 4" and up \$4000
510-810-615	Supplies-Meter Installation	-	14,935	-	(922)	-	
510-810-616	Supplies-Safety	1,500	1,928	1,250	1,980	1,250	PPE, lab gloves, work gloves, hard hats, vests, lock out kits = \$500
510-810-617	Supplies-Chemical	5,500	3,628	5,000	3,628	5,000	Bulk sodium hypochlorite for well pumping facilities \$440 to fill one bulk tank 10 fills/year = \$4400
510-810-621	Natural Gas	2,000	3,643	2,000	2,000	2,000	Cottonwood shop heating proportionate share 50% water, 50% streets
510-810-622	Electricity	350,000	262,023	299,671	310,000	310,000	Cottonwood shop electricity, booster pump stations (2), wells (7), PRV stations (3), storage buildings (4)
510-810-623	Propane	1,000	243	500	-	500	Weed burning around facilities
510-810-625	Bulk Diesel	5,000	3,008	4,000	3,970	4,000	Cottonwood shop storage tank 25% proportionate share
510-810-626	Gasoline	31,500	14,735	25,000	17,500	20,000	Fuel for service trucks (7) and misc equipment
510-810-640	Books and Periodicals	800	847	400	-	-	Regulations, training, safety manuals, AWWA design manuals
510-810-642	Permits and Licenses	17,000	18,175	12,000	12,500	15,000	State BSDW, USA Locates, Hazmat, Water rights time extensions, Temp change applications
510-810-643	Property Taxes/Assessmnts/Fees	-	3	-	-	-	
510-810-698	Water Rights Protection	200,000	198,976	270,000	250,000	300,000	Legal \$160,000, water rights surveying \$50,000, Permit fees \$50,000, yearly upstream storage fee \$25,000
510-810-699	Miscellaneous	-	-	-	-	-	
Total Water Distribution Expenses		2,417,560	2,133,158	2,505,584	2,289,107	2,462,817	

Water Treatment

The operating budget proposed for Water Treatment is approximately the same as FY 2016/2017. Electricity and other line items were adjusted to keep expenses down.

The Water Treatment Plant has been in operation for approximately 9 years and components are beginning to reach the end of their useful life and require replacement. Budgeting for future repairs and replacement of components will be critical as the treatment plant ages. Replacement of the microfiltration system membranes will be required in the future and have been included in the 5 year CIP planning.

No CIP projects are requested for this year's budget specific to the Water Treatment Plant. In the following FY, a slurry seal treatment to the facility parking lots and loading zones is proposed to preserve the pavement condition at the Water Treatment Plant. This CIP would be best included in the General Fund Pavement Management Plan as the cost to mobilize is a significant expense for a project of this nature and could be included with a city-wide slurry seal project at a cost savings.

The personnel budget reflects last year's decrease in Plant Operators, however includes the seasonal janitorial position as directed by Council last fiscal year.

Mission Statement

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

Legal Requirements

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

Primary Responsibilities

The primary responsibilities of this department are to operate and maintain the water treatment plant owned by the City. This includes:

- Monthly, quarterly, and annual laboratory sampling reporting.
- Plant monitoring and operation, plant security, building and grounds maintenance.
- Maintenance of all pumps, tanks, flocculation and sedimentation ponds, microfiltration systems, emergency power, and other associated tasks.
- The department ensures that the citizens receive drinking water that meets or exceeds water quality requirements as set forth by the US EPA and the NDEP.

Overall change in level of service

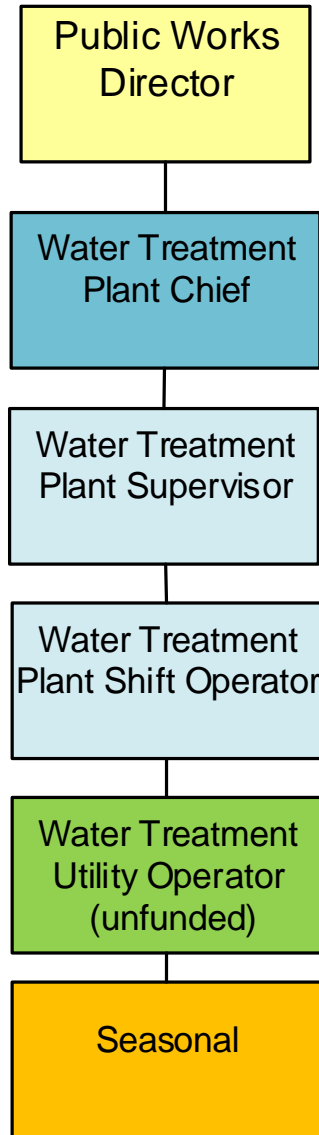
No significant increase or decrease in level of service has been identified. Prior fiscal year the City Council requested a decrease in operators at the Water Treatment Plant. The Utility Operator position has been identified in the organizational chart, but is not funded. A seasonal janitorial position has been carried over for this FY and is requested

to be funded to assist plant operations. Overtime has been increased to reflect the gap of one less operator, however the cost for overtime is significantly less than having a full-time employee.

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

None.

Organizational Chart



Goals and Objectives

Strategic Goal: To improve the quality of life enjoyed by the community's residents and enhance continued maintenance and reconstruction of the City's infrastructure with an emphasis on sustainability.				
Goal 1: Operate and maintain the Water Treatment Plant effectively and efficiently				
Objective 1	Maintain all State and Federal requirements and enhanced monitoring of the water treatment plant			
	Task 1	Track and monitor all compliance sampling, testing and reporting requirements for the City's Bureau of Safe Drinking Water (BSDW) Public Water System Permit including participation in US EPA's UCMR3 program		
	Task 2	Improve SCADA controls in the system through redundant back up for software components		
	Task 3	Improve remote access capability for SCADA monitoring including enhanced system notifications		
Objective 2	Increase efficiency of the Water Treatment Plant through further implementation of VueWorks (Asset Management)			
	Task 1	Convert all existing data of equipment and asset history into VueWorks		
	Task 2	Enhance existing inventory control and implement into VueWorks		
	Task 3	Utilize VueWorks data to better plan for future maintenance needs		
Performance Measure: Percentage of assets entered into VueWorks				
	Quarter 1	Quarter 2	Quarter 3	Quarter 4
% of assets				
Strategic Goal: To improve the quality of life enjoyed by the community's residents and enhance continued maintenance and reconstruction of the City's infrastructure with an emphasis on sustainability.				
Goal 2: Ensure fiscal responsibility for future maintenance of the Water Treatment Plan				
Objective 1	Continue to monitor facility for increased efficiencies			
	Task 1	Continue to increase efficiency of chemical and electrical consumption		
	Task 2	Monitor and track the integrity of facility buildings		
	Task 3	Begin surface water treatment options		
Objective 2	Budgeting for the replacement of critical plant infrastructure			
	Task 1	Track infrastructure that is due for replacement		
	Task 2	Update the Capital Improvement Plan		
	Task 3	Continue considering additional funding sources for future rehabilitation projects		
Strategic Goal: The City of Fernley must strive to maintain and improve overall fiscal integrity, stability, and equality of the City's financial planning.				
Goal 3: Reduce fiscal responsibility for future operation of the Water Treatment Plan				
Objective	Evaluate options for residual solids removal to reduce expense on operating budget			
	Task 1	Continued investigation and planning for onsite solids dewatering, possibly in conjunction with surface water improvements		
	Task 2	Continue to investigate solids off-hauling options for better control of location and price		
	Task 3	Investigate and obtain additional funding sources for future plant rehabilitation projects		

Expenses

17-18 Budget Template							
Water Treatment		2015-16	2015-16	2016-17	2016-17	2017-18	
		FY 2016	FY 2016	FY 2017	FY 2017	FY 2018	
Account Number	Account Title	Budget	Actual	Budget	Actual Estimated	Proposed Budget	Comments
510-840-100	Regular Pay	233,231	208,185	210,460	197,691	213,600	Includes 1 seasonal
510-840-120	Standby Pay	25,000	25,130	18,750	26,886	18,750	
510-840-130	Overtime Pay	23,150	24,853	17,550	24,165	17,550	
510-840-140	Annual Leave Pay	1,237	17,204	1,237	20,626	385	
510-840-150	Sick Leave Pay	-	4,591	-	4,608	-	
510-840-160	Holiday Pay	-	9,655	-	7,089	-	
510-840-200	FICA	-	-	-	530	825	
510-840-210	Medicare	3,977	4,108	3,473	4,040	3,502	
510-840-220	Unemployment	2,685	2,244	2,394	212	2,394	
510-840-230	Retirement (PERS)	65,888	46,106	55,697	44,780	56,509	
510-840-235	Pension Expense - GASB 68 Adj	-	(11,475)	(9,208)	-	-	
510-840-240	Group Insurance	41,160	27,847	33,669	29,274	33,899	
510-840-250	Workers Compensation Insurance	22,953	12,612	18,350	2,390	18,588	
510-840-260	Other Benefits	-	3,558	-	2,400	-	
510-840-270	OPEB Liability	9,400	2,216	3,761	2,503	3,046	
	Total Salaries and Benefits	428,681	376,834	356,133	367,194	369,049	
510-840-320	Prof Serv-Engineering	3,750	2,359.35	7,500	3,092	7,500	20% Mapoptix and Vueworks split between distribution and treatment
510-840-322	Prof Serv-Other	-	11,282.11	-	4,738	-	Not used
510-840-342	Tech Services-Other	-	-	-	-	-	
510-840-412	Utility Service-Refuse	150	148.32	150	150	150	Trash pickup
							Ameripride rugs rags, and coveralls \$1250, Fire systems annual \$2000, Generator annual \$3000, 3rd Party Hach Calibration/Hach instruments maintenance partnership \$4,000
510-840-420	Contract Services	6,500	11,601.28	11,000	10,000	11,000	FY15/16 compliance, local and solids sampling
510-840-423	Contract Services-ANALYTICAL	3,500	4,264.00	4,000	3,500	4,000	HVAC coolers servicing
510-840-424	Contract Services-HVAC	3,400	1,140.00	3,000	1,140	3,000	Plant residuals solids, loading, transport and dumping
510-840-426	Contract Svc-Residuals Dispose	168,750	134,437.96	170,000	160,000	170,000	Electrical and controls equipment troubleshooting, component replacement labor on motors, VFD's, switch gear, TVSS, etc
510-840-428	Contract Svc-Electrical & Cont	6,000	2,855.00	5,000	1,000	5,000	Process control system (PCS) modifications and adjustments, PLC's, radios, Router, Servers, HMI's, etc
510-840-429	Contract Services-SCADA	5,000	4,869.58	7,500	-	5,000	Vertical turbine pumps motor \$6000, Sky crane VTP motor \$2400, annual boiler and boiler pump service \$500, flocculator motor \$1400, Chemical metering pump motor \$700, Vertical Turbine Pump Motor \$6000, Sky Crane VTP Motor remove and reinstall \$2400, Annual Boiler and Boiler pumps service \$500, Flocculator Motor \$1400, Chemical Metering Pump Motor \$700, Chemical Metering Pump \$1800, Chem Transf and Recirc Pumps \$3000, Basins Mixers \$850, Fire Control Panels \$300, Backflow Prevention Devices \$500, Interior/Exterior lighting \$300, HVAC, Belts/Filters/Components Beyond Prof Services \$2000, Recycle Pumps Repairs & Shipping \$3300, Softener Systems \$1000, Air Scrub Blowers \$3500, Industrial Air Compressors \$3000, Facility Irrigation System \$150, Quarterly Oil Analysis Sampling \$1350, UPS Batteries Replacement \$1600, Solids Tanks Recirc Pump Rework \$2500, PCS server replacement (if needed) \$10000 Treated water reservoir dive inspection and cleaning \$3000
510-840-430	Service-Repair and Maintenance	47,700	38,452.61	63,125	35,000	63,000	

17-18 Budget Template							
Water Treatment		2015-16	2015-16	2016-17	2016-17	2017-18	
		FY 2016	FY 2016	FY 2017	FY 2017	FY 2018	
Account Number	Account Title	Budget	Actual	Budget	Actual Estimated	Proposed Budget	Comments
510-840-520	Insurance	118,500	63,352.95	66,521	60,000	66,500	Reflects average of past 3 FY
510-840-530	Communications	8,381	2,229.29	13,302	8,500	13,500	3 phones for operators, aircard for laptop, internet for wtp
510-840-540	Advertising	500	537.82	500	100	500	Advertisements for job postings, project bidding, annual CCR
510-840-550	Printing and Postage	500	852.67	1,000	100	1,000	Utility billing, FedEx and UPS
510-840-580	Training	2,000	1,193.80	2,000	1,500	2,000	CEU's: NVRWA Conference \$250/day for 3 = \$750, misc PDH's for engineers
510-840-581	Dues and Memberships	500	50.00	500	500	500	State certs \$200, AWWA \$200, NvRWA, ASCE, APWA
510-840-585	Educational Assistance Program	500	-	500	-	500	
510-840-601	Office Supplies	1,000	727.22	1,000	750	1,000	Printer cartridges, 15% GIS office supplies = \$15, misc supplies
510-840-605	Minor Equipment	3,500	2,308.47	3,000	3,821	3,000	Hand tools, landscape equipment, yard supplies, Computer upgrades-Staff, Lathe CW Shop
510-840-610	Automotive Supplies	500	121.65	2,000	2,000	2,000	Maintenance for 2 trucks and misc equipment: tires, spark plugs and filters, batteries, oil, heavy equipment oil, misc heavy equipment repairs
510-840-614	Plant/Shop/Maint. Supplies	12,000	6,104.22	9,000	5,000	7,500	Lubricants for motors, pumps, mixers \$1700, Gaskets, seals, adhesives, sealants \$400, Chemical cleaners \$200/ Chem Flex line \$300/ Weed & Mosquito control \$400, Basin skimming & sludge level monitoring supplies \$350/ Plastic bin stock \$1500/ Misc hardware \$200/ Lab kits - CL-17 Chlorine Analyzers \$1800 / 1720E Turbidity Analyzers \$2000 / Chlorine DPD packets \$500 / Turbidity Calibration \$1000 / DR - 5000 Arsenic & Iron \$2500 / PH Probe Sensor \$1800 / Glassware cleaners & oils \$300 / Glassware \$200 / Kim wipes \$300 / Sensor Storage Solutions \$100/ Suspended Solids Trays \$200 / Lab Distilled Water \$ 300
510-840-616	Safety Supplies	1,000	297.48	500	250	500	PPE, lab gloves, work gloves, hard hats, vests, lock out kits = \$500
510-840-617	Chemicals	99,350	60,702.29	99,000	92,000	99,000	Treatment Process and Membrane Cleaning Bulk Chemicals: Ferric Chloride 42% (FeCl3) \$65,000 (7 Tankers) Sodium Hypochlorite 12.5% (NaOCl) \$12,000 (7 - 2030 Gal Deliveries) Citric Acid 50% (C6H10O8) \$20,250 (1 - 3,000 Gallon Delivery) Sodium Hydroxide 20% (NaOH) \$1700 (1 - 2K Delivery) Softener Salt (Na) \$400.00 (2 Pallets); Chemical Contract this Year.
510-840-621	Natural Gas	17,500	18,529.39	18,535	18,500	20,000	Heating costs for water treatment facility
510-840-622	Electricity	237,000	162,208.18	212,467	200,000	210,000	Electrical costs for water treatment facility average trailing FY
510-840-625	Bulk Diesel	2,200	1,582.82	2,500	1,500	2,500	Emergency generator fuel
510-840-626	Gasoline	800	303.94	1,000	248	1,000	fuel for service trucks (2) and misc equipment
510-840-640	Books and Periodicals	500	147.29	500	250	500	Regulations, training, safety manuals, AWWA design manuals
510-840-642	Permits and Licenses	5,000	3,269.88	4,000	4,000	4,000	Plant Operating Permits; NDEP, Fire Marshall, Boiler, Engineering, Operator Certification Renewals X 8.
Total Water Treatment		1,184,662	912,763.78	1,065,233	984,832	1,073,199	

Wastewater Enterprise Fund

Cash Flow

	(1)	(2)	(3)
		ESTIMATED	TENTATIVE
<u>PROPRIETARY FUND</u>	ACTUAL PRIOR	CURRENT	APPROVED
	YEAR ENDING	YEAR ENDING	APPROVED
	6/30/2016	6/30/2017	6/30/2018
A. CASH FLOWS FROM OPERATING			
ACTIVITIES:			
Cash received from customers, service fees	2,029,525	1,683,536	3,400,000
Cash received from customers, capacity fees and other	65	2,059	-
Cash paid to suppliers	(598,454)	(651,028)	(817,654)
Cash paid to employees	(759,071)	(707,231)	(746,100)
a. Net cash provided by (or used for) operating activities	672,065	327,336	1,836,246
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	181,253	275,000	100,000
Debt Re-payment	(351,261)	(65,389)	(207,448)
Interest on Debt	(314,724)	(167,584)	(165,300)
Misc		-	-
Proceeds from capital asset disposals	691	-	200
Capital Outlay	(727,075)	(2,851,115)	(667,500)
Bond issuance costs	-	(18,658)	-
c. Net cash provided by (or used for) capital and related financing activities	(1,211,116)	(2,827,746)	(940,048)
D. CASH FLOWS FROM INVESTING ACTIVITIES:			
Interest on investments	40,773	15,000	15,000
d. Net cash provided by (or used in) investing activities	40,773	15,000	15,000
NET INCREASE (DECREASE) in cash and cash equivalents (a+b+c+d)	(498,278)	(2,485,410)	911,198
CASH AND CASH EQUIVALENTS AT JULY 1, 20xx	9,250,578	8,752,300	6,266,890
CASH AND CASH EQUIVALENTS AT JUNE 30, 20xx	8,752,300	6,266,890	7,178,088

Wastewater Summary

17-18 Budget Template						
Sewer Summary		2015-16	2015-16	2016-17	2016-17	2017-18
		FY 2016	FY 2016	FY 2017	FY 2017	FY 2018
Account Number	Account Title	Budget	Actual	Budget	Actual Estimated	Proposed Budget
520-370-100	Sewer Services	2,016,348	2,023,135	2,012,000	1,683,536	3,400,000
520-380-100	Interest Earnings	4,000	38,626	5,000	15,000	15,000
520-380-400	Disposition of Capital Assets	-	691	-	-	200
520-380-900	Miscellaneous Revenue	400	65	200	-	-
520-395-910	Cust. Contrib.-Hookups/Connect	300,000	181,253	250,000	275,000	100,000
520-395-930	Dev. Contrib.-Desert Lakes	-	143	-	-	-
520-395-933	East Plnt Lift Station	-	1,430	-	2,059	-
520-395-940	Developer Cont.-Infrastructure	-	80,953	-	-	-
		2,320,748	2,326,297	2,267,200	1,975,595	3,515,200
520-800-860	Interest Expense	300,422	172,999	290,934	167,584	165,300
520-800-861	Bond Issuance Cost	-	83,384	-	18,658	-
520-810-800	Depreciation	1,060,000	990,411	1,060,000	1,000,000	1,000,000
		1,360,422	1,246,794	1,350,934	1,186,242	1,165,300
	Total Sewer Expenses	1,497,615	1,333,043	1,552,471	1,365,982	1,572,711
			(253,540)	(636,205)	(576,628)	777,189

The operating budget proposed for Wastewater Treatment Plant is approximately the same as the FY 2016/2017. Electricity and other line items were adjusted to keep expenses down.

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. Approximately 220 units are in service across the city that are connected to individual homes. The repair and replacement costs of these units are borne by the rate payers to the sewer enterprise fund, not the individual homeowner.

Capital Improvement Projects (CIP) planned include Hardie Lane Sewer Line Design and Construction, Cedar Street Sewer Line Design and Construction, Highway 50 Bypass Upgrade, highway 50 Cutter Heads and Brushes – new, Farm District Road Electrical Upgrade – replace failed components and City of Fernley Sewer Model (budgeted to professional services line item). These CIP projects reflect the projects identified in the Rate Study, as well as failing or failed components discovered within the last FY. The CIPs identified are imperative to the operation of the system and need to be funded as soon as possible.

Wastewater Treatment

Mission Statement

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

Legal Requirements

The operation and maintenance of the City's 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.

Primary Responsibilities

The primary responsibilities of this department are to operate and maintain the wastewater collection system and wastewater treatment plant owned by the City. This includes:

- Monthly, quarterly, and annual laboratory sampling reporting.
- Leak repairs, maintenance of all lift stations, manholes, collection lines.
- Emergency power backup maintenance.
- Plant monitoring and operation, plant security, building and grounds maintenance.

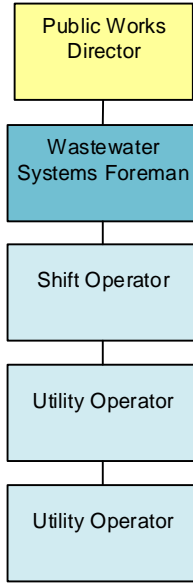
Overall change in level of service

The operating budget proposed for Wastewater Treatment is approximately the same as the FY 2016-2017. Expenditure line items were adjusted to keep expenses down. The E-One Repair and Maintenance line item will remain in the budget as the department continues to purchase new units to replace older models that are no longer in production. Capital Improvement Projects (CIP) planned include Hardie Lane Sewer Line Design and Construction, Cedar Street Sewer Line Design and Construction, Highway 50 Bypass Upgrade, City of Fernley Sewer Model (budgeted to the professional services line item), Highway 50 Cutter heads and Brushes-new, and Farm District Road Electrical upgrade – replace components. These CIP projects reflect the projects identified in the Rate Study, as well as failing or failed components discovered within the last FY. The CIPs identified are imperative to the operation of the system and need to be funded as soon as possible.

Change in number of positions:

None

Organizational Chart



Goals and Objectives

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

Expenses

17-18 Budget Template							
Sewer		2015-16	2015-16	2016-17	2016-17	2017-18	
		FY 2016	FY 2016	FY 2017	FY 2017	FY 2018	
Account Number	Account Title	Budget	Actual	Budget	Actual Estimated	Proposed Budget	Comments
520-810-100	Regular Pay	433,979	409,162	438,937	412,696	422,588	
520-810-120	Standby Pay	30,000	25,940	30,000	28,266	30,000	
520-810-130	Overtime Pay	20,150	16,347	20,150	18,819	20,150	
520-810-140	Annual Leave Pay	148	25,921	148	21,094	1,636	
520-810-150	Sick Leave Pay	-	17,184	-	11,566	-	
520-810-160	Holiday Pay	-	14,518	-	11,387	-	
520-810-210	Medicare	6,600	7,018	6,665	7,122	6,434	
520-810-220	Unemployment	5,196	4,932	5,196	1,231	5,126	
520-810-230	Retirement (PERS)	122,599	97,655	124,000	96,497	119,381	
520-810-235	Pension Expense - GASB 68 Adj	-	33,961	(19,519)	-	-	
520-810-240	Group Insurance	95,930	74,821	87,899	81,363	111,934	
520-810-250	Workers Compensation Insurance	29,819	22,264	29,955	12,991	28,850	
520-810-260	Other Benefits	-	6,736	-	4,200	-	
520-810-270	OPEB Liability	12,100	7,027	10,257	7,722	8,957	
		756,521	763,487	733,688	714,953	755,057	
520-810-320	Prof Serv-Engineering	7,500	7,124	7,500	7,500	7,500	20% Mapoptix and Vueworks software fees
520-810-322	Prof Serv-Other	12,500	11,666	50,000	25,000	60,000	Sewer Master Plan
520-810-328	Prof Serv-Auditing	7,664	7,440	7,431	7,664	8,000	Audit expenses
520-810-342	Tech Services-Other	-	-	-	-	1,500	Armored Services Utility
520-810-410	Utility Services-Water & Sewer	-	672	-	806		Not used
520-810-412	Utility Service-Refuse	1,700	1,396	2,200	1,905	2,200	Large dumpster for EWWTP and medium dumpster for highway 50 lift station
520-810-423	Contract Services-ANALYTICAL	10,000	11,162	15,000	11,200	15,000	Annual priority pollutants sampling, monthly BOD, CL2, TSS, Nitrogen, Ammonia, Nitrate, pH, and phosphorus testing of effluent, quarterly sampling of monitoring wells for chloride, nitrogen, and TDS (add Pond Sludge Sampling)
520-810-426	Contract-Sewer Cleaning & Insp	10,000	2,811	5,000	337	5,000	Emergency callouts
520-810-428	Contract Services-ELECTRICAL	15,000	9,751	10,000	753	10,000	Callouts to troubleshoot lift station and treatment plant issues
520-810-429	Contract Services-SCADA	12,000	12,543	10,000	7,209	12,500	Licensing, Programming, Hardware
520-810-430	Service-Repair and Maintenance	50,000	37,072	112,325	65,000	50,000	Pump/motor rehab, facility fence repairs, pump oil, pump replacements \$5000 to \$25,000
520-810-431	Road Maintenance	3,500	352	-	-		Not used
520-810-441	Rental	6,000	5,470	10,000	7,058	10,000	Crane truck for aerators, trash pump for emergency bypass situations, heavy equipment
520-810-444	Interfund Cost Alloc. Build	119,905	83,231	105,779	105,779	120,804	FINANCE Please verify - PWD
520-810-520	Insurance	67,000	37,414	39,285	32,399	91,000	CMO please verify - PWD
520-810-530	Communications	2,675	5,645	5,855	3,637	6,000	3 phones, aircard for laptop, satellite internet for EWWTP

17-18 Budget Template							
Sewer		2015-16	2015-16	2016-17	2016-17	2017-18	
		FY 2016	FY 2016	FY 2017	FY 2017	FY 2018	
Account Number	Account Title	Budget	Actual	Budget	Actual Estimated	Proposed Budget	Comments
520-810-540	Advertising	1,000	566	1,000	-	500	Advertisements for job postings, project bidding, annual CCR
520-810-550	Printing and Postage	25,000	22,939	27,500	25,000	28,500	Utility billing, FedEx and UPS, 15% GIS Printing/Postage - \$105
520-810-580	Training	5,000	1,792	2,500	542	2,500	CEU's for operators, PDH's for engineers, 20% GIS Travel and Training = \$140
520-810-581	Dues and Memberships	500	278	500	432	500	USA membership \$270, ASCE \$150, APWA \$125
520-810-585	Educational Assistance Program	500	-	500	-	500	
520-810-600	General Supplies	-	1,657	-	4,683	5,000	Aggregate base for service road, shop repairs, general construction (minor) projects
520-810-601	Office Supplies	5,000	9,083	6,000	4,480	6,000	Copier paper \$500, Ink Cartridges \$500, Statements and Envelopes \$5000, 15% GIS office supplies = \$15, Utility Depart. Costs
520-810-605	Minor Equipment	15,000	4,034	14,188	15,494	15,000	Small pumps and electric motors <\$5000, Heaters \$2000, Larger tools \$3000, Computer upgrades-Staff, Fleet share equip. Lathe \$2,000
520-810-610	Supplies-Automotive	5,000	6,017	15,000	7,500	15,000	Maintenance for 3 trucks and misc equipment: tires, spark plugs and filters, batteries, oil, heavy equipment oil, misc heavy equipment repairs
520-810-612	Supplies-Janitorial	500	-	-	-	-	EWWTTP shop cleaning supplies
520-810-614	Supplies-Plant/Shop/Maint	25,000	5,948	25,000	7,589	20,000	9 lift stations, check valves, impellers, seals, fittings, paint, gaskets, pipe, filters, bowls, general supplies and tools
520-810-615	E-One R & M	85,000	68,740	85,000	93,327	85,000	New E-One units \$2400/each, repair and maintenance supplies
520-810-616	Supplies-Safety	1,000	856	1,000	545	1,000	PPE, lab gloves, work gloves, hard hats, vests, lock out kits = \$500
520-810-617	Supplies-Chemical	18,000	8,253	14,000	7,000	12,000	One tank of sodium hypochlorite \$1700 per fill
520-810-621	Natural Gas	400	364	400	363	400	
520-810-622	Electricity	200,000	174,761	219,570	195,000	200,000	9 lift stations, wastewater plant, buildings
520-810-623	Propane	1,000	90	500	-	500	Heaters for thawing headworks at lift stations, facility weed burning
520-810-625	Bulk Diesel	5,000	3,008	4,000	3,200	4,000	Cottonwood shop storage tank 25% proportionate share
520-810-626	Gasoline	15,000	10,993	12,500	8,500	12,500	Fuel for service trucks (4) and misc equipment
520-810-640	Books and Periodicals	750	334	750	291	750	Regulations, training, safety manuals, AWWA design manuals
520-810-642	Permits and Licenses	7,000	16,090	8,500	836	8,500	State NDEP due 2018 \$6000, USA Locates \$150, Hazmat \$500
520-810-643	Property Taxes/Assessmnts/Fees	-	1	-	-	-	
520-810-699	Miscellaneous	-	-	-	-	-	
520-810-730	IMPROVEMENTS OTHER THAN BLDGS	-	-	-	-	-	
700-900-910	Transfer Out	-	-	-	-	-	
		1,497,615	1,333,043	1,552,471	1,365,982	1,572,711	

Storm Water Enterprise

This fund was established during the FY16/17 Budget Process. A funding mechanism still needs to be established and will be brought forward to City Council. At this time, there is no revenue or expenses specifically for this fund.

Cash Flow

	(1)	(2)	(3)
		ESTIMATED	
	ACTUAL PRIOR	CURRENT	TENTATIVE
PROPRIETARY FUND	YEAR ENDING	YEAR ENDING	APPROVED
	6/30/2016	6/30/2017	6/30/2018
A. CASH FLOWS FROM OPERATING			
ACTIVITIES:			
Cash received from customers, service fees		-	
Cash received from customers, capacity fees and other			
Cash paid to suppliers			60,000
Cash paid to employees			
a. Net cash provided by (or used for)			
operating activities	-	-	60,000
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			
Debt Re-payment			
Interest on Debt			
Misc			
Proceeds from capital asset disposals			
Capital Outlay			
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)	-	-	60,000
CASH AND CASH EQUIVALENTS AT			
JULY 1, 20xx	-	-	-
CASH AND CASH EQUIVALENTS AT			
JUNE 30, 20xx	-	-	60,000

Storm Drain Summary

17-18 Budget Template							
Storm Drain		2015-16	2015-16	2016-17	2016-17	2017-18	
		FY 2016	FY 2016	FY 2017	FY 2017	FY 2018	
Account Number	Account Title	Budget	Actual	Budget	Actual Estimated	Proposed Budget	Comments
520-370-100	Revenue					60,000	
		-	-	-	-	60,000	
		-	-	-	-	-	
	Total Storm Expenses	-	-	-	-	60,000	

Storm Water Operations/Systems

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

Need for On-site Retention

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

Retention Basin Maintenance

The Storm Water Enterprise Utility will allow staff to contract out for improvements of City-owned retention basins, and for minor maintenance tasks.

Retention basins are designed to be filled with excess storm water during storm events to ensure a functional storm water system, protect life and health of the community, minimize property damage and protect water quality. Basins treat incoming storm water runoff by allowing particles to settle and algae to take up nutrients. Basic maintenance items, such as vegetation management, debris and litter removal, etc. should be routinely addressed for a basin to function properly.

Of the estimated 43 retention parcels identified within the City of Fernley, approximately 22 have been dedicated to and are maintained by the City to date. Funding for a Retention basin maintenance program should be implemented to maintain an acceptable condition for existing City-owned basins, and to assist with future development. Currently, the City does not have the resources to perform routine maintenance in addition to conducting necessary repairs and improvements for City-owned retention basins, such as fencing repair, headwall repair, etc. In the prior Fiscal Year, a Storm Water Enterprise Fund was created. Funding was borrowed from the General Fund as a placeholder for the fund.

The intention was to then create an ordinance to govern storm water utilities with a Resolution to create a funding mechanism. The Ordinance has not been completed by Public Works and is still in progress. However, to better define the actual cost of rehabilitation of the retention basins the City now owns, the Public Works Department would like to request to spend the \$60,000 identified in the Fund with the anticipation of rehabilitating six basins that were acquired through the “quit claim” process from Lyon County. The intention is also to have the Ordinance and Resolution to sustain the Storm Water Enterprise Fund in place during the Fiscal Year 2017-18.

Relationship to other programs: Vector Control

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

Strategic Goal: To improve the quality of life enjoyed by the community’s residents and enhance continued maintenance and reconstruction of the City’s infrastructure with an emphasis on sustainability				
Goal 1: Weed abatement/Street Sweeping				
Objective 1	Control and eliminate noxious weeds growing in City right of ways and easements			
	Task 1	Burn and mechanical removal of weeds		
	Task 2	Add seasonal employee to assist with program		
Objective 2	Operate effective street sweeping program to improve air and water quality and city’s storm water conveyance infrastructure			
	Task 1	Continue street sweeping operations using city-owned sweeper and manpower on limited basis		
	Task 2	Use contract services during large storm events or in case of city-owned equipment malfunction		
Performance Measure: Number of areas addressed				
	Quarter 1	Quarter 2	Quarter 3	Quarter 4
# of areas				

Section V: Special Revenue Funds

Grants Fund

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.

Many grants expired during FY 2016/2017 including the Bureau of Reclamation, Desert Terminus Lakes – Legal Services Grant, which provided \$1 Million over several years and the National Fish and Wildlife Fund (NFWF) – Aquifer Storage and Recovery (ASR) Grant, which provided \$250,000.

All City Grants:

Fund	Name	Description	FY 17/18	City's Match
Grants	CDBG – UNR SBDC 2014	Business Counseling Project	Complete	
Grants	CDBG – UNR SBDC 2015	Business Counseling Project	Complete	-
Grants	CDBG – Downtown	Revitalization Project – Phase II	Complete (March 2017)	-
Sewer	US EPA	Sludge drying beds	Complete (June 2017)	-
Grants	BOR – DTL	Legal Services (TROA)	Complete (May 2017)	-
Water	National Fish and Wildlife Fund (NFWF)	Aquifer Storage and Recovery (ASR)	Complete (March 2017)	-
General	FHWA – NDOT	Farm District Multiuse Path, Phase Two	No Construction for FY17-18	
Grants	FHWA – Safe Routes to Schools	Hardie Lane Reconstruction – TAP Funds	See below TAP/SRTS Funds combined	
Grants	FHWA – Safe Routes to Schools	Hardie Lane Reconstruction – SRTS Funds	729,500	-
Grants	CDBG – UNR SBDC 2016	Business Counseling Project	87,075	-
Grants	CDBG – Depot Phase I	Sanitary Sewer Connection and Amenity Building	60,000	
Grants	CDBG – Depot Phase II	Sanitary Sewer Connection	250,907	100,000
Grants	CDBG – Depot Phase III	Design for Amenity Building	50,000	-
TOTAL			1,177,482	100,000

City Match funds for these grants are as follows:

- CDBG – Depot, Phase II - \$100,000
 - \$100,000 will come from Committed Fund Balance in the General Fund which was approved by City Council during the FY 2015-2016 Budget Discussions.

Revenues and Expenses

17-18 Budget Template							
Grants		2015-16	2015-16	2016-17	2016-17	2017-18	
		FY 2016	FY 2016	FY 2017	FY 2017	FY 2018	
Account Number	Account Title	Budget	Actual	Budget	Actual Estimated	Proposed Budget	Comments
220-330-xxx	Depot Community Center Phase 1					60,000	
220-330-xxx	Depot Community Center Phase 2					250,907	
220-330-xxx	Depot Community Center Phase 3					50,000	
220-330-101	Grant #R09AP20010	-	10	-	-		EPA Sludge Drying Beds will be completed by end of FY2016-2017
220-330-108	Safe Routes to School	-	38,154	-	38,652	-	No construction during fiscal year
220-330-109	Main St. Corridor CDBG	-	53,738	-	172,132	-	
220-330-116	GRANT #R12AP20013 TROA COMPLET	-	173,334	-	104,617	-	
220-330-117	Rural Continuum of Care	-	-	-	-		
220-330-119	TAP - Hardie Lane	-	3,160	-	-	729,500	Hardie Lane is split between the Capital Fund and the General Fund
220-330-129	WNDD Revolving Loan	-	44,216	-	-		
220-330-191	Grant R09AP20010 Admin Fee	-	-	-	-		
220-330-193	SBDC Business Counseling	-	59,396	-	52,705	87,075	2016-2017 SBDC Business Counseling (expires Dec. 2017)
220-360-900	Miscellaneous Revenue	955,000	-	-	-		
	Total Revenues	955,000	372,007	-	368,107	1,177,482	
220-480-xxx	Depot Community Center Phase 1					60,000	
220-480-xxx	Depot Community Center Phase 2					250,907	
220-480-xxx	Depot Community Center Phase 3					50,000	
220-480-644	WNDD Revolving Loan	-	44,216	-	-	-	
220-480-649	Grant R09AP20010 Expenditures	-	-	-	-	-	EPA Sludge Drying Beds will be completed by end of FY2016-2017
220-480-658	Safe Route to Schools	-	38,154	-	38,652	-	No construction during fiscal year
220-480-660	Main St Corridor CDBG	-	53,738	-	172,132	-	
220-480-664	GRANT #R12AP20013 TROA COMPLET	-	173,334	-	104,617	-	
220-480-665	Rural NV Continuum of Care	-	-	-	-	-	
220-480-676	SBDC Business Counseling	-	59,396	-	52,705	87,075	2016-2017 SBDC Business Counseling (expires Dec. 2017)
220-480-678	TAP - Hardie Lane	-	3,160	-	-	729,500	Hardie Lane is split between the Capital Fund and the General Fund
220-480-698	Misc Expenditure	955,000	-	-	-	-	
220-900-910	Transfers Out	-	-	-	-	-	
	Total Expenses	955,000	371,997	-	368,107	1,177,482	
	Net Change in Fund Balance	-	10	-	-	-	

Transient Lodging Tax

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

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

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

FCTA will provide two rounds of grant funding opportunities during FY17/18. Equal amounts of funding are provided for each round. Funding has been set aside for the Annual Fire Works as well as City projects, to eliminate the city competing with local organizations for funding.

Strategic Plan:

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

Expenses

17-18 Budget Template							
TLT		2015-16	2015-16	2016-17	2016-17	2017-18	
		FY 2016	FY 2016	FY 2017	FY 2017	FY 2018	
Account Number	Account Title	Budget	Actual	Budget	Actual Estimated	Proposed Budget	Comments
225-310-300	Transient Lodging Tax	227,000	294,909	267,000	329,986.80	325,000	
225-360-100	Interest Earnings	300	3,667	300	-	300	
	Total Revenues	227,300	298,576	267,300	329,987	325,300	
225-575-320	PROFESSIONAL SERVICES	11,360	-	13,365	5,600	7,000	
225-575-322	Prof Serv-Other	200	-	200	-	150	
225-575-540	Advertising	150	-	150	-	150	
225-575-550	Printing & Postage	150	-	150	-	150	
225-575-600	General Supplies	150	-	150	-	150	
225-575-650	Grant Awards Round 1	121,000	84,088	123,000	90,505	44,000	
225-575-650	Grant Awards Round 2					44,000	
225-575-650	Fire Works					17,000	
225-575-650	Additional Potential Grants					22,000	
225-575-730	IMPROVEMENTS OTHER THAN BLDGS	-	-	900,000	-	900,000	
	Total Expenses	133,010	84,088	1,037,015	96,105	1,034,600	
	Net Change in Fund Balance	94,290	214,489	(769,715)	233,882	(709,300)	
	Beginning Fund Balance		725,106	819,396	939,595	1,173,477	
	Committed Fund Balance		710,306	843,956.00	875,299.40	1,037,949	
	Assigned Fund Balance		229,289	(794,275)	298,177	(573,773)	
	Ending Fund Balance		939,595	49,681	1,173,477	464,177	

Capital Fund

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

Capital Improvement Fund

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

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

Capital/Capital Improvement		2015-16	2015-16	2016-17	2016-17	2017-18	
		FY 2016	FY 2016	FY 2017	FY 2017	FY 2018	
Account Number	Account Title	Budget	Actual	Budget	Actual Estimated	Proposed Budget	Comments
300-360-100	Interest Earnings	200	2,415	500	1,400	1,000	
300-425-730	Improve other than Buildings	105,047	-	60,047	-	102,227	Farm District Road Multiuse Path Phase II (27,180), Hardie Lane design & construction(75,047)
	Total Revenues	105,247	2,415	60,547	1,400	103,227	
	Net Change in Fund Balance	105,247	2,415	60,547	1,400	(101,227)	
	Beginning Fund Balance		560,534		562,949	564,349	
	Ending Fund Balance		562,949		564,349	463,122	
305-310-100	Tax Revenue	1,800	1,662	1,500	1,500	1,500	
305-360-100	Interest Earnings	20	198	50	120	120	
	Total Revenues	1,820	1,859	1,550	1,620	1,620	
305-425-730	Improve other than Buildings	25,000	-	46,000	-	46,000	Depot Improvements
	Total Expenses	25,000	-	46,000	-	46,000	
	Net Change in Fund Balance	(23,180)	1,859	(44,450)	1,620	(44,380)	
	Beginning Fund Balance		44,748		46,607	48,227	
	Ending Fund Balance		46,607		48,227	3,847	

Residential Construction Tax Fund

Mission Statement:

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

Primary Responsibilities:

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

No personnel are charged to this fund.

RCT Revenues and Expenses

RCT		2015-16	2015-16	2016-17	2016-17	2017-18	
		FY 2016	FY 2016	FY 2017	FY 2017	FY 2018	
Account Number	Account Title	Budget	Actual	Budget	Actual Estimated	Proposed Budget	Comments
230-310-300	Residential Construction Tax	2,000	49,000	20,000	96,000	49,000	
231-310-300	Residential Construction Tax	-	-	-	-	-	
230-360-100	Interest Earnings	10	230	50	250	250	
230-390-500	Transfers In	-	12,000	-	-	-	
	Total Revenues	2,010	61,230	20,050	96,250	49,250	
230-575-XXX	Park Improvements	-	-	-	-	60,000	Rodeo grounds, OTP improvements, walkway/landscaping parking
230-575-730	Improve other than Buildings	-	-	28,846	-	-	
231-900-910	Transfers Out	-	12,000	-	-	-	
	Total Expenditures	-	12,000	28,846	-	60,000	
	Net Change in Fund Balance	2,010	49,230	(8,796)	96,250	(10,750)	
	Beginning Fund Balance		28,846		78,076	174,326	
	Ending Fund Balance		78,076		174,326	163,576	

Administrative Assessment Fund

Pursuant to NRS 176.059, the Court is committing the balance of the Courts Administrative Assessment fees in the amount of \$53,881.00 to cover any additional costs needed to support and improve the operations of the court.

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

Admin Assessment		2015-16	2015-16	2016-17	2016-17	2017-18	
		FY 2016	FY 2016	FY 2017	FY 2017	FY 2018	
Account Number	Account Title	Budget	Actual	Budget	Actual Estimated	Proposed Budget	Comments
200-350-100	Penalties/Fines Municipl Court	15,000	21,747	24,000	3,475	15,000	
200-360-100	Interest Earnings	300	132	300	-		
	Total Revenues	15,300	21,879	24,300	3,475	15,000	
200-425-322	Prof Serv-Other	10,000	8,100	14,100	18,854	10,000	
200-425-580	Training	3,000	890	3,000	1,271	4,000	
200-425-581	Dues and Memberships	500	425	500	600	1,000	
200-425-582	Travel	1,000	369	1,000	820	2,000	
200-425-600	General Supplies	3,000	2,495	5,000	-	5,000	
200-425-605	Minor Equipment	2,500	3,451	5,000	1,451	7,000	
200-425-640	Books and Periodicals	500	-	-	-	500	
200-425-699	Svc & Supplies-Misc	-	368	5,000	-	1,700	Decreased line item to avoid negative fund balance
	Total Expenses	20,500	16,098	33,600	22,997	31,200	
	Net Change in Fund Balance	(5,200)	5,781	(9,300)	(19,521)	(16,200)	
	Beginning Fund Balance		30,100		35,881	16,359	
	Ending Fund Balance		35,881		16,359	159	

Court Facility Fee Fund

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

Court Facilities Revenue and Expenses

Court Facilities		2015-16	2015-16	2016-17	2016-17	2017-18	
		FY 2016	FY 2016	FY 2017	FY 2017	FY 2018	
Account Number	Account Title	Budget	Actual	Budget	Actual Estimated	Proposed Budget	Comments
210-350-100	Penalties/Fines Municipl Court	18,000	30,265	33,000	4,776	22,065	
210-360-100	Interest Earnings	300	293	300	-		
	Total Revenues	18,300	30,558	33,300	4,776	22,065	
210-425-322	Prof Serv-Other	-	-	5,000	-	17,000	17,000 capital study
210-425-605	Minor Equipment	25,000	1,306	36,000	2,034	20,000	
210-425-699	SVC & SUPPLIES-MISC	-	-	-	-	44,074	
210-425-720	Buildings	-	-	-	-		
210-425-730	Improve other than Buildings	-	-	-	-		
210-425-743	Furniture and Fixtures	-	-	20,000	-		
	Total Expenses	25,000	1,306	61,000	2,034	81,074	
	Net Change in Fund Balance	(6,700)	29,252	(27,700)	2,742	(59,009)	
	Beginning Fund Balance		50,072		79,324	82,066	
	Ending Fund Balance		79,324		82,066	23,057	

Section VI: Capital Improvement Plan

Capital Projects Budget

Government Capital Projects							
Fund/Dept. Number	General Fund, Capital Fund, Capital Improvement Fund, Grants Fund						
Purchase Replacement Year	Description	Economic Life (Years)	TOTAL COST	Funding Source			
				(100) General Fund	(220) Grants Fund	(300) Capital Fund	(400) Cap. Imp. Fund
2017/18	Hardie Lane-Design and Construction		4,800,000	4,043,320	729,500	27,180	
2017/18	Farm District Road Multiuse Path Phase II		215,000	139,953		75,047	
2017/18	PMP Project, Autumn Winds, Golf Course COF Facilities		500,000	500,000			
2017/18	Cottonwood Shop Automatic Gate	10	30,000	30,000			
2017/18	Depot Improvements		146,000	100,000			46,000
2017/18	6 Yard Electric Sander	10	12,000	12,000			
2017/18	3 Yard Electric Sander	10	8,500	8,500			
2017/18	Depot Sewer Lateral Phase 2		250,907		250,907		
2017/18	Depot Ancillary Building Design Phase 3		50,000		50,000		
2017/18	Parks – Hustler Mower Replacement	10	35,000	35,000			
2017/18	Building – All WD SUV	10	22,336	22,336			
2017/18	IT Upgrades/Court Remodel		30,000	30,000			
Total			6,099,743	4,921,109	1,030,407	102,227	46,000
Reconciliation to Line Item							
All governmental capital projects must be included in this schedule and 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.	Facilities	100-417-730		100,000			
	Parks	100-575-730		15,000			
	Streets	100-475-741		20,500			
	Streets	*100-475-730		998,273			
	Streets	100-475-745		3,700,000			
	Parks	100-575-741		35,000			
	Building	100-605-730		22,336			
	IT	100-418-730		30,000			
	Grants	220-480-658				1,030,407	
	Capital	300-425-730					102,227
	Cap Improvement	305-425-730					46,000
			6,099,743	4,921,109	1,030,407	102,227	46,000

*\$843,320 proposed from Committed, Public Works Future Roadway Improvements per City of Fernley Resolution 13-014 and 14-014; \$139,953 proposed from restricted funds for the multi-use path

Government Capital Projects (Cont'd)							
Fund/Dept. Number	General Fund, Capital Fund, Capital Improvement Fund, Grants Fund						
Purchase/Replacement Year	Description	Economic Life (Years)	TOTAL COST	Funding Source			
				(100) General Fund	(200) Grants Fund	(300) Capital Fund	(400) Cap. Improv. Fund
2018/19	Transportation Master Plan		110,000				
2018/19	Gustafson Bridge Structural Assessment		20,000				
2018/19	Cottonwood Shop Drainage Construction		200,000				
2018/19	City Hall Fencing Project	20	140,000				
2018/19	City Hall Security Improvement Project	20	210,000				
2018/19	PMP Project, Cottonwood Slurry and Drainage		1,200,000				
2018/19	Annual Crack Repair, Monitoring and Maintenance		90,000				
2018/19	Retention Basin Maintenance		100,000				
2018/19	Parks Building	20	500,000				
Total Expenditures			2,570,000				
2019/20	PMP Project, Emigrant Wy, Jessica Ln		1,200,000				
2019/20	Annual Crack Repair, Monitoring and Maintenance		70,000				
2019/20	Retention Basin Maintenance		100,000				
Total Expenditures			1,370,000				
2020/21	PMP Project, Industrial		1,200,000				
2020/21	Annual Crack Repair, Monitoring and Maintenance		70,000				
2020/21	Retention Basin Maintenance		100,000				
Total Expenditures			1,370,000				
2021/22	PMP Project, Autumn Winds, Golf Course		1,200,000				
2021/22	Annual Crack Repair, Monitoring and Maintenance		70,000				
2021/22	Retention Basin Maintenance		100,000				
Total Expenditures			1,370,000				

Water Enterprise - Capital Projects			
Fund and Department Number	Water Enterprise Fund		
Purchase/Replacement Year	Description	Life (Yrs)	Total Cost
2017/18	Water Meter Replacements Citywide		250,000
2017/18	Hardie Lane Waterline Replacement		651,600
2017/18	*Well No. 4 Replacement VFD Assembly (GL 510-810-430)		*25,000
2017/18	*Fire Hydrant Replacement (GL 510-810-430)		*25,000
2017/18	Pipe Bridge Rehabilitation Construction		170,000
2017/18	*Well No. 9 Shaft Replacement (GL 510-810-430)		*25,000
2017/18	*Preliminary Engineering Report, Ricci Tank Interior Recoat and Overflow Relocation (GL 510-810-322)		*10,000
2017/18	*Preliminary Engineering Report, Sage Ranch Booster Pump Repair/Relocation (GL 510-810-322)		*20,000
2017/18	Water Treatment Plant Surface Water Improvements		300,000
Total Annual Expenditures	*Costs Budgeted as expenses in GLs, not Capitalized – per Policy 2002-001		1,476,600 (Includes expenses) 1,371,600 (Capital Outlay)
2018/19	Water Meter Replacements Citywide		250,000
2018/19	Water Master Plan Update		60,000
2018/19	Fire Hydrant Replacement		12,500
2018/19	Peach Tank Demolition		75,000
2018/19	Ricci Tank Interior Recoat and Overflow Relocation Design and Construction		500,000
2018/19	Sage Ranch Booster Pump Repair/Relocation Design and Construction		295,000
2018/19	EWWTTP Fire Line and Potable Water Main Design and Construction		600,000
2018/19	Well No. 4 Transfer Switch and Genset Upgrade		25,000
Total Annual Expenditures			1,967,500
2019/20	Well Bypass Projects		120,000
2019/20	Sage Tank Interior/Exterior Recoat		225,000
2019/20	Vine Street Water Main Connection		500,000
2019/20	Water Meter Improvements Citywide		250,000
2019/20	WTP Filter Replacement		540,000
2019/20	ASR Infiltration Basin(s)		1,053,000
2019/20	Surface Water Integration		6,000,000
Total Annual Expenditures			8,788,000
2020/21	Water Meter Improvements Citywide		250,000
2020/21	Tank Recoat Projects		300,000


2020/21	WTP Filter Replacement		540,000
2020/21	Armstrong Well Tie-in		540,000
2020/21	ASR Infiltration Basin(s)		1,550,000
2020/21	Surface Water Integration		4,000,000
Total Annual Expenditures			8,287,000
2021/22	Water Meter Improvements Citywide		125,000
2021/22	WTP Filter Replacement		540,000
2021/22	ASR Infiltration Basin(s)		1,397,000
2021/22	Tank Recoat Project		300,000
Total Annual Expenditures			2,362,000
Sewer Enterprise - Capital Projects			
Fund and Department Number	Sewer Enterprise Fund		
Dept. Function or Name	PW/Engr		
Prepared By	JAD		
Purchase/Replacement Year	Description	Economic Life (Yrs)	Total Cost
2017/18	Hardie Lane Sewer Line Design and Construction (Sewer)		72,500
2017/18	Cedar Street Sewer Line Design and Construction (Sewer)		350,000
2017/18	Highway 50 Bypass Upgrade – new (Sewer)		50,000
2017/18	Sewer Master Plan Update - *GL 520-810-322 (Sewer)		*60,000
2017/18	Highway 50 Cutter Heads and Brushes – new (Sewer)		40,000
2017/18	Farm District Road Electrical Upgrade – replace components (Sewer)		30,000
2017/18	East Lift Station Bypass, Hot Tap and Line Stop		125,000
Total Annual Expenditures			727,500 (Includes operational) 667,500 (Capital Outlay)
2018/19	Farm District Road Lift Station Rehabilitation and Force Main Replacement and odor control		620,000
2018/19	East Lift Station Bypass Upgrade		60,000
2018/19	East Lift Cutter Heads and Brushes		60,000
Total Annual Expenditures			740,000
2019/20	Enclosure for Headworks at Highway 50		250,000
2019/20	Sewer Main Replacement/Rehabilitation		250,000
2019/20	Camille Genset and SCADA Installation		150,000
2019/20	Metal Storage Building/Shop for East Plant		275,000
Total Annual Expenditures			925,000


2020/21	Sewer Main Replacement/Rehabilitation		250,000
Total Annual Expenditures			250,000
2021/22	Sewer Main Replacement/Rehabilitation		250,000
Total Annual Expenditures			250,000


General Fund Capital Projects


Department Name	Building and Safety
Prepared by	Rick Kabele, Building Official
Project Title	New Inspection Vehicle
Project Description and Location	Purchase of new All-Wheel-Drive Compact SUV for use conducting building inspect and code enforcement activities
Project Justification	The Building Services Program anticipates hiring one (1) additional Certified Building Inspector to service an increasing demand for inspection services
Relationship to other programs	Building Inspectors can investigate code compliance issues within our jurisdiction
Relationship to City Priorities	Development, construction, and code enforcement have been identified as continuing priorities of the City
Impact on other departments	Fleet Management
Estimate - Capital Costs	\$22,336 under State of Nevada contract
Planned sources of funds	General Fund Building (GL 100-605-730)
O&M costs	These costs are estimated to be minimal for a new vehicle under warranty but could amount to approximately \$1,500 for one year of operation for fuel and oil
Planned fund sources for O&M costs	General Fund
Additional comments	An All-Wheel-Drive vehicle is essential for winter and off-road use in our environment

Department Name	Facilities Department
Prepared by	Derek Starkey, City Engineer
Project Title	Train Depot Roofing and Painting
Project Description and Location	Install new roofing on the train depot and pay for new paint on the exterior of the building
Project Justification	The Train Depot is located on Main Street and is currently not open to the public. The building was moved to the current site and upgraded with structural improvements many years ago. The current roof on the building is made up of cedar shake shingles. There is no sheathing under the shingles so there are areas where water can easily make its way into the interior of the building. The new roofing will replace the current roofing and will maintain the historic integrity of the building. The exterior paint has not been replaced since the building has been moved and is beginning to wear through to the wood in some locations. To prevent further degradation a new coat of paint is necessary. The new paint will match the historically accurate colors for the building to preserve the historic integrity of the building.
Relationship to other programs	None
Relationship to City Priorities	FY 2017/18 Budget Priorities, as approved on December 7, 2016 Fernley City Council Meeting: Depot Improvements
Impact on other departments	None
Estimate - Capital Costs	\$146,000
Planned sources of funds	General Fund Facilities (GL 100-417-730) - \$100,000 Capital Improvement Fund (GL 305-425-730) - \$46,000
O&M costs	O & M Costs will be paid for out of the Facilities Division operating budget
Planned fund sources for O&M costs	O & M Costs will be paid for by the General Fund
Additional comments	None

Department Name	Parks
Prepared by	David Whalen, Public Works Director
Project Title	Replacement Mower – 72 Inch Deck, Zero Turn Radius
Project Description and Location	This capital outlay is to request to purchase one (1) 72-inch wide deck, commercial grade mower with material collection system for the Parks Department
Project Justification	The Parks Division is requesting the purchase of a 72-inch wide deck, commercial grade mower with material collection system. This mower will replace the Excel “Hustler” brand mower that is currently assigned to the division. The Excel Hustler mowers, there are two units, are approximately 30 years old (1985 products). Though the Excel company is still in business it has phased out production of parts for the older generation of mowers. Parts for replacement have become hard to locate. The current mowers frequently are being services as shown on the work order history below. The current mowers meet replacement criteria per the City of Fernley Fleet Management Program (FMP) Policy, Table 4.1 Appendix 8, Replacement Standard. If this request is approved, staff anticipates disposal of one of the current assets per the FMP Policy.
Relationship to other programs	City of Fernley Fleet Management Program
Relationship to City Priorities	FY 2017/18 budget Priorities, as approved December 7, 2016 Fernley City Council Meeting: Asset Management and Funding Plan
Impact on other Depts.	None
Estimate of the Capital Costs of Project	\$35,000
Planned sources of funds for the proposed project	The planned sources of funding for the purchase will be General Funding Parks (GL 100-475-741)
O&M costs for the proposed project	The future operations and maintenance costs for the purchase are expected to be minimal initially but grow over time as the equipment ages and reaches the end of its useful life
Planned sources of funds for the O&M costs	Future operations and maintenance costs will be absorbed into the operating budget of the Parks Department
Additional comments	<p>Pictured below is a commercial mower, representative of the proposed purchase (below is an image of the work orders generated for the mowers to be replaced during the 2016 season):</p> 

Department Name	Streets and Storm Drain
Prepared by	David Whalen, Public Works Director
Project Title	3-Yard Electric Sander
Project Description and Location	This capital outlay is to request to purchase one (1) 3-Yard Electric Salt Sand Spreader for the Streets and Storm Drain Division
Project Justification	The Streets and Storm Drain Division is requesting the purchase of a 3-Yard electric salt sand spreader to be used in snow and ice control operations. This sander will replace the 3-yard hydraulic sander that is currently assigned to the division. The current sander meets replacement criteria per the City of Fernley Fleet Management (FMP) Policy, Table 4.1, Appendix 8, Replacement Standard. If approved, Staff anticipates disposal of the current asset per the FMP Policy.
Relationship to other programs	City of Fernley Fleet Management Program
Relationship to City Priorities	FY 2017/18 Budget Priorities, as approved at the December 7, 2016 Fernley City Council Meeting: Asset Management and Funding Plan
Impact of Proposed Project on other departments	None
Estimate of the Capital Costs of the Proposed Project	The cost of the purchase is estimated to by \$8,500.
Planned sources of funds for the proposed project	The planned sources of funding for the purchase will be General Fund Streets and Storm Drains (GL 100-475-741)
Operations and Maintenance (O&M) costs for the proposed project	The future operations and maintenance costs for the purchase are expected to be minimal initially but grow overt time as the vehicle ages and reaches the end of its useful life.
Planned sources of funds for the O & M costs	Future operations and maintenance costs will be absorbed into the operating budget of the Streets and Storm Drain Department
Additional comments	<p>Pictured below is a 3-yard Electric Sander, representative of the proposed purchase (truck no included).</p> 

Department Name	Streets and Storm Drain
Prepared by	David Whalen, Public Works Director
Project Title	6-Yard Electric Sander
Project Description and Location	This capital outlay is a request to purchase one (1) 6-yard electric salt sand spreader for the Streets and Storm Drain Division
Project Justification	The Streets and Storm Drain Division is requesting the purchase of a 6-yard electric salt sand spreader to be used in snow and ice control operations. This sander will replace the 6-yard sander that is currently assigned to the division. The current sander meets replacement criteria per the City of Fernley Fleet Management Program (FMP) Policy, Table 4.1 appendix 8, Replacement Standard. If this request is approved, Staff anticipates disposal of the current asset per the FMP Policy.
Relationship to other programs	City of Fernley Fleet Management Program
Relationship to City Priorities	FY 2017/18 Budget Priorities, as approved at the December 7, 2016 Fernley City Council Meeting: Asset Management and Funding Plan
Impact of Proposed Project on other departments	None
Estimate of the Capital Costs of the Proposed Project	The cost of the purchase is estimated to be \$12,000
Planned sources of funds for the proposed project	The planned sources of funding for the purchase will be Streets (GL 100-475-741)
Operations and Maintenance (O&M) costs for the proposed project	The future operations and maintenance costs for the purchase are expected to be minimal initially but grow over time as the vehicle ages and reaches the end of its useful life
Planned sources of funds for the O & M costs	Future operations and maintenance costs will be absorbed into the operating budget of the Streets and Storm Drain Department
Additional comments	Picture below is a 6-yard Electric Sander, representative of the proposed purchase 

Department Name	Streets and Storm Drains
Prepared by	David Whalen, Public Works Director
Project Title	Cottonwood Shop Automatic Gate
Project Description and Location	This capital outlay item is a request to replace the existing gate for the city's corporation yard located at 355 Cottonwood Lane
Project Justification	The proposed gate is anticipated to be an approximately six (6) feet high by sixteen (16) feet wide cantilever gate installed with posts and top rails. A traffic loop will be installed at yard exit with one (1) entry and one (1) exit key pad. The system also includes 100 programmed Access Key Cards and one (1) Knox box for emergency access. Replacement of the existing gate is being requested to enhance security of on-site City of Fernley assets located at the corporation yard. An automatic gate will help to eliminate injuries sustained by the Staff responsible for manually operating the gate. The gate is heavy and can be difficult to maneuver in high winds. Additionally, the gate is open during business hours for employees to enter/exit, however this also allows for anyone to access the yard and equipment without authorization, exposed the city to risk of loss.
Relationship to other programs	City of Fernley Fleet Management Program
Relationship to City Priorities	FY 2017/18 Budget Priorities, as approved Dec. 17, 2016: Asset Management and Funding Plan
Impact of Proposed Project on other departments	The Cottonwood Shop is the centralized location for maintaining all City fleet vehicles and equipment
Estimate of the Capital Costs of the Proposed Project	\$30,000
Planned sources of funds for the proposed project	The planned sources of funding for the purchase will be General Funding: GL 100-475-730 & 100-575-730 (Streets and Parks- \$15,000 each)
Operations and Maintenance (O&M) costs for the proposed project	The future operations and maintenance costs for the purchase are expected to be minimal
Planned sources of funds for the O & M costs	Future operations and maintenance costs will be absorbed into the operating budgets of departments with dedicated fleet vehicles and equipment
Additional comments	Similar gate to the WTP, photo below: 

Department Name	Streets and Storm Drain
Prepared by	Derek Starkey, City Engineer
Project Title	Farm District Road Multi-Use Path Phase II
Project Description and Location	The City was approved for grant funding to construct an additional multi-use path along NDOT corridors within the City. The path is to be ten feet wide and separated from the main roadway by at least five feet. This project will include design/ROW consultation with NDOT as it will be located inside NDOT Right of Way. The path will extend down Farm District Road from the existing multi use path that currently ends at Crimson Road (past Cottonwood Elementary School) and will extend east to Jasmine Lane. The design of the path as well as the construction administration will be completed by NDOT.
Project Justification	The City of Fernley identified the biking corridor along Farm District Road in the Multi-Modal Transportation Master Plan adopted in 1999 and updated in 2006. In addition, the City Council approved the top NDOT priorities in 2011, which included “pedestrian and bike facilities along all NDOT corridors.” The Community Assessment published in 2011 identified “moving around” and sidewalks, bike, and hike paths” as a top theme within the community of Fernley. The proposed multi-use path will provide a safe passage for pedestrians and bicyclists from Silverland Middle School and surrounding neighborhoods into the center of the community, including direct access to the Out of Town Park, Cottonwood Elementary and connecting walkway and bike paths to other community resources/amenities (swimming pool, library, city hall, etc.).
Relationship to other programs	Multi-modal Transportation Plan, including pathways along all NDOT corridors (some funding already secured through grant opportunities).
Relationship to City Priorities	FY 2017-18 Budget Priorities, as approved at the December 7, 2016 Fernley City Council Meeting: Asset Management and Funding Plan
Impact of Proposed Project on other departments	None
Estimate of the Capital Costs of the Proposed Project	The City will be required to pay the NDOT \$215,000 as part of the grant agreement. The total cost of the project is estimated to be \$1,653,800. The City will also be responsible for all costs no eligible for grant funding and all costs more than the total grant budget.
Planned sources of funds for the proposed project	\$139,953 Streets GL 100-475-730; \$75,047 Capital Fund GL 300-425-730
Operations and Maintenance (O&M) costs for the proposed project	The O & M costs of the improvements will be absorbed by the Streets and Storm Drain Operating Budget
Planned sources of funds for the O & M costs	Streets and Storm Drain Operating Budget
Additional comments	None

Department Name	Streets and Storm Drain
Prepared by	Derek Starkey, City Engineer
Project Title	Hardie Lane Roadway Reconstruction Project
Project Description and Location	Hardie Lane reconstruction will include curb and gutter, along both sides of the roadway, as well as drainage improvements, water system improvements, sewer improvements, and complete roadway reconstruction. Safety improvements within the Right of Way, including traffic calming measures and coordination with Lyon County School District for on-site safety improvements, are proposed as part of this project. The project limits extend from Main Street south to north of Cottonwood Lane.
Project Justification	Hardie Lane is a critical North-South connector street for the City and is used to access residential homes off Hardie and for local elementary and intermediate school students. The street is currently in a state of disrepair with the Pavement Condition Index (PCI) of 41 or lower. This PCI ranking indicates that preventative maintenance is not appropriate for this roadway and reconstruction is the most cost effective option. Aside from the condition of the asphalt the street has numerous safety and access issues, particularly around the elementary school. The City received NDOT grant funding in 2011 and CDBG funding 2012 for the construction of Hardie Lane from Main Street to Dianne Way. CDBG funding is currently exhausted. Staff recommends completing the remainder of the Project using a combination of NDOT funds, Regional Transportation Commission (RTC) funds, and Committed (General Fund), Public Works Future Roadway Improvements, per City of Fernley Resolution #13-014 and 14-014.
Relationship to other programs	City of Fernley Routes to School Plan, adopted in 2011
Relationship to City Priorities	FY 2017/18 Budget Priorities, as approved at the December 7, 2016 Fernley City Council Meeting: Asset Management and Funding Plan, Road Maintenance and Repair and Storm Water Infrastructure
Impact on other depts.	None
Estimate - Capital Costs	\$5,524,100
Planned sources of funds for the proposed project	NDOT Grant Funding (Safe Routes to School)(GL 220-480-658): \$729,500 – FY17/18 Expenditure – Design and Construction Regional Transportation Commission (RTC) Funds (GL100-475-745): \$3.7M – FY 17/18 RTC Expenditure – Design and Construction City of Fernley General Fund (Committed, Public Works Future Roadway Improvements)(GL 100-475-730) \$343,320 – FY17/18 Expenditure – Design and Construction Wastewater Enterprise Fund Balance (sewer improvement) \$72,500 – FY17/18 Expenditure – Design and Construction Water Enterprise Fund Balance (water improvement) \$651,600 – FY17/18 Expenditure – Design and Construction Restricted Future Development (GL 300-425-730): \$27,180 – FY17/18 Expenditure – Design and Construction
O&M costs for project	Less than \$10,000 annually, absorbed by SSD Operating Budget
Planned sources of O&M costs	Ad Valorem Taxes, Motor Vehicle Fuel Tax, Regional Transportation Commission Funds
Additional comments	None

Department Name	Streets and Storm Drain
Prepared by	Derek Starkey, City Engineer
Project Title	PMP Assessment, Analysis and Final Report
Project Description and Location	This project will update the City's StreetSaver Database that is used to track the Pavement Condition Index (PCI) of the City's Street Network
Project Justification	<p>A summary of an agency's pavement network conditions provides valuable insight on current pavement preservation and rehabilitation needs. In addition, consistent collection of current conditions over time generates historical record of the progression of pavement condition, and the collected information can be used to model and predict future conditions per section and/or street. The results of pavement condition of surveys are used to determine one or more pavement conditions indices, which provide a means of identifying and prioritizing treatment and budgetary needs.</p> <p>The City of Fernley Pavement Management Program (PMP), Section 4.4 states, "June-November, once every three (3) years, Engineering Department conducts pavement condition surveys commencing with a proposal and schedule from an engineering firm on the City's most current Qualifying List of Professionals, to be received by the City by the end of June. Staff is to request approval to execute the Contract in July, at the start of the new FY. Inspections should be complete and submitted to Staff by the end of September. Inspection data should be entered, and the City's StreetSaver database updated by December, for the start of the next FY budget season." The project proposed for FY 17/18 includes: Inspections for paved roadways within the City's Network, inspections for unpaved roadways within the City's Network, input and analysis of inspection data (inclusive of budget constraints and input parameters) and a final PMP Report. It is the intent of Staff that these items be included in a Contract for Professional Engineering Services.</p>
Relationship to other programs	City of Fernley Pavement Management Program (PMP), City of Fernley Transportation Master Plan
Relationship to City Priorities	FY 2017/18 Budget Priorities, as approved at the December 7, 2016 Fernley City Council Meeting: Asset Management and Funding Plan, Road Maintenance and Repair
Impact of Proposed Project on other depts	None
Estimate – Capital Costs	\$60,000
Planned sources of funds for the proposed project	The project will be paid out of Streets (GL 100-475-320)
Operations and Maintenance (O&M) costs for the proposed project	O&M costs are not anticipated for this project
Planned sources of funds for the O & M costs	O&M costs are not anticipated for this project
Additional comments	None

Department Name	Street and Storm Drain
Prepared by	Derek Starkey, City Engineer
Project Title	PMP Project, Autumn Winds, Golf Course, COF Facilities
Project Description and Location	This Project is to complete appropriate maintenance treatments for streets that have been selected by Staff using key parameters of the City of Fernley Pavement Management Program, Resolution 2015-008, adopted September 16, 2015.
Project Justification	The Pavement Management Program (PMP) provides staff with the necessary direction to more effectively move forward with pavement preservation projects, and ensures all stakeholders understand the approach of why projects are selected. Using the \$500,000 allocated during the FY 15/16 budget approval process for “Road Improvements,” Staff completed preventative maintenance treatments for a portion of Jenny’s Ln East and Shadow Ln, a major Arterial and Collector, respectively, for the City of Fernley. FY 16/17 maintenance treatments tentatively include Jenny’s Ln West and residential streets in or near Ennor Rach subdivision and Aspen Meadows subdivision, any of which have not been previously slurried. The project area proposed for FY 17/18 will include maintenance treatments for selected streets within the Truckee River Ranch subdivision, Desert Lakes subdivision and possibly Desert Springs, Country Ranch Estates and Country Ranch 2 subdivisions, along with pavement located at selected City Facilities, including the Water Treatment Plant.
Relationship to other programs	City of Fernley Pavement Management Program (PMP), City of Fernley Transportation Master Plan
Relationship to City Priorities	FY 2017/18 Budget Priorities, as approved at the December 7, 2016 Fernley City Council Meeting: Asset Management and Funding Plan, Road Maintenance and Repair
Impact on other depts	None
Estimate of the Capital Costs of the Proposed Project	\$500,000
Planned sources of funds for the proposed project	The project will be paid out of Streets (GL 100-475-730), Committed (General Fund), Public Works Future Roadway Improvements, per City of Fernley Resolution #13-014 and 14-014.
Operations and Maintenance (O&M) costs for the proposed project	The O&M costs of the improvements are integrated into the FY 17/18 project budget and will require subsequent annual funding for future years as outlined in the City of Fernley PMP>
Planned sources of funds for the O & M costs	Committed (General Fund), Public Works Future Roadway Improvements, per City of Fernley Resolution #13-014 and 14-014 and other funding as appropriate
Additional comments	None

Department Name	Streets and Storm Drain
Prepared by	David Whalen, Public Works Director
Project Title	Retention Basin Maintenance
Project Description and Location	This project will allow Staff to contract out for improvements of City-owned retention basins, and for minor maintenance tasks
Project Justification	Retention basins are designed to be filled with excess storm water during storm events to ensure a functional storm water system, protect life and health of the community, minimize property damage and protect water quality. Basins treat incoming storm water runoff by allowing particles to settle and algae to take up nutrients. Basic maintenance items, such as vegetation management, debris and litter removal, etc. should be routinely addressed for a basin to function properly. Funding for a Retention basin maintenance program should be implemented to maintain an acceptable condition for existing City-owned/maintained basins, and to assist with future development. Staff is requesting this Capital Improvement Project to address maintenance for approximately ten (10) retention basins during FY 17/18
Relationship to other programs	Vector Control
Relationship to City Priorities	FY 2017/18 Budget Priorities, as approved at the December 7, 2016 Fernley City Council Meeting: Asset Management and Funding Plan, Storm Water Infrastructure
Impact of Proposed Project on other departments	Potential reduction of Vector Control Staff time and resources required for Abatement Services in relation to standing water in retention basins
Estimate – Capital Costs	\$100,000
Planned sources of funds	General Fund, Streets and Storm Drains (GL 100-475-342)
O&M costs for the proposed project	The O&M costs of the improvements are integrated into the FY 17/18 project budget and will require subsequent annual funding for future years
Planned sources of funds for the O & M costs	General Fund, Streets and Storm Drains and Streets and Storm Drain Operating Budget
Additional comments	None

Water Enterprise Capital Projects

Department Name	Water Distribution
Prepared by	David Whalen, Public Works Director
Project Title	Fire Hydrant Replacement
Project Description and Location	This project will allow the City to replace fire hydrants needing replacement because of the FY 15/16 Fire Hydrant Maintenance Program
Project Justification	The City of Fernley (COF) provides public fire hydrants for use by the North Lyon County Fire Protection District (NLCFD) to assist in fire suppression. This includes the COF owned hydrants, auxiliary valves and supporting water supply system piping. The existing fire hydrant system is directly connected to the City's treated drinking water supply piping. As such, an inter-local contract was necessary and approved during FY 15/16, establishing the parameters and requirements for the City and NLCFD to assist one another in addressing public safety concerns (both potable water standards and fire suppression assistance), as related to Fire Hydrant Maintenance. The inter-local agreement combined with the FY 15/16 Fire Hydrant Maintenance program, and subsequent inspection and maintenance activities, indicated the need for fire hydrant replacement at a rate exceeding what was budgeting in the FY 15/16 O&M Water Distribution budget. Staff is requesting this Capital Improvement Project to replace approximately ten (10) hydrants during FY 17/18.
Relationship to other programs	None
Relationship to City Priorities	FY 2017/18 Budget Priorities, as approved at the December 7, 2016 Fernley City Council Meeting: Asset Management and Funding Plan
Impact on other depts	None
Estimate – Capital Costs	\$25,000
Planned sources of funds	The project will be paid for by the Water Enterprise Fund in GL 510-810-430 (Water Distribution – Repairs and Maintenance)
O&M costs for the proposed project	The O&M costs of the improvements would be minimal and will be absorbed by the Water Distribution Operating Budget
Planned sources of funds for O&M costs	Water Distribution Operating Budget
Additional comments	None

Department Name	Water Distribution
Prepared by	Derek Starkey, City Engineer
Project Title	Hardie Lane Waterline Replacement
Project Description and Location	This water line replacement project is for the design and construction of improvements to portions of the City's Water Distribution System that are approaching the end of their useful service life
Project Justification	The City has received multiple grants to reconstruct Hardie Lane. Design and Construction of portions of the Water Distribution System beneath Hardie Lane should occur in conjunction with the Hardie Lane Safe Routes to School and Roadway Reconstruction improvements. Performing the work while the street is being reconstructed is economically and operationally more efficient than if it were scoped as a separate project. The City will realize savings on design and construction by including it in the Hardie Lane Project. This area of town is part of the older portion of Fernley and the infrastructure is nearing the end of its useful service life. The waterline replacement portion of the Hardie Lane Reconstruction Project will include replacement of approximately 4,400 linear feet of waterline, starting at approximately 150 feet south of Main Street and ending the Rachel Street.
Relationship to other programs	Hardie Lane Safe Routes to School and Roadway Reconstruction Project
Relationship to City Priorities	FY 2017/18 Budget Priorities, as approved at the December 7, 2016 Fernley City Council Meeting: Asset Management and Funding Plan
Impact on other depts	None
Estimate – Capital Costs	\$651,600
Planned sources of funds	The project will be paid for by the Water Enterprise Fund as a Capitalized Expense (See Water Enterprise Fund – Cash Flow – Capital Outlay)
O&M costs for the proposed project	The O&M costs of the improvements would be minimal and will be absorbed by the Water Distribution Operating Budget
Planned sources of funds for the O&M costs	Water Distribution Operating Budget
Additional comments	None

Department Name	Water Distribution
Prepared by	Derek Starkey, City Engineer
Project Title	Preliminary Engineering Report, Ricci Tank Interior Recoat
Project Description and Location	This project is a Preliminary Engineering Report (PER) to evaluate alternatives and provide a recommendation of a preferred alternative, in regards to how to proceed with the Ricci Tank Interior Recoat project and the Ricci Tank Drainage Basin Project. The Ricci Tank Interior Recoat Project includes removal of the existing interior coating and application of a new NSF approved epoxy type coating to the City's Ricci Tank. The Ricci Tank Drainage Basin Project will address discharge from the tank's overflow pipe. Currently, the pipe discharged water. Design and Construction for both Projects are tentatively scheduled for FY 18/19.
Project Justification	<p>In July 2015, the City's seven reservoirs were inspected by Liquivision, and their condition evaluated based on SSPC, ASTM, NACE and ACI standards. Inspection of the Ricci Reservoir revealed a minimal amount of corrosion on wall and floor areas. The wall, floor and large portion of interior elements of the reservoir were assessed at a consistent Rust Grade in the range of 7 to 8, which translates to rusting to the extent of 0.03% to 0.3% of surface rusted. The ceiling was observed to be in poor condition with a heavy amount of corrosion. The ceiling was assessed at a consistent Rust Grade of 0, which translates to 50% to 100% of surface rusted.</p> <p>It was Liquivision's recommendation to remove the existing interior coating and apply a new SNF approved epoxy type coating. The existing interior coating is such disrepair that it would not be cost effective to attempt to patch all the problem areas in the tank. Staff feels it is imperative to recoat the interior of the Ricci Tank before the damage becomes more extensive. To achieve this, however, the 1.5M gallon capacity Tank will need to be shut down. The PER proposed for FY 17/18 will evaluate alternatives to proceed with design and construction of tank repairs while still providing adequate delivery to the Water Distribution System while the tank is offline.</p> <p>The PER will also evaluate an alternate means for containment of discharged water from the tank to proceed with design and construction of the FY 18/19 Ricci Tank Drainage Basin Project.</p>
Relationship to other programs	None
Relationship to City Priorities	FY 2017/18 Budget Priorities, as approved December 7, 2016 Fernley City Council Meeting: Asset Management and Funding Plan
Impact on other depts	None
Estimate – Capital Costs	\$10,000
Planned sources of funds	The project will be paid by the Water Enterprise Fund GL 510-810-322 (Water Distribution – Professional Services – Other)
O&M costs	O&M costs are not anticipated for the FY 17/18 PER phase of the project
Planned sources of funds for the O&M	O&M costs are not anticipated for the FY 17/18 PER phase of the project
Additional comments	None

Department Name	Water Distribution
Prepared by	Derek Starkey, City Engineer
Project Title	Preliminary Engineering Report, Sage Ranch Booster Pump Repair/Relocation
Project Description and Location	This project is for a Preliminary Engineering Report (PER) to evaluate alternatives and provide a recommendation of preferred alternative, in regards to how to proceed with the Sage Ranch Booster Pump Repair/Relocation Project. Design and Construction for the Sage Ranch Booster Pump Repair/Relocation Project is tentatively scheduled for FY 18/19.
Project Justification	<p>In July 2015, the City's 7 reservoirs were inspected by Liquivision, and the condition evaluated based on SSPC, ASTM, NACE and ACI standards. Inspection of the Sage Reservoir revealed a minimal amount of corrosion on the interior of the tank. Most interior elements of the reservoir were assessed at a consistent Rust Grade in the range of 7 to 9, which translates to rusting to the extent of 0.01% and 0.3% of surface rusted.</p> <p>The Sage Ranch Booster is a 570,000-gallon capacity tank that serves the upper portion of Sage Ranch Estates. The State of Nevada Division of Environmental Protection (NDEP), Bureau of Safe Drinking Water (BSDW) Conducts a Sanitary Survey of Fernley Public Works approximately every two years. The Sage Booster is below-grade and consistently listed in the "Observations/Recommendations" section of the report as "The storage facility is not protected from pollution and contamination. NAC 445A.67095." The FY 17/18 PER will evaluate the tank's current location and provide alternative locations to increase the pressure in the tank, thereby eliminated NDEP's finding on Sanitary Surveys.</p>
Relationship to other programs	None
Relationship to City Priorities	FY 2017/18 Budget Priorities, as approved at the December 7, 2016 Fernley City Council Meeting: Asset Management and Funding Plan
Impact on other depts	None
Estimate -Capital Costs	\$20,000
Planned sources of funds	The project will be paid for by the Water Enterprise Fund GL 510-810-322 (Water Distribution – Professional Services – Other)
O&M costs	O&M Costs are not anticipated for the FY17/18 PER phase of the project.
Planned sources of funds for O&M costs	O&M costs are not anticipated for the FY 17/18 PER phase of the project
Additional comments	None

Department Name	Water Distribution
Prepared by	Derek Starkey, City Engineer
Project Title	Pipe Bridge Rehabilitation Construction
Project Description and Location	This project is for the construction of improvements to three (3) existing Water Distribution System pipeline crossings, located at Miller Lane, Ricci Lane and Cottonwood Lane. Staff anticipates completion of design for repair, retrofit and/or replacement in FY 16/17. The proposed FY 17/18 project will include construction of the improvements.
Project Justification	Hyytinen Engineering performed a visual assessment of existing pipe bridges, one at Miller Lane, one at Ricci Lane and one at Cottonwood Lane, in March, 2014. The subsequent report, dated April 8, 2014, provided recommendations to Staff that would extend the service life of the existing structures. The FY 16/17 Capital Improvement Project for Professional Engineering Services included an updated site review of each bridge, structural plans and details showing the repairs for each bridge, Construction Documents and Specifications and Construction Administration Services. An Engineer's Estimate for construction costs is included in the design scope as well. Staff anticipates receipt of the estimate in Spring, 2017 upon design completion.
Relationship to other programs	None
Relationship to City Priorities	FY 2017/18 Budget Priorities, as approved at the December 7, 2016 Fernley City Council Meeting: Asset Management and Funding Plan
Impact on other depts	None
Estimate – Capital Costs	Total Estimated Project Costs: FY16/17: \$20,000 (Design), FY 17/18: \$170,000 (Construction, Miller Lane)
Planned sources of funds	The project will be paid for by the Water Enterprise Fund as a Capitalized Expense (See Water Enterprise – Cash Flow Statement – Capital Outlay)
O&M costs for the proposed project	The O&M costs of the improvements would be minimal and will be absorbed by the Water Distribution Operating Budget
Planned sources of funds for O&M costs	Water Distribution Operating Budget
Additional comments	None

Department Name	Water Distribution
Prepared by	David Whalen, Public Works Director
Project Title	Water Meter Replacements Citywide
Project Description and Location	This project will increase the rate at which the City can replace failing water meter components citywide. The Capital Project being proposed with this FY 2017/2018 budget is for replacement of failed water meters
Project Justification	In/about 2013 Public Works made the decision to begin upgrading the water meter reading program to a system called “Flexnet.” The decision was made due to the large number of failing components in the current system, primarily radio read units (MXUs). The hardware and software the City invested in is made by Sensus. At the time this decision was made, Sensus representatives met with the City and explained that the hardware in the system was out dated, and the warranty was no longer supported by their company. We can no longer get batteries to replace the old MXUs now. MXUs are a separate component from the actual water meter. MXUs are an electronic component that radios a meter reading to our trucks equipped with antenna as staff drives a route across the City to read the entire City’s water meter usage (this is our current standard operating procedure). The “Flexnet” system we are changing our metering system to is an industry standard. Reads can be taken from a central location by radio, and it is ultimately the goal of the Water Distribution staff to have the capability to read any water service, at any time, remotely from a centralized point (City Hall or WD offices) in “real time.” This will eventually require an antenna or set of antennas to relay information to a central network. New software can be used to track and graph a customer’s usage (like NV Energy graphs), which is a great tool for addressing high usage complaints and disputes.
Relationship to other programs	None
Relationship to City Priorities	FY 2017/18 Budget Priorities, as approved at the December 7, 2016 Fernley City Council Meeting: Asset Management and Funding Plan, Meters (continued work).
Impact on other depts	None
Estimate – Capital Costs	\$250,000
Planned sources of funds	The project will be paid for by the Water Enterprise Fund as a Capitalized expense (See Water Enterprise Fund – Cash Flow Statement – Capital Outlay)
O&M costs for the proposed project	<p>Water Distribution is currently maintaining two separate meter program, our current drive by system (route 001) and the new Flexnet system (route 051). Failures in the field are outpacing what we can afford to replace. Please reference the hardware costs outline below.</p> <p>Meter servicing pricing (typical components – approx. “hard cost”) below for ¾” & 1” service upgrades/repairs</p> <ul style="list-style-type: none"> • ¾” meter I-Perl \$160 • 1” meter I-Perl \$227 • ¾” meter setter \$161 • 1” meter setter \$246 • B16 top box \$ 32 • B16 extension \$ 26 • B16 lid \$ 54

	<ul style="list-style-type: none"> • B36 top box \$124 • B36 extension \$ 82 • Touchread cable \$ 29 <p>This list does not include the miscellaneous brass fittings required (compression couplings, tail pieces, unions, etc.) to upgrade and adapt the new service to existing pipe. Western Nevada Supply has our contract for items. A single service upgrade is typically up to \$500 in parts, EXCLUDING LABOR AND EQUIPMENT. A portion of the services staff repair/upgrades are aging and neglected and require heavy equipment, such as the Vacuum Truck, to excavate the meter box to access the components for servicing.</p>
Planned sources of funds for O&M costs	Water Distribution Operating Budget
Additional comments	None

Department Name	Water Distribution
Prepared by	David Whalen, Public Works Director
Project Title	Well No. 4 Replacement VFD Assembly
Project Description and Location	This project will allow the City to eliminate water discharge to bypass the system during the daily startup and shutdown process for Well No 4.
Project Justification	The “Soft Start” assembly currently used by the City requires a bypass function which sends the water to atmosphere (discharge) on pump startup. The bypass valve then slowly closes and the valve to system slowly opens, sending the flow of natural groundwater to the Raw Water system. The water discharged by the Well is untreated ground water, and is discharged into the Truckee Canal. A variable-frequency drive (VFD) (also termed adjustable-frequency drive, variable speed drive, AC drive, mirco drive or inverter drive) is a type of adjustable-speed drive used in electro-mechanical drive systems to control AC motor speed and torque by varying motor input frequency and voltage. A VFD assembly in Well No. 4 and 11 would allow the City to eliminate the bypass process during startup and shutdown, (thereby eliminating discharge to the Canal), because it has the capability to ramp up the motor very slowly, simulating what the valves do to avoid water hammer. Staff requested the VFD assembly upgrade to Well No. 4 during Fiscal budget 2016/17 and Well No. 11 during Fiscal budget 2017/18. The system predates the incorporation of the City in 2001 and may have been under an agreement with TCID, however PW understands based on an August 2016 letter from the BOR that the discharge to the Delivery Facility cannot be continued under the terms of the Reclamation Manual and Memorandum attached to the letter.
Relationship to other programs	None
Relationship to City Priorities	FY 2017/18 budget Priorities as approved at December 7, 2016 Fernley City Council Meeting: Asset Management and Funding Plan
Impact on other depts	None
Estimate – Capital Costs	\$25,000
Planned sources of funds	The project will be paid for by the Water Enterprise Fund GL 510-810-430 (Water Distribution – Repairs and Maintenance)
O&M costs for the proposed project	The O&M costs of the improvement would be minimal and will be absorbed by the Water Distribution Operating Budget
Planned sources of funds for the O&M costs	Water Distribution Operating Budget
Additional comments	None

Department Name	Water Distribution
Prepared by	Derek Starkey, City Engineer
Project Title	Well No. 9 Shaft Replacement
Project Description and Location	This project will replace the current oil lube system on the Well 9 motor and pump shaft with a water lube system
Project Justification	Well 9 requires a new shaft because it is aging and wearing out. Currently, Well 9 has an oil lube pump system. The well uses food grade oil to lubricate the mechanical seal, the pump shaft and the pump bowl and impeller bearings. This means that food grade oil introduced in the distribution system when the pump is running. The oil itself is non-toxic and poses no threat to the health of the aquifer or consumers and eventually gets filtered out at the WTP. However, a new shaft that is water lube system won't require purchasing food grade oil. The City converted Well 9A to a water lube system last year as the system was in disrepair and created a bad vibration. The remainder of the City's other wells also operated with water lube systems. The upgrade will include modifications to the pump volute, a new pump column & shaft, modifications to the pump impeller and bowl as well as a new mechanical seal.
Relationship to other programs	None
Relationship to City Priorities	FY 2017/18 Budget Priorities, as approved at the December 7, 2016 Fernley City Council Meeting: Asset Management and Funding Plan
Impact on other depts	None
Estimate – Capital Costs	\$25,000
Planned sources of funds	The project will be paid for by the Water Enterprise Fund GL 510-810-430 (Water Distribution – Repairs and Maintenance)
O&M costs for the proposed project	The O&M costs of the improvements would be minimal and will be absorbed by the Water Distribution Operating Budget
Planned sources of funds for O&M costs	Water Distribution Operating Budget
Additional comments	None

Department Name	Water Distribution
Prepared by	David Whalen, Public Works Director
Project Title	Improvements to deliver and treat surface water to Fernley Water Treatment Plant
Project Description and Location	This project entails evaluating alternatives and providing recommendations of a preferred alternative in regards to how to proceed with delivering surface water to the Fernley Water Treatment Plant and providing the recommendation of a preferred alternative upgrade to the treatment plant to successfully produce drinking water to the system users. Currently, the City is beginning the PER (Preliminary Engineering Report) process within this fiscal year, however it is anticipated the costs will continue into the Fiscal Year 17/18. Additionally, the project will continue a “source water” testing program also set to begin this current Fiscal year. Upon completion of the two programs beginning this year, the project will then require completion of 75% engineering plans for submittal to the Bureau of Reclamation (BOR) for consideration of an “Authorization for Use.”
Project Justification	<p>City Council set water management as a top priority in the Water Fund for Fiscal Year 15/16. For the current Fiscal Year 16/17 Council has refined the direction of staff to prioritize the need to develop a delivery structure for the delivery of surface water from the Truckee Canal to Fernley’s water treatment plant, including potential modifications within the water treatment plant. Additional discussions/meetings and analysis of the Water Treatment Plant. Additional discussions/meetings and analysis of the Water Treatment Plant operations have brought to light some new and more accurate information as the City’s needs have evolved in the last several years. The Water Team asked staff to bring a contract for analyzing the alternative for treatment of surface water (within the Water Treatment Plant ONLY) to City Council for approval. The analysis report prepared by CDM Smith (CDM) gave City Council the ability to have the appropriate information to make an informed decision on whether to proceed with improvements to provide treated surface water to its customers.</p> <p>CDM Smith presented an overview of the Water Treatment Plant (WTP) history and its current capabilities to the Water Team in mid-October 2016. Based on some history during the presentation, early planning stages for the water treatment plant were to treat only surface water when CDM was approached to assist the City of Fernley in the 2000’s. At the time, water obtained from municipal wells has minimally treated prior to distribution. Many misconceptions and questions were answered by the engineering firm that designed and managed the construction of the Water Treatment Plant. The presentation also clarified that there is a larger range of options for adaptation of the plant to treat surface water, ranging from minimal to extensive. The WTP was designed and built in the late 2000’s to treat both ground and surface water. Upon completion, and once commissioned into service in 2009, the Fernley WTP is substantially ready to treat surface water. Several optional components for treatment of surface water at the plant were discussed at the meeting with probable costs being significantly lower than previously documented.</p>

	<p>A required portion of the process was to meet and discuss the surface water options with State of Nevada Division of Environmental Protection drinking water regulators (Bureau of Safe Drinking Water or BSDW). The City and CDM with the BSDW on March 2, 2016 at the City’s water treatment plant to discuss the City’s interest in evaluating options to treat a surface water supplied to the WTP. The BSDW was open to discuss the use of surface water from the TCID canal system, and offered that it was anticipated by the Bureau since the WTP operation began in 2009.</p> <p>CDM prepared the City of Fernley Surface Water Treatment Alternatives Report (Report) which identifies and compares alternatives for the City of Fernley to treat the existing groundwater sources and/or a new surface water source at the City’s existing drinking water treatment plant. Comparative planning level cost estimates are provided for potential capital improvements and annual operations and maintenance (O&M) costs. The analysis was prepared to advance the City’s understanding of the potential activities and associated costs to implement a new surface water source to diversity its drinking water supply and meet future demands that could exceed available groundwater supplies.</p> <p>As of April 2017, the City of Fernley is established in the TROA program and can store water in reservoirs operated under TROA. The water team and staff have begun the process of working with BOR to establish a path of considering alternatives to transport water from the canal to the WTP. Upon completion of the PER and 75% submittal plans, the City will continue the permitting to authorize the use of surface water to the WTP. Source water testing will be performed and analyzed to further develop the plans for treatment plant upgrades. Staff anticipates this work will continue for the next 12 to 36 months for planning, engineering and beginning of construction.</p>
Relationship to other programs	None
Relationship to City Priorities	FY 2017-2017 Budget Priorities, as approved at the December 7, 2016 Fernley City Council Meeting: Water priorities to prioritize the need to develop a delivery structure for the delivery of surface water from the Truckee Canal to Fernley’s water treatment plant, including potential modifications within the water treatment plant.
Impact on other depts	None
Estimate – Capital Costs	\$300,000
Planned sources of funds	The project will be paid for by the Water Enterprise Fund “In-lieu-of Fees” collected to enhance the City of Fernley’s ability to serve drinking water. **See Water Enterprise Fund – Cash Flow Statement – Capital Outlay
O&M costs for the proposed project	O&M costs are not anticipated for the FY 17/18 phase of the project.
Planned sources of funds for O&M costs	O&M costs are not anticipated for the FY 17/18 phase of the project
Additional comments	None

Wastewater Enterprise Capital Projects

Department Name	Wastewater
Prepared by	Derek Starkey, City Engineer
Project Title	Cedar Street Sewer Line Replacement
Project Description and Location	This project is for design and construction of improvements for portions of the City's wastewater collection system that has been found to be failing. Improvements will include replacement for approximately 1,500 linear feet of sewer line extending beneath Cedar St. from Highway 95A to Hardie Ln.
Project Justification	Staff utilized a contractor to clean and inspect the 8" sewer line beneath Cedar Street. The line is in the North portion of the City and extends from Highway 95A/50A East to Hardie Lane for a length of approximately 1,500 feet. Review of inspection video and data shows the line to be in very poor condition with exposed aggregate, sags, cracks, holes and root intrusion. The FY 17/18 replacement project is for design and construction for replacement of the sewer line between Highway 95A and Hardie Lane
Relationship to other programs	None
Relationship to City Priorities	FY 2017/18 Budget Priorities, as approved at the December 7, 2016 Fernley City Council Meeting: Asset Management and Funding Plan
Impact on other depts	None
Estimate – Capital Costs	Total Cost of Design and Construction \$350,000.
Planned sources of funds	The project will be paid out of the Wastewater Enterprise Fund CIP (See Wastewater Enterprise Fund – Cash Flow Statement – Capital Outlay)
O&M costs for the proposed project	The O&M costs of the improvements would be minimal and will be absorbed by the Wastewater Operating Budget
Planned sources of funds for the O&M costs	Wastewater Operating Budget
Additional comments	None

Department Name	Wastewater
Prepared by	Derek Starkey, City Engineer
Project Title	Farm District Road Electrical Upgrades
Project Description and Location	This project will fix the functionality of the electrical controls of the Farm District Road Lift Station
Project Justification	The Farm District Road Lift Station serves a large portion of the homes in central Fernley. The station collects wastewater and pumps it upward into a higher section of the collection system so it can flow via gravity to the East Lift Station which then pumps it to the wastewater treatment plant. The electrical wiring for the pumps in the lift station are exposed to the caustic environment inside the wet well of the lift station. This causes them to corrode and break which leaves the pumps without power. A lift station without functioning pumps can quickly overflow into the street and surrounding area. This project will relocate the electrical connections outside of the wet well so they are no longer exposed to the caustic conditions inside the wet well. Frequently the electrical connections require service by a contractor to maintain the lift stations operation.
Relationship to other programs	None
Relationship to City Priorities	FY 2017/18 Budget Priorities, as approved December 7, 2016 Fernley City Council Meeting: Asset Management and Funding Plan
Impact on other depts	None
Estimate – Capital Costs	\$30,000
Planned sources of funds	The project will be paid out of the Wastewater Enterprise Fund CIP (See Wastewater Enterprise Fund – Cash Flow Statement – Capital Outlay)
O&M costs for the proposed project	The O&M costs of the improvements would be minimal and will be absorbed by the Wastewater Operating Budget
Planned sources of funds for the O&M costs	Wastewater Operating Budget
Additional comments	None

Department Name	Wastewater
Prepared by	Derek Starkey, City Engineer
Project Title	Hardie Lane Sewer Line Replacement
Project Description and Location	This project will design and construct improvements to portions of the City's wastewater collection system that has been found to be failed.
Project Justification	<p>The City has received multiple grants to reconstruct Hardie Lane. Design and Construction of portions of the sewer mains beneath Hardie Lane should occur in conjunction with the Hardie Lane Safe Routes to School and Roadway Reconstruction improvements. Performing the work while the street is being reconstructed is economically and operationally more efficient than if it were scoped as a separate project. The City will realize savings on design and construction by including it in the Hardie Lane Project.</p> <p>Currently, the manholes are in severe disrepair. The existing lines are near capacity and are unable to be inspected. This area of town is part of the older portion of Fernley and the infrastructure is nearing the end of its useful service life. The sewer portion of the Hardie Lane Reconstruction Project will include replacement of approximately 400 linear feet of sewer line from Main Street to Cedar Street</p>
Relationship to other programs	Hardie Lane Safe Routes to School and Roadway Reconstruction Project
Relationship to City Priorities	FY 2017/18 Budget Priorities, as approved at the December 7, 2016 Fernley City Council Meeting: Asset Management and Funding Plan
Impact on other depts	None
Estimate - Capital Costs	Total Costs of Design and Construction: \$72,500
Planned sources of funds	The project will be paid out of the Wastewater Enterprise Fund CIP (See Wastewater Fund – Cash Flow Statement – Capital Outlay)
O&M costs for the proposed project	The O&M costs of the improvements would be minimal and will be absorbed by the Wastewater Operating Budget
Planned sources of funds for the O&M costs	Wastewater Operating Budget
Additional comments	None

Department Name	Wastewater
Prepared by	David Whalen, Public Works Director
Project Title	Highway 50 Bypass Upgrade
Project Description and Location	This project will upgrade the recently installed headworks bypass at the City's Highway 50 Lift Station
Project Justification	The FY 13/14 budget included a project to design and construct a simple bypass around the headworks at the Highway 50 Lift Station to allow staff to isolate the headworks while working on repair and basic maintenance duties, and/or allow staff to isolate the headworks in the event of an emergency. Due to budget constraints, backup power and SCADA controls were not included in the bypass project upon its completion in December 2014. Wastewater staff must currently undergo confined space entry to enter the vaults that contain the knife valves, and hand crank the valves to the open and close positions. This upgrade would provide the means for the valves to open from the control box without staff entering the vault, making it safer and more efficient for the Wastewater Staff to service the valves when necessary. It would also add the valves into the SCADA system so that the staff can remotely observe the operation of the facility in event of emergency.
Relationship to other programs	None
Relationship to City Priorities	FY 2017/18 Budget Priorities, as approved at the December 7, 2016 Fernley City Council Meeting: Asset Management and Funding Plan
Impact on other depts	None
Estimate - Capital Costs	\$50,000
Planned sources of funds	The project will be paid out of the Wastewater Enterprise Fund CIP (See Wastewater Enterprise Fund – Cash Flow Statement – Capital Outlay)
O&M costs for the proposed project	The O&M costs of the improvements would be minimal and will be absorbed by the Wastewater Operating Budget
Planned sources of funds for the O&M costs	Wastewater Operating Budget
Additional comments	None

Department Name	Wastewater
Prepared by	David Whalen, Public Works Director
Project Title	Highway 50 Cutter Heads and Brushes
Project Description and Location	This project will replace the cutter heads and brushes on the mechanical bar screen at the City's Highway 50 Lift Station
Project Justification	The cutters and auger brushes in the Headworks at the City's Highway 50 Lift Station are nearing the end of their useful service life. Currently, the Wastewater staff is manually cleaning the auger weekly to free it of debris. The Auger brushes are extremely worn with zero brush material left. Replacement of the brush will be required to order to keep the perforated screen clean and help transport solids efficiently.
Relationship to other programs	None
Relationship to City Priorities	FY 2017/18 Budget Priorities, as approved December 7, 2016 Fernley City Council Meeting: Asset Management and Funding Plan
Impact on other depts	None
Estimate - Capital Costs	\$40,000
Planned sources of funds	The project will be paid out of the Wastewater Enterprise Fund CIP (See Wastewater Fund – Cash Flow Statement – Capital Outlay)
O&M costs for the proposed project	The O&M costs of the improvements would be minimal and will be absorbed by the Wastewater Operating Budget
Planned sources of funds for the O&M costs	Wastewater Operating Budget
Additional comments	None

Department Name	Wastewater
Prepared by	Derek Starkey
Project Title	Sewer Master Plan Update
Project Description and Location	Staff is requesting this project to update the 2009 City of Fernley Sewer Master Plan which is outdated and is needed for planning and operations of the City.
Project Justification	This Capital Improvement Project (not capitalized in budget) will allow the City to hire a consultant to update the City of Fernley Sewer Master Plan. The 2005 Sewer Master Plan was adopted to allow the City to plan and schedule sewer system improvements necessary to accommodate growth. The Master Plan currently in use was compiled in 2009. The 2009 Sewer Master Plan Update was intended to identify the sewer system facilities necessary to accommodate the land uses envisioned in the City's 2005 Comprehensive Plan. Both Master Plans were limited in scope to major components of the City's sewer system. An updated document may be used as a planning document to help identify and prioritize outstanding Wastewater issues and recommend broad, system-wide solutions. It will provide a framework for Staff to use to improve the capacity and efficiency of the Wastewater System.
Relationship to other programs	None
Relationship to City Priorities	FY 2017/18 Budget Priorities, as approved December 7, 2016 Fernley City Council Meeting: Asset Management and Funding Plan
Impact on other depts	None
Estimate - Capital Costs	\$60,000
Planned sources of funds	The project will be paid out of the Wastewater Enterprise Fund through GL 520-810-322 (Wastewater - Professional Services)
O&M costs for the proposed project	N/A
Planned sources of funds for the O&M costs	Wastewater Operating Budget
Additional comments	None

Department Name	Wastewater
Prepared by	David Whalen, Public Works Director
Project Title	East Lift Station Bypass, Hot Tap and Line Stop
Project Description and Location	This project will install an emergency bypass, hot tap and line stop at the City's East Lift Station, which will allow Staff and/or a contractor to make repairs to Influent Pump No. 1, which is currently offline.
Project Justification	<p>The East Lift Station has three, Flygt CT 3231, 160-horsepower (hp), 3,500 gallons per minute (gpm) centrifugal pumps. The lift station pumps water from the upstream collection system to the EWWTP via a 14-inch force main over an approximate distance of 0.75 miles. The East Lift collects wastewater from the major contributory areas within the City (except the Highway 50 lift station and associated contributory areas), including: Donner Trails Lift Station, Farm District Lift Station, Loves Lift Station, West Lift Station, all local school facilities, Fernley Main Street corridor, US 95A corridor and South and North Arms of the interceptor.</p> <p>Influent Pump No. 1 at the East Lift Station Wet Well is currently offline. Wastewater Staff is unable to isolate Pump No. 1 to service for repairs. The valve at the wet well supply side will not close. The flange eccentric plug valve, used to isolate the pump from the existing 14-inch sanitary sewer (SS) force main, is not functioning properly. Wastewater Staff attempted to isolate the pump further upstream from the wet well via the existing force main valve vault located at the existing bypass tie-in; however, Staff was not able to achieve a sufficient shut down at this location. Since the East Lift is the City's main sewage lift station, it is imperative that Pump No. 1 be brought back into service so this type of emergency, (and associated safety and cost implications) will less likely impact the East Lift Station in the future.</p> <p>An emergency bypass, starting at the existing bypass sanitary sewer manhole (SSMH) located in the 44-inch interceptor and circumventing pre-treatment equipment, (18.72 MGD screen assembly and 9.36 MGD chain and rake grit removal system), wet well and force main valve vault at existing bypass tie-in will be required to isolate the pump. An 8-inch hot tap with a valve is proposed for the 14-inch line exiting the vault. Installation of a line stop will be required between the vault tie-in and hot tap. The line stop will be installed and operated by a highly specialized contractor throughout the repair.</p> <p>The East Lift Station is the City's main sewage lift station. Staff estimates that it will be offline for two (2) days to two (2) weeks to complete Influent Pump No. 1 repairs, and will cost approximately:</p> <ul style="list-style-type: none"> • \$25,000 to solicit a contractor to set up the bypass and hot tap the existing 14-inch SS Force Main leading to the EWWTP • \$75,000 to solicit a contractor to install and operate the line stop throughout repair duration • \$25,000 to purchase the replacement valve at wet well supply side, flange eccentric plug valve, and to hire contractor to perform repairs if necessary.

Relationship to other programs	None
Relationship to City Priorities	FY 2017-18 Budget Priorities, as approved at the December 7, 2016 Fernley City Council Meeting: Asset Management and Funding Plan
Impact on other depts	None
Estimate - Capital Costs	\$125,000
Planned sources of funds	Wastewater Enterprise Fund Capital Outlay (See Wastewater Fund – Cash Flow Statement – Capital Outlay)
O&M costs for the proposed project	The O&M costs of the improvements would be minimal and will be absorbed by the Wastewater Operating Budget.
Planned sources of funds for the O&M costs	Wastewater Operating Budget
Additional comments	None

Section VII: Debt Administration

Water Ancillary Fee

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

Previously in 2012, the City Council established a resolution to require a set amount (\$31.08) to be collected on the property tax statement. This amount did not cover the entire cost of the debt service payments. Therefore, the current Council requested the entire amount be collected in response to the recent rate study information (2016).

The Ancillary Water Fee will be collected as part of the Lyon County Property Tax Statement. The schedule below shows the multiplier established by meter size. An adjustment will be made for the revenue requirement in May, which will include any additional meters added to the system as well as an adjustment for the bond refinancing.

2018 Water Bond Fee - Updated Users 5/5/2017				
Meter Size	Accounts	Multiplier	Monthly Rate	Monthly Revenue
0.75	6702	1	\$ 41.11	\$ 275,524.16
1	128	1.67	\$ 68.65	\$ 8,787.83
1.5	59	3.33	\$ 136.90	\$ 8,077.03
2	139	5.33	\$ 219.12	\$ 30,457.71
3	5	10	\$ 411.11	\$ 2,055.54
4	15	16.67	\$ 685.32	\$ 10,279.74
6	5	16.67	\$ 685.32	\$ 3,426.58
will serve	1484	0.6	\$ 24.67	\$ 36,605.00
			Monthly Revenue	\$ 375,213.58
			Annual Revenue	\$ 4,502,563.00

2018 Water Fund Debt Service Requirements		
Bond Principal	2,266,906	
Bond Interest	2,235,657	
Total	4,502,563	

Section VIII: Budget Structure

Funds

Fund Structure and Budget Basis

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

Government Funds:

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

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

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

Proprietary Funds:

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

Fiduciary Funds:

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

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

Section IX: Policies and Procedures

Financial and Program Policies

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

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

Major financial and program policies are listed below.

Efficient Safeguarding of Assets:

Management of the City of Fernley is responsible for establishing and maintaining an internal control structure designed to ensure the assets are protected from loss, theft, or misuse, and to ensure that adequate accounting data are compiled to allow for the preparation of financial statements in conformity with generally accepted accounting principles. Proper authorization is required for encumbrance or expenditure of funds. The proper department must have adequate appropriation available prior to approval of the purchase. The City does not currently use a centralized purchasing function and has not adopted purchasing policies more stringent than state law. Per state law, at least two documented quotes must be attached to purchases between \$5,000 and \$10,000 and the City Manager is authorized to sign contracts under \$10,000. Either formal bids or advertising of intent to award a bid are required for purchases between \$10,000 and \$25,000 per NRS 332.036 and the City Council must formally award the bid. Purchases exceeding \$25,000 must be advertised and competitively bid. Splitting of orders, allowance for non-monetary items, or any other practices that might be construed as circumventing the purchasing process are unacceptable. Management is also responsible for adequately addressing risk and insurance issues to efficiently safeguard City assets.

Fund Balance and Contingencies:

The City's general fund unassigned fund balance should be maintained at an amount (equivalent to 8.3%) pursuant to the City's fund balance policy. The projected annual expenditures before transfers and contingency for the general fund are \$10,884,877; ending fund balance for all categories in the general fund is

projected to be \$3,449,886. Under State of Nevada statutes, the maximum contingency allowed is 3% of expenditures. Therefore, the contingency in the general fund is established at \$317,035.

Balanced Budget:

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

Tax Rate:

The tax rate should be set at a rate adequate to produce revenues needed to pay for City services, as approved by the City Council, and to provide a stable revenue source. In this Budget, the tax rate for FY 2017-2018 was changed to .6714. Due to the challenges with the property tax system in the State of Nevada, tax caps and depreciation will continue to have an impact on the revenue for the City of Fernley.

Capital Improvement Plan:

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

Investments:

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

Utility Rates:

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

Pursue other funding sources:

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

Preparation Calendar for FY 2017/2018 Budget

Date	Day	Action
December 7, 2016	Wednesday	Regular City Council Meeting – City Council to review priorities
December 16, 2016	Friday	City Manager review and approval of budget instruction manual.
December 21, 2016	Wednesday	Regular City Council Meeting – City Council to approve budget calendar for FY 2017-2018 Budget
December 22, 2016	Friday	Distribution of Budget Request Instruction Manual to Dept. Heads.
January 16, 2017	Monday	Deadline for submission of Budget Requests
January 23 - 27, 2017	M-F	City Manager and City Treasurer read all submissions and prepare outline for a recommended budget, and prepare for meetings with departments.
January 30 – Feb. 3, 2017	M-F	City Manager and City Treasurer meet with departments to review and make determinations for inclusion in the recommended budget.
January 30	Monday	Receipt of maximum tax rate letter from Dept. of Taxation
February 14	Tuesday	Department of Taxation provides Preliminary Revenue Projections package, to be reviewed by City Manager and City Treasurer.
February 15	Wednesday	Presentation and Budget Workshop for Special Funds to City Council including Grants Fund, Transient Lodging Tax Fund, and Court Administrative Fee Fund.
February 17	Friday	Response regarding max tax rate due back to Dept. of Taxation
Feb. 20-24, 2016	M-F	City Manager and City Treasurer meet with departments for any revisions necessitated by Preliminary Revenue Projections.
March 1	Wednesday	Governor certifies population for distribution of Cigarette, Liquor, Basic City/County Relief Tax and Gasoline Tax (NRS 370.260; 369.173; 377.055(3), and 360.285).
March 13	Monday	Department of Taxation provides final Revenue Projections for c-tax and fuels and max allowed property tax rate.
March 15	Wednesday	Regular City Council meeting. Designation of auditor or auditing firm must be made no later than three months prior to the close of the fiscal year. Department of Taxation is to be notified of the designation (NRS 354.624).
March 24	Friday	Final property tax revenue projections; includes abatement
March 27 – 29, 2017	M - W	City Manager and City Treasurer meet with department heads after receipt of final property tax revenue projections
March 31	Friday	Issuance of tentative budget and recommended Five-Year Capital Improvement Program to Mayor, City Council and any other interested parties.
April 3	Monday	City Council Budget Workshop
April 5	Wednesday	Regular City Council Meeting
April 6	Thursday	City Council Budget Workshop
April 7	Friday	City Council Budget Workshop
April 10 – 13	Mon – Thurs	Treasurer to prepare dept. of taxation tentative budget document
April 14	Friday	Tentative Budget submitted to Department of Taxation (NRS 354.596). No approval required, just Treasurer signature.
April 20	Thursday	City Council Budget Workshop
May 4	Thursday	Notice of Public Hearing published (NRS 354.596).

May 8	Monday	City Council Budget Workshop
May 11	Thursday	City Council Budget Workshop
May 16	Tuesday	Public Hearing on Tentative City Budget (NRS 354.596). New Legislation states the public hearing on the tentative budget must be held by the governing body not sooner than the third Monday in May and not later than the last day in May.
May 25	Thursday	City Council Budget Workshop – Final Budget/Adoption
June 1	Wednesday	Final Budget must be adopted by Council on or before this date; once adopted, most all members must certify the final budget and a copy of it and proof of publication of notice of public hearing must be transmitted to the Dept. of Taxation (NRS 354.598).

Section X: Community Profile

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

In 1905, the Fernley station was listed on the official railroad guide, and in December 1913, grading started for the new Fernley Depot, which was completed in August of 1914. The Depot was in use until the Southern Pacific Railroad closed it in September, 1985. In January, 1986, the Depot was moved to its present location on Main Street, located in the heart of downtown, and is a symbol of the community’s rich history.

Fernley was established as a “township” in the 1930’s with the Lyon County Board of Commissioners as the governing body for Fernley. In 1985, the citizens installed a self-governing “town board” separate from the Lyon County Board of Commissioners. Effective July 1, 2001, Fernley incorporated as a city and assumed additional functions. All matters of development and business go before either the Fernley City Council or the Fernley Planning Commission. The North Lyon Country Fire Protection District provides fire protection services and paramedic services as a separate taxing entity. The County provides a Sheriff Substation and County Sheriff provides law enforcement in the City of Fernley. In October 2002, the City established separate municipal court operations. The County also provides certain services within Fernley such as operation of the Canal Township Justice Court, senior center, indigent programs, public health nurse and library. The City took over operations and maintenance of the Cemetery from the County in 2012.

Fernley experienced rapid growth over the first decade of 2000 due to the location near the Reno-Sparks metropolitan area and the transportations systems that provide access to west coast markets. Fernley is situated on Interstate 80, approximately 30 miles east of Reno, and at the intersection of U.S. Highways 40, 50 and alternative 95. Fernley also has rail (freight) access. Norther and Central California markets are reached overnight, while Los Angeles, San Francisco, Portland, Salt Lake City, and Las Vegas are all within a 500-mile radius. The growth led to increased demand for services as residential development increased in response to the industrial development. The City was incorporated effective July 1, 2001 to respond to the growth. The population of Fernley has almost tripled since incorporation, with a growing population of approximately 19,000.

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

Fernley is an easy ½ hour drive to the historic Fort Churchill, the Buckland Station (currently being restored), and a “Pony Express” station. Fernley is just an hour’s drive

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

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

Section XI: Glossary of Budget Terminology

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

Adopted Budget

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

Accrual Accounting

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

Ad Valorem Tax (property tax)

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

Amortization

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

Appropriations

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

Assessed Valuation (AV)

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

Balanced Budget

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

Bonds

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

Budget

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

Budget Augmentation

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

Budget Document

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

Budget Revision

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

Capital Equipment

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

Capital Improvements

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

Capital Improvement Program (CIP)

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

Capital Outlay/Improvements

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

Capital Projects Funds

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

Cash flow Statement

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

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

- **Financing Activities:** involves obtaining loans or bond funding and repaying amounts borrowed and the collection of fees and revenues to cover the cost of financing long-lived assets.
- **Investing Activities:** generally, involves transactions associated with the acquisition and disposal of investments and other long-lived assets.

Consumer Price Index (CPI)

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

Current Resources Focus (Governmental Funds)

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

Debt Service

The payment of principal and interest on borrowed funds.

Depreciation (non-cash transaction)

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

Enterprise Fund

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

Expenditure

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

Expenses (Enterprise Funds)

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

Fiscal Year (FY)

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

Fixed Assets

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

Fund

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

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

- **General Fund:** A governmental fund and is the City's primary operating fund accounted for using the modified accrual basis of accounting. It accounts for the accumulation of all financial resources of the general government except for those to be account for in another fund. The general fund consists of several cost centers to include: Mayor/Council; City Manager; City Clerk; City Attorney; City Treasurer/Finance; Information Technology; Municipal Court; Streets and Storm Drains; Vector Control; Parks; Cemetery; Facilities; Animal Control; Planning; and Building Services.
- **Water Utility Fund:** An enterprise fund accounted for using the accrual basis of accounting, which is why cash flow statements are presented along with the budget. The Water fund accounts for the delivery of water services. All activities necessary to provide such services are accounted for in this fund and include administration, operations, maintenance, financing and related debt service, billing and collections. Enterprise funds should be self-supporting funds, which means the costs (including depreciation) of providing goods or services are financed or recovered primarily through charges to the user.
- **Wastewater Utility Fund:** Also, an enterprise fund accounted for using the accrual basis of accounting. The wastewater fund accounts for the collection and transmission of sewage. All activities necessary to provide such services are accounted for in this fund and include administration, operations, maintenance, financing and related debt service, billing and collections.
- **Special Revenue Funds:** Set up to account for specific revenue sources and are restricted by law for specific purposes. Special revenue funds are governmental type funds and are accounted for using the modified accrual basis of accounting. Following are the City's special revenue funds:
- **Transient Lodging Tax Fund:** Set up to account for accommodations tax revenue used to pay for grant awards given out by the City of Fernley. A portion of this fund's equity balance is committed for a future Community/Civic Center.

- Grants Fund: Set up to account for revenue received from donors. Grants are used to pay for various City projects.
- Capital Fund: In the past, the source of revenue for this fund included transfers from the general fund. This fund pays for approved City capital projects.
- Court Assessment Fee Fund: The source of revenue for this fund includes administrative assessments rendered against defendants. The money collected may be used to improve the operations of the court and the acquisition or use of advanced technology.
- Court Capital Fund: The source of revenue for this fund includes administrative assessments rendered against defendants. The money collected may be used only for capital projects pertaining to the court. Examples include land, furniture, fixtures, equipment, renovations, etc.
- RCT#1: This fund accounts for the tax collected and to be used for park development identified in the City of Fernley park plan.
- Capital Improvement Fund: This fund was set up to account for revenue received from Lyon County. Lyon County levies a property tax for capital improvements and by law the County must send a portion to the City, which must be used for the same.

Fund Balance

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

Fund Equity (Governmental Funds)

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

General Obligation Bonds

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

Infrastructure

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

Interest Earnings

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

Interfund Reimbursements

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

Modified Accrual Basis of Accounting (Governmental Funds)

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

Net Position (Enterprise Funds)

The difference between total assets and total liabilities. The change in net position is reflected on the statement of revenues, expenses and changes in net position. The change in net position is an indicator of whether the City's resources are growing and performance over time.

Nevada Administrative Code (NAC)

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

Nevada Revised Statutes (NRS)

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

Non-operating Expenses

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

Objective

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

Operating Budget

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

Operating Expenses

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

Program

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

Property Tax Rate

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

Reserve

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

Resources

Assets that can be used to fund expenditures.

Revenue

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

- **Taxes:** This category is primarily the ad valorem tax, which is restricted by State law.
- **Licenses and Permits:** A license issued by a local government which allows a business to conduct a business or activity for an extended period. A permit generally restricts the activity to a specific date and place. Business licenses and building permits constitute the major portion of this category of revenues, but it also includes liquor licenses, City gaming licenses, animal licenses, and franchise fees. Limitations on these revenues are State imposed.
- **Intergovernmental Revenues:** Those resources that are collected by another government and are disbursed to the City based upon statutory authority and a set formula. They include: grants, cigarette tax, liquor tax, Basic and Supplemental City-County Relief Tax (sales tax), motor vehicle privilege tax, county gaming licenses and real property transfer tax. Most intergovernmental revenues are distributed by a formula based on revenues received in the previous year and growth in assessed valuation and population.
- **Charges for Service:** The City charges businesses and residents for providing some specific service of direct benefit for that business or person.
- **Fines and Forfeits:** These are fines and warrant revenues resulting from misdemeanor violations, traffic and parking violations, etc. occurring within City limits and imposed by the municipal court. In addition, it includes penalties assessed for delinquent payment of business licenses.

Risk Management

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

User Fees

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

Ward

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

Section XII – Final Word

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

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

The City provides information on the website at www.cityoffernley.org.

The mailing address is:

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

Budget Document Comments

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

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

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

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

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

- **Content:** What would you like to see added, expanded, reduced or removed?

- **Overall Impression:** How would you rate the entire document?

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

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

- **General Comments:**

Please send to:
 City of Fernley
 City Manager’s Office
 595 Silver Lace Blvd.
 Fernley, NV 89408
dhoooper@cityoffernley.org

Appendix

- Position Control
- Programs and Services

Budgeted FTE's, Salaries & Benefits for FYE June 30, 2018	CURRENT BASE WAGE	STANDBY	OVERTIME	VACATION BUYOUT	FICA	MEDICARE 1.45%	UNEMPLOYM ENT 2.1%	RETIREMENT 28%	Health Insurance	Dental	Vision	STD	LTD	Care Flight	Life ADD	WORKERS COMP 3.9%/8.35%	OPEB	Gross Wages + Benefits
Building Official	\$ 91,046					\$ 1,320	\$ 584	\$ 25,720	\$ 2,400	\$ -	\$ -	\$ 424	\$ 360	\$ 30	\$ 65	\$ 3,551		\$ 125,499
Building Inspector III	\$ 42,162		\$ 205	\$ 827		\$ 626	\$ 584	\$ 11,911	\$ 5,932	\$ 550	\$ 103	\$ 198	\$ 169	\$ 30	\$ 65	\$ 1,652		\$ 65,014
Building Inspector I/II	\$ 37,128		\$ 180	\$ 728		\$ 552	\$ 584	\$ 10,489	\$ 13,282	\$ 1,440	\$ 227	\$ 175	\$ 149	\$ 30	\$ 65	\$ 1,455		\$ 66,482
Permit Technician	\$ 40,545		\$ -			\$ 588	\$ 584	\$ 11,454	\$ 2,400	\$ -	\$ -	\$ 189	\$ 161	\$ 30	\$ 65	\$ 1,581		\$ 57,597
BUILDING & SAFETY	\$ 210,881	\$ -	\$ 385	\$ 1,555	\$ -	\$ 3,086	\$ 2,335	\$ 59,574	\$ 24,014	\$ 1,990	\$ 330	\$ 986	\$ 838	\$ 120	\$ 259	\$ 8,239	\$ -	\$ 314,592
Planning Director	\$ 89,744		\$ -	\$ -		\$ 1,301	\$ 584	\$ 25,353	\$ 13,282	\$ 1,440	\$ 227	\$ 414	\$ 352	\$ 30	\$ 65	\$ 3,500		\$ 136,291
Assistant Planner	\$ 48,095		\$ 200			\$ 700	\$ 584	\$ 13,587	\$ 5,932	\$ 550	\$ 103	\$ 225	\$ 191	\$ 30	\$ 65	\$ 1,884		\$ 72,145
PLANNING	\$ 137,839	\$ -	\$ 200	\$ -	\$ -	\$ 2,002	\$ 1,168	\$ 38,939	\$ 19,214	\$ 1,990	\$ 330	\$ 639	\$ 543	\$ 60	\$ 130	\$ 5,384	\$ -	\$ 208,435
City Attorney	\$ 121,237		\$ -	\$ 2,401		\$ 1,793	\$ 584	\$ 34,249	\$ 13,282	\$ 1,440	\$ 227	\$ 576	\$ 490	\$ 30	\$ 65	\$ 4,728		\$ 181,101
Deputy City Attorney	\$ 80,608		\$ -			\$ 1,169	\$ 584	\$ 22,772	\$ 11,646	\$ 940	\$ 154	\$ 378	\$ 322	\$ 30	\$ 65	\$ 3,144		\$ 121,809
Legal Secretary I/II	\$ 46,758		\$ 500			\$ 685	\$ 584	\$ 13,209	\$ 11,646	\$ 940	\$ 154	\$ 220	\$ 187	\$ 30	\$ 65	\$ 1,843		\$ 76,821
CITY ATTORNEY	\$ 248,603	\$ -	\$ 500	\$ 2,401	\$ -	\$ 3,647	\$ 1,751	\$ 70,230	\$ 36,573	\$ 3,320	\$ 534	\$ 1,175	\$ 998	\$ 90	\$ 194	\$ 9,715	\$ -	\$ 379,731
City Clerk	\$ 71,886	\$ -	\$ -	\$ 1,389		\$ 1,062	\$ 584	\$ 20,308	\$ 13,282	\$ 1,440	\$ 227	\$ 333	\$ 283	\$ 30	\$ 65	\$ 2,804		\$ 113,693
Deputy City Clerk	\$ 45,869		\$ 500			\$ 672	\$ 584	\$ 12,958	\$ 13,282	\$ 1,440	\$ 227	\$ 212	\$ 180	\$ 30	\$ 65	\$ 1,808		\$ 77,826
Administrative Specialist I	\$ 35,629		\$ 500			\$ 524	\$ 584	\$ 10,065	\$ 11,438	\$ 1,050	\$ 161	\$ 165	\$ 140	\$ 30	\$ 65	\$ 1,409		\$ 61,759
CITY CLERK	\$ 153,385	\$ -	\$ 1,000	\$ 1,389	\$ -	\$ 2,259	\$ 1,751	\$ 43,331	\$ 38,001	\$ 3,929	\$ 615	\$ 710	\$ 603	\$ 90	\$ 194	\$ 6,021	\$ -	\$ 253,279
City Manager	\$ 108,014		\$ -	\$ 2,077		\$ 1,596	\$ 525	\$ 30,514	\$ 11,953	\$ 1,296	\$ 204	\$ 499	\$ 424	\$ 27	\$ 65	\$ 4,213		\$ 161,407
Assistant to the City Manager	\$ 54,249					\$ 787	\$ 584	\$ 15,325	\$ 2,400	\$ -	\$ -	\$ 250	\$ 213	\$ 30	\$ 65	\$ 2,116		\$ 76,019
Human Resource Specialist	\$ 55,417		\$ 500			\$ 811	\$ 584	\$ 15,655	\$ 13,282	\$ 1,440	\$ 227	\$ 260	\$ 221	\$ 30	\$ 65	\$ 2,181		\$ 90,672
Admin Specialist III	\$ 40,777		\$ 500	\$ 784		\$ 610	\$ 584	\$ 11,520	\$ 5,932	\$ 550	\$ 103	\$ 188	\$ 160	\$ 30	\$ 65	\$ 1,610		\$ 63,413
CITY MANAGER	\$ 258,457	\$ -	\$ 1,000	\$ 2,861	\$ -	\$ 3,804	\$ 2,277	\$ 73,014	\$ 33,567	\$ 3,286	\$ 534	\$ 1,198	\$ 1,018	\$ 117	\$ 259	\$ 10,119	\$ -	\$ 391,511
Ward 1 - Whalen	\$ 11,912		\$ -		\$ 739	\$ 173	\$ -									\$ 465		\$ 13,287
Ward 2 - McCassie	\$ 11,912		\$ -			\$ 173	\$ -	\$ 3,365								\$ 465		\$ 15,914
Ward 3 - Lau	\$ 11,912		\$ -		\$ 739	\$ 173	\$ -	\$ 3,365								\$ 465		\$ 16,652
Ward 4 - Seidl	\$ 11,912		\$ -			\$ 173	\$ -	\$ 3,365								\$ 465		\$ 15,914
Ward 5 - McKay	\$ 11,912		\$ -			\$ 173	\$ -	\$ 3,365								\$ 465		\$ 15,914
Mayor - Edgington	\$ 23,823.07		\$ -		\$ 1,477	\$ 345	\$ -									\$ 929		\$ 26,575
MAYOR & COUNCIL	\$ 83,381	\$ -	\$ -	\$ -	\$ 2,954	\$ 1,209	\$ -	\$ 13,460	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,252	\$ -	\$ 104,256

Budgeted FTE's, Salaries & Benefits for FYE June 30, 2018	CURRENT BASE WAGE	STANDBY	OVERTIME	VACATION BUYOUT	FICA	MEDICARE 1.45%	UNEMPLOYM ENT 2.1%	RETIREMENT 28%	Health Insurance	Dental	Vision	STD	LTD	Care Flight	Life ADD	WORKERS COMP 3.9%/8.35%	OPEB	Gross Wages + Benefits
Muni Court Judge	\$ 63,012		\$ -	\$ 1,212		\$ 931	\$ 584	\$ 17,801	\$ 13,282	\$ 1,440	\$ 227	\$ 291	\$ 247	\$ 30	\$ 65	\$ 2,457		\$ 101,577
Court Administrator	\$ 57,495		\$ -	\$ 1,106		\$ 850	\$ 584	\$ 16,242	\$ 5,932	\$ 550	\$ 103	\$ 265	\$ 226	\$ 30	\$ 65	\$ 2,242		\$ 85,690
Court Clerk II	\$ 34,986		\$ 500			\$ 515	\$ 584	\$ 9,883	\$ 11,646	\$ 940	\$ 154	\$ 161	\$ 137	\$ 30	\$ 65	\$ 1,384		\$ 60,984
Court Clerk I	\$ 31,242		\$ -			\$ 453	\$ 584	\$ 8,826	\$ 2,400	\$ -	\$ -	\$ 144	\$ 123	\$ 30	\$ 65	\$ 1,218		\$ 45,084
MUNICIPAL COURT	\$ 186,734	\$ -	\$ 500	\$ 2,317	\$ -	\$ 2,748	\$ 2,335	\$ 52,752	\$ 33,259	\$ 2,930	\$ 484	\$ 862	\$ 733	\$ 120	\$ 259	\$ 7,302	\$ -	\$ 293,336
City Treasurer	\$ 37,367		\$ -			\$ 542	\$ 193	\$ 10,556	\$ 792	\$ -	\$ -	\$ 173	\$ 147	\$ 10	\$ 65	\$ 1,457		\$ 51,302
Accountant/Deputy Treasurer	\$ 19,516		\$ -			\$ 283	\$ 175	\$ 5,513	\$ 3,431	\$ 315	\$ 48	\$ 91	\$ 78	\$ 9	\$ 65	\$ 761		\$ 30,286
Accounting Technician	\$ 14,308		\$ 1,000			\$ 222	\$ 175	\$ 4,042	\$ 1,780	\$ 165	\$ 31	\$ 66	\$ 56	\$ 9	\$ 65	\$ 597		\$ 22,516
FINANCE	\$ 71,191	\$ -	\$ 1,000		\$ -	\$ 1,047	\$ 543	\$ 20,111	\$ 6,003	\$ 480	\$ 79	\$ 330	\$ 281	\$ 28	\$ 194	\$ 2,815	\$ -	\$ 104,103
Information Technology Specialist	\$ 54,630		\$ 500			\$ 799	\$ 584	\$ 15,433	\$ 13,282	\$ 1,440	\$ 227	\$ 253	\$ 215	\$ 30	\$ 65	\$ 2,150		\$ 89,607
INFORMATION TECHNOLOGY																		
VECTOR CONTROL	\$ 26,354		\$ 9,000	\$ -		\$ 513	\$ 292	\$ 7,445	\$ 6,641	\$ 720	\$ 113	\$ 123	\$ 104	\$ 15	\$ 65	\$ 1,379		\$ 52,763
ANIMAL CONTROL I	\$ 34,251		\$ 600			\$ 505	\$ 584	\$ 9,676	\$ 5,932	\$ 550	\$ 103	\$ 159	\$ 135	\$ 30	\$ 65	\$ 1,359		\$ 53,949
City Engineer	\$ 25,759		\$ -	\$ 498		\$ 381	\$ 175	\$ 7,277	\$ 3,431	\$ 315	\$ 48	\$ 119	\$ 102	\$ 9	\$ 65	\$ 1,005		\$ 39,183
Associate Engineer	\$ 16,821		\$ -	\$ 326		\$ 249	\$ 175	\$ 4,752	\$ 3,431	\$ 315	\$ 48	\$ 78	\$ 66	\$ 9	\$ 65	\$ 656		\$ 26,991
Water Rights/GIS Manager	\$ 11,287		\$ -			\$ 164	\$ 117	\$ 3,189	\$ 2,656	\$ 288	\$ 45	\$ 52	\$ 44	\$ 6	\$ 65	\$ 440		\$ 18,353
GIS - PART TIME	\$ 7,596		\$ -			\$ 110	\$ 117	\$ 2,146	\$ -	\$ -	\$ -	\$ 35	\$ 30	\$ 6	\$ 65	\$ 296		\$ 10,401
Administrative Specialist II	\$ 20,241		\$ 375			\$ 299	\$ 292	\$ 5,718	\$ 2,966	\$ 275	\$ 52	\$ 94	\$ 80	\$ 15	\$ 65	\$ 804		\$ 31,276
ENGINEERING	\$ 81,703	\$ -	\$ 375	\$ 823	\$ -	\$ 1,202	\$ 876	\$ 23,081	\$ 12,485	\$ 1,193	\$ 193	\$ 379	\$ 322	\$ 45	\$ 324	\$ 3,201	\$ -	\$ 126,204
Public Works Director	\$ 13,884		\$ -			\$ 201	\$ 88	\$ 3,922	\$ 1,992	\$ 216	\$ 34	\$ 65	\$ 55	\$ 5	\$ 65	\$ 541		\$ 21,068
Deputy Public Works Director	\$ 8,495		\$ -	\$ 166		\$ 126	\$ 88	\$ 2,400	\$ 1,716	\$ 157	\$ 24	\$ 40	\$ 34	\$ 5	\$ 65	\$ 331		\$ 13,645
Administrative Specialist II	\$ 5,597		\$ 375			\$ 87	\$ 88	\$ 1,581	\$ 1,992	\$ 216	\$ 34	\$ 26	\$ 22	\$ 5	\$ 65	\$ 233		\$ 10,320
Parks & General Foreman	\$ 49,937	\$ 2,622	\$ 5,750	\$ 983		\$ 860	\$ 584	\$ 14,107	\$ 11,646	\$ 940	\$ 154	\$ 236	\$ 201	\$ 30	\$ 65	\$ 2,274		\$ 90,387
Senior Maintenance Worker	\$ 41,330	\$ 2,622	\$ 5,750	\$ 795		\$ 732	\$ 584	\$ 11,676	\$ 13,282	\$ 1,440	\$ 227	\$ 191	\$ 162	\$ 30	\$ 65	\$ 1,938		\$ 80,822
Maintenance Worker I	\$ 38,989	\$ 2,622	\$ 5,750			\$ 687	\$ 584	\$ 11,015	\$ 13,282	\$ 1,440	\$ 227	\$ 181	\$ 154	\$ 30	\$ 65	\$ 1,847		\$ 76,872
Seasonal	\$ 13,568				\$ 825	\$ 197	\$ 292		\$ -	\$ -	\$ -	\$ 63	\$ 53	\$ -	\$ -	\$ 529		\$ 15,526
Seasonal	\$ 13,568				\$ 825	\$ 197	\$ 292		\$ -	\$ -	\$ -	\$ 63	\$ 53	\$ -	\$ -	\$ 529		\$ 15,526
Fleet Foreman	\$ 5,750		\$ -	\$ 111		\$ 85	\$ 58	\$ 1,624	\$ 1,328	\$ 144	\$ 23	\$ 23	\$ 23	\$ 3	\$ 65	\$ 224		\$ 9,464
Mechanic	\$ 4,081					\$ 59	\$ 58	\$ 1,153	\$ 240	\$ -	\$ -	\$ 19	\$ 16	\$ 3	\$ 65	\$ 159		\$ 5,853
PARKS	\$ 195,198	\$ 7,866	\$ 17,625	\$ 2,054	\$ 1,650	\$ 3,230	\$ 2,715	\$ 47,478	\$ 45,477	\$ 4,553	\$ 722	\$ 909	\$ 773	\$ 110	\$ 518	\$ 8,607	\$ -	\$ 339,484

Budgeted FTE's, Salaries & Benefits for FYE June 30, 2018	CURRENT BASE WAGE	STANDBY	OVERTIME	VACATION BUYOUT	FICA	MEDICARE 1.45%	UNEMPLOYM ENT 2.1%	RETIREMENT 28%	Health Insurance	Dental	Vision	STD	LTD	Care Flight	Life ADD	WORKERS COMP 3.9%/8.35%	OPEB	Gross Wages + Benefits
Public Works Director	\$ 9,256		\$ -			\$ 134	\$ 58	\$ 2,615	\$ 1,328	\$ 144	\$ 23	\$ 43	\$ 37	\$ 3	\$ 65	\$ 361		\$ 14,067
Deputy Public Works Director	\$ 5,663		\$ -	\$ 111		\$ 84	\$ 58	\$ 1,600	\$ 1,144	\$ 105	\$ 16	\$ 27	\$ 23	\$ 3	\$ 65	\$ 221		\$ 9,119
Administrative Specialist II	\$ 3,731		\$ 375			\$ 60	\$ 58	\$ 1,054	\$ 1,328	\$ 144	\$ 23	\$ 17	\$ 15	\$ 3	\$ 65	\$ 160		\$ 7,033
General Services Foreman	\$ 26,354		\$ 4,000	\$ 511		\$ 448	\$ 292	\$ 7,445	\$ 6,641	\$ 720	\$ 113	\$ 123	\$ 104	\$ 15	\$ 65	\$ 1,184		\$ 48,014
Seasonal	\$ 13,568				\$ -	\$ 197	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 63	\$ 53	\$ -	\$ -	\$ 529		\$ 14,409
Maint Worker II	\$ 34,306					\$ 497	\$ 584	\$ 9,692	\$ 11,438	\$ 1,050	\$ 161	\$ 158	\$ 135	\$ 30	\$ 65	\$ 1,338		\$ 59,453
FACILITIES MAINTENANCE	\$ 92,879	\$ -	\$ 4,375	\$ 622	\$ -	\$ 1,419	\$ 1,051	\$ 22,405	\$ 21,879	\$ 2,163	\$ 336	\$ 431	\$ 366	\$ 54	\$ 324	\$ 3,793	\$ -	\$ 152,096
Public Works Director	\$ 23,140		\$ -			\$ 336	\$ 146	\$ 6,537	\$ 3,320	\$ 360	\$ 57	\$ 108	\$ 92	\$ 8	\$ 65	\$ 902		\$ 35,070
Deputy Public Works Director	\$ 14,158		\$ -	\$ 277		\$ 209	\$ 146	\$ 4,000	\$ 2,859	\$ 262	\$ 40	\$ 66	\$ 56	\$ 8	\$ 65	\$ 552		\$ 22,699
Administrative Specialist II	\$ 9,328		\$ 375			\$ 141	\$ 146	\$ 2,635	\$ 3,320	\$ 360	\$ 57	\$ 44	\$ 37	\$ 8	\$ 65	\$ 378		\$ 16,894
Streets & Storm Drain Foreman	\$ 50,528	\$ 756	\$ 2,500	\$ 983		\$ 794	\$ 584	\$ 14,274	\$ 13,282	\$ 1,440	\$ 227	\$ 236	\$ 201	\$ 30	\$ 65	\$ 2,098		\$ 87,996
Maintenance Worker II	\$ 39,417	\$ 756	\$ 2,500	\$ 772		\$ 630	\$ 584	\$ 11,135	\$ 13,282	\$ 1,440	\$ 227	\$ 185	\$ 157	\$ 30	\$ 65	\$ 1,664		\$ 72,843
Seasonal	\$ 13,568				\$ -	\$ 197	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 63	\$ 53	\$ -	\$ -	\$ 529		\$ 14,409
Seasonal	\$ 13,568				\$ -	\$ 197	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 63	\$ 53	\$ -	\$ -	\$ 529		\$ 14,409
Maintenance Worker II	\$ 31,678	\$ 756	\$ 2,500			\$ 507	\$ 584	\$ 8,949	\$ 13,282	\$ 1,440	\$ 227	\$ 149	\$ 127	\$ 30	\$ 65	\$ 1,362		\$ 61,655
Maintenance Worker I	\$ 31,837	\$ 756	\$ 2,500			\$ 509	\$ 584	\$ 8,994	\$ 13,282	\$ 1,440	\$ 227	\$ 149	\$ 127	\$ 30	\$ 65	\$ 1,369		\$ 61,867
Fleet Foreman	\$ 17,249		\$ -			\$ 250	\$ 175	\$ 4,873	\$ 3,984	\$ 432	\$ 68	\$ 80	\$ 68	\$ 9	\$ 65	\$ 673		\$ 27,925
Mechanic	\$ 12,243					\$ 178	\$ 175	\$ 3,459	\$ 720	\$ -	\$ -	\$ 57	\$ 48	\$ 9	\$ 65	\$ 477		\$ 17,431
STREETS & STORM DRAINS	\$ 256,713	\$ 3,024	\$ 10,375	\$ 2,032	\$ -	\$ 3,946	\$ 3,123	\$ 64,856	\$ 67,331	\$ 7,173	\$ 1,129	\$ 1,199	\$ 1,019	\$ 161	\$ 583	\$ 10,534	\$ -	\$ 433,198
City Treasurer	\$ 37,367					\$ 542	\$ 193	\$ 10,556	\$ 792	\$ -	\$ -	\$ 173	\$ 147	\$ 10	\$ 65	\$ 1,457		\$ 51,302
Accountant/Deputy Treasurer	\$ 19,516					\$ 283	\$ 175	\$ 5,513	\$ 3,431	\$ 315	\$ 48	\$ 91	\$ 78	\$ 9	\$ 65	\$ 761		\$ 30,286
Accounting Technician	\$ 14,308					\$ 207	\$ 175	\$ 4,042	\$ 1,780	\$ 165	\$ 31	\$ 66	\$ 56	\$ 9	\$ 65	\$ 558		\$ 21,462
Utility Billing Manager	\$ 23,624			\$ 454		\$ 349	\$ 292	\$ 6,674	\$ 5,719	\$ 525	\$ 80	\$ 109	\$ 93	\$ 15	\$ 65	\$ 921		\$ 38,920
Administrative Specialist I	\$ 17,493		\$ 500			\$ 261	\$ 292	\$ 4,942	\$ 1,200	\$ -	\$ -	\$ 82	\$ 70	\$ 15	\$ 65	\$ 702		\$ 25,621
Administrative Specialist I	\$ 18,262		\$ 500			\$ 272	\$ 292	\$ 5,159	\$ 6,641	\$ 720	\$ 113	\$ 86	\$ 73	\$ 15	\$ 65	\$ 732		\$ 32,929
City Manager	\$ 12,002			\$ 231		\$ 177	\$ 58	\$ 3,390	\$ 1,328	\$ 144	\$ 23	\$ 55	\$ 47	\$ 3	\$ 65	\$ 468		\$ 17,992
Public Works Director	\$ 18,512					\$ 268	\$ 117	\$ 5,230	\$ 2,656	\$ 288	\$ 45	\$ 86	\$ 73	\$ 6	\$ 65	\$ 722		\$ 28,069
Deputy Public Works Director	\$ 11,326			\$ 221		\$ 167	\$ 117	\$ 3,200	\$ 2,288	\$ 210	\$ 32	\$ 53	\$ 45	\$ 6	\$ 65	\$ 442		\$ 18,172
City Engineer	\$ 21,466			\$ 415		\$ 317	\$ 146	\$ 6,064	\$ 2,859	\$ 262	\$ 40	\$ 100	\$ 85	\$ 8	\$ 65	\$ 837		\$ 32,664
Associate Engineer	\$ 14,017		\$ -	\$ 271		\$ 207	\$ 146	\$ 3,960	\$ 2,859	\$ 262	\$ 40	\$ 65	\$ 55	\$ 8	\$ 65	\$ 547		\$ 22,503
Administrative Specialist II	\$ 8,096		\$ 375			\$ 123	\$ 117	\$ 2,287	\$ 1,186	\$ 110	\$ 21	\$ 38	\$ 32	\$ 6	\$ 65	\$ 330		\$ 12,786
Administrative Specialist II	\$ 7,463		\$ 375			\$ 114	\$ 117	\$ 2,108	\$ 2,656	\$ 288	\$ 45	\$ 35	\$ 30	\$ 6	\$ 65	\$ 306		\$ 13,607
Water Rights/GIS Manager	\$ 39,504					\$ 573	\$ 409	\$ 11,160	\$ 9,297	\$ 1,008	\$ 159	\$ 182	\$ 155	\$ 21	\$ 65	\$ 1,541		\$ 64,073
GIS - PART TIME	\$ 5,697					\$ 83	\$ 88	\$ 1,609	\$ -	\$ -	\$ -	\$ 26	\$ 22	\$ 5	\$ 65	\$ 222		\$ 7,817
Water Distribution Systems Foreman	\$ 71,323			\$ 1,399		\$ 1,054	\$ 584	\$ 20,149	\$ 13,282	\$ 1,440	\$ 227	\$ 336	\$ 285	\$ 30	\$ 65	\$ 5,955		\$ 116,129
WD Lead Shift Operator	\$ 46,625	\$ 7,500	\$ 4,600	\$ 900		\$ 865	\$ 584	\$ 13,172	\$ 13,282	\$ 1,440	\$ 227	\$ 216	\$ 184	\$ 30	\$ 65	\$ 4,904		\$ 94,591
WD Shift Operator	\$ 42,583	\$ 7,500	\$ 4,600	\$ 827		\$ 805	\$ 584	\$ 12,030	\$ 13,282	\$ 1,440	\$ 227	\$ 198	\$ 169	\$ 30	\$ 65	\$ 4,566		\$ 88,905
WD Shift Operator	\$ 41,233	\$ 7,500	\$ 4,600	\$ 796		\$ 785	\$ 584	\$ 11,648	\$ 13,282	\$ 1,440	\$ 227	\$ 191	\$ 162	\$ 30	\$ 65	\$ 4,453		\$ 86,995
WD Utility Operator	\$ 37,000	\$ 7,500	\$ 4,600			\$ 712	\$ 584	\$ 10,452	\$ 13,282	\$ 1,440	\$ 227	\$ 174	\$ 148	\$ 30	\$ 65	\$ 4,100		\$ 80,313
WD Meter Technician	\$ 41,021			\$ 803		\$ 606	\$ 584	\$ 11,588	\$ 13,282	\$ 1,440	\$ 227	\$ 193	\$ 164	\$ 30	\$ 65	\$ 3,425		\$ 73,428
WD Meter Technician	\$ 37,187			\$ 728		\$ 550	\$ 584	\$ 10,505	\$ 11,646	\$ 940	\$ 154	\$ 175	\$ 149	\$ 30	\$ 65	\$ 3,105		\$ 65,817
Seasonal	\$ 13,568				\$ -	\$ 197	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 63	\$ 53	\$ -	\$ -	\$ 529		\$ 14,409
Fleet Foreman	\$ 17,249		\$ -			\$ 250	\$ 175	\$ 4,873	\$ 3,984	\$ 432	\$ 68	\$ 80	\$ 68	\$ 9	\$ 65	\$ 1,440		\$ 28,692
Mechanic	\$ 12,243					\$ 178	\$ 175	\$ 3,459	\$ 720	\$ -	\$ -	\$ 57	\$ 48	\$ 9	\$ 65	\$ 1,022		\$ 17,975
WATER DISTRIBUTION	\$ 628,685	\$ 30,000	\$ 20,150	\$ 7,046	\$ -	\$ 9,945	\$ 7,169	\$ 173,771	\$ 140,733	\$ 14,307	\$ 2,262	\$ 2,930	\$ 2,490	\$ 368	\$ 1,555	\$ 44,046	\$ 19,900	\$ 1,105,358

Budgeted FTE's, Salaries & Benefits for FYE June 30, 2018	CURRENT BASE WAGE	STANDBY	OVERTIME	VACATION BUYOUT	FICA	MEDICARE 1.45%	UNEMPLOYM ENT 2.1%	RETIREMENT 28%	Health Insurance	Dental	Vision	STD	LTD	Care Flight	Life ADD	WORKERS COMP 3.9%/8.35%	OPEB	Gross Wages + Benefits
Public Works Director	\$ 9,256					\$ 134	\$ 58	\$ 2,615	\$ 1,328	\$ 144	\$ 23	\$ 43	\$ 37	\$ 3	\$ 65	\$ 361		\$ 14,067
Deputy Public Works Director	\$ 5,663			\$ 111		\$ 84	\$ 58	\$ 1,600	\$ 1,144	\$ 105	\$ 16	\$ 27	\$ 23	\$ 3	\$ 65	\$ 221		\$ 9,119
City Engineer	\$ 8,586			\$ 166			\$ 58	\$ 2,426	\$ 1,144	\$ 105	\$ 16	\$ 40	\$ 34	\$ 3	\$ 65	\$ 335		\$ 12,977
Associate Engineer	\$ 5,607		\$ -	\$ 109		\$ 83	\$ 58	\$ 1,584	\$ 1,144	\$ 105	\$ 16	\$ 26	\$ 22	\$ 3	\$ 65	\$ 219		\$ 9,040
Administrative Specialist II	\$ 4,048		\$ 375			\$ 64	\$ 58	\$ 1,144	\$ 593	\$ 55	\$ 10	\$ 19	\$ 16	\$ 3	\$ 65	\$ 173		\$ 6,623
Administrative Specialist II	\$ 3,731		\$ 375			\$ 60	\$ 58	\$ 1,054	\$ 1,328	\$ 144	\$ 23	\$ 17	\$ 15	\$ 3	\$ 65	\$ 160		\$ 7,033
WTP Chief Operator	\$ 63,800	\$ 6,250	\$ 5,600			\$ 1,097	\$ 584	\$ 18,024	\$ 2,400	\$ -	\$ -	\$ 296	\$ 252	\$ 30	\$ 65	\$ 6,317		\$ 104,714
WTP Supervisor	\$ 53,063	\$ 6,250	\$ 5,600			\$ 941	\$ 584	\$ 14,990	\$ 13,282	\$ 1,440	\$ 227	\$ 245	\$ 208	\$ 30	\$ 65	\$ 5,420		\$ 102,345
WTP Shift Operator II	\$ 46,278	\$ 6,250	\$ 5,600			\$ 843	\$ 584	\$ 13,073	\$ 5,932	\$ 550	\$ 103	\$ 215	\$ 182	\$ 30	\$ 65	\$ 4,854		\$ 84,558
Seasonal	\$ 13,568				\$ 825	\$ 197	\$ 292		\$ -	\$ -	\$ -	\$ 63	\$ 53	\$ -	\$ -	\$ 529		\$ 15,526
WATER TREATMENT PLANT	\$ 213,600	\$ 18,750	\$ 17,550	\$ 385	\$ 825	\$ 3,502	\$ 2,394	\$ 56,509	\$ 28,294	\$ 2,648	\$ 434	\$ 990	\$ 842	\$ 108	\$ 583	\$ 18,588	\$ 6,000	\$ 372,003
City Treasurer	\$ 37,367		\$ -			\$ 542	\$ 193	\$ 10,556	\$ 792	\$ -	\$ -	\$ 173	\$ 147	\$ 10	\$ 65	\$ 1,457		\$ 51,302
Accountant/Deputy Treasurer	\$ 19,516		\$ -			\$ 283	\$ 175	\$ 5,513	\$ 3,431	\$ 315	\$ 48	\$ 91	\$ 78	\$ 9	\$ 65	\$ 761		\$ 30,286
Accounting Technician	\$ 14,308		\$ -			\$ 207	\$ 175	\$ 4,042	\$ 1,780	\$ 165	\$ 31	\$ 66	\$ 56	\$ 9	\$ 65	\$ 558		\$ 21,462
Utility Billing Manager	\$ 23,624			\$ 454		\$ 349	\$ 292	\$ 6,674	\$ 5,719	\$ 525	\$ 80	\$ 109	\$ 93	\$ 15	\$ 65	\$ 921		\$ 38,920
Administrative Specialist I	\$ 17,493		\$ 500			\$ 261	\$ 292	\$ 4,942	\$ 1,200	\$ -	\$ -	\$ 82	\$ 70	\$ 15	\$ 65	\$ 702		\$ 25,621
Administrative Specialist I	\$ 18,251		\$ 500			\$ 272	\$ 292	\$ 5,156	\$ 6,641	\$ 720	\$ 113	\$ 86	\$ 73	\$ 15	\$ 65	\$ 731		\$ 32,915
Public Works Director	\$ 18,512		\$ -			\$ 268	\$ 117	\$ 5,230	\$ 2,656	\$ 288	\$ 45	\$ 86	\$ 73	\$ 6	\$ 65	\$ 722		\$ 28,069
Deputy Public Works Director	\$ 11,326		\$ -	\$ 221		\$ 167	\$ 117	\$ 3,200	\$ 2,288	\$ 210	\$ 32	\$ 53	\$ 45	\$ 6	\$ 65	\$ 442		\$ 18,172
City Engineer	\$ 30,052			\$ 581			\$ 204	\$ 8,490	\$ 4,003	\$ 367	\$ 56	\$ 139	\$ 118	\$ 11	\$ 65	\$ 1,172		\$ 45,259
Associate Engineer	\$ 19,624		\$ -	\$ 380		\$ 290	\$ 204	\$ 5,544	\$ 4,003	\$ 367	\$ 56	\$ 91	\$ 77	\$ 11	\$ 65	\$ 765		\$ 31,479
Administrative Specialist II	\$ 8,096		\$ 375			\$ 123	\$ 117	\$ 2,287	\$ 1,186	\$ 110	\$ 21	\$ 38	\$ 32	\$ 6	\$ 65	\$ 330		\$ 12,786
Administrative Specialist II	\$ 7,463		\$ 375			\$ 114	\$ 117	\$ 2,108	\$ 2,656	\$ 288	\$ 45	\$ 35	\$ 30	\$ 6	\$ 65	\$ 306		\$ 13,607
Water Rights/GIS Manager	\$ 5,643		\$ -			\$ 82	\$ 58	\$ 1,594	\$ 1,328	\$ 144	\$ 23	\$ 26	\$ 22	\$ 3	\$ 65	\$ 220		\$ 9,209
GIS - PART TIME	\$ 5,697		\$ -			\$ 83	\$ 88	\$ 1,609	\$ -	\$ -	\$ -	\$ 26	\$ 22	\$ 5	\$ 65	\$ 222		\$ 7,817
Waste Water Systems Foreman	\$ 48,095	\$ 7,500	\$ 4,600			\$ 873	\$ 584	\$ 13,587	\$ 13,282	\$ 1,440	\$ 227	\$ 225	\$ 191	\$ 30	\$ 65	\$ 5,026		\$ 95,723
Waste Water Lead Shift Operator	\$ 39,328	\$ 7,500	\$ 4,600			\$ 746	\$ 584	\$ 11,110	\$ 13,282	\$ 1,440	\$ 227	\$ 184	\$ 156	\$ 30	\$ 65	\$ 4,294		\$ 83,544
Waste Water Utility Operator	\$ 33,060	\$ 7,500	\$ 4,600			\$ 655	\$ 584	\$ 9,339	\$ 13,282	\$ 1,440	\$ 227	\$ 155	\$ 131	\$ 30	\$ 65	\$ 3,771		\$ 74,838
Waste Water Utility Operator	\$ 35,640	\$ 7,500	\$ 4,600			\$ 692	\$ 584	\$ 10,068	\$ 13,282	\$ 1,440	\$ 227	\$ 167	\$ 142	\$ 30	\$ 65	\$ 3,986		\$ 78,423
Fleet Foreman	\$ 17,249		\$ -			\$ 250	\$ 175	\$ 4,873	\$ 3,984	\$ 432	\$ 68	\$ 80	\$ 68	\$ 9	\$ 65	\$ 1,440		\$ 28,692
Mechanic	\$ 12,243					\$ 178	\$ 175	\$ 3,459	\$ 720	\$ -	\$ -	\$ 57	\$ 48	\$ 9	\$ 65	\$ 1,022		\$ 17,975
SEWER TREATMENT	\$ 422,588	\$ 30,000	\$ 20,150	\$ 1,636	\$ -	\$ 6,434	\$ 5,126	\$ 119,381	\$ 95,515	\$ 9,690	\$ 1,527	\$ 1,969	\$ 1,673	\$ 263	\$ 1,296	\$ 28,850	\$ 9,300	\$ 755,400
TOTAL GENERAL FUND	\$ 2,010,495	\$ 10,890	\$ 47,060	\$ 15,232	\$ 4,604	\$ 30,213	\$ 20,509	\$ 538,706	\$ 351,170	\$ 34,522	\$ 5,536	\$ 8,972	\$ 7,626	\$ 1,024	\$ 3,110	\$ 80,669	\$ -	\$ 3,170,340
TOTAL WATER	\$ 842,286	\$ 48,750	\$ 37,700	\$ 7,431	\$ 825	\$ 13,448	\$ 9,563	\$ 230,280	\$ 169,027	\$ 16,955	\$ 2,695	\$ 3,920	\$ 3,332	\$ 476	\$ 2,138	\$ 62,634	\$ 25,900	\$ 1,477,360
TOTAL SEWER	\$ 422,588	\$ 30,000	\$ 20,150	\$ 1,636	\$ -	\$ 6,434	\$ 5,126	\$ 119,381	\$ 95,515	\$ 9,690	\$ 1,527	\$ 1,969	\$ 1,673	\$ 263	\$ 1,296	\$ 28,850	\$ 9,300	\$ 755,400
GRAND TOTAL	\$ 3,275,369	\$ 89,640	\$ 104,910	\$ 24,299	\$ 5,429	\$ 50,095	\$ 35,197	\$ 888,367	\$ 615,712	\$ 61,167	\$ 9,759	\$ 14,861	\$ 12,632	\$ 1,764	\$ 6,545	\$ 172,154	\$ 35,200	\$ 5,403,100

ACCOUNTING FUND 100-413	DEPARTMENT NAME City Manager's Office	DIVISION NAME Human Resources
-----------------------------------	---	---

PROGRAM NAME

PROGRAM DESCRIPTION

- Benefits Administration
 - Identify ways to enhance benefits/control costs
 - Manage the plan documents of the benefit program
 - Assist employees with benefit payment issues
 - Education of benefits to help employees appreciate and understand benefit program
 - Ensure compliance with the Patient Protection and Affordable Care Act
 - Meet COBRA regulatory requirements
 - Manage/oversee miscellaneous benefits available to City employees including the Employee Assistance Program, tuition reimbursement and leave

- Employee Relations
 - Serve as liaison to coordinate EAP referrals, employee communication, and workplace conflict issues
 - Provide support and counsel to supervisors on handling disciplinary action (including guidance on written progressive disciplinary materials)
 - Handling conflict resolution through one-on-one coaching, mediation, consultation, facilitation, and training
 - Assisting with FMLA compliance and responding to FML questions and concerns
 - Providing advice and guidance on how to handle difficult situations such as problems with coworkers and/or supervisors, work performance issues, communication difficulties, personal concerns that affect work, or mistreatment
 - Explaining employee rights and responsibilities
 - Handling and investigating complaints
 - Coordinating and facilitating Peer Review Process
 - Providing advocacy when appropriate

- Recruitment/Employment
 - Serve and HR Advisor on matters relating to competitive recruitment, skills based assessment, and ensure employment practices, laws, and guidelines are administered and applicable to local, state, and federal laws.
 - Oversee all HR functions for the City including FLSA, ADA, EEO, turnover, and retention
 - Oversee program administration of post-offer employment physicals, drug screening, vaccinations, testing, background and reference checking, development and placement
 - employment advertising and temporary/contract personnel
 - Conduct employee orientation and onboarding
 - Ensure new employees complete employment paperwork

- Safety/Workers Compensation Administration of Workers
 - Compensation claims reporting and claims management

ACCOUNTING FUND 100-413	DEPARTMENT NAME City Manager's Office	DIVISION NAME Communication
-----------------------------------	---	---------------------------------------

PROGRAM NAME

- Compose and distribute City newsletter
- Prepare and distribute press releases
- Send out information to list serve subscribers through e-mail about various items relevant to City government
- Maintain and update City's social media
- Create, update, and distribute brochures in paper and electronic format to inform citizens about policies and requirements of various City functions
- Update information on City's website
- Prepare speeches for elected officials

ACCOUNTING FUND **DEPARTMENT NAME** **DIVISION NAME**
 100-413 City Manager's Office Budget Development and Administration

PROGRAM NAME

- Provides direction and oversight of budget development
- Submits the budget to City Council for consideration
- Administers the City budget
- Prepares annual budget documents
- Compiles budget submissions
- Prepares and present presentations to Council
- Provides input and recommendations to the budget process
- Monitors budget activities

ACCOUNTING FUND **DEPARTMENT NAME** **DIVISION NAME**
 100-413 City Manager's Office Performance Management

PROGRAM NAME

- Identifying and determining methods for measuring service area
- Determine methods for collecting data
- Search for areas of improvements and identify through best practices methods for improvement
- Incorporate data into budget documents and information distributed to the public
- Provide staff with accurate and easy to understand data to share with the council and the community about the quality and efficient services provided
- Learn from other communities and examine best practices

ACCOUNTING FUND **DEPARTMENT NAME** **DIVISION NAME**
 100-413 City Manager's Office Grants Management

PROGRAM NAME PROGRAM DESCRIPTION

- Grant writing
- Grants administration
- Grants reporting
- CDBG Downtown Revitalization
 Depot - Phases 1 - 3

ACCOUNTING FUND **DEPARTMENT NAME** **DIVISION NAME**
 100-413 City Manager's Office Special Events

PROGRAM NAME PROGRAM DESCRIPTION

- Spooktacular
- Christmas Tree Lighting
- Event advertising
- Handouts and other materials
- Web Support
- Public education
- Event planning and setup

ACCOUNTING FUND **DEPARTMENT NAME** **DIVISION NAME**
 100-413 City Manager's Office Risk Management Administration

PROGRAM NAME PROGRAM DESCRIPTION

- Provide policy recommendations to Mayor and City Council
- Recommend strategies and actions to implement policies and programs
- Provide direction and supervision to all city departments, including responsibility for appointing, hiring, and removing all city employees except those appointed by Council
- Provide for the day to day operations of the city and keep the City Council informed of the conditions and needs of the city

- Provide oversight for the organization to ensure laws and policies approved by elected officials are equitably enforced throughout the City.
- Establish customer service standards for the city
- Support and implement policy decisions of the City Council
- Support various functions and administrative duties for the City Council

ACCOUNTING FUND	DEPARTMENT NAME	DIVISION NAME
100-413	City Manager's Office	Economic Development

PROGRAM NAME

- Branding
- Work cooperatively with Economic Development Authorities
- Create quality materials containing critical data

ACCOUNTING FUND	DEPARTMENT NAME	DIVISION NAME
100-413	City Manager's Office	Legislative Services

PROGRAM NAME PROGRAM DESCRIPTION

- Prepare platform on the City's position for State and Federal legislation and obtain Governing Body consensus
- Track legislative issues impacting City government and residents of the City
- Present information, research and testimony about issues to legislators and legislative committees
- Maintain active relationships between the City and other local, State, and Federal organizations
- Provide leadership in coordinating community, business and outside agency support for established legislative priorities
- Manage and support Council intergovernmental assignments and priority issues consistent with Council policy
- Coordinate with City lobbyist

ACCOUNTING FUND	DEPARTMENT NAME	DIVISION NAME
100-413	City Manager's Office	Council Meeting Administration

PROGRAM NAME

- Set agendas for Council Meetings
- Coordinate research for items included on the agendas
- Review staff reports and documents that support items included on agendas
- Insure compliance with policy statements, ordinances and legal requirements governing Council meetings

ACCOUNTING FUND	DEPARTMENT NAME	DIVISION NAME
100-413	City Manager's Office	Public Defender Services

PROGRAM NAME

- Provide legal representation to anyone who qualifies
- Contract administration

ACCOUNTING FUND	DEPARTMENT NAME	DIVISION NAME
100-413	City Manager's Office	Redevelopment

PROGRAM NAME PROGRAM DESCRIPTION

- Planning Study Area RFP Development
Contract Award
Coordination
Implementation

ACCOUNTING FUND	DEPARTMENT NAME	DIVISION NAME
100-418	City Manager's Office	Information Technology

PROGRAM NAME PROGRAM DESCRIPTION

- Desktop Support Service and Help desk (Telephone and end user support for all desktop technologies
On-site technical support including desktop administration

- Mobile computing for all public infrastructures
 - Technology replacement plan for desktops and mobile computing assets
 - Mobile device setup and configuration
 - End user technology training
 - Maintain inventory management of IT assets
 - Provide technical support for City Council and Committee meetings
 - Technical support for wireless access devices, document imaging and system back up processes
 - Printer, copier, scanning support and administration
 - Virtual desktop administration
 - Provide technical user training
 - E-mail and calendaring administration
- Information Security
 - Adopt security best practices
 - Implement policies, procedures, and training
 - Operational mandate compliance
 - Desktop security - screen locks, Anti-virus and anti-spyware
 - Firewall, to block unauthorized access to network
 - Intrusion prevention systems (IPS), to identify fast-spreading threats
 - Virtual Private Networks (VPNs), to provide secure remote access
 - Physical security systems - Cameras, Electronic Door Locks
- Internet and Web Hosting Services
 - Internet service provisioning
 - Internet traffic, capacity, and access
 - Web hosting
 - Domain registration
 - VPN and remote connectivity
 - Ability to interact and serve content with other applications
 - E-government support
 - Web and transaction security (HTTPS) and SSL certificates management
 - Support information security program
 - Social media support
 - Web and content reporting
 - Digital signage
 - Fire Transfer Protocol
- IT Administration
 - Development of overall city Information Technology Strategic Planning
 - Coordinate development of Technology budget
 - Provide technology project management and change management framework
 - IT policy administration
 - Purchasing, acquisition, and prioritization of technology services
 - Technology asset management
 - Software licensing compliance
 - General administration services
- Network and Enterprise Support
 - Network infrastructure maintenance and administration
 - Server systems administration and performance
 - Database server administration
 - Desktop technical support
 - Technology replacement planning for server, storage, and network assets
 - Technology replacement planning for services, desktops and mobile computing assets
 - Maintain system patching and upgrades
 - Coordinate technologies with outside agencies
 - Enterprise storage and server support
 - Wireless support
 - Mobile device and remote access administration
 - Implement information security program

Backup and recovery oversight

ACCOUNTING FUND 100-414	DEPARTMENT NAME City Attorney	DIVISION NAME Criminal Prosecution – Misdemeanors
-----------------------------------	---	---

PROGRAM NAME

- Trial preparation
- Try cases before municipal court
- Analyze and evaluate reports, request for criminal complaints, and evidence
- Determine and authorize charges filed
- Prepare criminal charging complaints
- Prepare affidavits
- Prepare warrants and summons
- Prepare motions and other court pleadings
- Meet and prepare witnesses
- Legal research
- Prepare appeals
- Negotiate criminal cases
- Provide advice and guidance to law enforcement
- Prepare subpoenas
- Court orders
- Motions
- Stipulations
- Correspondence
- Exhibits
- Calendaring
- Maintain criminal spreadsheet
- Victim services
- Certifications of prior convictions
- Management of criminal database
- Customer service
- Coordinate with law enforcement
- Coordinate with Expert witnesses
- Criminal histories
- policies and procedures
- set up new case files
- Discovery

ACCOUNTING FUND 100-414	DEPARTMENT NAME City Attorney	DIVISION NAME Legal Opinions
-----------------------------------	---	--

ACCOUNTING FUND 100-414	DEPARTMENT NAME City Attorney	DIVISION NAME Contract Review
-----------------------------------	---	---

ACCOUNTING FUND **DEPARTMENT NAME** **DIVISION NAME**
 100-414 City Attorney Staff Report Review

ACCOUNTING FUND **DEPARTMENT NAME** **DIVISION NAME**
 100-414 City Attorney Legal Research

ACCOUNTING FUND **DEPARTMENT NAME** **DIVISION NAME**
 100-414 City Attorney Public presentations

ACCOUNTING FUND **DEPARTMENT NAME** **DIVISION NAME**
 100-414 City Attorney City Council

ACCOUNTING FUND **DEPARTMENT NAME** **DIVISION NAME**
 100-416 City Clerk Licensing

- PROGRAM NAME**
- Business Licensing
 - Liquor Licensing
 - Solicitor Licensing

ACCOUNTING FUND **DEPARTMENT NAME** **DIVISION NAME**
 100-416 City Clerk Passports

ACCOUNTING FUND **DEPARTMENT NAME** **DIVISION NAME**
 100-416 City Clerk Notary Public

ACCOUNTING FUND **DEPARTMENT NAME** **DIVISION NAME**
 100-416 City Clerk City Council Agendas/minutes

- PROGRAM NAME**
- Broadcast and record audio of City Council and committee meetings
 - Oversee completion of meeting minutes of the City Council and committee meetings

ACCOUNTING FUND **DEPARTMENT NAME** **DIVISION NAME**
 100-416 City Clerk Ordinances

ACCOUNTING FUND **DEPARTMENT NAME** **DIVISION NAME**
 100-416 City Clerk Resolutions

ACCOUNTING FUND **DEPARTMENT NAME** **DIVISION NAME**
 100-416 City Clerk Proclamations

ACCOUNTING FUND **DEPARTMENT NAME** **DIVISION NAME**
 100-416 City Clerk Public Records

- PROGRAM NAME**
- Respond to requests for official City records

ACCOUNTING FUND **DEPARTMENT NAME** **DIVISION NAME**
 100-416 City Clerk Records

- PROGRAM NAME**
- Maintain files both paper and electronically
 - Insure records are maintained as required by federal and state law
 - Provide records when requested by Public

ACCOUNTING FUND **DEPARTMENT NAME** **DIVISION NAME**
 100-416 City Clerk Elections

ACCOUNTING FUND	DEPARTMENT NAME	DIVISION NAME
100-416	City Clerk	Voting and Registration

ACCOUNTING FUND	DEPARTMENT NAME	DIVISION NAME
100-416	City Clerk	Contracts/Agreements

PROGRAM NAME
Retention of contracts and agreements pursuant to NRS

ACCOUNTING FUND	DEPARTMENT NAME	DIVISION NAME
100-416	City Clerk	Fernley Municipal Code

PROGRAM NAME
Maintain, update, and distribute ordinances of the City codified as the Fernley Municipal Code

ACCOUNTING FUND	DEPARTMENT NAME	DIVISION NAME
100-416	City Clerk	Franchise Fees

ACCOUNTING FUND	DEPARTMENT NAME	DIVISION NAME
100-416	City Clerk	Citizen Survey

PROGRAM NAME

- Review and finalize questions for survey
- conduct survey through hardcopy and website
- Analyze results
- Provide information to City Council and community

ACCOUNTING FUND	DEPARTMENT NAME
100-415, 510, 520	Finance

PROGRAM NAME PROGRAM DESCRIPTION

- Financial Reporting
 - Coordinates all aspects of the annual audit
 - Prepares work papers and schedules for annual audit
 - Prepares all year end AJEs in preparation for annual audit
 - Prepares internal and external financial reports
 - State and Federal compliance reporting relating to budgets, audits, financial position, bonds, wage reporting, loans, debt, etc.
 - Systems Management; regularly assist other departments with Caselle, Xpress, etc.
 - Monitoring of revenues and expenses, receipts and disbursements
 - Monitoring and review of journal entries
 - Quarterly updates to Council; monthly updates to staff
 - Organizes and leads audit committee meetings
 - Submits responses to GFOA comments for GFOA financial award
 - Stays abreast of new GASBs and other standards and regulations
 - Writes and presents various resolutions to Council for approval

- Accounts Payable
 - Processes payments/disbursements to vendors
 - Reviews payment requests for accuracy and completion
 - Collects W9 information from vendors
 - Processes annual 1099's for vendors
 - Assists vendors and employees with questions
 - Processes purchasing card payments
 - Processes ACH payments
 - Processes unclaimed property
 - Maintains A/P records and files
 - Regular communication with vendors

- Budget, Forecast and Monitoring

Prepares financial section of both preliminary and final budget documents
 Prepares finance, contingency and debt service budgets
 Analyzes ending fund balances
 Prepares budget submissions for department of taxation
 Prepares position control document
 Reviews budget vs actual reports with staff
 Prepares augments and transfers of appropriations
 Ensures capital and operating budgets are reported accurately

Writes fund balance policy
 Prepares journal entries for re-classes and transfers of appropriations

- Payroll
 - Processes payroll for employees and City Council members
 - Processes employee benefit deductions
 - Processes employee garnishments
 - Complies with all tax liability laws and requirements
 - Maintains time and attendance records
 - Reviews time records for accuracy and completion
 - Processes deferred comp payments
 - Administers PERS in compliance with State
 - Processes PERS reporting
 - Provides employee support
 - Prepares payroll reports for IRS and ESD
 - Processes W2s
- Debt Management
 - Researches and analyzes debt funding/solutions/options
 - Prepares debt service requests for payment
 - Monitors markets and yields
 - Coordinates efforts with the City's bond Council and consultants
 - Ensures debt management policy is submitted to department of taxation timely
 - Answers requests for IRS audits
- Cash Management
 - Monitor and manage cash flows
 - Process daily bank reconciliations
 - Monitor bank accounts
 - Review bank recs for all accounts
 - Implement cash handling controls
 - Monitor reporting of receipts and disbursements
 - Makes daily bank deposits
 - Ensure collection of all monies due the City
 - Petty cash management
 - Analyzing investments
- Investment Management
 - Monitor balances
 - Work with Atlanta Capital Investment Group
 - Investment Policy
 - Transfers as necessary
 - Prepare analysis/yield reports
- General Accounting
 - Must adhere to GAAP
 - GL reconciliations and accounting for all funds
 - Grant accounting
 - Asset accounting
 - Project accounting
 - Inventory Management

- Internal Control Administer financial controls to prevent fraud and misstatement
 Fraud Risk Management
 Write policy
- Accounts Receivable Monitor and reconcile AR to aging reports
 Monitor and reconcile cash clearing account
 JEs as necessary
 Receipt in large payments from County, etal.
- Document Management Maintain A/P, payroll, bank, financial, audit, investment, debt and bond records
- Administrative Agenda Report Review
 Presentations to City Council as necessary
 Attend meetings as necessary
 Business Relations/Customer Service: Department of Taxation, Lyon County, Bond Counsel, Bond
 Consultants,
 Bankers, auditors, internal management and staff, City Council, City residents
 Policies and Procedures
 Research
 Review and Analysis
 Training (internal and external)
 Process Review
 Special Projects
 Management and Evaluation
 Other administrative

ACCOUNTING FUND	DEPARTMENT NAME	DIVISION NAME
100-425	Municipal Court	Case Management and Communication

PROGRAM NAME PROGRAM DESCRIPTION

- Case management
- Docket management
- Probation services
- Translation
- Records management
- Records requests
- Communications

ACCOUNTING FUND	DEPARTMENT NAME	DIVISION NAME
100-425	Municipal Court	Court Administration

PROGRAM NAME

- General court administration
- Customer service
- Personnel Management
- Training
- Budget preparation
- Expenses approval/authorization
- Daily accounting of court revenue
- Collection of outstanding municipal court debt
- Research and reporting

ACCOUNTING FUND	DEPARTMENT NAME	DIVISION NAME
100-425	Municipal Court	Court Records Management

PROGRAM NAME

- Maintain files both paper and electronically
- Insure records are maintained as required by federal and state law
- Provide records when requested by Public

ACCOUNTING FUND 100-425	DEPARTMENT NAME Municipal Court	DIVISION NAME Debt Collection
-----------------------------------	---	---

PROGRAM NAME

- Contract administration with collection agency
- Deliver eligible collections to agency
- Reconcile payments received from collection agency
- Update Court Records to reflect payment

ACCOUNTING FUND 100-425	DEPARTMENT NAME Municipal Court	DIVISION NAME Courtroom Security
-----------------------------------	---	--

PROGRAM NAME

Bailiff services and courtroom security

ACCOUNTING FUND 100-425	DEPARTMENT NAME Municipal Court	DIVISION NAME Trials
-----------------------------------	---	--------------------------------

ACCOUNTING FUND 100-425	DEPARTMENT NAME Municipal Court	DIVISION NAME Warrants
-----------------------------------	---	----------------------------------

PROGRAM NAME

- Warrant issuance
- Warrant research
- Bond company communications

ACCOUNTING FUND 100-610	DEPARTMENT NAME Planning	DIVISION NAME Entitlement Review
-----------------------------------	------------------------------------	--

PROGRAM NAME

PROGRAM DESCRIPTION

- | | |
|------------------------------|------------------------|
| • Application Review | Annexation |
| • Application Review | Master Plan Amendment |
| • Application Review | Zoning Map Amendment |
| • Application Review | Special use Permit |
| • Application Review | Variance |
| • Application Review | Design Review |
| • Application Distribution | Internal and external |
| • Development Review Meeting | |
| • Noticing | |
| • Staff Report | Conditions of Approval |
| • Planning Commission | Presentation |
| • City Council | Presentation |
| • Report of Action | |

ACCOUNTING FUND **DEPARTMENT NAME** **DIVISION NAME**
 100-610 Planning Mapping

PROGRAM NAME

- Tentative Parcel Map
- Final Parcel Map
- Tentative Subdivision Map
- Final Subdivision Map
- Reversion to Acreage
- Boundary Line Adjustment
- Division of Land into Large Parcels

ACCOUNTING FUND **DEPARTMENT NAME** **DIVISION NAME**
 100-610 Planning Master Plan and Long Range Planning

ACCOUNTING FUND **DEPARTMENT NAME** **DIVISION NAME**
 100-610 Planning Customer Inquiries

PROGRAM NAME
 Public Records Requests

ACCOUNTING FUND **DEPARTMENT NAME** **DIVISION NAME**
 100-610 Planning Building Permit Review

ACCOUNTING FUND **DEPARTMENT NAME** **DIVISION NAME**
 100-610 Planning Zoning Enforcement

ACCOUNTING FUND **DEPARTMENT NAME** **DIVISION NAME**
 100-610 Planning Customer Service

ACCOUNTING FUND **DEPARTMENT NAME** **DIVISION NAME**
 100-610 Planning Development Code

ACCOUNTING FUND **DEPARTMENT NAME** **DIVISION NAME**
 100-610 Planning Planning Commission Administration

ACCOUNTING FUND **DEPARTMENT NAME** **DIVISION NAME**
 100-610 Planning Business Licensing

ACCOUNTING FUND **DEPARTMENT NAME** **DIVISION NAME**
 100-610 Planning Economic Development

ACCOUNTING FUND **DEPARTMENT NAME** **DIVISION NAME**
 100-605 Building and Safety Building

PROGRAM NAME

PROGRAM DESCRIPTION

- Permitting
 - Take in permits
 - Log permits
 - Stamp permits
 - Site and building
 - Calculate and receipt payments
 - SmartGov

- Plan Review
 - Structural and Design Code compliance
 - Building permits & Inspection cards
 - Inspection services
 - Civil and Encroachment permits
 - Certificates of Occupancy
 - Business License Inspection applications, payments, and schedule
 - Electric and Gas Tags, payments, and schedule inspections
 - Public Records Requests

Office supply ordering
Customer Service
Code Consulting services
Code Enforcement Complaints
Code Enforcement compliance
Accept payments for water modeling, water connection and deposit fees
Maintain subdivision books
Notary Public Services
Report permits to U.S. census bureau
Report permits to Lyon County Assessor
Inspection hotline
Count and cash out money
Monthly stats
Maintain spreadsheet for total permits by type
Check requests
Mail
Emails
Code Adoption
Data Entry - SmartGov
Data Collection and Analysis
Building Code Technical research
Staff Training
Project Review meetings
Public Education presentations
Budget development
Council presentations
Personnel management
Hazardous Materials management applications
FMC Amendments
Development Code amendments
Operating policies
Damage Assessments/Inspections
new business surveys, inspections, and consulting
interjurisdictional coordination
Board of Appeals
ICC Meetings and Training
Professional certifications and licenses
Regional Code Amendment development
Staff recruitment
Maintain/revise permit fee structure
Legislative review and update
Staff meetings

- Animal Control
 - Receive calls and animal complaints
 - Investigate complaints, assess, resolve
 - Notices of violation and citations
 - Respond to complaints and emergencies
 - Investigate aggressive dogs, attacks, and other animal complaints
 - Bite reports
 - Quarantines - report to state
 - Recover strays and at-large dogs
 - Coordinate with animal owners
 - Transport unclaimed and/or seized dogs to shelter
 - Lost dog reports
 - Rescue trapped and/or illegally confined pets
 - Rabies control

- Dog licenses
- Maintain records
- Field and case reports
- Service and maintain animal control equipment
- Inspect (pre-trip and monthly inspection) assigned vehicles
- Operate mobile and handheld radios in accordance with Sheriff's office policies
- Assist law enforcement, fire and EMS personnel with animals during emergencies
- Relieve law enforcement of animals during vehicle impounds
- Relieve law enforcement of animals at crime and similar scenes
- Supervise location of animals during significant emergency events
- Customer service - public inquiries
- Educate public on dog safety, regulations, vaccination and licensing
- Reports
- Work with volunteers, other agencies, and staff

ACCOUNTING FUND	DEPARTMENT NAME	DIVISION NAME
	City Engineering	GIS

PROGRAM NAME

- Creation of maps for all departments, public, planning commission, and city council
- Fulfilling data requests for potential developers and engineers
- Editing and input of all GIS Data
- Send updated GIS geodatabase to Farr West for MapOptix and VueWorks monthly
- Creation of Notification maps for new projects
- Addressing of new parcels
- Census data coordination

ACCOUNTING FUND	DEPARTMENT NAME	DIVISION NAME
	City Engineering	Development Services

PROGRAM NAME

- Ongoing coordination and research with developers
- Conduct pre-application meetings with developers
- Perform reviews on planning applications submittals - subdivision maps
- Perform reviews on planning applications submittals - Reversion to acreage
- Perform reviews on planning applications submittals - Boundary line adjustments
- Perform review on building department application submittals - Building Permits
- Perform review on building department application submittals - Civil Permits
- Perform review on building department application submittals - Encroachment permits
- Perform inspections on improvements in the City's right of way
- Create and implement the City's water master plan
- Create and implement the City's sewer master plan
- Create and implement the City's design standards
- Submit water modeling requests for development to consultant and review results
- Track invoices for water modeling and engineer review assistance from consultants for development projects

ACCOUNTING FUND	DEPARTMENT NAME	DIVISION NAME
	City Engineering	Capital Project Services

PROGRAM NAME	PROGRAM DESCRIPTION
---------------------	----------------------------

- | | |
|--|---|
| <ul style="list-style-type: none"> • Project development, initial scope of work | <p>Project derived from a Master plan, necessary maintenance need, etc.
 Project planned (approved in current FY budget or proposed subsequent year), or unplanned, (propose re-appropriation of existing funds as budgeted or use of contingency funds present to FCC for consideration)</p> |
|--|---|

- Assist in preparing the department budget
- Updating the Five Year Capital Improvement Plan
- Select firm for design services with considerations:
 - NRS 625
 - Statement of Qualifications
 - Request for Qualifications/Request for Proposals
- Solicit proposal
 - Anticipated scope of work for the project
 - Project deliverables
 - Estimate of costs (per task and a total not to exceed value)
 - Preliminary schedule to achieve anticipated design and/or project completion
- Interactive process between City and Firm to refine scope, preliminary site visit
- Solicit proposal from alternative firm, if needed
- Relevant tasks and deliverables within budget, compile standard contract for services
- Present contract for approval
 - Agenda reservation language
 - Agenda report with contract
 - Track agenda report through approval process
- Revise or execute contract
- Kick-off meetings
- Coordination of project - before, during, and after construction
- Review preparations of plans and provide comments for project:
 - 30%
 - 60%
 - 90%
 - 100%
 - design studies
 - technical reports
 - environmental impact statement
 - traffic engineering report
 - geotechnical report
 - hydrology report, etc.
- Easement/ROW
- Public hearing and/or conferences
- Engineering reports on progress and completion of contracts
- Review final plans/specs, contract documents, cost estimates prior to advertisement/solicitation for bid for construction
- Review, approve, submit invoices
- Advertise for bids for construction (NRS 338)
- Conduct bid-open and prepare recommendation for award
- Finalize agenda report for award of contract for construction
- Execute and retain copy of construction contract
- Notice of Award packet to contractor, schedule preconstruction meeting, bid bond return letter
- Construction Activities
 - Material submittals
 - Issue notice to proceed
 - Inspection services
 - Materials testing services
 - Review/approval contractor payment applications
 - PWP requirements
 - PWP No.
 - PWP Notice of Award/notice to proceed
 - Payroll reports
 - Field reports
 - Materials test results
 - Ensure unexpected conditions in the field are addressed
 - Weekly progress meetings

- Walk through
 - Notice of Substantial Completion
 - Punch list items
 - Ensure punch list items are complete
 - Final walk through
 - Notice of Completion
- Project Close-out
 - Recordation of Notice of Completion
 - Lien letters
 - Return payment and performance bond
 - Issuance of warranty bond
 - schedule on year walk through
 - Record drawings
 - Complete project folder
 - Complete Project balance sheet
 - Complete Project information sheet
 - Complete Project Close out summary
 - Report complete projects to finance to track depreciation
 - Provide record drawings information to GIS
 - Accept assets by Resolution
 - Obtain 2 copies of O&M Manuals for new infrastructure
- Pavement management program
 - Scope annual maintenance project and update five year CIP
 - Streets not within these categories are eligible for O&M projects
 - Establish list of priority streets for treatment
 - Payment condition survey conducted every three years (summer 2017)
- Engineering assistance to departments:
 - Applying, utilizing, and reporting grants/federal funding
 - Execution of contracts
 - notify consultants and contractors to obtain or update City of Fernley business license
 - Notify consultants and contracts to obtain W9
 - Records Requests
 - Inspection services
 - Customer service
- General services
 - update policies and procedures
 - Track/propose updates to standards
 - File maintenance
 - Website updates
 - Invoices
 - Reports

ACCOUNTING FUND

DEPARTMENT NAME

DIVISION NAME

City Engineering

Water Resource Management Services

PROGRAM NAME

- Surface Water Use
 - Surface Water Lease Program – General, Drought, Contracts outside of Fernley
 - Surface Water Program – Desert Lakes Golf Course, Churchill County Revegetation
 - PER – Pump station and alignment of pipe to WTP
 - Improvements to the WTP
 - Surface water testing from the canal
 - Submittal of an Authorization Request to BOR for surface water delivery
- Tracking of Banked Water and new project Will Serves
 - Will Serve processing for connection fees and in lieu of fees

- Maintain and organize water right files and database to track Beneficial Interest of Water and Will Serves
 - Coordination with Building (developers and engineers) to fulfill water right requirements for new or potential projects
 - Coordination with Planning on Development Agreements
 - Research and provide records on water rights questions for due diligence or Public Records Requests
- Upstream Storage
 - Coordination with other agencies on TROA scheduling
 - Use of forecasting and water modeling to implement proper establishment of credit water
 - Upstream Storage Contract implementation
- Administration
 - Water Right Assignments
 - Water Right Authorization of Debit for Will Serves
 - Create Water Resource Plan and priorities
 - Water Bond Debt Fee (Water Ancillary Fee) information to Lyon County for tax roll
 - Update State Engineer Rulings in database
 - Changes to Muni Code for Water Resources
 - Surface Water Yield Study data from PWRE to determine reliability of municipal delivery
 - Domestic Well Credit program management
- Stakeholder Coordination
 - Stakeholder in Water for the Seasons Program
 - Stakeholder in Truckee Canal XM EIS
 - Coordination with BOR, PLPT, TMWA, TCID for ongoing projects
 - Coordination of Water Conservation Plan
- Legal Services
 - Protection of GW recharge from the canal
 - Litigation of GW change applications ruling that was appealed by PLPT
 - Review Water Right Dedications and Water Assignments
 - Strategic Negotiations - TCID, BOR, PLPT
 - Upstream Storage Contract Implementation
 - TROA Coordination and Implementation
 - Expand Groundwater Resources – Brady’s Hot Springs
 - Truckee Canal XM EIS
 - Develop OCAP accounting rules for Municipal water use
 - Water Resources Plan
 - Conservation Plan
- Water Right Permitting
 - Groundwater and surface water permit maintenance and upkeep
 - Submittals to NDWR of actual water use for ERC Reduction
- Water Right Dedication
 - Research history and ownership of the water rights
 - Coordinate with TCID to process water dedications
 - Map the water rights and create the dedication agreement and deed
 - Complete change applications with NDWR to change the type and place of use for the water rights

ACCOUNTING FUND	DEPARTMENT NAME	DIVISION NAME
	Public Works	Administration

PROGRAM NAME

- General customer service including providing general and specific information to the public
- Copy, notary and miscellaneous services for the general public
- Taking and responding to complaints, requests for information, applications and other documentation
- Following up on complaints and responding back to complainants in a timely manner

- Front counter and phone coverage, including assistance to entire front line when short-staffed.
- Distributing all mail and packages for city departments
- City-wide paper ordering
- Supply ordering,
- Advertising and updating records for public access
- Fulfilling public records requests
- Providing research to staff for projects
- Agenda report preparation/presentations including easement, ownership, dedication research for streets/storm drains and other infrastructure
- Monthly reporting to senior staff regarding specific work for public works and engineering
- Safety training and compliance for field staff and coordination of other types of staff training
- Ensuring compliance with state on permitting and assistance with meeting deadlines for all aspects of Public Works - includes both internal permitting and City's permitting from State of Nevada
- Preparation of work orders for sewer and assistance with work orders for water leaks (split with Utility staff)
- Response in emergencies when leaks or road closures happen including posting notices, contacting homeowners, residents and businesses in affected areas.
- General support to department heads, middle management staff, engineers, and foremen
- Coordination of execution of documents for projects - includes updating forms, file records, project records, forms for public, etc.
- Monthly and Annual Report to State for wastewater, water distribution, and water treatment
- Reporting and tracking Street Light outages to NV Energy on a weekly basis
- Assist Streets with Street Light Audits on a bi-annual basis
- Preparation and distribution of Annual Consumer Confidence Report
- Preparation and distribution of quarterly and annual DMR sewer reports to NDEP and NDOW
- Preparation of agenda reports including research, writing, and distribution
- Preparation of a variety of other reports, contracts, documents, correspondence, forms, etc.
- Assisting with all water rights transactions, including file set-up, file clean-up, notarizing upon execution of documents, coordination of applications being sent to water rights attorney and consultants, preparation of Agenda reports, recording and distribution to all parties involved in each transaction
- Quoting fees for new connection, water rights to be dedicated, costs of inspections, Municipal Code, Ordinances, City requirements, etc., for all general questions pertaining to development or connection
- All coordination of Parks and Facilities scheduling, including job fairs/hiring events at City Hall, all sports leagues and Special events held at City facilities - this includes obtaining insurance, fees, law enforcement and fire department sign offs, placing all signs for reservation and closure of facilities and advertisement.
- Assist customers with dog park issues, Christmas Tree Recycling Program, etc.
- Follow up on vandalism or other issues for City facilities, including obtaining police reports and documentation for risk management purposes
- Follow up to all other/miscellaneous outstanding items as requested.
- Assist engineers with project management including file preparation, correspondence, invoice tracking, contracts processing, agenda reports, bid advertisements, bid meetings, preconstruction meeting, pre-application meetings, providing plans to plan rooms, various correspondence with project engineers or project managers, general filing, preparation and recording of Water Rights Documents, Easement Documents, Deeds, Notices of Completions, etc.
- Coordination of real estate purchases/ownership transfers for real property - includes parcels donated to the City by private individuals or entities or transfers from the County
- Fleet management program includes maintenance of vehicles/equipment, maintenance of inventory records/racking, reports, scheduling, training, electronic work order tracking, gas card tracking, asset disposal, coordination with Fleet, Finance and other departments and auction and registration of City vehicles/equipment
- Paying invoices, check requests, purchase orders, quotes from vendors, invoice tracking.
- Handling register daily, taking payments
- file clean up, retention, archival and file organization
- Amending Standard Operating Procedures
- Cemetery accounting and file organization, plot sales, plot marking, headstone placement, coordination with mortuaries, funeral homes, families

ACCOUNTING FUND	DEPARTMENT NAME	DIVISION NAME
	Public Works	Parks

PROGRAM NAME

- Watering, aerating, tilling and moving all turf and landscaped areas
- Replacement of trees/shrubs and flowers as needed
- Laying rock for drainage, hauling rock, dirt and other materials to maintain landscaped areas
- Periodic replacement of chipping materials for playground areas
- Pulling weeds, trimming vegetation and rodent control
- Opening, closing, cleaning, repairing and maintaining restrooms seven days a week
- Scheduling maintenance for all 13 portable toilet units located at parks, the Depot, and BMX park
- Pulling trash from all parks seven days a week
- Blading the parking lots
- Dust control
- Reroofing, repainting, resurfacing, installation of new fixtures in restrooms, concessions, sheds, buildings
- Maintenance and repairs to all parks, common areas, and open space areas
- Maintenance of existing structures and adding new structure and other improvements (i.e. concrete work under bleachers, new playground area, and gazebo at OTP)
- Maintenance/repair of all infrastructure (includes water lines, sprinkler heads, and irrigation systems)
- Placing park reservations signs and assisting with seat up and cleanup for Sports Leagues, Tournaments and Special Events held at parks
- Assist Park users in field when concerns, questions, complaints arise
- Assist Park user with concessions and storage
- Management of keys and locks to all lights, scoreboards, sports field areas, concessions and restrooms
- Prompt reporting and cleanup/repair for graffiti and vandalism
- Supply ordering, equipment purchases, invoice tracking
- Attendance at training and park user meetings
- maintenance of Arena area, includes preparation to arena area sand before rodeo events
- Maintenance of small equipment (washing, greasing mowers, etc.)
- Assist facilities staff when needed
- Address complaints, concerns, including dog park issues, tennis court, parking, etc
- Assist City staff with preparation of Annual Mayors Clean-up Day
- Budget monitoring

ACCOUNTING FUND	DEPARTMENT NAME	DIVISION NAME
	Public Works	Facilities

PROGRAM NAME

- Open and Close building each Monday - Friday 8 - 5 with occasional weekend events
- Clean restrooms (6), meeting rooms (3), common work areas, Council Chambers/Court, and BET Center daily
- clean window and door glass
- Adjust doors, openers, locks, and rekeying
- Replace light bulbs and ballasts
- Repair and install electrical plugs, switches and runs to new locations
- Repair/replace plumbing fixtures including leaks, clogs
- Repairs to roof covering
- Repairs/replacement of HVAC system including regular adjustments to thermostats and dampers
- Repairs to AV equipment including replacement of bulbs and filters
- Inspections and repair to fire and intruder alarms and components (Also elevator and chairlift)
- Respond to afterhours alarm notifications
- Clean carpets, strip and wax including buffing of tile floors
- Repaint interior and exterior building surfaces
- Assemble, repair and move furniture and other office décor including hanging photos and maps
- Training for Staff CPR & First Aid, Confined Space, Flagger and State of Nevada AG Department Applicator certificates
- Weekly safety meetings and procedures

- Review SDS sheets, binders and labels
- Set up, reconfigure and tear down rooms for City Council, Planning Commission, Victim Impact, Audit Meetings, Job Fairs, Mayors Coffee, Agenda, legal, Spooktacular, etc.
- Ordering, inventory control
- Provide 24/7 assistance to other department or agencies as requested by Department Heads
- Maintain vehicles and equipment
- Daily, Monthly, and annual reports
- Marking and assisting in cemetery internments, headstone markers
- Weed control - Hand, mechanical, and spraying
- Mowing, edging, aeration, reseeding, pest control, and fertilizing of turf
- Tree trimming, pruning, pest control and re-fertilizing of turf
- Pest and rodent control in buildings and exterior locations
- Power wash walkways, clean parking lots, seal, paint and stripe asphalt and curbs, including hydrants
- Set up and take down holiday decorations, trees and lights
- Install, repair and replace irrigation systems
- Open and close Depot for tours
- Improvements of exteriors such as planting new trees, shrubs, curbing, walking/driving surfaces, benches and other amenities
- Budget preparation and management
- Public concerns, complaints, and education
- Flag raising and lowering and maintenance and replacement of flags
- Repairs, cleaning and bulb replacement of exterior lighting
- Daily, weekly, and monthly site inspections
- Fencing and repair
- Seasonal start up and shut down
- Snow removal and de-icing of all walkways, parking lots, roof drains and scuppers
- Budget monitoring

ACCOUNTING FUND	DEPARTMENT NAME	DIVISION NAME
	Public Works	Vector

PROGRAM NAME

- Daily and annual reporting, attend meetings
- Annual permits
- Training and continuing education for certificates
- Inventory and order control
- SDS and label review. Safety procedures
- Public concerns, complaints and education
- Surveillance, monitoring and identification
- Larvalcide application both air and ground operations - includes wetlands, sewer ponds, street drain inlets, retention basins and other areas of standing water
- ULV Adulticide applications - includes all City streets, right of way, wetlands, cemeteries, and other off road locations
- Other pesticide applications
- Pollinator program update
- Repair, maintain vehicles, ATVs, equipment, foggers and sprayer including cleaning and decontamination
- Clean and maintain chemical storage building
- Daily, monthly, and annual inspections - field locations and equipment
- Seasonal start up and shut down

ACCOUNTING FUND	DEPARTMENT NAME	DIVISION NAME
	Public Works	Fleet

PROGRAM NAME	PROGRAM DESCRIPTION
---------------------	----------------------------

- Equipment Checks and Maintenance
Light Vehicles

- Heavy Equipment
 - Facilities Generators
 - Light Equipment
 - Shop and Yard
- Fleet - Daily
 - Service Fleet
 - Oil Changes
 - Brake Checks
 - Rotate Tires
 - Change/Clean Filters
 - Transmission Checks/Service
 - Fabrications
 - Installations
 - Modifications
 - Process Work Orders
 - Order Parts
 - Check requests
 - Budget monitoring
 - Clean Shop
- Fleet - Weekly
 - Emergency equipment checklist
- Fleet - Monthly
 - Vehicle and Equipment check lists
 - Monthly reports
- Fleet - Quarterly
 - Quarterly check list
- Fleet - Biannual
 - Fleet generators serviced and inspected
- Fleet - Annual
 - Winterization
 - Summer- radiators inspected and cleaned

ACCOUNTING FUND	DEPARTMENT NAME	DIVISION NAME
	Public Works	Streets and Storm Drains

PROGRAM NAME

- Personnel
- Equipment Management
- Adverse Weather events
- Trash Debris Removal/Disposal
- Street Sweeping
- Vegetation Control
- Right of Way Repair/Maintenance
- Asphalt Repair/Maintenance
- Crack Sealing
- Sidewalk Repair
- Storm Drain/Retention Pond Maintenance
- Traffic Signal Repair/Maintenance
- Road Sign Repair/Maintenance
- Pavement Marking Maintenance and Installation
- Street Lighting Repair/Maintenance
- Vehicle/Equipment/Facility Maintenance
- Emergency Response Traffic Control Support

ACCOUNTING FUND	DEPARTMENT NAME	DIVISION NAME
	Public Works	Water Treatment
PROGRAM NAME	PROGRAM DESCRIPTION	
• Water Treatment - Routine	<p>Quick Sweep Conditional Inspections Process Control System Checks New Day Operator Pass down Log Fill Out Daily Logs Activate filter racks chemical cleaning processes and make new chemical cleaning agent batches Establish and set daily flow set points for Raw Water and Treated Water Control Activate Filters Membrane Integrity Decay Tests and Monitor Results Activate Feed Strainer Backwashes and Monitor Filter Feed Pressures Transfer chemicals to MF as required Circulate Chemical Tanks and Fill Softener Salts Activate Sedimentation Basins Sludge Collectors Decant Solids Holding Tanks and Monitor for Sludge Flow Perform Daily Complete Zonal Inspections Perform Chemical Metering Pumps Calibration Colum Draw Down's and Log calculated dosage Perform Daily Water Quality Analysis Lab Work and process result logs Make necessary adjustments to instruments Calculate 4-log Virus Inactivation and Generate NDEP Reports Update all Facility Logs in PCS from Daily sheets Monitor Filters Air Scrub/Reverse Filtration processes Monitor and maintain control of all plant operations including faults, failures, etc In Winter: Add Plant Start-Ups and Shut-Downs Write up and issue work orders Update VueWorks Perform Repairs as Required Maintain Facility Irrigation System (Flush Daily and check for leaks) Perform Facility grounds keeping duties (Weeds, Pruning, Curb and Gutter cleaning, Grooming Security D.G) Perform Facility housekeeping duties (floors, restrooms, building interiors, and equipment wipe downs, etc) Order parts as required Contact and schedule vendors/contractors as required Control purchasing logs & Process Invoices Control equipment spares inventory and logs Participate in meetings/training discussions (operations, repairs, safety, etc)</p>	
• Water Treatment - Semi-Routine	<p>Bulk Chemical Deliveries (Approx. 4 Tankers/Month - Peak Demand) Residual Solids Loading (Approx. 10 doubles/month - Peak Demand)</p>	
• Water Treatment - Monthly	<p>Perform Monthly Facility Scheduled maintenance Perform Water Quality Compliance Monitoring Samples per NDEP Perform Local Samples</p>	
• Water Treatment - Quarterly	<p>Perform Quarterly Facility schedule maintenance</p>	
• Water Treatment - Bi-Annual	<p>Perform Bi-Annual Facility Scheduled maintenance Facility Pre and Post Winterization</p>	
• Water Treatment - Annual	<p>Perform Annual Facility Schedule maintenance Budget monitoring</p>	

ACCOUNTING FUND	DEPARTMENT NAME	DIVISION NAME
	Public Works	Water Distribution
PROGRAM NAME	PROGRAM DESCRIPTION	
<ul style="list-style-type: none"> • Water Distribution Facilities 	<ul style="list-style-type: none"> Municipal Wells Booster Pump Stations Storage Tanks Raw Water Conveyance High Pressure Service Pressure Reducing Valves 	
<ul style="list-style-type: none"> • Water Distribution System Programs 	<ul style="list-style-type: none"> Sampling Program Flushing Program Vault Maintenance Program Hydrant Maintenance Program Valve Exerting Program Line Locates Leak Response Well Soundings Residual Monitoring Equipment Checks & Maintenance SCADA Program PRV & Canal Crossing Inspections Budget monitoring 	

ACCOUNTING FUND	DEPARTMENT NAME	DIVISION NAME
	Public Works	Utilities
PROGRAM NAME		
<ul style="list-style-type: none"> • Monthly billing • Customer Service • Xpress bill pay • Drop box payments • Processing all payments • Water bill inquiries • New service requests • Emergency water leaks • Over the phone payments • General billing questions • Terminating service • Transferring service • Work orders for Meter techs • Returned checks • Door tags • Billing for after hour call outs • Bankruptcy review • Refund check returns • Equal pay administration • Direct pay administration • Cash out registers • Deposit preparation • Calculate water leak relief • Standing Orders - Property Management • General clerical • Billing adjustments 		

- Auto-dialer
- In-House billing
- Meter Program
- Non-Pay Shutoffs
- Daily Work Orders
- Customer Relations
- Meter Service Upgrades
- Leak Repairs
- Backflow Program

ACCOUNTING FUND	DEPARTMENT NAME	DIVISION NAME
	Public Works	Wastewater
PROGRAM NAME	PROGRAM DESCRIPTION	
• Wastewater Treatment Plant - Daily	Pond Reads Temp, PH, DO and CL2 Plant inspection Plant flow reads	
• Wastewater Treatment Plant - Weekly	Pull Weeds	
• Wastewater Treatment Plant - Monthly	Influent and Effluent samples Monitoring well samples DMRs	
• Wastewater Treatment Plant - Annual	Priority Pollutants samples Aero inspections	
• Wastewater - East Lift Station – Daily	Get pump hours Gen hours Inspect lift station	
• Wastewater - East Lift Station - Weekly	Dump bar screen and grit hoppers	
• Wastewater - East Lift Station - Monthly	Clean lift station	
• Wastewater - East Lift Station - Quarterly	Preventative maintenance on all three pumps	
• Wastewater - Donner Trails - Daily	Get pump hours Gen hours Lift station inspection	
• Wastewater - Donner Trails – Weekly	Clean bowls and filters Pull Weeds	
• Wastewater - Donner Trails - Monthly	Clean wet well and lift station	
• Wastewater - Donner Trails - Annual	PM on both pumps	
• Wastewater - Rolling Meadows - Daily	Get pump hours Gen hours Lift station inspection	
• Wastewater - Rolling Meadows - Weekly	Pull Weeds	
• Wastewater - Rolling Meadows - Monthly	Clean lift station	
• Wastewater - Rolling Meadows - Annual	PM on both pumps	
• Wastewater - Farm District - Daily	Get pump hours Gen hours Inspect lift station	
• Wastewater - Farm District - Weekly	Pull Weeds Add smell good (Summit) to wet well	
• Wastewater - Farm District - Monthly	Clean wet well and lift station	
• Wastewater - Farm District - Annual	PM on both pumps	
• Wastewater - The Meadows - Daily	Get pump hours	

- Wastewater - The Meadows - Weekly
 - Wastewater - The Meadows - Monthly
 - Wastewater - The Meadows - Annual
 - Wastewater - Loves - Daily

 - Wastewater - Loves - Weekly
 - Wastewater - Loves - Monthly
 - Wastewater - Loves - Annual
 - Wastewater - West - Daily

 - Wastewater - West - Weekly

 - Wastewater - West - Monthly

 - Wastewater - West - Annual
 - Wastewater - Desert - Daily

 - Wastewater - Desert - Weekly

 - Wastewater - Desert - Monthly
 - Wastewater - Desert - Annual
 - Wastewater - Hwy 50 - Daily

 - Wastewater - Hwy 50 - Weekly

 - Wastewater - Hwy 50 - Monthly
 - Wastewater - Hwy 50 - Annual
 - Wastewater - Camille - Daily

 - Wastewater - Camille - Weekly
 - Wastewater - Camille - Monthly
 - Wastewater - Camille - Annual
 - Wastewater Collection System
- Gen hours
Inspect lift station
- Pull Weeds
Clean wet will
PM on both pumps
Get pump hours
Gen hours
Inspect lift station
- Pull Weeds
Clean wet well and lift station
PM on both pumps
Get pump hours
Gen hours
Inspect lift station
- Pull Weeds
Dump bar screen garbage can
Clean lift station
Clean pump filters if needed
- PM on both pumps
Get pump hours
Gen hours
Inspect lift station
Pull weeds
Clean bowls and filters
- Clean wet well and lift station
PM on both pumps
Get pump hours
Gen hours
Inspect lift station
Pull Weeds
Fill water tank twice a week
- Clean wet will and lift station
PM on both pumps
Get pump hours
Inspect lift station
- Pull weeds
Clean lift station
PM on both pumps
Maintain 80 miles of collection system
Camera and clean
Replace and Repair over 200 E-one units
Respond to customer call outs 24/7, including sewer lateral calls due to blockage