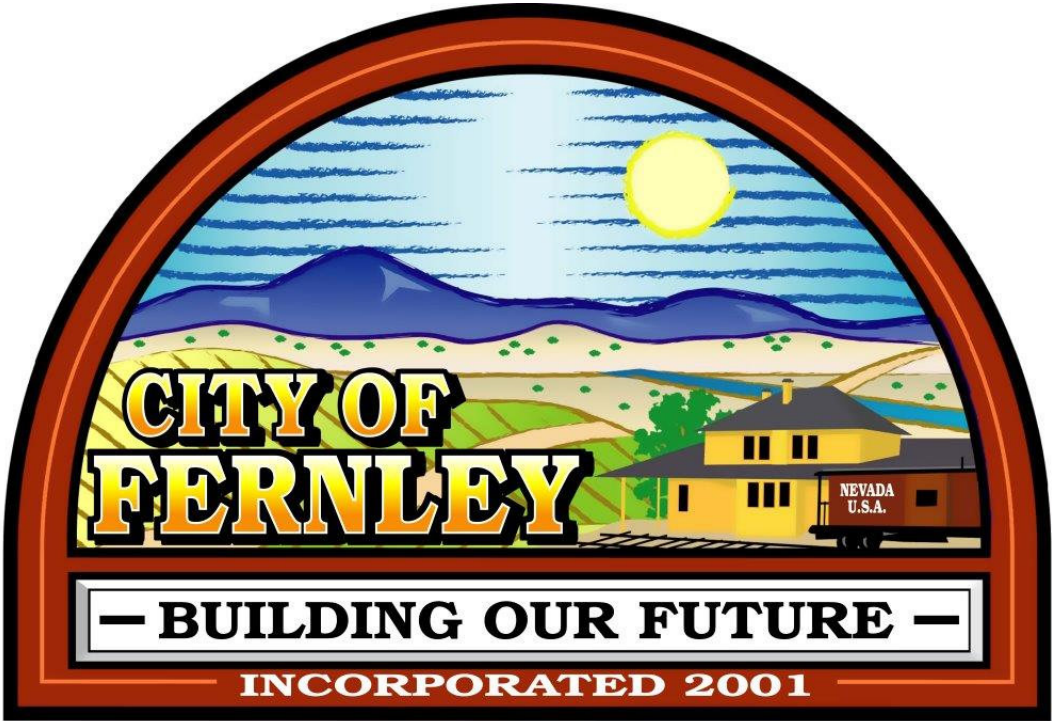


# City of Fernley

FY 2022-2023 Budget

Final



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# Reader's Guide

The FY2023 Budget Readers' Guide is designed to help citizens, media, and city officials more easily understand and participate in budget deliberations. The budget includes funding information and program narratives tied to goals established in the strategic plan and other long-range planning documents.

## INTRODUCTION

This section provides a brief introduction to the City of Fernley's Mayor and Council, appointed officials, city organizational chart, history of Fernley, partnering agencies, and statistics at a glance. The city's strategic plan, which is used to drive the city's policy and program directions, is outlined in this section.

## BUDGET SUMMARY

This section provides an overview of the city's budget process, financial policies, funding sources, and city staffing.

### **City Manager's Budget Message**

The City Manager address the Mayor and City Council to highlight budget development priorities and any significant changes from the prior year adopted budget.

### **Budget process**

An overview of the budget process is outlined. This includes a calendar noting significant milestones within the budget process. A brief summary explaining the development of the base budget, budget reviews, adoption, budget amendments, and budget basics are also provided.

### **Financial Planning**

A financial overview is provided to summarize key financial policies that govern the city's approach to debt management, revenue and expenditure classifications and practices, maintenance of fund balances, asset management, long-term financial planning, and other financial responsibilities.

### **Budget Overview**

The city's financial organization chart as well as a brief overview and summary of all major city funds are presented.

### **Revenue Overview**

An overview of the city's revenues by sources and fund types is provided, as well as a brief summary explaining the development of FY2023's revenue estimates.

## **DEPARTMENT BUDGETS**

The city's department mission statements and services provided by each division within each city department are described. The FY2023 budget by department is provided, which includes department mission statements, services provided and requested changes in operations and/or personnel.

## **ENTERPRISE FUNDS**

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

## **SPECIAL REVENUE FUNDS**

Special revenue funds are used to account for definite expenditures linked to specific revenue streams such as grants or special taxes. The City of Fernley's special revenue funds include grants, transient lodging tax, capital funds, administrative assessments, and court facilities.

## **DEBT SERVICE OVERVIEW**

An overview of the city's debt management, including bonds by projects, outstanding debt service requirements, debt service by fund and type, bond ratings, and debt payment schedules. The debt service summary includes a detailed description of each debt service type and any legal or policy limitation.

## **CAPITAL IMPROVEMENT PLAN (CIP) OVERVIEW**

This section includes the city's CIP five-year plan, sources of funding, expenditures, and operating impacts. Project detail sheets are included in the Appendix.

## **APPENDIX**

The Appendix includes the position list and the Capital Improvement Plan project descriptions.

# Introduction to Fernley



# Fernley City Council



Roy Edgington, Mayor



Ray Lacy, Council Member  
Ward 1



Felicity Zoberski, Council Member  
Ward 2



Stan Lau, Council Member  
Ward 3



Albert Torres, Council Member  
Ward 4



Fran McKay, Council Member  
Ward 5

## Appointed Officials

The City of Fernley has five (5) appointed officials, who serve at the pleasure of the Mayor and City Council, including the City Manager (Daphne Hooper), City Attorney, City Treasurer, City Clerk, and Municipal Court Judge. The Department Heads are appointed by the City Manager.



Lori Matheus, Senior Judge



Daphne Hooper, City Manager



Brandi Jensen, City Attorney



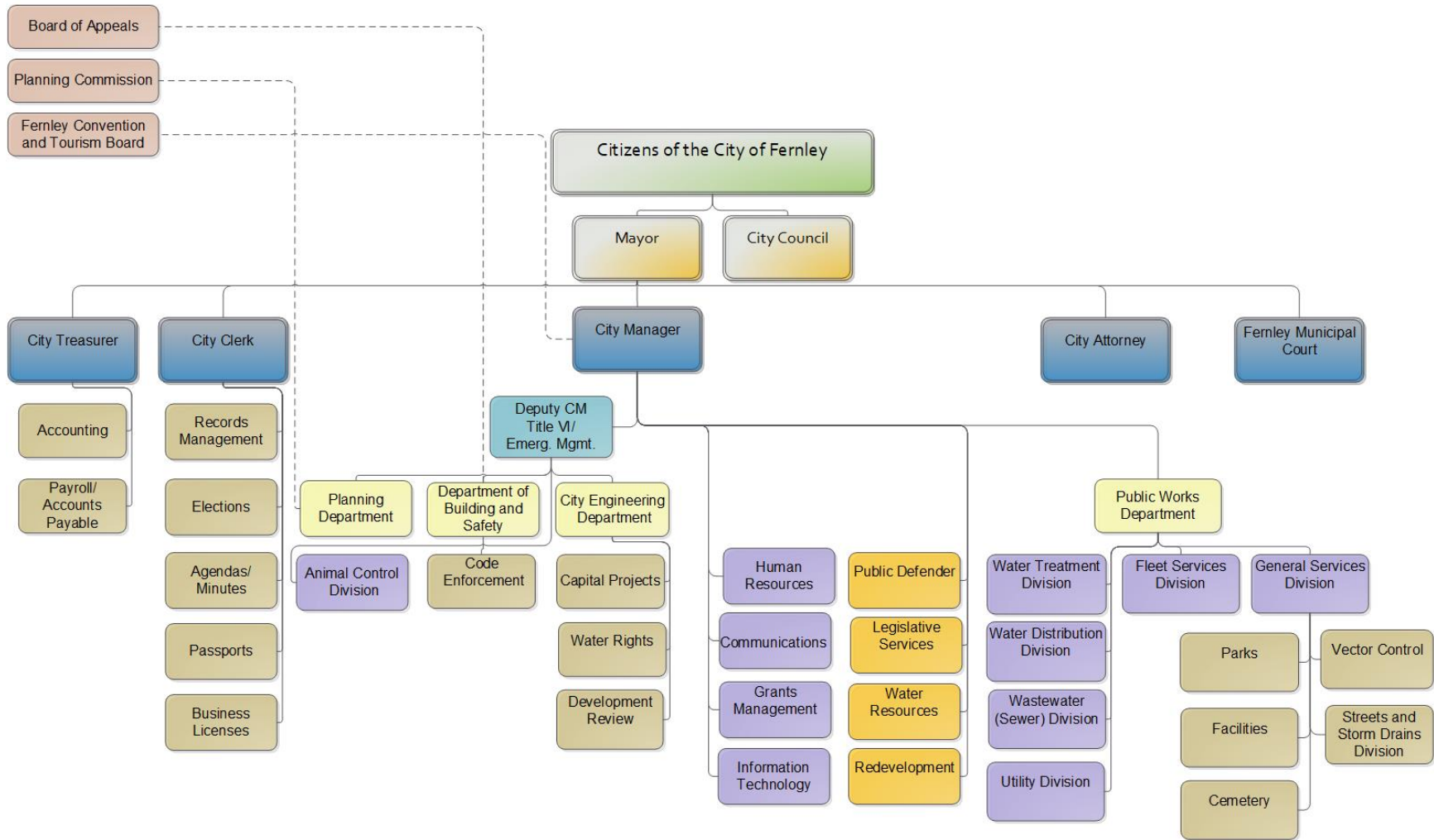
Denise Lewis, City Treasurer



Kimberly Swanson, City Clerk

<b>City of Fernley Department Heads</b>	
Patrick Marsh	Deputy City Manager
Billy Staten	Building Official
Derek Starkey	City Engineer
Timothy Thompson	Planning Director
Dave Whalen	Public Works Director

# Organizational Chart



# City Overview

## History of Fernley

### 1905 Fernley Station

In 1905 Fernley Station was listed on the official railroad guide, and in August 1914, the Fernley-Lassen Depot was completed. The Depot was closed by the Southern Pacific Railroad in September 1985. In January 1986, the Depot was moved to its presentation location on Main Street.

### Fernley Township

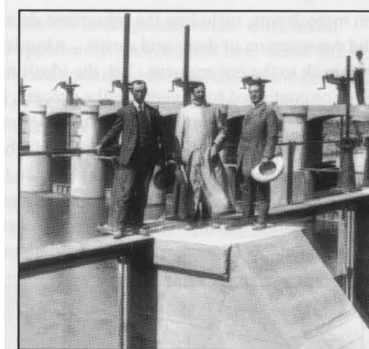
Fernley Township was established in the 1930's governed by the Lyon County Board of Commissioners.

### Growth and Changes

The city of Fernley has experienced significant sociodemographic and economic changes. Prior to the Great Recession of 2009 and 2010, Fernley was one of the fastest growing jurisdictions in northern Nevada, increasing from an estimated 8,830 total individuals in 2000 to an estimated 18,929 in 2009.

### Fernley Today

Fernley is located along a major railroad corridor, at the intersection of I-80, US 50A, and US 95A, approximately 45 minutes from the Reno Tahoe International Airport. Fernley benefits from its physical location and has become the primary focus of economic development within Lyon County. Fernley's population in 2020 was just under 23,000.



3.16. Senator Francis G. Newlands, on the far right, with Representative Franklin W. Mondell of Wyoming, and L. H. Taylor, project engineer for the state of Nevada, standing on the newly completed headworks of Derby Diversion Dam, just after speaking at the dedication of the dam. June 17, 1905.

### 1904 Fernley established

Fernley, Nevada was established in 1904 as an agricultural and ranching community, with the creation of the Newlands Project, which brought water from the Truckee River.

### Lincoln Highway

The Lincoln Highway (1913 - 1927) was conceived and promoted by industrialists who were determined to act on the concept of creating one transcontinental highway and brought notoriety and some prosperity to rural Nevada towns along its path. Farm District Road was incorporated into the Lincoln Highway.



### 2001 Fernley Incorporated

In November 2000, residents voted to incorporate Fernley, with a population of 8,830. On July 1, 2001, Fernley became the 19<sup>th</sup> city in the State of Nevada.



### Recession

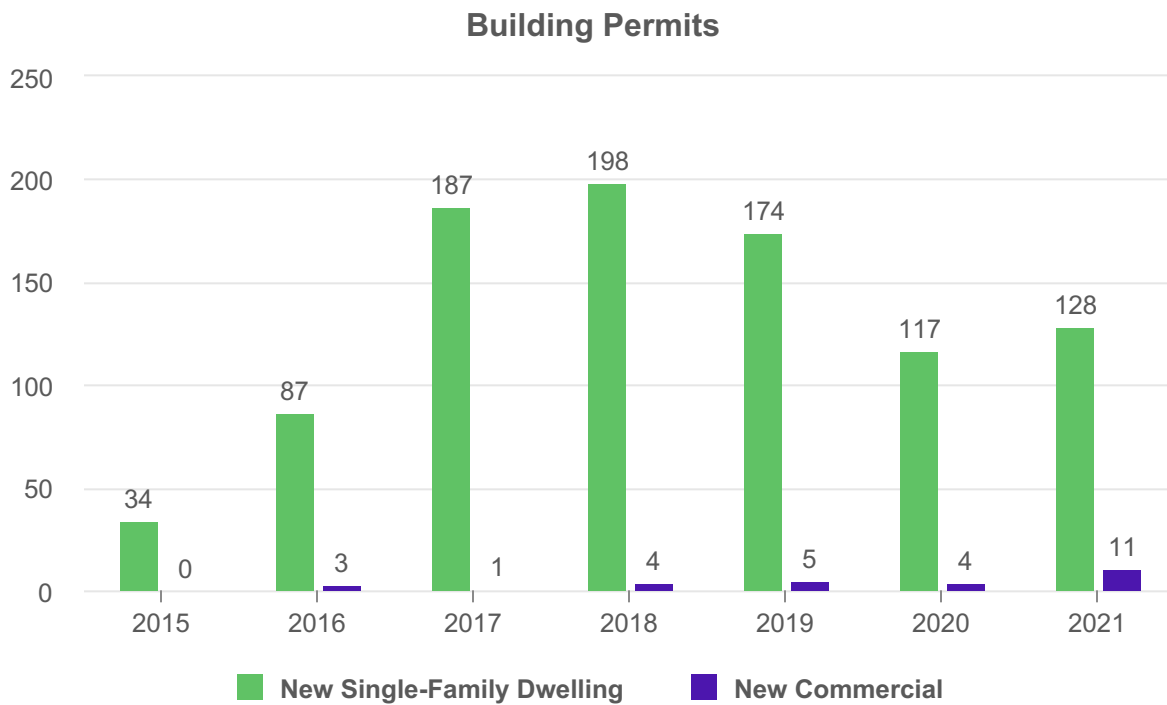
During 2009 and 2010, Fernley experienced high unemployment and high foreclosure rates. According to the Nevada Department of Taxation, the city's total assessed value declined from an estimated \$633 million in FY 2009-2010 to an estimated \$448.1 million in FY 2010-11. In one fiscal year, Fernley experienced a 29.2% decrease of the city's property tax base.



## Fernley's Future

Fernley is transforming from a rural area to an urban community as the population increases. Fernley has grown significantly since incorporation in 2001, with a population of approximately 8,500 to just under 23,000 in the 2020 Census. The population is projected to double over the next 20 years to approximately 40,000 people. The city must plan appropriately for development, ensure revenues can support necessary programs and services, and maintain the expansion of infrastructure resulting from a growing population.

Building permits have increased in recent years (shown below) with a slight decrease during the pandemic.



New Single Family Dwellings continue to increase, and in 2021, commercial permits increased significantly by almost 300%.

Several projects have been presented to the city for approval, including industrial buildings. These projects will increase employment opportunities, not only for the city, but for the region.

Revitalization, beautification, and general economic enhancement of the community's downtown core, industrial park, and aging residential neighborhoods remain a priority. Many of the long-range planning documents and implementation plans highlight these efforts for the upcoming year and beyond.

## Housing

Several housing developments are under construction in Fernley, and while there some multi-family options, single-family homes continue to be the primary housing stock within the city. The City's Strategic Plan includes goals to diversify housing options to address increasing affordability concerns. Because housing prices in Fernley tend to be less than the Reno/Sparks metropolitan area, many people reside in Fernley and commute to work. Currently, 60% of Fernley's residents commute to employment outside of the city.

The region as a whole has been experiencing higher housing prices. Large lot, single-family large homes are no longer affordable for many. As growth continues in the region, new housing products will be needed to support the workforce, first-time home buyers, and aging and lower income populations.

To address growth and development, the City of Fernley updated the city's comprehensive master plan in August 2018. In March 2020, the City Council adopted a new development code, which implemented the city's master plan, streamlined the development review process, and required that infrastructure be provided concurrent with development to support existing and planned use patterns and densities. The revised development code helps the city meet strategic goals, outlined in the city's strategic plan, by encouraging smart growth with design-based zoning that allows flexibility and predictability.

### Top Employers

Name	Number of Employees	Type of Business
TREX Company, Inc.	453	Warehouse, Industrial, Distribution
Lyon County School District	415	Education
MSC Industrial Supply Co., Inc.	269	Warehouse, Industrial, Distribution
Walmart #4370	219	Wholesale and/or Retail Merchandise
The Sherwin-Williams Company	156	Warehouse, Industrial, Distribution
Valley Joist Inc.	140	Warehouse, Industrial, Distribution
Silverado Casino	100	Casino
City of Fernley	75	Municipal Government
Polaris	70	Warehouse, Industrial, Distribution
Fernley Pioneer Gaming, LLC	69	Casino
Raleys	68	Wholesale and/or Retail Merchandise
Fortifiber Corporation	53	Warehouse, Industrial, Distribution

### Quality of Life

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

## City Government

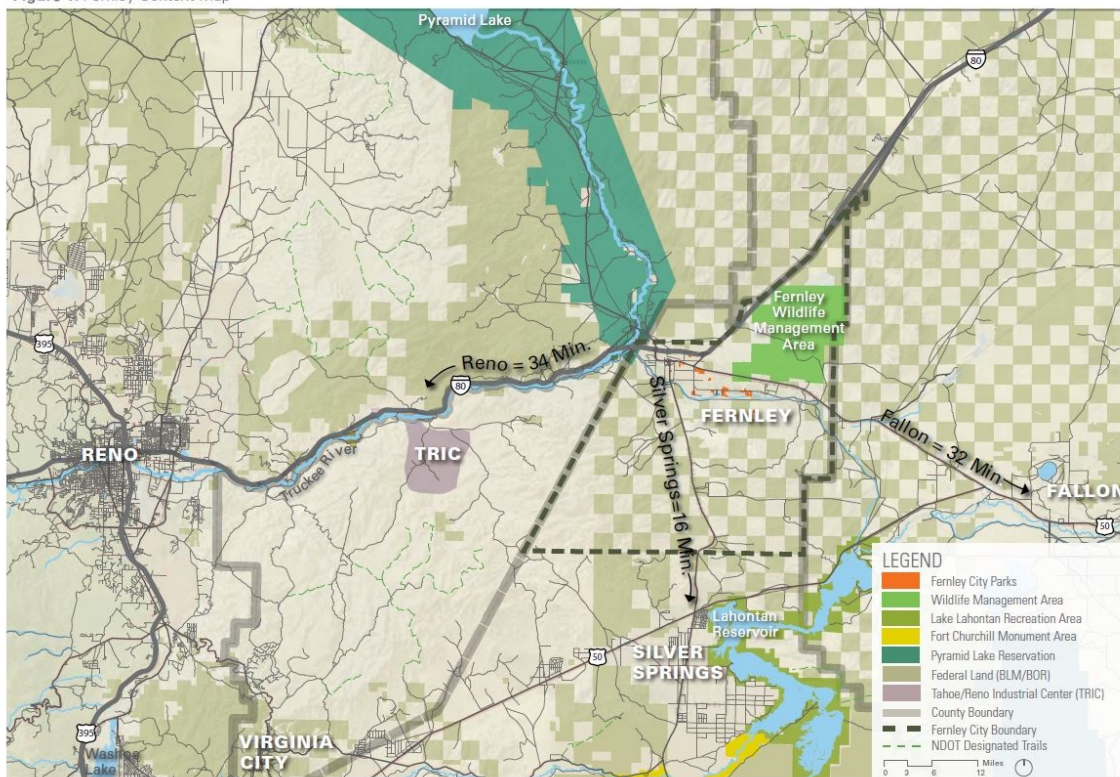
The City of Fernley was incorporated on July 1, 2001, pursuant to Nevada Revised Statutes (NRS) 266. The Mayor, elected at-large by the residents within the city, is the Chief Executive Officer of the city, and supervises the general affairs of the city. The City Manager is the Chief Operating Officer, appointed by the Mayor and City Council, and is responsible for day-to-day administration.

The City Council is made up of five (5) elected council members elected by the voters within their respective wards. As the legislative branch of government, the City Council is the policy making body which establishes goals and priorities implemented by staff through the Mayor and City Manager.

## Map of Fernley

### FERNLEY CONTEXT & OVERVIEW

Figure 1: Fernley Context Map



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

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**Fernley At A Glance**

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

Current Population	22,895*	Households with Children	2562**
Number of Households	8,021**	Average Household Size	2.68**
Workforce Population	9,419**	City Positions	82.65***
Median Age (Years)	38.4**	Median Household Income	\$62,929**

\*U.S. Census, 2020

\*\* Source: U.S. Census Bureau, American Community Survey (ACS), 2019 5-year estimates

\*\*\*Includes position requested in FY23 budget



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## Fire Department

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



Number of Stations	2
Number of Positions	27 Firefighter FTE's
	3 Civilian FTE's
	20 Volunteers
	4 PTE's
	6 Cadets
FY2021 Fire Calls	428
FY2021 EMS Incidents	3,297





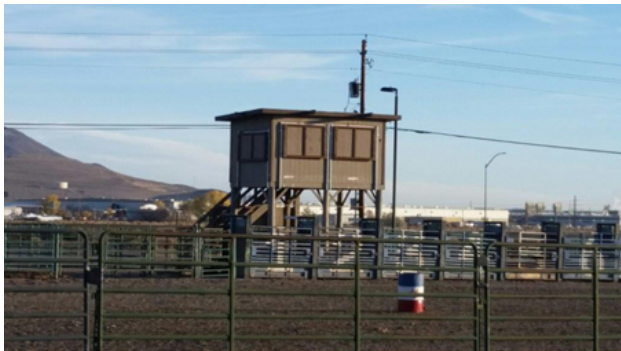
Response Times			
	Average All Calls	Average non-transport	Average Transport
Page - En route	2:01	2:12	1:53
En route - Arrival	5:06	4:53	5:15
Scene Time	18:42	22:00	18:31
In-service time	58:24	73:06	18:10



The City of Fernley and North Lyon County Fire Protection District work cooperatively to provide public safety to the community. Through an Intergovernmental Agreement, the City provides legal services and other support to the Fire Protection District.

**Parks**

<b>Existing Parks Summary</b>		
<b>Parks Classification</b>	<b>Acres</b>	<b>Number of Sites</b>
Pocket Park	0.55	2
Neighborhood Park	28.20	6
Sports Complex	34.50	1
Regional Park	—	0
Special Purpose Park	17.30	5
<b>Parks Total</b>	<b>80.55</b>	<b>14</b>
<b>Open Space Summary</b>		
<b>Open Space</b>	<b>Acres</b>	<b>Number of Sites</b>
Open Space	48.10	3
Landscaped Areas	37.14	4
<b>Open Space Total</b>	<b>85.24</b>	<b>7</b>
<b>Trails Summary</b>		
<b>Trail Type</b>	<b>Miles</b>	
Existing Shared Use Paths	0.9 miles	
Future Shared Use Paths	1.9 miles	
Future Bike Lanes	28.1 miles	
Future Marked Shared Lanes	4.5 miles	
Future Trails	24.8 miles	
<b>Trails Total</b>	<b>60.20 miles</b>	



**Law Enforcement**

**Lyon County Sheriff's Office**

555 E. Main Street  
 Fernley NV 89408  
 775-575-3350



**Mission Statement**

As a leader in public safety, we are committed to protecting and serving with honor, courage, and integrity in the fight against crime, and to work relentlessly toward making our community safe for the people of Lyon County.

FY 2021		
Total Calls for Service		13,520

The Lyon County Sheriff's office responds to several different call types including felony, gross felony, misdemeanors, emergencies, and civil issues. The highest percentage (8.34%) are traffic stops.

**Department of Public Safety**

**Nevada State Police**

**Highway Patrol**

Fernley Substation  
 770 W. Main Street  
 Fernley, NV 89408  
 (775) 575-5518



**Mission Statement**

To promote safety on Nevada Highways by providing law enforcement traffic services to the motoring public.

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

**Streets**

Arterial	7.72 miles	Residential	69.81 miles
Collector	19.63 miles	Industrial	1.99 miles

\*Source: City of Fernley MTC StreetSaver 03/09/2021



US Highway 95A, US 50A and Farm District Road are maintained by the Nevada Department of Transportation (NDOT). Traffic signals were installed to enhance traffic flow and safety at two (2) Alternate U.S. 50 intersections at River Ranch Road and Nevada Pacific Parkway.

The City of Fernley maintains approximately 100 miles of paved streets as well as all of the school zone lights.

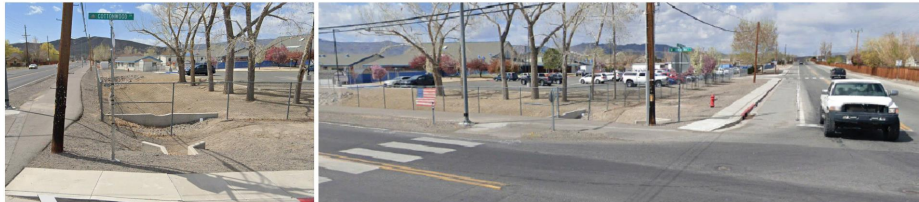
**Cottonwood Lane Reconstruction Project**



**Improvements Around Cottonwood Elementary School**

The project improvements along the corridor, will benefit Cottonwood Elementary School, including addition of safety elements such as: riprap stabilization and a handrail system around existing culvert. Roadway improvements will provide dedicated right and left turn lanes to better accommodate high traffic peak times on Cottonwood LN. The sidewalk and bike path will connect to the existing multi-use path on Farm District Rd.

**Existing Conditions**



**Proposed Improvements**

- SAFETY IMPROVEMENTS
- ROADWAY IMPROVEMENTS
- PEDESTRIAN & BICYCLE IMPROVEMENTS



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**Utility Service Providers**

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



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## Fernley Swimming Pool District

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

The Fernley Swimming Pool is a separate taxing district overseen by an elected pool board. The staff work hard everyday to provide Fernley with aquatics programs that are both enjoyable and affordable. The Fernley Swimming Pool hosts lap and open swims, aqua-fit classes, water slides, and a children's pool year round with an outdoor splash park in the summer months. Red Cross certified classes are provided in swimming, lifeguarding, and life-saving techniques like CPR and first aid.

Surrounding the pool, the park, grills, and picnic areas are open every day for all to enjoy. The pool strives to provide a clean, fund, and safe place for the community to enjoy



**Education**

College Educated-Graduate Degree 3% <sup>1</sup>	College Educated-Some College 38%
College Educated-Bachelor Degree 10%	High School Graduate 36%

**Lyon County School District**

Motto: Every Student...Every Classroom...Every Day.

**Student Enrollment: 8802**  
2020-21 Student Demographics

- White: 61.32%
- Hispanic: 27.02%
- Asian: 1.06%
- American Indian/Alaskan Native: 3.48%
- Black: 0.83%
- Pacific Islander: 0.67%
- Two or more races: 5.64%

**Total Employees: 1010**  
**Total Teachers: 484**

**5 Year Graduation Rates**  
Lyon County School District

Year	Rate
2016-17	83.59%
2017-18	84.76%
2018-19	86.46%
2019-20	86.58%
2020-21	87.82%

**18 Schools in 5 Communities**

**LCSD Budget Information**

*General Fund Budgeted Revenue*

Local*	>1%	\$191,000
State	99%	\$79,962,658
Federal	>1%	\$275,000
<b>Total</b>		<b>\$80,155,933</b>

\*Under new Pupil Centered Public Funding Plan (PCFP) most Local Revenue flows through the State.

*General Fund Budgeted Expenditures*

Salaries/Wages	59.5%	\$50,968,393
Benefits	23.7%	\$20,216,497
Services, Supplies and Other	16.8%	\$14,406,416
<b>Total</b>		<b>\$85,591,306</b>

**Nevada School Performance Framework (NSPF) Star Ratings**

<p><i>Elementary School</i></p> <ul style="list-style-type: none"> <li>Cottonwood Elementary School: 2</li> <li>Dayton Elementary School: 2</li> <li>East Valley Elementary School: 2</li> <li>Fernley Elementary School: 3</li> <li>Fernley Intermediate School: 3</li> <li>Riverview Elementary School: 2</li> <li>Silver Stage Elementary School: 1</li> <li>Smith Valley Elementary School: 3</li> <li>Sutro Elementary School: 2</li> <li>Yerington Elementary School: 2</li> </ul>	<p><i>Middle School</i></p> <ul style="list-style-type: none"> <li>Dayton Intermediate School: 2</li> <li>Silver Stage Middle School: 2</li> <li>Silverland Middle School: 3</li> <li>Smith Valley Middle School: 3</li> <li>Yerington Intermediate School: 2</li> </ul> <p><i>High School</i></p> <ul style="list-style-type: none"> <li>Dayton High School: 3</li> <li>Fernley High School: 4</li> <li>Silver Stage High School: 3</li> <li>Smith Valley High School: 5</li> <li>Yerington High School: 4</li> </ul>
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NSPF school ratings and accountability indicators will be carried over for an additional year from the 2018-2019 reporting year.

%	State	Dayton	Fernley	Silver Springs	Smith Valley	Yerington
20-21	81.31	89.86	84.62	90.54	100	90.11
19-20	82.60	83.36	86.19	95.45	85.71	85.29
18-19	84.11	83.33	90.13	84.06	100	87.34
17-18	83.17	83.02	88.51	91.67	100	82.22
16-17	80.55	85.12	89.43	84.38	88.89	89.66

<sup>1</sup> \*Source: censusreporter.org/profiles/16000US3224900-fernley-nv 03092020

<sup>2</sup> Lyon County School District FAQs (page 2) provided by Superintendent

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**Elections**

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<b>Date</b>	<b>Type of Election</b>	<b>Registered Voters</b>	<b>Votes Cast</b>	<b>Registered</b>
6/9/2020	General Election	15,120	10,545	69.74%
11/3/2020	Primary Election	14,363	3,783	26.00%

Primary elections are held on the second Tuesday in June of even-numbered years. General elections are held on the first Tuesday after the first Monday in November of even-numbered years. For 2022, primary elections will be held in June and the general election will be in November. The Mayor, Council Member - Ward 1, and Council Member - Ward 3 will be on the ballot.

# Strategic Plan

This Strategic Plan is actively used for policy implementation and program direction, including developing the city's annual budget. New funding requests are evaluated on correlation with the strategic focus areas. City Council reviews progress annually to determine priorities for the upcoming year. City departments use the plan to update department operations, plans, and goals.

Below you will find the full Strategic plan.

## FERNLEY VISION

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By 2040, Fernley is a community that:

- Is vibrant, safe, friendly, and family-oriented with a high quality of life and engaged residents
- Has a strong local economy and abundant amenities for residents
- Has a financially stable city government

## FERNLEY MISSION

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

## FERNLEY VALUES

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The city of Fernley and its employees serve residents according to the following core values:

- **Integrity:** *We act with the highest ethical and professional standards*
- **Accountability:** *We take ownership and responsibility for our actions*
- **Transparency:** *We actively communicate our plans, decisions, and actions to the community*
- **Respect:** *We treat all with dignity and fairness*

## City Council Priorities

On December 15, 2021, the Fernley City Council approved the priorities for FY2023 to continue the priorities established in the 2021-2026 Strategic Plan and other long-range plans, which will be incorporated into the departmental budgets and work plans.

Within the strategic plan, the vision and the four areas described below serve as a road map for action.



### **Livable Community**

#### **Goal 1: Manage sustainable growth and maintain public infrastructure**

<b>Strategy</b>
1.1 Encourage and plan for new development in areas where adequate public services and facilities can be provided efficiently
1.2 Implement a streets and highways systems plan that minimizes direct access to all arterial roadways and disruption of existing single-family neighborhoods or established pedestrian patterns
1.3 Complete Transportation Master Plan
1.4 Complete Water Master Plan
1.5 Complete Sewer Master Plan
1.6 Complete Stormwater Master Plan
1.7 Complete a multi-year Capital Improvement Program
1.8 Update the parks master plan
1.9 Maintain a long-range park capital improvement program
1.10 Complete Farm District Road Multi-Use Path

#### **Goal 2: Develop a defined city center with a mix of businesses, restaurants, and entertainment**

<b>Strategy</b>
2.1 Complete the downtown historic district area plan and develop standards
2.2 Develop the Community Response and Resource Center
2.3 Work with economic development authorities, Fernley Chamber of Commerce, and developers to attract new businesses
2.4 Encourage and promote art installations with new development and public projects

**Goal 3: Encourage a variety of housing types, density and costs that accommodate the needs, desires, and financial abilities of the current and future households.**

**Strategy**

- 3.1 Facilitate development of apartments and townhouses in areas identified in the Comprehensive Master Plan
- 3.2 Buffer established single family neighborhoods from more dense development
- 3.3 Focus on quality of design
- 3.4 Improve public understanding of linkage between infrastructure, development, and housing
- 3.5 Facilitate housing development that is affordable to the community's workforce



**Connected and Engaged**

**Goal 4: Increase opportunities for civic engagement and community building**

**Strategy**

- 4.1 Continue the Citizens Leadership Academy (CLA) and develop an online component
- 4.2 Increase online access to city meetings and activities
- 4.3 Grow the content and use of Fernley's YouTube channel
- 4.4 Increase opportunities for council members to interact with residents
- 4.5 Establish a community leadership program
- 4.6 Expand Neighborhood Watch



**Progress through Partnerships**

**Goal 5: Maintain strong partnerships with public agencies and community organizations**

**Strategy**

- 5.1 Maintain on-going coordination with the Lyon County School District to achieve the goals and policies adopted in the Comprehensive Master Plan and the school district's long-range plan
- 5.2 Coordinate with the Lyon County Sheriff's Office (LCSO) to review the need for additional police protection on an annual basis
- 5.3 Work with the North Lyon County Fire Protection District to evaluate if there would be benefits to the public by merging the fire district and the city
- 5.4 Support the Fernley Community Foundation's campaign to raise funds for the construction of the Community Response and Resource Center
- 5.5 Explore the feasibility of the Boys and Girls Club providing recreation programs at the Community Response and Resource Center
- 5.6 Work with the Bureau of Reclamation (BOR) and the Truckee Carson Irrigation District (TCID) to complete a regional drainage system
- 5.7 Work with the Fernley Chamber of Commerce, in conjunction with the Economic Development Authority of Western Nevada (EDAWN), Northern Nevada Development Authority (NNDAA), and Western Nevada Development District (WNDD) to develop an economic development strategy
- 5.8 Schedule quarterly meetings with key city partners to share information and coordinate activities
- 5.9 Evaluate the potential benefit of developing various public-private partnerships



## **Robust Municipal Services**

### **Goal 6: Ensure municipal services meet the needs and expectations of the community**

#### **Strategy**

6.1 Assess community service gaps and plan for desired improvements

6.2 Assess gaps in organization capacity required to fulfill the city's mission

6.3 Attract and retain competent, knowledgeable staff

6.4 Be current on policies and compliant with State and Federal laws

6.5 Ensure municipal services meet the needs and expectations of the community

### **Goal 7: Develop and maintain revenue sources to support community improvements and services**

#### **Strategy**

7.1 Explore the implement of development impact fees to ensure new development is beneficial to the city

7.2 Evaluate funding strategies for maintenance of city roads

7.3 Maintain sewer and water use fees sufficient to fund current operations and future improvements

7.4 Identify additional revenue streams

7.5 Participate in the legislative process regarding state tax structure

## Long-Term Planning

For the past several years, the City Council priorities have included the development of long-range planning documents, which are provided below:

Description	Date Completed
ADA Transition Plan Infrastructure Survey and Inventory	August 2019
Asset Management Plan	Work in progress
Capital Improvement Plan	Work in progress
City's Master Plan (Comprehensive Plan)	August 2018
Communications Plan	September 2017
Community Center Conceptual Design	September 2019
Emergency Management Plan	Work in progress
Parks Master Plan	September 2017
Redevelopment Plan	March 2019
Sewer Master Plan	Work in progress
Strategic Plan 2021 - 2026	December 2020
Title VI Plan	January 2021
Transportation Master Plan	June 2020
Water Conservation Plan	September 2016
Water Master Plan	Work in progress
Water Resource Plan	December 2019

# Budget Summary



On July 7, 2021, Fernley City Council adopted Resolution 21-004 establishing the City of Fernley Senior Citizens Advisory Committee. The committee is intended to develop citizen input to the City Council related to the quality of life of the senior citizen population in the city. Five members were appointed on October 6, 2021: Jacqueline LaVoie, Sharon Holley, Thomas Burrous, Sherryl Wheeler, Jewel "JF" McCullar. Council Member Albert Torres is the Council Liaison and Council Member Ray Lacy is the alternate.

## City Manager's Message

Honorable Mayor and City Council,

I am pleased to present you with the budget for Fiscal Year 2022-23 (FY2023). The \$49,234,454 budget provides for ongoing operations, new and existing capital projects, and carryovers of contracts and projects budgeted in, but not fully paid for or completed, in the prior fiscal year.

The budget focuses on the City Council priorities, which include continuing the priorities established in the 2021-2026 Strategic Plan and other long-range plans.

### **General Fund Overview**

The \$19,264,503 General Fund budget is balanced and provides for existing and expanded services. The budget follows adopted policies such as established revenue requirements, provides contingency, focuses on streamlining processes, and provides for pay increases for all eligible employees.

The FY2023 budget assumes moderate growth in the economy, rising population, and the limitations of the Nevada tax structure. Development activity slowed slightly in 2021 with the pandemic; however the city is seeing increased interest in development and construction activity. This budget is prepared with a conservative approach in revenue projections. This fiscal conservatism in growth projections and spending has served the city well, which is evident in the proposed budget. The city has established many long-range plans and fiscal policies, allowing for the implementation of projects during proposed budget year.

### **Employee Related**

The budget includes a 2% cost of living increase on July 1 for all eligible employees and a 3% annual pay increase for all eligible employees on their anniversary. To support employee longevity, employees who have worked with the city for 10 years or more, and are not topped out on the pay scale, are eligible for a 5% increase on their anniversary. Health benefits renewals are underway with a 3.5% increase for medical, 0% increase for vision, and 7% increase for dental. Cost allocation adjustments changed salaries and benefits slightly.

While the city is growing, staffing levels have not increased significantly, which is challenging to meeting the needs of 23,000 residents. When creating new positions, long-term impacts and sustainability must be considered. With this in mind, a request has been included for 1 new FTE in this budget cycle (Plans Examiner). During the current Fiscal Year, Council authorized a new Development Services Coordinator and increased a .48 FTE in the City Attorney's Office to 1 FTE.

A request has also been included for the authorization of a position in Finance to create a career ladder with the inclusion of an Accounting Manager. However, while staff requests the approval of this position, it is proposed to be unfunded at this time with no impact to the budget.

The following reclassifications have been included for FY 2023:

General Services - Senior Maintenance Worker positions (2). These positions were frozen in FY 2022 as a result of a previous reorganization with the inclusion of the General Services Superintendent, followed by filling the General Services and Streets Foremen positions. The reclassifications will allow for promotional opportunities within the General Services and Streets Division as staff meets the requirements and will create two unfunded positions at lower levels.

Engineering is requesting the reclassification of the GIS Technician I to GIS Technician II. The position is fulfilling the duties of the job description and has attained the years of experience required for the GIS Technician II. This position is a 0.65 FTE.

City Manager's Office is requesting to approve the job description for the Animal Control Officer I/II and reclassify the Animal Control Officer to Animal Control Officer II, having met the requirements established in the job description.

While not a true reclassification, the City Attorney's Office is requesting a 5% increase to the Deputy City Attorney's base wage effective July 1. Employee will be required to attend in-custody hearings 7 days a week and will be supervising the criminal secretary position. These were not contemplated or agreed at hiring, and the request was submitted for employee retention. This increase will be included after the 2% cost of living has been applied.

The addition of the requested positions and those authorized during FY 2022 brings the total FTE count to 81.565.

### **Capital Projects**

The city continues to place a high priority on infrastructure investment. The FY2023-2028, five-year Capital Improvement Plan (CIP) is \$131,607,679 and includes carryovers for incomplete or multi-year projects. The first year of the plan is \$21,828,470 and is distributed by fund as follows:

- General Fund \$8,147,370 <sup>3</sup>
- Water Enterprise Fund \$9,979,350
- Sewer Enterprise Fund \$5,164,829

In the General Fund, Capital Improvement Plan, major maintenance items are identified, although not capitalized, and expensed in the operations budgets. The total for these projects is \$3,474,000.

### **Financial Policies**

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

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

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<sup>3</sup> Includes General Fund, Capital Fund, RCT

## **Economic Climate**

Industrial, commercial, and residential development are expanding with significant interest in Fernley. New and expanding businesses will generate future sales, property, and shared tax revenues for the city.

When the Pandemic hit, the City of Fernley, like many other areas throughout the nation, was impacted with significant unemployment. In April 2020, the unemployment rate went from 8.4% the previous month, to an unemployment rate that paralleled the rate at the height of the great recession (20.0%). Over the course of the year, the city saw a positive trend, and as of January 2022, the unemployment rate was 4.1%.<sup>4</sup>

While the pandemic certainly affected the local economy, three major factors further contribute to these impacts. First, the property tax law that was passed in 2005 continues to affect property tax revenue. This fiscal year, the amount of under-collection due to "abatement" is \$3,344,411 for the General Fund. Secondly, sales taxes distribution and other revenue impact the city. Third, supply chain issues, growing demands, and costs to provide city services, including parks, roads, and other services are increasing. While the city has saved to address some of these needs, the needs are outpacing the city's revenue growth. The city must continue to identify revenue sources to ensure quality programs and services can be provided to the community.

In addition to the costs identified above, the city must consider capital needs to support current residents and business as well as new growth. Consequently, the city continues to take a fiscally conservative and sustainable approach to balance capital and operating needs and to avoid a boom-and-bust staffing and budgeting cycle.

American Rescue Plan Act Funds were provided to the city and will support wastewater infrastructure projects as well as a Community Response and Resource Center (CRRC). These funds will be provided through the Grants Fund. The City will continue to partner with the Fernley Community Foundation to continue the capital campaign for the additional resources need to complete the CRRC project.

## **Budget Development**

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

Each December, City Council establishes key priorities, which assist staff in determining requests to be included in the proposed budget. Staff annually updates the Capital Improvement Plan required by state statute. A budget book is compiled and presented to the City Council for consideration and approval.

The city has spent a tremendous amount of time, at the direction of the City Council, working on establishing long-range planning documents. As those documents are finalized, implementation is the next step. This year's budget includes some of those project requests. As the city moves forward, it is critical to assess and determine long range forecasting. While it's important to implement projects, an analysis must be

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<sup>4</sup> Nevada Department of Employment, Training and Rehabilitation, Local Area Unemployment Statistics (LAUS), [nevadaworkforce.com/LAUS](http://nevadaworkforce.com/LAUS), (January 2022).

completed to ensure longer term requests and expenses can be absorbed over time. With the limited resources, decisions are difficult, but necessary to ensure the city continues to be financially stable.

### **FY 2023 Budget Overview**

The FY 2023 All Fund Budget totals \$49,234,454. The operating budget includes, but is not limited to, salaries and benefits, utilities, supplies, fuel, routine maintenance, and minor repairs. The budget reflects the financial policy adopted by Council which focuses on reserves for the Enterprise Funds. The capital projects and carryover portions of the budget are one-time in nature and vary greatly from year to year.

The General Fund budget is \$19,264,503. This is an increase from the \$17,535,954 FY2022 operating budget and is attributable to increases in salaries and benefits, the addition of new positions, capital improvement projects funded through the General Fund including RTC, and one-time expenditures such as equipment and vehicle purchases. Pursuant to the financial policies established by the City Council, funding has been saved to complete road and park projects, which are being implemented this year.

### **Conclusion**

Fernley's FY2023 budget is a product of collaboration between the City Council, city management, department directors, and staff identifying funding priorities. The preparation is one of the most important tasks performed each year. The review and adoption of the budget is also one of the most important policy decisions that you, as elected officials, make in the best interest of our community.

I would like to thank the City Treasurer for her diligence and cooperation in developing the budget, city staff who work tirelessly every day to provide services to the community, and the Mayor and City Council for your guidance and leadership in establishing the vision for this great city.

Respectfully,

Daphne Hooper, ICMA-CM  
City Manager

## Budget Process Overview

City Council establishes priorities in December for the upcoming fiscal year to start the budget development process.

Following Council priority setting, staff receives budget instructions to submit requests, which are due in January. Requests must include departmental goals, operational and staffing requests with requisite justification. Budget requests are reviewed and evaluated for consistency and alignment with the Strategic Plan, contractual obligations, and other Council adopted plans, policies and direction.

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

The annual budget process includes capital projects planning. Each department submits a request with a project description identified in the five-year capital plan.

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

The city reviews the budget proposal to ensure a balanced budget is provided to the City Council prior to the budget workshops in April. Revenue projections, departmental budgets, enterprise funds, special funds, and capital project are presented and discussed with the City Council.

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

## FY 2023 Budget Calendar

Date	Day	Action
December 1, 2021	Wednesday	Regular City Council Meeting - City Council to approve budget calendar for FY 2022-2023 Budget
December 15, 2021	Wednesday	Regular City Council Meeting - City Council to review priorities
December 17, 2021	Friday	City Manager review and approval of budget instruction manual
January 3, 2022	Monday	Distribution of Budget Request Instruction Manual to Department Heads
January 21, 2022	Friday	Deadline for submission of Budget Requests
January 24-28, 2022	M-F	City Manager and City Treasurer review all submissions and prepare outline for a recommended budget and prepare for meetings with departments
Jan. 31 - Feb. 4, 2022	M-F	City Manager and City Treasurer meet with departments to review and make determinations for inclusion in the recommended budget
February 15	Monday	Receipt of maximum tax rate letter from Department of Taxation
February 15	Monday	Last day for local government entities to notify Department of Taxation about proposed tax rate changes
February 21-25, 2022	M-F	City Manager and City Treasurer meet with departments for any revisions necessitated by Preliminary Revenue Projections
March 1	Tuesday	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 2	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 15	Tuesday	Department of Taxation provides Final Revenue Projections Package, specifically for Motor Vehicle Fuel Tax and Consolidated Tax for non-school entities for use in preparing the tentative budget document. The final estimates of net proceeds of minerals for calendar year 2022 are also included.
March 25	Friday	Department of Taxation provides Final Abated Revenue Projections (pro-forma) package for property taxes. (NRS 361.4535(2)).
March 28-29	Monday-Tuesday	City Manager and City Treasurer meet with department heads after receipt of final property tax revenue projections
April 1	Friday	Issuance of tentative budget and recommended Five-Year Capital Improvement Program to Mayor, City Council, and any other interested parties.
April 6	Wednesday	Regular City Council Meeting
April 7	Thursday	City Council Budget Workshop
April 8	Friday	City Council Budget Workshop
April 11-13	M-W	Treasurer to prepare Department of Taxation tentative budget document.
April 15	Friday	Tentative Budget submitted to Department of Taxation (NRS 354.596)
May 5	Thursday	Notice of Public Hearing published (NRS 354.596)
May 12	Thursday	City Council Budget Workshop (if needed)
May 13	Friday	City Council Budget Workshop (if needed)
May 18	Wednesday	Public Hearing on Tentative City Budget (NRS 354.596). 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. Final Budget Adoption
May 25	Wednesday	City Council Budget Workshop - Final Budget Adoption (if needed)
June 1	Wednesday	The Final budget for all local governments shall be adopted on or before this date and shall be filed with the County Clerk and the Department of Taxation (NRS 354.598).

## Financial Planning and Program Policies

Sound financial policies protect the future by ensuring ongoing expenses are carefully aligned with ongoing revenues, manage debt and property tax rates, funding contingencies, and planning for the future with asset management plans. Additionally, the city establishes set-asides for anticipated future operating costs or known revenue losses to further solidify the fiscally conservative approach that allows for the current and future needs of the community.

On the economic side, Fernley continues to be a very fast-growing community and must keep pace to deliver needed infrastructure and services. Residential permitting forecasts continue to increase, which is indicative of continued growing development related to user fees, sales and property tax revenues.

The Fernley City Council establishes the budget for city operations. Further, the Fernley City Council monitors the budget throughout the year and establishes 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. The formal integration of budgetary accounts into the general ledger affects internal management decision making during the year and the form and content of interim budgetary comparison financial statements.

### Major financial and program policies

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

All City of Fernley management is responsible for establishing and maintaining an internal control structure designed to ensure assets are protected from loss, theft, or misuse, and to ensure adequate accounting data are compiled for financial statements conforming with generally accepted accounting principles. Expenditure of funds requires proper authorization. The proper department must have adequate appropriation available prior to purchase approval. 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 up to \$25,000, if budgeted. 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 \$17,809,503; ending fund balance for all categories in the general fund is projected to be \$3,275,199. Under State of Nevada statutes, the maximum contingency allowed is 3% of expenditures. Therefore, the contingency in the general fund is established at \$455,000.

**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 based on 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. For FY2023, the State of Nevada provided the City's tax rate at .6735, which is a decrease from FY2022. 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 deteriorated capital assets or to create new capital projects. New capital projects or programs will not be implemented until a plan for financing the operation and maintenance of the project or program is identified and quantified. The Capital Fund should be used to establish a budget to prepare a more formal Capital Improvement Plan with more financial projections and a more in depth analysis of funding alternatives to establish prudent public policy and to determine sources of funds for capital expenditures.

**Investments:**

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

**Utility Rates:**

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

**Pursue other funding sources:**

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

## Fund Structure

City of Fernley accounts are organized based on funds and account groups, each of which is considered a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues, and expenditures or expenses, as appropriate.

Government resources are allocated to and accounted for in individual funds based on the purposes for which they are to be spent and how spending activities are controlled. The various funds are grouped into fund types with four broad categories (a numbering system standard in governmental accounting) as follows:

### Government Funds

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

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

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

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

### Fiduciary Funds

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

## Budget Basis

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

FY 2023 Annual Appropriations

<b>Annual Budget Appropriation</b>				
<b>\$49,234,454</b>				
	<b>General Funds</b>	<b>Special Revenue Funds</b>	<b>Water Enterprise Fund</b>	<b>Sewer Enterprise Fund</b>
<b>Operations</b>	\$ 11,105,878	\$ 1,219,100	\$ 5,687,350	\$ 2,580,241
<b>Capital Projects</b>	\$ 7,703,625	\$ 600,000	\$ 9,979,350	\$ 5,164,829
<b>Debt Service</b>	\$ —		\$ 4,232,248	\$ 506,833
<b>Contingency</b>	\$ 455,000			
<b>TOTAL</b>	<b>\$ 19,264,503</b>	<b>\$ 1,819,100</b>	<b>\$ 19,898,948</b>	<b>\$ 8,251,903</b>

\*It should be noted that the capital projects in the Special Revenue Funds do not include the American Rescue Plan Act (ARPA). The grants fund is fluid and will be updated with year end adjustments. Capital projects to be paid for with ARPA Funds include the Community Response and Resource Center and wastewater projects.

## Revenue Sources

The General Fund is composed of many revenue streams. Approximately 28.8% of the revenue comes from property taxes. The pre-abated amount for property tax is \$7,287,707. The abatement amount is \$3,344,411 (45.8%). The property tax revenue for FY2023 is \$3,933,950 plus delinquent taxes of \$20,000.

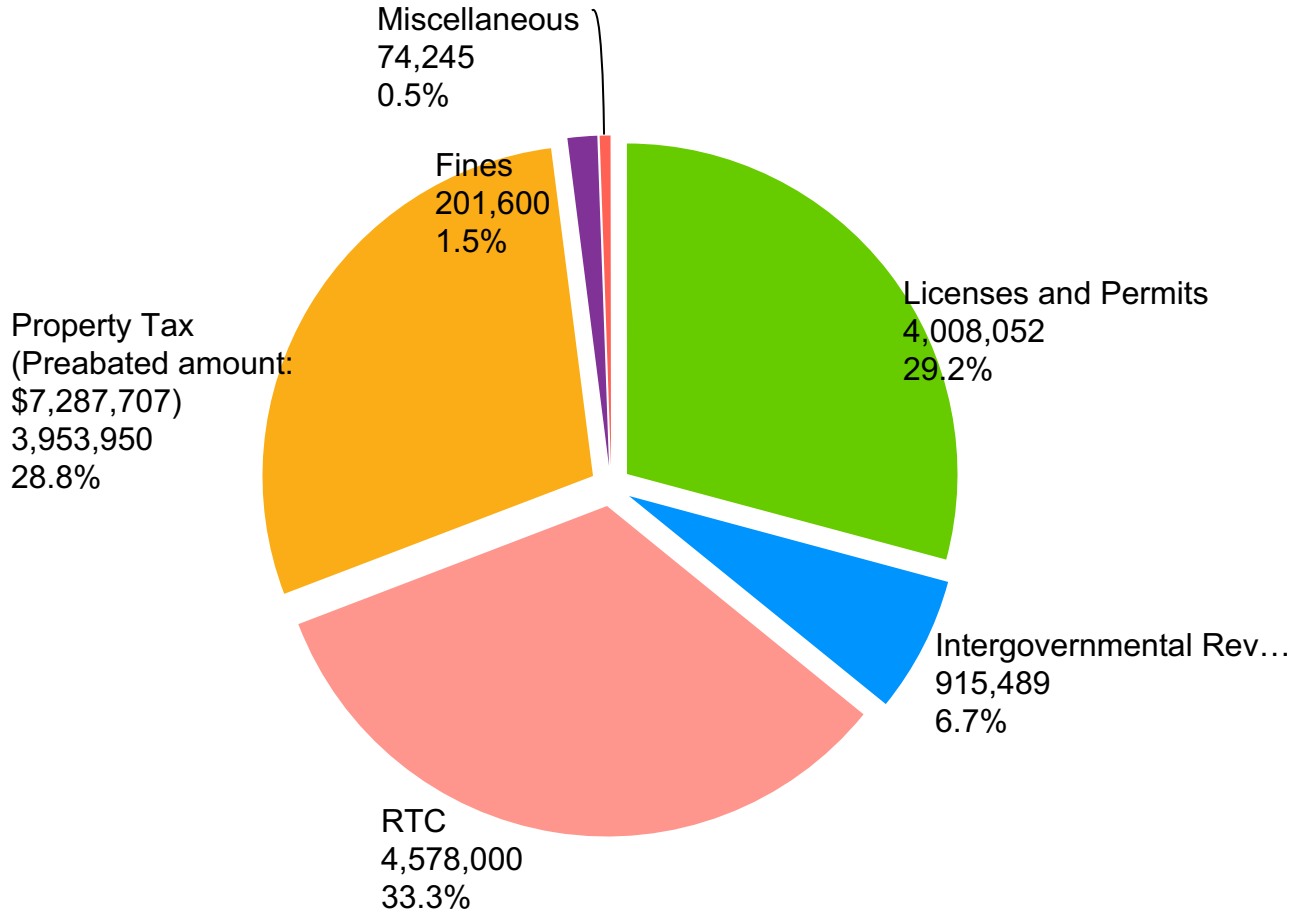
Approximately 29.2% comes from Licenses and Permits, which includes building permits, business license fees, gaming license fees, planning and zoning fees, liquor license fees, civil inspection fees, animal license fees, passport fees, and franchise fees.

Approximately 6.7% comes from Intergovernmental Revenue, which includes Motor Vehicle Fuel Tax, County Roads Contribution, Consolidated Tax, County Parks Agreement, and Administration Fees.

RTC Funds make up 33.3% of revenue.

The remaining 1.5% and 0.5% come from Fines and Forfeitures and miscellaneous revenue.

## General Fund Revenue Sources



**Property (Ad Valorem) Taxes:**

In 2005, the Nevada State Legislature passed a law to provide property tax relief to all citizens. NRS 361.4723 provides a partial tax abatement by applying a 3% cap on the tax bill of the owner's primary residence. Only one property may be selected in the State of Nevada as a primary residence. Some low-income rental dwellings may also qualify for a 3% cap on the tax bill.

A cap of up to 8% will be applied to residences that are not owner occupied. This also applies to land and commercial buildings. New construction or property that has a change of use (zoning change) will not qualify for any cap for the current fiscal year, but will receive the 3% or up to an 8% cap starting the following fiscal year.

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

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

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

The Fernley City Council annually establishes the tax levy for the city, subject to certain statutory limitations. Each "Local Government Taxing Unit" in Lyon County is subject to a limited Allowed Rate determined annually pursuant to statutory formulas based on growth factors. The Fernley City Council may not establish a levy greater than the "Allowed Rate." The total combined rate for all "Local Government Taxing Units" in a single district may not exceed \$3.66 per \$100 of assessed value. The City of Fernley Allowed Rate for FY2023 is 0.6735 per \$100 of assessed value, a decrease from the prior year. FY 2023 tax bill for the owner of a \$100,000 home within the city.

<b>Taxes</b>	<b>Rate</b>	<b>Preabated Tax</b>	<b>Abatement</b>	<b>Tax Amount</b>
School General	0.7500	262.50	85.31	177.19
School Debt	0.5867	205.35	66.74	138.61
North Lyon Fire	0.3055	128.31	53.89	74.42
Fernley City	0.6735	235.73	106.08	129.65
State of Nevada	0.1700	59.50	27.37	32.13
General Fund	0.8030	264.99	84.80	180.19
Gen. Indigent	0.0150	4.95	1.58	3.37
Med Indigent	0.1000	35.00	11.20	23.80
Cooperative Extension	0.0100	3.30	1.06	2.24
Fernley Swimming Pool	0.2000	70.00	27.72	42.28
<b>Ad Valorem Total</b>	<b>3.6137</b>	<b>1,269.62</b>	<b>465.74</b>	<b>803.88</b>

\*\*In this scenario, the City of Fernley would receive \$129.65 annually for property taxes. If the entire tax rate was collected, the city would receive \$235.73. Due to abatements, the city receives 45.8% less.

**Licenses and Permits:**

**Business Licenses:** Over the past few years, the city has reviewed and revamped the business license fee structure. This included changing the collection method based on gross receipts. For FY2023, projected revenue will be approximately \$825,000.

**Franchise Fees:** Franchise fees for FY2023 are projected to be \$1,540,000, a slight increase from FY2022.

**County Gaming License:** 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 incorporated city boundaries. The city's estimated share of the county license fee will be approximately \$120,000 in FY2023. There was a reduction in the previous year due to the pandemic.

**Building Permits and Fees:** For FY2023, the projected revenue is \$933,052. This is an increase over the previous year due to increased growth.

**Planning and Zoning Fees:** The city imposes certain planning and zoning fees. The city anticipates revenues of \$310,000 from planning and zoning application fees for FY2023, which is an increase due to growth.

**Liquor License Fees:** Liquor license fees are projected to be \$38,000 in FY2023.

**Public Works/Civil Fees:** Public Works/Civil Fees are collected for the review of development projects with civil improvements. The anticipated revenue for FY2023 is \$135,000 and \$90,000 for civil inspections, which an increase due to growth.

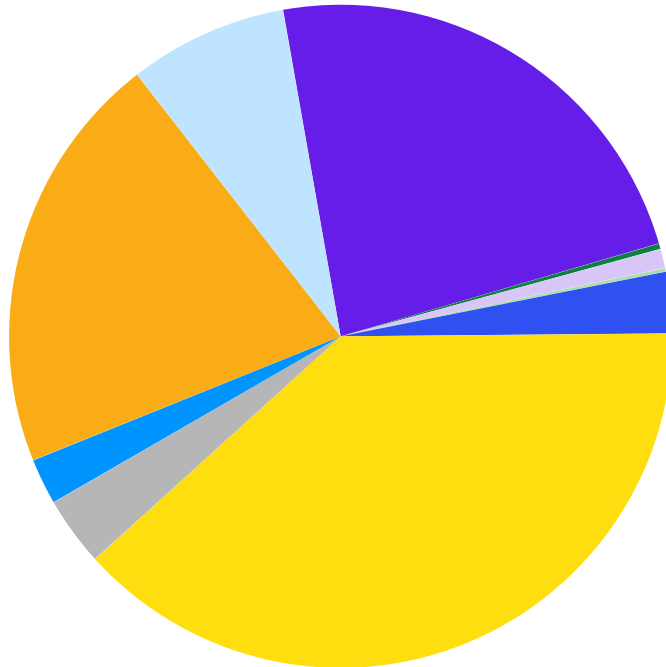
**Passport Fees:** The city processes passports, and the projected revenue for FY2023 is \$10,500.

**Animal License Fees:** Animal licenses are processed through the city to ensure the city is in compliance with state law for rabies control. The anticipated revenue for FY2023 is \$6,500.

**Other Fees (copies, etc):** A small amount of revenue is collected for copies each year, which for FY2023 is anticipated to be \$400.

## Licenses and Permits

■	Building Permit	20.6%
■	Passports	0.3%
■	Liquor Licenses	0.9%
■	Animal Licenses	0.2%
■	Gaming Licenses	3.0%
■	Franchise	38.4%
■	Other Fees	0.0%
■	Civil Fees	3.4%
■	Civil Inspections	2.2%
■	Business Licenses	20.6%
■	Planning/Zoning	7.7%



**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 combined into a consolidated tax. Taxes are collected by the state, consolidated, and 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.

CTAX 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 FY2023 distribution of consolidated tax to Lyon County is \$22,934,531. The Town of Fernley received a consolidated tax distribution prior to incorporation, and the City of Fernley continued to receive the distribution based on the initial amount established for the town government. For FY2023, the projected Consolidated Tax revenue is \$240,870. The following table shows the historical distributions of consolidated tax to both Lyon County and the City of Fernley:

Fiscal Year	County C-Tax Revenue	City C-Tax Revenue
2008	\$16,165,066	\$197,000
2009	\$15,858,014	\$202,000
2010	\$14,776,985	\$170,000
2011	\$13,157,132	\$130,000
2012	\$12,231,335	\$131,000
2013	\$12,696,590	\$133,000
2014	\$12,615,485	\$136,000
2015	\$13,722,421	\$143,000
2016	\$14,469,457	\$145,000
2017	\$14,867,641	\$151,000
2018	\$14,928,401	\$155,000
2019	\$15,608,849	\$163,700
2020	\$17,242,956	\$181,881
2021	\$18,626,076	\$166,093
2022	\$18,951,937	\$196,609
2023	\$22,934,531	\$240,870

**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 FY2023 are \$413,119.

**RTC Shared Revenue:** The Regional Transportation Commission (RTC) consists of a five-member board. Three members from the Lyon County Board of Commission, one member appointed by the City of Fernley and one member appointed by the City of Yerington. The RTC oversees the spending of a nine-cent fuel tax, which is allocated to each city and to Lyon County based on assessed valuation. The RTC also oversees road construction taxes collected in and spent in each city. For FY2023, projected revenue from RTC for use on identified projects is \$4,578,000. In 2021, the \$0.05 Diesel Tax went into effect. This will generate approximately \$800,000 annually for road projects, and will be administered through RTC.

**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 FY2004, 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 provides 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 FY2022 budget, the County Commissioners provided \$180,000 to the City of Fernley. For FY2023, 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 FY2022, the city received \$60,000 from Lyon County for parks. The city anticipates the same amount from Lyon County for FY2023.

**Municipal Court Fines and Forfeitures:** The City of Fernley operates a municipal court and receives fines, forfeitures, and other fees from cases adjudicated in the court. The revenue expected for FY2023 is \$201,600.

**Administration Fees:** A limited amount of revenue is collected through administrative fees each year. For FY2023, this amount is \$2,500.

General Fund Revenue Summary	2020-21	2021-22	2021-22	2022-23	2022-23
	FY 2021	FY 2022	FY 2022	FY 2023	FY 2023
Revenue	Actual	Budget	Actual Estimated	Tentative Budget	Final Budget
Property Taxes	3,268,314	3,628,330	3,628,330	3,933,950	3,933,950
Property Taxes-Delinquent	27,662	20,000	25,000	20,000	20,000
Business License Fees	751,983	690,000	690,000	825,000	825,000
Franchise Fees	1,475,922	1,535,505	1,535,505	1,540,000	1,540,000
Liquor License Fees	39,425	38,000	38,000	38,000	38,000
Gaming License Fees	116,483	100,000	100,000	120,000	120,000
Licenses-Animal	5,812	6,500	5,000	6,500	6,500
Passport Fees	14,353	7,000	15,000	10,500	10,500
Building and Civil Permit Fees	850,835	739,442	918,124	933,052	933,052
Permit Processing Fee	0	7,000		0	0
Planning and Zoning Fees	308,381	250,000	265,000	310,000	310,000
Public Works/Civil Fees	161,850	100,000	120,000	135,000	135,000
PublicWorks/Civil Inspect Fees	59,087	50,000	90,000	90,000	90,000
Other Fees (eg. Copies etc)	321	250	400	400	400
Consolidated Tax (CTX)	196,323	196,609	196,609	240,870	240,870
Motor Veh Fuel Tax (Gas Tax)	306,563	386,453	386,453	413,119	413,119
RTC Shared Revenue	212,763	5,823,000	667,500	4,578,000	4,578,000
County Parks Agreement	60,000	60,000	60,000	60,000	60,000
County Roads	180,000	180,000	180,000	180,000	180,000
Administration Fees	3,056	2,500	2,500	2,500	2,500
Marijuana Sales Tax	24,474	24,500	21,018	21,500	21,500
Penalties/Fines Municipal Court	186,482	162,000	180,000	200,000	200,000
Community Service Fee	2,992	100	1,000	1,000	1,000
Muni Court Misc Fees	847	200	600	600	600
Interest Earnings	27,374	50,000	10,000	10,000	10,000
Cemetery Burial/Cremation Fee	2,150	4,000	3,500	4,000	4,000
Cemetery Plot Fees	0	0	0	0	0
Donation-City Sponsored Events	3,640	3,000	1,495	1,500	1,500
Miscellaneous Revenue	120,041	25,000	25,000	45,000	45,000
Credit Card Fee - Gen Svcs	4,920	6,000	6,000	6,000	13,745
Sale of Assets	0	0	8,496	0	0
<b>Total General</b>	<b>8,412,053</b>	<b>14,095,389</b>	<b>9,180,530</b>	<b>13,726,491</b>	<b>13,734,236</b>

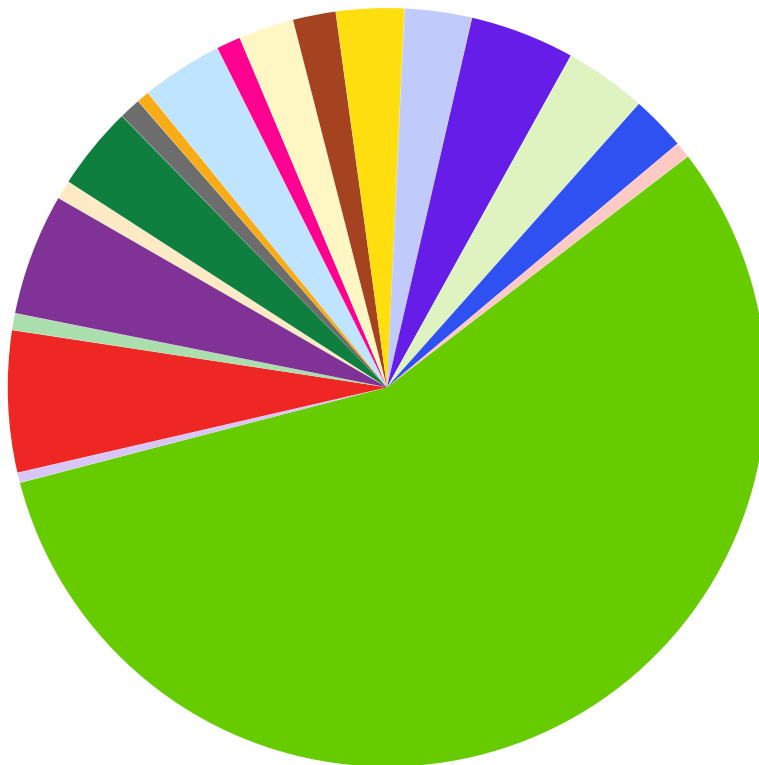
\*Amount does not include Parks Facilities Fund or RCT Fund (See table below for total amount).

Parks Facilities Fund does not meet the true definition of a fund, so it is included in the General Fund.					
Interest Earnings	306	1,000	250	250	250
Park Rental Fees	5,677	7,500	6,000	7,500	7,500
Facility Rental Fees	90	7,500	1,000	5,000	5,000
<b>Total Parks Facilities</b>	<b>6,073</b>	<b>16,000</b>	<b>7,250</b>	<b>12,750</b>	<b>12,750</b>
RCT Fund does not meet the true definition of a fund, so it is included in the General Fund.					
Residential Construction Tax	191,600	100,000	200,000	200,000	200,000
Interest Earnings	2,283	5,000	1,000	1,000	1,000
Total RCT	193,883	105,000	201,000	201,000	201,000
<b>Total General Fund Revenues</b>	<b>8,612,009</b>	<b>14,216,389</b>	<b>9,388,780</b>	<b>13,940,241</b>	<b>13,947,986</b>

<b>General Fund Expense Summary</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2022-23</b>
	<b>FY 2021</b>	<b>FY 2022</b>	<b>FY 2022</b>	<b>FY 2023</b>	<b>FY 2023</b>
<b>Expenditures</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual Estimated</b>	<b>Tentative Budget</b>	<b>Final Budget</b>
Mayor/Council	133,736	138,778	134,675	152,456	152,456
Office of City Manager	410,315	616,274	637,713	687,398	687,398
IT	183,173	184,946	182,670	176,919	176,919
Animal Control	78,555	91,602	91,602	102,539	104,242
Office of City Attorney	511,074	588,150	585,150	669,641	669,641
Finance	171,479	177,259	176,789	193,705	197,754
Contingency	—	510,756	—	455,000	455,000
Debt Service	229,682	1,122,776	1,122,776	—	—
City Clerk	254,454	324,608	331,508	352,602	352,602
Municipal Court	327,009	506,657	452,139	557,882	557,882
Building & Safety	444,905	452,201	414,491	519,121	551,122
Planning	343,208	430,851	420,907	859,295	859,295
City Engineer	332,382	704,579	700,729	674,988	674,988
Facilities	404,455	349,125	351,015	404,480	449,480
Vector Control	65,254	34,365	34,365	83,354	83,354
Cemetery	17,605	35,500	21,000	132,000	132,000
Streets & Storm Drains	2,046,479	9,781,189	4,175,889	10,857,237	10,859,493
Parks	730,968	893,757	846,757	916,175	1,162,175
Fleet	125,339	192,581	192,721	138,702	138,702
<b>Total Expenditures</b>	<b>6,810,072</b>	<b>17,135,954</b>	<b>10,872,896</b>	<b>17,933,494</b>	<b>18,264,503</b>
Parks Facilities Fund does not meet the true definition of a fund, so it is included in the General Fund.					
<b>Total Parks Facilities</b>	—	—	—	—	—
RCT Fund does not meet the true definition of a fund, so it is included in the General Fund.					
<b>Total RCT</b>	9,025	400,000	30,528	1,000,000	1,000,000
<b>Total General Fund</b>	<b>6,819,097</b>	<b>17,535,954</b>	<b>10,903,424</b>	<b>18,933,494</b>	<b>19,264,503</b>
Revenues Less Expenditures					
Excess (Deficit)				(4,993,255)	(5,316,517)
Funds reserved and being used for streets, parks capital projects or major maintenance				4,993,953	5,318,953
Revenues less expenditures plus committed fund balance				\$ 698	\$ 2,436

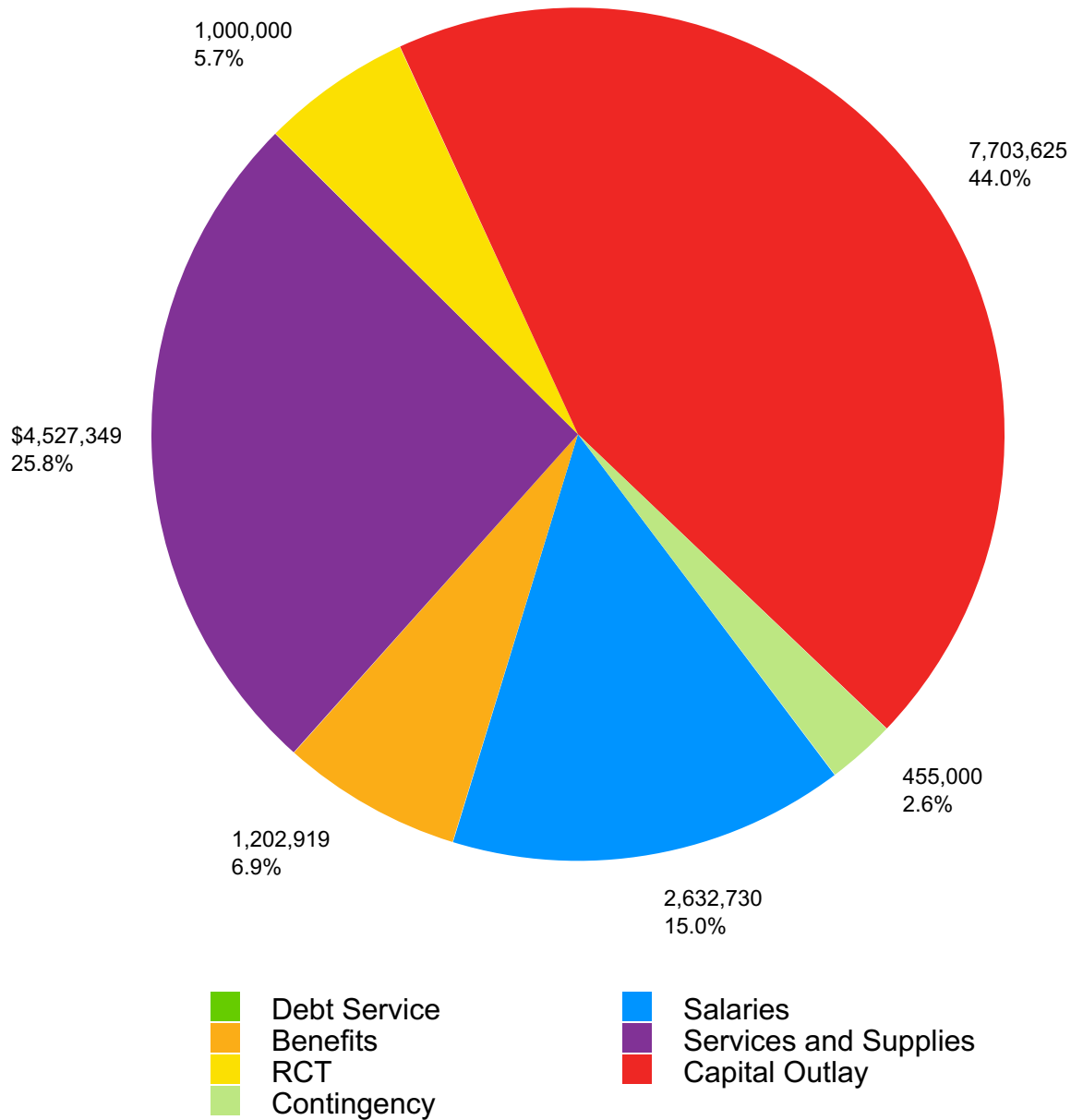
### General Fund Expense Summary by Department

■ RCT 3.5%	■ Fleet 0.7%
■ Parks 4.9%	■ Vector 0.2%
■ Streets 58.4%	■ Cemetery 0.7%
■ Facilities 3.6%	■ City Engineer 3.6%
■ Planning 4.6%	■ Building 2.8%
■ Municipal Court 3.0%	■ City Clerk 1.8%
■ Debt Service 0.0%	■ Contingency 2.9%
■ Finance 1.0%	■ City Attorney 3.6%
■ Animal Control 0.5%	■ IT 1.0%
■ City Manager 4.9%	■ Council 0.8%



The General Fund is comprised of twenty different components. The total expenditures requested for FY2023 is \$19,264,503. These expenditures include debt service and contingency as well as funding that was committed for specific projects, such as parks, road maintenance and repairs.

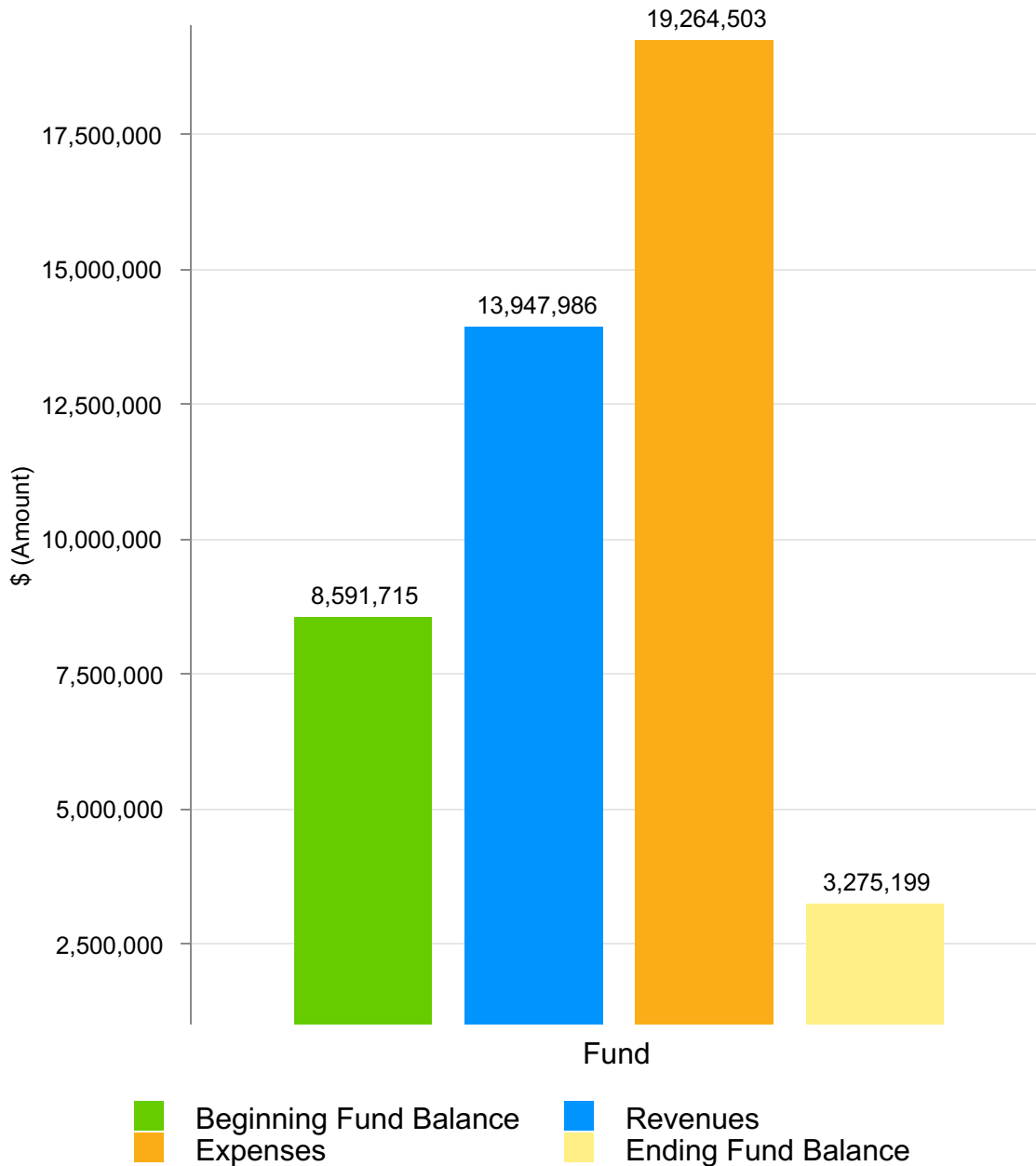
### General Fund Expense Summary



The twenty components include seven (7) different categories, which are outlined in the chart above. The majority of these expenses is for capital outlay (42.8%). Approximately twenty percent (21.9%) is for salaries and benefits. The remaining balance is for services and supplies (27.0%), debt service (0%), RCT (5.7%), and contingency (2.6%).

General Fund - Fund Balance	2021 Actual	2022 Budget	2022 Estimated	2023 Tentative	2023 Final
Beginning Fund Balance	8,313,443	8,287,170	10,106,359	8,591,715	8,591,715
Excess/(Deficit) - Change in Fund Balance	1,792,915	(3,319,565)	(1,514,644)	(4,993,255)	(5,316,516)
Ending Fund Balance	10,106,358	4,967,605	8,591,715	3,598,460	3,275,199
Nonspendable:					
Prepays	—	—	—	—	—
Restricted For:					
Capital projects/RCT parks	895,300	512,442	1,065,772	266,772	266,772
Future development	300,567	160,614	300,567	160,614	160,614
Specified purpose/parks	13,575	13,577	13,575	13,575	13,575
Committed:					
Roads	6,836,160	2,979,287	5,855,983	1,734,794	1,738,053
Parks	412,817	414,808	420,067	332,817	132,817
Assigned to:					
Next Year's budget appropriation	—	—	—	—	—
Unassigned:					
8.33% of expenditures, less capital outlay	525,164	886,877	808,751	962,889	963,368
Ending Fund Balance	8,983,583	4,967,605	8,464,715	3,471,461	3,275,199
Ending Fund Balance must remain above 4% of actual prior year expenditures	134 %	73 %	126 %	32 %	30 %
Budgeted Fund Balance to budgeted expenditures less capital outlay (25% max unreserved)	525,164	886,877	808,751	962,889	963,368
Capital expenditures	2,371,280	6,893,000	1,198,028	7,378,370	7,703,625

### General Fund - Fund Balance



The beginning fund balance for FY2023 is \$8,591,715. After FY2023 projected revenues \$13,947,986 and expenses \$19,264,503 are calculated, the ending fund balance is \$3,275,199. Out of the \$19,264,503, \$4.6 million is reimbursed RTC funds and \$4.6 million are funds that have been committed/saved for streets and parks projects. Another \$520,000 is being used on vehicles and machinery, and \$455,000 for contingency. Fund balance declines as we use those savings.

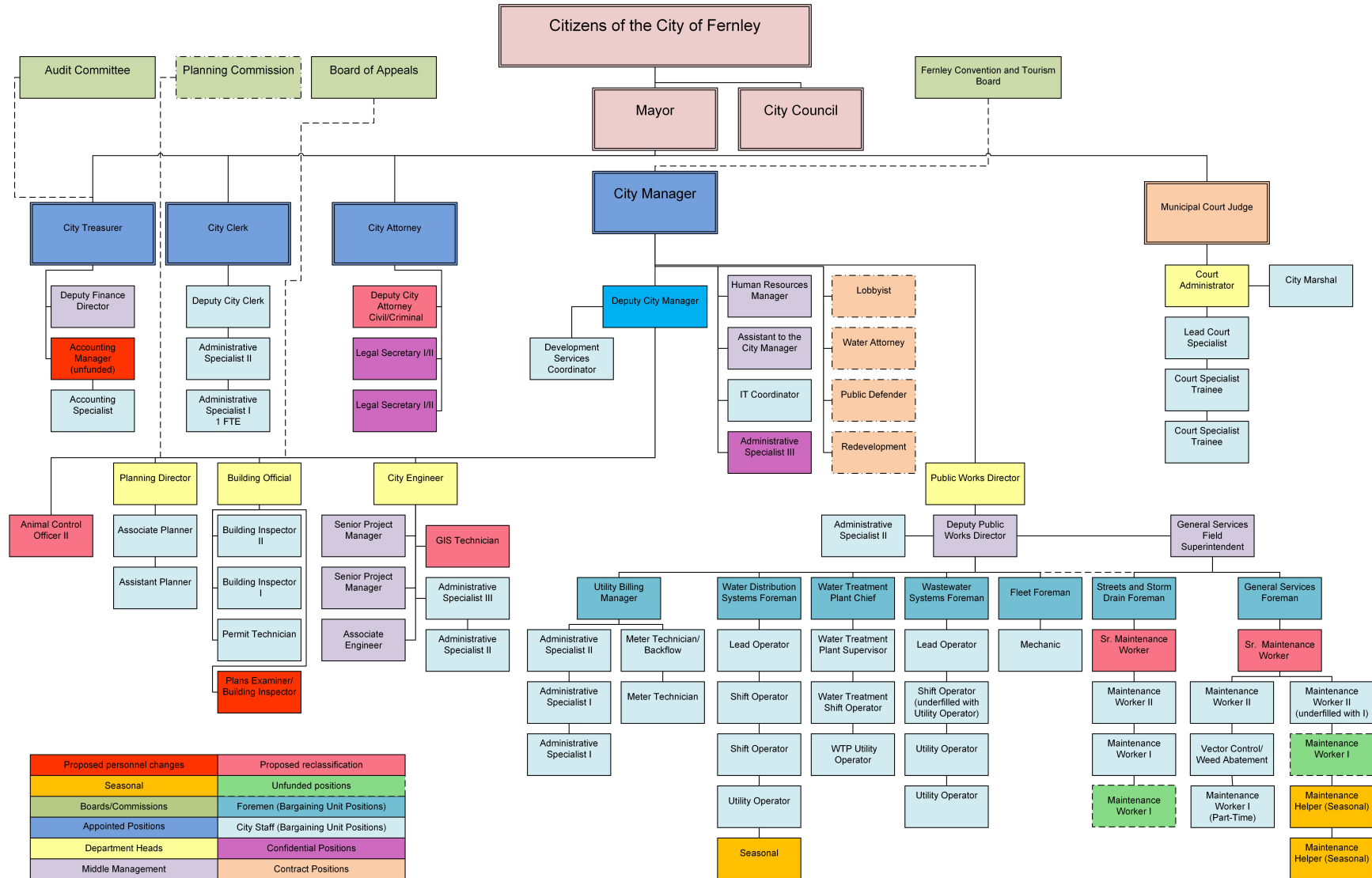
## The City Team

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



# Organizational Chart

The city has 81.565 Full Time Equivalent (FTE) positions (which includes Mayor and Council), as follows:



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



## Staffing

As the city grows and services are required for more than 23,000 residents, the city must review staffing levels. However, the long-term impacts and sustainability of new positions must be considered. With this in mind, a request has been included for 1 new FTE (Plans Examiner) in this budget cycle. During the current Fiscal Year, Council authorized a new Development Services Coordinator and increasing a .48 FTE in the City Attorney's Office to 1 FTE.

A request has also been included to authorize an Accounting Manager, to begin developing a career ladder within the Finance Department. While staff requests the approval of this position, it is proposed to be unfunded at this time with no impact to the budget.

The following reclassifications have been included for FY2023:

General Services - Senior Maintenance Worker positions (2). These positions were frozen in FY2022 due to a previous reorganization to include the General Services Superintendent, followed by filling the frozen Parks and Streets Foremen positions. The reclassifications will allow for promotional opportunities within the Parks and Streets Division as staff meets the requirements and will create two unfunded positions at lower levels.

Engineering is requesting a reclassification of the GIS Technician I to a GIS Technician II. The Technician I is fulfilling the duties of the job description and has attained the years of experience required in the job description for a GIS Technician II. This is a 0.65 FTE.

While not a reclassification, the City Attorney's Office is requesting an increase to the salary of the Deputy City Attorney with an additional \$5,000 base salary effective July 1. This increase will be included after the 2% cost of living has been applied. The employee will be required to attend in custody hearings 7 days a week and will supervise the criminal secretary.

The addition of the requested positions and those authorized during FY2022 brings the total FTE count to 81.565.

## Cost Allocation Plan

In FY2019, City Council adopted Resolution 2019-005 for a cost allocation plan.

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

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

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

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

Local governments allocate costs:

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

### Position List

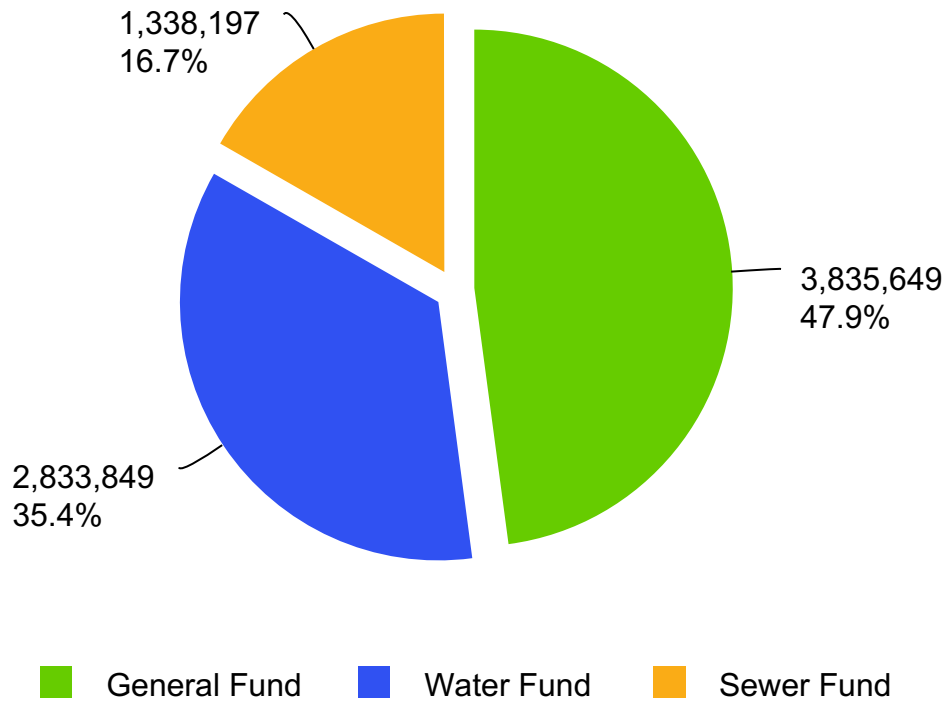
A list of all city positions is provided in the appendix. The positions are listed within the department assigned, and allocations for other funds are listed with each position. Charts are provided below to highlight the breakdown of departments and funds. The funds are provided as follows:

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

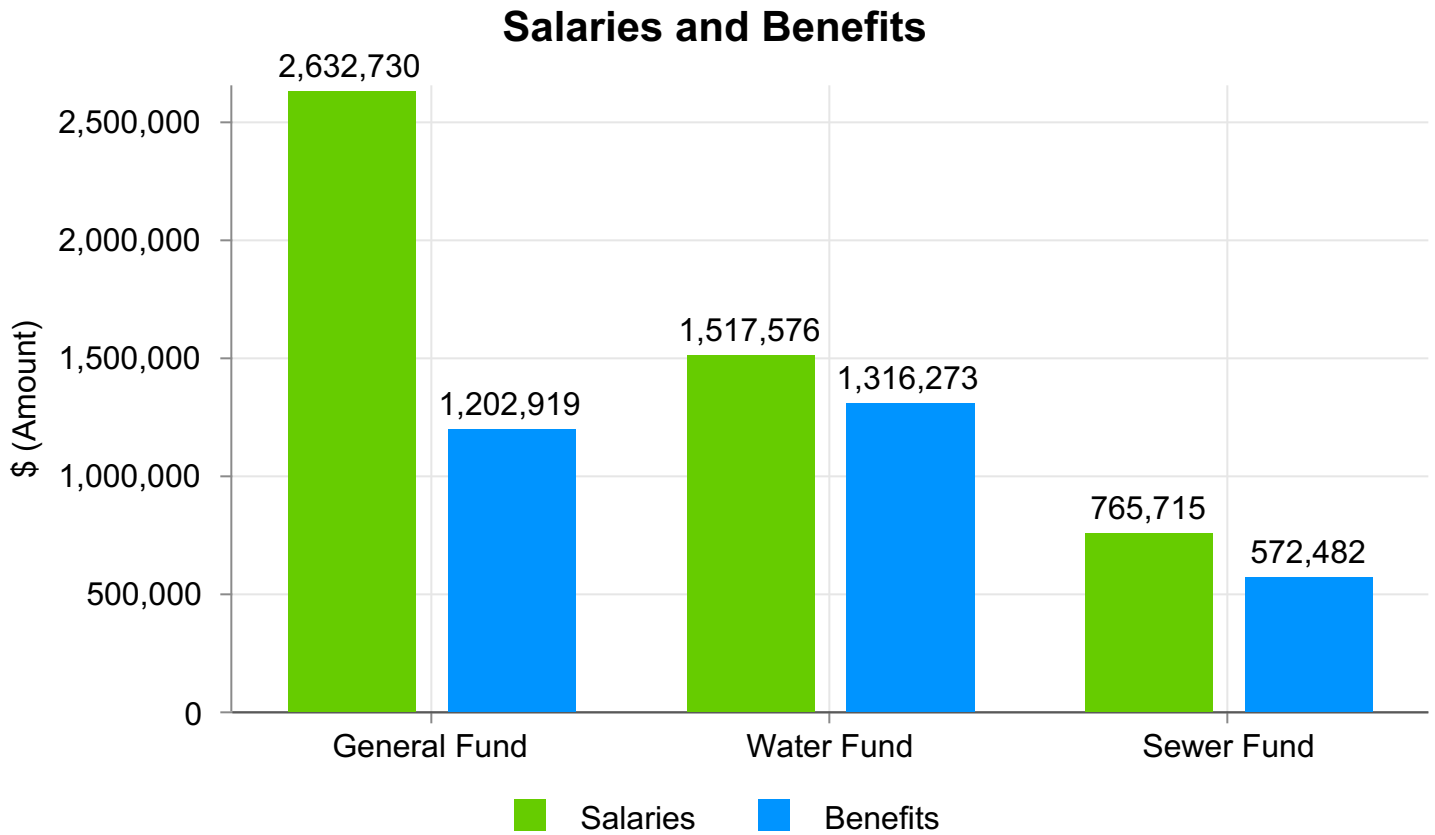
	<b>Salaries</b>	<b>Benefits</b>	<b>Total</b>
<b>General Fund</b>	\$ 2,632,730	\$ 1,202,919	\$ 3,835,649
<b>Water Fund</b>	\$ 1,517,576	\$ 1,316,273	\$ 2,833,849
<b>Sewer Fund</b>	\$ 765,715	\$ 572,482	\$ 1,338,197
<b>Total</b>	\$ 4,916,021	\$ 3,091,674	\$ 8,007,695

For FY2023, the allocation methodology described previously was used for salaries and benefits. The General Fund accounts for 47.9%, the Water Fund accounts for 35.4%, and the Sewer Fund accounts for 16.7% of the salaries and benefits for the city.

### Salaries and Benefits by Fund

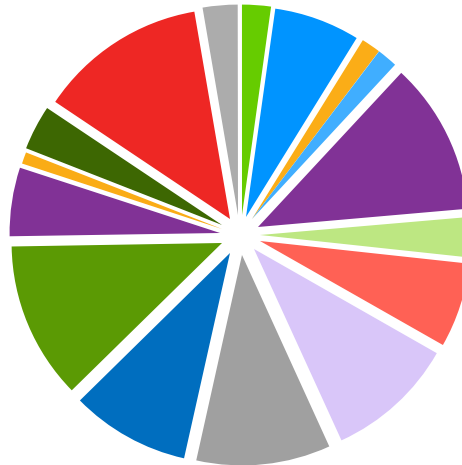


The chart below provides a breakdown of salaries and benefits for each fund.



Within the General Fund, which is 47.9% of the total salaries and benefits, the percentage of each department is provided in the chart below. As a reminder, with the cost allocation plan, the salaries and benefits include allocations for all staff within each division.

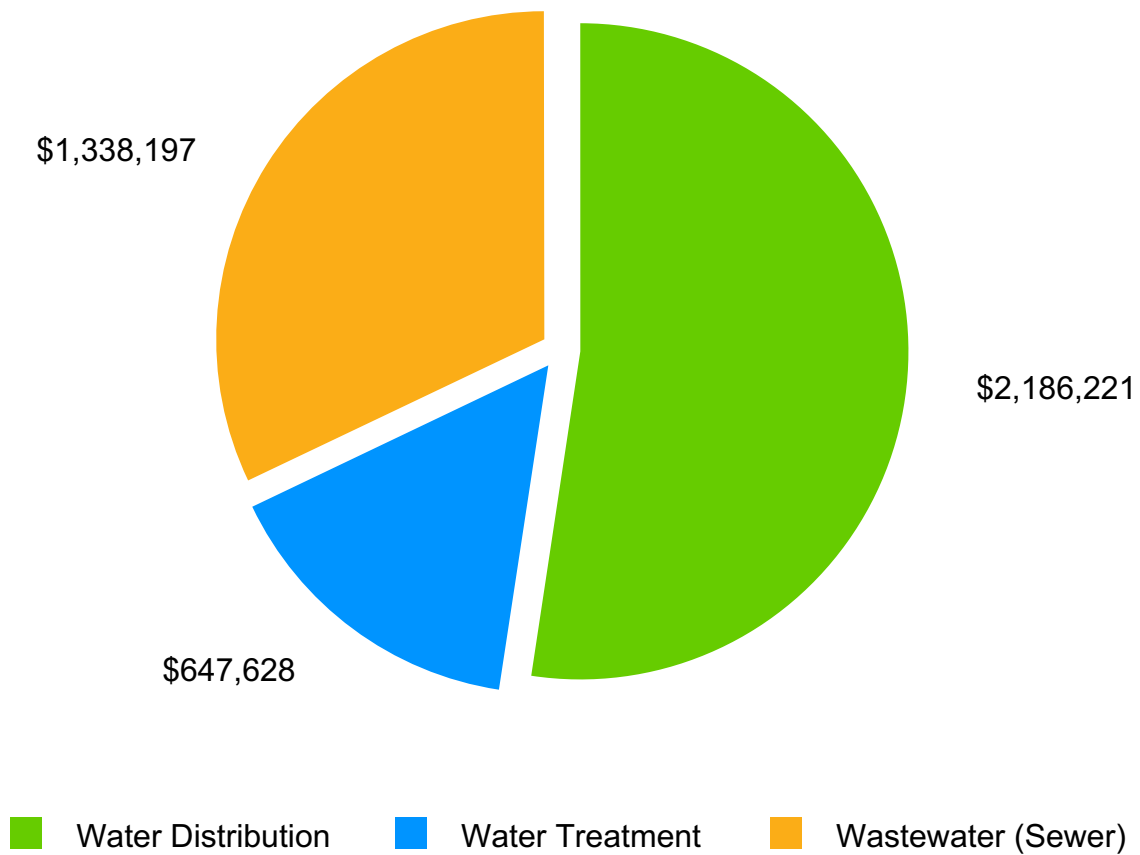
### General Fund Salaries and Benefits



<span style="color: #90EE90;">■</span> City Council 2.2%	<span style="color: #0070C0;">■</span> City Manager 6.6%
<span style="color: #FFD700;">■</span> IT 1.5%	<span style="color: #6495ED;">■</span> Animal Control 1.5%
<span style="color: #800080;">■</span> City Attorney 11.7%	<span style="color: #90EE90;">■</span> Finance 3.1%
<span style="color: #FF4500;">■</span> City Clerk 6.5%	<span style="color: #DDA0DD;">■</span> Municipal Court 9.9%
<span style="color: #A9A9A9;">■</span> Building and Safety 10.3%	<span style="color: #0070C0;">■</span> Planning 9.2%
<span style="color: #3CB371;">■</span> City Engineer 12.1%	<span style="color: #800080;">■</span> Facilities 5.3%
<span style="color: #FFD700;">■</span> Vector 0.9%	<span style="color: #006400;">■</span> Parks 3.5%
<span style="color: #FF0000;">■</span> Streets and Storm Drains 12.9%	<span style="color: #A9A9A9;">■</span> Fleet 2.7%

The Enterprise Funds (Water and Sewer) are 35.4% and 16.7%, respectively, of the city's total salaries and benefits. These amounts are provided in the chart below:

### Enterprise Funds Salaries and Benefits



## Section IV - Department Budgets



## City Council

### **Mission Statement**

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

### **Legal Requirements**

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

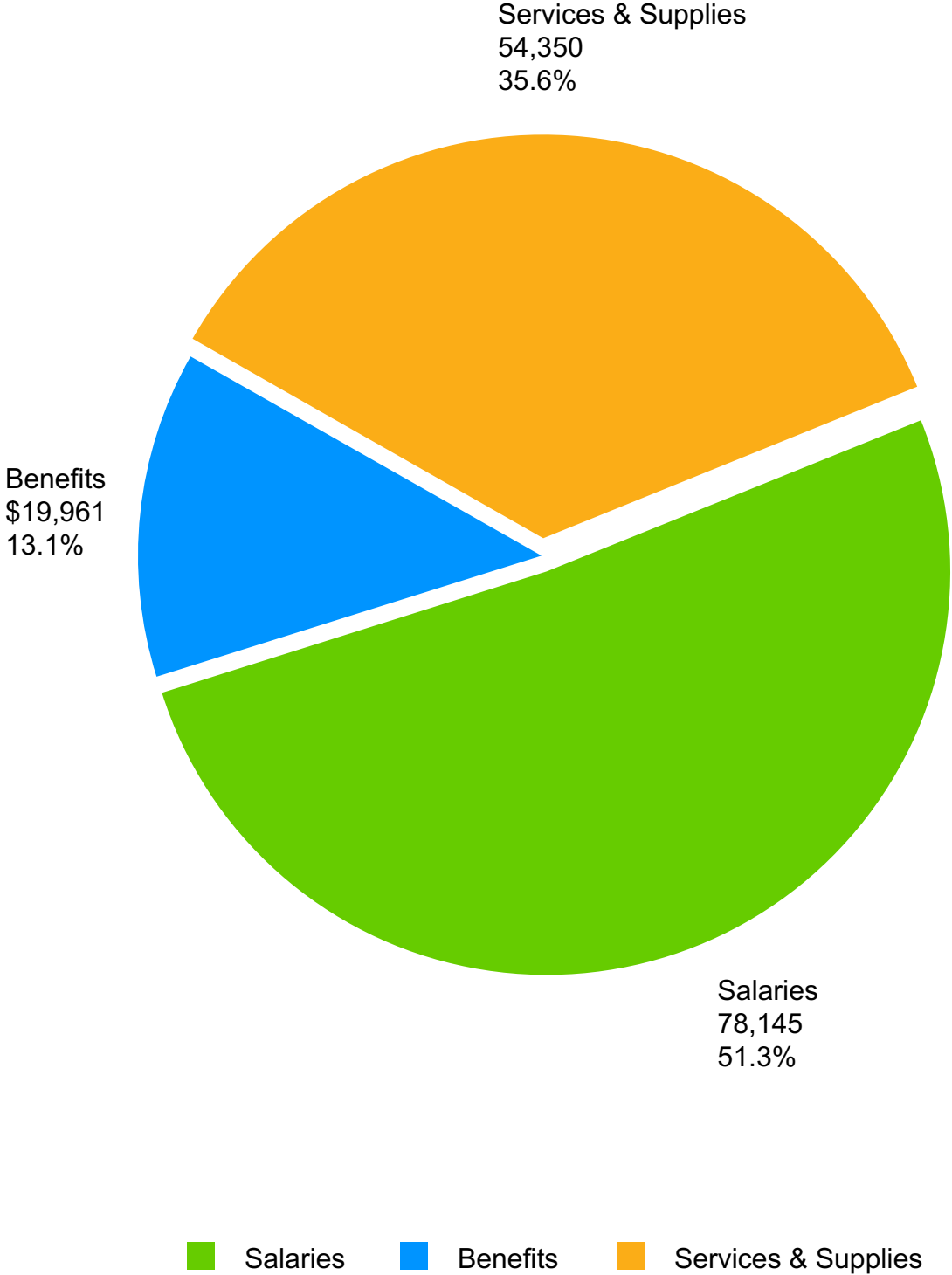
The Mayor and Council department budget provides funding for general administration as well as dues and memberships for organizations in which the city participates including Nevada League of Cities, Economic Development Authority of Western Nevada (EDAWN), Western Nevada Development District (WNDD), and Northern Nevada Development Authority (NNDA). The Community Support line item provides funds for the 9/11 Ceremony, City Watch (Reverse 911), Spooktacular, Water Assistance, and community meetings and events. Travel and training funds are included for City Council to attend the annual Nevada League of Cities Conference and other required travel throughout the year.

A salary increase for City Council Members has been included, as required by the Fernley Municipal code, based upon the Consumer Price Index (CPI). For FY2023, the CIP is 6.8%.

Staff is proposing a total budget of \$152,456 for FY2023 for Mayor and Council. Increases in communications, minor equipment, and travel & training line items account for possible new Council Members and to allow three (3) council members to attend the 2023 Nevada League of Cities Annual Conference.

Mayor Council		2020-21	2021-22	2021-22	2022-23	2022-23	
		FY 2021	FY 2022	FY 2022	FY 2023	FY 2023	
Account Number	Account Title	Actual	Budget	Actual Estimated	Tentative Budget	Final Budget	Comments
100-412-100	Regular Pay	75,389	70,853	70,853	78,145	78,145	Salary increase is based on an estimated 6.8% CIP increase
100-412-200	FICA	1,986	1,883	1,883	2,077	2,077	
100-412-210	Medicare	1,085	1,027	1,027	1,133	1,133	
100-412-220	Unemployment	-7	0	0	0	0	
100-412-230	Retirement (PERS)	12,505	12,045	12,045	13,281	13,281	
100-412-240	Group Insurance	0	0	0	0	0	
100-412-250	Workers Compensation Insurance	3,320	2,770	2,770	3,470	3,470	
100-412-260	Other Benefits	(103)	0	0	0	0	
<b>Total Salaries &amp; Benefits</b>		<b>94,175</b>	<b>88,578</b>	<b>88,578</b>	<b>98,106</b>	<b>98,106</b>	
100-412-322	Prof Serv-Other	0	0	0	0	0	
100-412-530	Communications	1,027	1,400	1,300	2,800	2,800	Cell phone
100-412-550	Printing and Postage	306	300	250	300	300	
100-412-580	Training	490	1,500	3,733	2,500	2,500	Nevada League of Cities
100-412-581	Dues and Memberships	23,464	25,000	23,464	21,250	21,250	NNDA 1000, WNDD 3750, EDAWN 12,750, NLC 4000
100-412-582	Travel	192	1,500	500	3,000	3,000	NLC Conference, attend board meetings for NNDA, WNDD, EDAWN, etc
100-412-586	Employee Recognition	1,208	3,000	1,689	3,000	3,000	Employee recognition
100-412-600	General Supplies	81	500	400	500	500	
100-412-605	Minor Equipment	0	500	500	4,500	4,500	Emergency radio
100-412-626	Gasoline	51	500	100	500	500	
100-412-650	Community Support	12,742	16,000	14,161	16,000	16,000	Spooktacular 4500, Community Events 1000, Water Assistance 2000, Citywatch 2000, 911 Ceremony 1500, RSVP 5000
<b>Total Services &amp; Supplies</b>		<b>39,561</b>	<b>50,200</b>	<b>46,097</b>	<b>54,350</b>	<b>54,350</b>	
<b>Total Expenditures</b>		<b>133,736</b>	<b>138,778</b>	<b>134,675</b>	<b>152,456</b>	<b>152,456</b>	

### Mayor/City Council



## City Manager

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### **WHAT WE DO**

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

Primary responsibilities include:

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

### **WHY WE DO IT**

Title 2, Chapter 2 of the Fernley Municipal Code outlines the powers and duties of the City Manager.

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

### **WHAT'S CHANGED**

The City Manager's budget includes a proposed budget of \$687,398, which includes Fernley's Nevada Main Street Program. The City of Fernley and the Fernley Chamber of Commerce have partnered to establish a Main Street Program which generally includes the historic urban center of the community extending from the Union Pacific Railroad underpass along U.S. Highway 50A or Main Street to the existing round-about. Coupled with the upcoming Fernley Localized Economic Development Strategy and Action Plan, the purpose of Fernley's Nevada Main Street Program is to improve the local economy of Fernley by implementing the Action Plan of the Fernley Localized Economic Development Strategy that will promote small business and entrepreneurial-based development, tourism-based development, workforce development, housing development, including the revitalization of existing housing and the development of new housing through targeted in-fill development, and related infrastructure development needed to support specific economic development efforts. The Fernley's Main Street Program will meet the City of Fernley's Strategic Plan Goals 2.3 and 5.7.

### **Senior Citizen Advisory Committee**

\$2,500 is included for the Senior Citizen Advisory Committee for FY2023. In FY2022, the City of Fernley Senior Citizen Advisory Committee was established. The following goals were established by the committee and require funding for implementation:

- develop and implement an overall public awareness and information strategy regarding the senior citizen community and senior citizen services
- identify and partner with local businesses and services that are available to senior citizens
- develop and implement special events for senior citizens.
- partner with local government entities who serve the senior population to help promote their services

### **SoSu TV Services**

\$12,000 for SoSu TV services is included, which creates high-quality cinematic video production for government agencies to communicate with citizens, such as department highlights, public addresses, and public service announcements. These service would replace the current YouTube videos created by staff and meets the City of Fernley Strategic Plan Goals 4.2.6 and 4.3.4.

### **Lobbyist Contract**

In FY2022 the City contracted with Flynn Giudici Government Affairs, LLC for legislative services at an annual cost of \$69,600 which was an increase from previous years. Services provided to the City of Fernley consist of maintaining a seat at the table and a voice during the legislative process. The lobbyists trace Bill Draft Requests and Bill Drafts throughout the legislative session and keep the City apprised of potential impacts and pending issues throughout the year as well as special sessions.

### **Efficiency Studies**

Directed by Council in 2020, efficiency studies assess gaps in organizational capacity required to fulfill the city's mission. In FY2022, a consultant was hired to complete the Development Review efficiency study. Studies for the City Attorney's Office and the Fernley Municipal Court are underway. Funding is provided in FY2023 to continue with departmental studies at \$30,000.

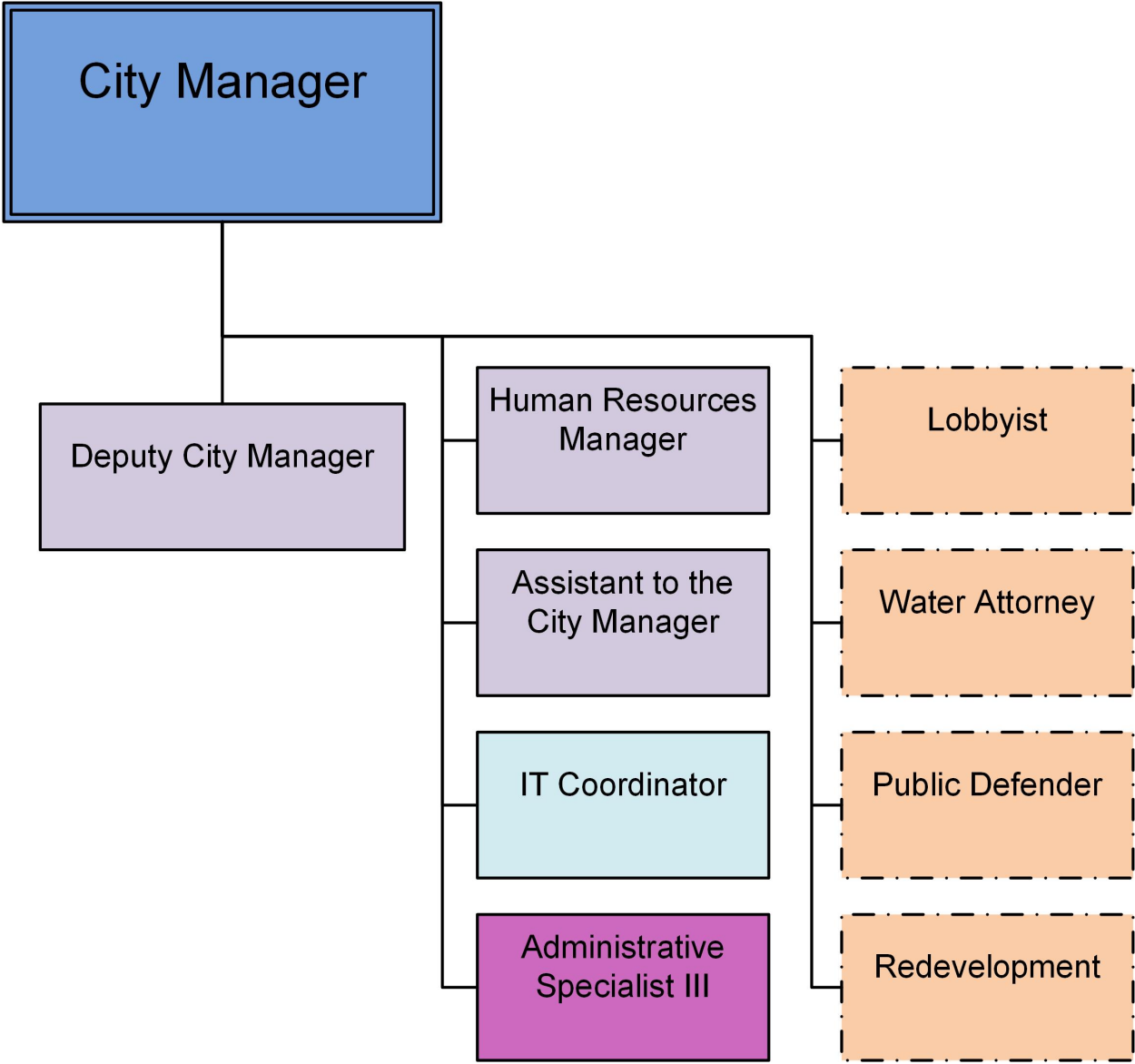
### **Public Defender Contract**

In light of recent legislative changes to indigent defense requirements in Nevada and the significant caseload, Walther Law Offices, the contracted public defender, is requesting an increase of \$40,000 to the annual contract. Previously bail hearings were held tow days a week and recently an additional day has been added. Further, the new requirements will require bail hearings seven days a week, including weekends.

### **Staffing**

A 5% increase was also included for city staff, which has been established by the multi-year collective bargaining agreement currently being finalized with the union.

Organizational Chart



## GOALS AND OBJECTIVES

<b>Strategic Goal: Develop a defined city center with a mix of businesses, restaurants, and entertainment</b>	
<b>Strategy 2.2 Develop the Community Center</b>	
2.2.1	Continue working with community partners in fundraising and public awareness
2.2.2	Continue pursuing CDBG grants to provide funding for campus development
2.2.3	Increase number of community partners with addition of new stakeholders
2.2.4	Seek external funding via endowments or philanthropists
<b>Strategy 2.3 Work with economic development authorities, Fernley Chamber of Commerce, and developers to attract new businesses</b>	
2.3.1	Meet with each entity to talk about business attraction and retention
2.3.2	Develop a draft plan with strategies to attract and retain businesses
2.3.3	Staff and stakeholders review plan and provide input
2.3.4	Plan presented and approved by Council and implementation begins
<b>Strategic Goal: Increase opportunities for civic engagement and community building</b>	
<b>Strategy 4.1 Continue the Citizens Leadership Academy (CLA) and develop an online component</b>	
4.1.1	Work in partnership with local public services and non-profit organizations who service the residents of Fernley to present at the CLA
4.1.2	Create an online CLA component featuring short informational videos
4.1.3	Advertise and market the CLA to increase attendance
<b>Strategy 4.3 Grow the content and use of Fernley's YouTube channel</b>	
4.3.1	Establish a calendar for topics and dates of messaging
4.3.2	Prepare content
4.3.3	Schedule content distribution
4.3.4	Increase individual Council member participation
<b>Strategy 4.4 Increase opportunities for council members to interact with residents</b>	
4.4.1	Increase council members opportunities to conduct YouTube videos on update from the city
4.4.2	Seek opportunities for council members to partner with community organizations in promoting and increasing city's brand
4.4.3	Once allowed, Council members hold roundtable discussions with constituents from their ward
4.4.4	Rotate council members to attend key community events along with the mayor such as Chamber events, Grand Opening ceremonies, etc.
<b>Strategy 4.5 Establishing a community leadership program</b>	
4.5.1	Research information for leadership programs
4.5.2	Review information to determine content for Fernley's program
4.5.3	Develop Leadership Program content
4.5.4	Develop Leadership Program team
4.5.5	Schedule rollout
<b>Strategy 4.6 Expand Neighborhood Watch</b>	
4.6.1	Meet with Lyon County Sheriff's Office (LCSO) to reinvigorate the Neighborhood Watch Program
4.6.2	LCSO returns to hosting monthly Neighborhood Watch meetings
4.6.3	Increase public outreach to promote the Neighborhood Watch program
4.6.4	Council and citizens engagement in the Neighborhood Watch program
<b>Strategic Goal: Maintain strong partnerships with public agencies and community organizations</b>	
<b>Strategy 5.1 Maintain on-going coordination with the Lyon County School District to achieve the goals and policies adopted in the Comprehensive Master Plan and the school district's long-range plan</b>	
5.1.1	Meet with Lyon County School District quarterly to discuss upcoming projects, issues, and identified opportunities for partnership
5.1.2	Develop and distribute action plan task list after each meeting

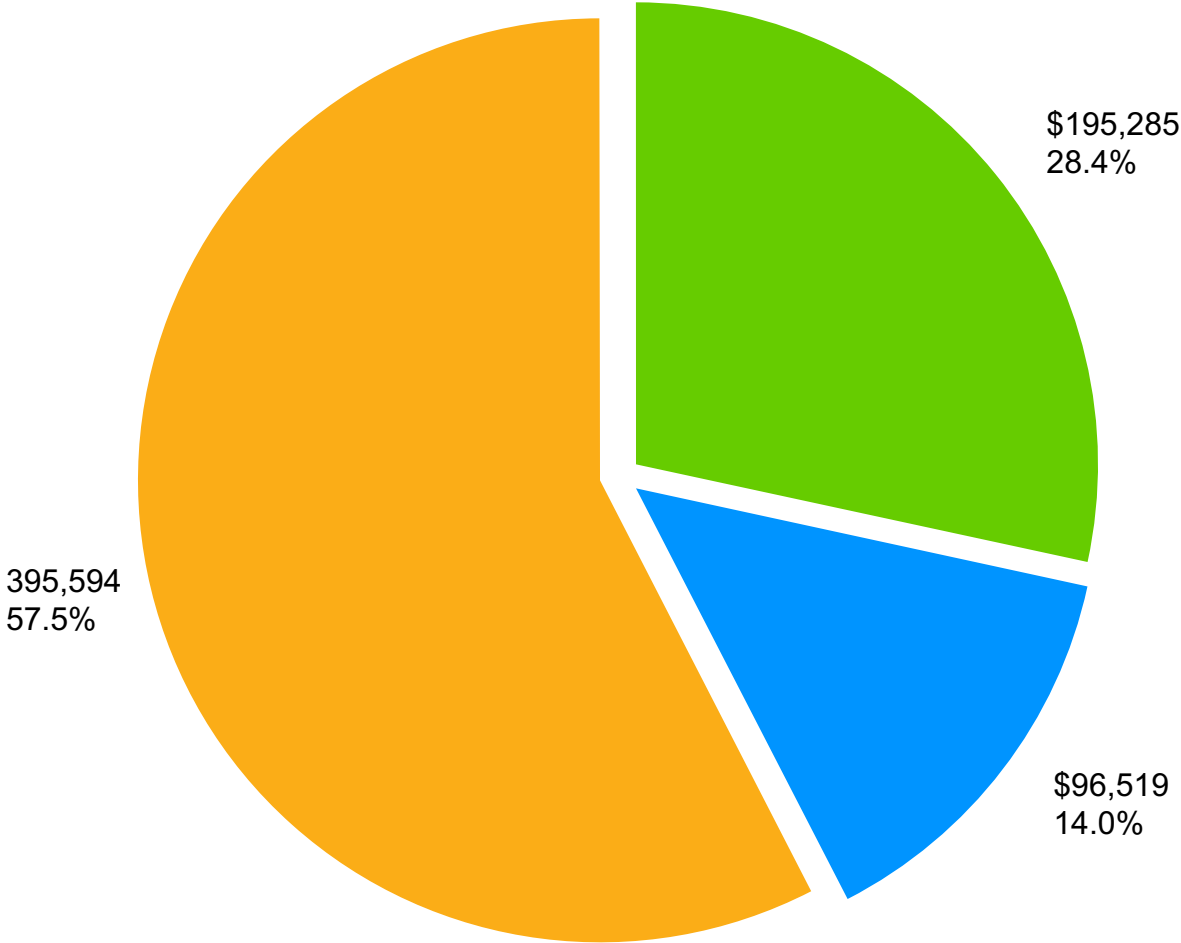
5.1.3	Provide endorsements for LCSD request for external support from state agencies (i.e. NDOT)
5.1.4	Highlight partnership's success via city and LCSD public awareness
<b>Strategy 5.2 Coordinate with the Lyon County Sheriff's Office (LCSO) to review the need for additional police protection on an annual basis</b>	
5.2.1	Schedule monthly meetings with LCSO
5.2.2	Develop a plan to consider thresholds and actions of potential police protection
5.2.3	Develop a plan for future police protection with the City of Fernley
5.2.4	Plan finalized and implementation plan developed
<b>Strategy 5.3 Work with the North Lyon County Fire Protection District to evaluate if there would be benefits to the public by merging the fire district and the city</b>	
5.3.1	Meeting with Lyon County Fire Protection District
5.3.2	Establish long-term goals and objectives
5.3.3	Present information to City Council
<b>Strategy 5.4 Support the Fernley Community Foundation's campaign to raise funds for construction of the Community Center</b>	
5.4.1	Highlight the campaign to current and new stakeholders
5.4.2	Recurring public awareness post/videos of the campaign
5.4.3	Build new community partnerships to widen the awareness (i.e. Chamber of Commerce, etc)
5.4.4	Continue pursuing CDBG and other grants
<b>Strategy 5.5 Explore the feasibility of the Boys and Girls Club providing recreation programs at the Community Center</b>	
5.5.1	Continue meeting with Boys and Girls Club representatives
5.5.2	Conduct citizen survey on potential utilization if recreation activities were provided
5.5.3	Determine cost of increased activities
<b>Strategy 5.7 Work with the Fernley Chamber of Commerce, in conjunction with EDawn, NNDA, and WNDD to develop an economic development strategy</b>	
5.7.1	Continue attending and being an active participant in all regional workshops and conferences on economic development
5.7.2	Schedule recurring Economic Development meetings with Fernley Chamber of Commerce
5.7.3	Continue working toward the downtown revitalization to aid in economic development
5.7.4	Host an annual City of Fernley economic development roundtable with all partners
<b>Strategy 5.8 Schedule quarterly meetings with key city partners to share information and coordinate activities</b>	
5.8.1	Attend regularly scheduled meetings with established partners
5.8.2	Develop tailored information to share with city partners during meetings
5.8.3	Establish new partnerships as opportunities arise
5.8.4	Host an annual partner roundtable with city staff and community partners
<b>Strategy 5.9 Evaluate the potential benefit of developing various public-private partnerships</b>	
5.9.1	Continual review of current/past public-private partnerships for lessons learned and improvements
5.9.2	Pursue partnerships that aid in economic recovery of the city and local businesses and support the city's goals
5.9.3	Consider regional or quad county partnerships for building upon what the city has to offer
5.9.4	Does the partnership enhance the city's mission, goals, and objectives
<b>Strategic Goal: Ensure municipal services meet the needs and expectations of the community</b>	
<b>Strategy 6.2 Assess gaps in organization capacity required to fulfill the city's mission</b>	
6.2.1	Continually review the organizational structure against the current and projected workload associated with growth
6.2.2	Conduct Council directed efficiency study
6.2.3	Work with the North Lyon County Fire Protection District to evaluate if there would be benefits to the public by merging the fire district and the city

6.2.4	Coordinate with the Lyon County Sheriff's Office to review the need for additional police protection on an annual basis
<b>Strategy 6.3 Attract and retain competent, knowledgeable staff</b>	
6.3.1	Develop and maintain programs that create a professional, safe, value-oriented, accountable, and responsive work force with individual opportunities for education, advancement and job fulfillment
6.3.2	Conduct a holistic review of the city's recruitment effort based on various studies for recruiting and retaining employees in today's competitive talent market
6.3.3	Continue with programs that reward and encourage employee growth and performance, such as Tuition Assistance
6.3.4	Improve knowledge transfer from experienced to less experienced employees; establish focus and accountability, motivate and reward employees, and use effective succession planning
<b>Strategy 6.4 Be current on policies and compliant with State and Federal laws</b>	
6.4.1	Maintain subscription to updates from Nevada Legislative Information system
6.4.2	Ensure staff members are subscribed to professional organizations for receiving updates in changes to laws affecting their areas of expertise
6.4.3	Ensure Human Resources is subscribed to Department of Labor (DOL) for updates on employment laws
6.4.4	Maintain recurring meetings with contract attorneys and legislative consultants
<b>Strategic Goal: Develop and maintain revenue sources to support community improvements and services</b>	
<b>Strategy 7.5 Participate in the legislative process regarding state tax structure</b>	
7.5.1	Continue subscribing to legislative updates for situational awareness
7.5.2	Continue recurring engagement with legislative consultant to gain additional insight into possible legislation
7.5.3	Submit Council Resolutions to the legislation supporting or opposing changes to the state's tax structure
7.5.4	Continue monitoring tax revenue to the city via the various streams

## Expenses

City Manager		2020-21	2021-22	2021-22	2022-23	2022-23	
		FY 2021	FY 2022	FY 2022	FY 2023	FY 2023	
Account Number	Account Title	Actual	Budget	Actual Estimated	Proposed Budget	Final Budget	Comments
100-413-100	Regular Pay	136,598	166,781	166,781	194,933	194,933	
100-413-130	Overtime Pay	61	168	168	352	352	
100-413-140	Annual Leave Pay	1,588	1,778	1,778	2,006	2,006	
100-413-150	Sick Leave Pay	872	—	0	0	0	
100-413-160	Holiday Pay	989	—	0	0	0	
100-413-210	Medicare	1,953	2,367	2,367	2,778	2,778	
100-413-220	Unemployment	723	1,124	1,124	1,224	1,224	
100-413-230	Retirement (PERS)	34,856	40,902	40,902	49,463	49,463	
100-413-240	Group Insurance	21,382	23,968	23,968	32,541	32,541	
100-413-250	Workers Compensation Insurance	3,059	6,384	6,384	8,507	8,507	
100-413-260	Other Benefits	—	—	0	0	0	
<b>Total Salaries and Benefits</b>		<b>202,081</b>	<b>243,472</b>	<b>243,472</b>	<b>291,804</b>	<b>291,804</b>	
100-413-312	Prof Serv- Outside Counsel	—	2,000	0	0	0	Outside counsel - special projects
100-413-315	Prof Serv-Personnel	955	16,000	15,710	16,000	16,000	Random quarterly drug testing 5000, EMRB 500, Personnel investigations 10,000, Annual Clearinghouse for Random & DOT 500
100-413-322	Prof Serv-Other	191,428	326,000	357,650	359,100	359,100	Arts & Culture 20000, Lobbyist 69,600, Efficiency study 30,000, PD Contract 120,000, Federal Lands 80,000, CED, Main Street 25,000, SOSU TV 12,000, SCAC 2,500
100-413-348	Tech Service-Comm on Ethics	4,255	7,208	5,000	0	0	
100-413-530	Communications	—	0	0	700	700	Cell phone
100-413-540	Advertising	100	1,500	2,300	1,500	1,500	Employment ads
100-413-550	Printing and Postage	330	1,000	750	1,000	1,000	
100-413-580	Training	6,101	12,250	6,995	11,850	11,850	Training for CM Staff , Nevada League of Cities, ICMA Annual Conference CM, DCM, Asst to CM
100-413-581	Dues and Memberships	2,458	2,644	2,123	2,244	2,244	NVCMA 225, ICMA Memberships 2200, SHRM 219
100-413-600	General Supplies	1,990	3,000	3,000	2,000	2,000	
100-413-605	Minor Equipment	197	0	313	0	0	
100-413-626	Gasoline	—	500	150	500	500	
100-413-640	Books/Periodicals	352	700	250	700	700	
100-413-699	Svc & Supp.Misc	—	0	0	0	0	
<b>Total Services &amp; Supplies</b>		<b>208,234</b>	<b>372,802</b>	<b>394,241</b>	<b>395,594</b>	<b>395,594</b>	
<b>Total Expenditures</b>		<b>410,315</b>	<b>616,274</b>	<b>637,713</b>	<b>687,398</b>	<b>687,398</b>	

### City Manager's Office



Salaries      Benefits      Services & Supplies

## Municipal Court

### WHAT WE DO

The City of Fernley Municipal Court's mission is fair, efficient, and impartial access to justice through due process that promotes and upholds the integrity of the court.

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

### WHY WE DO IT

NRS 266.550 through 266.595 describes the jurisdiction and operation of the municipal courts. The Municipal Court has similar powers 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 fees pursuant to NRS 5.073.

### WHAT'S CHANGED

For FY2023, the Municipal Court's operational proposed a budget of \$557,882.

The Fernley Municipal Court is submitting the FY2023 budget with the following increases.

- Vehicle Maintenance           \$4,000
- Gasoline                         \$4,000
- Uniform Allowance           \$500
- Marshal Training             \$2,000
- Firearms and Ammo           \$2,000
- Contract Bailiff Services     \$2,000\*\*

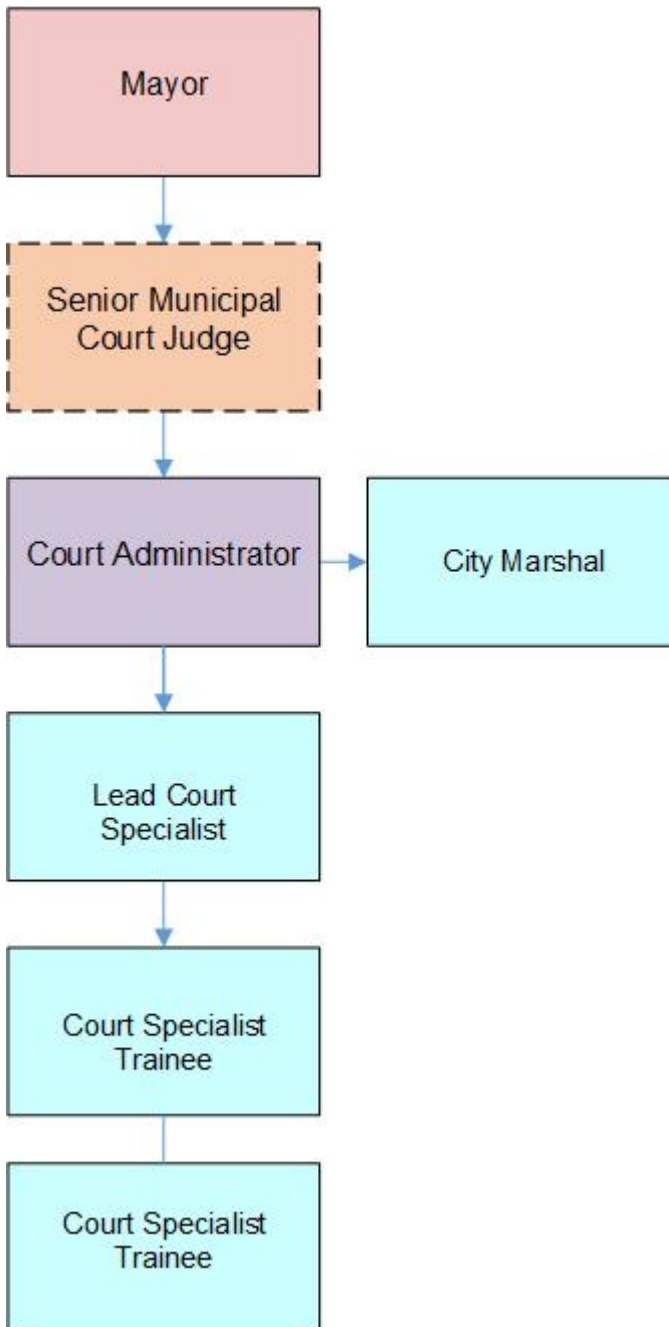
\*\*this allows for coverage when Marshal is out on leave.

Expenses will be reviewed during the first year to ensure adequate funding with the addition of the Court Marshal.

During the 81st Session of the Nevada Legislature, significant changes were made to the Criminal Justice system, enacting the requirement, starting July 1, 2022, all persons arrested are required to be seen by a Magistrate within 48 hours of being taken into custody. This will require the Senior municipal Court Judge, as well as staff, to work weekends and holidays. Therefore, the court is requesting an increase in Professional Services of \$15,000 for the Senior Municipal Court Judge's Professional Service Contract. This contract has not been increased in over 3 years. There will be an increase in overtime of \$4,000 which will allow for court clerks to participate in a monthly rotation of up to 5 hours per day with a maximum of 10 hours per weekend to clerk and process the necessary paperwork for defendants detained by Lyon County. The total requested increase for the budget is \$51,225.

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

### Organizational Chart



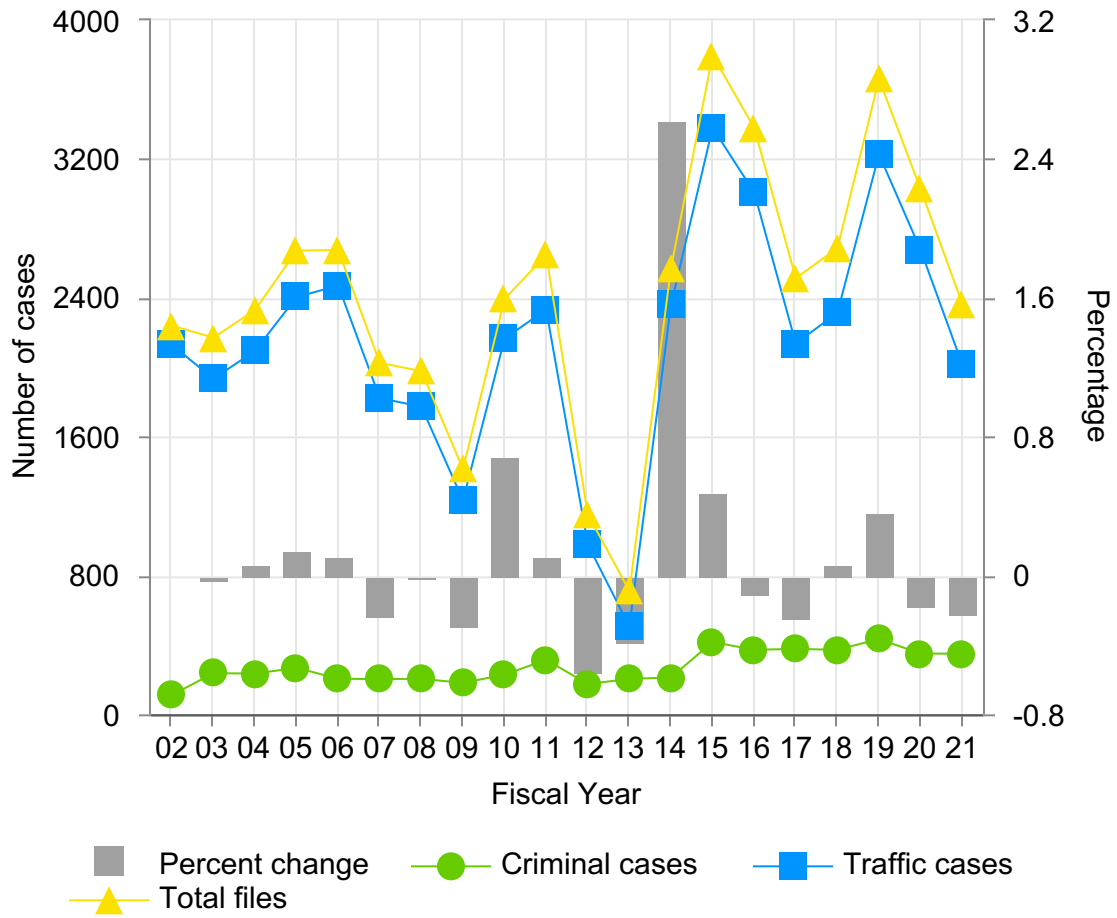
**Overall Change in Service Levels:**

Fernley Municipal Court filed a total of 2,135 traffic cases and 227 criminal cases for FY2021. The decrease of cases filings of 21% is a result of the ongoing COVID pandemic. Fernley Municipal Court has established protocol for conducting business through Zoom, and just recently re-opened to the public. During the closure to the public, the court was able to remodel to put safeguards in place for the protection of the employees and customers of the court. The court is moving into the new year in a hybrid fashion, holding Traffic Arraignments via zoom and all other hearings are being held in person. Defendants and Attorneys may request a special Zoom hearing. Each case will be evaluated on a case-by-case basis.

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

FY Filed:	Criminal Cases:	Traffic Cases:	Total Filed:	% of Change:
2001/2002	111	2,130	2,241	
2002/2003	237	1,934	2,171	(3.00)%
2003/2004	235	2,095	2,330	7.00 %
2004/2005	268	2,405	2,673	15.00 %
2005/2006	205	2,471	2,676	11.00 %
2006/2007	203	1,823	2,026	(24.00)%
2007/2008	205	1,773	1,978	(2.00)%
2008/2009	181	1,233	1,414	(29.00)%
2009/2010	229	2,166	2,395	69.00 %
2010/2011	314	2,333	2,647	11.00 %
2011/2012	175	978	1,153	(56.00)%
2012/2013	204	507	711	(38.00)%
2013/2014	213	2,360	2,573	262.00 %
2014/2015	417	3,381	3,798	48.00 %
2015/2016	372	3,008	3,380	(11.00)%
2016/2017	377	2,137	2,514	(25.42)%
2017/2018	372	2,315	2,687	6.88 %
2018/2019	434	3,227	3,661	36.25 %
2019/2020	350	2,677	3,027	(17.29)%
2020/2021	350	2,018	2,368	(21.80)%
<b>Total</b>	<b>5,452</b>	<b>42,971</b>	<b>48,423</b>	

### Historical Case Filings



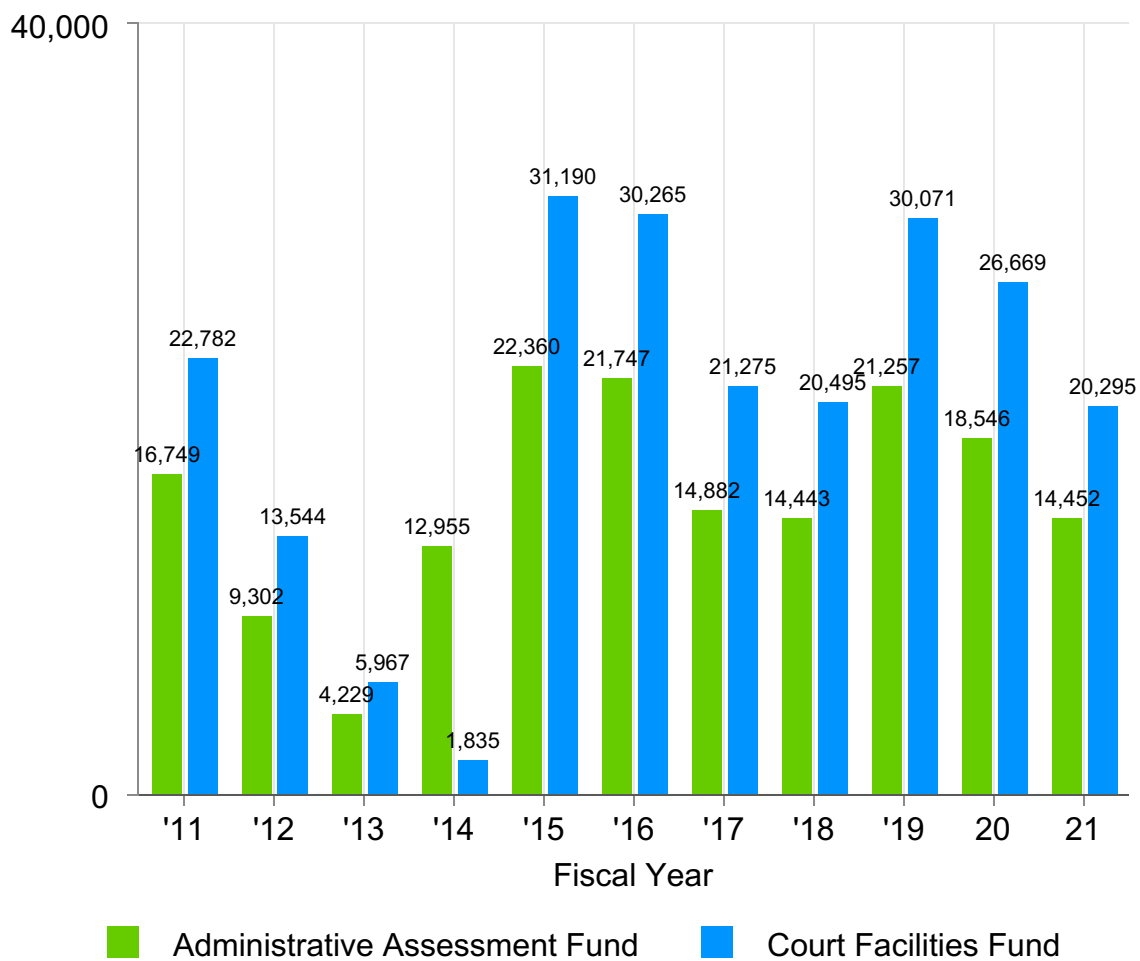
The court collected a total of \$324,142.12 in revenue that was disbursed as follows:

- City of Fernley \$187,687.49
- Administrative Assessment Fees \$14,452.44
- Court Facility Fees \$12,093.00
- Lyon County \$12,093.00
- State of Nevada \$89,614.19

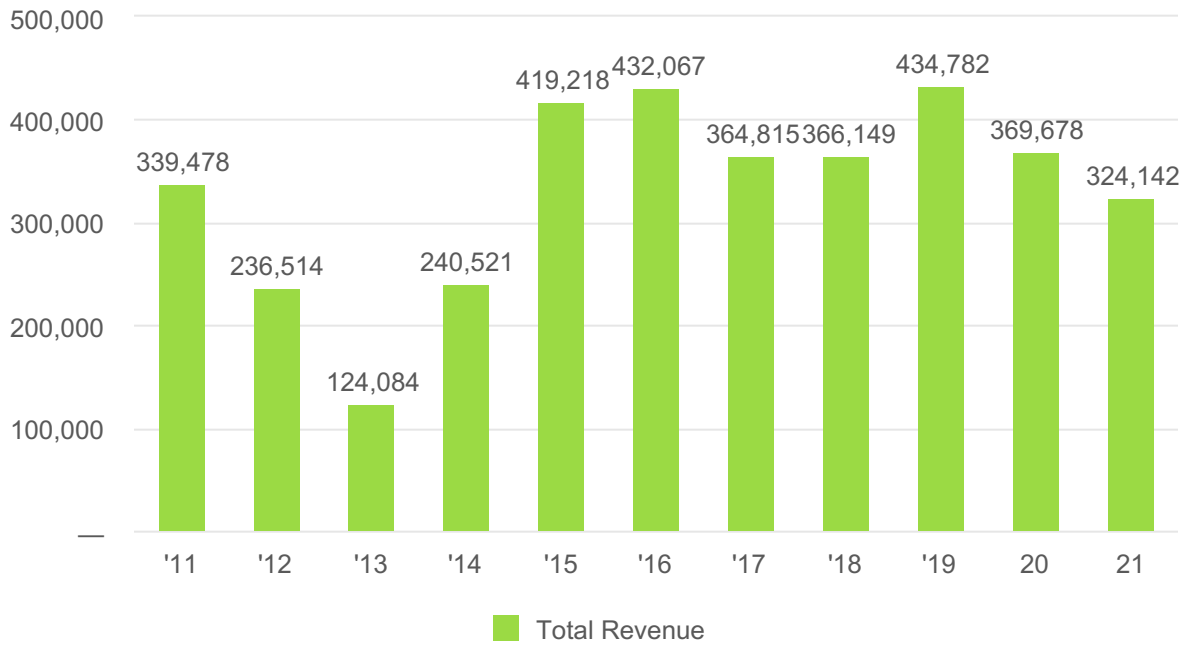
A decrease in revenue of 12.32% from FY2020, which can be attributed to COVID-19.

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

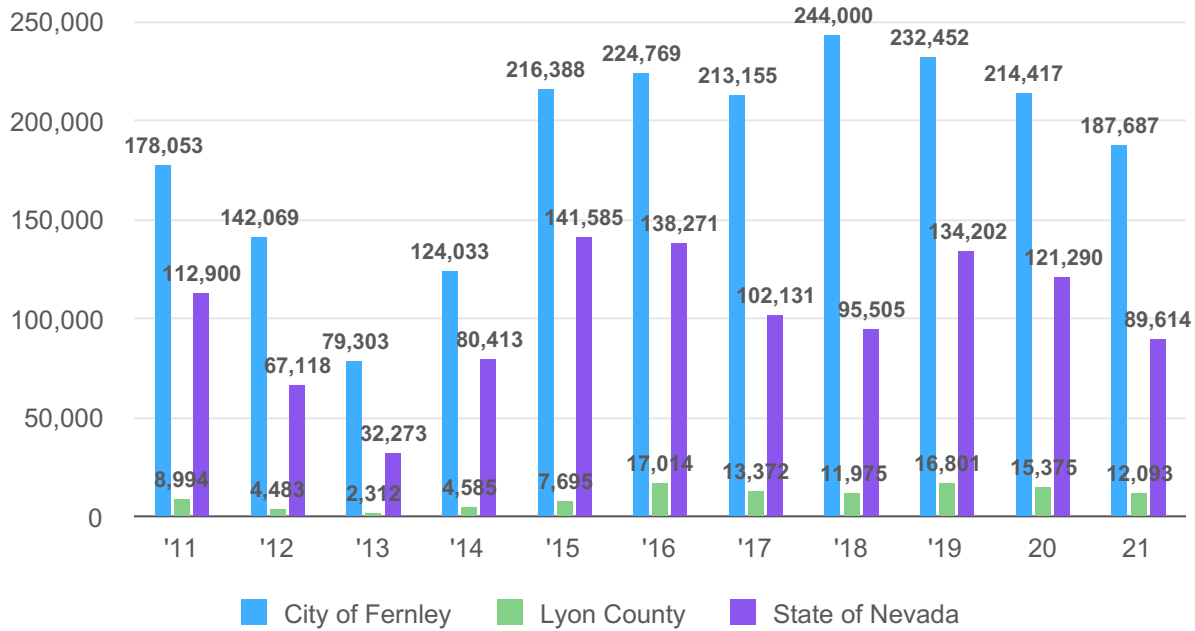
### Fernley Municipal Court Revenue



### Municipal Court Revenue



### Revenue Distribution



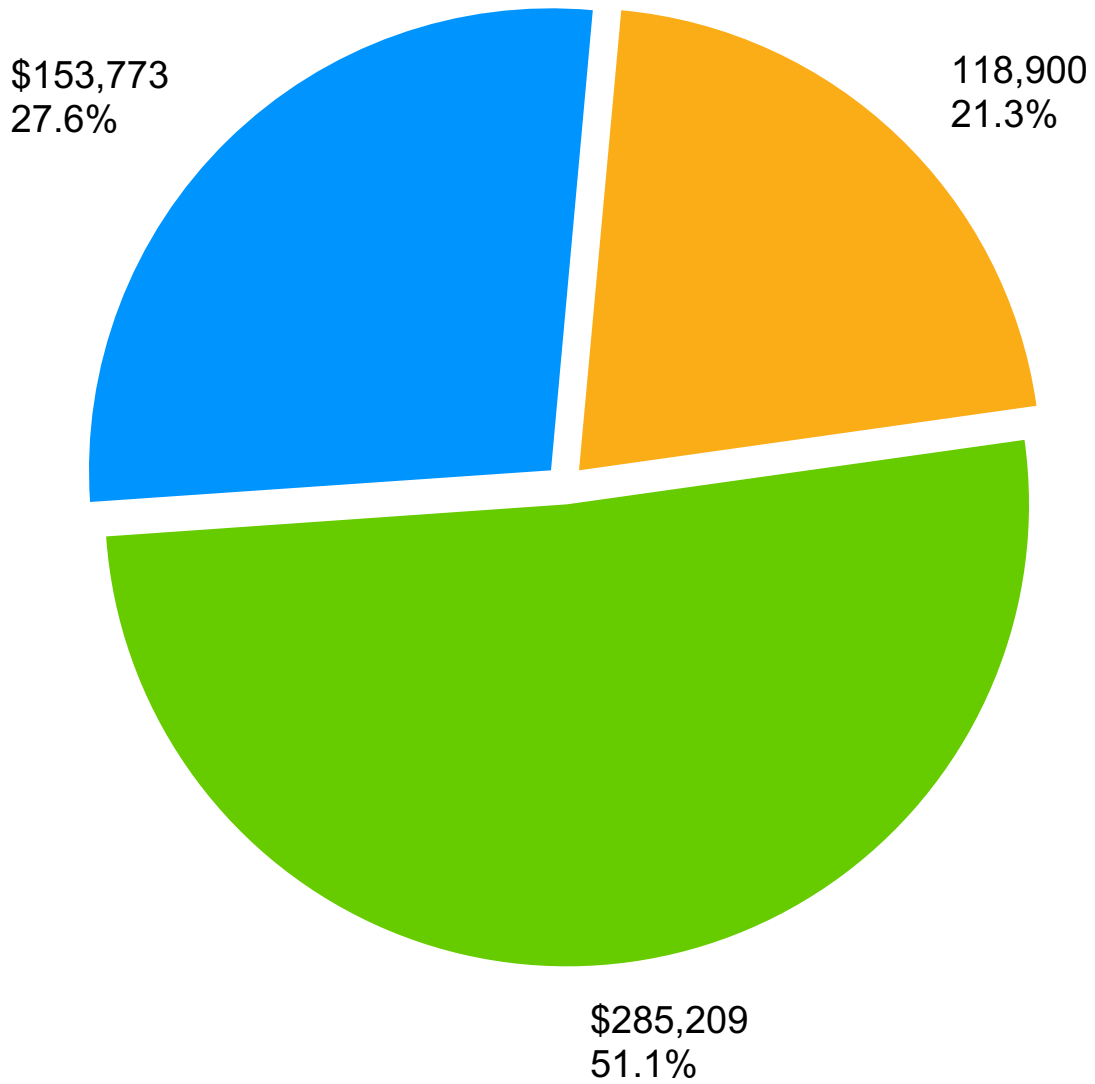
## Goals, Objectives and Work plan for FY2023

Financial Goals				
Goal 1: Warrant Amnesty Day				
Objective 1	Give amnesty for warrants based on identified criteria			
	Task 1	Determine who gets amnesty		
	Task 2	Determine how to notify		
	Task 3	Create process and timeline		
	Task 4	Train employees on the process		
	Task 5	Implement Process		
Goal 2: Complaint and Accountability Chart				
Objective 1	Updated compliance with MAS			
	Task 1	Determine gaps		
	Task 2	Finalize document		
	Task 3	Train employees on process		
	Task 4	Implement process		
Performance Measure: % completed for FY 2023				
	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Task 1				
Task 2				
Task 3				
Task 4				
Operational Goals				
Goal 1: Efficient case resolution				
Objective 1	Collaboration with City Attorney's Office and Public Defender's Office			
	Task 1	Schedule regular meetings with City Attorney and Public Defender		
	Task 2	Identify challenges		
	Task 3	Create solutions		
	Task 4	Implement solutions		
	Task 5	Train employees on the process		
Performance Measure: % completed for FY 2023				
	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Task 1				
Task 2				
Task 3				
Task 4				
Task 5				
Administration Goals				
Goal 1: Professional and trained Fernley Municipal Court staff				
Objective 1	All staff are members of NACCA and NACE			
	Task 1	Enroll all staff		
	Task 2	Identify trainings		
	Task 3	Schedule trainings		
	Task 4	Attend trainings		
	Task 5	Report back on trainings		

## Expenses

Court		2020-21	2021-22	2021-22	2022-23	2022-23	
		FY 2021	FY 2022	FY 2022	FY 2023	FY 2023	
Account Number	Account Title	Actual	Budget	Actual Estimated	Tentative Budget	Final Budget	Comments
100-425-100	Regular Pay	160,650	239,417	239,417	275,780	275,780	
100-425-130	Overtime Pay	1,448	3,000	3,000	9,429	9,429	
100-425-140	Annual Leave Pay	3,612	2,775	2,775	2,775	2,775	
100-425-150	Sick Leave Pay	2,119	0	0	0	0	
100-425-160	Holiday Pay	4,737	0	0	0	0	
100-425-200	FICA	64	0	0	0	0	
100-425-210	Medicare	2,308	3,396	3,396	4,083	4,083	
100-425-220	Unemployment	1,332	2,919	2,919	2,919	2,919	
100-425-230	Retirement (PERS)	37,633	55,796	55,796	72,448	72,448	
100-425-240	Group Insurance	47,596	59,015	59,015	59,046	59,046	
100-425-250	Workers Compensation Insurance	5,604	9,159	9,159	12,502	12,502	
100-425-260	Other Benefits	(221)	0	0	0	0	
<b>Total Salaries and Benefits</b>		<b>266,882</b>	<b>375,477</b>	<b>375,477</b>	<b>438,982</b>	<b>438,982</b>	
100-425-322	Prof Serv-Other	30,615	32,350	35,600	56,000	56,000	Sr Judge contract increase, document destruction
100-425-325	PROF SERV-CONFLICT COUNSEL	2,730	8,400	8,400	8,400	8,400	Conflict public defender
100-425-330	PROF SERV-INTERPRETER	3,930	7,000	7,000	9,000	9,000	Interpreter needs increased
100-425-335	PROF SERV-SENIOR JUDGE	2,526	6,000	2,533	6,000	6,000	Senior Judge
100-425-340	PROF SERV - WITNESS FEES	—	2,000	100	2,000	2,000	Witness fees
100-425-341	Pretrial Services Program	1,682	1,000	2,500	3,500	3,500	Increase monitoring with addition of Marshall
100-425-550	Printing and Postage	12,845	12,000	8,429	12,000	12,000	Legislation increased requirement
100-425-580	Training	—	0	0	2,000	2,000	Marshall training
100-425-600	General Supplies	5,799	16,430	12,000	12,000	12,000	General supplies, uniform, equipment for Marshal
100-425-610	Automotive Supplies	—	0	0	4,000	4,000	
100-425-626	Gasoline	—	1,000	100	4,000	4,000	
100-425-740	Vehicles	—	45,000	0	0	0	Marshall vehicle
<b>Total Services &amp; Supplies</b>		<b>60,127</b>	<b>131,180</b>	<b>76,662</b>	<b>118,900</b>	<b>118,900</b>	
<b>Expenditures</b>		<b>327,009</b>	<b>506,657</b>	<b>452,139</b>	<b>557,882</b>	<b>557,882</b>	

### Municipal Court



■ Salaries   ■ Benefits   ■ Services & Supplies

## Information Technology

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### WHAT WE DO

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

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

### WHAT'S CHANGED

IT has a proposed budget of \$176,919 for FY2023.

#### Strategic Plan Goals

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

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

#### **Maintaining Existing IT Systems**

In FY2022, the Information Technology (IT) Division was busy meeting the increased technology needs of staff and residents demanded by the pandemic restrictions and redesigning the city's website. IT's main focus going into FY2023 is to continue to maintain the current and newly implemented IT systems, continue to support staff and residents using the existing technologies that help achieve established strategic plan goals, and work on switch, storage and camera system DVR upgrades.

#### **Proposed Changes**

The proposed IT budget for FY2023 includes the following:

- increase in staffing (additional Microsoft licenses, communication costs);
- expanding the technological capabilities (switch, storage, and camera system DVR upgrades); and,
- increased costs of IT systems to conduct business (CivicClerk, OpenGov Citizen Services, OpenGov Stories, Stampli, Zoom, ArchiveSocial).

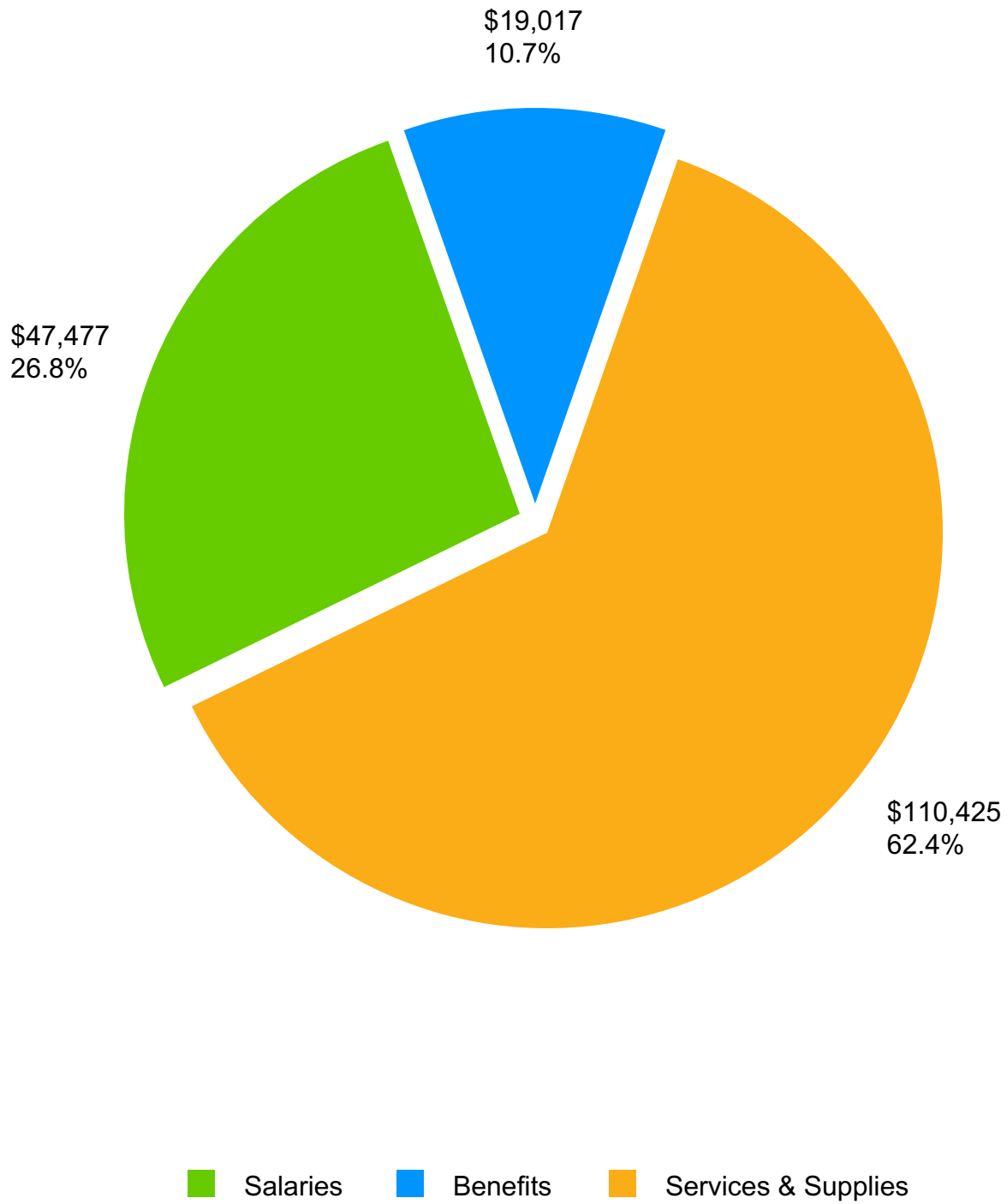
In FY2021, during the pandemic, remote and contactless technical applications were implemented to provide services during the public health emergency. Technical applications and services include CivicClerk, Zoom Video Communication, Stampli, OpenGov Citizen Services, and OpenGov Stories platform. The City paid for these services using the CARES Act funding through December 2021, but must be included in the budget to continue.

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## Expenses

IT		2020-21	2021-22	2021-22	2022-23	2022-23	
		FY 2021	FY 2022	FY 2022	FY 2023	FY 2023	
Account Number	Account Title	Actual	Budget	Actual Estimated	Tentative Budget	Final Budget	Comments
100-418-100	Regular Pay	43,538	54,030	54,030	47,179	47,179	
100-418-130	Overtime Pay	—	366	366	298	298	
100-418-140	Annual Leave Pay	3,954	908	908	740	740	
100-418-150	Sick Leave Pay	760	0	0	0	0	
100-418-160	Holiday Pay	2,290	0	0	0	0	
100-418-210	Medicare	698	702	702	612	612	
100-418-220	Unemployment	264	427	427	348	348	
100-418-230	Retirement (PERS)	7,532	6,892	6,892	6,087	6,087	
100-418-240	Group Insurance	10,393	12,875	12,875	9,357	9,357	
100-418-250	Workers Compensation Insurance	1,078	1,893	1,893	1,874	1,874	
100-418-260	Other Benefits	(60)	0	0	0	0	
<b>Total Salaries &amp; Benefits</b>		<b>70,447</b>	<b>78,093</b>	<b>78,093</b>	<b>66,495</b>	<b>66,495</b>	
100-418-342	Tech Services-Other	134,706	151,059	149,083	163,125	163,125	See page 88
100-418-530	Communications (Internet, Cell)	626	1,000	700	1,000	1,000	
100-418-580	Training	—	3,000	3,000	3,000	3,000	
100-418-600	General Supplies	867	1,500	1,500	1,500	1,500	keyboards, mice, software, office supplies, external drives, peripherals
100-418-605	Minor Equipment	375	5,000	5,000	5,000	5,000	
100-418-700	Shared Costs	(48,558)	(54,706)	(54,706)	(74,700)	(74,700)	Shared costs
100-418-730	Improve other than Buildings	24,710	0	0	11,500	11,500	Switch upgrades, storage upgrade, camera system DVR upgrades.
<b>Total Services &amp; Supplies</b>		<b>112,726</b>	<b>106,853</b>	<b>104,577</b>	<b>110,425</b>	<b>110,425</b>	
<b>Total Expenditures</b>		<b>183,173</b>	<b>184,946</b>	<b>182,670</b>	<b>176,919</b>	<b>176,920</b>	

## Information Technology



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

Function	Description	Cost
OpenGov - Budget Builder, Reporting & Analysis, Grant Portal with Story Builder	This is the platform used to build the annual city budget and create the budget document in a collaborative platform and provide transparency for financial data.	\$ 35,000
Caselle Clarity - ERP & Document Management	The city's current financial accounting and ERP system software. The amount requested covers maintenance, updates, phone support, and incident response. Caselle has recently changed the billing cycles from quarterly to monthly.	\$ 35,000
Microsoft Office 365 & Visio	This item includes the Email system, Office 2013, Sharepoint, One Drive, and maintenance of E-mail system.	\$ 22,000
Civic Plus	Currently hosting provider for www.cityoffernley.org that contains the website and CMS (Content Management System). Civicplus fees cover bandwidth from the site, content management (document center, agenda center, audio files, video files) modules relating to different city functions, data management, content retention, DNS and MX records, 24/7 support and an almost 99% uptime assurance. Annual increase due to moving platform to Software Assurance. Increase in yearly fees, include a site redesign every 3-4 years without additional costs.	\$ 24,500
Workiva	Performance Reporting Solution Software Subscription - Budget application	\$ 11,000
Mitel (formerly Shoretel)	Maintenance provide through Pacific States Communication covers all hardware/software and phones. Three hours help desk included and online support. Hardware/software and phone support include no cost replacement in case of equipment failure (T-1 switch, phone switches, desktop phones), no cost to upgrade of future software releases).	\$ 9,000
Stampli	Accounts payable automated system	\$ 13,000
Summit Partners - Backup Service		\$ 3,225
Archive Social	Social media archiving to ensure appropriate records retention of social media site.	\$ 3,000
ESRI ARC GIS Licensing	Geographical Information System	\$ 2,100
Log Me In Subscription	Remote access connectivity for IT Management	\$ 2,000
Symantec End Point Security	Provides client and server protection against viruses, malware, and other known threats. This protection covers client machines, servers, and email.	\$ 1,500
Zoom	Online platform for virtual meetings. Standard Pro Annual subscription and webinar features	\$ 1,800
<b>TOTAL</b>		<b>\$ 163,125</b>

## *Animal Control*

### **WHAT WE DO**

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

### **WHY WE DO IT**

Animal control works to protect the public health and welfare of domestic animals, specifically dogs kept as pets, companions, or breeding purposes. Nevada Revised Statutes (NRS) 441A.410 states the city must ensure the registration of canines and vaccination for the prevention of rabies, and to regulate the care and control of animal services provided by the city.

Animal services provided by the City of Fernley include, but are not limited to, the following:

- Enforce local, county, and state ordinances for the care and management of animals.
- Administer a dog licensing program to assure the rabies vaccination of dogs.
- Place a quarantine for animals suspected of rabies exposure.

Fernley Municipal Code (FMC) 6.07 provides for rabies control authority.

### **WHAT'S CHANGED**

Animal Control has a proposed budget of \$104,242 for FY2023.

For FY2023, Animal Control is placing an emphasis on public outreach, specifically two (2) programs that address concerns for city residents:

#### **Low Cost Vaccine and Microchip Event**

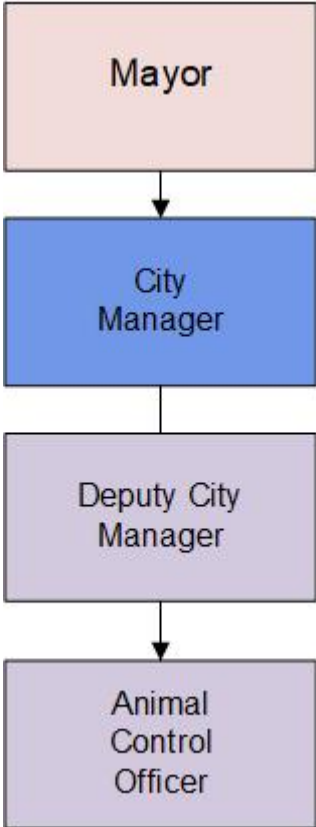
The city, in partnership with a local veterinarian, will sponsor a biannual event for low-cost rabies vaccines and microchipping at City Hall. Generally, rabies vaccines and exams cost \$50-\$75 and microchips cost \$15-\$45, which may create challenges for many low-income families. Through the low-cost clinic, the rabies vaccines will be provided for \$15 with free microchips. This will provide greater compliance with rabies vaccines and licensing requirements, and provide identification information, which assists Animal Control, if animals need to be returned to their owners.

#### **Trap/Neuter/Return (TNR) Program**

The city will partner with the Animal Rescue Group of Northern Nevada (ARGONN) and a local veterinarian, to assist in the TNR of feral cats in the city. There is currently no city or county sponsored program to assist with the control of the feral cat population. ARGONN has, in the past 8 years, conducted TNR of 2,036 cats in Lyon County. Fernley comprises 67% of this total, with 1,357 cats being TNR'd in the past 8 years. Many of the calls received are for feral cat colonies that are unmanaged.

This program reduces the uncontrolled population of cats by trapping them in a neighborhood, transporting them to a vet for care, including examination, sterilization, and vaccination against rabies, and returning them to the community. The tip of the cat's left ear is then tipped, denoting that the cat has been altered and vaccinated.

# Organizational Chart



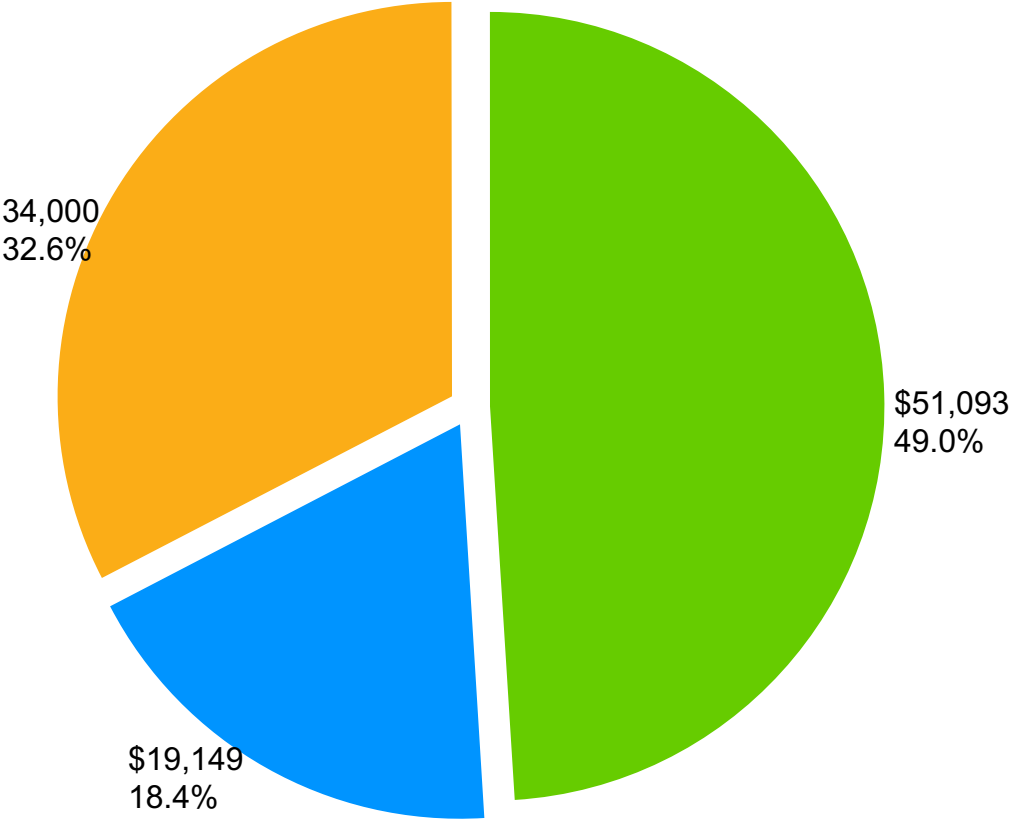
## Goals and Objectives

Strategic Goal:				
Goal 1	Effective Animal Control policies and procedures			
Objective 1	Amend policies and procedures			
	Task 1	Review existing policies and procedures		
	Task 2	Provide comments and editions as needed		
	Task 3	Provide information to supervisor for review		
	Task 4	Finalize amendments		
Objective 2	Implement policies and procedures			
	Task 1	Review and establish timeline for implementation		
	Task 2	Review information with supervisor		
<b>Performance Measure: % of project complete for FY 22/23</b>				
	Quarter 1	Quarter 2	Quarter 3	Quarter 4
% Complete				
Strategic Goal:				
Goal 2	Public Outreach and Education			
Objective 1				
	Task 1	Identify topics		
	Task 2	Post to Social Media Monthly		
	Task 3	Post to Newsletter twice annually		
	Task 4	Public Outreach in Parks and Public areas		
Goal 3	Updated Municipal Code			
Objective 1				
	Task 1	Review existing code		
	Task 2	Present amendment proposal to City Attorney's Office		
	Task 3	Present amendment to City Council		
	Task 4	Implement changes to code		
	Task 5	Public Education		

## Expenses

Animal Control		2020-21	2021-22	2021-22	2022-23	2022-23	
		FY 2021	FY 2022	FY 2022	FY 2023	FY 2023	
Account Number	Account Title	Actual	Budget	Actual Estimated	Tentative Budget	Final Budget	Comments
100-525-100	Regular Pay	40,894	46,352	46,352	49,178	50,493	Reclassification
100-525-130	Overtime Pay	1,227	600	600	600	600	
100-525-140	Annual Leave Pay	2,621	—	0	826	826	
100-525-150	Sick Leave Pay	972	—	0	0	0	
100-525-160	Holiday Pay	2,065	—	0	0	0	
100-525-210	Medicare	687	594	594	641	656	Reclassification
100-525-220	Unemployment	373	584	584	584	584	
100-525-230	Retirement (PERS)	6,801	5,970	5,970	6,467	6,787	Reclassification
100-525-240	Group Insurance	8,161	7,900	7,900	8,281	8,289	Reclassification
100-525-250	Workers Compensation Insurance	1,621	1,602	1,602	1,963	2,007	Reclassification
100-525-260	Other Benefits	(133)	—	0	0	0	
<b>Total Salaries and Benefits</b>		<b>65,289</b>	<b>63,602</b>	<b>63,602</b>	<b>68,540</b>	<b>70,242</b>	
100-525-322	Prof Serv-Other	1,276	3,000	3,000	4,500	4,500	Rabies testing, emergency vet visits, TNR procedures
100-525-346	Co Shelter Agreement	3,000	4,000	4,000	4,000	4,000	Shelter agreement, tech fee for laptop
100-525-550	Printing and Postage	592	2,000	2,000	2,000	2,000	Forms for field
100-525-580	Training	—	1,500	1,500	1,500	1,500	
100-525-582	Travel	—	3,000	3,000	3,000	3,000	
100-525-600	General Supplies	738	3,000	3,000	3,000	3,000	Microchips, Rabies vaccines, TNR medical
100-525-601	Office Supplies	51	500	500	500	500	
100-525-605	Minor Equipment	1,808	1,500	1,500	5,000	5,000	Replacement nets, catchpoles, tools for back up truck
100-525-610	Automotive Supplies	1,350	2,000	2,000	2,000	2,000	
100-525-612	Supplies, Building Maintenance	—	0	0	0	0	
100-525-616	Safety Supplies	186	1,000	1,000	1,000	1,000	
100-525-626	Gasoline	4,265	6,500	6,500	7,500	7,500	
100-525-640	Books and Periodicals	—	0	0	0	0	
100-525-730	Improve other than Buildings	—	0	0	0	0	
100-525-742	Vehicles	—	0	0	0	0	
<b>Total Services &amp; Supplies</b>		<b>13,266</b>	<b>28,000</b>	<b>28,000</b>	<b>34,000</b>	<b>34,000</b>	
<b>Total Expenditures</b>		<b>78,555</b>	<b>91,602</b>	<b>91,602</b>	<b>102,540</b>	<b>104,242</b>	

# Animal Control



Salaries      Benefits      Services & Supplies

## City Attorney

### **WHAT WE DO**

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

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

### **WHY WE DO IT**

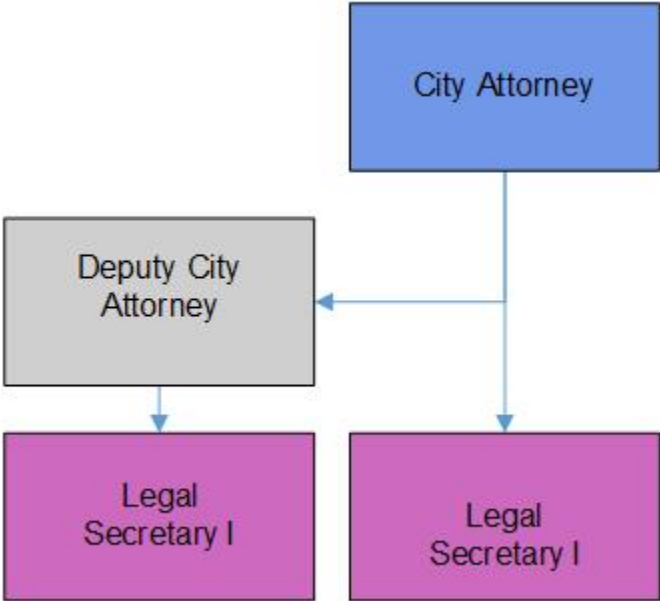
The primary duties of the City Attorney are established in NRS 266.470, which states the City Attorney shall be the legal adviser of the City Council and all officers of the city in all matters respecting the affairs of the city and shall perform such duties as may be required by the City Council or prescribed by ordinance.

### **WHAT'S CHANGED**

The budget for FY2023 for FY2023 is \$669,641, and increase of \$81,491.

The Legal Secretary position was reclassified from a part-time to a full-time position and approved by City Council in 2021. Organizationally, the department will be divided into the two divisions, the Criminal Division and the Civil Division. The Deputy City Attorney will oversee the criminal division and directly supervise the criminal legal secretary. A reclassification is not included for the Deputy City Attorney, however, a proposed salary increase has been included with the base wage increased by \$5,000 effective July 1.

### Organizational Chart



## Goals, Objectives, and Work Plan

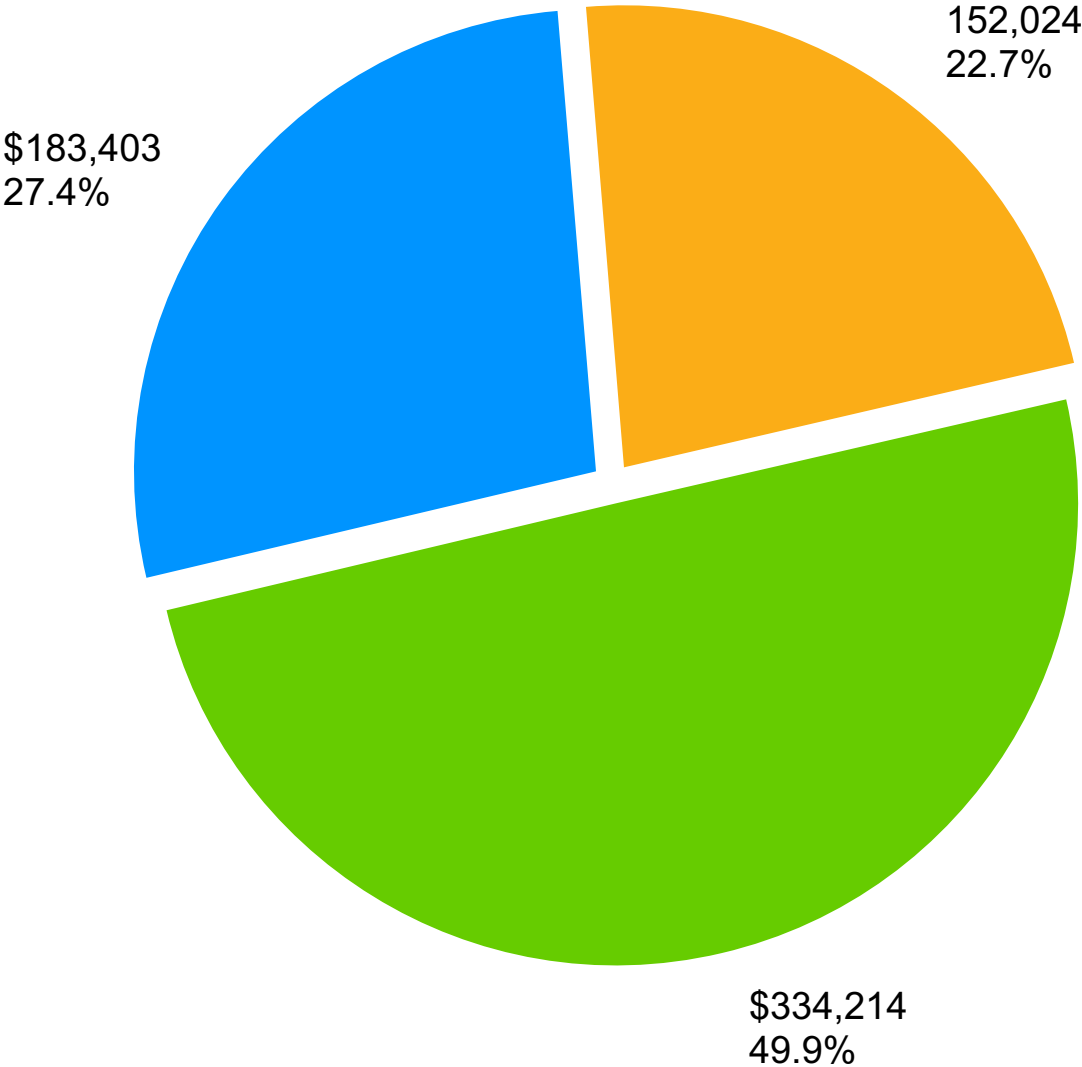
<b>Strategic Goal: Robust Municipal Services - Ensure municipal services meets the needs and expectations of the community</b>		
<b>Goal 1</b>	Professional and Legal Municipality	
Objective 1	Review municipal action for legal compliance	
	Task 1	Provide legal review on all staff reports
	Task 2	Provide legal opinions on submitted requests (as well as impromptu requests)
	Task 3	Meet weekly with department heads to brainstorm legal issues in their department
Objective 2	Provide training to raise legal awareness	
	Task 1	CAO staff to attend training to attempt to ensure they are up to date on changes in the law in both criminal and municipal civil law
	Task 2	Training with the executive and legislative branches of the city to include basic as well as complex municipal government law
	Task 3	Encouraging staff and assisting staff on becoming experts in the laws, policies, and contracts that affect their department
<b>Strategic Goal: Robust Municipal Services - Ensure municipal services meets the needs and expectations of the community</b>		
<b>Goal 2: Public Safety</b>		
Objective 1	Diligently prosecute criminal cases	
	Task 1	Open/manage 700+ criminal files submitted to City Attorney's Office and Municipal Court
	Task 2	Assist witnesses and especially victims in court preparation and obtaining resources. Improve upon the Legal Secretary I position serving as a quasi victim advocate by improving upon internal policies and procedures and training so as to assist and guide that position to reach excellent victim customer service and compliance with Marcy's Law and NRS
	Task 3	Prepare for arraignments, trials, and pretrials
<b>Strategic Goal: Robust Municipal Services - Ensure municipal services meets the needs and expectations of the community</b>		
<b>Goal 3: Excellent communication, teamwork, and skill base</b>		
Objective 1	Teamwork	
	Task 1	Meet regularly with staff to communicate/brainstorm cases, civil projects, etc.
	Task 2	Continue to develop policies and procedures for the organization of the criminal cases
	Task 3	Create an excel spreadsheet of the existing civil files (and other potential names they could be called) to ensure a more organized civil component and avoid duplicate research and provide institutional knowledge of past events on the same issues. Scan civil files for access during telecommuting and for long-term preservation
	Task 4	Meet regularly with and work cooperatively with other governmental agencies and City of Fernley departments. <ul style="list-style-type: none"> <li>• Meet with the District Attorney regarding joint criminal case issues</li> <li>• Meet weekly with the Public Defender to communicate offers to achieve judicial efficiency</li> <li>• Develop policies with Municipal Court to ensure Judicial Efficiency and manageable weekly criminal caseloads</li> </ul>
	Task 5	Send bi-weekly emails to the council on the priorities of the City Attorney's Office

Objective 2	Supervising: Strive to constantly improve staff knowledge/competency through training and experience	
	Task 1	Meet with staff and survey their opinions on what tools and training they need to do their jobs
	Task 2	Provide training and mentoring
	Task 3	Review, test, and train to improve internal staff's knowledge on the various aspects, tasks, and duties of each position: The Attorney's office in general; and the city in general
<b>Strategic Goals: Manage sustainable growth and maintain public infrastructure; Encourage a variety of housing types, density and price that accommodate the needs, desires, and financial abilities of the current and future households. Increase opportunities for civic engagement and community building.</b>		
Goal 1: Professional and Legal Municipality		
Objective 1	Review municipal action for legal compliance	
	Task 1	Provide legal review on Transportation Master Plan, Water Master Plan, Sewer Master Plan, Storm Water Master Plan, Multi-year CIP, Park Master Plan and Park CIP, MOUs for Art displays, work with staff regarding FHWA issues on the Farm District Multi-use Path
Objective 2	Provide training on legal awareness	
	Task 1	CAO staff to attend training to ensure they are current on land use law
	Task 2	Training with executive and legislative branches of the City to include basic as well as complex municipal government law and land use
	Task 3	Encourage staff and assisting staff on becoming experts in the laws, policies, and contracts that affect their departments
<b>Strategic Goals: Develop a defined city center with a mix of businesses, restaurants, and entertainment. Maintain strong partnerships with public agencies and community organizations.</b>		
Goal 2: Continue to foster relationships with outside agencies and partners		
Objective 1	Meet with key stakeholders and review documents for legal compliance	
	Task 1	Review agenda reports, MOUs, and other documents
	Task 2	Assist staff in navigating grant legal requirements and draft relevant, compliant contracts
	Task 3	Attend meetings to foster relationships and communication

## Expenses

City Attorney		2020-21	2021-22	2021-22	2022-23	2022-23	
		FY 2021	FY 2022	FY 2022	FY 2023	FY 2023	
Account Number	Account Title	Actual	Budget	Actual Estimated	Tentative Budget	Final Budget	Comments
100-414-100	Regular Pay	296,914	292,872	292,872	333,214	333,214	
100-414-130	Overtime Pay	1,560	1,000	1,000	1,000	1,000	
100-414-140	Annual Leave Pay	15,368	2,520	2,520	2,584	2,584	
100-414-150	Sick Leave Pay	6,592	0	0	0	0	
100-414-160	Holiday Pay	2,947	0	0	0	0	
100-414-200	FICA	1,170	1,327	1,327	2,746	2,746	
100-414-210	Medicare	4,521	4,298	4,298	4,787	4,787	
100-414-220	Unemployment	1,487	2,300	2,300	2,332	2,332	
100-414-230	Retirement (PERS)	82,835	79,387	79,387	90,519	90,519	
100-414-240	Group Insurance	40,343	40,757	40,757	65,776	65,776	
100-414-250	Workers Compensation Insurance	6,233	11,589	11,589	14,659	14,659	
100-414-260	Other Benefits	(1,485)	0	0	0	0	
<b>Total Salaries and Benefits</b>		<b>458,485</b>	<b>436,050</b>	<b>436,050</b>	<b>517,617</b>	<b>517,617</b>	
100-414-310	Prof Serv-Legal	27,169	90,000	90,000	90,000	90,000	Outside legal costs (litigation, conflict prosecutors, specialty attorneys, not covered by PoolPact
100-414-322	Prof Serv-Other	2,139	20,000	20,000	20,000	20,000	Pool Pact deductibles, experts
100-414-342	Technical Svcs Other	1,250	22,000	22,000	22,000	22,000	Legal edge, Westlaw, Spillman
100-414-530	Communications	962	0	1,000	0	0	
100-414-550	Printing and Postage	7,652	6,000	6,000	6,000	6,000	Mail
100-414-580	Training	2,799	6,000	2,000	6,000	6,000	CLEs for attorneys, staff training
100-414-581	Dues and Memberships	1,140	3,000	3,000	3,000	3,000	Bar and association dues
100-414-600	General Supplies	17,994	4,000	4,000	4,000	4,000	Criminal, civil files, paper, etc
100-414-605	Minor Equipment	1,570	2,500	2,500	2,500	2,500	File cabinets, printers, etc
100-414-612	Building Maintenance Supplies	—	1,000	1,000	1,000	1,000	Supplies, replace broken equipment
100-414-640	Books and Periodicals	830	1,000	1,000	1,000	1,000	NRS and Municode updates
100-414-700	Shared Costs	(10,916)	-3,400	(3,400)	(3,476)	(3,476)	
<b>Total Services &amp; Supplies</b>		<b>52,589</b>	<b>152,100</b>	<b>149,100</b>	<b>152,024</b>	<b>152,024</b>	
<b>Total Expenditures</b>		<b>511,074</b>	<b>588,150</b>	<b>585,150</b>	<b>669,641</b>	<b>669,641</b>	

### City Attorney's Office



■ Salaries   ■ Benefits   ■ Services & Supplies

## Finance

### WHAT WE DO

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

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

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

### WHY WE DO IT

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

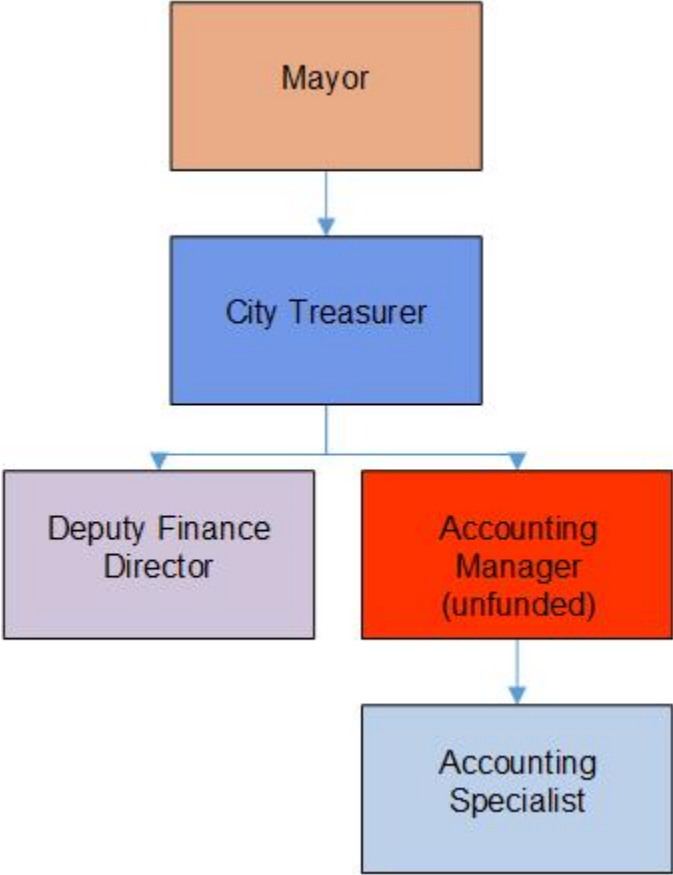
It is the responsibility of city staff to comply with provisions included in NRS 364 and NAC 364 – Local and Financial Administration.

### WHAT'S CHANGED

Finance has a proposed budget of \$652,754, which also includes contingency for the General Fund.

Finance is requesting one new (unfunded) Accounting Manager position begin establishing a succession plan for the department and provide appropriate compensation for experience, education, and need. This position requires a higher level of experience and training than the accounting technician position. The position requires a BA in accounting, with at least 5 years of experience, and would include more advanced level general ledger and accounting activities. This position would be expected to perform and complete a broader range of accounting tasks, whereas the Deputy Finance Director requires greater aptitude and competency.

Organizational Chart



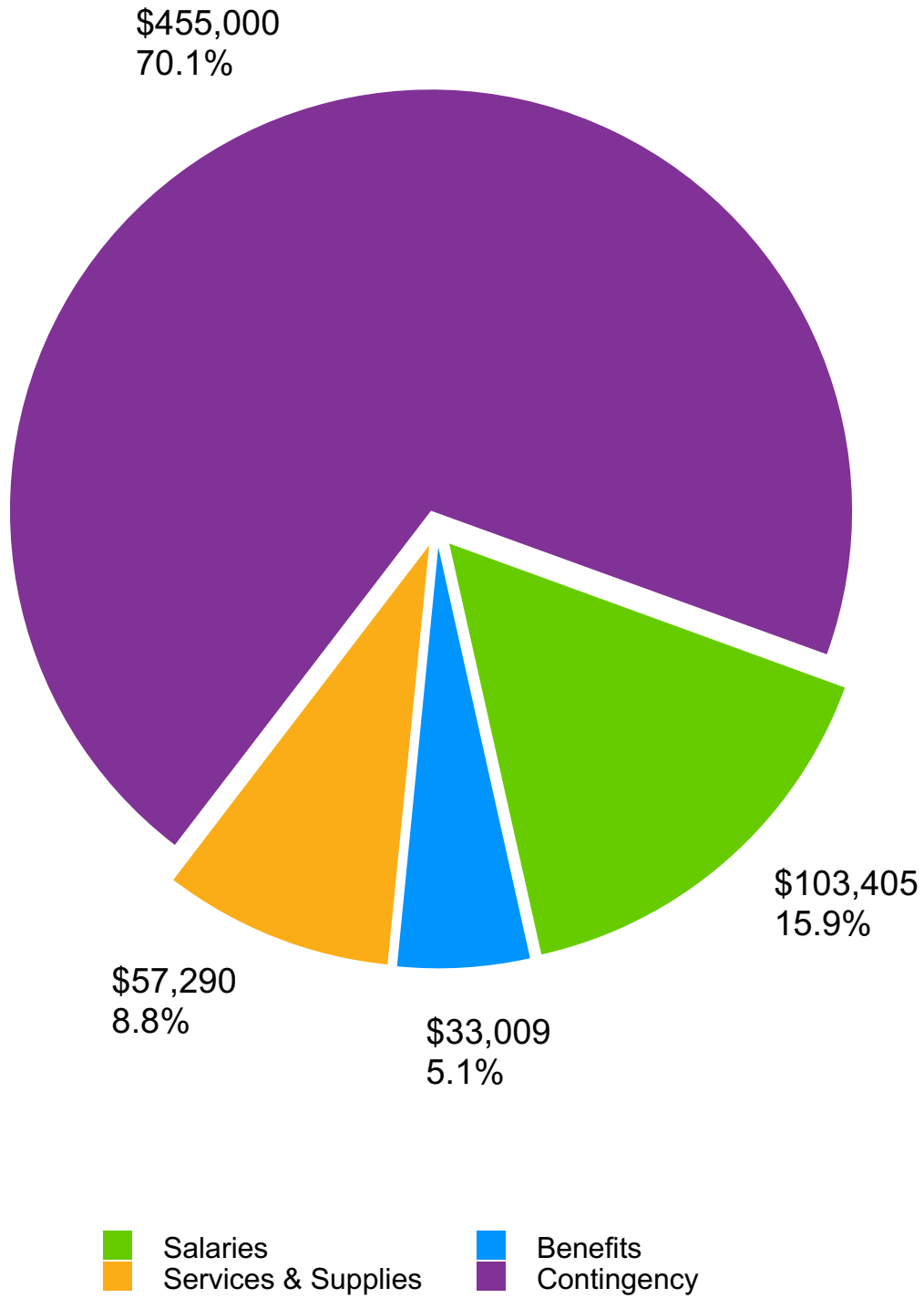
## Goals and Objectives

Strategic Goal: The City of Fernley must strive to maintain and improve overall fiscal integrity, stability, and equality of the city's financial planning.		
Goal 1	Implementation of new purchasing policy	
Objective 1	Preparation of updated, completed, and detailed policy	
	Task 1	Coordinate with member of staff for input
	Task 2	Coordinate with legal for review
	Task 3	Submit policy to Council for approval
Goal 2: Capital projects/maintenance plan/document		
Objective 1	A plan that coincides with the City's mission and provides guidance to staff and Council	
	Task 1	Write draft
	Task 2	Distribute to staff
	Task 3	Meet with Council individually
	Task 4	Present to City Council

## Expenses

Finance		2020-21	2021-22	2021-22	2022-23	2022-23	
		FY 2021	FY 2022	FY 2022	FY 2023	FY 2023	
Account Number	Account Title	Actual	Budget	Actual Estimated	Tentative Budget	Final Budget	Comments
100-415-100	Regular Pay	84,651	103,697	103,697	103,405	103,405	
100-415-130	Overtime Pay	—	0	0	0	0	
100-415-140	Annual Leave Pay	1,261	867	867	1,727	1,727	
100-415-150	Sick Leave Pay	1,187	0	0	0	0	
100-415-160	Holiday Pay	843	0	0	0	0	
100-415-200	FICA	18	0	0	0	0	
100-415-210	Medicare	1,256	1,364	1,364	1,376	1,376	
100-415-220	Unemployment	363	698	698	616	616	
100-415-230	Retirement (PERS)	15,977	16,868	16,868	17,463	17,463	
100-415-240	Group Insurance	10,449	8,094	8,094	7,613	7,613	
100-415-250	Workers Compensation Insurance	1,548	3,677	3,677	4,214	4,214	
100-415-260	Other Benefits	(944)	0	0	0	0	
<b>Total Salaries and Benefits</b>		<b>116,609</b>	<b>135,265</b>	<b>135,265</b>	<b>136,414</b>	<b>136,414</b>	
100-415-322	Prof Serv-Other	16,716	12,000	12,000	52,000	52,000	Bond, courier, shred, finance efficiency study
100-415-328	Prof Serv-Auditing	51,775	56,400	56,400	57,650	57,650	Audit services - single audit add \$3150
100-415-550	Printing and Postage	1,804	1,800	1,800	1,900	1,900	AP mailing, checks
100-415-580	Training	957	2,000	1,000	2,000	2,000	CPE AGA, GFOA and other conferences
100-415-581	Dues and Memberships	730	1,000	530	1,000	1,000	Professional memberships
100-415-582	Travel	—	2,000	500	1,000	1,000	CPE AGA, GFOA
100-415-600	General Supplies	1,473	2,000	750	2,000	2,000	
100-415-605	Minor Equipment	166	1,000	0	1,000	1,000	
100-415-609	Credit Card Fees - Govt Svcs	10,220	6,000	11,000	11,000	15,050	
100-415-611	Late Fees	74	200	100	200	200	
100-415-615	Cash Over/Short	258	0	100	100	100	
100-415-640	Books and Periodicals	—	250	0	250	250	
100-415-700	Shared Costs	(29,303)	(42,656)	(42,656)	(72,810)	(72,810)	
100-415-900	Contingency	—	510,756	0	455,000	455,000	
<b>Total Services &amp; Supplies</b>		<b>54,870</b>	<b>552,750</b>	<b>41,524</b>	<b>512,290</b>	<b>516,340</b>	
<b>Total Expenditures</b>		<b>171,479</b>	<b>688,015</b>	<b>176,789</b>	<b>648,704</b>	<b>652,754</b>	

### City Treasurer/Finance



*Debt Service*

Debt service is a function in the General Fund used to account for the debt on the City Hall building, which was paid off in FY2022. Therefore, no funds are budgeted for FY 2023.

<b>Debt Service</b>		<b>2020-21</b>	<b>2021-22</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2022-23</b>
		<b>FY 2021</b>	<b>FY 2022</b>	<b>FY 2022</b>	<b>FY 2023</b>	<b>FY 2023</b>
<b>Account Number</b>	<b>Account Title</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual Estimated</b>	<b>Tentative Budget</b>	<b>Final Budget</b>
100-625-700	Shared Costs	(138,431)	(614,663)	(614,663)	—	—
100-625-860	Interest Expenditure	45,113	3,439	3,439	—	—
100-625-861	Principal Payment	323,000	1,734,000	1,734,000	—	—
<b>Total Expenditures</b>		<b>229,682</b>	<b>1,122,776</b>	<b>1,122,776</b>	<b>—</b>	<b>—</b>

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

## City Clerk

### **WHAT WE DO**

City Clerk's Office's mission is to provide quality services to all customers (internal and external) in an ethical, impartial, and professional manner. This is done by conducting municipal elections with the highest integrity, effectively managing all official records of the city, and issuing and enforcing all required licenses, which protect the health, safety, and welfare of the community.

The City Clerk's responsibilities include:

- Agendas and minutes
- Countersign all contracts and agreements
- Keep the corporate seal
- Records management
- Elections
- Ordinances
- Resolutions
- Business licenses
- Liquor licenses
- Solicitor license
- Passport acceptance

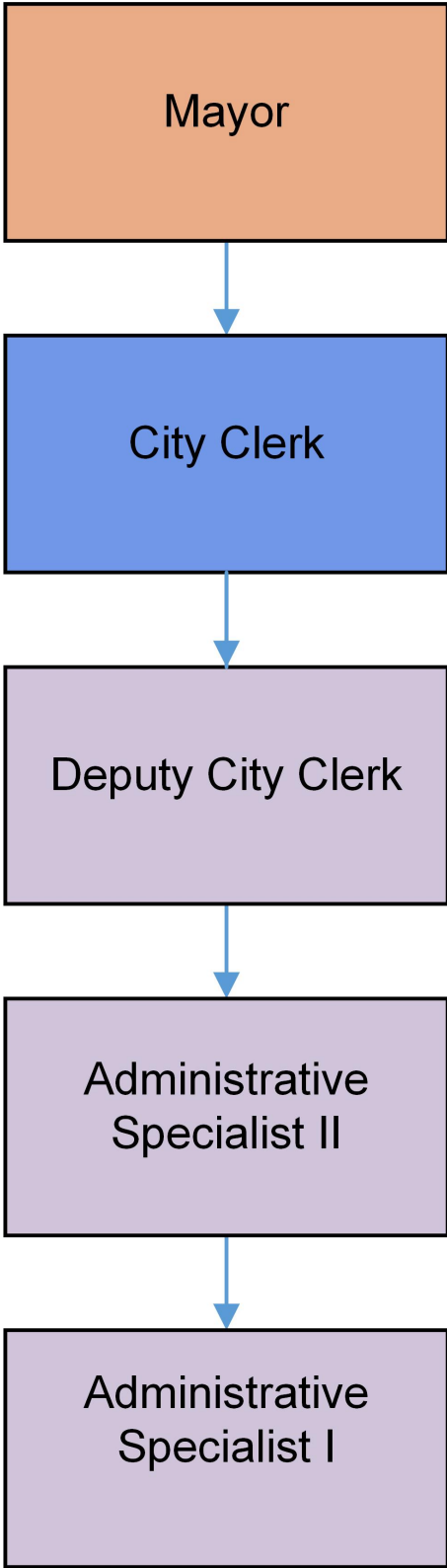
### **WHY WE DO IT**

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

### **WHAT'S CHANGED**

The proposed budget for the City Clerk's Office for FY2023 is \$352,602, with a slight increase.

Organizational Chart



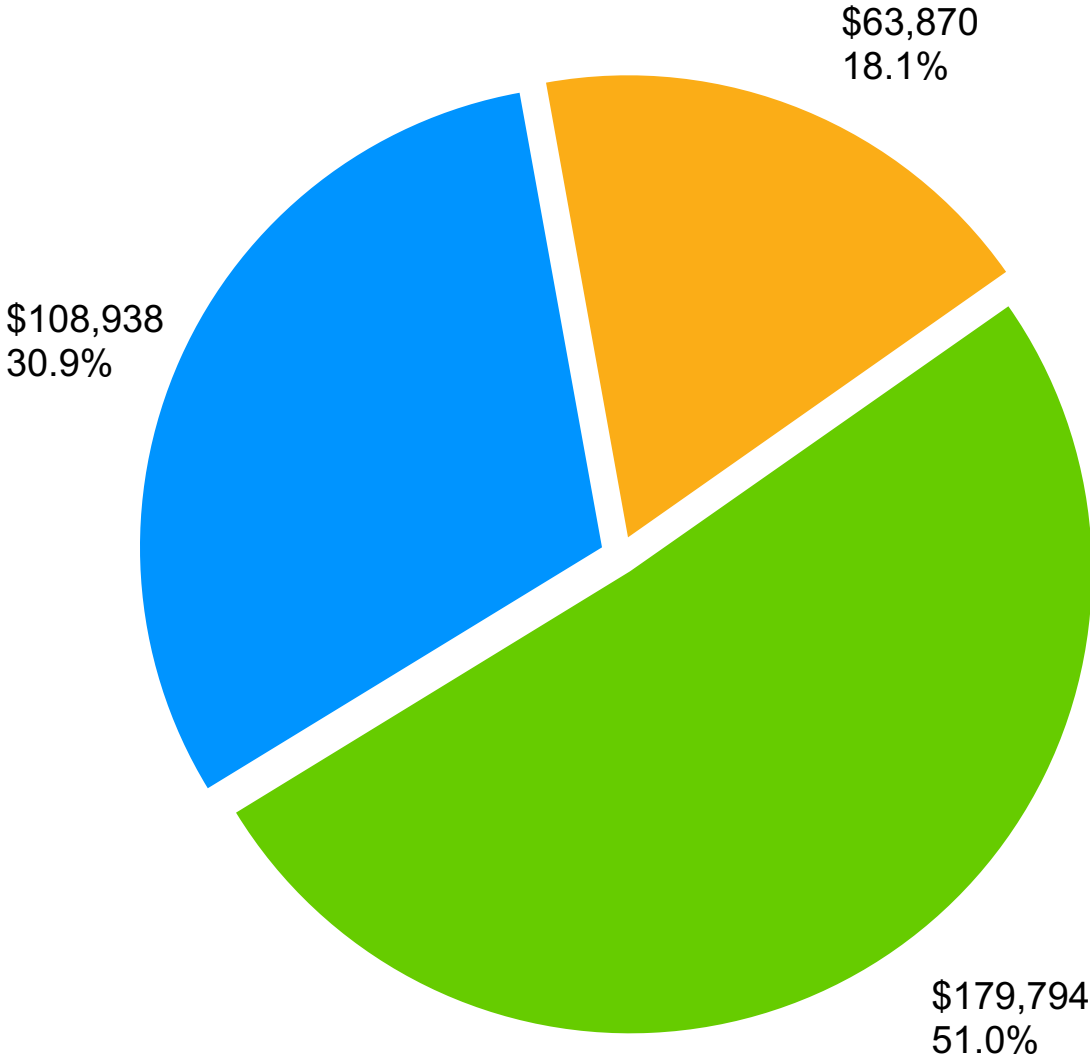
## Goals and Objectives:

Strategic Goal: Increase opportunities for civic engagement and community building		
Goal 1	Increase online access to city meetings and activities	
Objective 1	Promote public and community awareness	
	Task 1	Add a summary of the agenda to the city's website under Newsflash with Zoom viewing instructions
	Task 2	Live Stream city meetings and events on YouTube
	Task 3	Hold training sessions for citizens that wish to make public comment during Zoom meetings/live streaming
	Task 4	Record training videos so public can view on their own time
	Task 5	Explore the need for translation of agendas and meetings
	Task 6	Explore the possibility of securing a cable channel
Strategic Goal: Ensure municipal services meet the needs and expectations of the community.		
Goal 2	Be current on policies and compliant with state and federal laws	
Objective 1	Countersign contracts and 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	Maintain a comprehensive electronic imaging, records, and information management program based on department policies and schedules
	Task 3	Pursuant to NRS 239.051 ensure that all staff are following the 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	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 2	Post agenda in three (3) public places and on the city and state websites, mail, or email a copy of agenda to anyone who has submitted a request
Objective 3	Promote citizen trust in local government through transparency and communications	
	Task 1	Pursuant to NRS 239, fulfill public records requests within five (5) days of receipt
	Task 2	Implement procedures to use paperless forms and deliver better online services to citizens
	Task 3	Continue to work with staff to improve productivity through technology and training

## Expenses

Clerk		2020-21	2021-22	2021-22	2022-23	2022-23	
		FY 2021	FY 2022	FY 2022	FY 2023	FY 2023	
Account Number	Account Title	Actual	Budget	Actual Estimated	Tentative Budget	Final Budget	Comments
100-416-100	Regular Pay	134,466	170,543	170,543	177,394	177,394	
100-416-130	Overtime Pay	3,590	787	787	2,400	2,400	
100-416-140	Annual Leave Pay	5,092	2,010	2,010	2,040	2,040	
100-416-150	Sick Leave Pay	1,099	0	0	0	0	
100-416-160	Holiday Pay	3,287	0	0	0	0	
100-416-200	FICA	516	0	0	0	0	
100-416-210	Medicare	1,972	2,438	2,438	2,545	2,545	
100-416-220	Unemployment	991	1,838	1,838	1,866	1,866	
100-416-230	Retirement (PERS)	34,265	35,323	35,323	46,315	46,315	
100-416-240	Group Insurance	38,843	55,314	55,314	48,379	48,379	
100-416-250	Workers Compensation Insurance	4,186	6,575	6,575	7,793	7,793	
100-416-260	Other Benefits	(185)	0	0	0	0	
<b>Total Salaries and Benefits</b>		<b>228,122</b>	<b>274,828</b>	<b>274,828</b>	<b>288,732</b>	<b>288,732</b>	
100-416-322	Prof Serv-Other	114	6,000	0	2,000	2,000	Fencing in basement for records center
100-416-420	Contract Services	3,466	18,330	18,330	18,120	18,120	Municode 5000, Liberty Recording 500, Records destruction 1500, CivicPlus Agenda Management 11330
100-416-520	Insurance	—	0	5,400	5,500	5,500	
100-416-540	Advertising	3,532	3,000	13,000	13,000	13,000	Legal notices
100-416-550	Printing and Postage	11,863	11,500	13,000	13,500	13,500	
100-416-580	Training	1,669	5,000	1,000	5,000	5,000	Clerks Academy, Records Training, IIMC Conference
100-416-581	Dues and Memberships	480	1,000	1,000	1,000	1,000	ARMA, IIMC, NV Clerks Membership
100-416-582	Travel	—	0	0	1,000	1,000	
100-416-600	General Supplies	4,921	2,500	2,500	2,500	2,500	Passport photo supplies, copier paper
100-416-605	Minor Equipment	287	2,200	2,200	2,200	2,200	Computer replacement
100-416-626	Gasoline	—	100	100	50	50	
100-416-640	Books and Periodicals	—	150	150	0	0	
<b>Total Services &amp; Supplies</b>		<b>26,332</b>	<b>49,780</b>	<b>56,680</b>	<b>63,870</b>	<b>63,870</b>	
<b>Total Expenditures</b>		<b>254,454</b>	<b>324,608</b>	<b>331,508</b>	<b>352,602</b>	<b>352,602</b>	

### City Clerk's Office



■ Salaries   ■ Benefits   ■ Services & Supplies

## Department of Building and Safety

### WHAT WE DO

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

The primary responsibilities of the Department of Building and Safety include:

- Participate and provide customers project feedback in preapplication, administrative entitlements, and design review meetings.
- Coordinate construction approvals with local Fire and State agency projects within city limits
- Provide existing records of construction projects and clarify the codes assessment and insight of those records to the public
- Intake and process new building construction, demolition, alteration, and repair permit applications
- Review building plans for technical code compliance
- Provide Building, Mechanical, Electrical, Plumbing, and Business license inspections
- Maintain applications, documents, and construction plans for city projects underway
- Collect adopted fees and taxes on issued building permits
- Inspect construction works and properties for adherence to approved plans and codes
- Intake, process, and investigate citizens' complaints related to land use and structure maintenance
- Assist in the resolution of citizen complaints or perceived violations of the city's codes
- Evaluate and process citizens' complaints related to abandoned, parking, and vehicle enforcement
- Provide code enforcement functions for the community
- Issue Notices of Violation, Stop Work Orders, and Expired Permits on structures or projects
- Conduct damage assessment inspections of fire, natural disaster, or other damaged properties
- Evaluate and promote new innovative green or renewable building practices
- Research alternate methods and materials for compliance
- Manage the Trash Exemption program
- Conduct and manage the Building Appeals
- Represent the city before council and public organizations

**WHY WE DO IT**

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

**WHAT'S CHANGED**

For FY2023, the Department of Building and Safety has a proposed budget of \$551,122, an increase from FY2022.

While the pandemic caused some slow down, projects are currently being developed. Department processes continue to be reviewed and modified to ensure safety, a high level of customer service, and well-managed development.

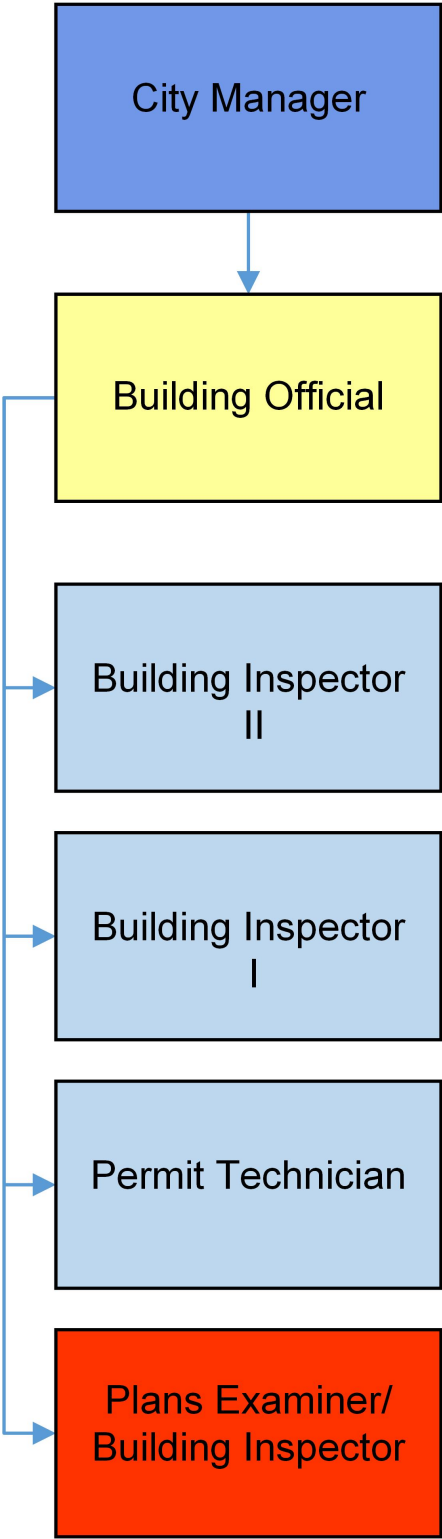
Numerous large, complex projects have begun construction that tremendously influence the revenues and resources of the department. Although an online permitting system has been launched, there are additional increases of complex and multi-family projects necessitating additional permitting, inspections,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

The Department is requesting a Plans Examiner position to be added to the department. The Building Department is critical for coordination with the Development Team, including Planning, Engineering, Fire, and Public Works. The proposed position will provide necessary resources to create a timely delivery of comprehensive and efficient Building Safety plan review. Further, this position will improve the customer experience and provide relief to current staff resulting in improved quality of service and more robust code enforcement activity.

Below is the activity for the Building Department:

	2017	2018	2019	2020	2021
<b>Permits</b>	580	536	594	504	730
<b>New Commercial Projects</b>	1	5	6	10	10
<b>Building Inspections</b>	7782	15123	15655	8377	10080
<b>Code Enforcement Complaints Filed</b>	528	234	354	403	477
<b>Code Enforcement Issues Abated</b>	89	129	212	238	557
<b>Vehicles Tagged</b>	—	—	140	175	186
<b>Vehicles Towed</b>	—	—	86	74	90

Organizational Chart



## Goals and Objectives

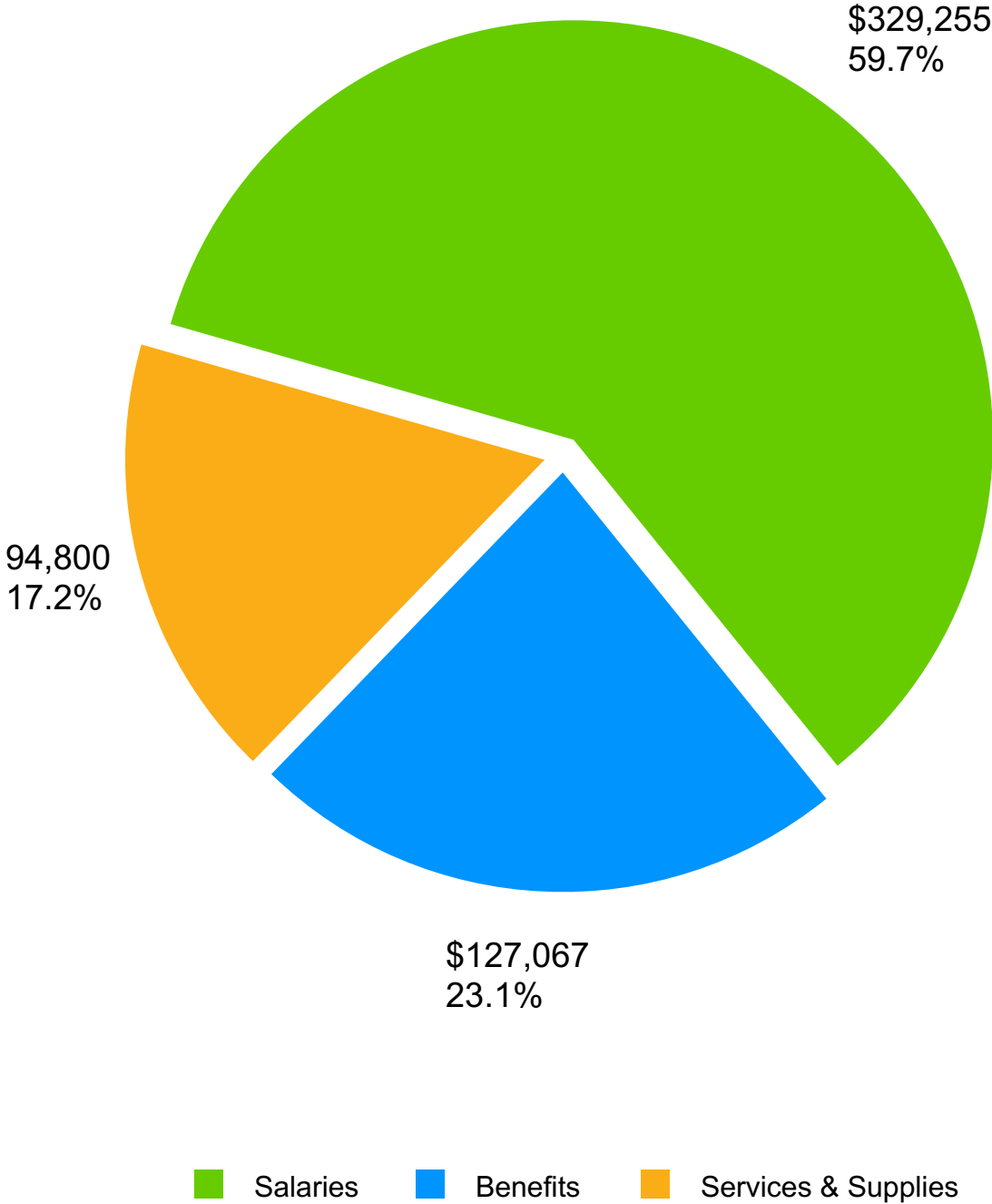
<b>Strategic Goal: The Building Department must strive to manage sustainable growth and increase opportunities through innovating industry practice meeting the expectation of our citizens. The Building and Safety Department must reduce blight throughout the city. The City of Fernley, as an employer, must strive to create and maintain a robust and efficient work environment</b>		
<b>Goal 1</b>	Increase number of building permits, reduce process time, and adjust fees and project valuation	
Objective 1		
	Task 1	Increase online permit types submittal and reviews
	Task 2	Develop a predictable path of reviews with realistic performance measurements
	Task 3	Reduce permits process time of ten working days (Building reviews only)
	Task 4	Increase the number of over the counter types
Objective 2		
	Task 1	Adjust fees based upon Building Value Index (Aug. 2022 & Feb. 2023)
	Task 2	Adjust Building Permit Value ICC data Table (Aug. 2022 & Feb. 2023)
Objective 3		
	Task 1	Create revision process for field changes
	Task 2	Identify and enforce renewals of expired permits
<b>Goal 2</b>	Increase enforcement responses and resolve complaint within 20 working days	
Objective 1		
	Task 1	Continue to identify and remove abandon vehicles
	Task 2	Publish procedures for operations, enforcement, reporting, documents, and legal actions.
	Task 3	Process substandard properties for remediation
	Task 4	Conduct rubbish gathering events
	Task 5	Support local citizen activities to clean up the city
<b>Goal 3</b>	Enhance online processes for reviews to increase customers satisfaction and increased productivity	
Objective 1		
	Task 1	Increase effectiveness of electronic means and technology
	Task 2	Resolve software limitations in complaint process
	Task 3	Resolve limitations of online submittals
	Task 4	Continue to digitalization archive historical records
	Task 5	Identify electronic plan review needs meeting city needs
	Task 6	Draft guidelines for electronic plan submittal
Objective 2		
	Task 1	Increase visibility of electronic, technology, and online capabilities
	Task 2	Included with software implemented from Objective 1 vendor
	Task 3	Implement service and roll-out to community builders
	Task 4	Increase electronic plan review submittal and approvals
	Task 5	Implement service and notify contractors and designers of availability
<b>Goal 4</b>	Professional and well-trained staff	
Objective 1		
	Task 1	Provide sufficient budget and resources of quality service and professional training
	Task 2	Determine continuing education units needed by each staff member
	Task 3	Determine least expensive certified professional training to include travel
Objective 2		
	Task 1	Identify local opportunities for certified training

	Task 2	Research local chapters of professional organizations for training opportunities
	Task 3	Subscribe to local organizations for networking to uncover training programs
	Task 4	Facilitate training opportunities at local venues
	Task 5	Participate in appropriate training for each staff member

## Expenses

<b>Building and Safety</b>		<b>2020-21</b>	<b>2021-22</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2022-23</b>	
		<b>FY 2021</b>	<b>FY 2022</b>	<b>FY 2022</b>	<b>FY 2023</b>	<b>FY 2023</b>	
Account Number	Account Title	<b>Actual</b>	<b>Budget</b>	<b>Actual Estimated</b>	<b>Tentative Budget</b>	<b>Final Budget</b>	<b>Comments</b>
100-605-100	Regular Pay	212,108	272,335	272,335	325,847	325,847	
100-605-130	Overtime Pay	766	408	408	3,408	3,408	
100-605-140	Annual Leave Pay	15,740	1,703	1,703	803	803	
100-605-150	Sick Leave Pay	10,923	0	0	0	0	
100-605-160	Holiday Pay	7,077	0	0	0	0	
100-605-210	Medicare	3,600	3,465	0	4,268	4,268	
100-605-220	Unemployment	1,473	2,335	3,465	2,919	2,919	
100-605-230	Retirement	49,070	35,475	2,335	51,998	51,998	
100-605-240	Group Insurance	17,739	36,686	35,475	54,012	54,012	
100-605-250	Workers Compensation Insurance	6,299	9,344	36,686	13,067	13,067	
100-605-260	Other Benefits	2,356	0	9,344	0	0	
<b>Total Salaries and Benefits</b>		<b>327,151</b>	<b>361,751</b>	<b>361,751</b>	<b>456,322</b>	<b>456,322</b>	
100-605-320	Prof Serv-Engineering	—	0	0	0	0	
100-605-322	Prof Serv-Other	64,189	26,000	24,840	25,000	25,000	Code enforcement, vehicle tows
100-605-399	Prof & Tech Fees-Misc	8,945	10,000	10,000	10,000	10,000	Permitting software and training
100-605-540	Advertising	373	300	0	300	300	
100-605-550	Printing and Postage	469	1,000	300	1,000	1,000	
100-605-580	Training	3,756	5,000	3,000	5,000	5,000	Professional certifications
100-605-581	Dues and Memberships	555	1,000	1,000	1,000	1,000	Professional memberships
100-605-600	General Supplies	732	1,500	1,500	1,500	1,500	
105-605-601	Office Supplies	300	4,000	4,000	4,000	4,000	
100-605-605	Minor Equipment	2,560	500	0	4,500	4,500	2nd two-way radio
100-605-610	Automotive Supplies	218	1,000	1,500	1,000	1,000	
100-605-616	Safety Supplies	—	150	150	1,000	1,000	
100-605-626	Gasoline	3,424	4,500	4,500	5,000	5,000	Inspections and CE
100-605-640	Books and Periodicals		1,000	750	1,000	1,000	Reference books
100-605-645	CLEANUP	—	2,500	1,200	2,500	2,500	Clean sweep
100-605-699	Svc & Supplies-Misc	111	0	0	0	0	
100-605-742	Vehicles	32,122	32,000	0	0	32,000	Vehicle replacement (committed funds)
<b>Total Services &amp; Supplies</b>		<b>117,754</b>	<b>90,450</b>	<b>52,740</b>	<b>62,800</b>	<b>94,800</b>	
<b>Total Expenditures</b>		<b>444,905</b>	<b>452,201</b>	<b>414,491</b>	<b>519,122</b>	<b>551,122</b>	

### Department of Building and Safety



## Planning Department

### WHAT WE DO

The Planning Department's mission is to provide timely, courteous and knowledgeable service to the citizens, Planning Commission and City Council regarding development and land use related matters.

The primary responsibilities of the planning department include the following:

- Perform professional planning duties
- Enforce municipal code and adopted standards
- Analyze proposed development projects
- Prepare staff reports
- Give detailed presentations on proposed development to citizens, Planning Commission, and City Council
- Review and approve building permits
- Review and interpret city policies
- Update the city's master plan document and zoning ordinances
- Establish and maintain productive, professional working relationships with the community, elected officials, city staff, and other agencies.

### WHY WE DO IT

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

### WHAT'S CHANGED

In FY2023, the planning workload is anticipated to remain steady. Although a decrease occurred with the pandemic, the city has seen a steady increase in the number of entitlement applications, building permits, business licenses, and zoning/code enforcement complaints over the past several years. The Planning Department currently has three full-time positions. Over the past year, the department has gone through a staffing transition due to the retirement of a long-time employee and the hiring of new staff. The department is currently fully staffed.

Currently, several large-scale projects are in various stages of the planning process. Based on the amount of interest exhibited in the City of Fernley by economic development authorities, landowners, developers, and real estate professionals, development activity is expected to increase in future years.

The department's revenues have increased over the past six years (shown in the performance metric), and in FY2019, cost recovery increased, even with the addition of a new position. Although the number of entitlements has been somewhat consistent, proposed projects are more complex and take additional staff time, thus increasing the workload. The impact to workload will continue to increase given the growth and interest in Fernley.

For FY2023, the Planning Department is requesting a budget of \$859,295, a substantial increase over last fiscal year. \$350,000 is proposed for the creation of area plans for three (3) Future Development Areas identified in the City's Comprehensive Master Plan. The area plan(s) will create a unified vision for the areas and cumulatively address development challenges including land use, transportation, drainage facilities, community infrastructure (water and wastewater), community services (police and fire),

physical constraints, conservation, parks and open space, fiscal assessments, and potential impact fees. Adoption of areas plans will allow the City of Fernley to ensure concurrency management, and the provision of new infrastructure and city services can be provided in a sustainable manner and concurrent with new development.

Professional Services includes \$50,000 for the fiscal analysis tool on-going support, supplement staffing, or other professional service needs that may arise. \$20,000 is proposed for the possible annexation of the Donner Trails Phase 1 subdivision, in response to direction provided by the City Council. Funding is provided for Travel and Training to meet continuing education requirements for APA and AICP certification and other staff training needs. \$13,500 for Prof & Tech Fees-Misc includes the department's share of the annual permitting software fee and a second perpetual ArcGIS license. The perpetual ArcGIS license is a one-time cost.

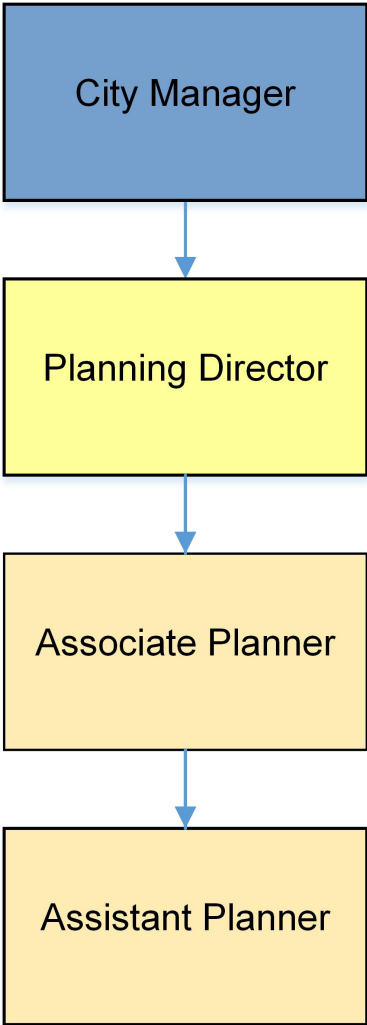
To better gauge how the Planning Department is meeting the goal of becoming a self-sustaining department, planning staff recommended using a percentage of revenue collected for the entire department budget. Not all job functions within the Planning Department are recoverable costs. While this metric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

While the goal of becoming a self-sustaining department is important, maintaining current service levels is crucial. It is expected that the department will achieve 50% cost recovery.

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

<b>Performance Measure: % of Cost Recovery based on Actual Expenditures</b>					
	<b>FY12/13</b>	<b>FY13/14</b>	<b>FY14/15</b>	<b>FY15/16</b>	<b>FY16/17</b>
<b>Actual</b>	\$224,799	\$222,111	\$255,410	\$206,297	\$207,896
<b>Revenue</b>	\$14,451	\$10,414	\$15,517	\$31,400	\$28,000
<b>% Recovery</b>	6.4%	4.7%	6.1%	15.2%	13.5%
	<b>FY17/18</b>	<b>FY18/19</b>	<b>FY19/20</b>	<b>FY20/21</b>	<b>FY21/22 (YTD)</b>
<b>Actual</b>	\$298,770	\$336,560	\$315,089	\$343,208	\$197,840
<b>Revenue</b>	\$115,285	\$146,352	\$153,383	\$308,381	\$116,128
<b>% Recovery</b>	38.6%	43.5%	48.7%	89.9%	58.7%

# Organizational Chart



## Goals and Objectives

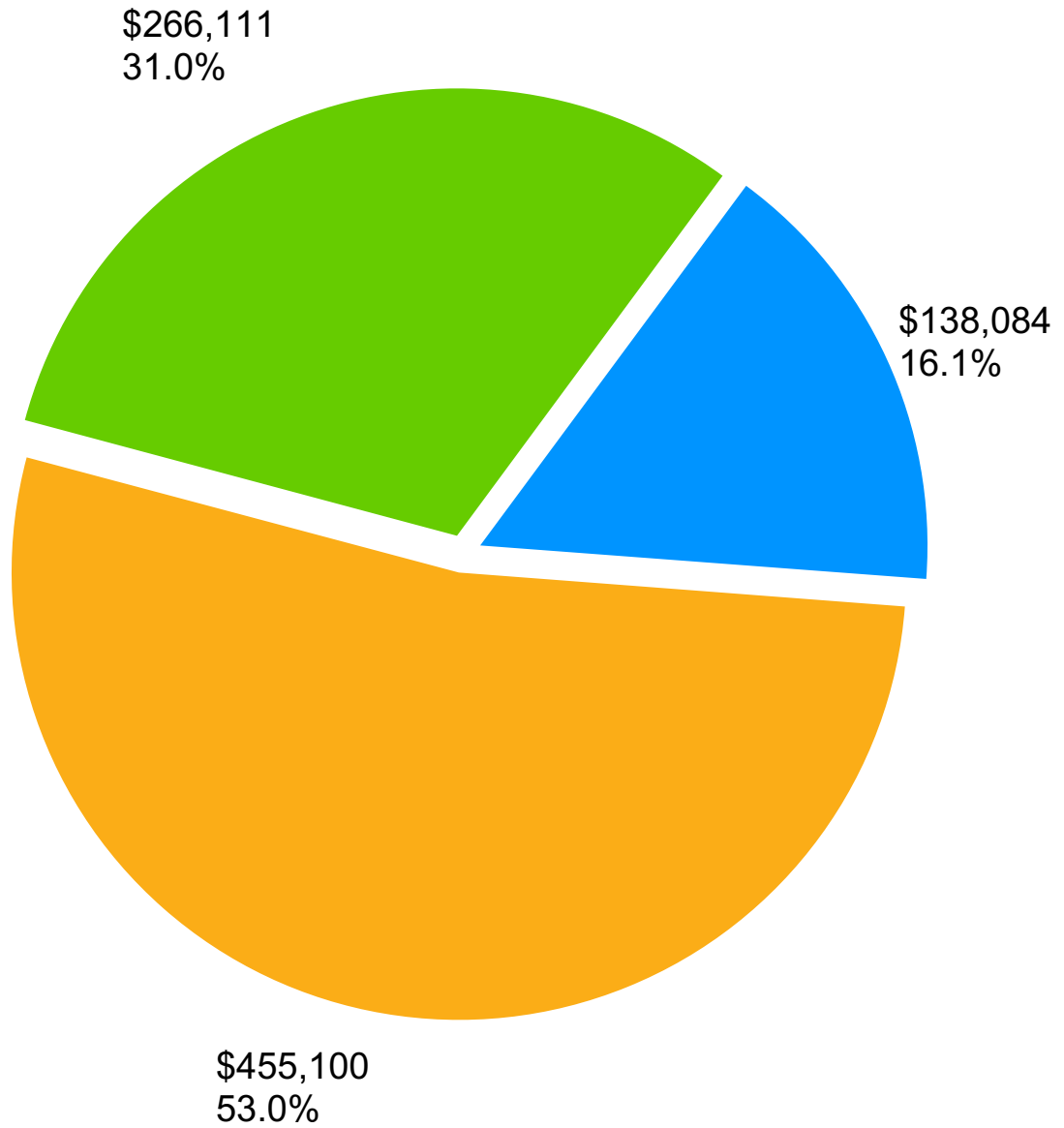
Strategic Plan Goals:		
Goal 1: Manage sustainable growth and maintain public infrastructure		
Goal 2: Develop a defined city center with a mix of businesses, restaurants, and entertainment		
Goal 3: Encourage a variety of housing types, density and costs that accommodate the needs, desires and financial abilities of the current and future households		
Goal 1: Promote efficient and sustainable land development and redevelopment		
Objective 1	Work collaboratively with citizens, city staff, planning commission, city council, and other stakeholders on supporting the vision of the adopted comprehensive master plan	
	Task 1	Focus on the development of vacant or underutilized lands within the community core where adequate infrastructure and facilities currently exist
	Task 2	Explore ways to incentivize new development within the community core
	Task 3	Stay current on local and national trends related to land use and development, with an emphasis on housing affordability
	Task 4	Explore the implementation of development impact fees to ensure concurrency management, and the provision of new infrastructure and city services can be provided concurrently with new development
Objective 2	Facilitate housing development that is affordable to the community's workforce in areas identified in the Comprehensive Master Plan	
	Task 1	Encourage developers to provide higher densities in the downtown core and as part of master planned communities that also provide a mixture of job-generating and commercial land uses within the overall development
	Task 2	Promote a diverse mix of housing product types which are affordable to the city's workforce and sensitive to the surrounding neighborhood
	Task 3	Promote new development which applies efficient land use techniques and creates a distinct sense of place and neighborhood diversity
	Task 4	Review Development Code to ensure the desired outcome is occurring and update accordingly
	Task 5	Partner with local affordable housing authorities
Objective 3	Focus on quality of design and ensure an adequate buffer and transition is provided between established single family neighborhoods from more dense development	
	Task 1	Evaluate projects with the intent to promote land use compatibility; community design measures can increase compatibility among adjoining land uses
	Task 2	Ensure projects comply with the design standards outlined in the development code
	Task 3	Review development applications to ensure the adopted adjacency standards protect existing development by providing far and adequate buffer and transition
	Task 4	Periodically review adopted adjacency standards and amend the Development Code if necessary to ensure the desired outcome
Objective 4	Streamline the development review process	
	Task 1	Establish processes and procedures for the planning function
	Task 2	Maintain planning entitlement submittal schedules to better manage workload
	Task 3	Update planning entitlement applications and checklists
Objective 5	Provide a timely, orderly, and efficient arrangement of adequate public facilities and infrastructure that support existing and planned land use patterns and densities	
	Task 1	Seek assistance from local and national experts on infrastructure financing and commence a more robust Capital Improvement Plan (CIP)

	Task 2	Consider the implementation of impact fees, the creation of special assessment districts (NRS 271 - Local Improvements), or other financing tools which will ensure adequate public facilities are provided concurrent with the impacts of new development
Objective 6	Support the creation of Area Plans for the three Future Development Areas identified in the City's Comprehensive Master Plan.	
	Task 1	Publish a Request for Proposal (RFP) seeking assistance from local and/or national consulting firms
	Task 2	Select consultant and execute contract.
	Task 3	Manage professional services contract and provide oversight of consultant team while remaining impartial.
Strategic Plan Goals:		
Goal 6: Ensure municipal services meet the needs and expectations of the community		
Goal 7: Develop and maintain revenue sources to support community improvements and services		
Goal 2: Assess service gaps and plan for desired improvements		
Objective 1	Cost recovery for services provided	
	Task 1	Periodically review development fee schedule, compare fees with other local jurisdictions, and modify as necessary to adequately recover costs for services
	Task 2	Establish a baseline level of service provided by the planning function and determine when additional staffing is necessary by analyzing and balancing the costs versus the benefits.
	Task 3	Review processes and procedures to achieve increased efficiencies and/or reduced costs
	Task 4	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 other city departments on refining processes and providing additional information to the public regarding land use and zoning requirements.
Objective 3	Improve public understanding of the linkage between infrastructure, development, and housing	
	Task 1	Engage fiscal consultant to quantify and map the fiscal performance of the city's development pattern
	Task 2	Public outreach to discuss the relationship between what residents believe their tax dollars should cover, the true cost of these services and amenities, and the actual resources the city has available to meet these expectation.
Objective 4	Identify additional revenue streams for infrastructure improvements	
	Task 1	Explore the creation of special assessment district (NRS 271)
	Task 2	Explore the use of Tax Increment Areas (NRS 278C)

## Expenses

Planning		2020-21	2021-22	2021-22	2022-23	2022-23	
		FY 2021	FY 2022	FY 2022	FY 2023	FY 2023	
Account Number	Account Title	Actual	Budget	Actual Estimated	Tentative Budget	Final Budget	Comments
100-610-100	Regular Pay	168,299	206,320	206,320	262,561	262,561	
100-610-130	Overtime Pay	267	550	550	3,550	3,550	
100-610-140	Annual Leave Pay	10,472	0	0	2,139	2,139	
100-610-150	Sick Leave Pay	7,723	0	0	0	0	
100-610-160	Holiday Pay	4,454	0	0	0	0	
100-610-210	Medicare	2,663	3,000	3,000	3,890	3,890	
100-610-220	Unemployment	971	1,751	1,751	2,335	2,335	
110-610-230	Retirement (PERS)	54,938	59,881	59,881	76,830	76,830	
110-610-240	Group Insurance	32,076	43,410	43,410	40,980	40,980	
100-610-250	Workers Compensation Insurance	4,208	8,089	8,089	11,910	11,910	
100-610-260	Other Benefits	(231)	0	0	0	0	
<b>Total Salaries and Benefits</b>		<b>285,840</b>	<b>323,001</b>	<b>323,001</b>	<b>404,195</b>	<b>404,195</b>	
100-610-320	Prof Serv-Engineering	275	20,000	20,000	20,000	20,000	Engineer/survey costs for Donner Trails Annexation
100-610-322	Prof Serv-Other	42,515	60,000	60,000	400,000	400,000	Fiscal analysis tool, area plans
100-610-342	Tech Services-Other	1,200	2,200	1,200	2,400	2,400	ArcGIS Maintenance Fee
100-610-399	Prof & Tech Fees-Misc	6,330	8,000	6,625	13,500	13,500	ArcGIS license
100-610-540	Advertising	2,949	1,000	2,000	2,500	2,500	Newspaper Noticing
100-610-550	Printing and Postage	1,287	1,250	700	1,000	1,000	Increased cost for postage
100-610-580	Training	150	10,000	2,500	10,000	10,000	ICMA Conference, APA Training (x2)
100-610-581	Dues and Memberships	1,093	1,200	781	1,500	1,500	APA Membership dues
100-610-600	General Supplies	205	500	500	500	500	
100-610-601	Office Supplies	1,121	1,000	1,000	1,000	1,000	
100-610-605	Minor Equipment	243	2,500	2,500	2,500	2,500	
100-610-640	Books and Periodicals	—	200	100	200	200	
100-610-730	Improve other than buildings	—	0	0	0	0	
<b>Total Services &amp; Supplies</b>		<b>57,368</b>	<b>107,850</b>	<b>97,906</b>	<b>455,100</b>	<b>455,100</b>	
<b>Total Expenditures</b>		<b>343,208</b>	<b>430,851</b>	<b>420,907</b>	<b>859,295</b>	<b>859,295</b>	

## Planning Department



■ Salaries   ■ Benefits   ■ Services & Supplies

## City Engineer

### WHAT WE DO

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

The primary responsibilities of the department include the following:

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

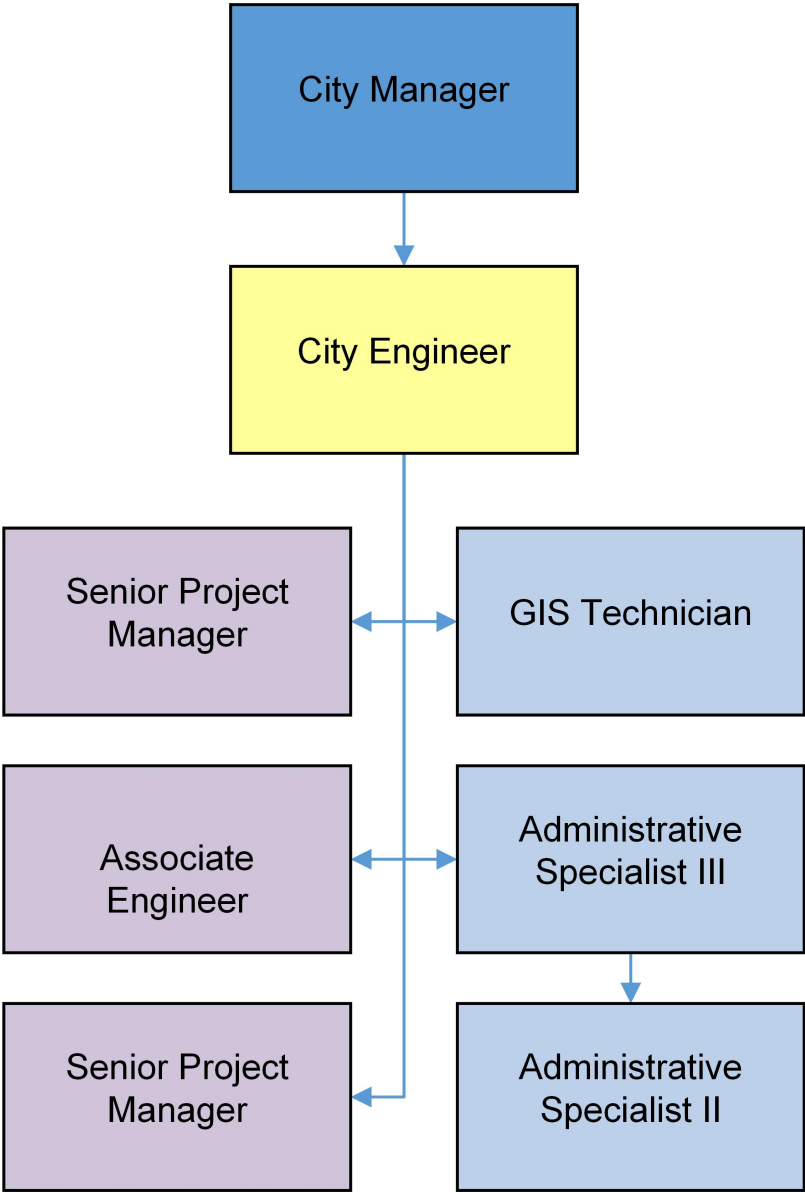
### WHY WE DO IT

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

### WHAT'S CHANGED

The budget for the City Engineer's department has a proposed budget of \$674,988 for FY2023. The Department is requesting to reclassify the current GIS Technician I to a GIS Technician II. The GIS Technician I is fulfilling the duties of the job description and has attained the years of experience required of the job description for a GIS Technician II.

### Organizational Chart



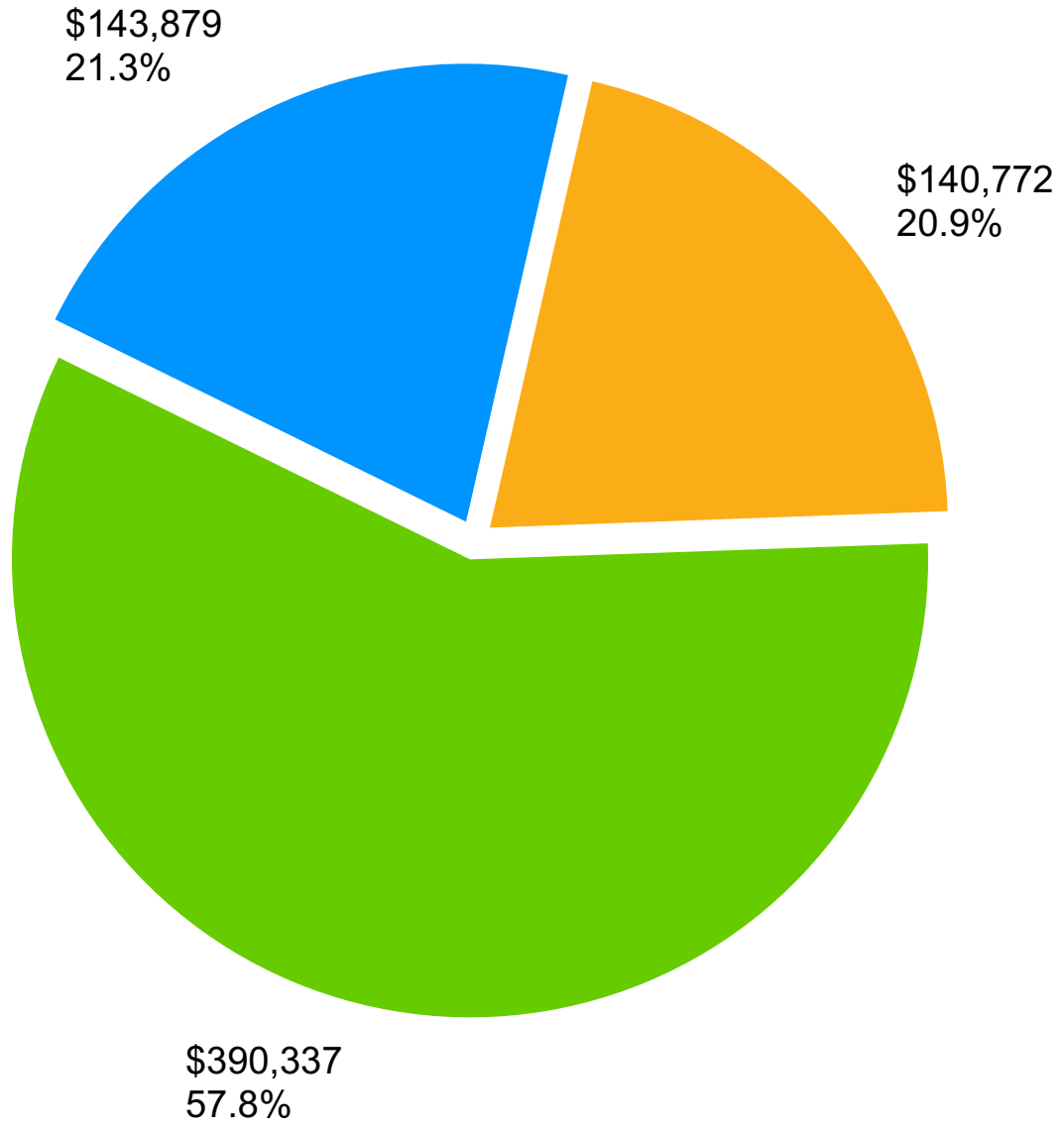
## Goals and Objectives

Strategic Goal: Manage sustainable growth and maintain public infrastructure.		
Goal 1: Complete road maintenance and repair projects in agreement with the city's Pavement Management Plan		
Objective 1	Complete a pavement preservation project	
	Task 1	Use the Streetsaver database to select potential streets for the project
	Task 2	Determine the appropriate treatment technique for the streets selected
	Task 3	Complete the design and construction of the project
Strategic Goal: Manage sustainable growth and maintain public infrastructure.		
Goal 2: Complete an access management policy.		
Objective 1	Draft access management policy	
	Task 1	Select consultant to assist with policy.
	Task 2	Award contract and begin existing conditions analysis and data gathering with consultant.
	Task 3	Complete draft policy and review internally
Objective 2	Finalize and adopt policy	
	Task 1	Present draft to internal departments and City Council.
	Task 2	Present draft to City Council and incorporate comments.
	Task 3	Complete final draft and present to Council for adoption.
Strategic Goal: Manage sustainable growth and maintain public infrastructure.		
Goal 3: Complete sewer master plan update		
Objective 1	Complete Master Plan Update	
	Task 1	Review draft sewer master plan internally and provide comments.
	Task 2	Present draft sewer master plan to Council for review.
	Task 3	Complete final draft of plan and get adopted by Council.
	Task 4	Implement the plan in capital project planning and development reviews
Strategic Goal: Manage sustainable growth and maintain public infrastructure.		
Goal 3: Complete water master plan update		
Objective 1	Obtain higher quality submittals from applicants for more efficient reviews	
	Task 1	Review draft water master plan internally and provide comments.
	Task 2	Present draft water master plan to Council for review.
	Task 3	Complete final draft of plan and get adopted by Council.
	Task 4	Implement the plan in capital project planning and development reviews

## Expenses

Engineering		2020-21	2021-22	2021-22	2022-23	2022-23	
		FY 2021	FY 2022	FY 2022	FY 2023	FY 2023	
Account Number	Account Title	Actual	Budget	Actual Estimated	Tentative Budget	Final Budget	Comments
100-529-100	Regular Pay	105,801	355,965	355,965	390,265	390,265	
100-529-130	Overtime Pay	—	59	59	72	72	
100-529-140	Annual Leave Pay	5,322	4,064	4,064	3,949	3,949	
100-529-150	Sick Leave Pay	2,512	0	0	0	0	
100-529-160	Holiday Pay	3,676	0	0	0	0	
100-529-210	Medicare	1,655	4,667	4,667	5,121	5,121	
100-529-220	Unemployment	627	2,894	2,894	3,258	3,258	
100-529-230	Retirement (PERS)	19,871	56,060	56,060	64,075	64,075	
100-529-240	Group Insurance	15,932	57,035	57,035	51,794	51,794	
100-529-250	Workers Compensation Insurance	2,632	12,586	12,586	15,682	15,682	
100-529-260	Other Benefits	(145)	0	0	0	0	
<b>Total Salaries and Benefits</b>		<b>157,883</b>	<b>493,330</b>	<b>493,330</b>	<b>534,216</b>	<b>534,216</b>	
100-529-320	Prof. Serv-Other	208,691	225,000	225,000	225,000	225,000	5000 oncall GIS services, 25000 design standards update, 10000 oncall inspection services, 185000 development review paid for thru permitting
100-529-322	Prof. Serv-Other	34,356	0	0	0	0	
100-529-430	Service Repair & Maintenance	110	250	0	250	250	
100-529-580	Training	3,149	5,000	5,000	6,000	6,000	Professional development
100-529-581	Dues & Memberships	922	2,000	2,000	2,500	2,500	AWWA, ASCE, Nevada LTAP
100-529-600	General Supplies	508	1,000	1,000	1,000	1,000	
100-529-601	Office Supplies	200	500	500	1,000	1,000	
100-529-605	Minor Equipment	—	3,600	1,000	1,000	1,000	New chair, computer, etc
100-529-626	Gasoline	35	150	150	150	150	
100-529-640	Books & Periodicals	1,503	3,500	2,500	2,000	2,000	AWWA Standards updates, Orange book, AASHTO Manual
100-529-700	Shared Costs	(74,975)	-29,751	(29,751)	(98,128)	(98,128)	
<b>Total Services &amp; Supplies</b>		<b>174,499</b>	<b>211,249</b>	<b>207,399</b>	<b>140,772</b>	<b>140,772</b>	
<b>Total Expenditures</b>		<b>332,382</b>	<b>704,579</b>	<b>700,729</b>	<b>674,988</b>	<b>674,988</b>	

### City Engineer's Office



■ Salaries   ■ Benefits   ■ Services & Supplies

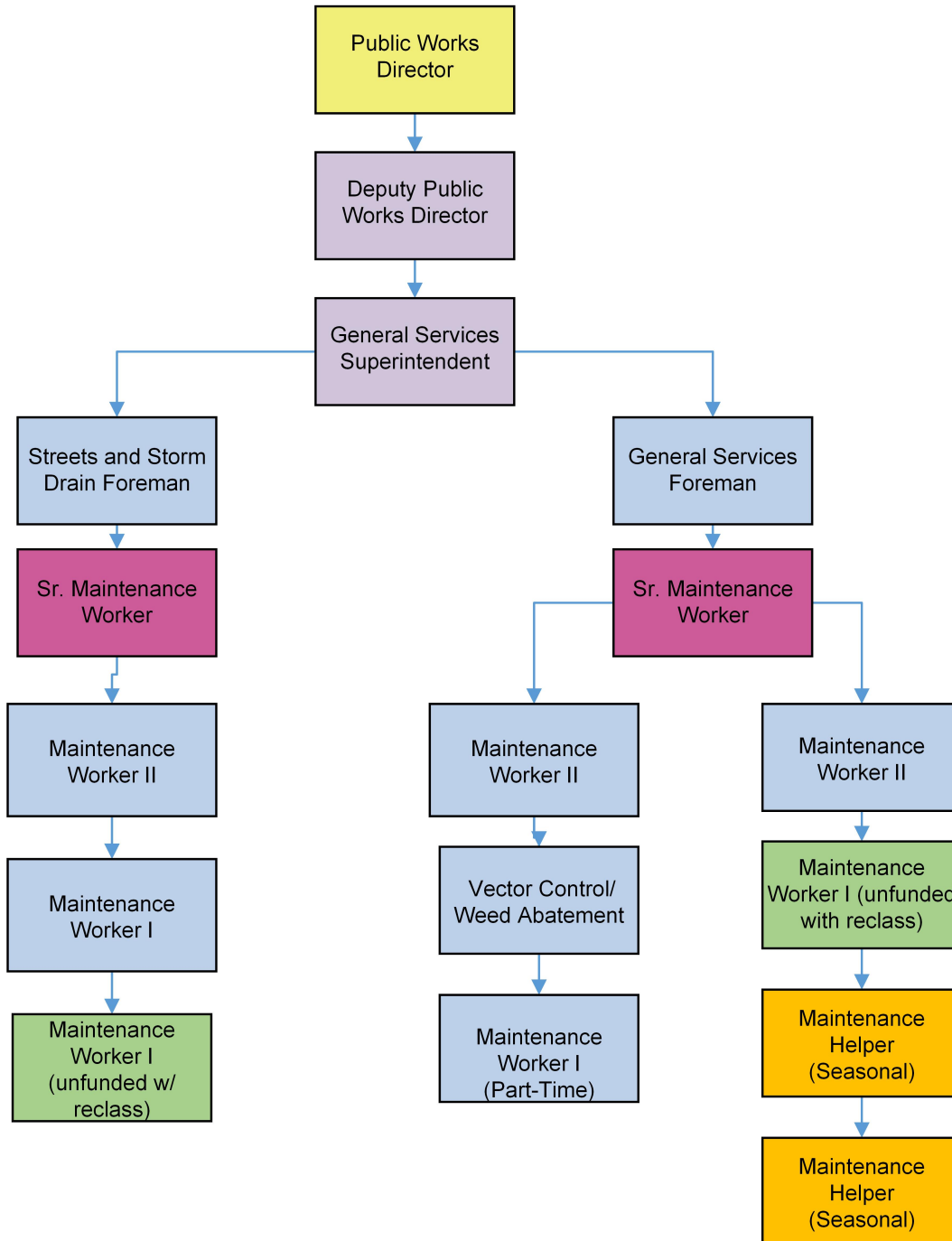
## Public Works



### General Services

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

### Organizational Chart



## *General Services - Facilities*

### **WHAT WE DO**

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

The primary responsibilities include the following:

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

### **WHY WE DO IT**

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

### **WHAT'S CHANGED**

The Facilities Division has a proposed budget of \$449,480 for FY2023.

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

Depot improvements included a structural assessment of the building trusses for future roof repairs. The project of roofing replacement is proposed to carry over for FY2023. City Council recently determined the Department of Interior, National Parks Service Register status was not critical, although Council will make efforts to keep the Depot as a historical landmark. Funding is provided in the budget to move forward with the Depot roof.

## Goals and Objectives:

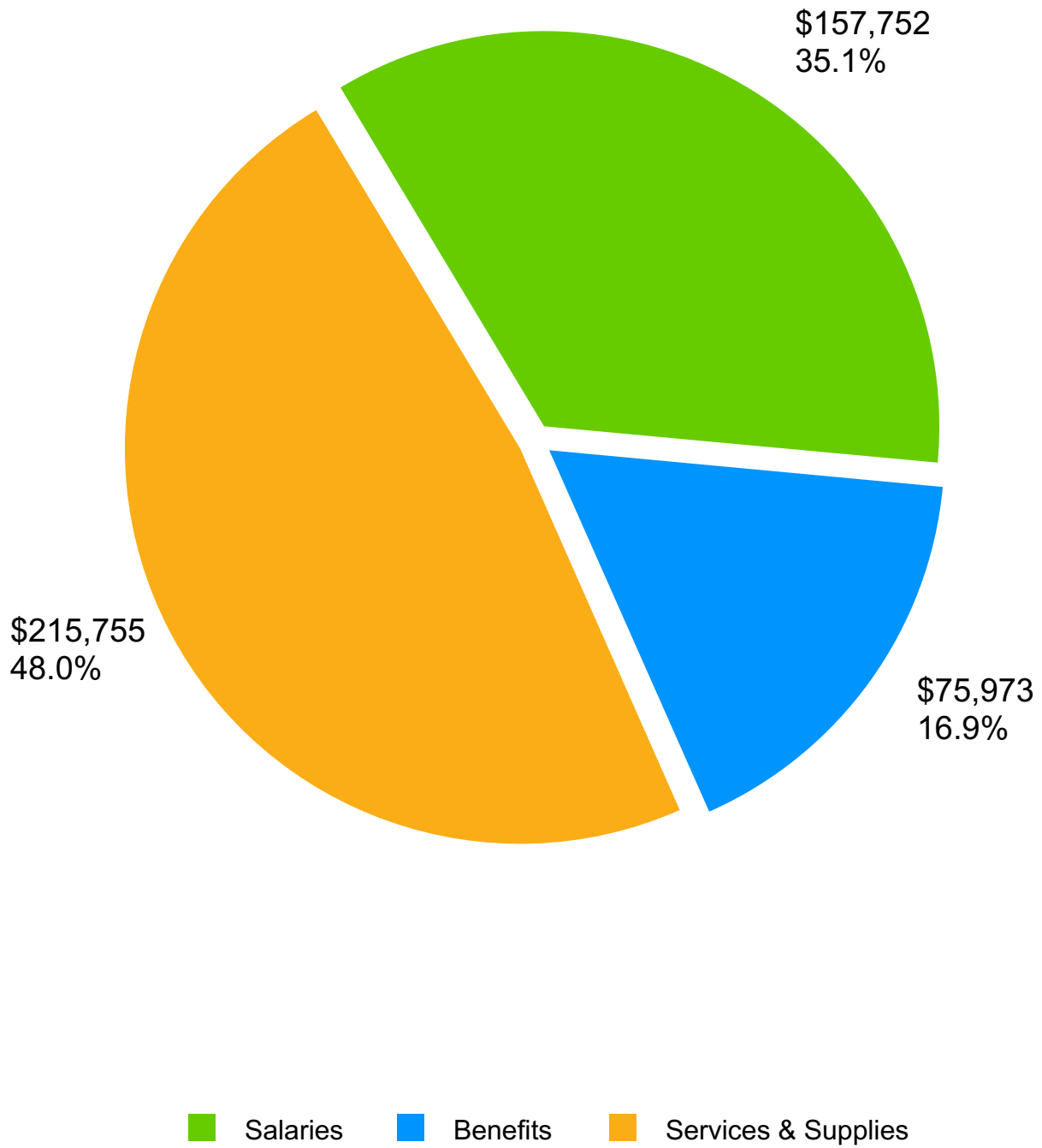
Strategic Goal: To explore and promote economic development and planned redevelopment opportunities consistent with the community's historical and current identity				
Goal 1: Operate and maintain city facilities				
Objective 1	Long range planning for Depot			
	Task 1	CDBG Grant Application		
	Task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

## Expenses

Facilities		2020-21	2021-22	2021-22	2022-23	2022-23	
		FY 2021	FY 2022	FY 2022	FY 2023	FY 2023	
Account Number	Account Title	Actual	Budget	Actual Estimated	Tentative Budget	Final Budget	Comments
100-417-100	Regular Pay	101,300	99,501	99,501	148,849	148,849	
100-417-120	Standby Pay	446	1,700	1,700	2,932	2,932	
100-417-130	Overtime Pay	1,477	4,588	4,588	5,971	5,971	
100-417-140	Annual Leave Pay	7,382	457	457	1,696	1,696	
100-417-150	Sick Leave Pay	1,605	0	0	0	0	
100-417-160	Holiday Pay	3,264	0	0	0	0	
100-417-200	FICA	1,030	1,107	1,107	1,163	1,163	
100-417-210	Medicare	1,578	1,421	1,421	2,133	2,133	
100-417-220	Unemployment	917	1,543	1,543	1,896	1,896	
100-417-230	Retirement (PERS)	19,130	13,421	13,421	22,201	22,201	
100-417-240	Group Insurance	23,140	24,964	24,964	38,874	38,874	
100-417-250	Workers Compensation Insurance	3,783	4,536	4,536	8,010	8,010	
100-417-260	Other Benefits	(11,051)	0	0	0	0	
<b>Total Salaries and Benefits</b>		<b>154,001</b>	<b>153,238</b>	<b>153,238</b>	<b>233,725</b>	<b>233,725</b>	
100-417-320	PROF SEV-ENGINEERING	8,691	8,000	8,556	8,000	8,000	ArcGIS/Vueworks
100-417-322	Prof Serv-Other	65	250	250	250	250	
100-417-410	Utility Srv interfund wtr/ swr	26,263	32,000	32,000	32,000	32,000	Facilities water meters
100-417-412	Utility Services-Refuse	2,265	4,000	4,000	4,000	4,000	Dumpster fees
100-417-420	Contract Services	77,858	25,847	25,847	26,000	26,000	Elevator, floor mats, fire alarm, fire inspections, fire extinguishers
100-417-424	Contract Services-HVAC	—	4,000	4,000	4,000	4,000	Filters, belts, fans & misc components
100-417-428	Contract Services-ELECTRICAL	4,931	4,000	4,000	4,000	4,000	Switch repair, lights, bulbs, etc.
100-417-430	Service-Building Repair/ Maint	4,493	14,000	14,000	14,000	14,000	Door repair and maint, locks, elevator, plumbing
100-417-441	Rental	—	1,000	1,000	1,000	1,000	Emergency power and ancillary equipment
100-417-520	Insurance	26,163	27,500	28,834	29,000	29,000	
100-417-530	Communications (Internet, Cell)	109,465	90,000	90,000	90,000	90,000	
100-417-540	Advertising	159	500	500	500	500	
100-417-550	Printing and Postage	14,281	16,000	16,000	16,000	16,000	
100-417-580	Training	208	500	500	500	500	Flagger, confined space, applicators training.
100-417-581	Dues and Memberships	83	250	250	250	250	
100-417-600	General Supplies	2,761	5,000	5,000	5,000	5,000	HVAC Filters, hand tools, grounds supplies

Facilities		2020-21	2021-22	2021-22	2022-23	2022-23	
		FY 2021	FY 2022	FY 2022	FY 2023	FY 2023	
Account Number	Account Title	Actual	Budget	Actual Estimated	Tentative Budget	Final Budget	Comments
100-417-601	OFFICE SUPPLIES	4,649	1,000	1,000	1,000	1,000	
100-417-605	Minor Equipment	670	5,000	5,000	5,000	5,000	Ladder, testing equipment, chain saw, vacuum, utility cart
100-417-610	Automotive Supplies	368	1,500	1,500	1,500	1,500	heavy equip repairs
100-417-612	Building Maintenance Supplies	3,862	10,000	10,000	10,000	10,000	
100-417-614	Supplies-Plant/Shop/Maint	49	4,000	4,000	4,000	4,000	
100-417-616	Supplies-Safety	632	1,000	1,000	1,000	1,000	PPE, workgloves, vests, earplugs, safety glasses
100-417-617	Supplies-Chemical		750	750	750	750	Weed spray, pre emergents, turf management, cleaning supplies
100-417-621	Natural Gas	8,313	10,500	10,500	10,500	10,500	City Hall, Chamber, Depot
100-417-622	Electricity	20,547	27,500	27,500	27,500	27,500	City Hall, Chamber, Depot
100-417-623	PROPANE	—	250	250	250	250	
100-417-625	BULK DIESEL	—	100	100	100	100	
100-417-626	Gasoline	3,481	5,000	5,000	6,000	6,000	fleet, bulk
100-417-642	Licenses and Permits	—	400	400	400	400	
100-417-700	Shared Costs	(178,347)	(103,960)	(103,960)	(131,745)	-131,745	
100-417-720	Buildings	—	0	0	0	45,000	Match for CDBG Grant for Depot restroom
100-417-730	Improve other than Buildings	108,541	0	0	0	0	
100-417-741	Machinery	—	0	0	0	0	
<b>Total Services &amp; Supplies</b>		<b>250,451</b>	<b>195,887</b>	<b>197,777</b>	<b>170,755</b>	<b>215,755</b>	
<b>Total Expenditures</b>		<b>404,452</b>	<b>349,125</b>	<b>351,015</b>	<b>404,480</b>	<b>449,480</b>	

### General Services - Facilities



*General Services - Vector Control*

**WHAT WE DO**

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

The primary responsibilities include the following:

- Fogging
- Spraying
- Other application techniques

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

**WHY WE DO IT**

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

**WHAT'S CHANGED**

Vector Control has a proposed budget of \$83,354 for FY2023.

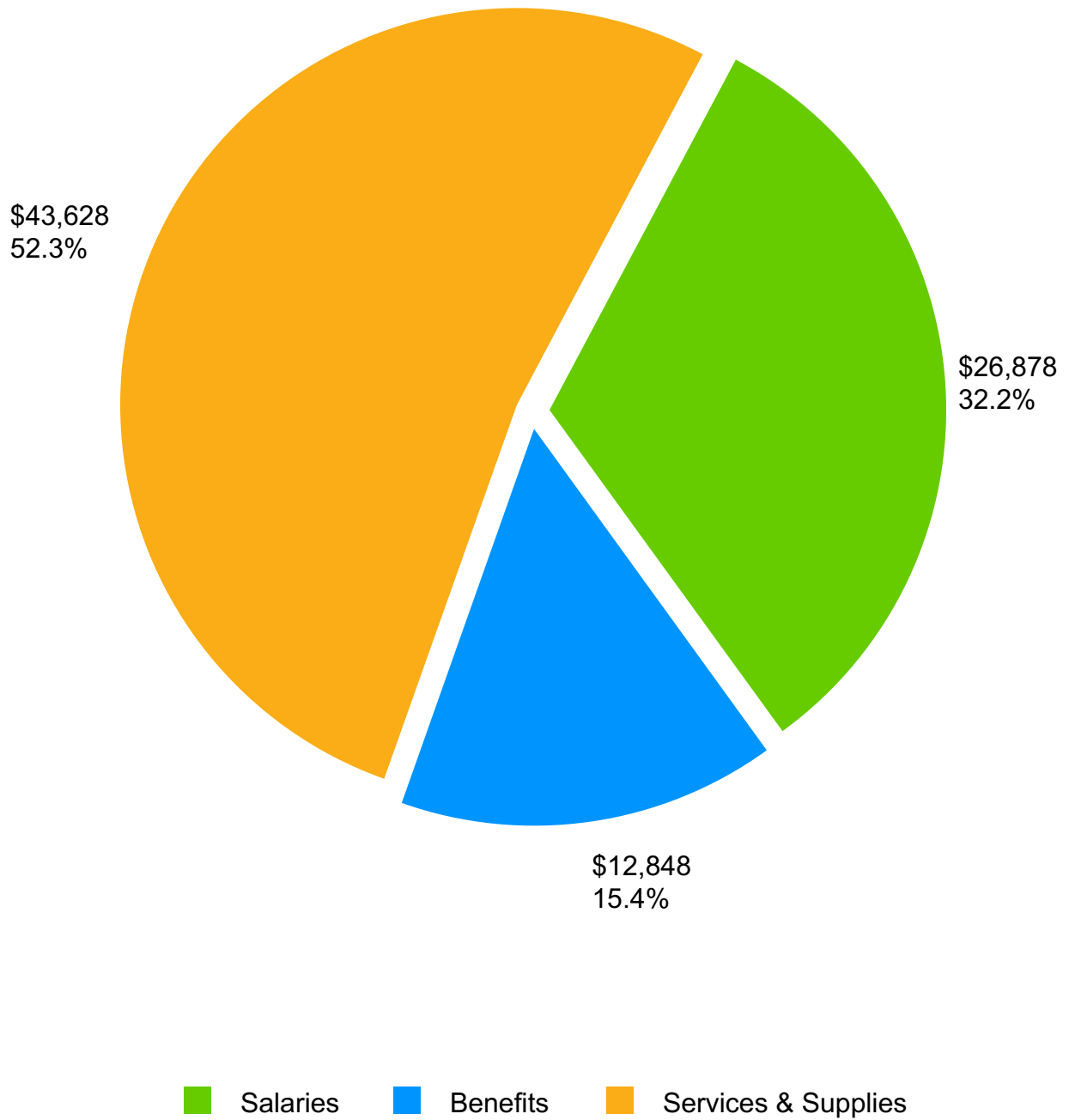
## Goals and Objectives

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

## Expenses

Vector		2020-21	2021-22	2021-22	2022-23	2022-23	
		FY 2021	FY 2022	FY 2022	FY 2023	FY 2023	
Account Number	Account Title	Actual	Budget	Actual Estimated	Tentative Budget	Final Budget	Comments
100-528-100	Regular Pay	9,659	3,375	3,375	25,811	25,811	
100-528-120	Standby Pay	69	—	—	—	0	
100-528-130	Overtime Pay	239	86	86	1,067	1,067	
100-528-140	Annual Leave Pay	426	29	29	433	433	
100-528-150	Sick Leave Pay	131	—	—	—	0	
100-528-160	Holiday Pay	254	—	—	—	0	
100-528-210	Medicare	147	44	44	347	347	
100-528-220	Unemployment	54	32	32	275	275	
100-528-230	Retirement (PERS)	1,579	434	434	3,414	3,414	
100-528-240	Group Insurance	2,298	575	575	7,316	7,316	
100-528-250	Workers Compensation Insurance	240	119	119	1,063	1,063	
100-528-260	Other Benefits	(969)	—	—	—	0	
<b>Total Salaries and Benefits</b>		<b>14,127</b>	<b>4,694</b>	<b>4,694</b>	<b>39,726</b>	<b>39,726</b>	
100-528-322	Prof Serv-Other	16,195	32,000	32,000	32,000	32,000	Helicopter applications, state lab testing
100-528-430	Service-Repair and Maintenance	325	500	500	500	500	ATV, fogger, power sprayer repair
100-528-580	Travel and Training	494	2,000	2,000	2,000	2,000	Certificate for applicator, CPR, First Aid
100-528-600	General Supplies	217	1,000	1,000	1,000	1,000	General supplies
100-528-605	Minor Equipment	3,340	1,350	1,350	1,350	1,350	CO2 light catch traps, piston pump, hoses, nozzles
100-528-610	Automotive Supplies	1,562	2,000	2,000	2,000	2,000	Department assigned fleet repairs
100-528-616	Safety Supplies	492	1,500	1,500	1,500	1,500	PPE
100-528-617	Supplies-Chemical	43,139	60,000	60,000	60,000	60,000	Larvacide, extended release briquettes
100-528-626	Gasoline	256	1,500	1,500	1,500	1,500	Vehicle and equipment
100-528-642	Licenses and Permits	221	400	400	400	400	NDEP Permit
100-528-700	Shared Costs	(58,844)	(72,579)	(72,579)	(58,622)	-58,622	
100-528-740	Vehicles	43,730	—	—	—	0	
<b>Total Services &amp; Supplies</b>		<b>51,127</b>	<b>29,671</b>	<b>29,671</b>	<b>43,628</b>	<b>43,628</b>	
<b>Total Expenditures</b>		<b>21,524</b>	<b>34,365</b>	<b>34,365</b>	<b>83,354</b>	<b>83,354</b>	

### General Services - Vector Control



## *General Services - Cemetery*

### **WHAT WE DO**

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

The primary responsibilities of this division are as follows:

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

### **WHY WE DO IT**

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

### **WHAT'S CHANGED**

The proposed budget for Cemetery is \$132,000 for FY2023.

The budget includes material expenses for the care of the cemetery by the General Services staff. The division will continue maintenance projects identified throughout the 10 years the city has owned the cemetery. Significant projects include replacement of the gazebo, aggregate roadway/pavement, irrigation repairs, and software tracking for liabilities, revenue, and refunds. Ownership and operation requires significant effort by general services staff.

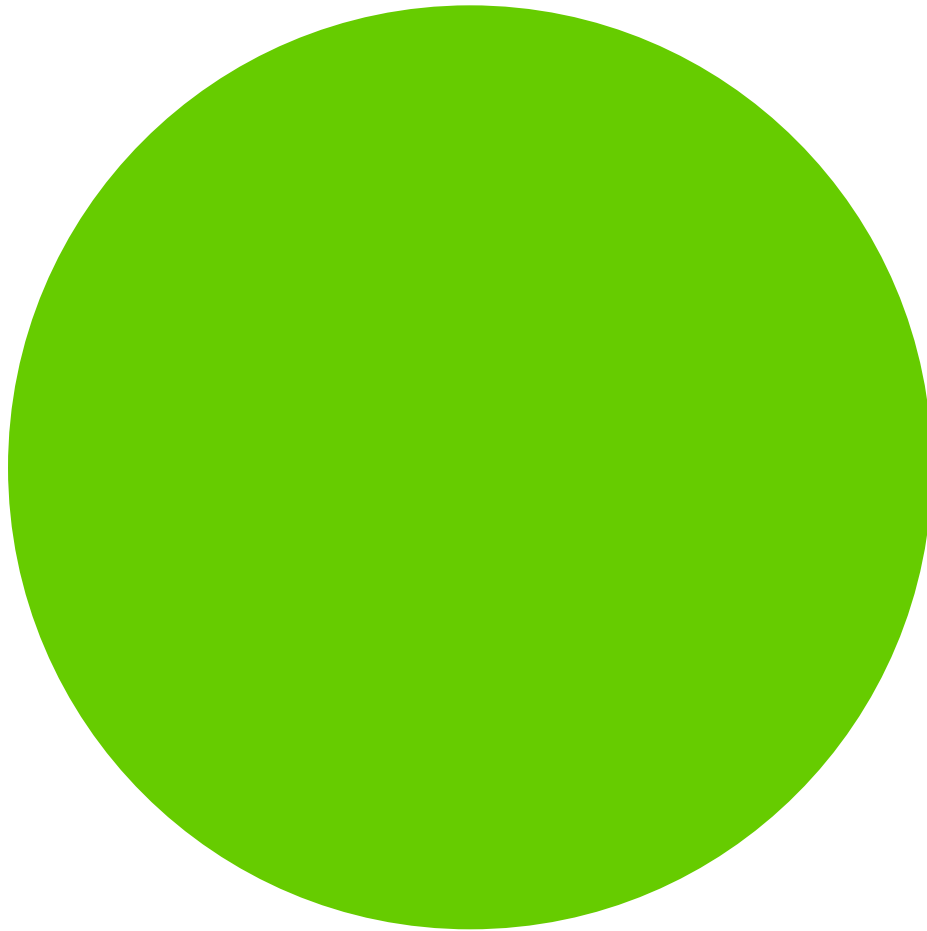
## Goals and Objectives

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

## Expenses

Cemetery		2020-21	2021-22	2021-22	2022-23	2022-23	
		FY 2021	FY 2022	FY 2022	FY 2023	FY 2023	
Account Number	Account Title	Actual	Budget	Actual Estimated	Tentative Budget	Final Budget	Comments
100-576-410	Utility SRV Interfund W & S	9,177	20,000	15,000	20,000	20,000	Rate increase, trees along VA Cemetery
100-576-412	Utility Services - Refuse	—	500	500	500	500	Trash fees for adjacent parcels
100-576-430	Service Repair & Maintenance	62	6,000	2,000	100,000	100,000	Replace gazebo, lighting repair/upgrade, landscape, aggregate base, asphalt, grave liners
100-576-600	General Supplies	7,923	7,500	2,000	10,000	10,000	Road aggregates, concrete and other building materials to improve the grounds, grave opening shoring apparatus
100-576-614	Plant/Shop Maint. Supplies		500	500	500	500	Paint, cleaners, interment equipment, trash bags, toilet supplies, new hoses, new weed trimmer
100-576-617	Chemical Supplies	—	300	300	300	300	Herbicides/pesticides, rodent control
100-576-622	Electricity	443	500	500	500	500	Lighting
100-576-623	Propane	—	100	100	100	100	Weed burning
100-576-642	Permits & Licenses	—	100	100	100	100	Filing with state
<b>Total Services &amp; Supplies</b>		<b>17,605</b>	<b>35,500</b>	<b>21,000</b>	<b>132,000</b>	<b>132,000</b>	
<b>Total Expenditures</b>		<b>17,605</b>	<b>35,500</b>	<b>21,000</b>	<b>132,000</b>	<b>132,000</b>	

## General Services - Cemetery



132,000  
100.0%

■ Services & Supplies

*General Services - Parks***WHAT WE DO**

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

The primary responsibilities include the following:

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

**WHY WE DO IT**

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

**WHAT'S CHANGED**

The Parks Division has a proposed budget of \$1,162,175 for FY2023.

Parks staff continues to improve the quality of existing parks using the adopted Parks Master Plan (PMP) as a guideline for priorities. Parks staff will continue to complete general maintenance projects to improve park appearance and functionality, including more landscaped/walking/seating areas paths. The overall budget is higher, in part, due to the water rate increase. The Parks Department is the single largest user of the water system.

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

Equipment request this year include replacement an aging fleet vehicle and a hydraulic dump trailer as well as the purchase of a mini-excavator.

The Parks Division proposed the purchase of a 4-wheel drive, Crew Cab truck with utility bed to replace an aging truck that is currently assigned to the Parks division. The Fleet Division will dispose of the oldest fleet vehicle which is beyond the amount of service miles and age recommended for vehicle replacement per the City of Fernley Fleet Management Program (FMP) Policy, Table 4.1 Appendix 8, Replacement Standard. The hydraulic utility dump trailer is used in the daily operations of trash, debris, and equipment hauling. The mini-excavator will allow the parks division to dig trenches and do other park facilities improvements. Currently parks staff uses an old (well beyond its useful life), off-brand turf type tractor with a backhoe attachment that is very temperamental with limited capabilities.

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

## Goals and Objectives

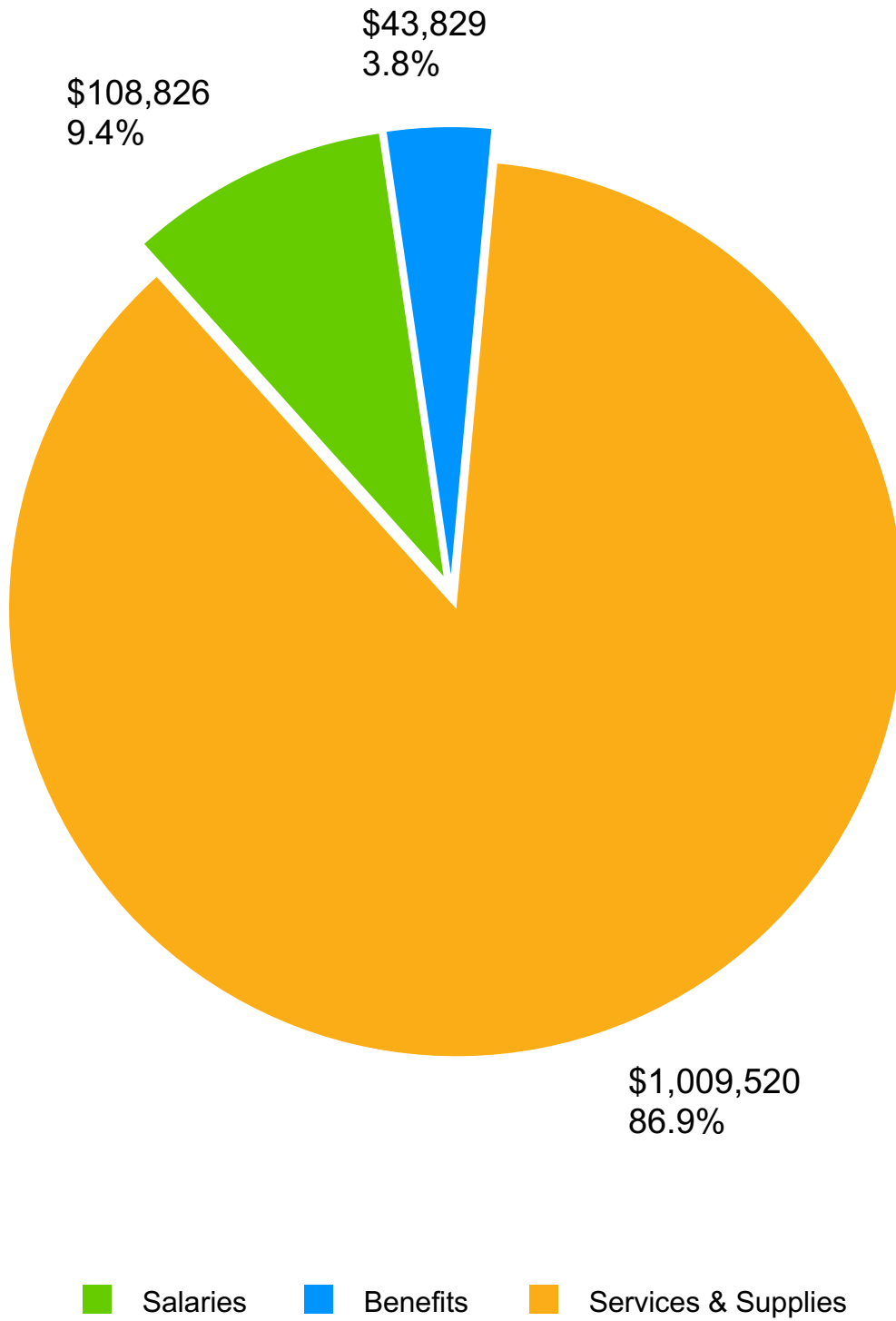
Strategic Goal: To improve the quality of life enjoyed by the community's residents and enhance continued maintenance and reconstruction of the city's infrastructure with an emphasis on sustainability.				
Goal 1: Regularly maintain city's parks and open spaces				
Objective 1	Improve operations common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

## Expenses

Parks		2020-21	2021-22	2021-22	2022-23	2022-23	
		FY 2021	FY 2022	FY 2022	FY 2023	FY 2023	
Account Number	Account Title	Actual	Budget	Actual Estimated	Tentative Budget	Final Budget	Comments
100-575-100	Regular Pay	141,827	169,417	169,417	103,964	103,964	
100-575-120	Standby Pay	790	2,833	2,833	1,601	1,601	
100-575-130	Overtime Pay	2,660	7,643	7,643	3,261	3,261	
100-575-140	Annual Leave Pay	10,984	762	762	926	926	
100-575-150	Sick Leave Pay	2,261	0	0	0	0	
100-575-160	Holiday Pay	5,760	0	0	0	0	
100-575-200	FICA	144	1,761	1,761	1,733	1,733	
100-575-210	Medicare	2,224	2,348	2,348	1,421	1,421	
100-575-220	Unemployment	1,209	2,765	2,765	1,884	1,884	
100-575-230	Retirement (PERS)	32,456	22,358	22,358	12,121	12,121	
100-575-240	Group Insurance	39,692	41,530	41,530	21,205	21,205	
100-575-250	Workers Compensation Insurance	5,012	6,940	6,940	4,539	4,539	
100-575-260	Other Benefits	(10,895)	0	0	0	0	
<b>Total Salaries and Benefits</b>		<b>234,124</b>	<b>258,357</b>	<b>258,357</b>	<b>152,655</b>	<b>152,655</b>	
100-575-320	Prof Serv-Engineering	8,691	15,000	15,000	15,000	15,000	Arc GIS & Vueworks fees
100-575-322	Prof Serv-Other	441	0	0	0	0	
100-575-400	Interfund WTP Debt Assessment	69,559	75,000	75,000	75,000	75,000	Water bond debt assessment for parks meters
100-575-410	Utility Srv Interfund wtr swr	257,143	290,000	290,000	310,000	310,000	Water and sewer bills for usage, water rate increase
100-575-412	Utility Service-Refuse	8,510	7,600	7,600	7,600	7,600	Dumpster Service
100-575-420	Contract Services	14,550	30,000	30,000	30,000	30,000	Fencing repair/replace, contract for roundabout landscape maintenance, rodent contractor, 10K for portable restroom maintenance
100-575-428	Contract Services-ELECTRICAL	7,450	10,000	10,000	10,000	10,000	Electrical and lighting repair and replace
100-575-430	Service-Repair and Maintenance	9,610	15,000	15,000	15,000	15,000	Restroom repair/maintain, gazebos & park amenities, fleet maintenance
100-575-441	Rental	1,437	10,000	10,000	5,000	5,000	Emergency truck/equipment rental
100-575-540	Advertising	—	100	100	100	100	Public notices, job postings
100-575-550	Printing and Postage	126	500	500	500	500	
100-575-580	Training	208	2,000	2,000	2,000	2,000	Herbicide/Pesticide applicator training, CEU's and PDH's, GIS training
100-575-581	Dues and Memberships	98	300	300	300	300	APWA, ASCE proportionate share

Parks		2020-21	2021-22	2021-22	2022-23	2022-23	
		FY 2021	FY 2022	FY 2022	FY 2023	FY 2023	
Account Number	Account Title	Actual	Budget	Actual Estimated	Tentative Budget	Final Budget	Comments
100-575-585	Educational Assistance Program	—	500	500	500	500	
100-575-600	General Supplies	34,948	60,000	60,000	60,000	60,000	Seed fertilizer, top soil, bark, aggregates, lumber, building supplies
100-575-601	Office Supplies	675	500	500	1,000	1,000	Pens, paper, ink, proportionate share
100-575-605	Minor Equipment	8,257	17,000	17,000	15,000	15,000	Repair/replace trimmers, blowers, vacuums, saws, lifts, ladders, computers, security cameras
100-575-610	Automotive Supplies	3,328	8,000	8,000	8,000	8,000	Proportionate fleet, facility vehicle repair - 4 vehicles + equip
100-575-612	Building Maintenance Supplies	858	5,000	5,000	5,000	5,000	Cleaning supplies, restroom supplies, paper products
100-575-614	Supplies-Plant/Shop/Maint	1,028	500	500	500	500	modular office, workshop repairs and supplies
100-575-616	Safety Supplies	846	2,000	2,000	2,000	2,000	PPE, first aid kits, signage, misc
100-575-617	Supplies-Chemical	6,080	5,000	5,000	5,000	5,000	Rodent control, insecticides, pesticides, herbicides
100-575-622	Electricity	15,908	21,000	21,000	21,000	21,000	Bills for parks facilities and lighting
100-575-623	Propane	290	1,800	1,800	1,800	1,800	Weed burning, heaters
100-575-625	Bulk Diesel	—	4,000	4,000	4,000	4,000	Prop. Fleet - equipment
100-575-626	Gasoline	6,002	7,250	7,250	10,000	10,000	Prop. Fleet - vehicles + equipment
100-575-642	Licenses and Permits	—	250	250	250	250	permit fees
100-575-643	Property Taxes/Assessments/Fees	9	100	100	100	100	
100-575-730	Improve other than Buildings	—	0	0	0	200,000	Accessible playground equipment
100-575-741	Machinery	—	0	0	81,070	81,070	Mini excavator 61,710, Hydraulic Dump Trailer 19,360
100-575-742	Vehicles	40,792	47,000	0	77,800	123,800	Fleet vehicle replacement 52,800, Fleet service truck (share 25%) FY22 vehicle (committed)
<b>Total Services &amp; Supplies</b>		<b>496,844</b>	<b>635,400</b>	<b>588,400</b>	<b>763,520</b>	<b>1,009,520</b>	
<b>Total Expenditures</b>		<b>730,968</b>	<b>893,757</b>	<b>846,757</b>	<b>916,175</b>	<b>1,162,175</b>	

### General Services - Parks



## Parks Facilities Fund

		2020-21	2021-22	2021-22	2022-23	2022-23
		FY 2021	FY 2022	FY 2022	FY 2023	FY 2023
		Actual	Budget	Actual Estimated	Tentative Budget	Final Budget
<b>Parks Facilities Fund Revenues</b>						
245-000-360-100	Interest Earnings	306	1,000	250	250	250
245-000-360-700	Park Rental Fees	5,677	7,500	6,000	7,500	7,500
245-000-360-710	Facility Rental Fees	90	7,500	1,000	5,000	5,000
<b>Total Revenues</b>		<b>6,073</b>	<b>16,000</b>	<b>7,250</b>	<b>12,750</b>	<b>12,750</b>
<b>Parks Facilities Fund Expenses</b>						
245-575-730	Improvements other than building	—	—	—	—	—
<b>Total Expenditures</b>		<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>
<b>Net Change in Fund Balance</b>		<b>6,073</b>	<b>16,000</b>	<b>7,250</b>	<b>12,750</b>	<b>12,750</b>
Beginning Fund Balance		98,542	114,542	104,615	111,865	111,865
Ending Fund Balance		104,615	130,542	111,865	124,615	124,615

<sup>5</sup> Based on GASB 34, specific criteria is established for the designation of a special revenue fund. The Parks Facility Fund does not meet that criteria, and is, therefore, accounted for in the city's General Fund.

## Residential Construction Tax Fund

### **WHAT WE DO**

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

### **WHY WE DO IT**

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

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

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

## RCT Revenues and Expenses

		2020-21	2021-22	2021-22	2022-23	2022-23
		FY 2021	FY 2022	FY 2022	FY 2023	FY 2023
		Actual	Budget	Actual Estimated	Tentative Budget	Final Budget
<b>Residential Construction Tax Fund Revenues</b>						
230-000-310-300	Residential Construction Tax	191,600	100,000	200,000	200,000	200,000
230-000-360-100	Interest Earnings	2,283	5,000	1,000	1,000	1,000
230-000-390-500	Transfers In	—	0	0	0	0
<b>Total Revenues</b>		<b>193,883</b>	<b>105,000</b>	<b>201,000</b>	<b>201,000</b>	<b>201,000</b>
<b>Residential Construction Tax Fund Expenses</b>						
230-575-600	Park Improvements	—	0	0	0	0
230-575-730	Improve other than Buildings	9,025	400,000	30,528	1,000,000	1,000,000
231-900-910	Transfers Out	—	0	0	0	0
<b>Total Expenditures</b>		<b>9,025</b>	<b>400,000</b>	<b>30,528</b>	<b>1,000,000</b>	<b>1,000,000</b>
<b>Net Change in Fund Balance</b>		<b>184,858</b>	<b>(295,000)</b>	<b>170,472</b>	<b>(799,000)</b>	<b>(799,000)</b>
Beginning Fund Balance		710,442	835,442	895,300	1,065,772	1,065,772
Ending Fund Balance		895,300	540,442	1,065,772	266,772	266,772 <sup>6</sup>

\*\*\*The \$1,000,000 will be used for Parks Improvements in FY2023. Specific details can be found in the General Fund Capital Projects in Section VII.

<sup>6</sup> Based on GASB 34, specific criteria is established for the designation of a special revenue fund. The RCT Fund does not meet that criteria, and is, therefore, accounted for in the city's General Fund.

## *Streets and Storm Drains*

### **WHAT WE DO**

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

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

- Drainage ditches
- Drop inlets
- Underground storm drain conveyance
- Retention basins
- Streets and rights-of-way owned by the city
- Traffic signs
- Traffic lights (including NDOT ROW)

### **WHY WE DO IT**

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

### **WHAT'S CHANGED**

For FY 2023, the Streets Division has a proposed budget of \$10,859,493.

Public Works would like to continue to use contract services to increase the maintenance capabilities of the small department staff. The contract services include striping contractor, sweeping contractors, and storm drain maintenance contractors. The city has one street sweeper to maintain regular debris (it is light duty and aging ~325K to replace). In its current condition the sweeper is prone to have a catastrophic breakdown. The Public Works Department staff budgeted funds to contract for periodic sweeping or rental of a sweeping machine. Staff also budgeted funds to purchase a new sweeper unit and replace the current sweeper which is beyond its useable life. Rental costs have remained in the budget due to the long lead time for sweeper purchase or if council decides not to purchase the unit.

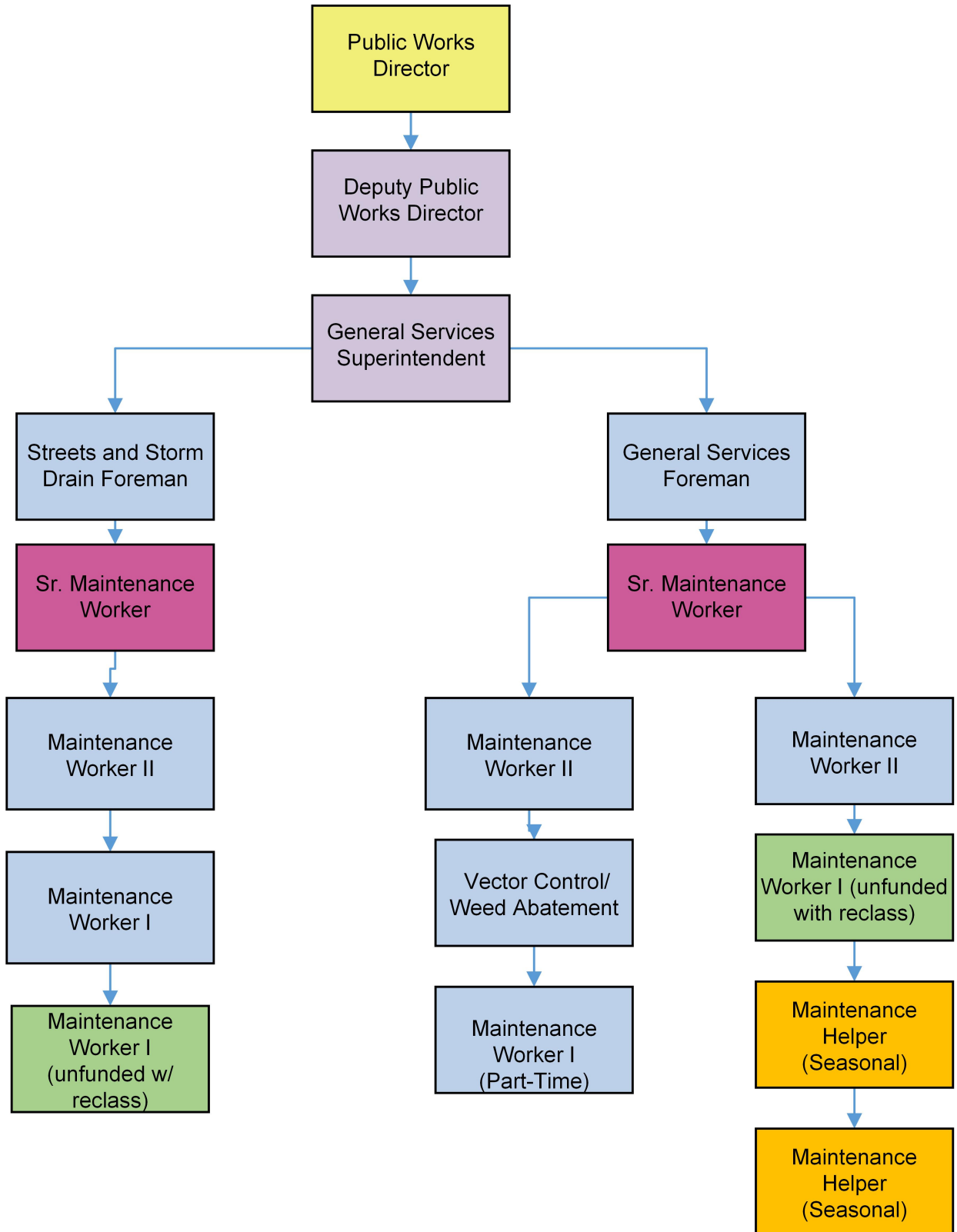
Staff has budgeted to use contract striping company to help maintain street markings. The current department does not have the capability to install or replace center or sideline striping. These improvements will be made with the Pavement Management Program (PMP) improvements. Through our engineering department, the PMP program will extend the life of the "better condition" streets, and the small streets staff can then focus on repair and patching of the worst condition streets to make them more passable. The Americans with Disabilities Act (ADA) transition plan final development will also be included this fiscal year to continue our advancement to be in compliance with the federal rules.

Retention Basin Maintenance (for both contract services and in house supplies) has been requested for \$50,000 for the basins the city currently owns and may potentially own in the next fiscal year. In following fiscal years, the budget should reflect improvements to specific basins that require upgrades to function efficiently and safely. In future years a Storm Water Utility (Enterprise Fund) is proposed to be developed.

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

Maintain approximately 100 miles of paved streets and 35 miles of unpaved streets in general compliance with the MUTCD standards and comply with Federal Highway and State regulations.

# 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 using 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	Weed abatement to assist with this program		
Objective 2	Operate an effective street sweeping program to improve air and water quality and improve the performance of the city's storm water conveyance infrastructure			
	Task 1	Continue street sweeping operations using the city owned sweeper and manpower on a manpower limited basis		
	Task 2	Contract services can be used to augment during time of large storm events or in case of city owned equipment malfunction		
Performance Measure: Number of areas cleaned and time spent				
	Quarter 1	Quarter 2	Quarter 3	Quarter 4
# of areas cleaned				
Time spent				
Strategic Goal: The City of Fernley, as an employer, must strive to create and maintain a successful and efficient work environment				
Goal 3: Training and manpower				
Objective 1	Improve city operations through workforce development and employee training			
	Task 1	Continue employee training and development utilizing the state of Nevada LTAP center, contract heavy equipment training centers, and in house equipment and operations training		
	Task 2	Maintain Commercial Drivers Licenses and continue to train on equipment		
	Task 3	Look for new opportunities to keep up with current BMP's		

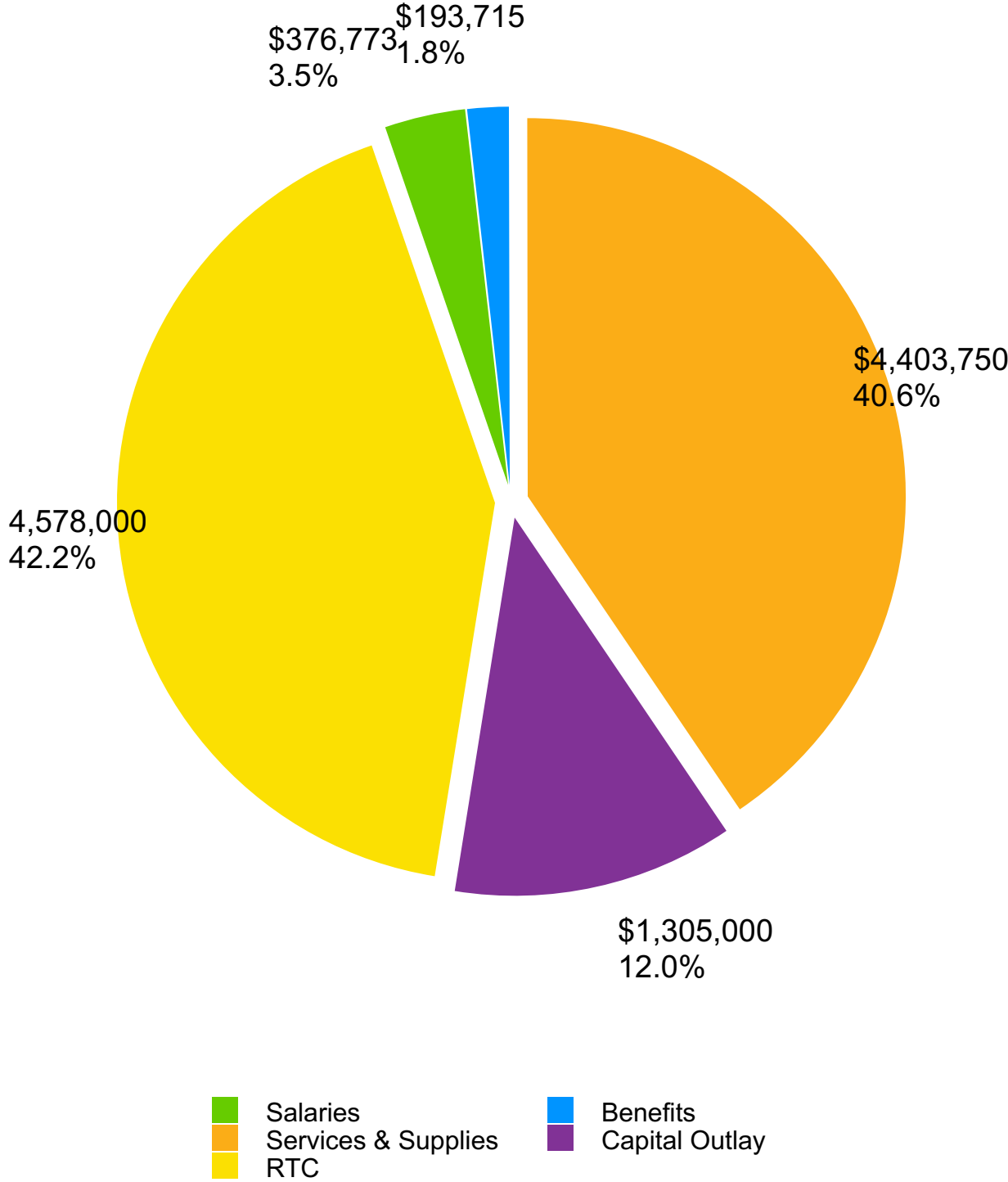
## Expenses

Streets		2020-21	2021-22	2021-22	2022-23	2022-23	
		FY 2021	FY 2022	FY 2022	FY 2023	FY 2023	
Account Number	Account Title	Actual	Budget	Actual Estimated	Tentative Budget	Final Budget	Comments
100-475-100	Regular Pay	195,243	301,118	301,118	351,632	351,632	
100-475-120	Standby Pay	862	3,024	3,024	10,524	10,524	
100-475-130	Overtime Pay	4,697	10,020	10,020	14,617	14,617	
100-475-140	Annual Leave Pay	6,962	3,348	3,348	3,522	3,522	
100-475-150	Sick Leave Pay	5,085	0	0	0	0	
100-475-160	Holiday Pay	8,754	0	0	0	0	
100-475-200	FICA	—	0	0	0	0	
100-475-210	Medicare	3,188	4,134	4,134	4,976	4,976	
100-475-220	Unemployment	1,776	3,162	3,162	3,645	3,645	
100-475-230	Retirement (PERS)	44,386	51,897	51,897	62,209	62,209	
100-475-240	Group Insurance	27,143	54,239	54,239	101,063	101,063	
100-475-250	Workers Compensation Insurance	7,554	11,147	11,147	18,300	18,300	
100-475-260	Other Benefits	5,632	0	0	0	0	
<b>Total Salaries and Benefits</b>		<b>311,282</b>	<b>442,089</b>	<b>442,089</b>	<b>570,488</b>	<b>570,488</b>	
100-475-320	Prof Serv-Engineering	275,558	857,800	454,000	1,566,500	1,566,500	ADA Transition Plan Final Development 175,000, Gustafson Bridge Improvements Engineering 250,000, Cottonwood Shop Improvements Design 100,000, Storm Water Utility Rate Assessment 150,000, Bicycle and Pedestrian Plan 40,000, NNRTDM Model Annual Maintenance 24,000, SR828 Bike Path Phase 3 200,000, TMP Project Cottonwood US95A 250,000, TMP Fremont and Chisholm 250,000, Right of Way Policy 60,000, SR 828 Flashing Solar Light Eval and upgrade 67,500
100-475-322	Prof Serv-Other	891	10,000	10,000	10,000	10,000	Pool pact, CDL screening, tree removal
100-475-342	Tech Services-Other	7,529	50,000	50,000	50,000	50,000	Contract services for retention basins citywide
100-475-412	Utility Services-Refuse	16,908	20,000	20,000	20,000	20,000	Cottonwood dumpster shared costs, debris haul off from street sweeping
100-475-420	Contract-Street Sweeping	18,117	50,000	50,000	50,000	50,000	Sweeping/stripping/storm drain cleaning
100-475-422	Contract-Traffic Light Maintenance	26,514	128,800	128,800	225,000	225,000	Calibration of conflict monitors, cabinet repairs, video detection unit replacement, street light LED replacement
100-475-426	Contract-Striping	—	0	0	0	0	

Streets		2020-21	2021-22	2021-22	2022-23	2022-23	
		FY 2021	FY 2022	FY 2022	FY 2023	FY 2023	
Account Number	Account Title	Actual	Budget	Actual Estimated	Tentative Budget	Final Budget	Comments
100-475-430	Service-Repair and Maintenance	853,177	1,400,000	1,400,000	1,700,000	1,700,000	PMP Project, Sage Drainage Construction
100-475-441	Rentals	483	10,000	10,000	10,000	10,000	Emergency generator/equipment/truck rental
100-475-540	Advertising	—	500	500	500	500	Job announcements
100-475-550	Printing and Postage	1,083	1,000	1,000	1,000	1,000	
100-475-580	Training	198	5,000	5,000	5,000	5,000	PdH for Eng/PW/WR, LTAP, Confined space, Flagger
100-475-581	Dues and Memberships	127	500	500	500	500	APWA and ASCE memberships
100-475-582	Travel	—	0	0	0	0	
100-475-585	Educational Assistance Program	—	500	500	500	500	
100-475-600	General Supplies	46,798	75,000	75,000	75,000	75,000	Concrete, aggregate base, cold mix asphalt, HM asphalt, lumber
100-475-601	Supplies-Office	938	2,500	2,500	2,500	2,500	General office, printer cart, ink, paper, pens, files (GIS appropriated costs)
100-475-605	Minor Equipment	3,047	10,000	10,000	10,000	10,000	Chain saw, trash pumps, auger, other tools as required
100-475-610	Automotive Supplies	4,857	24,000	24,000	24,000	24,000	Proportionate share of heavy equipment and dept assigned vehicle repairs
100-475-612	Supplies-Building Maintenance	2,218	2,000	2,000	2,000	2,000	Cleaning/maintenance supplies for modular office, storage sheds, and lighting equip.
100-475-614	Supplies-Plant/Shop/Maint	2,538	7,500	7,500	7,500	7,500	Cottonwood shop supplies for fabrication, lighting, hardware, equip (fleet share)
100-475-615	Supplies-Signs and Striping	55,683	87,000	87,000	87,000	87,000	Road sign replacement, striping paint, thermal tape, Main Street Banner hardware and installation
100-475-616	Supplies-Safety	5,174	7,500	7,500	7,500	7,500	PPE, first aid kits, signage, uniforms, laundry service for chemical use, misc
100-475-617	Supplies-Chemical	1,985	8,500	8,500	8,500	8,500	Weed abatement and removal chemicals, contract weed removal
100-475-621	Natural Gas	—	500	500	500	500	Cottonwood shop
100-475-622	Electricity	174,227	185,000	185,000	185,000	185,000	Traffic and street lighting, Cottonwood shop
100-475-623	Propane	1,504	5,000	5,000	5,000	5,000	Weed burning, crack sealer, patch machine heater
100-475-625	Bulk Diesel	3,557	4,000	4,000	4,000	4,000	Proportionate share heavy equipment
100-475-626	Gasoline	11,203	16,250	16,250	20,000	20,000	Fleet vehicle gasoline

Streets		2020-21	2021-22	2021-22	2022-23	2022-23	
		FY 2021	FY 2022	FY 2022	FY 2023	FY 2023	
Account Number	Account Title	Actual	Budget	Actual Estimated	Tentative Budget	Final Budget	Comments
100-475-640	Books and Periodicals	—	1,000	1,000	1,000	1,000	MUTCD, Silver Book, Orange Book revisions
100-475-642	Licenses and Permits	—	250	250	250	250	Encroachment permits
100-475-643	PROPERTY TAXES/ ASSESSMNTS/ FEES	6	0	0	0	0	
100-475-730	Improve other than Buildings	—	500,000	500,000	1,280,000	1,280,000	Villa Park Design and Construction
100-475-741	Machinery	—	0	0	325,000	281,255	Street sweeper (portion paid with Cap. Imp. Fund)
100-475-742	Vehicles	8,114	46,000	0	25,000	71,000	Fleet service truck (25%), Funds committed for FY22 vehicle ordered
100-475-745	RTC REIMBURSABLE EXPENDITURES	212,763	5,823,000	667,500	4,578,000	4,578,000	Cottonwood 2,623,000, Shadow Design and Construction 430,000, Industrial park Rehab Design and Construction 385,000, Red Rock Road Extension Design, ROW, Const.1,140,000
<b>Total Services &amp; Supplies</b>		<b>1,735,197</b>	<b>9,339,100</b>	<b>3,733,800</b>	<b>10,286,750</b>	<b>10,289,005</b>	
<b>Total Expenditures</b>		<b>2,046,479</b>	<b>9,781,189</b>	<b>4,175,889</b>	<b>10,857,238</b>	<b>10,859,493</b>	

### Streets and Storm Drains



*Fleet***WHAT WE DO**

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

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

**WHY WE DO IT**

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

**WHAT'S CHANGED**

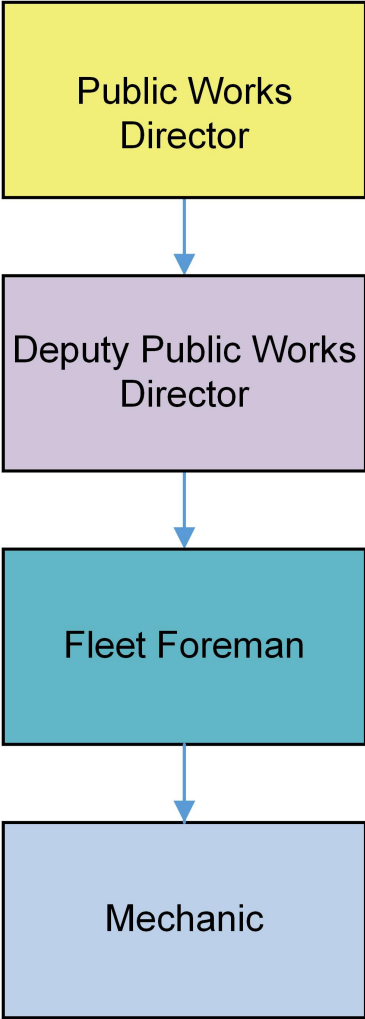
For FY 2023, the Fleet Division is proposing a budget of \$138,702.

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

As in prior years, the Fleet Foreman is suggesting we adhere to the City Council adopted Fleet Policy and has suggested replacement of General and Enterprise Fund fleet vehicles that have exceeded their service life within several departments. The individual departments are noted within.

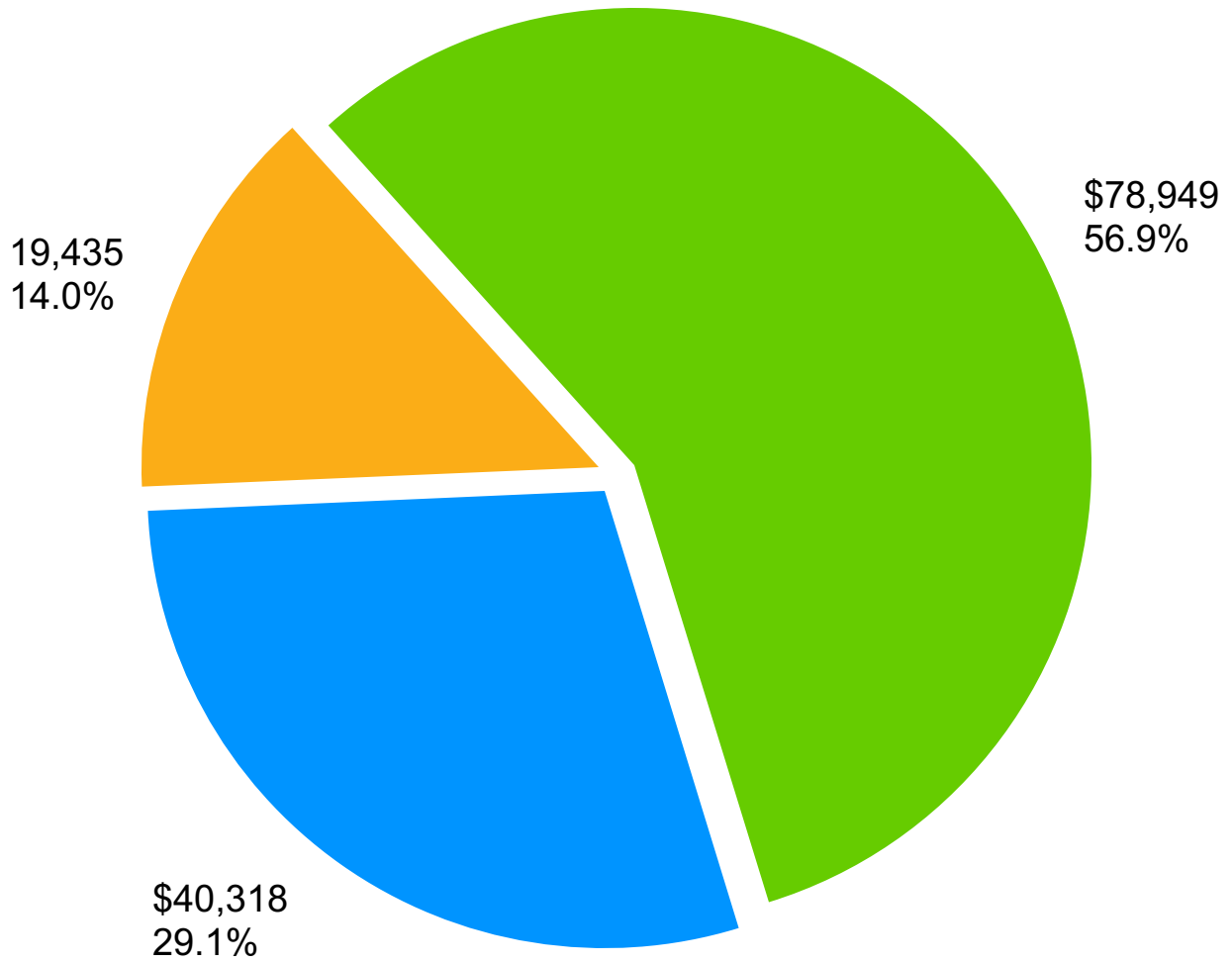
Staff is also proposing to purchase a replacement truck for the Fleet Department. The purchase would be a heavy duty truck with a crane for servicing of city equipment in the field. The truck is further described in the CIP section of the budget and the cost is proposed to be distributed across the departments that use the city's heavy equipment the most. Additions to shop equipment include a request for a portable welder and upright band saw as minor equipment purchases distributed over the city's departmental budget which utilize shop services.

### Organizational Chart



Fleet		2020-21	2021-22	2021-22	2022-23	2022-23	
		FY 2021	FY 2022	FY 2022	FY 2023	FY 2023	
Account Number	Account Title	Actual	Budget	Actual Estimated	Tentative Budget	Final Budget	Comments
100-480-100	Regular Pay	103,797	110,721	110,721	78,357	78,357	
100-480-130	Overtime Pay	1,283	880	880	592	592	
100-480-140	Annual Leave Pay	13,286	2,010	2,010	1,313	1,313	
100-480-150	Sick Leave Pay	1,419	0	0	0	0	
100-480-160	Holiday Pay	5,553	0	0	0	0	
100-480-210	Medicare	1,744	1,553	1,553	1,082	1,082	
100-480-220	Unemployment	717	1,027	1,027	691	691	
100-480-230	Retirement (PERS)	27,583	23,460	23,460	15,452	15,452	
100-480-240	Group Insurance	25,346	18,115	18,115	14,685	14,685	
100-480-250	Workers Compensation Insurance	3,056	8,973	8,973	7,095	7,095	
100-480-260	Other Benefits	(142)	0	0	0	0	
<b>Total Salaries &amp; Benefits</b>		<b>183,642</b>	<b>166,739</b>	<b>166,739</b>	<b>119,267</b>	<b>119,267</b>	
100-480-322	Professional Svcs Other	62	0	40	0	0	
100-480-600	General Supplies/Tools	6,776	5,000	5,000	7,500	7,500	
100-480-605	Minor Equipment	—	0	0	0	0	
100-480-610	Automotive Supplies	12,932	12,000	12,100	12,000	12,000	
100-480-625	Bulk Diesel	—	8,000	8,000	8,000	8,000	
100-480-626	Gasoline	2,111	3,500	3,500	3,500	3,500	
100-480-640	Books & Periodicals	—	0	0	0	0	
100-480-700	Shared Costs	(80,184)	-2,658	(2,658)	(11,565)	(11,565)	
	<b>Total Services &amp; Supplies</b>	<b>(58,303)</b>	<b>25,842</b>	<b>25,982</b>	<b>19,435</b>	<b>19,435</b>	
<b>Total Expenditures</b>		<b>125,339</b>	<b>192,581</b>	<b>192,721</b>	<b>138,702</b>	<b>138,702</b>	

## Fleet



Salaries      Benefits      Services & Supplies

## Section V – Enterprise Funds



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

### **Enterprise Funds**

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

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

Depreciating an asset means allocating and then recovering its cost over its useful life. The useful life of an asset is the period over which a company intends to use the asset in operating activities. For example, if you purchased a truck for \$10,000 and use it for business purposes, and depreciate the truck over ten years, you would report \$1,000 per year in depreciation expense ( $10/10=1$ ) on the operating statement. Charging revenues to cover this cost allows one to recover the actual cost of the original purchase over the life of the asset. Since the recording of depreciation expense is a non-cash transaction (there is no money going out), any revenues collected to cover this cost may be reserved. The city recovers the historical cost of the asset when revenues are enough to cover the depreciation expense. This is a mechanism for getting paid back for assets purchased in the past. A check is not written for depreciation, a check is written upon purchase of the asset, therefore revenues collected to cover the expense go back into the bank account.

### **Funded Depreciation**

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

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

### **Cash Flow Statement**

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

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

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

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

### **Operating Statement**

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

### **Water and Sewer Use Fees**

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

The city's wastewater system consists of a collection system of more than 106 miles of pipe. Raw sewage is pumped by approximately 224 residential mini lift stations, 10 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 1.65 million gallons a day. Separate water and wastewater enterprise funds account for the revenues and expenses associated with each of these services.

During FY2021-22, the city implemented water and sewer rate increases to ensure the long-term sustainability of the utility systems. This adjustment provided the necessary revenue to complete necessary capital expenses.

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

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

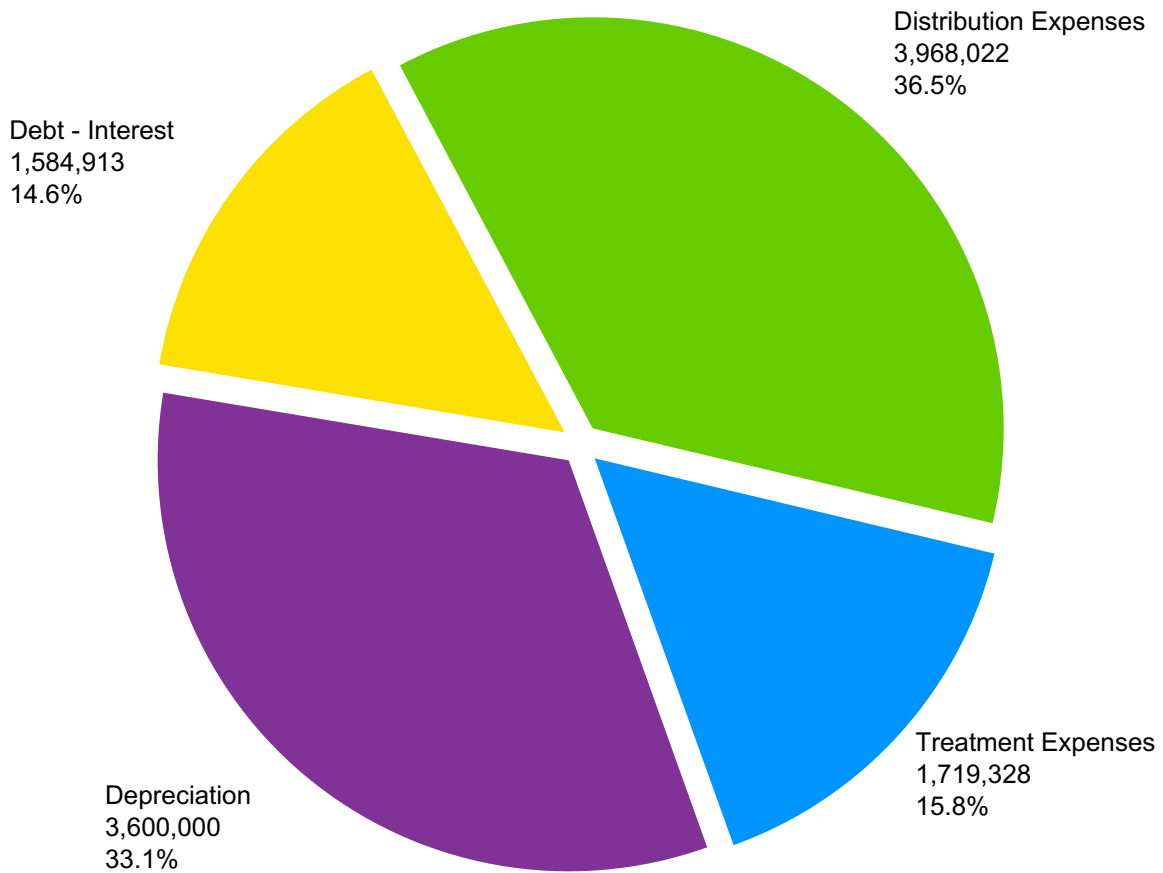
## Water Enterprise Fund Cash Flow

	(1)	(2)	(3)	
		ESTIMATED		
	ACTUAL PRIOR	CURRENT	TENTATIVE	FINAL
<b>PROPRIETARY FUND</b>	YEAR ENDING	YEAR ENDING	APPROVED	BUDGET
	<b>6/30/2021</b>	<b>6/30/2022</b>	<b>6/30/2023</b>	<b>6/30/2023</b>
<b>A. CASH FLOWS FROM OPERATING</b>				
ACTIVITIES:				
Cash received from customers, service fees	9,955,861	10,934,424	11,267,450	11,267,450
Cash received from customers, capacity fees and other	54,863	25,000	50,000	50,000
Cash paid to suppliers	(2,275,271)	(2,843,102)	(2,853,501)	(2,853,501)
Cash paid to employees	(2,143,802)	(2,809,175)	(2,803,848)	(2,803,848)
a. Net cash provided by (or used for) operating activities	5,591,651	5,307,147	5,660,101	5,660,101
<b>B. CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES:</b>				
b. Net cash provided by (or used for) noncapital financing activities	—	—	—	—
<b>C. CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES:</b>				
Connection Fees	817,316	1,321,000	1,321,000	1,321,000
Water Rights/Settlement Income	276,134	200,000	200,000	200,000
Cash Received From Bond Debt Fee	4,331,424	4,234,049	4,232,248	4,232,248
Debt Re-payment	(2,592,014)	(2,582,048)	(2,647,335)	(2,647,335)
Interest on Debt	(1,733,664)	(1,793,992)	(1,584,913)	(1,584,913)
Grant Revenue	—	—	—	—
Proceeds from capital asset disposals	—	2,210	—	—
Capital Outlay	(552,616)	(7,956,050)	(9,872,300)	(9,979,350)
Bond Issuance Costs	—	—	—	—
c. Net cash provided by (or used for) capital and related financing activities	546,580	(6,574,831)	(8,351,300)	(8,458,350)
<b>D. CASH FLOWS FROM INVESTING</b>				
ACTIVITIES:				
Interest on investments	105,395	25,000	25,000	25,000
d. Net cash provided by (or used in) investing activities	105,395	25,000	25,000	25,000
<b>NET INCREASE (DECREASE) in cash and cash equivalents (a+b+c+d)</b>	<b>6,243,626</b>	<b>(1,242,684)</b>	<b>(2,666,199)</b>	<b>(2,773,249)</b>
<b>CASH AND CASH EQUIVALENTS AT</b>				
<b>JULY 1, 20xx</b>	<b>25,442,545</b>	<b>31,686,171</b>	<b>30,336,437</b>	<b>30,443,487</b>
<b>CASH AND CASH EQUIVALENTS AT</b>				
<b>JUNE 30, 20xx</b>	<b>31,686,171</b>	<b>30,443,487</b>	<b>27,670,238</b>	<b>27,670,238</b>
Reserved for operations	8,167,823	8,119,700	8,154,197	8,154,197
Reserved in lieu of fees	3,622,564	3,632,564	3,642,564	3,642,564
Reserved for capital	16,774,257	14,249,297	10,110,551	10,110,551
Reserved capacity fees	3,120,926	4,441,926	5,762,926	5,762,926

## Water Summary

Water Summary		2020-21	2021-22	2021-22	2022-23	2022-23	
		FY 2021	FY 2022	FY 2022	FY 2023	FY 2023	
Account Number	Account Title	Actual	Budget	Actual Estimated	Tentative Budget	Final Budget	Comments
510-000-370-100	Water Sales	10,016,053	10,458,000	10,562,580	10,879,450	10,879,450	
510-000-370-300	Material and Labor Charges	73,086	65,000	141,844	140,000	140,000	
510-000-370-500	Ancillary Fee	4,317,101	4,234,049	4,234,049	4,232,248	4,232,248	Bond Principal and Interest
510-000-380-100	Interest Earnings	85,331	125,000	25,000	25,000	25,000	
510-000-380-400	Sale of Fixed Assets	—	—	2,210	—	—	
510-000-380-500	In Lieu of Water Rights	16,060	10,000	10,000	10,000	10,000	
510-000-380-502	Water Rights Lease	38,803	15,000	15,000	40,000	40,000	
510-000-380-900	Miscellaneous Revenue	174,655	200,000	200,000	200,000	200,000	Late fees, shut-off fees, etc.
510-000-380-901	Credit Card Fees	28,393	35,000	30,000	48,000	48,000	
510-000-395-910	Cust. Contrib.-Hookups/Connect	817,316	548,000	1,321,000	1,321,000	1,321,000	
510-000-395-930	Dev. Contrib.-Desert Lakes	—	—	—	—	—	
510-000-395-940	Developer Cont.-Infrastructure	339,477	—	—	200,000	200,000	
510-000-395-950	Developer Cont-Water Rights	456,418	2,000	200,000	200,000	200,000	
<b>Total Revenues</b>		<b>16,362,693</b>	<b>15,692,049</b>	<b>16,741,683</b>	<b>17,295,698</b>	<b>17,295,698</b>	
510-800-860	Interest Expense	1,751,913	1,793,992	1,793,992	1,584,913	1,584,913	
510-800-861	Bond Issuance Cost	—	—	—	—	—	
510-810-800	Depreciation	3,349,328	3,350,000	3,350,000	3,600,000	3,600,000	
Water Distribution Expenses		3,197,210	4,329,487	4,208,724	3,968,022	3,968,022	
Water Treatment Expenses		1,114,892	1,416,952	1,473,551	1,719,328	1,719,328	
<b>Total Expenses</b>		<b>9,413,343</b>	<b>10,890,431</b>	<b>10,826,267</b>	<b>10,872,263</b>	<b>10,872,263</b>	
<b>Increase (Decrease) in Net Position</b>		<b>6,949,350</b>	<b>4,801,618</b>	<b>5,915,416</b>	<b>6,423,435</b>	<b>6,423,435</b>	
Net Position		95,720,426	99,268,911	101,635,842	108,059,277	108,059,277	

## Water Enterprise Fund



The Water Enterprise Fund consists of expenses for both Water Treatment and Water Distribution. These expenses account for 15.8% and 36.5%, respectively. Also accounted for as expenses in the Water Enterprise Fund is depreciation (33.1%) and interest on Debt Service (14.6%). The Bond Debt payment is reflected in the Cash Flow Statement, and for FY 2022-23 the total principle payment is \$2,647,335. Further, Capital Projects \$8,458,350 are captured in the Cash Flow Statement and do not appear as a percentage of the expenses for the Enterprise Fund.

## Water Distribution

### WHAT WE DO

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

The primary responsibilities include the following:

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

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

### WHY WE DO IT

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

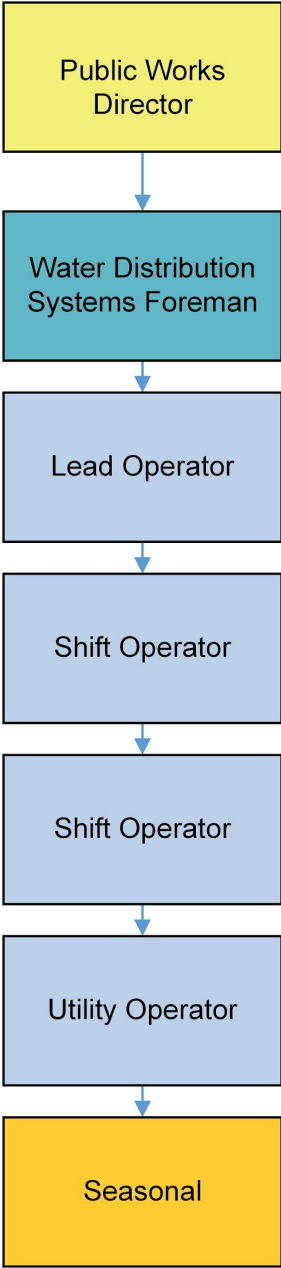
### WHAT'S CHANGED

For FY 2022-23, Water Distribution is proposing a budget of \$3,968,022.

Water Distribution system requires several more years of CIP improvements to the metering system in order to replace failed/aging water meters throughout the city, which have potential to incur lost revenue. A capital outlay project of \$250K has been requested again this FY to provide enough meters for utility department staff to replace throughout the FY. Additional CIPs for the water distribution system include the Cottonwood Lane Water line replacement, continued surface water conveyance construction, and funding to continue well maintenance programming.

The department seeks to keep a "seasonal" position for the annual fire hydrant maintenance program. The hydrants in this city are connected directly into potable drinking water supply and are of top priority to the water distribution department. The department continues to gather information from annual flow testing as well as the entire system of hydrants (1,200+) maintained/painted.

# Organizational Chart



## Goals and Objectives

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

## Expenses

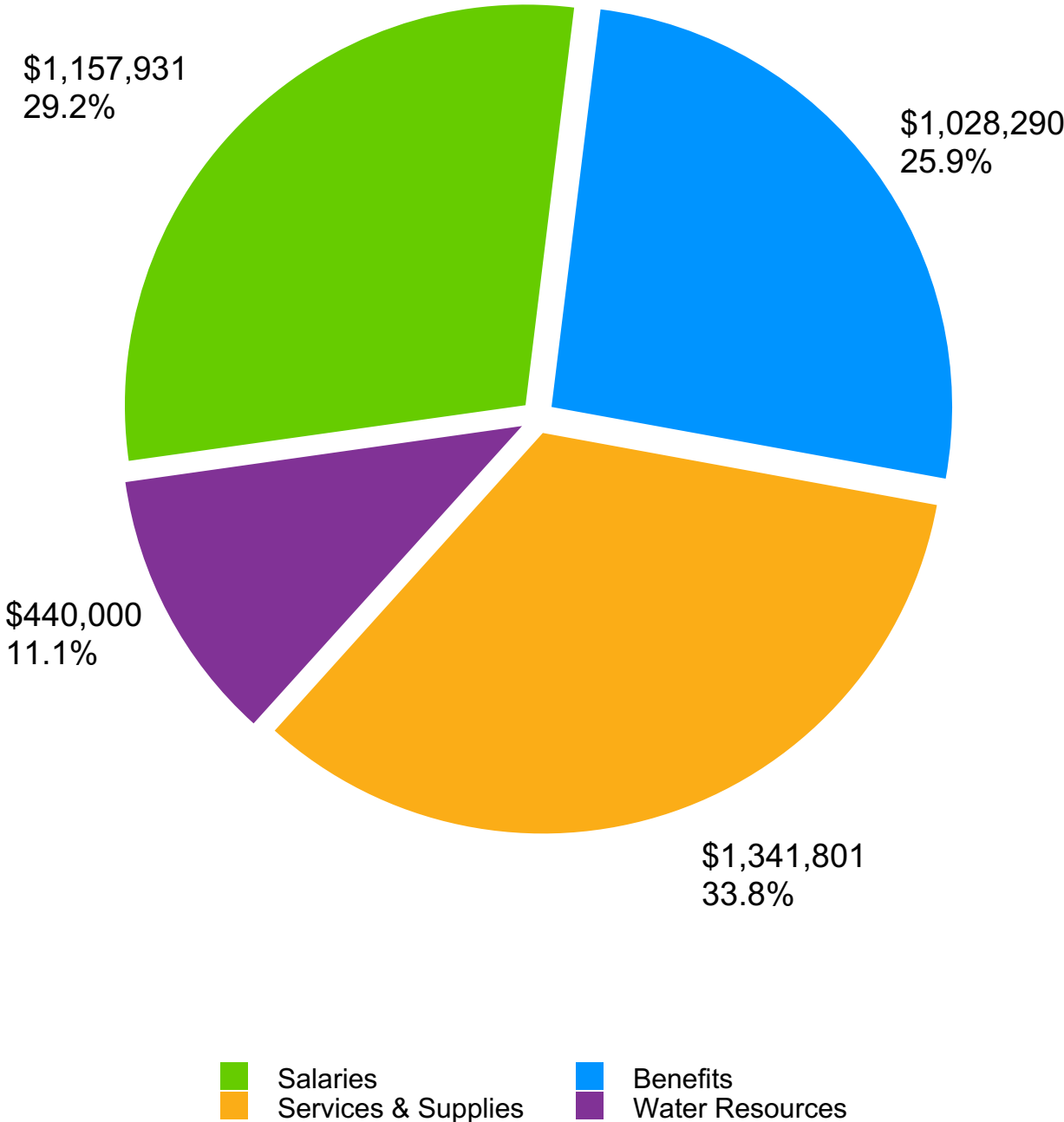
Water Distribution		2020-21	2021-22	2021-22	2022-23	2022-23	
		FY 2021	FY 2022	FY 2022	FY 2023	FY 2023	
Account Number	Account Title	Actual	Budget	Actual Estimated	Tentative Budget	Final Budget	Comments
510-810-100	Regular Pay	980,319	1,116,487	1,116,487	1,122,134	1,122,134	
510-810-120	Standby Pay	24,633	27,700	27,700	20,200	20,200	
510-810-130	Overtime Pay	24,706	19,896	19,896	15,597	15,597	
510-810-140	Annual Leave Pay	44,722	63,181	63,181	14,401	14,401	
510-810-150	Sick Leave Pay	25,518	—	—	—	—	
510-810-160	Holiday Pay	30,553	—	—	—	—	
510-810-200	Fica	232	1,223	1,223	1,191	1,191	
510-810-210	Medicare	16,077	15,831	15,831	15,601	15,601	
510-810-220	Unemployment	6,442	9,523	9,523	9,305	9,305	
510-810-230	Retirement (PERS)	240,811	227,843	227,843	220,434	220,434	
510-810-235	Pension Expense - GASB 68 Adj	73,243	450,000	450,000	450,000	450,000	
510-810-240	Group Insurance	199,266	207,063	207,063	217,776	217,776	
510-810-250	Workers Compensation Insurance	40,921	61,675	61,675	69,582	69,582	
510-810-260	Other Benefits	(2,367)	—	—	—	—	
510-810-270	OPEB Liability	(289)	30,000	30,000	30,000	30,000	
510-810-275	Opeb Reduction/Premiums	—	—	—	—	—	
<b>Total Salaries and Benefits</b>		<b>1,704,787</b>	<b>2,230,422</b>	<b>2,230,422</b>	<b>2,186,221</b>	<b>2,186,221</b>	
510-810-320	Prof Serv-Engineering	20,921	32,500	32,500	7,500	7,500	ArcGIS and Vueworks
510-810-322	Prof Serv-Other	6,741	25,000	—	25,000	25,000	Tank Inspections
510-810-328	Prof Serv-Auditing	—	—	—	—	—	
510-810-342	Tech Services-Other	1,564	1,600	1,600	1,600	1,600	Armored Services Utility
510-810-410	Utility Services-Water & Sewer	610	600	600	600	600	
510-810-412	Utility Service-Refuse	4,429	20,000	20,000	20,000	20,000	Large yard dumpsters for cottonwood and trash service 50% share with streets
510-810-420	Contract Services	—	—	—	—	—	
510-810-423	Contract Services-ANALYTICAL	10,598	15,000	15,000	15,000	15,000	Coliform \$6300/yr, chrome6 \$96/yr, UCMR3 \$260/yr, DBP
510-810-428	Contract Services-ELECTRICAL	1,088	7,500	7,500	7,500	7,500	System repairs/replacements
510-810-429	Contract Services-SCADA	10,510	12,500	12,500	12,500	12,500	Training, Licensing, Programming Hardware, SCADA Upgrade

Water Distribution		2020-21	2021-22	2021-22	2022-23	2022-23	
		FY 2021	FY 2022	FY 2022	FY 2023	FY 2023	
Account Number	Account Title	Actual	Budget	Actual Estimated	Tentative Budget	Final Budget	Comments
510-810-430	Repairs & Maintenance	114,106	135,000	135,000	135,000	135,000	Equipment replacement and repairs 130,000, Hydrant replacements 5,000
510-810-431	Repairs & Maintenance-Roads	6,037	10,000	10,000	10,000	10,000	Repairs for leaks in streets, road base and asphalt
510-810-432	Repairs & Maintenance-TCID	118,614	125,000	117,542	130,000	130,000	Operation and Maintenance fees for TCID water rights
510-810-441	Rental	6,370	20,000	20,000	20,000	20,000	Rental pumps/generators
510-810-444	Interfund Cost Alloc. Build	346,091	575,015	575,015	241,251	241,251	
510-810-520	Insurance	74,128	75,000	81,696	85,000	85,000	
510-810-530	Communications	2,552	3,000	3,000	3,000	3,000	Phones, internet
510-810-540	Advertising	1,884	1,000	1,000	1,000	1,000	Advertisements for job postings, project bidding, annual CCR
510-810-550	Printing and Postage	29,004	35,000	35,000	35,000	35,000	Utility billing, FedEx and USPS, 15% GIS printing/postage
510-810-580	Training	1,946	10,000	10,000	10,000	10,000	CEU's, NVRWA conference, Backflow tester, refresher, backflow specialist, repair workshop, misc. PDH's for Engineers, 20% GIS travel and training
510-810-581	Dues and Memberships	3,120	2,500	2,500	2,500	2,500	USA membership, State certs., AWWA, USC Backflow membership, NVRWA, NWRA, ASCE, APWA
510-810-585	Educational Assistance Program	—	500	500	500	500	
510-810-600	General Supplies	551	1,000	1,000	1,000	1,000	
510-810-601	Office Supplies	3,842	8,500	8,500	8,500	8,500	Copier paper \$1000, Ink Cartridges \$1000, Statements and Envelopes \$5000, General office \$1000, 15% GIS office supplies \$15
510-810-605	Minor Equipment	5,091	15,000	15,000	25,000	25,000	Air tools, computer upgrades, power tools and equipment, handheld radio replacements, welder, band saw
510-810-609	Credit Card Fees	51,263	50,000	50,000	60,000	60,000	Credit card fees

Water Distribution		2020-21	2021-22	2021-22	2022-23	2022-23	
		FY 2021	FY 2022	FY 2022	FY 2023	FY 2023	
Account Number	Account Title	Actual	Budget	Actual Estimated	Tentative Budget	Final Budget	Comments
510-810-610	Automotive Supplies	13,381	15,000	15,000	15,000	15,000	Maintenance for 8 vehicles and misc. equipment
510-810-612	Supplies-Janitorial	238	1,500	1,500	1,500	1,500	Cottonwood shop cleaning supplies proportionate share
510-810-613	Supplies-Meter Service	18,106	35,000	35,000	35,000	35,000	Wells Booster/ Misc supplies for upgrades to well meters, bin stock, leak repair parts and equipment
510-810-614	Supplies-Plant/Shop/Maint	16,633	28,000	28,000	28,000	28,000	Facility distribution system operations: Weed control \$1,500, hydrant paint \$2,000, hand tools \$1,000, general supplies \$5,000 (roofing brushes, hardware, repair parts, sampling equipment, screening) raw and potable CAV's \$3,000, water pipe PE and C900 \$2,000, bulk storage tank \$1,500, sample station \$600, couplings, risers, adapters, pvc repair parts, building supplies \$1,000, (locks, paint, OH doors), repair fittings 4" and up \$4,000
510-810-616	Supplies-Safety	1,810	3,500	3,500	5,000	5,000	PPE, lab gloves, work gloves, hard hats, vests, lock out kits = \$500
510-810-617	Supplies-Chemical	12,078	12,500	12,500	17,500	17,500	Bulk sodium hypochlorite for well pumping facilities \$440 to fill one bulk tank 10 fills/year = \$4400
510-810-621	Natural Gas	2,091	2,750	2,750	2,750	2,750	Cottonwood shop heating proportionate share 50% water, 50% streets
510-810-622	Electricity	268,712	330,000	330,000	330,000	330,000	Cottonwood shop electricity, Booster pump stations (2), Wells (7), PRV Stations (3), storage buildings (4)
510-810-623	Propane	—	500	500	500	500	Weed burning around facilities
510-810-625	Bulk Diesel	5,130	8,000	8,000	8,000	8,000	Cottonwood shop storage tank 25% proportionate share
510-810-626	Gasoline	24,409	25,000	25,000	25,000	25,000	Fuel for service trucks (7) and misc equipment

Water Distribution		2020-21	2021-22	2021-22	2022-23	2022-23	
		FY 2021	FY 2022	FY 2022	FY 2023	FY 2023	
Account Number	Account Title	Actual	Budget	Actual Estimated	Tentative Budget	Final Budget	Comments
510-810-640	Books and Periodicals	—	1,000	1,000	1,000	1,000	
510-810-642	Permits and Licenses	11,039	15,000	15,000	15,000	15,000	State BSDW, USA locates, Hazmat, Water rights time extensions, Temp change applications
510-810-643	Property Taxes/ Assessments/Fees	3	100	100	100	100	
510-810-698	Water Rights Protection	297,733	440,000	345,000	440,000	440,000	Legal \$160,000; Water rights surveying (eng.)\$50,000; Permit fees \$50,000; Yearly upstream storage fee \$25,000; Contingency \$55,000; TROA Admin fees 60,000;
510-810-699	Miscellaneous	—	—	—	—	—	
510-810-700	Bad debt	49,641	—	—	—	—	
<b>Total Services &amp; Supplies</b>		<b>1,492,423</b>	<b>2,099,065</b>	<b>1,978,303</b>	<b>1,781,801</b>	<b>1,781,801</b>	
<b>Total Expenditures</b>		<b>3,197,210</b>	<b>4,329,487</b>	<b>4,208,725</b>	<b>3,968,022</b>	<b>3,968,022</b>	

### Water Distribution



## Water Treatment

### WHAT WE DO

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

The primary responsibilities include the following:

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

### WHY WE DO IT

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

### WHAT'S CHANGED

For FY2023, the Water Treatment Plan is proposing a budget of \$1,719,328.

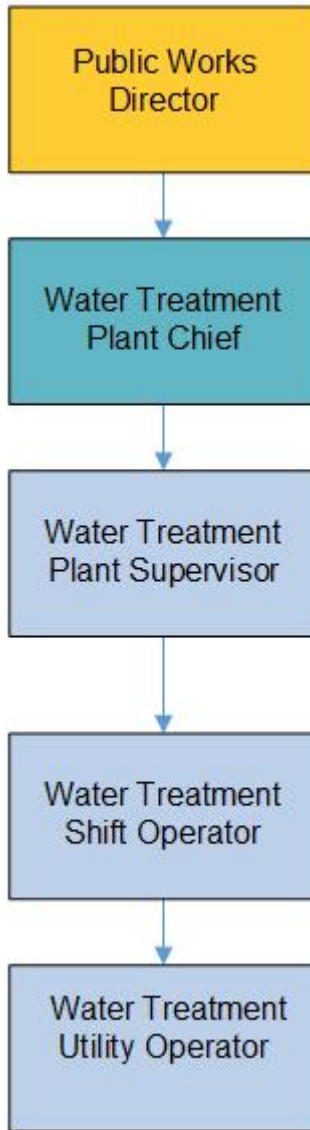
Staff proposes to replace aging air compressors in the microfiltration room. The cost is approximately \$20K each for the units that supply air to service the filters. Additionally staff proposes to change eight more turbidity meters that are beyond service life for approximately \$90K. Chemical prices have nearly doubled in the current fiscal year, which reflects a substantial increase to run the plan of \$350K.

Staff is requesting to replace an aging fleet vehicle to allow operators to travel to the new surface water takeout structure for monitoring and maintenance. Major infrastructure CIPs will be the completion of the surface water conveyance system to the water treatment plant and design/construction of the upgrades required at the water treatment plant to successfully treat the surface water from the TCID canal.

Replacement of the water treatment plans microfiltration units is again pushed back another year due to the positive performance of the existing filters over their extended life. Five year CIPs include replacement of the microfiltration system in phases in order to distribute costs over time. Surface water integration will provide more particulate matter which will require the replacement of the filters sooner than if just using groundwater. Additional staffing may also be required by the state to provide continuous monitoring 24/7 of the plant operations once surface water is being processed.

Currently, Public works staff is in negotiations with the Bureau of Safe Drinking water to better determine the level of staffing that will be required by the State NDEP.

## Organizational Chart



## Goals and Objectives

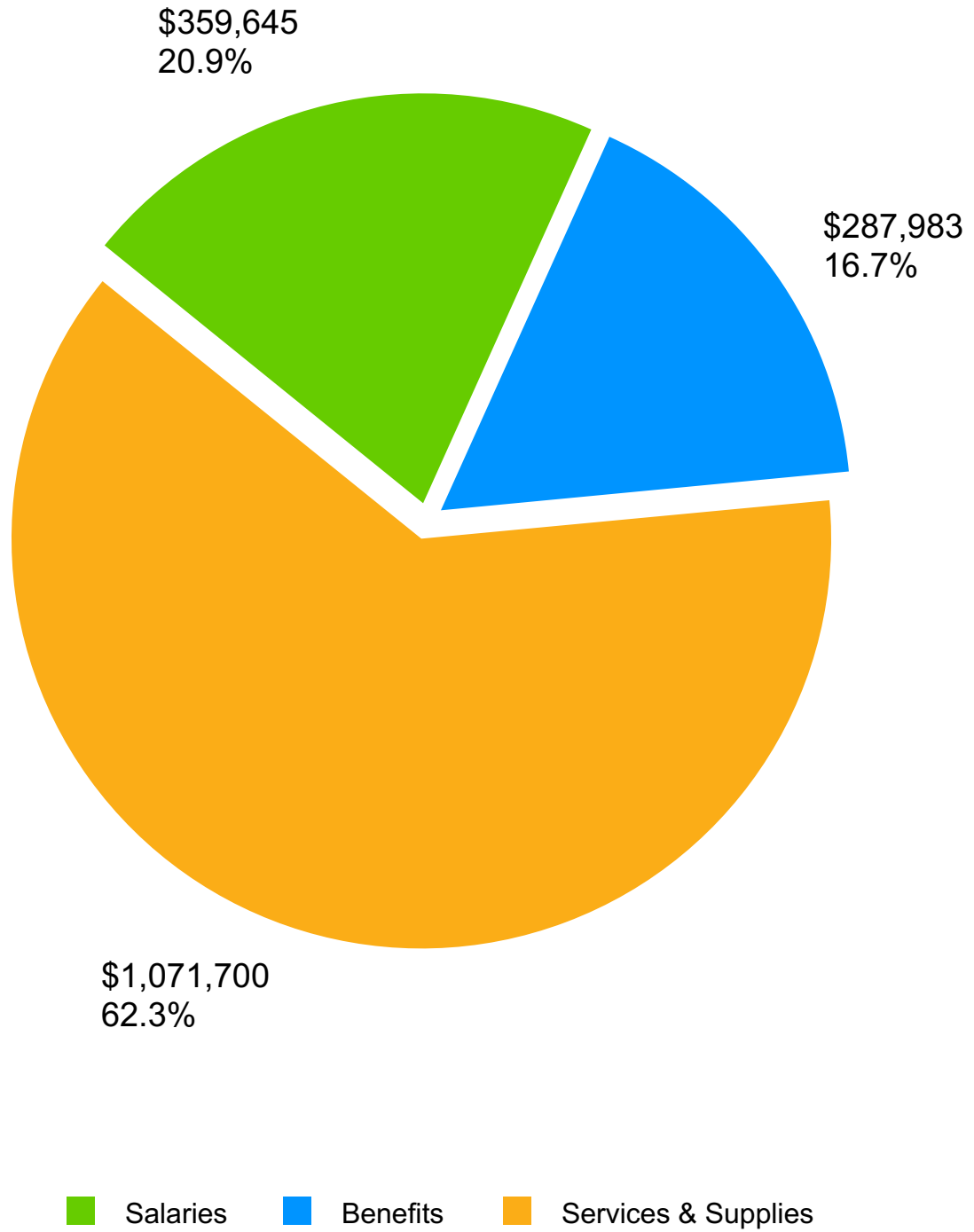
Strategic Goal: To improve the quality of life enjoyed by the community's residents and enhance continued maintenance and reconstruction of the city's infrastructure with an emphasis on sustainability				
Goal 1: Operate and maintain the Water Treatment Plant effectively and efficiently				
Objective 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	Continue surface water treatment projects		
Objective 2	Budgeting for the replacement of critical plant infrastructure			
	Task 1	Track infrastructure that is due for replacement		
	Task 2	Update the Capital Improvement Plan		
	Task 3	Continue considering additional funding sources for future rehabilitation projects		
Strategic Goal: The City of Fernley must strive to maintain and improve overall fiscal integrity, stability, and equality of the City's financial planning				
Goal 3: Reduce fiscal responsibility for future operation of the Water Treatment Plan				
Objective	Evaluate options for residual solids removal to reduce expense on operating budget			
	Task 1	Continued investigation and planning for onsite solids dewatering, possibly in conjunction with surface water improvements		
	Task 2	Continue to investigate solids off-hauling options for better control of location and price		
	Task 3	Investigate and obtain additional funding sources for future plant rehabilitation projects		

## Expenses

Water Treatment		2020-21	2021-22	2021-22	2022-23	2022-23	
		FY 2021	FY 2022	FY 2022	FY 2023	FY 2023	
Account Number	Account Title	Actual	Budget	Actual Estimated	Tentative Budget	Final Budget	Comments
510-840-100	Regular Pay	246,893	250,416	250,416	309,416	309,416	
510-840-120	Standby Pay	27,131	25,923	25,923	25,923	25,923	
510-840-130	Overtime Pay	27,705	24,304	24,304	24,306	24,306	
510-840-140	Annual Leave Pay	38,974	22,076	22,076	2,266	2,266	
510-840-150	Sick Leave Pay	15,379	—	—	—	—	
510-840-160	Holiday Pay	12,096	—	—	—	—	
510-840-200	FICA	—	—	—	—	—	
510-840-210	Medicare	5,159	4,112	4,112	4,762	4,762	
510-840-220	Unemployment	1,509	2,462	2,462	2,446	2,446	
510-840-230	Retirement (PERS)	61,492	48,925	48,925	50,266	50,266	
510-840-235	Pension Expense - GASB 68 Adj	18,642	150,000	150,000	150,000	150,000	
510-840-240	Group Insurance	55,680	60,173	60,173	51,974	51,974	
510-840-250	Workers Compensation Insurance	13,104	20,361	20,361	26,269	26,269	
510-840-260	Other Benefits	(3,105)	—	—	—	—	
510-840-270	OPEB Liability	—	—	—	—	—	
<b>Total Salaries and Benefits</b>		<b>520,659</b>	<b>608,752</b>	<b>608,752</b>	<b>647,628</b>	<b>647,628</b>	
510-840-320	Prof Serv-Engineering	—	7,500	7,500	32,500	32,500	20% Mapoptix and Vueworks split between distribution and treatment 7500, 75 Blue Surface Water Consultant to assist with NDEP , Training and SOPs 25000.
510-840-322	Prof Serv-Other	65	—	—	—	—	
510-840-412	Utility Service-Refuse	173	200	200	200	200	Trash service
510-840-420	Contract Services	20,662	16,000	16,000	16,000	16,000	Ameripride rugs, rags and coveralls, Fire systems annual \$2,000, generator annual \$3,000, 3rd party Hatch calibration/Hatch instruments maintenance partnership \$4,000
510-840-423	Contract Services-ANALYTICAL	1,384	6,000	6,000	15,000	15,000	Compliance, local and solids sampling
510-840-424	Contract Services-HVAC	9,530	5,000	5,000	5,000	5,000	HVAC coolers servicing
510-840-426	Contract Svc-Residuals Dispose	120,717	180,000	180,000	180,000	180,000	Plant residuals solids, loading, transport and dumping
510-840-428	Contract Svc-Electrical & Cont	—	5,000	5,000	5,000	5,000	Filtration troubleshoot, Electrical and controls equipment troubleshooting, component replacement labor on motors, VFD's, switch gear, TVSS, etc

Water Treatment		2020-21	2021-22	2021-22	2022-23	2022-23	
		FY 2021	FY 2022	FY 2022	FY 2023	FY 2023	
Account Number	Account Title	Actual	Budget	Actual Estimated	Tentative Budget	Final Budget	Comments
510-840-429	Contract Services-SCADA	—	5,000	5,000	5,000	5,000	Process control system (PCS) modifications and adjustments, PLC's, radios, Router, Servers, HMI's, etc
510-840-430	Service-Repair and Maintenance	36,020	60,000	60,000	100,000	100,000	Vertical turbine pump motor, sky crane, VFD motor, air compressor replacement
510-840-520	Insurance	76,308	77,500	84,099	85,000	85,000	
510-840-530	Communications	4,116	5,000	5,000	5,000	5,000	3 phones for operators, aircard for laptop, Internet
510-840-540	Advertising	699	1,500	1,500	1,500	1,500	
510-840-550	Printing and Postage	54	500	500	500	500	
510-840-580	Training	475	3,000	3,000	10,000	10,000	State certification classes and conferences
510-840-581	Dues and Memberships	266	1,000	1,000	1,000	1,000	State certifications, AWWA, NVRWA, ASCE, APWA
510-840-585	Educational Assistance Program	—	500	500	500	500	
510-840-601	Office Supplies	836	2,000	2,000	2,000	2,000	Office, administrative supplies
510-840-605	Minor Equipment	—	5,000	5,000	5,000	5,000	Special tools, lifting equipment, harnesses, ladders
510-840-610	Automotive Supplies	6	2,000	2,000	2,000	2,000	Maintenance and repairs for 2 trucks
510-840-614	Plant/Shop/Maint. Supplies	9,152	7,500	7,500	7,500	7,500	Scheduled facility maintenance, weed control and support supplies
510-840-616	Safety Supplies	814	1,500	1,500	1,500	1,500	PPE, harnesses, lanyards, fall protection equip and chemical protection equip
510-840-617	Chemicals	140,708	175,000	225,000	350,000	350,000	Chemical price has inflated dramatically. Treatment process chemicals, chemical dilution, and filter membrane cleaning chemical, bulk NaOCl
510-840-621	Natural Gas	14,705	22,500	22,500	22,500	22,500	Southwest Gas
510-840-622	Electricity	152,248	210,000	210,000	210,000	210,000	NV Energy
510-840-625	Bulk Diesel	—	2,500	2,500	2,500	2,500	Proportionate share cottonwood shop diesel storage tank, emergency generator fuel
510-840-626	Gasoline	1,024	1,000	1,000	1,000	1,000	Gas for 2 trucks
510-840-640	Books and Periodicals	—	500	500	500	500	Water Treatment and Distribution study material
510-840-642	Permits and Licenses	4,271	5,000	5,000	5,000	5,000	Plant operating permits, NDEP, Fire Marshal, Boiler Engineering
<b>Total Services &amp; Supplies</b>		<b>594,233</b>	<b>808,200</b>	<b>864,799</b>	<b>1,071,700</b>	<b>1,071,700</b>	
<b>Total Expenditures</b>		<b>1,114,892</b>	<b>1,416,952</b>	<b>1,473,551</b>	<b>1,719,328</b>	<b>1,719,328</b>	

### Water Treatment

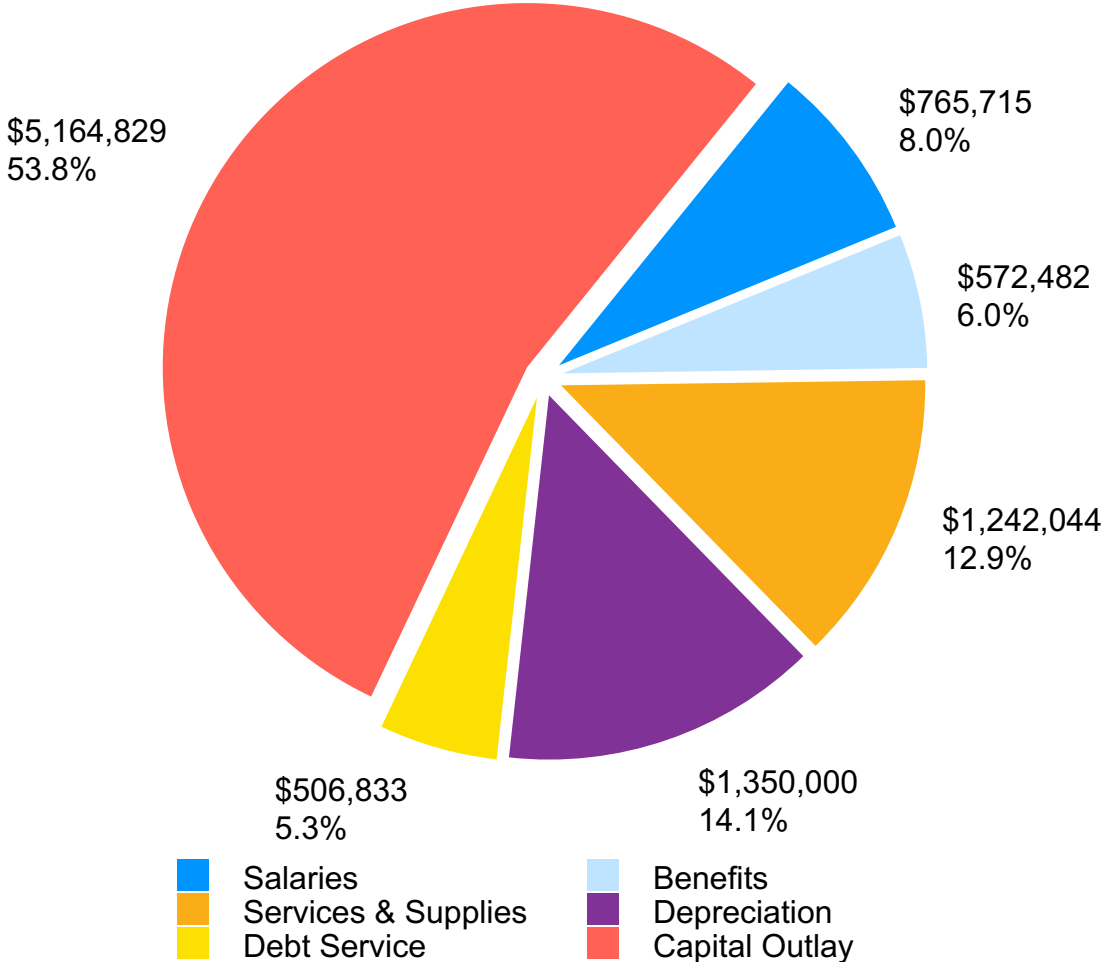


## Wastewater Enterprise Fund

	(1)	(2)	(3)	
		ESTIMATED		
	ACTUAL PRIOR	CURRENT	TENTATIVE	FINAL
<b>PROPRIETARY FUND</b>	YEAR ENDING	YEAR ENDING	APPROVED	BUDGET
	<b>6/30/2021</b>	<b>6/30/2022</b>	<b>6/30/2023</b>	<b>6/30/2023</b>
A. CASH FLOWS FROM OPERATING ACTIVITIES:				
Cash received from customers, service fees	4,626,521	4,838,000	4,982,000	5,000,000
Cash received from customers, capacity fees and other	—	—	—	—
Cash paid to suppliers	(953,970)	(1,101,013)	(1,242,044)	(1,242,044)
Cash paid to employees	(997,571)	(1,196,999)	(1,313,198)	(1,313,198)
a. Net cash provided by (or used for) operating activities	2,674,980	2,539,988	2,426,758	2,444,758
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	735,324	929,700	929,700	929,700
Settlement Income	54,117	10,000	200,000	
Debt Re-payment	(365,728)	(350,711)	(358,493)	(358,493)
Interest on Debt	(157,593)	(155,000)	(148,340)	(148,340)
Proceeds from grants	120	3,000,000	—	5,000,000
Proceeds from capital debt	—	—	—	—
Proceeds from capital asset disposals	13,692	—	—	—
Acquisition of Capital Assets	(1,757,403)	(4,981,816)	(5,077,800)	(5,164,829)
Bond Issuance Costs	—	—	—	—
c. Net cash provided by (or used for) capital and related financing activities	(1,477,471)	(1,547,827)	(4,454,933)	458,038
D. CASH FLOWS FROM INVESTING ACTIVITIES:				
Interest on investments	62,185	10,000	10,000	10,000
d. Net cash provided by (or used in) investing activities	62,185	10,000	10,000	10,000
NET INCREASE (DECREASE) in cash and cash equivalents (a+b+c+d)	1,259,694	1,002,161	(2,018,175)	2,912,796
CASH AND CASH EQUIVALENTS AT JULY 1, 20xx	14,970,190	16,229,884	14,545,016	17,232,045
CASH AND CASH EQUIVALENTS AT JUNE 30, 20xx	16,229,884	17,232,045	12,526,841	20,144,841
Reserved for operations	2,866,019	2,912,259	3,058,936	3,058,936
Reserved for capital	10,973,560	10,999,780	5,218,199	12,836,199
Reserved capacity fees	2,390,306	3,320,006	4,249,706	4,249,706

Sewer Summary		2020-21	2021-22	2021-22	2022-23	2022-23	
		FY 2021	FY 2022	FY 2022	FY 2023	FY 2023	
Account Number	Account Title	Actual	Budget	Actual Estimated	Tentative Budget	Final Budget	Comments
520-000-370-100	Sewer Services	4,625,627	4,690,000	4,788,000	4,932,000	4,932,000	
520-000-370-300	Materials & Labor	495	—	—	—	—	
520-000-380-100	Interest Earnings	47,904	85,000	10,000	10,000	10,000	
520-000-380-400	Disposition of Capital Assets	13,692	—	—	—	—	
520-000-380-900	Miscellaneous Revenue	25,229	—	20,000	20,000	20,000	
520-000-380-901	Credit Cad Fees	28,393	30,000	30,000	30,000	48,000	Change rate from \$2.08 to \$3.00 per transaction
520-000-395-910	Cust. Contrib.- Hookups/Connect	735,324	390,000	929,700	929,700	929,700	
520-000-395-925	Grant Contributions	—	—	400,000	—	1,000,000	ARPA funds
520-000-395-933	East Plant Lift Station	120	10,000	10,000	—	—	
520-000-395-940	Developer Cont.- Infrastructure	205,900	—	—	200,000	200,000	
<b>Total Revenues</b>		<b>5,682,684</b>	<b>5,205,000</b>	<b>6,187,700</b>	<b>6,121,700</b>	<b>7,139,700</b>	
520-800-860	Interest Expense	176,485	155,000	310,000	148,340	148,340	
520-800-861	Bond Issuance Cost	—	—	—	—	—	
520-810-800	Depreciation	1,216,228	1,250,000	1,250,000	1,350,000	1,350,000	
Sewer Expenses		1,971,905	2,416,358	2,323,012	2,580,241	2,580,241	
<b>Total Expenses</b>		<b>3,364,618</b>	<b>3,821,358</b>	<b>3,883,012</b>	<b>4,078,581</b>	<b>4,078,581</b>	
<b>Increase (Decrease) in Net Position</b>		<b>2,318,066</b>	<b>1,383,642</b>	<b>2,304,688</b>	<b>2,043,119</b>	<b>3,061,119</b>	
<b>Net Position</b>		<b>36,282,064</b>	<b>36,838,764</b>	<b>38,586,752</b>	<b>40,629,871</b>	<b>41,647,871</b>	

### Wastewater (Sewer) Fund



## Wastewater Treatment

### WHAT WE DO

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

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

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

### WHY WE DO IT

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

### WHAT'S CHANGED

For FY2023, Wastewater Treatment is proposing a budget of \$2,580,241.

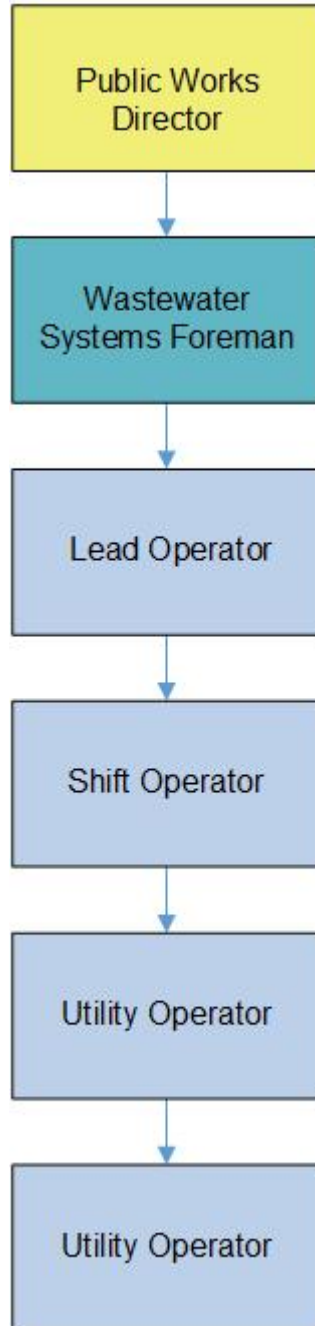
The E-One Repair and Maintenance line item will remain in the budget again as the department continues to purchase new units to replace older models that are no longer in production. Costs to purchase E-one units have risen dramatically over the last year so the budget GL is increased.

Some of the Capital Improvement Projects (CIP) planned include Farm District Road Lift Station Rehabilitation Phase 2 Construction, Cottonwood Lane Reconstruction SSMH Rehabilitation, Villa Park way design and construction, West Lift Station Upgrade and bypass design and construction, a pond relining project design & construction, US 95A sewer improvements at Sage, and grit chamber removal. These CIP projects reflect the projects identified in the Rate Study, as well as failing or failed components identified by the public works staff. The wastewater treatment plant is also being budgeted for upgrades in the 5 year CIP, as staff is informed by the NDEP that lagoon systems such as ours are outdated and should be upgraded to a mechanized process. Funding for a Preliminary Engineering Report to assess the needs for the East Wastewater Treatment Plant for increased capacity and potential "upgrades" to better treat the effluent are also being proposed in this fiscal year. Staff proposes to purchase two major lift station replacement pumps in this years budget to have in stock in case of future failure.

The Wastewater Department is requesting the purchase of a 4-wheel drive, truck with utility bed to replace an aging truck that is currently assigned to the Wastewater Department. The Fleet Department will dispose of the oldest fleet vehicle which is beyond the amount of service miles and age recommended for vehicle replacement per the city of Fernley fleet management program (FMP) policy, Table 4.1 Appendix 8, Replacement Standard. For safety and security reasons, the department would also request to install an electric powered gate to the entrance of the wastewater treatment plant. The request is in part due to the safety of staff since the existing gate is prone to catch the wind and has caused issues in the past. Furthermore, with the build out of the industrial complex currently under construction there will be much more traffic in the area. The gate should be closed as staff enter and exit to prohibit unauthorized entry.

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

## Organizational Chart



## Goals and Objectives

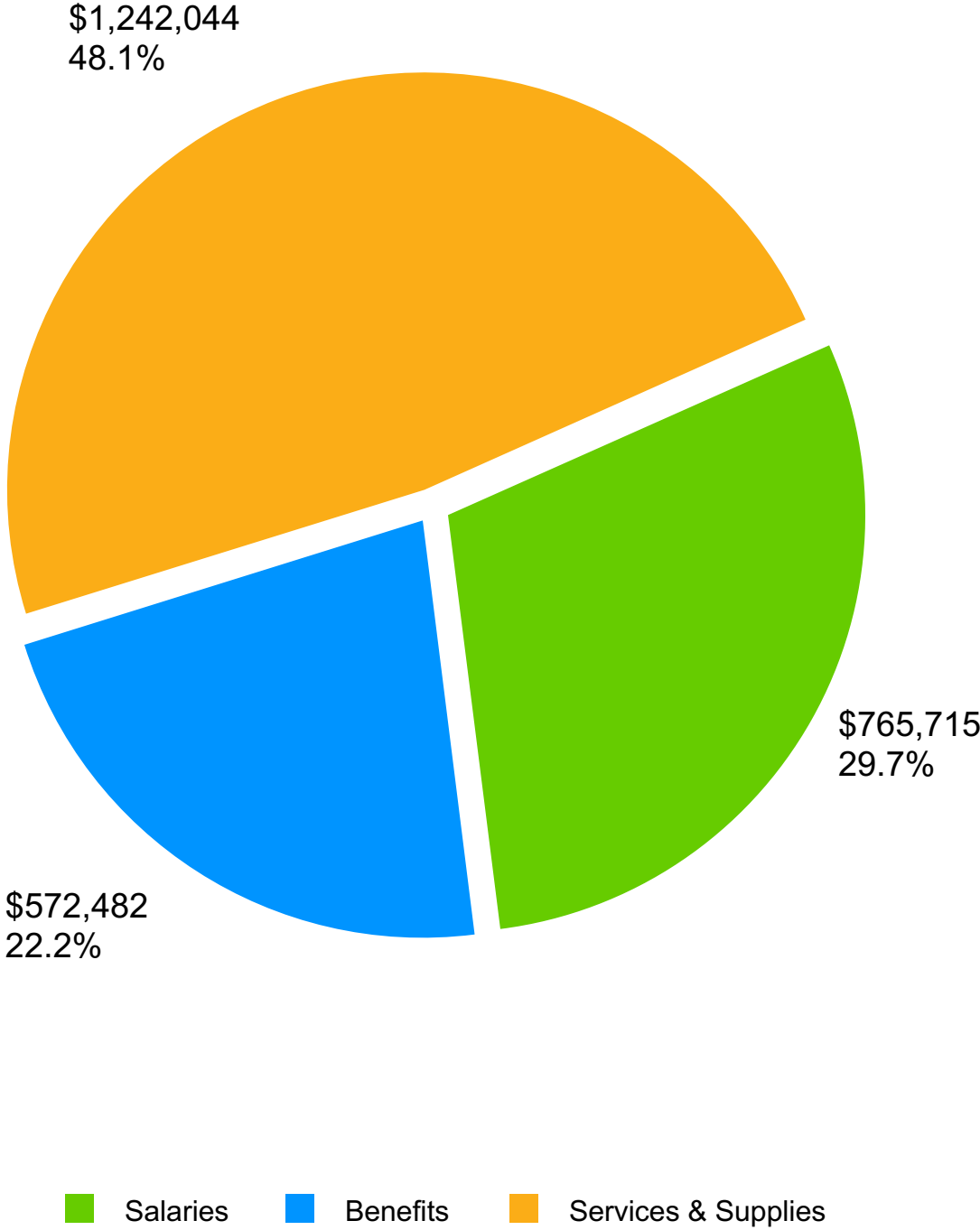
Strategic Goal: To improve the quality of life enjoyed by the community's residents and enhance continued maintenance and reconstruction of the city's infrastructure with an emphasis on sustainability.				
Goal 1: Operate and maintain the Wastewater Collection System and Treatment Plant effectively	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

## Expenses

Sewer		2020-21	2021-22	2021-22	2022-23	2022-23	
		FY 2021	FY 2022	FY 2022	FY 2023	FY 2023	
Account Number	Account Title	Actual	Budget	Actual Estimated	Tentative Budget	Final Budget	Comments
520-810-100	Regular Pay	585,334	648,225	648,225	713,959	713,959	
520-810-120	Standby Pay	28,206	22,844	22,844	22,844	22,844	
520-810-130	Overtime Pay	22,823	29,649	29,649	28,912	28,912	
520-810-140	Annual Leave Pay	36,978	24,197	24,197	6,700	6,700	
520-810-150	Sick Leave Pay	20,485	—	—	—	—	
520-810-160	Holiday Pay	25,233	—	—	—	—	
520-810-200	Fica	224	196	196	153	153	
520-810-210	Medicare	9,897	9,469	9,469	10,370	10,370	
520-810-220	Unemployment	4,216	6,402	6,402	6,409	6,409	
520-810-230	Retirement (PERS)	134,693	122,639	122,639	136,324	136,324	
520-810-235	Pension Expense - GASB 68 Adj	57,164	175,000	175,000	200,000	200,000	
520-810-240	Group Insurance	123,034	121,829	121,829	141,335	141,335	
520-810-250	Workers Compensation Insurance	27,745	36,549	36,549	46,191	46,191	
520-810-260	Other Benefits	(8,947)	—	—	—	—	
520-810-270	OPEB Liability	(30,612)	25,000	25,000	25,000	25,000	
520-810-275	Opeb Reduction/ Premiums	—	—	—	—	—	
<b>Total Salaries &amp; Benefits</b>		<b>1,036,473</b>	<b>1,221,999</b>	<b>1,221,999</b>	<b>1,338,197</b>	<b>1,338,197</b>	
520-810-320	Prof Serv-Engineering	121,329	82,500	27,500	82,500	82,500	ArcGIS and Vieworks 7500, Sewer master plan update 75,000
520-810-322	Prof Serv-Other	5,667	12,000	2,000	2,000	2,000	Billing equipment
520-810-328	Prof Serv-Auditing	—	—	—	—	—	
520-810-342	Tech Services-Other	1,564	1,750	1,750	1,750	1,750	Armored service utility
520-810-410	Utility Services-Water & Sewer	1,061	1,250	1,250	1,500	1,500	
520-810-412	Utility Service-Refuse	2,506	3,000	3,000	4,000	4,000	Large dumpster for EWWTP and medium dumpster for highway 50 lift station
520-810-423	Contract Services-ANALYTICAL	10,252	17,500	17,500	17,500	17,500	Annual priority pollutants sampling, monthly BOD, CL2, TSS
520-810-426	Contract-Sewer Cleaning & Insp	—	5,000	5,000	5,000	5,000	Emergency callouts
520-810-428	Contract Services-ELECTRICAL	6,648	10,000	10,000	10,000	10,000	Emergency callouts
520-810-429	Contract Services-SCADA	8,354	12,500	12,500	12,500	12,500	Licensing, programming, hardware
520-810-430	Service-Repair and Maintenance	18,894	70,000	70,000	206,000	206,000	Pump/motor rehab, facility fence repairs, pump oil, pump replacements East Lift-\$71K;Hwy 50 spare pump 65000, East Lift spare pump 71000
520-810-441	Rental	6,370	15,000	15,000	15,000	15,000	Utility billing equipment rental, construction equipment rental

Sewer		2020-21	2021-22	2021-22	2022-23	2022-23	
		FY 2021	FY 2022	FY 2022	FY 2023	FY 2023	
Account Number	Account Title	Actual	Budget	Actual Estimated	Tentative Budget	Final Budget	Comments
520-810-444	Interfund Cost Alloc. Build	273,467	349,359	349,359	209,794	209,794	
520-810-520	Insurance	41,424	75,000	45,654	75,000	75,000	
520-810-530	Communications	4,884	6,000	6,000	6,000	6,000	Computers, cell phones, air card for laptop
520-810-540	Advertising	879	500	500	500	500	Project advertisements, job postings
520-810-550	Printing and Postage	27,247	31,000	31,000	35,000	35,000	Utility mailings, proportionate share
520-810-580	Training	702	5,000	5,000	5,000	5,000	State certification training conference
520-810-581	Dues and Memberships	618	1,000	1,000	1,000	1,000	State certification renewals
520-810-585	Educational Assistance Program	—	500	500	500	500	
520-810-600	General Supplies	2,464	5,000	1,000	1,000	1,000	
520-810-601	Office Supplies	3,279	6,000	6,000	6,000	6,000	Printers, ink, copy paper, notebooks, binders, pens
520-810-605	Minor Equipment	7,670	15,000	15,000	15,000	15,000	Small equipment, welder, band saw
520-810-609	Credit card fees	51,263	50,000	50,000	60,000	60,000	
520-810-610	Supplies-Automotive	5,164	18,000	18,000	18,000	18,000	Maintenance and repairs for 6 fleet vehicles
520-810-614	Supplies-Plant/Shop/Maint	16,248	25,000	25,000	29,000	29,000	Hardware, cleaning supplies, paint, weed control, AC/swamp coolers, fencing
520-810-615	E-One R & M	83,780	95,000	95,000	130,000	130,000	E-One units \$3,400 each
520-810-616	Supplies-Safety	2,963	5,000	5,000	5,000	5,000	PPE, gloves, safety glasses, harnesses, atmospheric testing equipment, safety vests
520-810-617	Supplies-Chemical	51,012	45,000	50,000	55,000	55,000	FDR lift station deodorizer chemical treatment increase
520-810-621	Natural Gas	363	400	400	400	400	Southwest Gas
520-810-622	Electricity	136,372	185,000	185,000	185,000	185,000	9 lift stations, wastewater plant, buildings, NV Energy
520-810-623	Propane	47	500	500	500	500	Propane for facility weed burning
520-810-625	Bulk Diesel	3,557	5,000	5,000	5,000	5,000	Fuel for generators, equipment, dump trucks, vactor, proportionate share
520-810-626	Gasoline	19,844	24,000	24,000	25,000	25,000	Gas for 6 trucks, bulk gas cottonwood shop proportionate share
520-810-640	Books and Periodicals	—	1,500	1,500	1,500	1,500	Wastewater library updates
520-810-642	Permits and Licenses	19,539	15,000	15,000	15,000	15,000	State licensing
520-810-643	Property Taxes/Assessmnts/Fees	1	100	100	100	100	
520-810-699	Miscellaneous	—	—	—	—	—	
<b>Total Services &amp; Supplies</b>		<b>935,432</b>	<b>1,194,359</b>	<b>1,101,013</b>	<b>1,242,044</b>	<b>1,242,044</b>	
<b>Total Expenditures</b>		<b>1,971,905</b>	<b>2,416,358</b>	<b>2,323,012</b>	<b>2,580,241</b>	<b>2,580,241</b>	

### Wastewater Treatment



## Stormwater Enterprise Fund

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

No budgets are provided for this fund in FY2023; however, in this fiscal year, staff is requesting a study be completed to determine a methodology and rate structure to be established for implementation.

## *Utilities*

### **WHAT WE DO**

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

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

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

### **WHY WE DO IT**

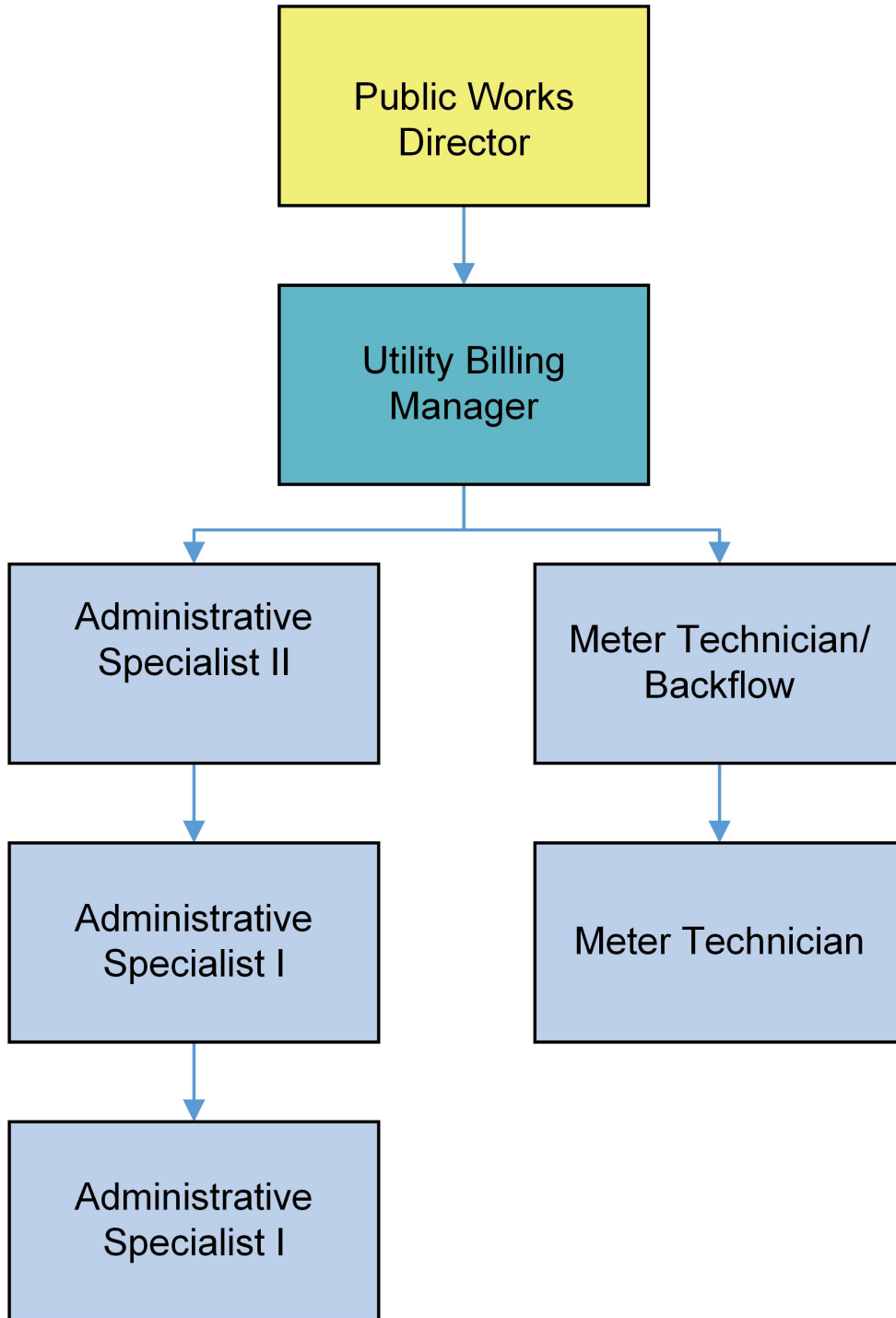
The operation billing of the city's water and sewer utility system is governed by NRS 354.

### **WHAT'S CHANGED**

The water distribution system requires several more years of improvements to the Metering System in order to replace failed/aging water meters throughout the city, which have potential to result in lost revenue. A capital improvement project of \$250,000 has been requested again this FY to provide enough meters for Utility Department staff to replace throughout the year. Due to supply chain lead times, water meter replacement is lagging behind due to a shortage in meter and radio components. During this fiscal year, funding will be used to construct the hardware/antenna system for the "Flexnet" system to provide stationary, real-time meter readings.

The Utilities Division requests a 4-wheel drive truck with utility bed to replace an aging truck that is currently assigned to the division. The oldest fleet vehicle, which is beyond the service miles and age, will be replaced per the City's Fleet Management Program (FMP) Policy, Table 4.1 Appendix 8, Replacement Standard. Funding is requested through the Water Enterprise Fund as this truck will be used by the water meter technicians.

### Organizational Chart



## Section VI – Special Revenue Funds



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

## Grants Fund

Grant funds received by the City of Fernley support important programs, services, and infrastructure. Funding may not be sought simply because money is available; rather, departments should identify funding priorities and seek grants for programs, services, and projects that help advance department, community, and Council priorities and goals. For FY 2021/2022, all open grants have been closed out. The city will consider applying for funds, as needs arise.

Grants		2020-21	2021-22	2021-22	2022-23	2022-23	
		FY 2021	FY 2022	FY 2022	FY 2023	FY 2023	
Account Number	Account Title	Actual	Budget	Actual Estimated	Tentative Budget	Final Budget	Comments
220-000-330-108	Safe Routes to School	—	—	—	—	—	
220-000-330-131	CDBG Community Center	—	—	—	—	—	
220-000-330-132	CDBG Community Center Ph 2	—	—	—	—	—	
220-000-330-133	CDBG Community Center Ph 3	—	—	—	—	—	
220-000-330-134	Mainstreet Corridor Ph 3	102,044	—	—	—	—	
220-000-330-400	Cares Act	2,881,588	—	984,656	—	—	
220-000-330-410	ARPA			1,000,000			
	<b>Total Revenues</b>	<b>2,983,632</b>	<b>—</b>	<b>1,984,656</b>	<b>—</b>	<b>—</b>	
220-480-679	Depot Community Center Phase 1	—	—	—	—	—	
220-480-680	Depot Community Center Phase 2	—	—	—	—	—	
220-480-658	Safe Route to Schools	—	—	—	—	—	
220-480-681		—	—	—	—	—	
220-480-682	Mainstreet Corridor Ph 3	102,044	—	—	—	—	
220-480-800	Cares Act	2,881,588	—	984,656	—	—	
220-480-810	ARPA			1,000,000			
	<b>Total Expenses</b>	<b>2,983,632</b>	<b>—</b>	<b>1,984,656</b>	<b>—</b>	<b>—</b>	
	<b>Net Change in Fund Balance</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	
	Beginning Fund Balance	10	10	10	10	10	
	Ending Fund Balance	10	10	10	10	10	

## Transient Lodging Tax

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

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

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

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

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

### **Strategic Plan:**

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

TLT		2020-21	2021-22	2021-22	2022-23	2022-23	
		FY 2021	FY 2022	FY 2022	FY 2023	FY 2023	
Account Number	Account Title	Actual	Budget	Actual Estimated	Tentative Budget	Final Budget	Comments
225-000-310-300	Transient Lodging Tax	470,282	350,000	400,000	400,000	400,000	
225-000-310-900	Misc. Revenue	11,700	4,000	8,000	4,000	4,000	
225-000-360-100	Interest Earnings	3,832	9,000	1,000	1,000	1,000	
<b>Total Revenues</b>		<b>485,814</b>	<b>363,000</b>	<b>409,000</b>	<b>405,000</b>	<b>405,000</b>	
225-575-320	PROFESSIONAL SERVICES	4,505	10,000	150	10,000	10,000	
225-575-322	Prof Serv-Other	—	—	—	—	—	
225-575-540	Advertising	—	1,000	1,000	1,000	1,000	
225-575-550	Printing & Postage	127	1,000	500	1,000	1,000	
225-575-600	General Supplies	—	—	—	—	—	
225-575-650	Grant Awards	85,543	127,000	103,963	140,000	140,000	
	Fireworks				17,000	17,000	
	Round 1 Grants				44,000	44,000	
	Round 2 Grants				44,000	44,000	
	Other potential grants				22,000	22,000	
225-575-730	IMPROVEMENTS OTHER THAN BLDGS	—	—	—	—	1,000,000	
<b>Total Expenses</b>		<b>90,175</b>	<b>139,000</b>	<b>105,613</b>	<b>152,000</b>	<b>152,000</b>	
<b>Net Change in Fund Balance</b>		<b>395,639</b>	<b>224,000</b>	<b>303,387</b>	<b>253,000</b>	<b>(747,000)</b>	
Beginning Fund Balance		1,182,593	1,448,887	1,578,232	1,881,619	1,881,619	
Ending Fund Balance		1,578,232	1,672,887	1,881,619	2,134,619	1,134,619	
Committed Fund Balance		895,250	1,105,250	1,135,250	1,375,250	375,250	
Assigned Fund Balance		682,982	567,637	746,369	759,369	759,369	

## Capital Funds

### Capital Fund

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

The project identified for FY 2022-23 includes the Depot Roof Replacement for \$600,000.

		2020-21	2021-22	2021-22	2022-23	2022-23	
		FY 2021	FY 2022	FY 2022	FY 2023	FY 2023	
Account Number	Account Title	Actual	Budget	Actual Estimated	Tentative Budget	Final Budget	Comments
<b>Capital</b>							
300-000-360-100	Interest Earnings	1,834	5,000	6,000	6,000	6,000	
<b>Total Revenues</b>		1,834	5,000	6,000	6,000	6,000	
300-425-730	Improve other than Buildings	4,200	500,000	—	600,000	600,000	Depot Roof Replacement
		4,200	500,000	—	600,000	600,000	
<b>Net Change in Fund Balance</b>		<b>(2,366)</b>	<b>(495,000)</b>	<b>6,000</b>	<b>(594,000)</b>	<b>(594,000)</b>	
Beginning Fund Balance		596,058	495,011	593,692	599,692	599,692	
Ending Fund Balance		593,692	11	599,692	5,692	5,692	

## 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.
- 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.

		2020-21	2021-22	2021-22	2022-23	2022-23	
		FY 2021	FY 2022	FY 2022	FY 2023	FY 2023	
Account Number	Account Title	Actual	Budget	Actual Estimated	Tentative Budget	Final Budget	Comments
<b>Capital Improvement</b>							
305-000-310-100	Tax Revenue	—	—	—	—	—	
305-000-360-100	Interest Earnings	128	250	350	350	350	
<b>Total Revenues</b>		128	250	350	350	350	
305-425-730	Improve other than Buildings	—	—	—	—	43,745	
<b>Total Expenses</b>		—	—	—	—	43,745	
<b>Net Change in Fund Balance</b>		<b>128</b>	<b>250</b>	<b>350</b>	<b>350</b>	<b>(43,395)</b>	
Beginning Fund Balance		43,750	44,000	43,878	44,228	44,228	
Ending Fund Balance		43,878	44,250	44,228	44,578	833	

## Administrative Assessment Estimated Revenue and Expenses

Pursuant to NRS 176.059, the Court is committing the balance of the Courts Administrative Assessment fees in the amount of \$32,100 to cover any additional costs needed to support and improve the operations of the court. While case filings and revenue are difficult to predict, the court is experiencing an upward trend for both case filings and revenue. If trends continue, it is expected the court may see filings similar to historical highs of 2014/2015.

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

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

Admin Assessment		2020-21	2021-22	2021-22	2022-23	2022-23
		FY 2021	FY 2022	FY 2022	FY 2023	FY 2023
Account Number	Account Title	Actual	Budget	Actual Estimated	Tentative Budget	Final Budget
200-000-350-100	Penalties/Fines Municipal Court	14,452	14,000	16,800	20,000	20,000
200-000-360-100	Interest Earnings	64	75	25	25	25
<b>Total Revenues</b>		<b>14,516</b>	<b>14,075</b>	<b>16,825</b>	<b>20,025</b>	<b>20,025</b>
200-425-322	Prof Serv-Other	8,315	12,500	12,500	16,500	16,500
200-425-580	Training	836	2,500	1,500	2,500	2,500
200-425-581	Dues and Memberships	—	400	400	400	400
200-425-582	Travel	—	1,500	1,000	1,500	1,500
200-425-600	General Supplies	4,070	6,000	6,000	8,000	8,000
200-425-605	Minor Equipment	820	3,000	3,000	3,000	3,000
200-425-640	Books and Periodicals	—	200	100	200	200
200-425-699	Svc & Supplies-Misc	—	—	—	—	—
<b>Total Expenses</b>		<b>14,041</b>	<b>26,100</b>	<b>24,500</b>	<b>32,100</b>	<b>32,100</b>
<b>Net Change in Fund Balance</b>		<b>474</b>	<b>(12,025)</b>	<b>(7,675)</b>	<b>(12,075)</b>	<b>(12,075)</b>
Beginning Fund Balance		23,106	15,781	23,580	15,905	15,905
Ending Fund Balance		23,580	3,756	15,905	3,830	3,830

## Court Facility Fee Fund Estimated Revenue and Expenditures

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

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

Court Facilities		2020-21	2021-22	2021-22	2022-23	2022-23	
		FY 2021	FY 2022	FY 2022	FY 2023	FY 2023	
Account Number	Account Title	Actual	Budget	Actual Estimated	Tentative Budget	Final Budget	Comments
210-000-350-100	Penalties/Fines Municipal Court	20,295	17,000	23,000	26,000	26,000	
210-000-360-100	Interest Earnings	276	28,600	5,000	5,000	5,000	
<b>Total Revenues</b>		<b>20,571</b>	<b>45,600</b>	<b>28,000</b>	<b>31,000</b>	<b>31,000</b>	
210-425-322	Prof Services-Other	975	50,000	20,000	15,000	15,000	
210-425-605	Minor Equipment	—	10,000	5,000	10,000	10,000	
210-425-699	SVC & SUPPLIES-MISC	3,105	10,000	5,000	10,000	10,000	
210-425-720	Buildings	—	—	—	—	—	
210-425-730	Improve other than Buildings	—	15,000	—	—	—	
210-425-743	Furniture and Fixtures	—	—	—	—	—	
<b>Total Expenses</b>		<b>4,080</b>	<b>85,000</b>	<b>30,000</b>	<b>35,000</b>	<b>35,000</b>	
<b>Net Change in Fund Balance</b>		<b>16,491</b>	<b>(39,400)</b>	<b>(2,000)</b>	<b>(4,000)</b>	<b>(4,000)</b>	
Beginning Fund Balance		85,255	45,255	101,746	99,746	99,746	
Ending Fund Balance		101,746	5,855	99,746	95,746	95,746	

# Section VII - Capital Improvement Plan



\*\*Full descriptions of proposed capital projects are located in the Appendix.

### 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	(100) RTC	(220) Grants Fund	(230) RCT Fund	(300) Capital Fund	(305) Cap. Imp. Fund
2022/2023	Cottonwood LN Reconstruction Project - Construction		2,623,000		2,623,000				
2022/2023	Shadow LN Reconstruction (US-95A to SR 828) Engineering and Right of Way Services		430,000		430,000				
2022/2023	Fernley Industrial Park Rehabilitation and Reconstruction Project - Engineering and Right of Way Services		385,000		385,000				
2022/2023	Red Rock Road Extension Construction		1,140,000		1,140,000				
2022/2023	Villa Park Water and Sewer Replacement and Pavement Reconstruction Final Design and Construction (GL 100-475-730)		1,280,000	1,280,000					
2022/2023	In-Town Park Improvement Project, Phase 1 Design		150,000				150,000		
2022/2023	Green Valley Park Improvement Project - Construction		750,000				750,000		
2022/2023	Replace Parks pickup trucks (GL 100-575-742)		123,800	123,800					
2022/2023	Parks Mini-excavator (GL 100-575-741)		61,710	61,710					
2022/2023	Replace Parks hydraulic dump trailer (GL 100-575-741)		19,360	19,360					
2022/2023	Replace Streets pickup trucks (100-475-742)		71,000	71,000					
2022/2023	Building services vehicle		32,000	32,000					
2022/2023	Replace Street Sweeper		325,000	281,255					43,745
2022/2023	Depot restroom grant match		45,000	45,000					
2022/2023	Main Street Streetscape Additions		100,000				100,000		
2022/2023	IT - Switch upgrades, storage upgrade and camera system DVR upgrades		11,500	11,500					
2022/2023	Depot Roof Replacement		600,000					600,000	
<b>Total Capital Outlay</b>			<b>8,147,370</b>	<b>1,925,625</b>	<b>4,578,000</b>	<b>0</b>	<b>1,000,000</b>	<b>600,000</b>	<b>43,745</b>

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	(100) RTC	(220) Grants Fund	(230) RCT Fund	(300) Capital Fund	(305) Cap. Imp. Fund
2022/2023	PMP Project: Sage Valley Estates, Sage Ranch Estates, Fernley Hills Unit 1, Sage Street, Sage Drive, Sage Drainage Improvements, Water Treatment Plan Parking Lot, Mountain View Estates, Equestrian Estates, Farm Lane Estates (GL 100-475-430)		1,600,000	1,600,000					
2022/2023	SR 828 Bike Path Phase 3 (Jasmine Lane to West of Friendly 5, East of Friendly 5 to W/E Clearwater Parkway, Farm Lane Estates (GL100-475-320)		200,000	200,000					
2022/2023	Transportation Master Plan Project, Cottonwood and US95A Signal Design and Right of Way (GL 100-475-320)		250,000	250,000					
2022/2023	Transportation Master Plan Project, Fremont and Chisholm Trail Intersection Control Evaluation (GL100-475-320)		250,000	250,000					
2022/2023	Sage Drainage Improvements Construction (GL100-475-430)		100,000	100,000					
2022/2023	Retention Basin Maintenance (GL100-475-342)		50,000	50,000					
2022/2023	Gustafson Bridge Improvements - Engineering Services (GL100-475-320)		250,000	250,000					
2022/2023	Cottonwood Shop Improvements Design (GL100-475-320)		100,000	100,000					
2022/2023	Northern Nevada Regional Travel Demand Model (TDM) Annual Maintenance (GL100-475-320)		24,000	24,000					
2022/2023	City of Fernley Right of Way Policy (GL100-475-320)		60,000	60,000					
2022/2023	Bicycle and Pedestrian Plan (GL100-475-320)		40,000	40,000					
2022/2023	SR 828 Flashing Solar Light Evaluation and Upgrade (GL100-475-422)		100,000	100,000					
2022/2023	ADA Transition Plan Final Development (GL100-475-320)		175,000	175,000					
2022/2023	Stormwater Utility Rate Assessment (GL100-475-320)		150,000	150,000					
2022/2023	Traffic Signal Systems Maintenance Project (GL100-475-422)		125,000	125,000					

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	(100) RTC	(220) Grants Fund	(230) RCT Fund	(300) Capital Fund	(305) Cap. Imp. Fund
<b>Total Major Maintenance Projects</b>			<b>3,474,000</b>	<b>3,474,000</b>					
<b>Total FY 2023</b>			<b>11,621,370</b>	<b>5,399,625</b>	<b>4,578,000</b>	<b>0</b>	<b>1,000,000</b>	<b>600,000</b>	<b>43,745</b>
All governmental capital projects must be included in this schedule <b>and</b> in the operating budget of the responsible department. All capital projects must be greater than \$5,000. If your department wishes to pay for a capital project using a reserved portion of fund balance, the project expenditures still must be included in the current year operating budget.	Streets	100-475-430	<b>1,700,000</b>	1,700,000					
	Streets	100-475-320	<b>1,499,000</b>	1,499,000					
	Streets	100-475-730	<b>1,280,000</b>	1,280,000					
	Streets	100-475-342	<b>50,000</b>	50,000					
	Streets	100-475-422	<b>225,000</b>	225,000					
	Parks	100-575-742	<b>102,800</b>	102,800					
	Parks	100-575-741	<b>406,070</b>	406,070					
	IT	100-418-730	<b>11,500</b>	11,500					
	RTC	100-475-745	<b>4,578,000</b>		4,578,000				
	RCT	230-575-730	<b>1,000,000</b>	—			1,000,000		
	Capital	300-425-730	<b>600,000</b>					600,000	
				<b>11,452,370</b>	<b>5,274,370</b>	<b>4,578,000</b>	<b>0</b>	<b>1,000,000</b>	<b>600,000</b>

Government Capital Projects (Cont'd)							
Fund/Dept. Number	General Fund, Capital Fund, Capital Improvement Fund, Grants Fund						
Purchase/Replacement Year	Description	Economic Life (Years)	TOTAL COST	Funding Source			
				(100) General Fund	(200) Grants Fund	(300) Capital Fund	(400) Cap. Improv. Fund
2023/2024	FY 23/24 PMP Project: Green Valley, FY 15/16 Project Area		2,000,000				
2023/2024	Shadow LN Reconstruction Project (US 50A/95A to SR 828) - Construction		4,850,000				
2023/2024	Fernley Industrial Park Rehabilitation and Reconstruction Project - Construction		2,480,000				
2023/2024	SR 828 Bike Path Phase 3 (Jasmine Lane to Friendly 5 - Engineering and Right of Way Services		250,000				
2023/2024	SR 828 Bike Path Phase 4 (Jasmine Lane to Friendly 5) Engineering, Right of Way Services, and Construction		350,000				
2023/2024	Gustafson Bridge Improvements - Engineering and Right of Way Services		150,000				
2023/2024	Fremont Street Rehab/Reconstruct - Engineering and Right of Way Services		500,000				
2023/2024	6th, 7th B-G Streets Rehab/Reconstruct - Engineering and Right of Way Services		1,000,000				
2023/2024	Transportation Master Plan Project, Cottonwood and US95A Sign Design and Right of Way		250,000				
2023/2024	Transportation Master Plan Project, Fremont and Chisholm Trail Intersection Control Evaluation and Design		250,000				
2023/2024	Replacement Fleet Vehicle, TBD	10	60,000				
2023/2024	ADA Transition Plan Project, TBD		250,000				
2023/2024	Retention Basin Maintenance	10	50,000				
2023/2024	Traffic Signal Systems Maintenance Project (GL100-475-320)		125,000				
2023/2024	Northern Nevada Travel Demand Model (TDM) Annual Maintenance (GL100-475-320)		24,000				
<b>Total FY 2023/2024</b>			<b>12,589,000</b>				
2024/2025	PMP Project: Desert Lakes, Desert Springs, portion of Donner Trails, portion of Nelson Meadows		1,900,000				
2024/2025	Fremont Street Rehab/Reconstruct - Construction		1,700,000				

2024/2025	SR 828 Bike Path Phase 3 (Jasmine Land to Friendly 5) Construction		550,000				
2024/2025	6th, 7th B-G Streets Rehab/Reconstruct - Construction		4,400,000				
2024/2025	Truckee Lane Rehab/Reconstruct - Engineering and Right of Way Services		420,000				
2024/2025	Gustafson Bridge Improvements - Engineering and Right of Way Services		100,000				
2024/2025	In-Town Park Improvement Project, Phase 3		250,000				
2024/2025	Transportation Master Plan Project - Cottonwood and US95A Signal Construction		1,000,000				
2024/2025	Transportation Master Plan Project, Fremont & Chisholm Signal Construction		1,000,000				
2024/2025	PMP Assessment, Analysis and Final Report (GL100-475-320)		75,000				
2024/2025	Replacement Fleet Vehicle TBD		50,000				
2024/2025	ADA Transition Plan Project TBD		250,000				
2024/2025	Retention Basin Maintenance		50,000				
2024/2025	Traffic Signal Systems Maintenance Project (GL100-475-320)		125,000				
2024/2025	Northern Nevada Regional Travel Demand Model (TDM) Survey, Calibration and Annual Maintenance (GL100-475-320)		79,000				
<b>Total FY 2024/2025</b>			<b>11,949,000</b>				
2025/2026	PMP Project, FY16/17 and FY 17/18 Project Areas, Cottonwood LN, Fernley Industrial Park, Villa WY, Randon CT, portion of Parkland WY		1,300,000				
2025/2026	Truckee LN Rehab/Reconstruct/Construction		1,400,000				
2025/2026	Gustafson Bridge Improvements - Construction		4,000,000				
2025/2026	Out of Town Park Improvement Project Design		250,000				
2025/2026	Transportation Master Plan Project, TBD		250,000				
2025/2026	Replacement Fleet Vehicle (TBD)	10	45,000				
2025/2026	ADA Transition Plan Project, TBD		250,000				
2025/2026	TMP Update		150,000				
2025/2026	Retention Basin Maintenance	10	50,000				
2025/2026	Traffic Signal Systems Maintenance Project (GL 100-475-320)		125,000				
2025/2026	Northern Nevada Regional Travel Demand Model (TDM) Survey, Calibration, and Annual Maintenance (GL 100-475-320)		79,000				

<b>Total FY 2025/2026</b>			<b>7,899,000</b>				
2025/2026	PMP Project: Cottonwood Lane, Villa Way, Randon Court, portion of Parkland Way, Desert Bluff Unit 1, Upland Ranch		2,300,000				
2025/2026	Truckee Lane Rehab/Reconstruct - Construction		1,530,000				
2025/2026	Willow Acres/Concord Woods Rehab/Reconstruct - Engineering and Right of Way Services		1,000,000				
2025/2026	Gustafson Street Construction Project - Engineering and Right of Way Services		250,000				
2025/2026	Gustafson Bridge Improvements - Construction		4,500,000				
2025/2026	Out of Town Park Improvement Project Design		250,000				
2025/2026	Transportation Master Plan Project, TBD		250,000				
2025/2026	Replacement Fleet Vehicle TBD		50,000				
2025/2026	ADA Transition Plan Project TBD		250,000				
2025/2026	TMP Update		150,000				
2025/2026	Retention Basin Maintenance		50,000				
2025/2026	Traffic Signal Systems Maintenance Project (GL100-475-320)		125,000				
2025/2026	Northern Nevada Regional Travel Demand Model (TDM) Annual Maintenance (GL100-475-320)		24,000				
<b>Total FY 2025/2026</b>			<b>10,729,000</b>				
2026/2027	PMP Project: Fernley Industrial Park, Shadow Lane W (US 50A/95A to SR 828), Country Ranch II, E Newlands Drive, Stanley Drive, Portion of W Newlands Drive, Truckee River Ranch Phase 1 and 2		1,800,000				
2026/2027	Gustafson Street Construction Project - Construction		1,250,000				
2026/2027	Willow Acres/Concord Woods Rehab/Reconstruct - Construction		4,400,000				
2026/2027	Out of Town Park Improvement Project Construction		250,000				
2026/2027	Transportation Master Plan Project TBD		250,000				
2026/2027	Replacement Fleet Vehicle TBD		50,000				
2026/2027	ADA Transition Plan Project TBD		250,000				
2026/2027	Retention Basin Maintenance		50,000				

2026/2027	Traffic Signal Systems Maintenance Project (GL100-475-320)		125,000				
2026/2027	Northern Nevada Regional Travel Demand Model (TDM) Annual Maintenance (GL100-475-320)		24,000				
<b>Total FY 2026/2027</b>			<b>8,449,000</b>				

**43,166,000**

Water Enterprise - Capital Projects			
Fund and Department Number	Water Enterprise Fund		
Purchase/Replacement Year	Description	Life (Yrs)	Total Cost
2022/2023	Surface Water Conveyance from Canal to the WTP Project Construction		2,500,000
2022/2023	Surface Water Conveyance and Treatment Integration Final Design and Construction		5,500,000
2022/2023	Cottonwood Lane Waterline Replacement and Extension - Construction		612,000
2022/2023	Villa Park Water Main Replacement - Villa Way and Parkland Design and Construction		200,000
2022/2023	Replace Eight (8) Turbidity Meters at Water Treatment Facility		90,000
2022/2023	Shadow Lane Waterline Replacement - Engineering Services		10,000
2022/2023	Fernley Industrial Park Waterline Replacement and Extension - Engineering Services		12,000
2022/2023	Red Rock Road Waterline Extension Project final design and construction		118,000
2022/2023	Water Meter Improvements Citywide including hardware/antenna construction		250,000
2022/2023	Water Resource Investigation Brady Hot Springs		50,000
2022/2023	WMP-Project 6: Armstrong Well Rehabilitation Phase 1 - Investigation of existing well and casing		57,500
2022/2023	Utility Department Water Meter Truck replacement (utility body)		52,800
2022/2023	Fleet Service Truck (Proportionate share 25%) plus 2 WD trucks		132,050
2022/2023	WTP Pickup Truck Replacement		45,000
2022/2023	WMP-Project 8: Highway 50 Looping Main to Farm District Road Design and Permitting		350,000
2022/2023	WTP Filter Replacement still pending		—
<b>FY 2022/2023 Water Enterprise - Capital Projects (Ties to Cash Flow)</b>			<b>9,979,350</b>
Water Enterprise - Capital Projects Continued			
2023/2024	Well Bypass Projects		120,000
2023/2024	WMP - Project 5: Northeast Booster Pump Station and Well 9/9A Improvements Design		110,000
2023/2024	Fremont Street Rehab/Reconstruct - Engineering Services		50,000

2023/2024	Water Meter Improvement Citywide - including landbase antenna upgrades/software system		250,000
2023/2024	6th, 7th B-G ST Rehab/Reconstruct - Engineering Services		50,000
2023/2024	Shadow LN Waterline Replacement and Extension - Construction		650,000
2023/2024	Fernley Industrial park Waterline Replacement and Extension - Construction		60,000
2023/2024	Water Distribution System Improvement Project/Water Main Rehabilitation/Construction		500,000
2023/2024	Utility Department Water Meter Truck Replacement (utility body)		55,000
2023/2024	Exploratory Borings Brady's Hot Springs		450,000
2023/2024	WTP Filter Replacement		600,000
2023/2024	WMP - Project 4: General Well Improvements at Existing Well Heads		250,000
2023/2024	WMP - Project 6: Armstrong Well Rehabilitation Phase 2 - Site Improvements Design and Permitting		57,500
2023/2024	WMP - Project 8: Highway 50 Looping Main to Farm District Road Construction		3,500,000
2023/2024	Surface Water Treatment Integration at WTP Design and Construction		4,000,000
<b>Total FY 2023/2024</b>			<b>10,702,500</b>
2024/2025	Ricci Tank Interior and Exterior Recoat and Site Improvement Project		500,000
2024/2025	Water Meter Improvements Citywide		250,000
2024/2025	Fremont Street Rehab/Reconstruct Construction		300,000
2024/2025	6th, 7th B-G Streets Rehab/Reconstruct - Construction		300,000
2024/2025	Truckee Lane Rehab/Reconstruct - Engineering Services		50,000
2024/2025	Test/Production Well Bradys Hot Springs		650,000
2024/2025	Highway 50 Lift Station Alternate Water Source Construction		350,000
2024/2025	WTP Filter Replacement		600,000
2024/2025	WMP - Project 5: Northeast Booster Pump Station and Well 9/9A Improvements Construction		1,400,000
<b>Total FY 2024/2025</b>			<b>4,400,000</b>
2025/2026	Water Meter Improvements Citywide		125,000
2025/2026	Truckee Lane Rehab/Reconstruct - Construction		300,000
2025/2026	Infrastructure Improvements Bradys Hot Springs		3,000,000
2025/2026	WTP Filter Replacement		600,000
2025/2026	WMP - Project 7: US-95A Booster Pump Station		800,000
2025/2026	WMP - Project 8: HWY 50 Looping Main		3,000,000
<b>Total FY 2025/2026</b>			<b>7,825,000</b>
2026/2027	Water Meter Improvements Citywide		125,000
2026/2027	Sage Ranch Tank Rehab/Reconstruct Project		450,000
2026/2027	Gustafson ST Rehab/Reconstruct - Engineering and Construction		350,000
2026/2027	Infrastructure Improvements Brady's Hot Springs		3,000,000
2026/2027	WTP Filter Replacement		600,000

2026/2027	WMP - Project 9 Logan Lane to Vine St Looping		700,000
2026/2027	WMP - Project 10 Mull Lane High Pressure Trans Main		2,200,000
2026/2027	WMP - Project 11 Desert Shadows Trans Main and PRV		5,300,000
2026/2027	WMP - Project 12 SE Tank & Trans Main		4,400,000
2026/2027	WMP - Project 13 US-95A Booster Pump and Trans Main <sup>7</sup>		2,900,000
<b>FY 2026/2027</b>			<b>20,025,000</b>
<b>Sewer Enterprise - Capital Projects</b>			
Fund and Department Number	<b>Sewer Enterprise Fund</b>		
Purchase/Replacement Year	Description	Economic Life (Yrs)	Total Cost
2022/2023	Cottonwood LN Sanitary Sewer Rehab/Reconstruct - Construction		147,000
2022/2023	Villa Park Sewer Main Replacement - Villa Way and Parkland Design and Construction		100,000
2022/2023	Farm District Road Lift Station Reconstruction Phase 2 Design and Construction		1,100,000
2022/2023	South Arm Interceptor Phase 1 MH 295 to MH 1047 Design		350,000
2022/2023	West Lift Station Upgrade, Bypass and Valve Replacement Design and Construction		1,000,000
2022/2023	Shadow LN Sanitary Sewer Rehab/Reconstruct - Engineering Services		5,000
2022/2023	Fernley Industrial Park Sanitary Sewer Rehab/Reconstruct - Engineering Services		23,000
2022/2023	Camille Genset and SCADA Installation Design and Construction		180,000
2022/2023	Metal Storage Building/Shop for East Plant Design		
2022/2023	Pond Relining Project Design and Construction		1,250,000
2022/2023	Replace Utility body pickup truck		52,800
2022/2023	Fleet Service Truck (Proportionate share 25%) plus WW truck		112,029
2022/2023	US 50A/95A Sewer Improvements and Sage Force Main Valve Installation - Engineering and Construction		710,000
2022/2023	Wastewater Plant Electric Gate Upgrade		35,000
2022/2023	Preliminary Engineering Report - EWWTP upgrades/expansion		100,000
<b>FY2022/2023 Sewer Enterprise</b>			<b>5,164,829</b>
2023/2024	Wastewater Plant Upgrade		2,500,000
2023/2024	Donner Trails Emigrant and Jessica Lane Interceptor Upgrade Design		250,000
2023/2024	Shadow LN Sanitary Sewer Rehab/Reconstruct - Construction		440,000
2023/2024	Fernley Industrial Park Sanitary Sewer Rehab/Reconstruct - Construction		400,000
2023/2024	South Arm Interceptor Phase 1 MH 295 to MH 1047 Construction		3,500,000
2023/2024	Zone 14 Transite Sewer Main Replacement Project Design		250,000
2023/2024	6th, 7th B-G ST Rehab/Reconstruct - Engineering Services		50,000
2023/2024	Fremont ST Rehab/Reconstruct - Engineering Services		40,000

<sup>7</sup> WMP = Water Master Plan

2023/2024	Pond Relining Project Design and Construction		1,500,000
<b>Total FY 2023/2024</b>			<b>8,930,000</b>
2024/2025	Wastewater Plant Upgrade		2,500,000
2024/2025	Donner Trails Emigrant and Jessica Lane Interceptor Upgrade Construction		1,500,000
2024/2025	Zone 14 Transite Sewer Main Replacement/Rehabilitation		1,500,000
2024/2025	Farm District Lift Relocation Construction		950,000
2024/2025	Fremont ST Rehab/Reconstruct - Construction		200,000
2024/2025	6th, 7th B-G ST Rehab/Reconstruct - Construction		300,000
2024/2025	Truckee LN Rehab/Reconstruct - Engineering Services		30,000
2024/2025	Lift Station Bypass for Loves and Rolling Meadows Design and Construction		200,000
2024/2025	Pond Relining Project Design and Construction		1,750,000
<b>Total FY 2024/2025</b>			<b>8,930,000</b>
2025/2026	Wastewater Plant Upgrade		2,500,000
2025/2026	Truckee LN Rehab/Reconstruct - Construction		120,000
2025/2026	Farm District Lift Relocation Construction		950,000
2025/2026	Lyon DR, Industrial DR, Salvadore DR Rehab/Reconstruct Engineering Design		30,000
2025/2026	Zone 15 Transite Sewer Main Replacement Project Design		250,000
2025/2026	Pond Relining Project Design and Construction		1,750,000
<b>Total FY 2025/2026</b>			<b>5,600,000</b>
2026/2027	Wastewater Plant Upgrade		2,500,000
2026/2027	Gustafson ST Rehab/Reconstruct - Engineering and Construction		120,000
2026/2027	Replace Utility body pickup truck		65,000
2026/2027	Zone 15 Transite Sewer Main Replacement/Rehabilitation		1,500,000
2026/2027	Farm District Lift Relocation Construction		950,000
2026/2027	Pond Relining Project Design and Construction		1,750,000
<b>Total FY 2026/2027</b>			<b>6,885,000</b>

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## Section VIII - Debt Administration



## Debt Management Policy

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

The total outstanding debt for the City of Fernley as of July 1, 2022 is \$58,092,409. This includes General Obligation bonds for water (\$51,192,465) and sewer (\$6,899,944). The city paid off its installment purchase debt outstanding in the amount of \$1.7 million, which was for the City Hall Expansion.

Name of Bond	Term	Original Amount of Issue	Issue Date	Final Payment Date	Interest Rate	Beginning Outstanding Balance 7/1/22	Interest Payable 6/30/23	Principal Payable 6/30/23	Total
<b>General Fund</b>									
<b>Total General Fund</b>						—	—	—	—
<b>Water Enterprise Fund</b>									
2020 Refunding	5.5	11,066,527	5/27/2020	2/1/2026	1.03%	9,272,465	95,506	1,577,335	1,672,841
2015B Refunding	23	37,665,000	11/4/2015	2/1/2038	2-5%	29,625,000	1,113,031	1,070,000	2,183,031
2016 Refunding	30	9,085,000	11/3/2016	2/1/2037	2-3%	8,970,000	260,550	—	260,550
2017 Refunding	30	4,425,000	1/26/2017	2/1/2037	3-3.75%	3,325,000	115,825	—	115,825
<b>Total Water Enterprise Fund</b>		<b>62,241,527</b>				<b>51,192,465</b>	<b>1,584,912</b>	<b>2,647,335</b>	<b>4,232,247</b>
<b>Sewer Enterprise Fund</b>									
2020 Refunding	5.5	1,239,473	5/27/2020	2/1/2026	1.03%	1,038,535	10,697	176,665	187,362
2015A Refunding	23	5,807,691	11/4/2015	2/1/2038	2.35%	4,642,615	108,438	113,587	222,025
2017 SRF Loan	17	1,416,266	1/11/2017	1/1/2037	2.43%	1,218,794	29,205	68,241	97,446
<b>Total Sewer Enterprise Fund</b>		<b>8,463,430</b>				<b>6,899,944</b>	<b>148,340</b>	<b>358,493</b>	<b>506,833</b>
<b>TOTAL ALL DEBT SERVICE</b>		<b>70,704,957</b>				<b>58,092,409</b>	<b>1,733,252</b>	<b>3,005,828</b>	<b>4,739,080</b>

### Water Ancillary Fee

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

In FY 2016/17, City Council directed staff to reduce the Fee by 10%. This reduced the monthly fee for a 3/4" meter from \$31.09 to \$27.98 leaving a deficit of (\$1,704,536).

The city conducted a water and sewer rate study, and established a process to collect the total amount required for debt service (principle and interest) on the property tax roll. The city reviews annually to ensure the debt service is captured as well as including any meters added to the system. For FY 2022-23, the monthly amount (for 3/4" meters) is estimated at \$35.33, a decrease over FY21/22. A final calculation will be completed in May prior to submitting the information to the County Assessor.

The table below provides the change in rates each year.

Meter size	FY15/16	FY16/17	FY17/18	FY18/19	FY19/20	FY20/21	FY21/22	FY22/23
0.75	31.09	27.98	41.11	39.22	38.43	37.01	\$ 37.36	\$ 35.33
1.00	51.92	46.73	68.65	65.50	64.17	61.80	\$ 62.38	\$ 59.01
1.50	103.53	93.18	136.90	156.89	153.70	148.03	\$ 149.42	\$ 141.34
2.00	165.71	149.14	219.12	248.28	243.24	234.26	\$ 236.46	\$ 223.66
3.00	310.90	279.81	411.11	568.74	557.18	536.62	\$ 541.66	\$ 512.34
4.00	518.27	466.44	685.32	784.47	768.52	740.17	\$ 747.12	\$ 706.68
6.00	518.27	466.44	685.32	1,765.05	1,729.17	1,665.37	\$1,681.02	\$1,590.02
Will-Serve	18.65	16.79	24.67	23.53	23.06	22.20	\$ 22.41	\$ 21.20

2020 Water Bond Fee - As of February 2022				
Meter Size	Accounts	Multiplier	Monthly Rate	Monthly Revenue
0.75	7,571	1	\$ 35.33	\$ 267,513
1	149	1.67	\$ 59.01	\$ 8,792
1.5	63	4	\$ 141.34	\$ 8,904
2	148	6.33	\$ 223.66	\$ 33,102
3	9	15	\$ 512.34	\$ 4,611
4	12	20	\$ 706.68	\$ 8,480
6	4	45	\$ 1,590.02	\$ 6,360
will serve	704	0.6	\$ 21.20	\$ 14,925
	8,660			
		4,232,248	Annual Revenue	\$ 4,232,248

2023 Water Fund Debt Service Requirements		**The estimates are based upon the number of meters in the system as of April 27, 2022. Final calculations and rates will be finalized in May prior to transferring the information to Lyon County Assessor's Office for the tax rolls.
Bond Principal	2,647,335	
Interest	1,584,912	
Total	4,232,247	

## Section IX - Glossary of Budget Terminology

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

### **Adopted Budget**

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

### **Abatement**

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

### **Accrual Basis of Accounting**

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

### **Adopted Budget**

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

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

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

### **Amortization**

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

### **Appropriations**

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

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

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

**Balanced Budget**

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

**Beginning Balance**

The residual funds brought forward from the previous fiscal year.

**Bonds**

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

**Bond Rating**

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

**Budget**

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

**Budget Augmentation**

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

**Budget Document**

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

**Budget Revision**

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

**Building Permit**

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

**Capital Equipment**

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

**Capital Improvements**

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

**Capital Improvement Program (CIP)**

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

**Capital Outlay/Improvements**

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

**Capital Projects Funds**

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

**Cash flow Statement**

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

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

**Comprehensive Annual Financial Report (CAFR)**

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

**Consumer Price Index (CPI)**

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

**Cost Allocation**

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

**Contingency Fund**

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

**Current Resources Focus (Governmental Funds)**

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

**Debt Service**

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

**Department**

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

**Depreciation (non-cash transaction)**

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

**Direct Costs**

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

**Division**

An organized unit within a department.

**Employee Benefits**

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

**Ending Balance**

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

**Enterprise Fund**

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

**Expenditure**

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

**Expenses (Enterprise Funds)**

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

**Fees**

Fees are charges for specific services.

**Financial Policy**

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

**Fiscal Year (FY)**

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

**Fixed Assets**

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

**Full-Time Equivalent (FTE)**

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

**Fund**

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

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

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

for capital projects pertaining to the court. Examples include land, furniture, fixtures, equipment, renovations, etc.

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

### **Fund Balance**

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

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

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

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

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

### **General Fund**

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

### **General Obligation Bonds**

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

### **Grant**

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

**Indirect Costs**

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

**Infrastructure**

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

**Interest Earnings**

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

**Interfund Reimbursements**

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

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

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

**Net Position (Enterprise Funds)**

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

**Nevada Administrative Code (NAC)**

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

**Nevada Revised Statutes (NRS)**

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

**Non-operating Expenses**

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

**Objective**

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

**Operating Budget**

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

**Operating Expenses**

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

**Ordinance**

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

**Performance Measures**

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

**Program**

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

**Property Tax Rate**

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

**Reserve**

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

**Resources**

Assets that can be used to fund expenditures.

**Revenue**

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

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

**Risk Management**

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

**User Fees**

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

**Ward**

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

## Section X – Final Word

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

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

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

The mailing address is:

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**Budget Document Comments**

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

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

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

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

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

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

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

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

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

Please send to:  
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 City Manager’s Office  
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 Fernley, NV 89408  
[dhooper@cityoffernley.org](mailto:dhooper@cityoffernley.org)

# Appendix

- Position List
- General Fund Capital Improvement Project Descriptions
- Water Enterprise Fund Capital Improvement Project Descriptions
- Wastewater (Sewer) Enterprise Fund Capital Improvement Project Descriptions

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