



N E V A D A

AGENDA
Budget Meeting
City Council

Wednesday, May 6, 2026 • 2:00 PM

Mayor
Neal E. McIntyre

City Council
Ward 1 - Ryan Hanan
Ward 2 - Felicity Zoberiski
Ward 3 -
Ward 4 - Albert Torres
Ward 5 - Joe Mendoza

Acting City Manager
Lydia Altick

Fernley City Council Chambers, 595 Silver Lace Boulevard, Fernley, NV 89408

Zoom information:

Please click the following link to join the webinar: <https://us02web.zoom.us/j/82966343247>, or one tap_mobile: 12532158782, Dial: 669 900 9128, Webinar ID: 829 6634 3247

Public Notice: This agenda has been physically posted in compliance with 241.020 at Fernley City Hall, 595 Silver Lace Blvd. In addition, this agenda has been electronically posted in compliance with NRS 241.020(3) at www.cityoffernley.org and NRS 232.2175 at <https://notice.nv.gov/> To obtain further documentation regarding posting, please contact the City Clerk’s Office at (775) 784-9830 or cityclerk@cityoffernley.org

Public Comment: Those wishing to address the City Council may submit public comment through the [online public comment form found](#), or by sending an email to cityclerk@cityoffernley.org. Comments received prior to 4:00 pm the day of the meeting will be provided to City Council and added to the record but will not be read during the live meeting. Public comments received after 4 pm the day of the meeting will be included in the record but may not reach council members before action is taken. Public comment, whether on action items or public comment, is limited to three (3) minutes per person. Unused time may not be reserved by the speaker, nor allocated to another speaker. The public may comment on any matter that is not specifically included on an agenda as an action item or comment on a specific agenda item. Items not included on the agenda cannot be acted upon other than to place them on a future agenda. Additionally, if you wish you can comment in person at the meeting or use the Raise your Hand feature in Zoom (*9 if you are participating via phone).

Accommodations: City Council and staff will make reasonable efforts to assist and accommodate individuals with disabilities desiring to attend the meeting. Please contact the City Clerk’s Office at (775) 784-9830 in advance so that arrangements can be made.

Supporting Material: Staff reports and supporting material for the meeting are available at the City Clerk’s Office, and on the City’s website at www.cityoffernley.org Pursuant to NRS 241.020(6), supporting material is made available to the general public at the same time it is provided to the City Council.

Order of Business: The presiding officer shall determine the order of the agenda. The Fernley City Council may combine two or more agenda items for consideration; remove an item from the agenda; or delay discussion relating to an item on the agenda at any time. All items are action items unless otherwise noted. Items scheduled to be heard at a specific time will be heard no earlier than the stated time but may be heard later.

1. INTRODUCTORY ITEMS

1.1. Pledge of Allegiance

1.2. Roll Call

1.3. Public Forum

1.4. (For Possible Action) Approval of Agenda

2. STAFF REPORTS

2.1. Discussion and possible action regarding the Fiscal Year 2026/2027 proposed tentative budget including but not limited to: All funds within the Water Enterprise Fund; Wastewater Enterprise Fund; General Fund; Special Revenue Funds; Capital Improvement Program; rates; all city departments; the budget process; timelines, goals, and existing budget; debt, staffing, including but not limited to reorganization, reclassification, employee positions and contracts, new positions, and other matters related thereto.

3. PUBLIC FORUM

4. ADJOURNMENT

Next Meeting: May 6th @ 5pm



CITY OF FERNLEY

City Council AGENDA REPORT

Meeting Date: May 6, 2026

REPORT TO:	Mayor and City Council
REPORT FROM:	Robert Carson, Finance Director

FINANCIAL IMPACT:		CURRENTLY BUDGETED:		FUND/ACCOUNT:
Yes:	No:	Yes:	No:	.

ACTION REQUESTED: Motion

AGENDA ITEM:

Discussion and possible action regarding the Fiscal Year 2026/2027 proposed tentative budget including but not limited to: All funds within the Water Enterprise Fund; Wastewater Enterprise Fund; General Fund; Special Revenue Funds; Capital Improvement Program; rates; all city departments; the budget process; timelines, goals, and existing budget; debt, staffing, including but not limited to reorganization, reclassification, employee positions and contracts, new positions, and other matters related thereto.

AGENDA ITEM BRIEF:

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RECOMMENDED MOTION:

BUSINESS IMPACT (per NRS Chapter 237):

A Business Impact Statement is not required because this is not a rule (term excludes vehicles by which legislative powers are exercised under NRS Chapters 271, 278, 278A, or 278B).

See attached report for background, analysis, alternatives.

ALTERNATIVES:

BACKGROUND:

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RELEVANT LAWS, STATUTES, AND REGULATIONS:

FINANCIAL IMPLICATIONS:

ATTACHMENTS:

1. Chief Development Officer
2. Chief Operations Officer
3. Human Resources Technician
4. Public Information Officer
5. Parks and Recreation Field Super 2021.01.07 (002)BW Edits
6. FY2027 Wastewater Enterprise 5 yr CIP Version 2
7. FY2027 Water Enterprise Fund 5 yr CIP Version 2

CITY OF FERNLEY
Chief Development Officer
Pay Range: \$142,849.45 – \$206,011.52

Definition

Under the direction of the Mayor, A Chief Development Officer is a public service professional responsible for empowering local communities by identifying their social, economic, and physical needs and implementing projects to address them.

Acting as a liaison between residents, government agencies, and non-profits, the Chief Development Officer facilitates collective action to improve the overall quality of life and promote social inclusion.

Distinguishing Characteristics

The Chief Development Officer serves as one of the administrative heads of the City, independently oversees the City's planning, building, and engineering functions, and coordinates development and redevelopment initiatives throughout the community. This role involves guiding urban planning efforts, evaluating housing and infrastructure needs, and advancing revitalization and redevelopment projects that support the City's long-term growth and economic vitality. The position also provides leadership and oversight for departmental staff and project managers, monitors the progress of development projects, and prepares updates and reports for the Mayor and City Council. In carrying out these responsibilities, the Chief Development Officer collaborates with other municipal departments—including finance, legal, utilities, and public works—to ensure that infrastructure planning and development activities align with the City's strategic priorities and state and federal laws and regulations.

Essential Duties and Responsibilities: *(Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the essential functions.)*

- Performs general management of the City by providing general policy direction, including review, update, and implementation of policies and procedures to ensure cross-departmental consistency.
- Assists the Mayor in all his/her executive and administrative duties.
- Assists the Mayor and City Council in the development of overall goals of the City; provides leadership and direction in the development of short- and long-range plans for achieving overall goals; works with the Mayor and City Council and others to develop community and economic development plans.
- Assists the Mayor and Treasurer with review and preparation of the City's budget for the Mayor's and Council's approval; monitors budget and informs the Mayor of significant changes, impacts, or issues; recommends alternatives to resolve budgetary issues.
- Manages and directs assigned departments through effective planning, staff management, resource allocation and sound fiscal practices.
- Creates a citywide culture of customer service, accountability, and integrity.
- Evaluates the performance of various programs and personnel; coordinates and participates in activities of the City management team, assists in the selection and performance evaluation of Directors by the Mayor, and makes recommendations to the Mayor regarding resolving management performance issues.
- Drafts documents, correspondence, ordinances, proclamations, etc., as required to carry out the business of the City and conducts research projects of a complex nature.

- Represents the Mayor and the City at meetings and is in contact with citizens, city officials, community leaders, and other agency representatives. Attends Council meetings; makes oral and written presentations to the City Council. Attends meetings of the City Council, commissions and boards.
- Confers with City Attorney to assure that City laws and ordinances are carried out; assures compliance with applicable federal, state, and local laws, codes, and regulations.
- Analyzes proposed legislation and administrative regulations for their impact on City operations and future development.
- Engage with residents, businesses, City Council, commissions, public agencies, community organizations, and stakeholders to gather input to assess community development needs.
- Develops and maintains community partnerships and networks. Identify strategies to ensure community engagement and involvement. Analyze community feedback to inform plan development.
- Works with the Mayor and City Council and others to develop community and economic development plans.
- Creates and implements a strategic plan.
- Provide community reports, research outcomes, and analysis.
- Deliver educational programs and presentations.
- Identify funding sources and grant opportunities.

Knowledge, Skills and Abilities

Knowledge of and skills in:

- principles and techniques of government administration, including principles of management, program planning, direction, coordination, and evaluation of city operations and functions;
- municipal organization and infrastructure operations;
- budget forecasting and financial management, personnel and labor relations;
- applicable laws, codes, regulations, policies and procedures;
- legislative and administrative source materials, research methodology and statistics;
- effective supervisory principles and practices;
- exercising sound judgment in evaluating situations and making decisions;
- preparing and analyzing comprehensive reports;
- effective, clear, persuasive oral and written communications to individuals and groups; skills in effective use of interpersonal skills in a tactful, patient and courteous manner;
- conducting efficient and effective meetings;
- facilitating and collaborating with senior managers to determine an effective and efficient approach to delivering services and solving citywide issues.

Abilities to:

- exercise keen judgment and thoughtful consideration in making administrative and management decisions;
- articulate and promote the City's strategic positions and core values to diverse audiences, and to respond to changing community needs;
- establish and maintain effective and productive working relationships with elected officials, business and community leaders, advisory boards, news media, and the public;
- provide leadership, counsel, motivation, and constructive performance reviews to senior staff as designated by the Mayor.

Education, Experience and Other Requirements

- Bachelor's degree in Public Administration, City Planning, Urban Law, or related field, and five years of responsible management experience preferably in municipal government, or an equivalent combination of education and experience to provide sufficient evidence of successful performance of the essential elements of the job such as those listed above.
- Master's degree in Public Administration or related field is desirable.
- Experience with performance management, change management, lean or similar organizational development experience.
- Experience working with a diverse community.
- Excellent interpersonal, oral and written communication skills and ability to analyze and articulate complex issues.
- Valid Nevada State Driver's license required or the ability to obtain a Nevada State issued Driver's License.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The physical and mental requirements described here are representative of those an employee must meet to successfully perform the essential functions of the job. Strength, dexterity, and coordination to use a keyboard and video display terminal for prolonged periods. Cognitive ability to operate a computer using word processing, spreadsheets, databases, and Microsoft Office applications. Mental capacity with attention to detail. Strength and stamina to sit for long periods of time while performing desk work. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of files, stacks of paper or reports, references, and other materials. Must be able to occasionally lift up to 25 pounds. Some reaching for items above and below desk level. Some reaching, bending, squatting, and stooping are necessary to access files and records. The ability to interact professionally, communicate effectively, and exchange information accurately with all internal and external customers. Ability to appropriately handle stress and interact with others, including department heads, coworkers, and the public. Regular and consistent punctuality and attendance.

In compliance with applicable disability laws, reasonable accommodations may be provided to qualified individuals with disabilities who request them. Incumbents and applicants are encouraged to discuss potential accommodations with the employer.

Working Conditions:

Work is performed under the following conditions:

Position functions indoors in an office type environment but will be required to go out into the field and may be subjected to inclement weather. Office environment is generally clean with limited exposure to conditions such as dust, fumes, noise, or odors. This position will work routinely with office equipment including computers, copiers, scanners, and phones. Frequent interruptions to planned work activities occur.

Other

This class description describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, and skills required of the job.

EMPLOYEES ACKNOWLEDGEMENT: *I acknowledge that I have read and understand the above job description and have received a copy for my records.*

City of Fernley
Effective:

Chief Development Officer
FLSA: Exempt

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

Signed

Date

Printed Name

DRAFT

CITY OF FERNLEY
Chief Operating Officer
Pay Range: \$142,849.45 – \$206,011.52

Definition

Under the direction of the Mayor, performs a variety of managerial, professional and administrative support for the Mayor and City Council in internal and external operations of the City. Directs and coordinates the activities of the senior leadership group and integrates interdepartmental activities. Coordinates between the Mayor, City Council, governmental agencies and the community. Assures the effective and efficient utilization of City resources, applies extensive knowledge of the principles and techniques of government management, administration, and operations.

Distinguishing Characteristics

The Chief Operating Officer serves as the one of the administrative head of the City and independently manages and directs City operations in compliance with ordinances and directives of the City Council. This position has broad latitude for actions and decisions, but work is subject to review and direction by the Mayor through discussions and analysis of recommendations and reports. Works closely with other agencies to ensure overall operations of the City are directed toward common City goals and objectives.

Essential Duties and Responsibilities: *(Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the essential functions.)*

- Performs general management of the City by providing general policy direction, including review, update and implementation of policies and procedures to ensure cross departmental consistency.
- Assists the Mayor in all his/her executive and administrative duties.
- Manages and directs assigned departments through effective planning, staff management, resource allocation and sound fiscal practices.
- Creates a citywide culture of customer service, accountability, and integrity.
- Evaluates the performance of various programs and personnel; coordinates and participates in activities of City management team, assists in selection and performance evaluation of Directors by the Mayor, makes recommendations to the Mayor regarding resolving management performance issues.
- Drafts documents, correspondence, ordinance, proclamations, etc., as required to carry out the business of the City and conducts research projects of a complex nature.
- Assists the Mayor and Finance Director with review and preparation of the City's budget for the Mayor's and Council's approval; monitors budget and informs the Mayor of significant changes, impacts or issues, recommends alternatives to resolve budgetary issues.
- Represents the Mayor and the City at meetings and is in contact with citizens, city officials, community leaders and other agency representatives. Attends meetings of the City Council, commissions and boards. Facilitates committees or work groups by City and community leaders.
- Confers with City Attorney to assure that City laws and ordinances are carried out; assure compliance with applicable federal, State and local laws, codes, and regulations.

Knowledge, Skills and Abilities

Knowledge of and skills in:

- Knowledge of the principles and techniques of government administration, including principles of management, program planning, direction, coordination, evaluation of city operations and functions.
- Knowledge of municipal organization and infrastructure operations.
- Knowledge of budget forecasting and financial management, personnel and labor relations.
- Knowledge of applicable laws, codes, regulations, policies and procedures.
- Knowledge of legislative and administrative source materials, research methodology and statistics.
- Knowledge of effective supervisory principles and practices.
- Skills in exercising sound judgment in evaluating situations and making decisions.
- Skills in preparing and analyzing comprehensive reports.
- Skills in effective, clear, persuasive oral and written communications to individuals and groups; skills in effective use of interpersonal skills in tactful, patient and courteous manner.
- Skills in conducting efficient and effective meetings.
- Skills in facilitating and collaborating with senior managers to determine effective and efficient approach to delivering services and solving citywide issues.

Abilities to:

- Ability to exercise keen judgment and thoughtful consideration in making administrative and management decisions.
- Ability to articulate and promote the City's strategic positions and core values to diverse audiences, and to respond to changing community needs.
- Ability to establish and maintain effective and productive working relationships with elected officials, business and community leaders, advisory boards, news media and public.
- Ability to provide leadership, counsel, motivation, and constructive performance reviews to senior staff as designated by the Mayor.

Education, Experience and Other Requirements

- Bachelor's degree in Public Administration, Business Administration, Law, or related field, and five years of responsible management experience preferably in municipal government, or an equivalent combination of education and experience to provide sufficient evidence of successful performance of the essential elements of the job such as those listed above.
- Master's degree in public administration or related field is desirable.
- Experience with performance management, change management, lean or similar organizational development experience.
- Experience working with diverse community.
- Excellent interpersonal, oral and written communication skills and ability to analyze and articulate complex issues.
- Valid Nevada State Driver's license required or the ability to obtain a Nevada State issued Driver's License.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The physical and mental requirements described here are representative of those an employee must meet to successfully perform the essential functions of the job. Strength, dexterity, and coordination to use a keyboard and video display terminal for prolonged periods. Cognitive ability to operate a computer using word processing, spreadsheets, databases, and Microsoft Office applications. Mental capacity with attention to detail. Strength and stamina to sit for long periods of time while performing desk work. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of files, stacks of paper or reports, references, and other materials. Must be able to occasionally lift up to 25 pounds. Some reaching for items above and below desk level. Some reaching, bending, squatting, and stooping are necessary to access files and records. The ability to interact professionally, communicate effectively, and exchange information accurately with all internal and external customers. Ability to appropriately handle stress and interact with others, including department heads, coworkers, and the public. Regular and consistent punctuality and attendance.

In compliance with applicable disability laws, reasonable accommodations may be provided to qualified individuals with disabilities who request them. Incumbents and applicants are encouraged to discuss potential accommodations with the employer.

Working Conditions:

Work is performed under the following conditions:

Position functions indoors in an office type environment but will be required to go out into the field and may be subjected to inclement weather. Office environment is generally clean with limited exposure to conditions such as dust, fumes, noise, or odors. This position will work routinely with office equipment including computers, copiers, scanners, and phones. Frequent interruptions to planned work activities occur.

Other

This class description describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, and skills required of the job.

EMPLOYEES ACKNOWLEDGEMENT: I acknowledge that I have read and understand the above job description and have received a copy for my records. This job description does not constitute an employment agreement between the City and the employee. It is subject to change at any time by the City at its sole discretion.

Signed

Date

Print

Human Resources Technician
Salary Range: \$30.51/63,467.73 - \$41.03/\$85,333.16

DEFINITION: Under general supervision, general administrative functions and a variety of routine to complex clerical, financial, and administrative support in human resources and general administrative functions of the organization including, but not limited to recruitment, selection, compensation, benefits, and training. The incumbent provides general information and assistance to other staff, departments, and the public.

DISTINGUISHING CHARACTERISTICS: This is intermittent-level position and provides a variety of technical level support for the organization's administrative and personnel functions. This is a confidential position with intimate knowledge and proximity of employee pay and benefits, policies and procedures, union contract negotiations, and other management decisions affecting the personnel system. This position is also designated as paraprofessional in the fact that it does not require as much independent and analytical judgment and decision-making as the Human Resources Manager.

ESSENTIAL FUNCTIONS: *(Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the essential functions).*

1. Responds to questions, provides support to department representatives, staff, management and applicants, and interprets procedures and regulations to organization staff, representatives of other agencies, and the public.
2. Maintains Human Resource files, forms, documentation, and information, including electronic documentation; maintains confidentiality of all work-related matters, personnel records, and information; ensures compliance with the City's Personnel Policies and Procedures and all applicable Federal, State and local laws and regulations, including maintenance of legal postings.
3. Contributes to the efficiency and effectiveness of the organization's service to its customers by offering suggestions and directing or participating as an active member of a work team.
4. Reviews, verifies, and processes employee personnel and payroll documents.
5. Confers with human resources and payroll staff; provides information regarding the proper method of completing forms and processing information; reconciles and corrects errors as required.
6. Carries out recruitment efforts in specified occupational areas as directed by the Human Resources Manager, including assisting with administering phases of the recruitment process including posting for openings, organizing and scheduling interviews as needed, conducting employment background checks, and preparing job offers and rejection letters.
7. Assists applicants and employees with the proper use and completion of personnel related forms and documents; receives and reviews documents for personnel related forms for inclusion of all required information and routes as appropriate; makes corrections as required or under direction.
8. Screens applications for requirements, arranges for the notification of candidates and proctors, and administers various portions of required examinations.
9. Assists in updating tracking systems for employee certifications, evaluations, merits, etc.; notifies supervisors of evaluation deadlines; under direction, examines employee files to answer inquiries and provide information to authorized personnel.
10. Provides employment verifications.
11. Uses appropriate software to prepare statistics and other departmental records and reports.
12. Designs and carries out specified programs in such areas as employee recognition, employee orientation, and retirement preparation.
13. Collects and summarizes information, prepares written reports and recommendations, and provides technical support in such personnel areas as employee records, classification, compensation, benefits administration, and employee wellness.

14. Handles confidential and non-routine information in conformance with established policies and procedures, maintains and updates resource materials to aid in department efficiency and improvement.
15. Performs a variety of clerical support duties including copying and assembling materials, maintaining appointment calendars, collecting and distributing mail, faxing documents, ordering office supplies, and other related tasks.
16. Schedules, organizes, and arranges complex activities including, but not limited to, employee training, meetings, travel, conferences, or other department activities; processes incoming and outgoing mail; drafts written responses and replies by telephone or e-mail when needed; responds to routine requests for documents and information.
17. Assists in administration of employee physicals, drug/alcohol programs, and related programs.
18. As directed, assists with worker's compensation, FMLA, ADA, ADEA, liability, EAP, USERRA, Catastrophic Leave and other HR specific programs, policies and procedures; maintains contact with employees and supervisors on status and process; tracks time-off; answers questions and assists with application process; coordinates light duty work assignments; completes required reports.
19. As directed, participates in various committees such as safety or benefits, and other various ad-hoc committees.
20. Serves as a representative of City of Fernley and the Administrative/Human Resources Department, demonstrating professionalism, courtesy, appropriate tact and discretion and confidentiality in all interactions with other employees and the public.
21. Completes other related job duties as assigned.

QUALIFICATIONS FOR EMPLOYMENT:

Knowledge, Skills, and Abilities: (KSAs are the attributes required to perform a job; generally demonstrated through qualifying experience, education, or training.)

Knowledge of:

- Terminology, principals, and practices applicable to all aspects of Human Resources including benefits and compensation, records and retention, personnel file management, confidentiality, basic federal and state regulations;
- Correct verbal and written use of the English language, including grammar, spelling, punctuation, and sentence structure;
- Operation of basic modern office equipment such as telephones, fax machines, copiers, and personal computers;
- Principles of customer services and working within a team-oriented work environment;
- Telephone and general reception procedures;
- Basic record keeping and bookkeeping principles and practices;
- Proficient use of computer systems applications including, but not limited to, *Microsoft Windows, Word, Excel, Outlook, Caselle*, and other programs and systems applicable to the position;
- Applicable laws, codes and regulations;
- Research methods using the internet; federal, state, and local law databases, including for example NRS and NAC, according to organizational policies and procedures.

Ability to:

- Perform a broad range of administrative and/or technical tasks following guidelines and instructions with accuracy and speed;
- Type at a rate sufficient to perform assigned duties;
- Understand and carry out oral and written directions;
- Perform basic arithmetic calculations using a calculator;

- Apply general office procedures and policies; Format basic correspondence and reports following instructions and procedural manuals;
- Maintain and organize accurate files and records;
- Provide quality customer service, including the ability to respond to the public and others in a courteous, respectful, and timely manner during normal and stressful conditions;
- Provide factual information in-person and over the telephone consistent in conformance with the organizational policies and procedures; establish and maintain cooperative and effective working relationships with management, staff, and public; individually and within a group;
- Operate a personal computer, and programs including, but not limited to, spreadsheet, database, electronic document management and associated organizational software;
- Organize and prioritize fundamental work responsibilities; multi-task and adjust priorities rapidly;
- Handle confidential and non-routine information in conformance with established policies and procedures;
- Carry out an assortment of special and ongoing projects independently and with a team.
- Continue education and training to remain current on latest policies, practices, and required certifications.

Required Certifications and Licenses:

Possession of a valid driver's license or alternate means of travel. All required certifications and licenses must be maintained and current throughout duration of employment.

Experience and Training:

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

1. Any combination of training, education, and experience that would provide the required knowledge and abilities. A typical way to gain the required knowledge and abilities are:
 - a. High school diploma or equivalent; and
 - b. Three or more years of technical level human resources and/or advanced administrative support related experience.
2. Current HRCI and/or SHRM certification or capable of obtaining and maintaining HRCI or SHRM certification within two years of hire.
3. Combination of experience and education.
4. Pass a criminal background investigation.
5. Associate's degree or higher in human resources, business administration or degree related to the position, preferred.

Physical and Mental Requirements:

Physical Requirements & Working Environment *(The requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.)*

Strength, dexterity, coordination, and vision to use keyboard and video display terminal for prolonged periods. Strength and stamina to bend, stoop, sit, and stand for long periods of time. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of files, stacks of paper or reports, references, and other materials. Some reaching for items above and below desk level. Some reaching, bending, squatting, and stooping to access files and records is necessary. The manual dexterity and cognitive ability to operate a personal computer using word processing and databases. The ability to communicate via telephone. Light lifting (up to 30 pounds) is occasionally required. *In compliance with applicable disability laws, reasonable accommodation may be provided for qualified individuals with a disability who require and request such*

accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodation with the employer.

Working Environment:

Work is performed under the following conditions: position functions indoors in an office type environment where most work is performed at a desk. Position may occasionally be required to travel by motor vehicle or deliver materials to on- and off-site locations. Environment is generally clean with limited exposure to conditions such as dust, fumes, noise, or odors. Frequent interruptions to planned work activities occur.

The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Strength, dexterity, coordination, and vision to use keyboard and video display terminal for prolonged periods. Strength and stamina to bend, stoop, sit, and stand for long periods of time. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of files, stacks of paper or reports, references, and other materials. Some reaching for items above and below desk level. Some reaching, bending, squatting, and stooping to access files and records is necessary. The manual dexterity and cognitive ability to operate a personal computer using word processing and databases. The ability to interact professionally, communicate effectively, and exchange information accurately with all internal and external customers. Ability to appropriately handle stress and interact with others, including supervisors, coworkers, employees, and the public. Maintain regular and consistent punctuality and attendance. Light lifting (up to 25 pounds) is occasionally required.

Employee Acknowledgment: I acknowledge that I have read the above job description and have received a copy for my records. I further acknowledge that this position description is not a binding contract for secured employment with the City of Fernley.

Employee's Signature

Date Signed

CITY OF FERNLEY
Public Information Officer
Salary Range: \$32.54/\$67,687.50 - \$42.15/\$87,679.00

DEFINITION

Under general supervision, plans, coordinates and implements the public information program, and education programs regarding activities and services for a citywide program or a city department; serves as a liaison with the public, other government entities, partnering agencies, community groups and the media; and performs related work as required.

ESSENTIAL FUNCTIONS: (Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the essential functions).

- Assist department head, executive staff, and others with public relations strategy; provide necessary guidance to ensure communication efforts align with the overall mission of the department /office; manage a variety of issues, including high-profile situations requiring the utilization of crisis communication skills;
- Arrange press conferences and authorize appearances or press statements from staff members by providing staff with guidelines and strategies to present the message/information/issues properly;
- Foster good public/media relations by notifying the media of newsworthy events, providing pertinent information in a timely manner and discussing potential articles or radio/TV/social media stories;
- Create materials to promote and publicize internal and/or community relations, by creating and distributing newsletters, brochures, fact sheets, special feature stories, video and audio recordings for media representatives; develop exhibits, displays and materials for promoting programs on social media, at community events and fairs to maintain public awareness of programs and concerns;
- Develop a variety of educational materials, including publications, a series of television/social media productions, posters, newspaper articles, surveys, awards, video and audio public service announcements, displays, correspondence, forms and brochures; plan and coordinate lectures, film programs and public forum programs to create a better understanding of department/office programs, services, policies and projects;
- Maintain and monitor social media platforms and the city website; edit content, and similar digital and print publications, selecting materials to be included; proofread and rewrite work from others to ensure accuracy, completeness and readability; perform layout and design and meet with graphic artists and printers to arrange for and coordinate their services;
- Represent the department/office before special interest groups and community organizations and provide subject matter expertise on a variety of related issues; attend public and government meetings to present programs or materials representative of the department activities; attend internal and external meetings and events to build agency morale and community support; and
- Initiate, maintain, and update a variety of resource materials, files, and records, including news archives, of background information related to the area of assignment.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Organizational structure of the City of Fernley, as it relates to programs and activities of assigned area(s);
- Government process as it relates to area(s) of assignment;
- Department policies, practices, and procedures, including protocol;

- Social media communications and digital communication platforms, and other forms of public outreach available in the community;
- Management information systems and software used in the assigned area;
- Programs related to multi-platform social media posting and analytics;
- Terms and acronyms commonly used in the assigned function;
- Public relations practices and strategic program development;
- Methods and techniques of video, photographic, and audio production, including TV/radio, social media and internet platforms; and
- Budget process and funding sources.

Skill to:

- Plan, develop, coordinate, produce, publicize, and implement or disseminate programs, events, and publications designed to inform the public of the roles, resources, and activities of the organization;
- Establish and maintain media contacts and monitor news coverage of department events; contact media personnel to obtain coverage of organizational activities; provide verified information to the media;
- Use sound public relations techniques and principles, research and compose various types of communication vehicles, such as news releases, media advisories and bulletins, proclamations, brochures, speeches, broadcast presentations for newspapers, magazines, broadcast media, the website, social media, including internal and external distribution;
- Participate in planning, organizing, and publicizing programs and public events; maintains master event calendar; and
- Assist staff regarding publicity, media relations, and communications techniques in dealing with the public and the media; accompany staff members to media interviews.

Ability to:

- Evaluate information/situations, formulate promotional or public relations strategies and make recommendations for media access and appropriate messaging;
- Work independently to plan and coordinate all components of public information, education, and promotional activities;
- Write materials appropriate for a variety of venues, such as speeches, brochures, news releases, fact sheets, public service announcements, social media postings, news or special interest articles;
- Make effective visual and oral presentations in front of individuals and groups;
- Understand complex issues and communicate key components to diverse audiences quickly;
- Collaborate with internal and external subject matter experts to address crisis situations;
- Create rapport with diverse audiences and build effective community networks;
- Analyze the news value of events and keep informed of current events;
- Prepare rough illustrations and diagrams for layout purposes;
- Interpret and apply regulations, policies, and procedures;
- Plan and organize assignments to meet schedules and timelines;
- Use a personal computer, cell phone, tablet, a variety of internet and social media platforms, and software, including desktop publishing;
- Establish, foster, and maintain effective working relationships with those contacted in the course of work; and

- Communicate effectively orally and in writing.

QUALIFICATIONS

Applicants must possess the following minimum qualifications to continue in the recruitment process:

Education and Experience:

Two years of experience preparing and disseminating information through social media platforms, radio, television, newspapers or other publications, AND a bachelor's degree from an accredited college or university in communications, marketing, political science, public administration, public relations, inter-governmental communications, journalism, television, telecommunications or a closely related field; OR an equivalent combination of training and experience.

License or Certificate:

A valid driver's license is required at the time of appointment and must be maintained for continued employment in this classification.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Ability to work in a professional office environment. Ability to lift and move objects weighing up to 25 lbs. Ability to use cameras, video cameras, audio/video equipment, computers, telephones, printers, copiers and scanners.

Working Conditions:

Work is performed under the following conditions:

Position functions indoors in an office-type environment where most work is performed at a desk. The environment is generally clean, with limited exposure to dust, fumes, noise, or odors. Office environment working with routine office equipment, including computers, faxes, copiers, scanners, and phones. Frequent interruptions to planned work activities occur.

EMPLOYEES ACKNOWLEDGEMENT: I acknowledge that I have read and understand the above job description and have received a copy for my records. This job description does not constitute an employment agreement between the City and the employee. It is subject to change at any time by the City at its sole discretion.

Signature: _____ Date: _____

Printed name: _____

CITY OF FERNLEY

Parks and Recreation SUPERINTENDENT

Date Created: 10.07.2020

Date Updated: 01.07.2021

FLSA Status: Exempt

DEFINITION

Under direction of the Public Works Director, this position supervises and supports the operation, maintenance, repair, and improvement of the City's parks, landscaped areas, recreational facilities, and related amenities. Responsibilities include oversight of park maintenance activities, recreational areas, irrigation systems, and support for community events and programs.

DISTINGUISHING CHARACTERISTICS

This is an administrative supervisor classification distinguished from other Public Works positions by its responsibility for the quality and quantity of work performed by parks and recreation staff. The position oversees maintenance and operations of parks, landscaped areas, recreational facilities, and related infrastructure, and ensures that assigned crews complete work in accordance with established standards, schedules, and safety requirements.

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

1. Supervises and supports parks and recreation staff by providing direction, training, and technical assistance in the maintenance and operation of parks, landscaped areas, and recreational facilities.
2. Holds primary responsibility for ensuring parks and recreation crews maintain safe work practices and comply with applicable safety standards.
3. Holds primary responsibility for ensuring assigned projects and maintenance activities are completed on schedule, within budget, and in compliance with applicable codes and standards.
4. Conducts employee performance evaluations; develops and implements training programs and schedules for parks and recreation staff.
5. Holds primary responsibility for the quality and quantity of work performed by parks and recreation crews; addresses staff concerns, performance issues, and operational challenges.
6. Coordinates daily work schedules and project assignments; organizes and prioritizes routine maintenance and special projects.
7. Coordinates maintenance and repair activities for parks, landscaping, irrigation systems, playground equipment, and recreational facilities.
8. Inspects parks and recreational facilities to identify maintenance needs; performs quality control reviews of completed work to ensure compliance with standards.
9. Investigates and responds to public complaints and concerns regarding parks, facilities, and recreational areas.
10. Assists in estimating costs for maintenance and small construction projects; coordinates procurement of materials, equipment, and services; monitors project expenditures.
11. Oversees routine maintenance activities and provides support for City-sponsored events, recreational programs, and community activities.

12. Observes field operations to assess conditions, work progress, and staff performance; responds to emergencies and prioritizes work assignments accordingly.
13. Coordinates with other City divisions to support infrastructure repairs, improvements, and joint projects affecting parks and recreational areas.
14. Assists in the development and review of maintenance procedures, operational manuals, and safety protocols.
15. Coordinates with outside agencies, contractors, and vendors for services such as landscaping, irrigation, pest control, and facility maintenance.
16. Assists in the development and administration of the parks and recreation operating budget, monitors expenditures and tracks costs.
17. Serves as a contact for after-hours issues related to parks and recreational facilities as assigned.
18. Assists in performing complex or specialized maintenance tasks to ensure proper work methods and safety practices are followed.
19. Performs related duties and responsibilities as required.

Qualifications for Employment

Knowledge of:

- Standard practices, methods, tools, and materials used in park maintenance, landscaping, irrigation systems, and recreational facility upkeep
- Operation and maintenance of landscaping, irrigation, and light construction equipment
- Occupational hazards and standard safety practices
- Principles of supervision, training, and personnel management.

Ability to:

- Supervise, direct, lead, and motivate skilled and semi-skilled staff
- Plan, organize, and prioritize maintenance and operational activities
- Prepare cost estimates and maintain records and reports
- Read and interpret plans, specifications, and technical documents
- Communicate clearly and effectively both verbally and in writing
- Respond to public concerns and maintain effective working relationships
- Operate equipment used in parks and facility maintenance
- Identify maintenance and repair needs and recommend solutions

REQUIRED CERTIFICATIONS AND LICENSES

- Possess and maintain a valid Nevada Driver's License
- Possess or obtain applicable certifications related to parks maintenance, irrigation systems, or pesticide application as required
- Obtain OSHA or equivalent safety certification within six (6) months of hire

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

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

- High school diploma or equivalent;
- Plus five (5) years of experience in parks maintenance, landscaping, recreational facility operations, or related field;
- At least one (2) years of supervisory or lead experience.

PHYSICAL DEMANDS : *(The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.)*

Strength, stamina, and dexterity to sit in vehicles operating on rough roads and rough surfaces for short periods of time each day; walk on uneven or slippery surfaces; perform heavy manual tasks using hand tools such as shovels and picks; perform repetitive motions including use of controls with hands and feet; climb up and down ladders to enter confined spaces and other areas; coordination and dexterity to adjust and make minor repairs to equipment; strength to lift and carry containers and equipment weighing up to 90 pounds; visual acuity sufficient to operate equipment and read gauges in a variety of lighting conditions, including bright light, low light, and low visibility conditions; depth perception sufficient to maneuver equipment and determine position of equipment components; ability to hear changes in operation of motors and other equipment; physically demanding work for continuous and lengthy periods of time.

WORKING CONDITIONS

Work in outdoor and indoor environments with intermittent to frequent exposure each day to unpleasant elements such as vibrations, noise, dust, fumes and odors, dampness, raw sewage, noise levels, or extreme weather conditions including heat, rain, snow, cold and wind, and dust. Potential exposure to dangerous chemicals. Occasional work in confined areas. Work in high traffic volume environments and elevations to approximately 50 feet above ground. Work is typically performed independently and may be in isolated geographic areas.

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

I have received, reviewed and understand this explanation and job description.

Signature: _____ Date: _____

Printed: _____

**Purchase/
Replacement
Year**

2027
2027
2027
2027
2027
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Sewer Enterprise Fund - Capital Projects

Description

Infrastructure Projects

6th, 7th, B-G Street Reconstruction Construction
 Fernley Industrial Park Rehabilitation and Reconstruction
 East Lift Station Expansion Preliminary Engineering Report

EWWTWP Upgrade - Design (EDA Grant Funding)

HWY 50 Lift Station Alternate Water Source - Design & Construction
 HWY 50 Lift Wet Well Discharge Pipes Rehab - Design
 SCADA - System Upgrade
 Red Rock Road Sewer Main Extension - Construction
 Lift Station Bypass for Love's - Design and Construction
 Wastewater Plant Upgrade - Pond Relining 3A & 3B
 Rolling Meadows Lift Station Upgrade - Construction
 Zone 14 Transit Sewer Main Replacement Project - Design

Vehicle and Equipment Purchases

Backhoe and Attachments
 Side-by-side - Replacement
 Fleet Truck Replacement

Total FY 2026/2027

Infrastructure Projects

East Lift Station Expansion - Design
 Farm District Lift Relocation - Design
 Red Rock Road Sewer Main Extension - Construction
 Willow Acres/Concord Wood Sewer Reconstructon - Design

EWWTWP Upgrade - Construction Phase 1 (Grant Funding/Other Funding Sources Needed)

South Arm Interceptor Phase 1, MH 295 to MH 291 - Design
 Zone 14 Transit Sewer Main Replacement Project - Construction

Vehicle and Equipment Purchases

Fleet Truck Replacement
 Fleet Truck Replacement
 Fleet Truck Replacement

Total FY 2027/2028

Infrastructure Projects

Farm District Lift Relocation - Construction
 South Arm Interceptor Phase 1 MH 291 to MH 1196 - Construction
 Willow Acres/Concord Wood Sewer Reconstructon - Construction

Vehicle and Equipment Purchases

Fleet Truck Replacement
 Fleet Truck Replacement
 Fleet Truck Replacement

Total FY 2028/2029

Infrastructure Projects

Farm District Lift Relocation - Construction

South Arm Interceptor Phase 1 MH 1196 to MH 407 - Design

EWWTWP Upgrade - Construction Phase 2 (Grant Funding/Other Funding Sources Needed)

Vehicle and Equipment Purchases

Fleet Truck Replacement

Fleet Truck Replacement

Fleet Truck Replacement

Total FY 2029/2030

Infrastructure Projects

South Arm Interceptor Phase 2 MH 1196 to MH 407 - Construction

Vehicle and Equipment Purchases

Fleet Truck Replacement

Fleet Truck Replacement

Fleet Truck Replacement

Total FY 2030/2031

Grand Total for 5 Year CIP

Economic Life (Years)	Estimated Cost	Total Cost
	1,500,000	
	1,500,000	
	75,000	
	3,000,000	
	350,000	
	350,000	
	500,000	
	500,000	
	150,000	
	2,500,000	
	2,000,000	
	250,000	12,675,000
	250,000	
	30,000	
	80,000	360,000
		13,035,000
	250,000	
	250,000	
	500,000	
	100,000	
	17,000,000	
	900,000	
	1,500,000	20,500,000
	80,000	
	80,000	
	80,000	240,000
		20,740,000
	1,000,000	
	2,500,000	
	500,000	4,000,000
	80,000	
	80,000	
	80,000	240,000
		4,240,000

	1,000,000	
	250,000	
	10,000,000	
	80,000	
	80,000	
	80,000	240,000
		11,490,000
	2,500,000	2,500,000
	80,000	
	80,000	
	80,000	240,000
		2,740,000
		52,245,000

Water Enterprise Fund - Capital Projects			
Purchase/ Replacement Year	Description	Economic Life (Years)	Estimated Cost
	Infrastructure Projects		
2027	6th, 7th, B-G Street Reconstruction - Construction		1,500,000
2027	Fernley Industrial Park Rehabilitation and Reconstruction		1,500,000
2027	Water Master Plan Project 12 - Hwy 50 Water Main Loop		2,820,000
2027	Chemical System Replacement - Construction		420,000
2027	Emergency WTP Bypass - Design		100,000
2027	WTP 1.5 MG Treated Water Reservoir Interior and Exterior Coating and Upgrades		1,200,000
2027	Ricci Tank #1 Interior and Exterior Recoating		1,500,000
2027	Red Rock Road Water Main Extension - Construction		500,000
2027	Sedimentation Basin Rehabilitation Design and Construction		500,000
2027	Water Meter Improvements Citywide		482,500
2027	WTP Compressed Air system - Construction		220,000
2027	WTP Surface Water Intake - Design (Potentially \$2 million EPA Grant)		4,000,000
	Buildings and Improvement Projects		
2027	Emergency back-up generator for Sage Tank		100,000
2027	Well 8 - Upgrade Key System for construction water		30,000
2027	Perimeter Security Fence Replacement - WD		25,000
2027	Facility Wide Fire Suppression - Evaluation & Implementation		70,000
2027	Entrance gate & keypad - WTP		100,000
2027	Redundant air scrub blower		60,000
2027	HVAC Modernization - Design		100,000
	Vehicle and Equipment Purchases		
2027	10 yard dump truck - WD		200,000
2027	Small service truck - WD		120,000
2027	Backhoe - WTP		150,000
	Total FY 2026/2027		
	Infrastructure Projects		
2028	Water Meter Improvements Citywide		125,000
2028	Red Rock Road Water Main Extension - Construction		500,000
2028	WTP Surface Water Intake - Construction (Grants/Other Funding Needed)		38,000,000
	Vehicle and Equipment Purchases		
2028	Stand on skid steer		30,000
2028	Skid Steer & Implements		100,000

2028	Gator with Tilt-Bed		20,000
Total FY 2027/2028			
	Infrastructure Projects		
2029	Water Meter Improvements Citywide		125,000
2029	Winnies Lane and Andy Way Transit Water Main Replacement - Construction		1,000,000
	Vehicle and Equipment Purchases		
2029	Fleet Truck Replacement		80,000
2029	Fleet Truck Replacement		80,000
2029	Fleet Truck Replacement		80,000
Total FY 2028/2029			
	Infrastructure Projects		
2030	Water Master Plan Project 14 - Mull Lane High Pressure Transmission Main		3,900,000
2030	Sage Ranch Tank Rehab/Reconstruct Project - Design		450,000
2030	Water Meter Improvements Citywide		125,000
	Vehicle and Equipment Purchases		
2030	Fleet Truck Replacement		80,000
2030	Fleet Truck Replacement		80,000
2030	Fleet Truck Replacement		80,000
Total FY 2029/2030			
	Infrastructure Projects		
2031	Water Master Plan Project 15 - Test/Production Well Bradys Hot Springs		9,471,000
2031	Water Meter Improvements Citywide		125,000
	Vehicle and Equipment Purchases		
2031	Fleet Truck Replacement		80,000
2031	Fleet Truck Replacement		80,000
2031	Fleet Truck Replacement		80,000
Total FY 2030/2031			
Grand Total for 5 Year CIP			

Total Cost
14,742,500
485,000
470,000
15,697,500
38,625,000

150,000
38,775,000
1,125,000
240,000
1,365,000
4,475,000
240,000
815,000
9,596,000
240,000
9,836,000
70,388,500