

**MINUTES OF THE  
FERNLEY CITY COUNCIL BUDGET SESSION**

**APRIL 4, 2024**

Mayor Neal E. McIntyre called the meeting to order at 5:00 pm.

**1. INTRODUCTORY ITEMS**

**1.1. Pledge of Allegiance**

**1.2. Roll Call**

Mayor called for break 5:02 - 5:06

**Present:** Mayor Neal E. McIntyre, Councilman Ryan Hanan, Councilwoman Felicity Zoberski, Councilman Albert Torres, City Manager Benjamin Marchant, Deputy City Manager Lydia Altick, City Attorney Aaron Mouritsen, City Clerk Kim Swanson, Administrative Specialist I Sandy Harris, City Treasurer Robert Carson, Deputy Finance Director Jennie Carrick, Building Official Charity Birkel, Planning Director Michele Rambo, Public Works Director Barry Williams, City Engineer Derek Starkey, Muni Court Judge Lori Matheus, Court Administrator Sierra Keathley-Dunn. Councilman Stan Lau arrived at 5:15. **Absent:** Councilwoman Fran McKay.

**1.3. Public Forum**

Dana Uhlhorn, Fernley ACE's, stated that the ACE's would like to help the city with the Main Street Park and would like to see infrastructure help from the city.

**1.4. (For Possible Action) Approval of Agenda**

Councilman Stan Lau arrived at 5:15 pm.

**Motion:** I MOVE TO APPROVE THE AGENDA. **Action:** Approved. **Moved by:** Councilman Ryan Hanan, **Seconded by:** Councilwoman Felicity Zoberski. **Vote:** Passed, **Summary:** Yes 4. **Yes:** Councilwoman Zoberski, Councilman Torres, Councilman Hanan, Councilman Lau.

**2. STAFF REPORTS**

**2.1. (For possible action) Discussion regarding the Fiscal Year 2024/2025 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.**

Robert Carson, City Treasurer, went over a few housekeeping items for the tentative budget. There will be a vote for each department.

Ben Marchant, City Manager, stated that it is our obligation to represent to the citizens and taxpayers of Fernley how we are planning to invest their hard-earned tax dollars to make services possible for them to live a high-quality life. He reviewed the Council budget goals, Fernley financial, 2025 key investments and initiatives, budget summary and positioning for future projects and success. He also presented the personnel investment plan. This is a process that began last fall with a market comparison wage survey. The preliminary budget proposal will outline the boundaries of what the city council is willing to invest in this year's budget in order to provide the wage increases. After tonight's session, a personnel compensation plan and scale will be brought to the Council to approve along with some updates to job descriptions and personnel policies. Also discussed were new positions because of the city's growth. The departments discussed were (1) water and wastewater utilities - the administrative scope of Public Works is too broad to provide the level of attention that is needed for all programs; (2) Planning - the first step for all development is Planning. With the volume of additional growth and development that is anticipated, more capacity is needed to keep things on track and on time; and (3), Animal Services - the

animal population in Fernley has exploded along with the residential population growth. More capacity is needed to meet the need and provide much-needed services and new revenue. Also discussed was positioning for the future with emergency services such as law enforcement and policing, emergency medical response, hazardous material's response, search and rescue and fire suppression; along with quality-of-life services such as animal services, recreation, and entrepreneurial business development.

### **Mayor & Council**

Ben Marchant, City Manager, presented the only changes from prior fiscal year to requested fiscal year is the increase in travel and training and dues and memberships line items for increased membership dues for the Nevada League of Cities and for the cost of travel for council members to attend the Nevada League of Cities Annual Conference. These increases are partially offset by the decrease in the minor equipment line item.

**Motion:** I MOVE TO APPROVE THE MAYOR AND COUNCIL BUDGET PROPOSAL FOR 2024. **Action:** Approved. **Moved by:** Councilman Stan Lau, **Seconded by:** Councilman Ryan Hanan. **Vote:** Passed, **Summary:** Yes 4. **Yes:** Councilwoman Zoberski, Councilman Lau, Councilman Torres, Councilman Hanan.

### **City Manager**

Ben Marchant, City Manager, presented the changes for 2024/2025 are professional services. The item for the Porter Group will be removed as the contract has not been renewed.

**Motion:** I MOVE TO APPROVE THE CITY MANAGER BUDGET PROPOSAL FOR 2024. **Action:** Approved. **Moved by:** Councilman Stan Lau, **Seconded by:** Councilman Ryan Hanan. **Vote:** Passed, **Summary:** Yes 4. **Yes:** Councilwoman Zoberski, Councilman Lau, Councilman Torres, Councilman Hanan.

### **IT - Information technology**

Ben Marchant, City Manager, presented the proposed increase for the 2024/25 budget is due to an increase in staffing and increased costs of IT systems the city uses to conduct business.

**Motion:** I MOVE TO APPROVE THE INFORMATION TECHNOLOGY BUDGET PROPOSAL FOR 2024. **Action:** Approved. **Moved by:** Councilman Stan Lau, **Seconded by:** Councilman Ryan Hanan. **Vote:** Passed, **Summary:** Yes 4. **Yes:** Councilwoman Zoberski, Councilman Lau, Councilman Torres, Councilman Hanan.

### **Animal Services**

Ben Marchant, City Manager, proposed renaming the designation from Animal Control Officer II to Animal Services Program Manager and Animal Control Assistant(PT) to Animal Control Assistant (FT). The current trailer will no longer be available to Animal Control for 2024-2025. Animal Control has budgeted \$13,000. for the purchase of a new disaster preparedness trailer for 2024/2025.

**Motion:** I MOVE TO APPROVE THE ANIMAL CONTROL BUDGET FOR 2024/2025. **Action:** Approved. **Moved by:** Councilman Stan Lau, **Seconded by:** Councilwoman Felicity Zoberski. **Vote:** Passed, **Summary:** Yes 4. **Yes:** Councilwoman Zoberski, Councilman Lau, Councilman Torres, Councilman Hanan.

### **City Treasurer**

Robert Carson, City Treasurer presented the 2024/2025 budget stating there is only minor increase in training and travel for the City Treasurer and Deputy Finance Director to attend the annual Government Finance Officers Association conference.

**Motion:** MOVE TO APPROVE THE CITY TREASURER PROPOSED BUDGET FOR 2024/2025. **Action:** Approved. **Moved by:** Councilman Stan Lau, **Seconded by:** Councilman Ryan Hanan. **Vote:** Passed, **Summary:** Yes 4, Yes: Councilwoman Zoberski, Councilman Lau, Councilman Torres, Councilman Hanan.

### City Clerk

Kim Swanson, City Clerk, presented that currently the City Clerk's office is adequately staffed for this budget cycle. Line items in general were increased to account for rising costs but overall budget request decreased due to some shared contract services being moved to the IT budget.

**Motion:** I MOVE TO APPROVE THE CITY CLERKS PROPOSED BUDGET FOR 2024/2025. **Action:** Approved. **Moved by:** Councilman Stan Lau, **Seconded by:** Councilman Ryan Hanan. **Vote:** Passed, **Summary:** Yes 4, Yes: Councilwoman Zoberski, Councilman Lau, Councilman Torres, Councilman Hanan.

### City Attorney

Aaron Mouritsen, City Attorney, presented that the proposed budget is a flat budget request from the prior year. There is one increase in services and supplies reflecting the additional costs in communications.

**Motion:** I MOVE TO APPROVE THE CITY ATTORNEYS TENTATIVE BUDGET. **Action:** Approved. **Moved by:** Councilman Ryan Hanan, **Seconded by:** Councilman Stan Lau. **Vote:** Passed, **Summary:** Yes 4, Yes: Councilwoman Zoberski, Councilman Lau, Councilman Torres, Councilman Hanan.

### Municipal Court

Ben Marchant, City Manager, presented. The Fernley Municipal Court is submitting the 2024/2025 budget with no increase in its operational budget. The general supplies did go up because they are at full staff and need to upgrade equipment and services. Printing and postage have increased, and an increase in wages due to vacancies the prior year.

**Motion:** I MOVE TO APPROVE THE TENTATIVE MUNICIPAL COURT BUDGET FOR 2024/2025. **Action:** Approved. **Moved by:** Councilman Ryan Hanan, **Seconded by:** Councilman Stan Lau. **Vote:** Passed, **Summary:** Yes 4, Yes: Councilwoman Zoberski, Councilman Lau, Councilman Torres, Councilman Hanan.

### Building

Charity Birkel, Building Official, presented the departments goals (1) increase building department staff wages and fix pay scale, (2) all building staff members to work on training and obtain at least one certification through the Internal Code Council, (3) implement or work towards a digital process for permitting with new software, and (4) provide all staff members with a set of their own code books.

**Motion:** I MOVE TO APPROVE THE 2024/2025 BUDGET FOR THE BUILDING DEPARTMENT. **Action:** Approved. **Moved by:** Councilman Ryan Hanan, **Seconded by:** Councilman Stan Lau. **Vote:** Passed, **Summary:** Yes 4, Yes: Councilwoman Zoberski, Councilman Lau, Councilman Torres, Councilman Hanan.

Mayor Neal E. McIntyre called for a break 6:39 - 6:57.

### Planning Department

Michele Rambo, Planning Director, presented the proposal for an additional Planning Technician and an Associate Planner along with high-end computers and equipment. The Planning Department workload for fiscal year 2024/2025 is anticipated to increase as the area's development potential is realized and

Area Plans are completed. The goal is to become a self-sustaining department and have full cost recovery.

**Motion:** I MOVE TO APPROVE THE PLANNING DEPARTMENT BUDGET MINUS THE ASSOCIATE PLANNER POSITION. **Action:** Approved. **Moved by:** Councilman Albert Torres, **Seconded by:** Councilman Stan Lau. **Vote:** Passed, **Summary:** Yes 4, Yes: Councilwoman Zoberski, Councilman Lau, Councilman Torres, Councilman Hanan.

### **Engineering Department**

Derek Starkey, City Engineer, presented the proposed budget. The engineering department is requesting to reclassify current Administrative Specialist (AS) 2 to an Administrative Specialist(AS) 3. The current AS2 is trailing and performing some AS3 duties. New equipment and training have been budgeted. There has been new digital hardware and software set up, so AutoCAD training has been added to the budget. Capital projects (streets/traffic, water treatment and distribution, sewer collection and treatment, and parks and facilities) have been budgeted.

Councilman Albert Torres questioned specified purpose parks and committed roads funds.

Robert Carson, City Treasurer, stated that there was an oversight error and will be corrected on the final budget.

**Motion:** I MOVE TO APPROVE THE CITY ENGINEER TENTATIVE BUDGET WITH THE NOTED CORRECTIONS FOR 2024/2025. **Action:** Approved. **Moved by:** Councilman Ryan Hanan, **Seconded by:** Councilman Stan Lau. **Vote:** Passed, **Summary:** Yes 4. **Yes:** Councilwoman Zoberski, Councilman Lau, Councilman Torres, Councilman Hanan.

### **Public Works**

Barry Williams, Public Works Director, presented. Most expenditures were captured by the CIP in Mr. Starkey's budget (Engineering). In the general fund is parks, facilities, cemetery, streets and storm drains, and fleet. There were minor increases in facilities for safety, fuel, and chemicals. There was no increase in Vector control. The parks budget has a minor increase in the safety budget, fuel, and chemicals. There are no increases purposed for the cemetery budget. The streets department is asking for a paving machine and a portion share for a fleet service truck. The fleet department has 2 additional vehicles listed but is waiting for pricing from state purchasing and there will be an additional 3 vehicles in the final budget. The enterprise fund consists of water distribution, water treatment and utility billing. There is an increase in outside services – SCADA, and a request for 1 compressor for the water treatment plant. The major expense for the wastewater department will be the future upgrades. There is an increase in training to upgrade certifications.

Minor equipment increased a little for retooling some of the vehicles and lift stations. There is an increase in E-One-Repair and maintenance.

**Motion:** I MOVE TO APPROVE THE PUBLIC WORKS DEPARTMENTS GENERAL FUND BUDGET, THE WATER ENTERPRISE FUND, AS WELL AS THE SEWER ENTERPRISE FUND. **Action:** Approved. **Moved by:** Councilman Albert Torres, **Seconded by:** Councilman Stan Lau. **Vote:** Passed, **Summary:** Yes 4. **Yes:** Councilwoman Zoberski, Councilman Lau, Councilman Torres, Councilman Hanan.

### **3. ADDRESS REQUEST(S) FOR FUTURE AGENDA ITEMS**

None at this time

### **4. PUBLIC FORUM**

None at this time.

The next City Council meeting will be Wednesday, April 17, 2024, at 5:00 pm.

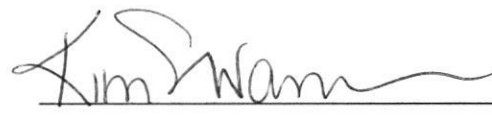
**5. ADJOURNMENT**

There being no further business to come before it, the Fernley City Council Budget Session adjourned at 7:55 pm.

Approved by the Fernley City Council on Wednesday, April 17, 2024, by a vote of:

AYES 5      NAYS: 0      ABSTENTIONS: 0      ABSENT: 0

  
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Mayor Neal E. McIntyre

  
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ATTEST: City Clerk Kim Swanson

# Please sign in

FCC Budget Session 4/4/2024

Name	Contact Information
Dana Uhlhorn	