

**CITY COUNCIL MINUTES
SPECIAL MEETING – BUDGET PLANNING SESSION
APRIL 2, 2019**

The Winnemucca City Council met in special session on Tuesday April 2, 2019 at 2:00 p.m. in the City Hall meeting room. Present: Mayor Richard Stone; Council members Mike Owens, Theresa Mavity, Vince Mendiola, Jim Billingsley and Paige Brooks; and, City Attorney Kent Maher, City Manager/Engineer Alicia Heiser and City Clerk Lorrie Haaglund.

CALL TO ORDER:

Mayor Stone called the meeting to order at 2:00 p.m.

PUBLIC COMMENT - PERSONAL COMMUNICATION - CORRESPONDENCE:

There were no public comments or personal communication or correspondence.

BUSINESS ITEMS – OTHER REPORTS:

FISCAL YEAR 2019-20 BUDGET-PLANNING

ECONOMIC DEVELOPMENT

City Manager Heiser reviewed the proposed 2019 City of Winnemucca goals:

- Continue to work with the WCVA on tourism projects and NNRDA/HDA on Community definition projects (e.g., Futures Project)
- Continue to work with the County, WCVA, Hospital, School District, Boys and Girls Club and NDOT on cooperative local projects
- Continue to support downtown redevelopment/improvement efforts
- Continue to work with the HDA, NNRDA and County on diversifying economic base by attracting new businesses
- Continue to work on retaining and expanding existing businesses
- Continue to work on bringing better/more broadband options to the City
- Continue to improve the City website including additional links to encourage economic development plan and adding to our reserve fund for this purpose
- Lobby for the selection of the I-11 route option that includes Winnemucca

QUALITY OF LIFE ISSUES:

- Continue to work with local arts groups and the Boys and Girls Club on the development of art and recreation programs
- Continue to work on enhancement/beautification projects
- Continue to work toward the completion of the Recreation Complex
- Continue to work towards the construction of a new Community Art Center
- Continue to expand and beautify our cemetery (trees, landscaping and irrigation).
- Continue to maintain and beautify our parks and recreation facilities
- Explore options for a new Aquatics Center and possible funding mechanisms
- Support the efforts of HDA subcommittees and citizen committees on quality of life projects

FEDERAL AND STATE MANDATES

- Continue to monitor and resist unfunded federal mandates such as expansion of the requirements of the Clean Water Act, Safe Drinking Water Act, etc. Encourage the release of federal lands to local entities for economic development purposes. Resist the

federal government efforts to further restrict the use of federal lands by the public (sage grouse listing, etc.).

- Continue to monitor and resist unfunded state mandates (such as the prevailing wage law, police heart and lung law, retiree health insurance subsidy, property tax limits, etc.). Work closely with the NLC to maintain City revenue structure (sales and gas taxes). Actively oppose the passage of a Margins Tax on Business by the Legislature.

BLM ISSUES

- Work with BLM on the construction of the Railroad Spring pipeline

OVERALL CITY OPERATION:

- Continue to utilize and expand the shared cost agreement with Humboldt County to provide the most economical services to the public
- Continue to improve and maintain overall City employee morale
- Continue to provide quality services to City residents while limiting expenditures as much as possible

PUBLIC SAFETY:

- Provide the police staffing necessary to provide a safe community while maintaining budget goals
- Continue to finance a drug task force and maximize drug control efforts
- Continue to thoroughly review variance applications and only grant those meeting the grounds presented in City ordinances
- Continue to improve and expand storm drain system
- Establish a utility easement encroachment policy, continue to work towards the elimination of any remaining existing easement encroachments and increase accessibility to the existing easements wherever possible
- Replace sewer and water line on Minor Street and Highland Drive

PUBLIC WORKS:

- Continue to maintain all facilities and infrastructure in a very good condition
- Continue to work toward construction of a new well (Well #8) on the East side of town
- Continue to thoroughly review variance applications and only grant those meeting the grounds presented in City ordinances

PROJECT STATUS REPORT

Recently Completed Projects

Cemetery Irrigation System Replacement – Two phases complete
2018 Valley Gutter and Intersection Project (RTC)
Highland Park and Vesco Park Playground Equipment
Highland Park Fencing and Stairway
Splash Pad
Fitness Park
Airport Taxiway Overlay Project (FAA funding)
Airport Pavement Maintenance Project (FAA funding)
First Street Water-Sewer Main Project
Flood Plain Sewer Main Project

Projects in Construction or Moving Forward

Airport Property Acquisition (FAA funding)

Airport Heavy Aircraft Apron Reconstruction and Expansion (FAA funding)
Cemetery Irrigation System Replacement – Remaining Phases
Pioneer Park and Recreation Complex Playgrounds
Alley Sewer Project / Second Street Storm Drain Project / Railroad Spring Pipeline
(these projects will be completed this spring)
Well #8 Test Well (City Manager Heiser has been working with Desert Mountain
Surveying on the temporary easement for this sit as well as the permits showing a new
point of diversion)

Projects in Design Phase

Water Valve Project Phase V (Highland Drive area) – upcoming year budget
Well #8 Production Well Project
West Fourth Street Water Main Replacement Project

Short Term Priority Projects

Recreation Complex Phase – Amphitheater and Youth League 4-Plex / Urban Pond
Storm Drain Master Plan
Aquatic Center
Alley Sewer Main Replacement Project (Orangeburg Piping – Minor to Highland alleys)

Long Term Priority Projects

Airport Industrial Park Phase II Access R/W and Utility Extensions and Railroad Spur
18 Hole Golf Course with New Club House
Highland-Water Canyon-Hanson Round-a-Bout
Jungo Road-Highway 95 Round-a-Bout
GV Road-Construction Way Sewer Main-Pump Station Project
GV Road-Construction Way Loop Road Project (w/ railroad crossing)
Community Arts Center

ENDING FUND BALANCE HISTORY

City Manager Heiser commented that the projected General Fund ending balance will be \$830,000 higher due to increased revenues and increase interest earned investments. Ending fund balance projections/budget submission are: General Fund \$4,713,968, Capital Improvement Fund \$4,012,289, Capital Projects Fund \$130,571, Vacation/Sick Leave Fund \$275,948, Unemployment Comp Fund \$30,940, and Retiree Health Insurance Fund \$792,942. The grand total for these non-enterprise funds is approximately \$10,000,000. Sewer Fund Cash Equivalence is \$3,825,451 and the Water Fund Cash Equivalence is \$375,292. Grand total ending fund balance projection is approximately \$14,000,000.

FY 19 SUGGESTED AUGMENTS / TRANSFERS AND CONTIGENCY TRANSFERS

Transfers: General Fund \$1,500 to Administration Insurance, \$19,000 to PD/Salaries, \$1,500 Street Sign Maintenance, \$3,500 Street/Vehicle Repair, and \$5,000 Street/Equipment Replacement.

Augments: \$25,000 Grant In Aid, and \$25,000 PD Equipment Under \$5,000.

Contingency Fund Transfers / Public Safety: \$91,500 PD Equipment under \$5,000 (hand held radios), \$6,000 PD Equipment Addition

Contingency Fund Transfers / Public Works: \$10,000 Airport Outside Repairs, \$3,000 Cemetery Equipment Addition, \$3,500 Public Buildings Salaries, \$3,500 Public Buildings

Retirement, \$2,700 Public Buildings Group Insurance, and \$15,500 Public Buildings Outside Repair.

Contingency Fund Transfers / Recreation: \$5,000 Professional Services.

The total General Fund contingency transfers is \$140,700. Ending Fund balance to expenditure percentage is 69% for this year and 61% for next year.

BUDGET RECAP / DEPARTMENTAL REVIEWS

City Council – very moderate budget increase due to cost of living increase. A decrease in PERS as the City does not contribute to PERS for Council members Jim Billingsley, Vince Mendiola and Mayor Richard Stone. The City does not contribute to health insurance for Council member Jim Billingsley.

City Clerk – budget remains the same and includes \$32,000 for Casselle software support, \$2,700 for ADS support. A new lap top for City Council meetings and a desk for the City Treasurer has been included in the budget.

Administration – Contributions include: \$5,000 Humboldt River Authority, \$2,500 Lowry High School Graduation, \$1,500 CAP Hangar, \$1,500 Shooting Range, \$8,300 RSVP, and \$10,000 Family Resource Center.

Police Department – The police department is currently fully staffed. The police department budget includes: \$600 for two helmets, \$2,300 Cal Neva broadband, \$9,600 Verizon, \$12,000 ATT, \$565 DirecTV, \$6,500 PC Internet, \$12,200 for paddle fans, kennel tops, utilities and microchips for Animal Control, \$15,000 for physicals, \$12,000 for PC computers, \$7,600 conversion from AS400, \$7,200 Lexipol, \$2,700 Xerox, \$10,200 RIMS, \$5,200 COBAN, \$500 website, \$2,500 Leads, \$1,000 TLO, \$5,000 ammo, \$45,600 CSI lab, \$1,500 field triage device, \$7,500 MRAP repair-maintenance-tires, \$27,000 new vehicle-equipment, \$3,900 new AR's-AR equipment, \$3,800 car hauler, additional \$34,000 new vehicle, \$29,000 two used vehicles and \$9,500 evidence drying chamber.

Street Department - The Street Department budget includes: \$13,700 Roger Sutton's retirement payout for annual leave, \$3,600 Sutton's retirement payout for sick leave, \$17,600 for 3 months overlap with Sutton and new employee, \$20,000 NDOT striping contract, \$10,000 road sign improvements (thermo signs), and \$15,000 for lights at Haskell Street. The Street Department has four full time employees, two temps and will hire two additional temps for crack filling.

Cemetery – The Cemetery budget includes: \$7,500 for landscaping material, and \$12,500 irrigation improvements. The Cemetery has one full time employee and one temp.

Parks – The Parks budget includes: \$5,000 for infield material, \$1,000 to clean the grill hoods, \$2,000 for honor camp labor, \$9,000 for fertilizer, \$1,000 sterilant, \$12,000 for pre-emergent, \$13,000 for landscaping material and fencing at Highland Park, and \$67,000 for the purchase of a new mower. The Parks Department has three full time employees and three temp.

Golf Course – The Golf Course budget includes: \$10,000 for trap sand and rip rap for the ditch, \$8,500 for new heating units in shop, \$52,000 for golf pro contract and honor camp labor, \$14,000 for fertilizer, pond chemicals and pre-emergent, \$2,700 Toro maintenance agreement,

\$8,500 trees, netting, steps to tee boxes, \$12,000 sand pro and \$23,000 reel grinder. The Golf Course has two full time employees and two temps.

Sewer Department – The Sewer Department budget includes: \$38,000 for relocating fences for parking and miscellaneous sewer plant repairs, \$55,000 for sewer treatment plant and influent pump station insurance premium, \$65,000 for share of the audit, Xpress bill pay share, SPB and utility read software, \$30,000 for polymer, \$10,000 for Sierra controls, \$10,000 for VAC truck rental (precaution), \$500,000 for new VAC truck and dump truck, and \$200,000 for orangeburg alley project. The Sewer Department has four full time employees.

Water Department – The Water Department budget includes \$80,000 SPB and water quality tests, \$11,000 for Sierra Controls contract, \$10,000 for miscellaneous equipment, \$25,000 pickup for meter reader, \$260,000 for Well #8, exterior tank painting and the Highland Drive valve project, \$340,000 for Railroad Spring and the Orangeburg alley projects, and \$100,000 transfer from Railroad Spring to the General fund. The Water Department has three full time employees.

City Attorney – only the COLA / PERS increase

Fire Department – The Fire Department budget includes: \$8,000 for pump test, SCBA flow test and cleaning fees, \$2,500 emergency reporting program, HVAC contract, \$3,500 for a conex box, \$50,700 for five SBCA setups, helmets, one set of turnouts and wildland fire boots. The Fire Department salaries include the Fire Chief and a trainer. The City Council members questioned the budget submittal for wildland fire boots and the purchase of a new fire brush truck. City Manager Heiser will discuss these items with the Fire Chief.

Airport – The Airport budget includes: \$7,500 for the NavAid Technician, \$3,000 for crack fill material, \$5,000 for open house match, \$5,000 for snow removal, \$5,000 for trees, benches and tables and \$44,175 for 50% net operational expense.

Public Buildings - The Public Buildings budget includes: \$17,750 for janitor and animal control tech combined position and split with Animal Control, \$7,500 for miscellaneous repairs, \$5,000 to the Boys and Girls Club for building maintenance services, and \$32,500 for new windows and ADA upgrades for City Hall.

Every salary line has been increased due to a PERS contribution increase. Public Safety PERS increase will be 2% and regular employees PERS increased by 1.25%. Per the State, the increase will be shared by the Employer – Employee. The cost of living increase for the PD will only be 1% with the additional 1% going towards the PERS increase. All other employees cost of living will be 1.375% with .625% going towards the PERS increase.

Pool – The Pool budget includes: \$195,000 for the Boys and Girls Club maintenance agreement, Rick Norcutt and pool feasibility study.

Recreation – The Recreation budget includes: \$60,000 for the Boys and Girls Club agreement.

Capital Improvement – The Capital Improvement budget includes: \$200,000 Infrastructure (for possible broadband project), \$1,920,555 Airport Projects (apron reconstruction and expansion), \$1,800,520 Grant In Aid (airport reimbursements), \$200,000 Transfers In (for possible broadband project), \$60,017 Government Contributions (county share of airport projects) and \$250,000 Equipment Addition (fire brush truck).

CITY/COUNTY SHARED COST AGREEMENT

The following are shared cost agreements for net costs between the City and County:

- Planning – City share 25%
- Dispatch – City share 30%
- Airport – County share 50%
- Cemetery – County share 25%
- Parks – County share 40%
- Golf Course – County share 40%
- Swimming Pools – County share 40%
- Recreation – County share 40%
- Animal Control – County share 50%
- Spay-Neuter – County share 50%
- Building Inspector – City share 35%
- Insect Program – County share 50%

Council member Owens moved to approve the tentative budget as explained and authorize staff to submit it once the changes are made and the Fire Department questions are answered. Motion carried unanimously.

PUBLIC COMMENT:

There were no comments from the public.

The meeting was adjourned at 3:45 p.m.

Respectfully submitted,

Lorrie Haaglund
City Clerk

PASSED AND ADOPTED: April 23, 2019

VOTE OF COUNCIL:

AYES: _____ Owens, Mavity, Mendiola, Billingsley, Brooks
NAYS: _____
ABSTAIN: _____
ABSENT: _____

APPROVED:

ATTEST:

Richard Stone
Mayor

Lorrie Haaglund
City Clerk