

CITY COUNCIL MINUTES
SPECIAL MEETING – PLANNING SESSION/BUDGET WORKSHOP
MARCH 31, 2022

The Winnemucca City Council met in special session on Thursday March 31, 2022, at 9:00 a.m. in the City Hall meeting room which had restricted public access due to the Nevada Executive Department Directives; the meeting was accessible via teleconference and videoconference. Present (in the meeting room): Mayor Richard Stone; Council members: Mike Owens, Theresa Mavity, Vince Mendiola, Jim Billingsley and Pam Coats; City Officials: City Manager Alicia Heiser, City Clerk-Treasurer Ruth Fitzpatrick, Police Chief Dave Garrison and Deputy Police Chief Mike Rangel; and, Guests: Ashley Maden, Jan Morrison (Humboldt Development Authority) and Julia Maestrejuan (Humboldt Sun).

CALL TO ORDER:

Mayor Stone called the meeting to order at 9:00 a.m.

PUBLIC COMMENT - PERSONAL COMMUNICATION - CORRESPONDENCE:

There were no public comments or personal communication or correspondence.

BUSINESS ITEMS:

1. FISCAL YEAR 2022-2023 PLANNING SESSION

City Manager Heiser reviewed the proposed 2022-2023 City of Winnemucca goals by subject area:

Economic Development:

- A) Continue to work with the WCVA on tourism projects and HDA/County on housing and workforce development.
- B) Continue to work with the County, WCVA, Hospital, School District, Boy's and Girl's Club and NDOT on cooperative local projects.
- C) Continue to support Main Street on downtown redevelopment/improvement efforts.
- D) Continue to work with the HDA and County on diversifying economic base by attracting new businesses.
- E) Continue to work on retaining and expanding existing businesses.
- F) Continue to work on bringing better/more broadband options to the City.
- G) Continue to improve the City website and app including additional links to encourage economic development.
- H) Continue to improve the airport industrial park infrastructure through the use of the Airport Fund and make additions to the fund, if necessary.
- I) Lobby for the selection of the I-11 route option that includes Winnemucca.

Quality of Life Issues:

- A) Continue to work with local arts groups and the Boy's and Girl's Club on the development of recreation and art programs.
- B) Continue to work on enhancement/beautification projects.
- C) Continue to work towards the completion of the Recreation Complex.
- D) Continue to expand and beautify the cemetery (trees, landscaping and irrigation).
- E) Continue to maintain and beautify the parks and recreation facilities.
- F) Continue to work toward the construction of a new Aquatics Center and develop possible funding mechanisms.
- G) Support the efforts of HDA subcommittees and citizen committees on quality of life projects.

Federal and State Mandates:

- 1) Continue to monitor and resist unfunded federal mandates, such as expansion of the requirements of the Clean Water Act and Safe Drinking Water Act
- 2) Encourage the release of federal lands to local entities for economic development purposes.
- 3) Resist the federal government efforts to further restrict the use of federal lands by the public, such as implementing a sage grouse endangered species listing.
- 4) Continue to monitor and resist unfunded state mandates, such as the prevailing wage law, police heart and lung law, retiree health insurance subsidy and property tax limits.
- 5) Work closely with the Nevada League of Cities to maintain the City revenue structure, especially with sales taxes and fuel taxes.

BLM Issues:

- 1) Work with BLM on Mormon cricket treatment.

Overall City Operation:

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

Public Safety:

- 1) Provide the police and fire staffing necessary to provide a safe community while maintaining budget goals.
- 2) Continue to finance a drug task force and maximize drug control efforts.
- 3) Continue to provide modern equipment for the police and fire departments.

Public Works:

- 1) Continue to maintain all facilities and infrastructure in a very good condition.
- 2) Continue to work toward completion of Well #8 to accommodate expansion on the East side of the city.
- 3) Continue to thoroughly review variance applications and only grant those meeting the grounds presented in City ordinances.
- 4) Continue to improve and expand the storm drain system.
- 5) Continue to improve and expand the water and sewer systems to areas ready for development.
- 6) Continue to work toward the elimination of any remaining existing easement encroachments and increase accessibility to the existing easements wherever possible.

2. FISCAL YEAR 2022-2023 BUDGET WORKSHOP

FY 2023 Budget Goals

- 1) No property-tax increase.
- 2) Maintain the general fund balance at 65% (min.) of expenditures.
- 3) Maintain expenditure levels as much as possible without negatively impacting services to the public.
- 4) Maintain low rates for charges and fees (as budget allows).
- 5) Continue to maintain all facilities and infrastructure in a very good condition.
- 6) Continue to make economic development a high priority.

- 7) Utilize RTC gas and diesel tax funds and as much of the other gas tax revenues for street maintenance projects as possible.
- 8) Maintain reserve accounts to provide funding for future large capital projects.
- 9) Pay off the sewer fund loan as soon as possible.
- 10) Identify possible funding source(s) for pools/recreation. Consider whether proposing a recreation tax ballot question is something to try again.

Budget Notes

- 1) The City receives no share of the Net Proceeds of Mine tax revenue.
- 2) The State Legislature actions often result in unfunded mandates to local governments.
- 3) The City revenues have exceeded expenditures the last three years, but prior to that there were several years when expenditures exceeded revenues.
- 4) The City primary source of revenue is the state sales tax (approx. 40% of general fund revenue).
- 5) Sales tax from internet sales are now distributed locally which has had a positive impact on CTX revenue.
- 6) The City gas tax is a "flat" revenue because it is collected on a price-per-gallon basis.
- 7) The City is continually being forced to comply with Federal unfunded mandates.

Major Project Status Report

Recently Completed Projects:

- West side curb and gutter project
- Hydraulic model and Well 6 blending analysis

Projects in Construction or Planning:

- Hardgrave Lane construction
- Tank 1C interior painting project
- Ada Vista water and sewer project
- East side curb and gutter project
- Community Garden cleaning and upgrades
- General Aviation apron hardstand reconstruction
- Airport snow removal equipment acquisition

Projects in Design Phase:

- West Fourth Street water main replacement project
- Alley sewer and water main replacement project (Orangeburg piping - Minor to Highland)
- East side curb and gutter project
- Urban pond
- Water and sewer expansion to Stuart / Paiute / Two Angel

Short Term Priority Projects:

- Recreation Complex – courts, amphitheater, landscaping
- Well #8 connection to system, pump installation, and pump house construction
- Highland-Water Canyon-Hanson round-a-bout traffic control system
- Aquatic Center

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Long Term Priority Projects:

- Storm drain master plan
- Airport Industrial Park phase II access R/W and utility extensions
- 18 Hole golf course with new club house
- Grass Valley Road-Construction Way sewer main-pump station project
- Grass Valley Road-Construction Way loop road project (w/ railroad crossing)
- Community Arts Center

Position and Salary Range Table

The salary range table reflects an across-the-board 5% cost of living adjustment (COLA), and 2.5% merit/step increase as a conservative estimate while negotiations with the two employee associations are on-going. The COLA and merit/step increases result in a slight increase in all areas of the budget where salaries are a factor.

The table reflects the removal of the Police Administrative Support III position as the current position holder plans to retire this year.

There is an adjustment of the Animal Control Officer range. The police department requested that the range be raised due to changes in the responsibilities of the ACO; the proposed range is the same as Water/Sewer Specialist II. This change does not have a budgetary impact for current personnel, it only changes the top of the range.

Overall Budget

The attached budget worksheets are organized into three columns. Column One represents amounts in the FY22 approved budget. Column Two represents the current staff estimate of the FY22 budget as of June 30, 2022. Column Three represents the FY23 budget staff recommends for adoption effective July 1, 2022.

PROPOSED FY23 GENERAL FUND BUDGET SUMMARY			
	<u>FY-22 Budget</u>	<u>FY-22 Estimate</u>	<u>FY-23 Proposed</u>
Revenues	\$12,455,778	\$17,033,048	\$20,703,658
Expenditures	\$8,123,083	\$8,123,083	\$14,982,912
Difference	\$4,332,695	\$8,909,965	\$5,720,746

General Fund Revenues - The following are the largest revenue items: two marijuana dispensaries with annual renewals of \$15,000 each and in excess of \$20,000 per quarter in quarterly fees for a total of about \$110,000; \$40,000 in swimming pool fees; \$3.5 million in CTX; \$280,000 in fuel tax; \$4 million in ARPA funds for general government services; \$0 in interest; \$100,000 transfer from the water fund for Railroad Springs; and, \$10,000 from WCVA special events contribution.

City Council – 2% salary increase per City ordinance.

City Clerk Treasurer – A moderate increase due to salaries and potential new computers. There are 5 employees in the Clerk-Treasurer department.

City Manager – A slight increase in operating costs due to the number of software licenses required. There is only one full time employee in the City Manager office.

Administration – Moderate increases due to higher insurance premiums, audit costs, NV IT Solutions, and an additional agreed cost share amount for economic development. Contributions remain the same and include: \$5,000 Humboldt River Water Basin Authority; \$2,500 Lowry High School Graduation; \$2,500 Shooting Range; \$8,300 RSVP; \$5,000

Suicide Prevention Program; and, \$1,000 Wellness Program. There are no employees in the Administration department.

Police Department – Increases in salaries due to COLA. Moderate increase in professional services due to the new NV IT Solutions contract. Moderate increases in maintenance and repair contracts. Significant increase in criminal investigations due to a TruNarc device purchase and increases imposed by the Washoe County Crime Lab, however, the Crime Lab agreement may not be needed due to the purchase of a 3D scanner. Increases in: department operating budget for ammo; site improvements for an air-conditioner in the gym; the amounts for equipment replacement and equipment additions; and, equipment under \$5,000 for a proposed internal specialized team.

Building Inspector – Slight increase in salary due to COLA and merit increase.

Fire Department – Significant increase in professional services due to increase in yearly department physicals. Moderate increase in travel and training. Significant increase in equipment under \$5,000 for new turnouts and boots, and moderate increases in equipment additions and replacements for SCBA setups, radios and a new compressor. Discussions are still pending for firefighter additions and a training stipend, which, if implemented, will significantly increase the budget.

City Attorney – Slight increase in salary due to COLA.

Street Department – Moderate increases in the costs of professional services and street sign maintenance due to increases in the cost of materials and services. Increase in travel and training for traffic signal training and a decrease in equipment replacement for regular street and traffic light replacements. There are three full-time employees on staff within the Street Department. Two additional temp employees will be brought on for three months during the summer to assist with street repairs.

Cemetery – Moderate decrease in site improvements and equipment additions. The Cemetery has one full time employee, and one temp will be hired for summer help.

Public Buildings – Public Buildings share one full-time employee with Animal Control and 1/3 of the salary for the Building and Grounds maintenance position is shared with the recreation and pool departments. Increase in site improvements for City Hall ADA upgrades and a new basement back door.

Parks – Salaries went down slightly due to a high salaried employee retiring. There are three full-time employees in the Parks Department. Increase in chemical supply due to cost increases. Moderate decrease in vehicle repair. Increase in site improvements for fence repair at Pioneer Park and a significant increase in equipment replacement for a new vehicle.

Golf Course – The Golf Course has two full time employees, and two temporary employees are needed for summer help. Moderate increases in professional services for Honor Camp labor. Slight increases in vehicle repair, equipment repair and parts, due to the older vehicles. Significant increases in site improvements for fencing and in equipment replacement for a new mower and Sand Pro.

Pool – The Pool shares the cost of a Recreation Specialist with the Recreation department and 1/3 of the salary for the Building and Grounds maintenance position. Significant increase in services for boiler repairs and an increase in travel and training for lifeguard certifications. Slight decrease in utilities. Significant increase in equipment replacement as a placeholder for a new boiler when needed.

Recreation – The Recreation department shares the cost of a Recreation Specialist with the Pool department and 1/3 of the salary for the Building and Grounds maintenance position. Moderate decrease in communications and a significant increase in equipment additions for a new Sand Pro.

Sewer Department – The Sewer department has three full time employees and shares a Foreman with the Water department. Moderate increase in bulk fuel due to rising costs. Significant increase in the cost of STP and IPS insurance premiums. Significant increase in professional services for utility read software. Moderate increase in travel and training for sewer and CDL trainings. Significant increase in equipment addition for a new truck and significant increase in capital improvements for the Paiute-Stuart-Two Angels and Hardgrave Lane projects.

Water Department – The Water Department has three full time employees and shares a Foreman with the Sewer Department. An increase in professional services for water quality testing and an increase in chemical supply due to rising costs of chemicals. Increase in travel and training for water licensing and CDL training. A decrease in equipment repair and parts and an increase in equipment addition for a new truck. A decrease in capital improvements along with a fire hydrant replacement project for the oldest City hydrants. A significant increase in main projects for the Orangeburg alley project and the Hardgrave Lane project.

Capital Improvement – Aside from the projects funded from the Sewer and Water funds, additional capital improvements planned for FY23 are: the Aquatic Center; annual storm drain project; Vesco Park fencing (\$6,000); Golf Course (\$21,500); and, Recreation Complex fencing, amphitheater, lights, etc. (\$600,000). The airport projects will be executed with grant monies from the Federal Aviation Administration with small matching contributions from the City and Humboldt County. Also included is a possible broadband project in the approximate amount of \$200,000.

Airport – The planned FAA projects include: GA apron hardstand reconstruction; snow removal equipment; heavy ramp reconstruction (design only); and updated airfield signage.

CITY/COUNTY SHARED COST AGREEMENT

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

- 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%
Planning – City share 25%
Dispatch – City share 30%
Economic Development - City share 50%
Insect program – County share 50%
FAA grant matches - County Share 50%

PUBLIC COMMENT:

There were no comments from the public.

Mayor Stone adjourned the meeting at 12:30 p.m.

Respectfully submitted,

Brandy Grimm
Administrative Assistant II

The federal mandated non-discrimination statement is set out in entirety on the publicly posted meeting agenda for this meeting and is incorporated by reference pursuant to 41 CFR part 60, and is available in the City Clerk Office, 90 W Fourth St, Winnemucca, NV.

PASSED AND ADOPTED: April 19, 2022

VOTE OF COUNCIL:

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

APPROVED:

ATTEST:

Richard Stone
Mayor

Ruth Fitzpatrick
City Clerk