

Lyon County
Budget Augmentation Memo
Fiscal Year 2021

Lyon County is estimated to receive approximately \$1,900,000 more than budgeted in Consolidated Tax for this fiscal year in the General Fund. This is anticipated to be ongoing revenue and can be used for ongoing expenditures, such as new positions/salary increases/services & supplies. Some items (such as the Community Development Director position as well as merit/salary table increases) that have been previously approved are included in the augmentation discussion so that the ongoing revenues can be matched with ongoing expenditures that have been approved since the original budget was created for the year.

The beginning fund balance in the General Fund is also estimated to be approximately \$3,726,268 more than budgeted. This is anticipated to be one-time money, meaning it doesn't reoccur every year, and is recommended to be used for one-time expenditures. During last year's budget process, departments were asked to reduce their budget requests to absolutely necessary items. Therefore there are some items that were reduced that would be good business practice to keep in the budget, but were reduced due to funding...i.e. – computer and copy machine replacements, etc. This generated part of the one-time money available. CARES funding that could be used towards items already budgeted, such as public safety salaries and benefits, contributed to one-time money as well.

The County Manager and/or Comptroller have contacted each department head in regards to their budget and discussed needs. Many departments represented that they have sufficient budget and equipment/software/etc. and did not request any items to be considered for the augmentation process. The new positions that are included for the budget discussion are all from the requested positions from the last budget process that weren't funded; however, only some of the positions from the last budget process are being requested to be considered for funding as part of this augmentation. Many items presented for the augmentation were originally budgeted for last fiscal year (and not spent) or requested in the prior budget process (but not budgeted) for this fiscal year.

There is no legal requirement for an augmentation to occur, but it is recommended that the Board provide direction on how they want the additional resources to be allocated. It is recommended that we augment the General Fund, the Road Fund, and the Capital Improvements Fund. The total requests are more than the amount of augmentation available, so all requests will not be able to be funded.

Background for General Fund Requests

New Positions

- \$175,000 - Community Development Director – Already approved by Board in a previous meeting.
- \$20,510 - Senior Fleet Services Tech (25% General Fund, 75% Road Fund) – This position is requested due to the amount of heavy equipment and vehicles being maintained, and would be dedicated to Silver Springs and Dayton. This would also reduce travel to take equipment and vehicles from Silver Springs to the Yerington Shop.
- \$47,154 - District Attorney Office Assistant – This position is requested to take care of administrative work in the DA's Office for body camera footage as well as other administrative tasks.

- \$96,165 - District Court Compliance Officer – This position is requested to ensure compliance with federal and state statutes in the Court Clerk’s Office and to serve as a second in command in that department.
- \$47,711 - Animal Services Assistant – This position is requested to cover the office and kennel cleanings. This department used to have 5 people in it, but currently is staffed with only 3 Animal Services Officers.
- \$524,724 - Patrol Deputy (4 requested) – These positions are being requested to ensure sufficient staffing in all areas of the County for Sheriff’s Patrol function. This is the Sheriff’s highest priority for new positions. Associated overtime (like holiday worked, etc.) and uniform allowance, etc. are also requested.
- \$14,888 - Upgrade Silver Springs Library Manager to Full-Time – This position is requested to make the three Library Managers (Fernley, Dayton, and Silver Springs) all full-time. The hours at the Silver Springs Library would be able to be increased with this request.
- \$28,085 - Upgrade Fernley Library Assistant to Full-Time – This position is requested to increase staffing at the Fernley Library, which has a high volume of patrons.
- \$28,743 - Upgrade Library Technician to Full-Time – This position is requested to increase as it is responsible to catalog every item, i.e. books, audio books, & DVD, in the 5 branch system.

Merit and Salary Table Increases

- \$667,422 - This has been previously approved by the Board, implementing the merit increases of 2.5% and the salary table increase of 2%. This is being included as it represents ongoing costs that should be matched against the additional ongoing revenues.

Services and Supplies

IT Department

- \$23,000 - Supplies – This is the cost to upgrade the memory in the County’s production servers. Existing memory usage is exceeding our designed capacity and should be upgraded. This would be a one-time cost.
- \$30,000 - Computers – This budget was significantly reduced for the current budget and needs to increase to cover replacement of machines that are having issues. This would be considered an ongoing cost.
- \$30,000 - Copy Machines (under \$10,000 each) – This budget was reduced for the current budget and copy machines were not purchased last fiscal year due to the spending freeze. This would be used to replace some copy machines that are 6-8 years old. Some of this is an ongoing cost and some is catch-up and would be a one-time cost.

District Attorney

- \$16,240 - Contract Investigator – This budget request was reduced for the current budget. The DA is requesting that it go back up. This should be an ongoing cost.
- \$25,000 - Software Support – The DA’s Office is migrating to a new software as the old software is end of life. Due to timing, it may be necessary to pay for additional support on the old software as well as fund some consulting costs for the new implementation. This is a one-time cost.

Fernley Justice Court

- \$6,500 - Professional Fees – This is requested as some cases in the current year have required more professional fees to be spent than are used in a normal year. This is a one-time cost.

- \$2,000 - Transcript Fees – This is requested as some cases have required more transcripts than are used in a normal year. This is a one-time cost.

Juvenile Probation

- \$1,900 - Wrestling Mat – This would be setup in the Silver Springs area for required training. This is a one-time cost.
- \$2,000 - Phone Ripper – This is requested to be able to extract evidence from cell phones. This amount is considered a one-time cost. There would be an ongoing support/license cost that the department would cover from its regular budget.
- \$350 - Larger Safe for the Yerington Office – The safe in the Yerington office is a very small safe, that is really only suitable for storing cash, not evidence. This request would be to purchase the same size of safe that is used in the other JPO offices in Lyon County so that it is large enough to store evidence. This is a one-time cost.
- \$4,580 - Replace Office / Juvenile Court Furniture in Dayton – The court chairs in the Dayton Juvenile Courtroom are old and some break on a regular basis. This was originally requested in the current budget, but was cut out of the budget due to funding issues. It would be a one-time request.
- \$2,500 - Purchase 5 Additional Handguns – This would purchase handguns for four of the JPO officers, who are using their own handguns, and also one extra in case one is impounded as evidence. We currently provide handguns for Sheriff sworn personnel. This is a one-time cost.

Sheriff

- \$1,770 - 15 Handheld Ticket (Brazos) Units – This is being requested to replace older units are not compatible and able to continue to be used. This is a one-time cost.
- \$15,336 - 30 Breath Alcohol Testing Devices – This is being requested as we need to replace older units in many of the Sheriff's patrol vehicles. This is a one-time cost.
- \$4,250 - Software License for Vigilant – This is a request for a software license for the Motorola Vigilant program. It allows access to multi-state highway cameras and license plate recognition software to assist when the Sheriff's Office is requesting an amber alert or searching for a specific vehicle. This is an ongoing cost.
- \$25,000 - Training – This was already approved by the Board.
- \$3,000 - Travel – This was already approved by the Board.

Jail

- \$12,000 - Training – This was already approved by the Board.
- \$1,600 - Travel – This was already approved by the Board.

Capital Outlay

IT Department

- \$25,000 - Copy Machines (over \$10,000 each) – This budget was reduced for the current budget and copy machines were not purchased last fiscal year due to the spending freeze. This would be used to replace some copy machines that are 6-8 years old. This should be an ongoing cost.

Facilities Department

- \$15,603 - Utility Trailer – This is being requested to purchase a trailer that can be unloaded with a pallet jack as we are frequently loading and unloading items by hand, such as pallets of water softener. This is a one-time cost.

- \$40,000 - Bucket Truck – This was in the prior year’s budget, but not purchased due to a spending freeze. It is to purchase a used bucket truck that can be driven without a CDL and for small jobs like tree trimming and setting lower microwave dishes, etc. This is a one-time cost.

Sheriff

- \$29,407 - Drone – This is a request to purchase a drone with a longer use time and an infrared camera. This is a one-time cost.
- \$220,000 - 4 Vehicles for New Sheriff Vehicles – This is related to the 4 new positions being considered for patrol. However since we are not collecting brothel fees anymore (which used to pay for approximately \$358,000 in vehicles per year), it is recommended that this amount be set aside as an ongoing expenditure.
- \$135,000 - 3 New Sheriff Vehicles – This was previously approved in this year’s budget, but there isn’t sufficient funding in the Vehicle Acquisition to fund all 7 vehicles requested (only 4), the Board recently approved purchasing this out of the General Fund. This is being shown as part of matching ongoing revenues and ongoing expenditures. This would be considered an ongoing expenditure.

Transfer to Capital Improvements

- \$3,500,000 - This is being recommended to set one-time funding aside for one-time projects, such as the Dayton Government Complex. The Board is allowed to transfer up to 10% of General Fund expenditures to the Capital Improvements Fund without it being subject to labor negotiations. We would augment the Capital Improvements Fund to reflect any amount so allocated.

Background for Road Fund Requests

It is recommended that we augment the budget for the Road Fund by increasing the allocation of utility license fees to this fund by \$200,000. This will cover a shortfall of gas tax revenue for existing operations as well as assist in funding a portion (75%) of the Senior Fleet Services Technician (\$61,528) requested as a new position.