

City of Elko)
County of Elko)
State of Nevada)

SS March 10, 2015

The City Council of the City of Elko, State of Nevada met for a special meeting beginning at 3:00 p.m., Tuesday, March 10, 2015.

This meeting was called to order by Mayor Chris Johnson.

NOTE: The order of the Agenda has been changed to reflect the order business was conducted.

Mayor Present: Chris J. Johnson

Council Present: Councilwoman Mandy Simons
Councilman Robert Schmidlein
Councilman Reece Keener

Council Absent: Councilman John Rice

City Staff Present: Curtis Calder, City Manager
Scott Wilkinson, Assistant City Manager
Ryan Limberg, Utilities Director
Dawn Stout, Administrative Services Director
Shanell Owen, City Clerk
James Wiley, Parks and Recreation Director
Doug Gailey, Human Resources Manager
Ben Mangeng, Information Systems Manager
Jonnye Jund, Accounting Manager
Mark Gibbs, Airport Director
Jeremy Draper, Development Manager
Dennis Price II, Street Superintendent
Mike Hess, Landfill Superintendent
Darin Windous, Fleet Superintendent
Fritz Sawyer, WRF Superintendent
Mike Haddenham, Assistant WRF Superintendent
Robert Spencer, Facilities Maintenance Superintendent
Joe Carr, Parks Superintendent
Matt Griego, Fire Chief
Ben Reed Jr., Police Chief
Rich Genseal, Police Lieutenant
Bob Thibault, Civil Engineer
Rick Magness, City Planner
Ted Schnoor, Building Official
Diann Byington, Recording Secretary

ROLL CALL

PLEDGE OF ALLEGIANCE

COMMENTS BY THE GENERAL PUBLIC

Pursuant to N.R.S. 241, this time is devoted to comments by the public, if any, and discussion of those comments. No action may be taken upon a matter raised under this item on the agenda until the matter itself has been specifically included on a successive agenda and identified as an item for possible action. **ACTION WILL NOT BE TAKEN**

There were no public comments.

I. FY 2015/2016 BUDGET WORKSHOP

- A. Review, consideration, and direction to Staff regarding the Fiscal Year 2015/2016 Budget, inclusive of the General and Governmental Funds, and matters related thereto. **FOR POSSIBLE ACTION**

Staff's presentation will exclude all Enterprise Funds, which will be reviewed at a subsequent meeting. DS

Dawn Stout, Administrative Services Director, gave a presentation. (Exhibit "A")

- TAXES PAID BY CITY RESIDENTS
- TOTAL TAX PAID BY HOMEOWNER
- CITY OF ELKO A/V & REVENUE HISTORY
- CITY PROPERTY TAX BREAKDOWN
- ELKO COUNTY SALES TAX DISTRIBUTION
- HISTORY OF GENERAL FUND REVENUES
- SALES TAX HISTORY
- FY 2014/15 GENERAL FUND OUTLOOK
- GENERAL FUND OUTLOOK
- PROJECTED GENERAL FUND REVENUES – 2014/15
- GENERAL FUND EXPENDITURES
- GENERAL FUND SUMMARY
- FY 2015/16 ROLLUP COSTS

Ms. Stout asked council if they wanted to approve the rollup costs as presented without a response. She continued with her presentation.

- CURRENT GENERAL FUND STAFFING LEVELS – FULL-TIME POSITIONS
- GENERAL FUND ADDITIONAL REQUESTS

Ms. Stout asked council if they had any direction to staff on the General Fund.

Mayor Johnson asked if she wanted specific direction regarding the additional requests. Could council approve all of them?

Ms. Stout said this is our first look at this and we don't have the abatements yet, we don't know what they are going to do with the PEBPs rates, and we don't know what the airport costs are going to be. We don't have everything we need to solidify this yet. If council is okay with what we have put together so far she just needs to know that.

Councilman Keener asked what the implications are if we don't hire a part-time Minutes Clerk as requested. It was mentioned that we don't have the time to do the minutes and we run into issues with a possible Open Meeting Law violation.

Ms. Stout answered it may not necessarily be a violation. The recordings are there but we don't have anyone to transcribe the minutes. There are various different people in various different departments trying to put these minutes together. There is no continuity because everyone does them different. They are not getting them done because we don't have the time or the personnel to do them.

Councilman Keener asked if that is envisioned as an hourly employee.

Ms. Stout answered yes it would be an hourly part-time position. This person will be worked as much as necessary to get those minutes done and free up some of the other people. She asked Ms. Owen if there was an NRS that says we have to have these minutes done in a specific time.

Shanell Owen, City Clerk, answered there is a pending assembly bill that would require the minutes be completed before the next meeting or within 30 days. Right now, the way that it works is that all of the sub-committees, if your department is in charge of that sub-committee then your department would be responsible for doing the minutes. The minutes are scattered throughout all the departments and not uniform. When she gets a public request for the minutes it can be difficult to track those down. This person would not be doing the minutes for City Council and Planning Commission.

Councilman Schmidlein mentioned that we had a current Building Inspector take a leave of absence and now we are trying to roll in that temporary Building Inspector as 100% full-time.

Ms. Stout felt Mr. Schnoor could address this one better but she understood that we have four hotels in progress right now, as well as apartment complexes and residential.

Ted Schnoor, Building Official, said the scope of work right now is tremendous. Two full-time inspectors will probably not get all of the inspections done today. The inspections are time consuming. He doesn't see this letting up anytime soon.

Ms. Stout continued with her presentation.

- RECREATION FUND

Councilwoman Simons asked about the expenditures on the Recreation Fund. Which are mandatory?

Ms. Stout answered that none of them are mandatory. It is in City Ordinance and can be changed by doing a first and second reading of an ordinance.

Ms. Stout continued with her presentation.

- RECREATION FUND PROJECTS LIST

Mayor Johnson asked if there was a driver in the Golf Course Irrigation Project to not affect play.

Jeremy Draper, Development Manager, answered he didn't think there was. It is all material cost at this time. They can cut back on some of the rough areas but by watering rough we reduce our maintenance.

Mayor Johnson noted the total cost for the Golf Course project is much higher than what was presented, why?

Mr. Draper answered some of that is the materials that they chose when they did the original estimate. We looked at their materials list and told them we needed different pipe to reduce repairs.

James Wiley, Parks and Recreation Director, added to why the cost went up. In the initial feasibility study we did we did not include the outside rough areas to be irrigated. Now we have a design that includes those areas. He felt he could get the project done for just under \$3 million. They can look at phasing to spread the costs out.

Mayor Johnson asked what would happen if the city did not do the swimming pool project.

Mr. Draper answered the current roof condition would not allow them to put it off. There is a safety concern. The estimate includes some equipment. They will be getting with a contractor to see what has to be done and what can wait.

John Carpenter commented the city will get a lot of push back if you raise that room tax. He felt the Golf Course Project should be paid for out of the Water Fund.

There was discussion about the feasibility of the Water Fund and the WRF paying for water lines at the Golf Course.

Ms. Stout continued with her presentation.

- CAPITAL EQUIPMENT REPLACEMENT FUND

Councilman Keener asked if the Fire Department needed to get new rescue breathers.

Matt Griego, Fire Chief, said the current SCBA's would cost about \$500,000 to replace. The ones they have are near the end of their certified life. The need to replace them isn't urgent yet because the units can still be serviced. At some point they will need to update the SCBA's and

get new bottles for them. He will be looking for grants to see if they can fund them that way. If not, he will try to phase the replacement.

Councilman Schmidlein was not supportive of the new SUV for the Building Department. He felt there were plenty of city vehicles that are not being used.

Ms. Stout spoke about the need of a new vehicle for the building inspector and that all the city units are being used. She asked if council was okay with what she has presented.

Councilman Schmidlein asked if furniture and fixtures for the Police Station could be paid for out of the loan since the project came in way under budget.

Ms. Stout answered there are always cost over-runs and change orders in projects. We don't want to leave ourselves short. There are several facility needs that cannot be funded at this time and it would be best to leave the furniture and fixtures in this budget at this time because there is funding for it. She continued with her presentation.

- YOUTH RECREATION FUND
- FACILITY FUND
- CAPITAL CONSTRUCTION FUND
- AD VALOREM CAPITAL FUND
- REVENUE STABILIZATION FUND
- MUNICIPAL COURT ASSESSMENT FUND
- PUBLIC IMPROVEMENT DEVELOPMENT FUND
- REDEVELOPMENT AGENCY FUND
- DEBT SERVICE FUND
- COMMUNITY SERVICE DONATION REQUESTS
- PROPOSED SCHEDULE

Mayor Johnson said he wants to see a two hour budget meeting on the 24th. He didn't think there had been enough time spent on the General Fund.

Ms. Stout agreed to have the General Fund presented again at the next meeting, as well as the Enterprise Funds. The meeting will start at 2:00 pm.

**** A motion was made by Councilman Keener, seconded by Councilman Schmidlein, to approve the proposed budget for the Governmental Funds 2015-2016 as submitted today.**

The motion passed unanimously. (4-0)

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John Carpenter said he would like to see some research done as to whether or not you can put some water fund money into the Golf Course. He also wants to see what the procedure would be for the room tax increase and felt it needs to be put out there for people.

There being no further business, Mayor Chris Johnson adjourned the meeting.

Mayor Chris Johnson

Shanell Owen, City Clerk