

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

SS April 11, 2017

The City Council of the City of Elko, State of Nevada met for a regular meeting beginning at 4:00 p.m., Tuesday, April 11, 2017.

This meeting was called to order by Mayor Pro Tempore John Rice.

## **ROLL CALL**

**Council Present:** Councilman John Rice  
Councilwoman Mandy Simons  
Councilman Robert Schmidlein  
Councilman Reece Keener

**Mayor Absent:** Chris J. Johnson

**City Staff Present:** Curtis Calder, City Manager  
Scott Wilkinson, Assistant City Manager  
Ryan Limberg, Utilities Director  
Shanell Owen, City Clerk  
Jonnye Jund, Accounting Manager  
Jeremy Draper, Development Manager  
Cathy Laughlin, City Planner  
Ben Reed Jr., Police Chief  
James Wiley, Parks and Recreation Director  
Aubree Barnum, Human Resources Manager  
Dennis Strickland, Public Works Director  
James Foster, Airport Manager  
Kevin Woten, Assistant WRF Superintendent  
Dave Stanton, City Attorney  
Bob Thibault, Civil Engineer  
Ted Schnoor, Building Official  
Matt Griego, Fire Chief  
John Holmes, Fire Marshal  
Jack Snyder III, Deputy Fire Chief  
Mike Hess, Landfill Superintendent  
Diann Byington, Recording Secretary

## **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.*

**APPROVAL OF MINUTES: March 28, 2017 Regular Session**

*The minutes were approved by general consent.*

## **I. PRESENTATIONS**

- A. A Reading of a Proclamation in recognition of Arbor Day, and matters related thereto. **INFORMATION ITEM ONLY –NON ACTION ITEM**

Mayor Pro Tem Rice read the proclamation.

- B. Review and possible approval of the Fiscal Year 2017/2018 Tentative Budget, inclusive of all funds, and matters related thereto. **FOR POSSIBLE ACTION**

Jonnye Jund, Administrative Services Director, explained that since the last presentation insurance dropped to a 10% increase, tax abatements came in, and we added .25% tax increase from the County. She gave a presentation (Exhibit “A”).

Councilman Keener commented on the insurance costs.

**\*\* A motion was made by Councilman Keener, seconded by Councilwoman Simons, to accept the tentative budget as presented and direct Jonnye Jund and her team to work toward getting these numbers firmed up as they get the additional supporting documentation of data.**

*The motion passed unanimously. (4-0)*

## **II. CONSENT AGENDA**

- A. Review, discussion, and possible authorization for the Fire Department to apply for a grant in the amount of \$23,781.00 from the Local Emergency Planning Commission (LEPC), and matters related thereto. **FOR POSSIBLE ACTION**

The City of Elko Fire Department would like to apply for a United We Stand Grant in the amount of \$23,781.00 from the Local Emergency Planning Commission (LEPC). This grant is to be used to purchase three monitors for the Emergency Operations Center (EOC), three tablets and mounts for fire apparatus, and a Fit Test machine. JS

Jack Snyder, Deputy Fire Chief, said they had to increase the amount on this to \$24,422. There is no match for this grant.

- B. Review, consideration, and possible ratification of the Elko Police Chief to apply for an Office of Criminal Justice Assistance (OCJA) Grant in the amount of forty-three thousand, two hundred and forty-six dollars (\$43,246.00) for costs associated with the Elko Combined Narcotics Unit (ECNU), and matters related thereto. **FOR POSSIBLE ACTION**

The Elko Police Department applied for an Office of Criminal Justice Assistance (OCJA) Grant in the amount of forty-three thousand, two hundred and forty-six dollars (\$43,246.00) for costs associated with the operations of the Elko Combined Narcotics Unit (ECNU). OCJA does not require a cost-match. BR

- C. Review, consideration, and possible ratification of the Elko Police Chief to apply for an Office of Criminal Justice Assistance (OCJA) Grant in the amount of thirty-three thousand, two hundred dollars (\$33,200.00) for costs associated with safety helmets for all sworn personnel, and matters related thereto. **FOR POSSIBLE ACTION**

The Elko Police Department applied for an Office of Criminal Justice Assistance (OCJA) Grant in the amount of thirty-three thousand, two hundred dollars (\$33,200.00) for costs associated with safety helmets for all sworn personnel. OCJA does not require a cost-match. BR

**\*\* A motion was made by Councilwoman Simons, seconded by Councilman Keener, to approve all of the consent items, noting on Item II.A., the amount has changed to \$24,422.**

*The motion passed unanimously. (4-0)*

### **III. PERSONNEL**

- A. Review, consideration, and possible approval of the Airport Manager position description, including the reclassification of Mr. Jim Foster as the Airport Manager, effective April 17, 2017, and matters related thereto. **FOR POSSIBLE ACTION**

After completing the recruitment process for the replacement of the previous Airport Director, the City was unsuccessful in selecting a candidate to fill this position. In the interim, Mr. Jim Foster has been receiving an additional 6% out-of-class pay for performing “acting” Airport Director duties. Staff is recommending that Jim Foster be reclassified to the position of Airport Manager so as to accurately reflect his added job duties and level of responsibility. Staff is proposing Mr. Foster be placed in the Management Wage Scale at Grade 30, Step 2. A position description has been drafted, and it is recommended that Mr. Foster be reclassified and promoted to fill the position of Airport Manager. AB

Aubree Barnum, Human Resources Manager, explained they completed the recruitment process for the Airport Director position and were not able to find a candidate that best fit the needs of the department. They are proposing that the Airport Director position be reclassified to Airport

Manager. She explained the differences between the two. Mr. Foster is a long-time employee with the city.

Councilwoman Simons said the savings are great but if Mr. Foster achieved these other things to qualify as the director, we could move him up?

Ms. Barnum answered yes but we would reevaluate the position he is in.

**\*\* A motion was made by Councilman Schmidlein, seconded by Councilman Keener, to approve the position description as presented and reclassification of Jim Foster as Airport Manager effective April 17, 2017.**

*The motion passed unanimously. (4-0)*

#### **IV. APPROPRIATIONS**

B. Review and possible approval of Print ‘N Copy Warrants, and matters related thereto. **FOR POSSIBLE ACTION**

**\*\* A motion was made by Councilwoman Simons, seconded by Councilman Schmidlein, to approve the Print ‘N Copy warrants.**

*The motion passed. (3-0 Councilman Keener abstained.)*

A. Review and possible approval of Warrants, and matters related thereto. **FOR POSSIBLE ACTION**

**\*\* A motion was made by Councilman Schmidlein, seconded by Councilwoman Simons, to approve the general warrants.**

*The motion passed unanimously. (4-0)*

C. Review and possible approval of Great Basin Engineering Warrants, and matters related thereto. **FOR POSSIBLE ACTION**

**\*\* A motion was made by Councilwoman Simons, seconded by Councilman Keener, to approve the Great Basin Engineering warrants.**

*The motion passed. (3-0 Councilman Schmidlein abstained.)*

D. Review of the bids received and possible award of the Plantmix Bituminous Pavement materials to be used for the Year 2017 Construction Season, and matters related thereto. **FOR POSSIBLE ACTION**

Bids were received until 3:00 p.m. local time on Thursday, March 30, 2017. DS

Dennis Strickland, Public Works Director, explained there was a bid tabulation included in the packet. There was a rate increase this year.

**\*\* A motion was made by Councilwoman Simons, seconded by Councilman Keener, to award the Plantmix Bituminous Pavement materials for the 2017 Construction Season to Staker Parson Company.**

*The motion passed unanimously. (4-0)*

- E. Review, consideration, and possible approval of a request by the Elko Police Chief to appropriate the annual payment for the School Resource Officer Program to the Elko County School District, and matters related there to. **FOR POSSIBLE ACTION**

The School Resource Officer Cooperative Agreement, signed January 2015 between the Elko County School District, the County of Elko, and the City of Elko, provides for contributions to the Elko County School District in the amount of fifty thousand dollars (\$50,000.00) annually from both the City of Elko and the County of Elko, subject to the approval of their respective governing bodies.

This payment fulfills the agreement for the FY 2016/17 Budget Year. BR

Chief Reed explained this is a housekeeping item. He gave an update on the SRO Program at the last meeting. He wanted to keep the program moving forward.

**\*\* A motion was made by Councilman Keener, seconded by Councilman Schmidlein, to approve the appropriation of \$50,000 payable to the Elko County School District for the School Resource Officer Program.**

*The motion passed unanimously. (4-0)*

- F. Review, consideration, and possible authorization to fund the purchase of food for food service at the Groundbreaking Ceremony for the Chilton Centennial Tower on May 1, 2017, and matters related thereto. **FOR POSSIBLE ACTION**

The City of Elko Centennial Committee would like to host a Goundbreaking Ceremony and Celebration of the Centennial of the City of Elko on May 1, 2017 and serve food as a part of the event. The food service is expected to be hamburgers, hotdogs, chips, and bottled water. The appropriation request is to fund the purchase of the food. JD

Jeremy Draper, Development Manager, explained we plan on having a ceremony. Jeff Dalling has agreed to help us purchase the food as cheaply as we can. The plan is to ask for a \$5 donation for the food. We estimate about 250-1000 people will show up. To start this we are asking for \$500.

**\*\* A motion was made by Councilman Schmidlein, seconded by Councilman Keener, to authorize the funding to purchase food for food service at the Ground Breaking Ceremony for the Chilton Centennial Tower on May 1, in the amount of \$500.**

*The motion passed unanimously. (4-0)*

## V. UNFINISHED BUSINESS

- B. Discussion and possible direction to Staff to discontinue efforts to adopt the 2012 Model Building Codes, and matter related thereto. **FOR POSSIBLE ACTION**

At a recent NOBO (Nevada Organization of Building Officials) meeting a proposal was presented to the members to have a statewide adoption of the 2018 Model Building Codes. This would be a combined effort of all jurisdictions to develop common amendments and have the entire State implementing a common code. The goal is to adopt the 2018 Model Building Codes by July of 2018. TS

Ted Schnoor, Building Official, explained they are looking at putting the 2012 codes behind them and move forward. We have been working for about four years to try to get this code adopted. By the time we get these 2012 codes adopted the rest of the state will have already moved on to the 2018 codes. It would be better for everyone that we be on the same code.

Councilman Schmidlein asked when he attended this meeting, how much buy-in did you get from the other cities.

Mr. Schnoor answered there was more buy-in than he expected. They also discussed having common code amendments across the state so you would be dealing with the same things no matter where you went.

Councilman Schmidlein is in favor if this is going to go statewide.

Mr. Schnoor said 2018 codes are still in committee and not published but he hasn't seen any major changes in the proposed 2018 codes. It is the energy code that causes us heartache and we are mandated by the state to adopt the energy codes. He has not spoken to anyone at the county and he doesn't know what their plans are.

Councilman Keener thought this sounded terrific.

Mayor Pro Tem Rice thought it would be helpful to the developers.

**\*\* A motion was made by Councilman Schmidlein, seconded by Councilman Keener, to discontinue the initiation of adopting the 2012 Model Building Codes.**

*The motion passed unanimously. (4-0)*

## VI. NEW BUSINESS

- G. Review, consideration, and possible action to conditionally approve Parcel Map 4-17, filed by The Pointe at Ruby View, LLC. The Dedication Map contains an offer of dedication for right-of-way for Bizkaia Boulevard through parcels APN 001-562-010 & 001-562-014 and it is for this reason that the map was referred to the Planning Commission with recommendation Council, and matters related thereto. **FOR POSSIBLE ACTION**

The map of dedication is part of the Bizkaia subdivision as the applicant will be dedicating Bizkaia Blvd. to the City of Elko. A portion of Bizkaia Boulevard bisects two adjacent parcels and is located outside the subdivision map. Planning Commission reviewed the application at their April 4, 2017 meeting and forwarded a recommendation to City Council to conditionally approve PM 4-17. CL

Jim Winer, The Pointe LLC, asked that this be tabled to a future date.

**\*\* A motion was made by Councilman Schmidlein, seconded by Councilwoman Simons, to table Item VI.G. to a later date.**

*The motion passed unanimously. (4-0)*

## **V. UNFINISHED BUSINESS (Cont.)**

- C. Discussion and possible direction to Staff to pursue adoption of the 2018 Model Building Codes, and matters related thereto. **FOR POSSIBLE ACTION**

At a recent NOBO (Nevada Organization of Building Officials) meeting a proposal was presented to the members to have a statewide adoption of the 2018 Model Building Codes. This would be a combined effort of all jurisdictions to develop common amendments, and have the entire State implementing a common code. The goal is to adopt the 2018 Model Building Codes by July of 2018. TS

Ted Schnoor, Building Official, said this is piggy backing the previous item so we can start shifting our resources to adopting the 2018 codes. He hopes to bring back the Administrative Code changes to council soon. They are currently being reviewed by legal.

**\*\* A motion was made by Councilwoman Simons, seconded by Councilman Schmidlein, to direct staff to prepare for possible adoption of the 2018 Model Building Codes.**

*The motion passed unanimously. (4-0)*

## **VI. NEW BUSINESS (Cont.)**

- A. Review, discussion, and possible adoption of the 2017 Street Inventory List, and the 2017 Street Capital Construction Project Priority List, and matters related thereto. **FOR POSSIBLE ACTION**

Staff conducted a Street Inventory in February. The purpose of this annual survey is to evaluate current road conditions, and to recommend a list of maintenance projects for the upcoming construction season. Please find enclosed for your review, in the supplemental agenda information, City Staff's 2017 Street Inventory List, and recommendations for the 2017 Streets Priority List. DS

Dennis Strickland, Public Works Director, gave a presentation (included in packet).

Councilwoman Simons asked about the roads that were beat up by the flood.

Mr. Strickland answered they will be meeting with FEMA and we may be able to repair those roads in-house instead of bidding it out.

**\*\* A motion was made by Councilman Keener, seconded by Councilman Schmidlein, to adopt the 2017 Street Inventory and the 2017 Street Capital Construction Project Priority List.**

*The motion passed unanimously. (4-0)*

- B. Review, consideration, and possible approval of a Concessionaire Agreement filed by Ryan and Andrea Oeschger, dba Guerrilla Craft Eats, to operate a mobile ice cream truck in the Main City Park, Area 5, and matters related thereto. **FOR POSSIBLE ACTION**

Ryan and Andrea Oeschger applied for a Concessionaire Agreement to occupy concessionaire space in the Main City Park. The requested hours and days of operation are every month, Tuesday through Saturday, from 11:00 a.m. to 3:00 p.m. They currently hold an Elko City Business License. SO

Shanell Owen, City Clerk, explained there was a typo on this item. They want to operate a mobile food truck. In the agreement, any of our concessionaires have the right to sell any food and non-alcoholic beverages of any kind. In their application they had indicated a gourmet food truck. The standard agreement is included in the packet, along with the required insurance.

Dave Stanton, City Attorney, said the problem is that we are required to have a clear and concise statement that reasonably places the public on notice of the nature of the item being discussed. The agreement is not for the operation of a mobile ice cream truck. This needs to be tabled.

**\*\* A motion was made by Councilwoman Simons, seconded by Councilman Schmidlein, to table until the next agenda.**

*The motion passed unanimously. (4-0)*

- C. Review, consideration, and possible authorization to host a number of events as a part of the City of Elko Centennial Celebration and Groundbreaking Ceremony for the Chilton Centennial Tower on May 1, 2017, and matters related thereto. **FOR POSSIBLE ACTION**

The City of Elko Centennial Committee would like to host a Groundbreaking Ceremony and celebration of the Centennial of the City of Elko on May 1, 2017 with events taking place the weekend prior. JD

The following events are scheduled for the celebration:

- April 29- 5k Fun Run
- April 30- Walking Tours, A History of Elko
- May 1- Groundbreaking Ceremony for Chilton Centennial Tower, History of the City of Elko, and BBQ

Jeremy Draper, Development Manager, explained they were looking for Council's approval.



**\*\* A motion was made by Councilman Schmidlein, seconded by Councilman Keener, to authorize to host a number of events as part of the City of Elko's Centennial Celebration and Groundbreaking Ceremony, including April 29, 2017 5K Fun Run, April 30, 2017 Walking Tours and A History of Elko, May 1, 2017 Groundbreaking Ceremony for Chilton Centennial Tower, History of the City of Elko and a BBQ.**

*The motion passed unanimously. (4-0)*

- D. Review, consideration, and possible authorization for the permanent closure of 7<sup>th</sup> Street between Railroad Street and Commercial Street to accommodate the expansion of the Centennial Park and construction of the Chilton Centennial Tower, and matters related thereto. **FOR POSSIBLE ACTION**

The City of Elko Centennial Committee and Elko City Council have taken action to place the Chilton Centennial Tower on the east side of the 600 block of the parking corridor and closing 7<sup>th</sup> Street between Railroad Street and Commercial Street. The Centennial Committee is hosting a Groundbreaking Ceremony on May 1, 2017, and would like to begin the closure of this section of 7<sup>th</sup> Street in advance of the ceremony. JD

Mr. Draper explained the proposed project.

**\*\* A motion was made by Councilman Keener, seconded by Councilman Schmidlein, to authorize the permanent closure of 7<sup>th</sup> Street between Railroad Street and Commercial Street, to accommodate the expansion of the Centennial Park and construction of the Chilton Centennial Tower.**

*The motion passed unanimously. (4-0)*

- E. Review, consideration, and possible re-affirmation of the Errecart Boulevard location for the Sports Complex, and matters related thereto. **FOR POSSIBLE ACTION**

City Council has taken several actions with regard to the location of the proposed Sports Complex over a period of decades ranging from property purchase to development of planning documents. More recently, Council has taken very specific actions with regard to location, design and funding of the proposed sports complex. Funding efforts included increasing the room tax and issuance of debt. Due to the recent flood occurrence, and Council concerns with the proposed location, Staff has presented the Council with a synopsis of Council actions for its consideration of the matter. JW

James Wiley, Parks and Recreation Director, explained a memo was included in the packet. There are three parts to it: History of actions taken; costs spent to date; and, flood risk associated with this site.

Councilman Keener said he has never wavered. He is set on this location.

Mr. Wiley spoke regarding flooding risks. Most of Field 1 is located in the floodway. The floodway is an area where you cannot change the elevations. That field is subject to the highest risk to flood damage. We could see damage to the field and the fencing. Part of Field 2 is in the floodway and the rest of it is in the flood plain. Field 3 is entirely in the flood plain. It is less likely to see damage in that field. The concession and restroom facilities sit in the flood plain and will be constructed above the flood plain. We shouldn't experience any water in the building. In his opinion, any damage from a flooding event will be minimal. Flood plains and floodways are usually where you see recreational facilities. It is the one acceptable use that FEMA will approve for that type of development on these types of properties.

Councilman Schmidlein asked what percentage of Phase 1 is in the floodway. He felt we should try to move Field 1 out of the floodway.

Jeremy Draper, Development Manager, answered using the overhead screen and demonstrating field locations, the floodway and flood plain.

Mr. Wiley was confident in the design that they have. The risk potential is very low. In his years of experience he has seen only minimal damage to these types of facilities in a floodway.

Councilwoman Simons said in the next 100 years we could lose a portion of Field 1 for a period of time. She is okay with it. She doesn't agree with spending more money to redesign the park.

Mayor Pro Tem Rice agreed and is in support of this site for the facility.

Curtis Calder, City Manager, said once the facility is built and occupied there will be insurance on the site. That would include flood insurance.

Councilman Schmidlein said he doesn't want to change the location. He agrees with the site. He is only worried about Field 1.

Mayor Pro Tem Rice called for public comment without a response.

**\*\* A motion was made by Councilman Keener, seconded by Councilwoman Simons, to reaffirm the location of the Sports Complex as it has been planned for so long, in the Errecart Boulevard location.**

*The motion passed unanimously. (4-0)*

After the motion and before the vote, Councilman Schmidlein said he will vote in favor but Field 1 needs to move.

Mr. Wiley said he will reach out to the consultants and put out some feelers to see what that could possibly look like. He feels this design is the best use of the property.

Scott Wilkinson, Assistant City Manager, said we can't have that impact the 404 permit.

**Council voted on the motion.**

**BREAK**

Katie Neddenriep, Barrick, said Barrick is pledging \$500,000 to be paid over a two year period, towards the Sports Complex Project.

## V. UNFINISHED BUSINESS

- A. Review, consideration, and possible approval to solicit bids for extension of an Effluent Reuse Line and Sanitary Sewer Main to the Elko Sports Complex, and matters related thereto. **FOR POSSIBLE ACTION**

This is a time sensitive project and is necessary to provide reuse water and sewer service to the Elko Sports Complex. Both lines will cross the Humboldt River so this construction must occur during the lowest water times of the year, typically late July-Early September. RL

Ryan Limberg, Utilities Director, explained as of today we do not have the 404 permit. He is looking for approval from council to move forward.

Mr. Wiley spoke about timelines with the 404 permit. He reached out to the Army Corps to see where we were at but the person in charge of this project was out of the office. We are close. The historical aspect of the project is the holdup.

Mr. Calder said even though we are asking for permission to go out to bid, we will not award until we have that permit in hand.

**\*\* A motion was made by Councilman Keener, seconded by Councilman Schmidlein, to grant staff the opportunity to go out and solicit bids for extension of an Effluent Reuse Line and Sanitary Sewer Main to the Elko Sports Complex.**

*The motion passed unanimously. (4-0)*

## VI. NEW BUSINESS (Cont.)

- F. Ratification of Staff submission of the Request for Public Assistance Form to the Nevada Department of Public Safety, Division of Emergency Management & Homeland Security, and matters related thereto. **FOR POSSIBLE ACTION**

The Nevada Department of Public Safety, Division of Emergency Management & Homeland Security will be conducting an applicant briefing on April 7, 2017 for FEMA-4307-DR-NV, the Elko County Flood Event. This is one of the first steps in the FEMA Public Assistance process for local governments. The City of Elko, as an eligible applicant must complete the RPA for this specific disaster regardless of participation in the January declared disaster. The RPA was submitted on the City's behalf on April 4, 2017 in advance of the April 7<sup>th</sup> meeting. JJ

Jonnye Jund, Administrative Services Director, explained the RPA was submitted on the 4<sup>th</sup> so it could be in hand on the 7<sup>th</sup>. They attended a briefing from the Department of Emergency

Management when the process was explained. They also had to file a letter of intent which will be on the next agenda for ratification. This was done to get us into the process to attend the kick-off meeting and see what options we have. The city is not obligated at this point.

**\*\* A motion was made by Councilwoman Simons, seconded by Councilman Keener, to ratify the staff's submission of the City of Elko's RPA to the Nevada Department of Public Safety.**

*The motion passed unanimously. (4-0)*

## **VII. RESOLUTIONS AND ORDINANCES**

- A. Review, consideration, and possible approval of Resolution No. 13-17, a resolution amending the fee charged for parade permits, effective July 1, 2017, and matters related thereto. **FOR POSSIBLE ACTION**

City Council gave Staff direction on February 9, 2016 to increase the Parade Fees for 2016, 2017, and 2018 in increments of \$250. SO

Shanell Owen, City Clerk, explained this is the second year of the three year fee increase. The parade fee will go up to \$750 as of July 1, 2017.

**\*\* A motion was made by Councilman Schmidlein, seconded by Councilman Keener, to adopt Resolution No. 13-17, effective July 1, 2017.**

*The motion passed unanimously. (4-0)*

- B. Review, consideration, and possible approval of Resolution No. 9-17, a resolution of the Elko City Council adopting the 2012 International Fire Codes and adopting amendments pursuant to Elko City Code, Title 6, Chapter 1, Section 1, and matters related thereto. **FOR POSSIBLE ACTION**

On October 25, 2016, Elko City Council took action to direct Staff to bring back the 2012 Fire Codes, and proposed amendments for possible adoption. MG

John Holmes, Fire Marshal, recommended approval.

**\*\* A motion was made by Councilman Keener, seconded by Councilman Schmidlein, to adopt Resolution No. 9-17, with an effective date of July 1, 2017.**

*The motion passed unanimously. (4-0)*

- C. First Reading of Ordinance No. 817, an ordinance amending Title 6, Chapter 1, Section 1 of the Elko City Code entitled, "International Fire Code of the City of Elko," and matters related thereto. **FOR POSSIBLE ACTION**

On October 25, 2016, Elko City Council took action to direct Staff to bring back the 2012 Fire Codes, and proposed amendments for possible adoption. MG

Mr. Holmes recommended approval effective July 1, 2017.

**\*\* A motion was made by Councilman Schmidlein, seconded by Councilwoman Simons, to conduct first reading of Ordinance No. 817, and direct staff to set the matter for Public Hearing, Second Reading and Possible Adoption.**

*The motion passed unanimously. (4-0)*

- D. First reading of Ordinance No. 818, an ordinance amending Title 3, Chapter 2, of the Elko City Code “GENERAL ZONING ORDINANCE” specifically Sections 3-2-2 Definitions and Section 3-2-18 Conditional Use Permits, Title 4 Chapter 1 of the Elko City Code “BUSINESS REGULATIONS AND LICENSE” specifically Sections 4-1-2 Definitions and Section 4-1-20 Home Occupations by revising definitions, revising criteria, and other matters appropriately related thereto, filed and processed as Zoning Ordinance Amendment No. 1-17, and to direct Staff to set the matter for public hearing, second reading and possible adoption, and matters related thereto. **FOR POSSIBLE ACTION**

March 7, 2017 meeting, Planning Commission took action to initiate the amendment to the City Zoning Ordinance. The Planning Commission then held a public hearing on April 4, 2017, and took action to forward a recommendation to Council to adopt an ordinance which approves the zoning ordinance amendment. CL

Cathy Laughlin, City Planner, explained the Planning Department issues quite a few Home Occupation permits annually. This code has not been revised for many years. She went over the changes.

Councilman Keener asked for specific examples of homebased businesses that might be impacted by this.

Ms. Laughlin answered she can't think of any of them right now that would be impacted. We keep a log of the licenses we issue every year. We looked at all of them and thought this would allow visitors for all of the businesses. We don't want additional traffic to the home. If they are getting bigger to the point that they have more traffic going to their home then they need to rent a properly zoned location.

**\*\* A motion was made by Councilman Keener, seconded by Councilwoman Simons, to conduct the first reading of Ordinance No. 818, and direct staff to set the matter for Public Hearing, Second Reading and Possible Adoption.**

*The motion passed unanimously. (4-0)*

## **VIII. REPORTS**

- A. Mayor and City Council

*Councilman Keener congratulated Jim Foster on his job promotion. He mentioned that the Centennial Committee will soon be off his plate and would be willing to take over the seat on the Economic Board.*

*Mayor Pro Tem Rice reported on an article in Nevada Business magazine on rural economic development.*

**B. City Manager - Legislative Session**

*Curtis Calder reported that SB363 got moved to senate finance this afternoon. That is good news. Local government day is April 27<sup>th</sup> and he will not be able to attend it. He has been working with Public Works monitoring the roll off containers in the south side. They will be reducing the number of roll offs. We have Clean Up Green Up on the 22<sup>nd</sup>.*

**C. Assistant City Manager**

**D. Utilities Director**

*Ryan Limberg reported on the annual water quality report. There were some test results that came in above our allowable limits. These samples had been taken from seasonal wells that had not been put online until further testing showed the levels were below those allowable limits.*

**E. Public Works**

**F. Airport Director**

**G. City Attorney**

**H. Fire Chief**

**I. Police Chief**

*Ben Reed, Jr. reported on their annual POST inspection. They are in 100% compliance with all of their required training. The centennial badges have gained a lot of attention. We also have people interested in their challenge coins. At the end of the year the badges will be obsolete and the officers will have the opportunity to purchase them. Some businesses have offered to sponsor the badges so the officer wouldn't have to pay for the badge. He thought the businesses could get the challenge coin in exchange. He will bring back a more formal proposal for council at a later date.*

**J. City Clerk**

*Shanell Owen mentioned she will take pictures of councilmembers at the next council meeting at 3:30pm.*

**K. City Planner**

**L. Development Manager**

*Jeremy Draper reported on the Centennial Boot Project. He showed some pictures of the boots around town (Exhibit "B"). One of the boots has already fallen victim to vandalism.*

**M. Administrative Services Director**

**N. Parks and Recreation Director**

**O. Civil Engineer**

**P. Building Official**

**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.*

There being no further business, Mayor Pro Tempore John Rice adjourned the meeting.

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Mayor Pro Tempore John Rice

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Shanell Owen, City Clerk

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CITY OF ELKO FY 2017/2018  
TENTATIVE BUDGET



# General Fund Summary

## 2016/2017 Estimated

• Beg. Fund Balance		\$ 4,305,759
• Revenues		\$19,522,153
Property Tax	\$ 3,097,150	
Licenses & Permits	\$ 1,669,751	
Intergovernmental	\$13,660,379	
Charges For Service	\$ 811,842	
Fines & Forfeits	\$ 155,581	
Miscellaneous	\$ 127,450	
• Expenses		\$19,429,596
General Gov't	\$ 2,237,824	
Judicial	\$ 385,000	
Public Safety	\$10,473,380	
Public Works	\$ 4,336,420	
Health	\$ 683,800	
Recreation	\$ 1,263,810	
Community Supp.	\$ 49,362	
• Transfers In		\$ 284,357
Recreation Fund	\$ 284,357	
• Transfers Out		\$ 252,661
Revenue Stabilization	\$ 28,165	
Capital Equipment	\$ 42,248	
Facility Reserve	\$ 42,248	
Airport Fund	\$ 140,000	
• Contingency		\$ 0
• Ending Fund Balance		\$ 4,430,012

## 2017/2018 Budget

• Beg. Fund Balance		\$ 4,430,012
• Revenues		\$18,538,016
Property Tax	\$ 3,106,742	
Licenses & Permits	\$ 1,596,095	
Intergovernmental	\$12,771,879	
Charges For Service	\$ 789,300	
Fines & Forfeits	\$ 154,500	
Miscellaneous	\$ 119,500	
• Expenses		\$20,227,340
General Gov't	\$ 2,293,911	
Judicial	\$ 468,000	
Public Safety	\$10,645,035	
Public Works	\$ 4,624,838	
Health	\$ 729,260	
Recreation	\$ 1,361,285	
Community Supp.	\$ 105,011	
• Transfers In		\$ 306,289
Recreation Fund	\$ 306,289	
• Transfers Out		\$ 747,372
Revenue Stabilization	\$ 138,018	
Capital Equipment	\$ 207,027	
Facility Reserve	\$ 207,027	
Airport Fund	\$ 195,300	
• Contingency (1.5% of Expenses)		\$ 303,410
• Ending Fund Balance		\$ 1,996,195

# Property Tax Abatement

Total City Assessed Valuation: 513,303,111      \$4,722,389

	<b>Tax Rate</b>	<b>Expected Revenue</b>	<b>Tax Abatement</b>	<b>Actual Revenue</b>
General Fund Tax Rate	.6148	\$3,155,788	\$ 49,046	\$3,106,742
Capital Equipment Rate	.0700	\$ 359,313	\$ 5,584	\$ 353,729
Debt Service Rate	.0800	\$ 410,642	\$ 6,382	\$ 404,260
Capital Construction	.1552	\$ 796,646	\$ 12,381	\$ 784,265
Total City Rate	.9200	\$4,722,389	\$ 73,393	\$4,648,996

Note: Abatement equates to \$0.014 tax rate

# General Fund Additions

- Percentage of .25% sales tax increase from the County - \$347,900 allocated to Street Budget

# Recreation Fund

## Resources:

Beg. Fund Balance	\$ 7,321,844
Reserve for Bond Pymt.	\$ 122,056
Room Tax	\$ 3,700,000
Interest	\$ 25,000
<b>Total Resources:</b>	<b>\$11,168,900</b>

## Expenditures:

ECVA Operating Fund	\$ 627,678
ECVA Marketing Fund	\$ 462,500
ECVA Facilities Fund	\$ 201,506
Elko Co Rec Board	\$ 156,250
State Tourism	\$ 99,107
Western Folklife	\$ 66,071
Elko County Fair Board	\$ 132,142
Elko SnowBowl	\$ 33,035
<b>Total</b>	<b>\$ 1,778,289</b>

## Expenditures (Continued):

Fireworks Donation	\$ 5,000
<b>Recreation Capital Projects</b>	
Sports Complex	\$ 7,877,695
Parking Lot Resurfacing – Parks	\$ 75,000
Roof Replacement – Softball Field	\$ 15,000
<b>Transfers Out</b>	
General Fund	\$ 306,289
Youth Recreation Fund	\$ 31,939
Golf Course Fund	\$ 26,939
Rec. Facilities Bond Payment	\$ 609,113
Airport Fund (Bond Payment)	\$ 327,055
Reserved for Bond	\$ 116,581
Ending Fund Balance	\$ 0
<b>Total Uses</b>	<b>\$11,168,900</b>

# Capital Equipment Replacement Fund

## Revenue:

Sales Tax	\$ 415,000
Property Tax (.07 rate)	\$ 353,728
Interest	\$ 5,250
Dispatch Revenue	\$ 6,000
Transfer from General Fund	\$ 207,027
Beginning Fund Balance	\$ 775,801
<b>Total Resources:</b>	<b>\$ 1,762,806</b>

## Expenditures:

IS – Fiber Infrastructure 7 <sup>th</sup> Street	\$ 25,000
IS – Annual Computer Replacement Program	\$ 40,000
PD – 1 Fully Equipped SUV Patrol Vehicle	\$ 58,000
PD – 2 Patrol Cars	\$ 108,000
PD – Switch and CVSA Gen 2	\$ 11,800
PD – Access Control for Additional Doors	\$ 40,000
PD – Demolish Old Building	\$ 180,000
FD – Replacement Fire Apparatus	\$ 450,000
FD – Replacement Rescue 10 (Phase I)	\$ 100,000
Streets – Asphalt Planer (Grinder)	\$ 33,000
Streets – 10' x 42" Snow Plow and Plow Hitch	\$ 18,000
Streets – 5 Yard Dump Truck	\$ 120,000
Fleet - Tire Changer	\$ 9,500
Fleet - Tire Balancer	\$ 8,500
Facilities – Back Flow Prevention - Annual	\$ 25,000
Facilities – Street Sync Software	\$ 7,500
Parks – Turf Sprayer (Pesticide/Fertilizer applicator)	\$ 37,000
Parks - 4x4, 1 Ton, 3 yard dump truck with plow	\$ 55,000
Cemetery – 52 Z turn Mower	\$ 10,600

**Total Requests** **\$1,136,900**

Ending Fund Balance \$ 425,906

**Total Uses:** **\$1,762,806**

# Youth Recreation Fund

## Resources:

Beg. Fund Balance	\$ 22,717
Fun Factory Fees	\$ 55,000
Adult League Fees	\$ 40,000
Special Events Revenue	\$ 20,000
Concession Revenue	\$ 16,000
Park Use Fees	\$ 28,000
Interest	\$ 250
Transfer in Recreation	\$ 31,939
<b>Total Resources:</b>	<b>\$ 213,906</b>

## Expenditures:

Salaries	\$ 92,775
Benefits	\$ 42,360
Services/Supplies	\$ 76,450
Ending Fund Balance	\$ 2,321
<b>Total Uses</b>	<b>\$ 213,906</b>

# Municipal Court Assessment Fund

## Resources:

Beg. Fund Balance	\$103,473
Admin Assessments	\$ 6,000

**Total Resources:                    \$109,473**

## Expenditures:

Reserved Court Capital	\$109,473
Ending Fund Balance	\$        0

**Total Uses                            \$109,473**

# Revenue Stabilization Fund

**Revenue:**

Transfer from General Fund    \$    138,018

Beginning Fund Balance        \$1,785,065

Interest                            \$    10,000

**Total Resources:                \$1,933,083****Expenditures:**

Transfer to General Fund       \$            0

Ending Fund Balance            \$1,933,083

**Total Uses:                        \$1,933,083**



# Redevelopment Agency Fund

## Revenues:

Beginning Fund Balance	\$837,089
Property Tax Revenues	\$277,650
Interest Revenues	\$ 4,000

**Total Resources: \$1,118,739**

## Expenditures:

Legal Expense	\$ 25,000
Public Improvements	
Public Impvmts – Other	\$ 698,639
Centennial Park Expansion	\$ 200,000
Public-Private Partnership	\$ 75,000
Centennial Tower	\$ 50,000
Storefront Program	\$ 50,000
Alley Work	\$ 20,000

Revolving Loan Fund \$ 100

**Total Uses: \$1,118,739**

# Capital Construction Fund

## Revenue:

Property Tax - Streets (.1552)	\$	784,265
Interest Income	\$	3,000
Beginning Fund Balance	\$	399,062
<b>Total Resources:</b>	<b>\$</b>	<b>1,186,327</b>

## Expenditures:

Cedar St Eng (Phase II)	\$	200,000
Capital Construction -TBD	\$	986,327
Ending Fund Balance	\$	0
<b>Total Uses</b>	<b>\$</b>	<b>1,186,327</b>

# Ad Valorem Capital Fund

## Revenue:

Ad Valorem Taxes	\$ 311,535
Interest Income	\$ 3,000
Beginning Fund Balance	\$ 206,211

**Total Resources: \$ 520,746**

## Expenditures:

Capital Projects - TBD	\$ 495,746
Back Flow Prevention	\$ 25,000
Ending Fund Balance	\$ 0

**Total Uses \$ 520,746**

# Public Improvement Development Fund

## Resources:

Beg. Fund Balance	\$ 15,554
Improvement Fees	\$ 0
Interest	\$ 50

**Total Resources: \$ 15,604**

## Expenditures:

Reserved for future public improvements	\$15,604
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**Total Uses \$15,604**

# Facility Fund

## Revenue:

Beginning Fund Balance	\$ 27,737
Interest	\$ 2,300
Transfer from General Fund	\$ 207,027

**Total Resources:                   \$237,064**

## Expenditures:

Fleet – Metal Roof Wash Bay	\$ 16,000
Fire Station 1 – Kitchen Repair	\$ 15,000
Fire Station 1 Driveway Repair	\$ 50,000
Animal Shelter – HVAC	\$ 20,000
Ending Fund Balance	\$ 136,064

**Total Uses                               \$ 237,064**

# Debt Service Fund

## Resources:

Beg. Fund Balance	\$1,179,579
RTC Revenues	\$ 699,750
Property Taxes (0.08)	\$ 404,260
Interest	\$ 4,200
Transfers In:	
Recreation Fund	\$ 609,113
<b>Total Resources:</b>	<b>\$2,896,902</b>

## Expenditures:

### 2010 Street Bonds:

Principal	\$ 445,000
Fiscal Agent Charges	\$ 500
Interest	<u>\$ 297,781</u>

**Total Street Bonds: \$ 743,281**

### Recreation Facilities Bond:

Principal	\$ 365,000
Fiscal Agent Charges	500
Interest	<u>\$ 244,112</u>

**Total Recreation Facilities: \$ 609,612**

### PD Building Bond:

Principal	\$ 285,000
Interest	<u>\$ 52,031</u>

**Total PD Bond: \$ 337,031**

Reserve for 2010 Bond	\$ 744,581
Reserve for 2014 PD Bond	\$ 335,563
Ending Fund Balance	<u>\$ 126,834</u>
<b>Total Uses</b>	<b>\$2,896,902</b>

# Water Fund

## Operating Revenue:

Water user fees	\$3,300,000
Other fees	<u>\$ 114,000</u>
<b>Total</b>	<b>\$3,414,000</b>

## Operating Costs:

Administration	\$ 374,809
Water Operations	\$1,775,093
Water Well Operations	\$ 971,500
Depreciation Expense	<u>\$ 550,000</u>
<b>Total</b>	<b>\$3,671,402</b>

**Operating Income/(Loss) (\$ 257,402)**

**Note:** Estimated available cash at July 1, 2017 - \$8,114,376

## Non-Operating Revenue:

Connection fees	\$ 200,000
Interest revenue	<u>\$ 40,000</u>
<b>Total</b>	<b>\$ 240,000</b>

## Non-Operating Expenses:

Errecart 2nd Water Source	\$ 700,000
Replace 4 Alley Lines	\$ 297,000
Shop Design	\$ 125,000
Fire lines at 4th and Railroad	\$ 40,000
Cedar Street Phase II	\$ 20,000
Relocate Main for S. Complex	<u>\$ 170,000</u>
<b>Total</b>	<b>\$1,352,000</b>

**Non-Operating Income/(Loss) (\$1,112,000)**

**Net Increase/(Decrease) in Cash (\$ 819,402)**

**Note:** : Estimated available cash at June 30, 2018 - \$7,294,974

# Sewer Fund

## Operating Revenue

Sewer User Fees	\$2,717,050
Other Fees	\$ 192,500
<b>Total</b>	<b>\$2,909,550</b>

## Operating Costs

Administration	\$ 449,491
Collection System	\$ 333,105
Water Reclamation Facility	\$2,209,263
WRF Lab	\$ 198,000
Depreciation	\$1,738,236
<b>Total</b>	<b>\$4,928,095</b>

**Operating Income** **(\$2,018,545)**

**Note:** Estimated available cash as of July 1, 2017 – \$14,826,745.

## Non-Operating Revenue

Sewer Capital Improvement Fees	\$2,967,022
Connection Fees	\$ 200,000
Interest Income	\$ 60,000
<b>Total</b>	<b>\$3,227,022</b>

## Non-Operating Expenses

Water Truck Fill Station	\$ 350,000
Rapid Infiltration Basins Scarification	\$ 75,000
Shop Design	\$ 125,000
6" Trash Pump	\$ 50,000
Sports Complex Reuse Line	\$ 677,000
Truck	\$ 40,000
Third Secondary Clarifier	\$3,000,000
Sewer and Storm Line Camera Trailer	\$ 125,000
Sewer Slip Line	\$ 200,000
Sewer Line and River Crossing - Errecart	\$ 393,000
Diesel Generator	\$ 500,000
10% Contingency	\$ 424,000
<b>Total</b>	<b>\$5,959,000</b>

**Non-Operating Income/(Loss)** **(\$2,731,978)**

**Net Increase / (Decrease) in Cash** **(\$3,012,287)**

**Note:** Estimated available cash as of June 30, 2018 - \$11,814,458



# Landfill Fund

## Operating Revenue

Landfill User Fees	\$1,745,000
Other Fees	\$ 68,500
<b>Total</b>	<b>\$1,813,500</b>

## Operating Costs

Administration	\$ 138,585
Landfill Operating	\$1,548,825
Depreciation Expense	\$ 179,027
<b>Total</b>	<b>\$1,866,437</b>

**Operating Income / (Loss) (\$ 52,937)**

**Note:** Estimated available cash July 1, 2017 - \$1,383,029.

## Non-Operating Revenue

Interest Revenue	\$ 8,000
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## Non-Operating Expenses

Fence Extension	\$ 48,500
8 – 10' Panels Mobile Litter Fencing	\$ 48,000
<b>Total</b>	<b>\$ 96,500</b>

**Non-Operating Income/(Loss) (\$ 88,500)**

**Net Increase/(Decrease) in Cash \$ 37,590**

**Note:** Estimated available cash June 30, 2018 - \$1,420,619.

# Airport Fund

## Operating Revenue

Fuel Taxes	\$ 21,220
Landing Fees	\$ 85,000
Parking Fees	\$ 100,000
Passenger Facility Charges	\$ 70,000
Terminal Rental	\$ 144,500
Rental Car Concession	\$ 230,000
Land & Building Leases	\$ 273,943
Miscellaneous Revenue	\$ 45,500
<b>Total</b>	<b>\$ 970,163</b>

## Operating Costs

Administration	\$ 112,950
ARFF Fire Services	\$ 84,850
Airport Operations	\$ 767,970
Airport Terminal	\$ 146,700
City Funded Depreciation	\$ 263,828
<b>Total</b>	<b>\$1,376,298</b>

## Operating Income/(Loss)

<b>Before Transfers in</b>	<b>(\$ 406,135)</b>
General Fund	\$ 195,300
Recreation Fund	\$ 327,055
<b>Total Operating Income</b>	<b>\$ 116,220</b>

## Non-Operating Income

Interest Revenue	\$ 5,000
AIP Grant Revenue	\$3,237,500
<b>Total</b>	<b>\$3,242,500</b>

## Non-Operating Expenses

Debt Service Payment	\$ 327,055
AIP Grant #48 Security Fence Project	\$3,500,000
<b>Total</b>	<b>\$3,827,055</b>

**Non-Operating Income/(Loss)** (\$ 584,555)

**Net Increase/(Decrease) in Cash** (\$ 204,507)

**Note:** FAA Funded Depreciation for FY 2017/2018 is estimated to be \$2,485,167.

**Note:** Estimated available cash June 30, 2018 - \$304,253.

**Note:** Estimated available cash July 1, 2017 - \$508,760.

# Golf Fund

## Operating Revenue

Golf User Fees	\$482,500
Cart Shed Rental	\$ 34,500
Cart Path Usage Fees	\$ 42,500
Cart Rental Fees	\$130,000
Concession Fees	\$ 11,300
Other Fees	\$ 10,000
<b>Total</b>	<b>\$710,800</b>

## Operating Costs

Administration	\$ 34,550
Golf Operating	\$727,400
Depreciation Expense	\$ 90,000
<b>Total</b>	<b>\$851,950</b>

## **Operating Income/(Loss)**

<b>Before Transfers</b>	<b>(\$141,150)</b>
Operating Transfers In	
Recreation Fund	\$ 26,939
<b>Total Operating Loss</b>	<b>(\$114,211)</b>

**Note:** Estimated available cash July 1, 2017 - \$579,701

## Non-Operating Revenue

Interest Income	\$ 2,000
Sale of Assets	\$ 13,200
<b>Total</b>	<b>\$ 15,200</b>

## Non-Operating Expenses

Driving Range Net	\$ 30,000
Back Flow Prevention	\$ 20,000
<b>Total</b>	<b>\$ 50,000</b>

**Non-Operating Income/(Loss)** **(\$ 34,800)**

**Net Increase/(Decrease) in Cash** **(\$ 59,011)**

**Note:** Estimated available cash June 30, 2018 - \$ 520,690

# Health Insurance Fund

## Revenues:

City Contributions for Employees	\$2,190,000
Employee Contributions for Dependents	\$ 250,000
Retiree Contributions	\$ 55,000
City Subsidy for Retirees & Dependents	\$ 75,000
Provider Reimbursements	\$ 100,000
Interest	\$ 3,000
Beginning Fund Balance	\$ 467,368
<b>Total Available Resources</b>	<b>\$3,140,368</b>

## Expenditures:

Medical Claims	\$1,500,000
Prescription Claims	\$ 70,000
Medical Premiums	\$ 740,000
Dental Premiums	\$ 160,000
Vision Premiums	\$ 35,000
Life Insurance Premiums	\$ 90,000
HealthScope Adm Fees	\$ 7,500
Third Party Adm Fees	<u>\$ 50,000</u>
<b>Total Expenses:</b>	<b>\$2,652,500</b>
 Ending Fund Balance	 \$ 487,868

# Proposed Schedule

- April 30 - Updated information available for taxable sales and other revenues.
- May 23 - Public Hearing to Adopt Final Budget