

BOARD OF COUNTY COMMISSIONERS, WASHOE COUNTY, NEVADA

TUESDAY 9:00 A.M. March 26, 1996

PRESENT:

Steve Bradhurst, Chairman
Grant Sims, Vice Chairman
Joanne Bond, Commissioner
Mike Mouliot, Commissioner
Jim Shaw, Commissioner

Betty Lewis, Chief Deputy County Clerk
John MacIntyre, County Manager
Madelyn Shipman, Legal Counsel

The Board met in regular session in the Commission Chambers of the Washoe County Administration Complex, 1001 East Ninth Street, Reno, Nevada. Following the pledge of allegiance to the flag of our Country, the Clerk called the roll and the Board conducted the following business:

AGENDA

In accordance with the Open Meeting Law, on motion by Commissioner Bond, seconded by Commissioner Sims, which motion duly carried, Chairman Bradhurst ordered that the agenda for the March 26, 1996, meeting be approved with the following amendments: Delete Item 18D, transfer of funds from Utility Division Enterprise Fund to Public Works Construction Fund for Old Washoe Estates water transmission main; and Item 24, Water Service Agreement with Sierra Pacific Power Company regarding retail and wholesale water service and related issues.

PUBLIC COMMENTS

Secretary of State Dean Heller updated the Board regarding the status of the Presidential Preference Primary election and the progress on checking and tabulating the ballots, stating that the operation of the Voter Registration Department has been checked and no adverse effects have been found. Chairman Bradhurst expressed the Board's appreciation to the Secretary and his staff for helping Washoe County with this.

MINUTES

On motion by Commissioner Shaw, seconded by Commissioner Mouliot, which motion duly carried, Chairman Bradhurst ordered that the minutes of the regular meeting of February 20, 1996, be approved.

96-253 RESOLUTION - MEDIUM TERM FINANCING - BID NO. 1917-96 FOR LEASE PURCHASE FINANCING OF FLEET HEAVY EQUIPMENT - EQUIPMENT SERVICES DIVISION

9:30 a.m. This was the time set in a Revised Notice of Intention to Authorize Medium Term Financing published in the Reno Gazette-Journal on March 15, 1996, to conduct a public hearing regarding the adoption of a resolution authorizing medium term financing, contingent upon approval by the State of Nevada Department of Taxation, and award of Bid No. 1917-96, the lease purchase financing of fleet heavy equipment on behalf of the Equipment Services Division of the General Services Department, Notice to Bidders for receipt of sealed bids having been published in the Reno Gazette-Journal on February 13, 1996. Proof was made that due and legal Notices were given. County Manager John MacIntyre advised that the recommendation for awarding the bid for the equipment is Agenda Item No. 9 (see: Item No. 96-254).

Mike Sullens, Purchasing Department, was present and provided additional clarification pursuant to questions raised at the Caucus meeting.

Bids, copies of which were placed on file with the County Clerk, were received from the following Proposers in response to Bid No. 1917-96:

- Associates Commercial Corporation
- Carlyle Capital Markets Inc.
- GE Capital Public Finance, Inc.
- MLC Group, Inc.
- Municipal Services Group, Inc.
- Transocean Funding, Inc.
- U.S. Bancorp Leasing & Financial
- Zion's Bank/Nevada State Bank

The following bids were disqualified:

- Finova/Government Finance (bid received late)
- Municipal Funding Group (no bid surety)
- Safeco Credit Company (bid received late)
- Bank of America Nevada and Caterpillar Financial Services submitted "no-bid" responses; and 16 prospective bidders failed to respond to the Invitation to Bid.

Chairman Bradhurst opened the public hearing by calling on anyone wishing to speak concerning this item. There being no response, the public hearing was closed.

Upon recommendation of John Balentine, Purchasing and Contracts Administrator, on motion by Commissioner Bond, seconded by Commissioner Mouliot, which motion carried unanimously, it was ordered that the following resolution be approved and Chairman Bradhurst authorized to execute on behalf of Washoe County:

A RESOLUTION AUTHORIZING MEDIUM TERM FINANCING FOR THE LEASE PURCHASE FINANCING OF FLEET HEAVY EQUIPMENT

WHEREAS, the Equipment Services Fund (069) was established to account for the acquisition and maintenance of vehicles and equipment for Washoe County; and

WHEREAS, the Equipment Services Fund is in need of medium term financing in the amount of \$1,943,570.24 to enable Washoe County to lease purchase new fleet heavy equipment to replace existing equipment, and to be used primarily for road maintenance and snow removal operations; and

WHEREAS, the loan is not bank qualified; and

WHEREAS, the loan is to be repaid out of the regular operating budget of the Equipment Services Division of the Washoe County General Services Department, over a three (3) year period with quarterly payments in advance.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF THE COUNTY OF WASHOE IN THE STATE OF NEVADA THAT:

Section 1. The County Purchasing Department is hereby directed to award bid for lease purchase financing of fleet heavy equipment on behalf of the Equipment Services Division of the Washoe County General Services Department to Transocean Funding, Inc., 111 Anza Blvd., Ste. 107, Burlingame, CA 94010, in the amount of \$1,943,570.24, contingent upon approval of the State of Nevada Department of Taxation.

Section 2. The public interest requires the medium term financing of fleet heavy equipment to replace existing equipment and to be used primarily for road maintenance and snow removal operations to ensure safe driving conditions.

Section 3. There is adequate appropriation authority within the Equipment Services Fund and no expenditure augmentations are recommended at this time.

Section 4. The term of this medium term financing shall be three (3) calendar years, commencing on July 1, 1996, to be repaid within that term.

Section 5. There shall be interest with an effective APR not to exceed 6%.

Section 6. This Resolution shall be effective on passage and approval.

Section 7. The officers of the County designated in the form of the lease purchase agreement and other documents to be executed in connection with the lease purchase financing authorized by this resolution are hereby authorized to execute and deliver those documents on behalf of the County in substantially the form as is now before the Board, contingent upon approval of the Department of Taxation.

Section 8. The County Clerk is hereby directed to distribute a copy of the Clerk's Order and an executed copy of this Resolution to the Finance Division within 5 days.

Section 9. The Finance Division is hereby directed to distribute copies of this Resolution and related documents to the Executive Director of the Department of Taxation within 7 days.

* * * * *

It was further ordered that the Purchasing and Contracts Administrator be authorized to execute an agreement for the three-year lease purchase financing with Transocean Funding upon approval of the Department of Taxation.

96-254 AWARD OF BID - FLEET HEAVY EQUIPMENT - BID NO. 1902-96 - EQUIPMENT SERVICES - GENERAL SERVICES DEPARTMENT

This was the time to consider award of bid, Notice to Bidders for receipt of sealed bids having been published in the Reno Gazette-Journal on December 20, 1995, for fleet heavy equipment for the Equipment Services Division of the General Services Department. Proof was made that due and legal Notice had been given.

Bids, copies of which were placed on file with the Clerk, were received from the following vendors:

- Cashman Equipment Company
- Empire Equipment Company
- Mecom Distributing LTD

Rocky Mountain Machinery and Western Power & Equipment, Inc., submitted "no-bid" responses; and Arnold Machinery Co. failed to respond to the invitation to bid.

Upon recommendation of John Balentine, Purchasing and Contracts Administrator, on motion by Commissioner Bond, seconded by Commissioner Mouliot, which motion duly carried, Chairman Bradhurst ordered that Bid No. 1902-96 for fleet heavy equipment comprising two articulated motor graders and nine front end loaders for the Equipment Services Division of the General Services Department be awarded to the lowest responsive, responsible total cost bidder, Cashman Equipment Company, contingent upon approval of the resolution authorizing medium term financing per Washoe County Bid 1917-96 and subsequent approval from the State of Nevada Department of Taxation (see: Item No. 96-253).

It was noted that under the terms of this award, Cashman Equipment Company will provide the County with new replacement fleet heavy equipment for a total capital outlay of \$1,943,570.24, and warranty all major components thereof, including providing loaner units if required, for a period of three years, and will further provide a performance bond guaranteeing to buy back the equipment from the County at the end of three years for \$1,861,338.36, resulting in a net total cost to the County of \$82,231.88

96-255 PUBLIC HEARING - FISCAL YEAR 1994-95 ANNUAL GROWTH MANAGEMENT REPORT - COMPREHENSIVE PLANNING

9:30 a.m. This was the time set, continued from March 12, 1996, for further consideration of adoption of the Fiscal Year 1994-95 Annual Growth Management Report, being a part of the Washoe County Comprehensive Plan, as recommended by the Washoe County Planning Commission, and submittal of same to the Truckee Meadows Regional Planning Agency as required by NRS 278.0286.

Cynthia Albright, Planner, presented the Annual Growth Management Report for the period July 1, 1994 through June 30, 1995, which examines changes in population growth, land use, infrastructure, and services in the unincorporated Washoe County area; and stated that upon adoption, the report will be forwarded to the Truckee Meadows Regional Planning Agency who will use the data and analysis to develop work programs at the regional level, review annual changes to the regional plan, and develop a status report for the State Legislature. Ms. Albright discussed the highlights of each of the report's elements, i.e., population, conservation, land use and transportation, public services and facilities, and gave a summary of each of the planning areas as they relate to population, transportation, water/wastewater, elementary schools and community parks.

A lengthy discussion ensued regarding the population element figures and the difference between the numbers used in this report for long-range forecasting and the estimates that are based on the latest census plus building permit activity, which show much more significant increases in actual population in the unincorporated area. John Hester, Director, Department of Comprehensive Planning, explained that the more realistic numbers are used when determining needs and services and that those long-range forecasts and percentages between the local entities will be adjusted with each census.

Ms. Albright explained her calculations supporting the statement that there is plenty of ground water available to support the projected population. Here again, the Board was not comfortable with the projected population numbers or with using 230 gallons per day instead of 250 gallons per day. Chairman Bradhurst stated that he would not recommend changing the report, but suggested that an addendum showing the other figures might be helpful. Mr. Hester further explained that staff performs 3 series of calculations for each planning area and then uses the highest numbers; and that they are assuming that surface water will be added and that the Negotiated Settlement and other things in the regional water plan do happen.

Ms. Albright also provided statistics regarding the total number of new wastewater connections and septic tank permits, total acreage in public parks by planning area, roads that have deteriorated below accepted standards and the Regional Transportation Commission's plan for improvements, and school overcrowding.

Chairman Bradhurst called on anyone wishing to speak regarding this item. There was no response, and the public hearing was closed.

Following discussion, on motion by Commissioner Shaw, seconded by Commissioner Bond, which motion duly carried, it was ordered that the following resolution be adopted, that the Chairman be authorized to execute, and that it be submitted to the Truckee Meadows Regional Planning Agency as the annual report required by NRS 278.0286:

RESOLUTION

ADOPTING THE FISCAL YEAR 1994-95 ANNUAL GROWTH MANAGEMENT REPORT, A PART OF THE WASHOE COUNTY COMPREHENSIVE PLAN

WHEREAS, Section 278.0286, Nevada Revised Statutes, specifies that the Washoe County Planning Commission shall prepare and submit a report each year indicating action taken which furthers or assists in carrying out the policies or programs contained in the Truckee Meadows Regional Plan;

WHEREAS, Section 278.190, Nevada Statutes, specifies that the Washoe County Planning Commission shall annually make recommendations to the Washoe County Board of County Commissioners for the implementation of the Washoe County Comprehensive Plan;

WHEREAS, The Washoe County Planning Commission has found that the FISCAL YEAR 1994-95 ANNUAL GROWTH MANAGEMENT REPORT, a part of the Washoe County Comprehensive Plan, specifies recommendations that further the purpose of the Washoe County Comprehensive Plan and promote public interest in and understanding of the plan;

WHEREAS, The Washoe County Planning Commission has submitted the FISCAL YEAR 1994-95 ANNUAL GROWTH MANAGEMENT REPORT, a part of the Washoe County Comprehensive Plan, to the Board of County Commissioners of Washoe County, Nevada, for approval and adoption; and

WHEREAS, Public hearings on the adoption of the FISCAL YEAR 1994-95 ANNUAL GROWTH MANAGEMENT REPORT, a part of the Washoe County Comprehensive Plan, were held on March 12, 1996 and March 26, 1996, by the Board of County Commissioners of Washoe County, Nevada; now, therefore it is hereby

RESOLVED, BY THE BOARD OF COUNTY COMMISSIONERS OF WASHOE COUNTY, NEVADA, that the Board does hereby adopt and endorse the FISCAL YEAR 1994-95 ANNUAL GROWTH MANAGEMENT REPORT, a part of the Washoe County Comprehensive Plan.

96-256 MERGER - UNION PACIFIC AND SOUTHERN PACIFIC RAILROADS

Bob Webb, Department of Comprehensive Planning, distributed materials to the Board concerning the proposed merger between the Union Pacific and the Southern Pacific Railroads, provided background information stating that it is projected that the number of trains passing through Reno each day will more than double, and presented a slide demonstration showing maps and crossings in the County where access to property would be seriously hampered. Mr. Webb also provided information on the Environmental Assessment (EA) that is currently being prepared and should be released in April, stating that although the County is not a "party of record," there will be an opportunity for the County to comment on the EA. Mr. Webb then introduced officials representing other jurisdictions that will be impacted by this merger who wished to speak as well as officials of the railroads.

Dori Owen, representing the City of Reno, Reno Redevelopment Agency, Terry Reynolds, Sparks City Manager, and Kathleen Eagan, Truckee Town Council member, each relayed the issues and impacts they foresee for their jurisdictions and discussed possible mitigating measures that could be implemented to reduce the impacts.

Chuck Haynes, Storey County Commissioner, and Dean Haymore, Storey County Building Official, stated that Storey County will not be as adversely impacted as other jurisdictions. Mr. Haynes pointed out that Reno probably wouldn't even exist if it were not for the railroad and that something should have been done about the tracks a long time ago. Mr. Haymore offered his assistance in attempting to work out solutions.

Nevada Public Service Commissioner Galen Denio stated that they are a party of record for the Environmental Assessment and will be providing comments to the Surface Transportation Board, as the State does not believe safety and other issues affecting several northern Nevada communities have been adequately addressed; and he discussed some of the recommendations the PSC will be making.

Wayne Horiuchi, Union Pacific Railroad Company, stated that the railroads are making every effort to sit down with each of the communities affected to examine all of the crossings and impacts of the increased train traffic and to reconcile the concerns and mitigate the impacts. He also discussed the reasons for the merger stating that it is necessary for the survival of Southern Pacific, since Burlington-Northern and Santa Fe have merged into a "mega-railroad" and it is impossible for the smaller company to compete.

Larry Bennett, Southern Pacific Railroad, stated that SP has been a part of this community for 130 years; that during the last two decades it has really struggled financially and drew the Board's attention to charts comparing revenues of the major railroads; that the line through northern Nevada would be the central corridor for shipping to the coast; that they would invest substantially in northern Nevada and California making improvements; and that without the merger, they would probably put their

funds into the southern corridor as that line is more sustainable, ultimately resulting in a loss of rail traffic in northern Nevada which would mean the loss of rail jobs as well as other jobs that depend on the railroad.

Chairman Bradhurst asked if the railroad is entering into agreements with communities to address their concerns or if that will be a function of the EA. Mr. Horiuchi stated that it has been a matter of the railroad people sitting down eye-to-eye with local officials and talking about the problems on both sides, trying to address the concerns and trying to determine what the railroad can do. He further stated that many of these problems started decades ago as communities made decisions that impacted the railroad regarding commercial development around the railroad and solving some of these resulting problems is going to be difficult.

Jack Campbell and Dan Prostinak, River Flow Court residents, stated that the only access into the River Banks subdivision is Woodland Avenue which has to cross the tracks and that when the trains block the road there is absolutely no way to get in or out; that the area is a staging area for the trains and sometimes trains are parked there for up to 40 minutes. Mr. Prostinak stated that the school bus has been delayed by trains and that what was a minor quality of life issue could become a life and death issue for their area.

James Schaap, Strategic Manager for Microflex Medical Corporation, stated that their company is also located on Woodland Avenue; that the trains are currently blocking Woodland for considerable lengths of time; that the Reno Gymnastics Center is also located there; and that, if needed, emergency medical services might not even be able to get to them.

Robert DeSoto-Holguin, Washoe County resident, stated that he is concerned about dangerous delays caused by more and longer trains and possible derailments such as those that have occurred in other places. He encouraged the Board and other local jurisdictions to keep talking to the railroads in a cooperative spirit, stating that he would not like to see the rail lines closed as has been done in other countries.

Frank Partlow, area resident, stated that it is projected that these two railroads will make \$750-million if this merger is successful; and that it is not unreasonable to ask the railroad to spend some of that to lessen the impacts to this community. Mr. Partlow suggested that the potential impacts on the tourist-oriented economy be considered and asked what would happen to this entire region if gaming had to shut down because of a spill in downtown Reno that caused an evacuation of the kind that just occurred in Wisconsin where people were not allowed in an area for up to three weeks.

Following further discussion, on motion by Commissioner Shaw, seconded by Commissioner Bond, which motion duly carried, Chairman Bradhurst ordered that staff be directed to forward the comments and potential mitigation measures concerning the proposed merger of the Union Pacific Railroad Company and the Southern Pacific Transportation Company as outlined in Mr. Webb's memorandum of March 25, 1996, as well as the comments received today regarding possible impacts on the area's tourist-oriented economy, to the Cities of Reno and Sparks so that those entities can incorporate and include them in their comments to the Surface Transportation Board.

It was further ordered that staff continue to work with the other local jurisdictions on this merger so that this is a truly regional effort, and that staff investigate and analyze the emergency access for the River Banks subdivision.

96-257 DRAFT AFFORDABLE HOUSING PLAN - HUMAN SERVICE COORDINATOR

Michael McMahon, Human Service Coordinator, provided background information regarding the HOME Consortium and the provisions of AB506 passed in the last legislative session which requires that each local jurisdiction add a housing component to their master plan that includes a needs assessment and identification of opportunities and constraints for affordable housing. He also stated that the Consortium has been successful in completing and submitting to HUD a consolidated plan, which is required by HUD from any community that receives HUD moneys; that the plan was acceptable to HUD; and that HUD did indicate the housing portion of the document needed to be updated. Mr. McMahon stated that the Consortium contracted with Cotton/Beland/Associates, Inc., to assist staff in preparing the HUD plan update and the AB506 requirements. He then introduced Ms. Karen Warner, consultant, to present the draft affordable housing plan.

Ms. Warner distributed additional material and presented a viewfoil demonstration showing income levels for Washoe County, noting that the median family total household income is \$50,000 and that the HUD definition of maximum affordable housing costs is no more than 30 percent of the gross household income. She also displayed charts and reviewed present and projected statistics regarding population, employment, housing needs, household overcrowding, and overpaying households, noting that it is projected that the total population of Washoe County will exceed 400,000 by 2015, which is a 42 percent increase over 1994 levels. She also noted that employment growth is projected at over 36 percent with service sector jobs in gaming, hotels, recreation, etc., representing the largest increase going to 44 percent of total jobs in the County; that there is a direct relationship between the lower wage rates paid in those jobs and the demand on affordable housing; and that they are further evaluating the wage scales in different industries to be sure they have good data and to show the true impact various industries have on affordable housing demands. Ms. Warner then discussed some of the potential housing programs available to assist lower income families as well as the removal of governmental constraints and deferral of development fees for affordable housing projects.

Commissioner Sims asked if Washoe County is mandated by AB506 to provide 5,979 affordable housing units by the year 2015. Ms. Warner explained that adequate sites must be provided in combination with assistance programs. Dean Diederich, Principal Planner, stated that the County is required to have a housing element in the comprehensive plan, which will identify the types of housing programs the County wants to pursue for the unincorporated area.

Commissioner Bond stated that the real problem is the economics of this area with so many low-paying jobs and that she feels this problem needs to be dealt with where it occurs. Mr. Diederich advised that the same suggestion has been made by others at the Planning Commission level and because of that the consultant is going to be putting together more wage and job linkage information. Legal Counsel Madelyn Shipman advised that there is an interim legislative committee working on these problems right now; that the burden probably will be shifted to the local governments; and that the legislature doesn't get into wage issues and is attacking the problem the only way they can.

Chairman Bradhurst advised that affordable housing is a real problem in Incline Village; that he is having a great deal of difficulty with the City of South Lake Tahoe and the TRPA over this very issue; and that his concern is with the consequences in the event the legislature directs that affordable housing shall be provided and it is found not to be possible.

Robert DeSoto-Holguin, area resident, stated that he is concerned that common sense living issues are not being considered; that this is a bureaucratic definition being dictated from the federal level; and that this is another unfunded mandate. He further stated that a very large percentage of people living in this area will never have a chance for affordable housing under current statutes.

Frank Partlow, Washoe County's representative on the Affordable Housing Committee, advised that they have created a subcommittee to examine AB506 as some of them feel it may be heading off in a direction that may not be productive. He also stated that the interim committee Ms. Shipman was talking about is considering legislation mandating that local jurisdictions have to provide certain levels of density, which is extreme and something they will be watching.

Commissioner Mouliot commented that there is no way any developer can build affordable housing in this area with all the regulations regarding landscaping, garages, setback, parking, densities, zoning fights, impact fees, etc.

Chairman Bradhurst requested that Mr. McMahon provide a report at a later time regarding the regulations in place in Washoe County and what kind of impediment those regulations are with respect to building affordable housing.

On motion by Commissioner Mouliot, seconded by Commissioner Sims, which motion duly carried, Chairman Bradhurst ordered that receipt of the information be acknowledged.

Jamel Demir, Carollo Engineers, gave a viewfoil presentation concerning findings and conclusions of a study concerning potential wastewater treatment facilities in Spanish Springs Valley and the future of effluent disposal facilities from the Truckee Meadows

Water Reclamation Facility. Mr. Demir discussed the proposed Regional Wastewater Reclamation Facilities Master Plan between Washoe County and the Cities of Reno and Sparks, concluding that the Spanish Springs Valley Satellite Plant is not likely at this time; that the most cost effective method is to treat water regionally at the Truckee Meadows Water Reclamation Facility; and that Washoe County should expend funds to upsize the pipeline to supply water to Rancho San Rafael. Mr. Demir then answered questions of the Board relative to the study.

Following discussion, on motion by Commissioner Shaw, seconded by Commissioner Bond, which motion duly carried, Chairman Bradhurst ordered that a report from Carollo Engineers concerning study findings and conclusions related to potential wastewater treatment facilities in Spanish Springs Valley and the future of effluent disposal facilities from the Truckee Meadows Water Reclamation Facility, be acknowledged.

96-259 UPDATE - REGIONAL WATER PLANNING COMMISSION ACTIVITIES

Steve Walker, Department of Comprehensive Planning, updated the Board concerning activities of the Regional Water Planning Commission advising that four meetings had taken place since he last reported to the Board concerning this matter. He then reviewed various meeting agendas and results and answered questions of the Board concerning water use consumption rates, and Janet Carson, Sierra Pacific Power Company, clarified information concerning water rights dedication policies.

Following discussion, upon recommendation of Steve Walker, Department of Comprehensive Planning, on motion by Commissioner Shaw, seconded by Commissioner Bond, which motion duly carried, Chairman Bradhurst ordered that an update report on activities of the Regional Water Planning Commission be acknowledged.

96-260 BILL NO. 1125 - AMENDING WASHOE COUNTY CODE - CHAPTER 40 - WATER CONSERVATION ORDINANCE

Deputy District Attorney Madelyn Shipman, reviewed version 18 of the draft ordinance advising that all of the changes recommended at yesterday's caucus have been incorporated into the proposed ordinance.

Chairman Bradhurst suggested attaching an exhibit to the ordinance which would define "waste water" and "wasted water" and Ms. Shipman stated that it might be more appropriate to place this information on file with the Clerk in lieu of an attachment to the ordinance.

Following discussion, Bill No. 1125 entitled AN ORDINANCE AMENDING CHAPTER 40 OF THE WASHOE COUNTY CODE TO PROVIDE CONSISTENCY WITH SIMILAR SUBJECT MATTER ORDINANCES OF RENO AND SPARKS, DELETING REFERENCE TO DROUGHT STAGES, ADOPTING TWO-DAY A WEEK LAWN WATERING WITH ALTERNATE MAKE-UP DAY, REPEALING CRIMINAL PENALTIES AND ADDING CIVIL PENALTIES, PROVIDING FOR A SUNSET, AND ADDING A CRITERIA FOR A DECLARATION OF WATER EMERGENCY AND OTHER MATTERS PERTAINING THERETO," was introduced by Commissioner Shaw, the title read to the Board and legal notice for final action of adoption directed.

96-261 REQUEST FOR RECONSIDERATION - VARIANCE CASE NO. V11-35-95 - CAROLE DIAMOND - APN: 123-152-06

Michael Harper, Director, Department of Development Review, reviewed background information concerning the request for reconsideration of Variance Case No. V11-35-95 for Carole Diamond and discussed Section 110.804.20 of the Washoe County Code concerning noticing requirements to property owners by mail for public hearings on variance cases. Mr. Harper stated that if testimony is provided to indicate that notice was given less than the ten-day requirement, that he would suggest reconsidering this matter and rescheduling the hearing for April 16, 1996 at which time the Board will convene in Incline Village.

Jeff Friedman, attorney representing property owners Larry Roderick and Steven Mayo, distributed copies of notices postmarked by the Department of Development Review on February 12, 1996 for a public hearing to be held on February 20, 1996 concerning Variance Case No. V11-35-95. Mr. Friedman stated that although there was a good faith effort made by the Department of Development Review, Mr. Roderick and Mr. Mayo were not noticed in a timely manner; and that he would request that this matter be reconsidered at Incline.

Robert Angres, Attorney at Law, representing Carole M. Diamond, M.D., applicant, stated that the issue involves due process and noticing the opportunity to be heard; and that they are contending the timeliness of notification to property owners regarding a hearing that was scheduled for February 20, 1996.

Deputy District Attorney Madelyn Shipman concurred that this matter should be reheard at Incline Village and Chairman Bradhurst suggested that the Board visit the site prior to the hearing.

Following discussion, on motion by Commissioner Mouliot, seconded by Commissioner Bond, which motion duly carried, Chairman Bradhurst ordered that a reconsideration of Variance Case No. V11-35-95 for Carole Diamond be approved, and that the hearing be scheduled for April 16, 1996 when the Board convenes at Incline Village, Nevada.

96-262 AMENDMENT - NON-EXCLUSIVE LEASE AND CONCESSION AGREEMENT - RENO-SPARKS CONVENTION AND VISITORS AUTHORITY - RUBY'S DINER, INC. - NATIONAL BOWLING STADIUM

On motion by Commissioner Shaw, seconded by Commissioner Bond, which motion duly carried, it was ordered that an Amendment to a Non-Exclusive Lease and Concession Agreement between the Reno-Sparks Convention and Visitors Authority and Ruby's Diner, Inc., concerning additional concession catering services at the National Bowling Stadium, be approved and Chairman Bradhurst be authorized to execute.

96-263 GRANT AGREEMENT AND RESOLUTION - COMMUNITY HOMELESS PROJECT - SOCIAL SERVICES

Upon recommendation of May Shelton, Director, Department of Social Services, on motion by Commissioner Bond, seconded by Commissioner Shaw, which motion duly carried, it was ordered that a grant agreement between Washoe County and the Community Homeless Project concerning the provision of case management services to the chronically mentally ill, be approved for the period March 11, 1996 through June 30, 1996; and that the following resolution be adopted:

RESOLUTION

WHEREAS, Washoe County has the legal responsibility pursuant to NRS 428 to provide health care and general assistance to indigent persons who reside in the County;

WHEREAS, the Board of County Commissioners has the authority under NRS 244.1505 to expend money for grants to private, nonprofit organizations for selected purposes that will provide a substantial benefit to the inhabitants of Washoe County;

WHEREAS, the need for food, shelter, housing and social services to the needy in Washoe County far exceed what State and local governments can provide and this need will continue to grow as the County's population grows; and

WHEREAS, the Community Homeless Project provides a variety of services to the chronically mentally ill homeless.

NOW THEREFORE, BE IT RESOLVED THAT the Board of County Commissioners of Washoe County, Nevada enters into a grant agreement in the amount of FIFTEEN THOUSAND FIVE HUNDRED DOLLARS (\$15,500) for fiscal year 1995/96 with Community Homeless Project to carry out its mission.

96-264 SCOPE OF SERVICES AND CONTRACT - FINANCIAL CONSULTING SOLUTIONS GROUP, INC. - KENNEDY JENKS CONSULTANTS - COMPREHENSIVE WATER REVENUE REQUIREMENT AND RATE STUDY - UTILITY

Upon recommendation of John Collins, Chief Sanitary Engineer, through Craig McConnell, Public Works Director, on motion by Commissioner Bond, seconded by Commissioner Shaw, which motion duly carried, Chairman Bradhurst ordered that staff be authorized to negotiate a scope of services and contract with Financial Consulting Solutions Group, Inc., in association with Kennedy Jenks Consultants to perform a comprehensive water revenue requirement and rate study for Washoe County.

96-265 UNBUDGETED CAPITAL AND EXPENSE OUTLAY - UPDATE WATER AND SEWER SYSTEMS MAPS - UTILITY DIVISION

Upon recommendation of John Collins, Chief Sanitary Engineer, through Craig McConnell, Public Works Director, and Jerry McKnight, Budget Coordinator, on motion by Commissioner Bond, seconded by Commissioner Mouliot, which motion duly carried, Chairman Bradhurst ordered that an unbudgeted capital and expense outlay to update the water and sewer systems maps be approved as follows:

1. A sole source contract be awarded to Shaw Engineering to complete 150 remaining system maps for a unit price not to exceed \$300 per map, or \$45,000 in total;
2. A contract be awarded to Shaw Engineering in the amount of \$12,800 to acquire a drafting computer, software and consultant support, with the computer and software being transferred to the Utility Division upon completion of the system mapping project; and
3. A sole source contract be awarded to ESRI to upgrade a single user Arc Info site license to a three-seat site license not to exceed \$9,350.

It was noted that the Utility Division has a total of 400 water and sewer systems maps relating to 16 sewer service areas and 14 water service areas; that the Division is experiencing growth of 40-50 new systems maps each year; that there is currently a backlog of 150 systems maps to be updated; and that when completed, staff will oversee the routine maintenance and upkeep of the systems maps. It was further noted that the costs will be split between the County and the South Truckee Meadows General Improvement District based on the number of maps produced; and that this will be paid for out of water/sewer operating revenues.

96-266 PREVENTATIVE MAINTENANCE SYSTEM - UTILITY DIVISION

Upon recommendation of John Collins, Chief Sanitary Engineer, through Craig McConnell, Public Works Director, and Jerry McKnight, Budget Coordinator, on motion by Commissioner Bond, seconded by Commissioner Mouliot, which motion duly carried, Chairman Bradhurst ordered that the acquisition and implementation of a preventative maintenance program for the water-sewer utility be approved as follows:

1. The contract administrator be authorized to competitively negotiate an agreement with qualified firms to provide preventative maintenance software in a UNIX or Windows-NT environment, including data conversion, support and software; and
2. The contract administrator be authorized to competitively negotiate an agreement with qualified firms to provide accounting and needs assessment support for integrating activity-based costing and AM/FM/GIS technologies in an Informix/Oracle environment; and
3. The acquisition of a UNIX-based or Windows NT-based SPARC client-server platform and five personal computer work stations to connect to the maintenance platform be authorized; and
4. The contract administrator be directed to return to the Board with results of negotiations prior to entering into any specific contracts or agreements.

It was noted that implementation of a systematic preventative maintenance program was the third and last recommendation made by the Finance Division after conducting a thorough analysis and investigation of operating and capital activities within the Utility Division during November-December, 1994; and that the other recommendations have been implemented.

96-267 WATER RIGHTS DEED AND WATER SALE AGREEMENT - SIERRA PACIFIC POWER COMPANY - C. BENDER

Upon recommendation of John Collins, Chief Sanitary Engineer, through Craig McConnell, Public Works Director, on motion by Commissioner Bond, seconded by Commissioner Mouliot, which motion duly carried, it was ordered that the following actions be taken regarding C. Bender's Plateau Road residence, APN 041-051-06:

1. The Water Rights Deed for 1.11 acre-feet, being a portion of Claim 264, between Sierra Pacific Power Company, as "Grantor," and Washoe County, as "Grantee," be approved and Chairman Bradhurst be authorized to execute;

2. The Water Sale Agreement between Sierra Pacific Power Company and Washoe County for C. Bender's Plateau Road residence, APN 041-051-06 be approved and Chairman Bradhurst be authorized to execute; and

3. The Chief Sanitary Engineer be directed to record the Water Rights Deed and Water Sale Agreement with the County Recorder.

96-268 TRANSFER OF FUNDS - UTILITY DIVISION ENTERPRISE FUNDS TO PUBLIC WORKS CONSTRUCTION FUND - OLD WASHOE ESTATES WATER SYSTEM TRANSMISSION MAIN

This item was continued to a future meeting.

96-269 REFUND OF TAXES - THOMAS F. TREMBLAY

Pursuant to District Attorney Opinion No. 6315, on motion by Commissioner Bond, seconded by Commissioner Mouliot, which motion duly carried, it was ordered that the following resolution be adopted and Chairman Bradhurst be authorized to execute on behalf of Washoe County:

RESOLUTION -- Directing the County Treasurer to Refund Taxes

WHEREAS, the Board of Commissioners of Washoe County, pursuant to NRS 354.240 has the authority to direct the County Treasurer to refund to an applicant the amount of money paid into the County Treasury in excess of the amount legally payable; and

WHEREAS, Thomas F. Tremblay (Taxpayer), made application for the refund of 1995-1996 real property taxes because, based on an Assessor's error, the Assessor's Office overvalued the Taxpayer's property, APN 011-233-09; and

WHEREAS, Thomas F. Tremblay has overpaid taxes for fiscal year 1995-1996 in the amount of \$774.34; and

WHEREAS, it is the opinion of the Board of Commissioners of Washoe County that the applicant for a refund has just cause for making such application and that the granting of such refund would be equitable.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of Washoe County as follows:

1. The Treasurer of Washoe County be and hereby is authorized and directed to refund to Thomas F. Tremblay a total of \$774.34, that amount being the taxes overpaid by Thomas F. Tremblay for the tax year 1995-1996 on APN 011-233-09.
2. The Treasurer of Washoe County is further directed to debit the account of each governmental entity which has shared in the excess of the taxes collected in error for its pro rata share of the refund.

96-270 INTERNAL CONTROL PROCEDURES MANUAL

Upon recommendation of John Sherman, Management Analyst, on motion by Commissioner Bond, seconded by Commissioner Mouliot, which motion duly carried, Chairman Bradhurst ordered that the Washoe County Internal Control Procedures Manual developed by Barnard, Vogler & Company be accepted and that staff be directed to distribute copies of said manual to all elected and appointed Department Heads.

96-271 ACCEPTANCE OF DONATIONS - D.A.R.E. PROGRAM - SHERIFF

Upon recommendation of Sheriff Richard Kirkland, on motion by Commissioner Bond, seconded by Commissioner Mouliot, which motion duly carried, Chairman Bradhurst ordered that the following donations to be used for the D.A.R.E. program be accepted with the Board's gratitude:

\$1,500.00 from the Great Basin Events, Inc./Elizabeth Younger

\$2,500.00 from the Nevada State Board of Medical Examiners

Upon recommendation of Sheriff Richard Kirkland, on motion by Commissioner Bond, seconded by Commissioner Mouliot, which motion duly carried, Chairman Bradhurst ordered that the crime laboratory be granted permission to accept a \$50,000 bullet image acquisition system to augment the existing DRUGFIRE ballistic comparison system.

96-273 AUTHORIZATION TO ADVERTISE FOR BIDS - NORTH VALLEYS REGIONAL SPORTS COMPLEX - PUBLIC WORKS

Upon recommendation of Gene Sullivan, Parks and Recreation Director, on motion by Commissioner Bond, seconded by Commissioner Mouliot, which motion duly carried, Chairman Bradhurst ordered that the Public Works Department be authorized to advertise for bids for the North Valleys Regional Sports Complex.

96-274 BUDGET AMENDMENT - FY1995/96 - AIR QUALITY MANAGEMENT PROGRAM - HEALTH DEPARTMENT

Upon recommendation of Dave Rice, District Health Officer, on motion by Commissioner Bond, seconded by Commissioner Mouliot, which motion duly carried, Chairman Bradhurst ordered that an amendment to the fiscal year 1995/1996 Air Quality Management Program Budget in the amount of \$44,408 in State of Nevada Department of Motor Vehicles grant funds be approved and the following account transactions be made:

Account Number	Description	Amount of Increase
02-1700-1723G-4302	State Contributions	\$44,408.00
02-1700-1723G-7002	Part Time/Temporary	\$14,240.00
-7050	Medicare	207.00
-7049	Social Security	883.00
-7140	Other Professional Services	25,328.00
-7261	Postage	1,500.00
-7357	Printing	1,000.00
-7620	Travel	1,250.00
	Total	\$44,408.00

96-275 AWARD OF BID - STOCKING/INVENTORY PROGRAM FOR WATER METER BOXES, TOUCH READ LIDS AND MISC. WATER WORK SUPPLIES - BID NO. 1909-96 - UTILITY DIVISION

This was the time to consider award of bid, Notice to Bidders for receipt of sealed bids having been published in the Reno Gazette-Journal on February 13, 1996, for a stocking and inventory program for water meter boxes, touch read lids, and miscellaneous water work supplies for the Utility Division of the Public Works Department. Proof was made that due and legal Notice had been given.

Bids, copies of which were placed on file with the Clerk, were received from the following vendors:

Western Nevada Supply
R Supply Company Inc.
Slakey Bros. Inc.

Combustion Equipment & Control, Partsmaster Inc., R.F. Macdonald Co., Reno Windustrial Co., Sensus Techn. Inc., and Emanuel Taylor failed to respond to the invitation to bid.

Upon recommendation of John Balentine, Purchasing and Contracts Administrator, on motion by Commissioner Bond, seconded by

Commissioner Mouliot, which motionduly carried, Chairman Bradhurst ordered that Bid No. 1909-96 for a stocking and inventory program for water meter boxes, touch read lids, and miscellaneous water work supplies for the Utility Division of the Public Works Department be awarded to the low bidders meeting specifications, from the date of award to February 28, 1997, with a provision for a one-year extension provided prices do not increase and service is satisfactory, as follows:

Western Nevada Supply:

Bid Items Nos. 1., 1.1, 1.2, 1.3, 1.4, 1.5, 1.6, 1.7, 1.8, 1.9, 1.10, 2., 3., 4., 5., 5.1, 5.2, 5.3, 6., and 7.3

R Supply Co., Inc.:

Bid Items Nos. 7.1 and 7.2

It was noted that the estimated annual value of this award is approximately \$102,000.

96-276 AWARD OF BID - MULTIFUNCTIONAL COPIER/PRINTER/SCANNER, COPIER, AND FACSIMILE MACHINE RENTALS- BID NO. 1910-96 - FAMILY SUPPORT/DISTRICT ATTORNEY

This was the time to consider award of bid, Notice to Bidders for receipt of sealed bids having been published in the Reno Gazette-Journal on January 29, 1996, for multifunctional copier/printer/scanner, copier, and facsimile machine rentals on behalf of the Family Support Division of the District Attorney's Office. Proof was made that due and legal Notice had been given.

Bids, copies of which were placed on file with the Clerk, were received from the following vendors:

- Danka Industries
- Hughes-Calihan Corp.
- Sierra Office Concepts Savin/Ricoh Division
- Sierra Office Concepts Sharp Division
- Skipco, Inc.
- The Copy Man
- Xerox Corporation

Alternative Images & Assoc., Lockwood-Moore, Inc., and Matrix Data submitted "no-bid" responses; and nine vendors failed to respond to the invitation to bid.

Upon recommendation of John Balentine, Purchasing and Contracts Administrator, on motion by Commissioner Bond, seconded by Commissioner Mouliot, which motion duly carried, Chairman Bradhurst ordered that Bid No. 1910-96 for multifunctional copier/printer/scanner, copier, and facsimile machine rentals on behalf of the Family Support Division of the District Attorney's Office be awarded to the lowest bidders meeting bid specifications as follows:

Bidder	Bid Item	Description	Total Award Amounts
Sierra Office Concepts 1301 Corporate Blvd. Reno, NV 89502	#1	1 each Ricoh DS 5330 Multifunctional Copier (award total is based on Printer/Scanner 48-month rental period)	\$24,000.00
Sierra Office Concepts 240 S. Rock Blvd. #101 Reno, NV 89502	#2	1 each Canon NP6050 Copier (award total is based on 48-month rental period)	\$25,632.00
Xerox Corporation 5500 High Rock Way Sparks, NV 89431	#3	1 each Xerox DWC610 Facsimile (award total is based on 48-month lease period)	\$ 2,555.04

It was further ordered that the Purchasing and Contracts Administrator be authorized to enter into 48-month agreements with the

specified vendors commencing approximately April 1, 1996, through March 31, 2000. It was noted that the total annual estimated value of these awards is \$52,187.04, however, there is a possibility of additional copy charges on Bid Items #1 and #2 which would make the exact value slightly higher; and that the agenda memorandum from Mr. Balentine dated March 15, 1996, placed on file with the Clerk, includes additional explanation and justification for the selected vendors.

96-277 AWARD OF BID - MOVING SERVICES FOR THE COURTS COMPLEX - BID NO. 1912-96 - PUBLIC WORKS DEPARTMENT

This was the time to consider award of bid, Notice to Bidders for receipt of sealed bids having been published in the Reno Gazette-Journal on February 9, 1996, for moving services for the Courts Complex on behalf of the Public Works Department. Proof was made that due and legal Notice had been given.

Bids, copies of which were placed on file with the Clerk, were received from the following vendors:

- O'Brien's Moving & Storage, Inc.
- Lawrence Moving & Storage Co.
- Action Moving & Storage
- Valley North American
- Bender/Colonial Moving & Storage
- Puliz Moving & Storage

Upon recommendation of John Balentine, Purchasing and Contracts Administrator, on motion by Commissioner Bond, seconded by Commissioner Mouliot, which motion duly carried, Chairman Bradhurst ordered that Bid No. 1912-96 for moving services for the Courts Complex on behalf of the Public Works Department be awarded to the lowest responsive and responsible bidder, O'Brien's Moving & Storage, Inc., in the approximate amount of \$19,290.94. It was further ordered that all bids on Item #4, additional property insurance, be rejected as it was determined by Risk Management that it was not necessary.

It was noted that the total estimated value could vary depending on the final quantities for Bid Items #5 and #6, number of boxes actually used and number of non-returned and/or damaged boxes; and that the award comprises the following:

Bid Item #1	Reno Justice Court	\$13,747.50
Bid Item #2	Public Defender	2,266.88
Bid Item #3	Family Court	2,376.56
Bid Item #5	Box Rental Fee approx 1,000 @ \$.75/ea.	750.00
Bid Item #6	Charge for non-returned/damaged boxes, approx 100 @ \$1.50/ea.	150.00
Approximate Total		\$19,290.94

96-278 COMMUNITY DEVELOPMENT BLOCK GRANT - (CDBG) APPLICATIONS - STATE OF NEVADA

Upon recommendation of Michael McMahon, Human Services Coordinator, on motion by Commissioner Bond, seconded by Commissioner Mouliot, which motion duly carried, it was ordered that the submission of the Washoe County Senior Services, Gerlach Community Center--Reno Housing Authority, and Yorkshire Terrace grants to the State of Nevada for CDBG funding consideration, be approved and Chairman Bradhurst be authorized to execute the appropriate documents.

96-279 ADOPTION - POLICIES FOR SPEED HUMPS AND STOP SIGNS - TRAFFIC SAFETY ENHANCEMENT

David Price, County Engineer, reviewed recommendations and answered questions of the Board concerning policies for speed humps and stop signs in Washoe County.

Following discussion, upon recommendation of David Price, County Engineer, through Craig McConnell, Public Works Director, on motion by Commissioner Bond, seconded by Commissioner Mouliot, which motion duly carried, Chairman Bradhurst ordered that the policies for use of speed humps and stop signs for traffic safety enhancement, be adopted as amended and placed on file with the Clerk.

96-280 CLARIFICATION - NOVEMBER 14, 1995 ACTION - INTERIM TRAFFIC FACILITY COLLECTION PROGRAM - SADDLEHORN DEVELOPMENT v. COUNTY OF WASHOE - DISTRICT ATTORNEY

Assistant District Attorney, Madelyn Shipman, reviewed background information contained in a memorandum from Rusty Nash, Deputy District Attorney dated March 15, 1996 concerning this item. She explained that on November 14, 1995 [Item No. 95-1021], the Board approved the transfer of ITFCP funds to the Regional Transportation Commission relative to the Interim Traffic Facility Collection Program; that the action taken and reflected in the minutes indicated that "roll-over uncommitted ITFCP funds, with the exception of the Southwest benefit district to an adopted Regional Impact Fee Program and sub-benefit districts be established within the primary RTC benefit districts"; that the minutes indicated the Southwest District with no mention of a special Saddlehorn District; that the minutes reflect that the Board withheld the Southwest benefit district moneys, and if this is the case, the Board should clarify what took place at the meeting.

Vice Chairman Sims stated that he specifically remembers that the Board was referring to the Saddlehorn District; that this does not require further clarification; and that he is satisfied with the agreement.

Following discussion, on motion by Vice Chairman Sims, seconded by Commissioner Mouliot, which motion duly carried, it was ordered that the minutes of November 14, 1995 be clarified and that the following action be taken as recommended by the District Attorney's Office:

1. That staff be directed to roll-over uncommitted ITFCP funds, with the exception of the Saddlehorn and Southwest benefit districts, to an adopted Regional Impact Fee Program and sub-benefit districts be established within the primary RTC benefit districts, including a sub-benefit district for the Southwest benefit district.
2. That the Risk Manager/District Attorney be authorized to enter into a settlement agreement as recommended by separate memo in the Saddlehorn Development v. County of Washoe lawsuit utilizing funding currently in the ITFCP account for the Southwest benefit district.
3. That the RTC be requested to create a sub-benefit district in the primary RTC benefit districts, as previously agreed, for the Southwest benefit district and to channel all future regional impact fees collected from the Saddlehorn development into said sub-benefit district account.

96-281 POLICY AND PROCEDURE MANUAL - EQUIPMENT SERVICES OPERATION

Bud Fujii, Director, General Services Department, was present to answer questions of the Board concerning this item.

Following discussion, on motion by Commissioner Mouliot, seconded by Commissioner Bond, which motion duly carried, Chairman Bradhurst ordered that the Equipment Services Division Policies and Procedures Manual as Washoe County's Policy covering all procurement, operations, maintenance and disposal of all vehicles or heavy equipment, be adopted as recommended by staff.

96-282 SEAL/LOGO/ICON STANDARDIZATION - STRATEGIC PLAN RECOMMENDATION NO. 14 - PUBLIC AFFAIRS

Kathy Kollar, Public Information Officer, reviewed information contained in a staff report concerning the establishment of a committee to develop comprehensive county-wide graphics standards, the possible re-design of the county seal, logo selection, icon development, paper stock and ink color selections, video and computer formats and a graphic standards manual, and a request for a Request For Proposal (RFP) for contract graphics design. Ms. Kollar advised that in 1995, the Board adopted the Washoe County Strategic Plan; and that part of the Communication Action Plan, Recommendation #14, directed staff to "explore ways to increase

public recognition of Washoe County by developing easily-recognized icons of Washoe County Reproduction Department and included recommendations to standardize business cards and letterhead throughout the County organization. Ms. Kollar then reviewed a binder containing samples of County letterheads, business cards and envelopes.

Commissioner Sims stated that he was opposed to hiring an individual from the outside to perform these services and Ms. Kollar explained that this goes beyond graphic design and would include a graphics standards manual; and that there is a need to increase public recognition. She further explained that the total cost to standardize letterhead and envelopes would approximate \$20,000 and Commissioner Sims stated that the "common look and feel" is the Washoe County logo; that he was opposed to this recommendation; and that he is not comfortable spending \$20,000 for this purpose. Ms. Kollar stated that 80% to 90% of all departments order through the Reprographics Department for printing purposes or placing orders for outside vendors; and that she is requesting that a committee be organized for the purpose of formulating ideas to bring back to the Board concerning graphics standardization.

Chairman Bradhurst stated that the issue is whether or not the County should have a basic standard for letterhead.

Mary Henderson, Public Affairs Director, reviewed the history of the standardization process advising that in 1991, the Board adopted a policy to standardize all letterhead, envelopes and business cards; and that this task has not occurred to date.

Following discussion, on motion by Commissioner Bond, seconded by Commissioner Mouliot, which motion duly carried, Chairman Bradhurst ordered that a committee be established to develop and recommend comprehensive county-wide graphics standards, including, but not limited to: possible re-design of the county seal; logo selection; icon development; paper stock and ink color selections; video, slide and computer formats; and a graphic standards manual.

It was further ordered that correspondence be forwarded to all elected officials to solicit their interest in serving on the committee.

96-283 QUARTERLY REPORT - AUDITS ONE AND TWO - BARNARD, VOGLER & COMPANY - PUBLIC ADMINISTRATOR

Chairman Bradhurst stated that a question was raised at yesterday's caucus whether the quarterly reports should be continued if all of the exceptions to the audit have been implemented.

John Sherman, Management Analyst, discussed a handout distributed to the Board concerning the implementation status of audit recommendations for the Public Administrator's Office and reviewed Audits One and Two performed by Barnard, Vogler & Company on behalf of the Public Administrator's Office. Mr. Sherman stressed the importance of continuing internal controls and other recommendations made by Barnard, Vogler & Company in this regard.

Commissioner Shaw requested Mr. Moore's presence when future quarterly reports are reviewed by the Board and Chairman Bradhurst stated that he would request more detailed reports from the Public Administrator as well.

Laura Duffrin, Deputy Public Administrator, referred to a memorandum from Mr. Moore dated March 15, 1996 which indicated that there has been no change to the previous status reports on Audits One and Two; and that the Public Administrator's Office continues to improve and update the office procedures and controls. Ms. Duffrin explained that the statute provides that the Public Administrator has the authority to have a wide span for fees and requesting extraordinary fees; and that they desire to maintain that prerogative.

Beth Cohn, Barnard, Vogler & Co., stated that it is very important that all of their recommendations are implemented by the Public Administrator; and that she concurs that the quarterly reports should be more detailed.

Following discussion, on motion by Commissioner Bond, seconded by Commissioner Shaw, which motion duly carried, Chairman Bradhurst ordered that the Public Administrator's Audits One and Two performed by Barnard, Vogler & Company be accepted; and that the future quarterly reports provided by the Public Administrator contain more detailed information.

96-284 GRANT APPLICATION - INCLINE JUSTICE COURT/CHILDREN'S CABINET - EDWARD M. BYRNE MEMORIAL GRANT - STATE OF NEVADA

On motion by Commissioner Sims, seconded by Commissioner Mouliot, which motion duly carried, it was ordered that the submission of a grant application from Incline Justice Court/The Children's Cabinet at Incline Village to the State of Nevada Department of Motor Vehicles and Public Safety, Office of Criminal Justice Assistance, be approved; and that Chairman Bradhurst be authorized to execute the grant documents.

It was noted that the Children's Cabinet of Incline Village (CCIV) is a private non-profit Nevada corporation; that their mission is to improve the quality of life of children and families on the north shore of Lake Tahoe through a community-wide cooperative effort between public and private sectors; and that "It Takes a Village" is a program to directly involve students, parents, law enforcement, social services and community in a collaborative effort with the Incline Justice Court to prevent and reduce substance abuse, gang involvement, graffiti and juvenile crime, and offer constructive and meaningful alternatives for restitution and punishment.

96-285 PROPOSED CHANGE - ORGANIZATIONAL STRUCTURE

John MacIntyre, County Manager, discussed information contained in a staff report dated March 15, 1996 concerning proposed changes to the Washoe County organizational structure (placed on file with the Clerk). He advised that the proposed changes are merely a beginning point and should not be viewed as a final product; that if the Board approves the proposed concept, many implementation details will have to be worked out with affected individuals; that this will require the work of transition teams; and that the Board has been very concerned that the County implement an organizational structure that would be appropriate and workable as they move into a new millennium.

Mr. MacIntyre advised that meetings were conducted in 1995 focusing on critical areas relating to community development, public works, development review, comprehensive planning, water, water management; that they were attempting to provide a framework to allow for management of customer processes in a more effective way; that concerns have been raised by certain individuals that the organizational chart reflects the County organizational structure; and that it is intended as a tool to identify how the office of County Manager would be organized and not how the County would be organized. He advised that the Board has received letters from several elected officials and department heads expressing their concern that this would seem to suggest that elected department heads would be reporting to an appointed official, namely the County Manager; that he has talked with all elected department heads; that the elected officials' status remains unchanged; that the caveat to that is that the budget remains under the jurisdiction of the Board of County Commissioners; and that the Manager's Office through the Finance Division is the coordinating point for the Washoe County budget.

The County Manager explained that the main areas of restructuring involve the Public Works Department, Comprehensive Planning, Development Review and the Water Management Authority functions; that functions and services currently provided will not change; that individuals performing in these capacities will continue to do so; that no one will lose their job under the proposal; and that he will communicate in writing to all County employees regarding this matter if the Board directs staff to proceed with the restructuring.

Mr. MacIntyre then explained that although it was his intention to review the organizational chart with everyone on the list prior to the meeting, this did not occur; that he apologizes to anyone who may have felt slighted in this regard; and that he felt it was necessary to consider this item at today's meeting in an attempt to bring some closure to the item as the Board has previously requested that this be done.

Assistant District Attorney Madelyn Shipman referred to her memorandum dated March 26, 1996 concerning the reorganization structure stating that she has some concern that several agencies, departments and offices depicted on the chart have no legal reporting relationship. Ms. Shipman then discussed NRS 244.135 concerning this issue.

Chairman Bradhurst suggested placing asterisks adjacent to those individuals who report to the Board only with regard to budget matters and the administration of same.

In conclusion, Mr. MacIntyre stated that this is not an organizational chart of the County; and that it will inform people who they can contact in the Manager's Office when attempting to locate an individual or an individual department.

Commissioner Sims stated that elected officials and department heads have contact with the Manager's Office on a daily basis not only at budget time; that it is important that the current chart recognizes and preserves legal distinctions; that this is simply a reorganization of the County Manager's Office; and that it has nothing to do with responsibilities, reporting relationships or obligations. He then stated that it would be his desire to move forward and conceptually approve this with the caveat that no changes in reporting responsibilities are being made; and that it recognizes and preserves current legal distinctions.

Following discussion, on motion by Commissioner Sims, seconded by Commissioner Mouliot, which motion duly carried, Chairman Bradhurst ordered that a change in organizational structure proposed by County Manager John MacIntyre, in his memorandum dated March 15, 1996 be approved in concept; and that the chart be modified to more clearly reflect reporting responsibilities and recognize legal distinctions between departments and divisions of the County.

* * * * *

There being no further business to come before the Board, the meeting adjourned at 4:00 p.m.

STEPHEN T. BRADHURST, Chairman
Washoe County Commission

ATTEST: JUDI BAILEY, County Clerk