



# STOREY COUNTY BOARD OF COUNTY COMMISSIONERS MEETING

07/07/2020 10:00 A.M.

26 SOUTH B STREET, VIRGINIA CITY, NEVADA\*

## AGENDA

No members of the public will be allowed in the BOCC Chambers due to concerns for public safety resulting from the COVID-19 emergency and pursuant to the Governor of Nevada's Declaration of Emergency Directive 006 Section 1 which suspends the requirement in NRS 241.023(1)(b) that there be a physical location designated for meetings of public bodies where members of the public are permitted to attend and participate.

Further, due to the Governor's mandated steps to protect against the spread of COVID-19, the Storey County Board of County Commissioners are hosting a teleconference meeting this month. Members of the public who wish to attend the meeting remotely, may do so by accessing the following meeting on Zoom.com. Public comment may be made by communication through zoom.

**\*Join Zoom Meeting:**

<https://zoom.us/j/597519448>

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**For additional information or supporting documents please contact the Storey County Clerk's Office at 775-847-0969.**

MARSHALL MCBRIDE  
*CHAIRMAN*

ANNE LANGER  
*DISTRICT ATTORNEY*

JAY CARMONA  
*VICE-CHAIRMAN*

LANCE GILMAN  
*COMMISSIONER*

VANESSA STEPHENS  
*CLERK-TREASURER*

Members of the Board of County Commissioners also serve as the Board of Fire Commissioners for the Storey County Fire Protection District, Storey County Brothel License Board, Storey County

Water and Sewer System Board and the Storey County Liquor and Gaming Board and during this meeting may convene as any of those boards as indicated on this or a separately posted agenda. All matters listed under the consent agenda are considered routine and may be acted upon by the Board of County Commissioners with one action, and without an extensive hearing. Any member of the Board or any citizen may request that an item be taken from the consent agenda, discussed, and acted upon separately during this meeting. Pursuant to NRS 241.020 (2)(d)(6) Items on the agenda may be taken out of order, the public body may combine two or more agenda items for consideration, and the public body may remove an item from the agenda or delay discussion relating to an item on the agenda at any time. The Commission Chair reserves the right to limit the time allotted for each individual to speak.

All items include discussion and possible action to approve, modify, deny, or continue unless marked otherwise.

1. **CALL TO ORDER REGULAR MEETING AT 10:00 A.M.**

2. **PLEDGE OF ALLEGIANCE**

3. **DISCUSSION/FOR POSSIBLE ACTION:**

Approval of the Agenda for July 7, 2020

4. **DISCUSSION/FOR POSSIBLE ACTION:**

Approval of the Meeting Minutes for May 19, 2020

5. **DISCUSSION/FOR POSSIBLE ACTION:**

Approval of the Meeting Minutes for June 2, 2020

6. **CONSENT AGENDA**

I For possible action, approval of claims in the amount of \$1,378,980.16

II For possible action, approval of business license first readings:

**A. Ashman Company Auctioneers & Appraisals** - Out of County / 1415 Oakland Blvd. Ste 200 ~ Walnut Creek, CA

**B. Aspen Engineering LLC** - Professional / 4600 Kietzke Ln, # 0-264 ~ Reno, NV

**C. Best Buy Stores LP** - Contractor / 7601 Penn Ave ~ S. Richfield, MN

**D. Drillrite LLC** - Contractor / 233 Springfield Pkwy ~ Spring Creek, NV

**E. Fly Right LLC** - Contractor / 822 Wyoming Avenue ~ Reno, NV

**F. Holistic 20/20** - Home Business / 326 Rue De La Janue ~ Sparks NV

**G. Hotwire Electric LLC** - Contractor / 310 W. Williams Ave. Ste B. ~ Fallon, NV

**H. Mercury Clean Up, LLC** - Mining / 2443 Fair Oaks Blvd., PMB 516 ~ Sacramento, CA

**I. Pinyon Mountain Studios** - Home Business / 21535 Dortort Dr. ~ Reno, NV

**J. Servpro of Lyon and Storey Counties** - Contractor / 193 Shady Lane ~ Stateline, NV

- K. Shcalo Group Corporation** - Out of County / 58555 Winoing Cir. ~ N. South Lyon, MI
- L. Siddons Martin Emergency Group, LLC** - General / 3033 Waltham Way ~ McCarran, NV
- M. Cal-Sierra Technologies, Inc.** - Out of County / 39055 Hastings St. Ste. 103 ~ Fremont, CA
- N. CWX Architects Inc** - Out of County / 1680 Montclair Ave. Ste A ~ Reno, NV

III For possible action, approval of Assessor's Recommended Correction to Unsecured Tax Roll

IV For possible action, approval of update to Storey County Administrative Policies and Procedures 1002-Definitions; 507-Scheduled Salary Step Advancement; Policy 504-Rate of Pay; and Policy 313-Casual Employment.

7. **PUBLIC COMMENT (No Action)**

8. **DISCUSSION ONLY (No Action - No Public Comment): Committee/Staff Reports**

9. **BOARD COMMENT (No Action - No Public Comment)**

10. **DISCUSSION/FOR POSSIBLE ACTION:**

Consideration and possible approval of Resolution 20-587 providing for the transfer of the County's 2020 Private Activity Bond Volume Cap to the Nevada Rural Housing Authority; and other matters related thereto.

11. **PUBLIC HEARING (No Action):**

Public Hearing to consider comments on the proposed amendment of the lease to Divide Fitness Inc. whereby the initial term of the lease will be extended from two to three years and there will be an option to extend the lease for an additional two years as allowed by NRS 244.2833.

12. **DISCUSSION/FOR POSSIBLE ACTION:**

Consideration and possible approval of amendment to lease of county property at 800 South C Street with Divide Fitness, Inc. extending the term of the lease from two (2) to three (3) years and providing an option to extend the lease for an additional two years.

13. **DISCUSSION/FOR POSSIBLE ACTION:**

Consideration and possible approval of the transfer of Community Development funds in the 2019-2020 Storey County budget to accommodate permit refunds approved in Resolution #20-564 in the amount of \$71,586.00

**14. DISCUSSION/FOR POSSIBLE ACTION:**

Consideration and possible action of the annual review and evaluation of the performance of Austin Osborne, County Manager for the time period of July 1, 2019 through June 30, 2020. The board may, without further notice, take administrative action against Austin Osborne, County Manager, if the board determines that such administrative action is warranted after considering the character, alleged misconduct, professional competence, or physical or mental health of Mr. Osborne. At the end of the annual performance evaluation, the board may modify existing goals and objectives of the county manager's job; determine whether or not to provide a merit increase, bonus, or other compensation adjustments; take adverse administrative action up to and including termination; or any other such action deemed warranted by the board.

**15. DISCUSSION/FOR POSSIBLE ACTION:**

Consideration and possible approval of Resolution No. 20-583 setting the tax rate levy for 2020-2021.

**16. DISCUSSION/FOR POSSIBLE ACTION:**

Consideration and possible approval of Tyler InCode modules to existing contract in the amount of \$80,896 to add modules permitting, licensing, parks and recreation and MobileEyes as part of the remote workforce development due to COVID-19.

**17. DISCUSSION/FOR POSSIBLE ACTION:**

Consideration and possible approval of the grant of an easement to TRI GID for the construction of the effluent pipeline from TMWRF to TRI Center along a portion of Canyon Way near Lockwood.

**18. DISCUSSION/FOR POSSIBLE ACTION:**

Consideration and possible approval of Resolution No. 20-585, a resolution setting grade and salary range of employees fixed by ordinances or resolution per NRS 245.045 for appointed Storey County officials for the 2020-2021 fiscal year and superseding prior year action by resolution for appointed Storey County employees Resolution 20-567 and 19-547 by clarifying language and removing unbudgeted position titles of Assistant County Manager, Assistant Comptroller and adding budgeted position titles of Fire Marshal/Community Development Director, Dispatch Manager, Information Technology Officer, HR Director and HR Generalist.

**19. RECESS TO CONVENE AS THE 474 FIRE PROTECTION DISTRICT BOARD**

**20. DISCUSSION/FOR POSSIBLE ACTION:**

Consideration and possible approval of Resolution No. 20-586, a resolution setting grade and salary range of employees fixed by ordinance or resolution per NRS 474.470 for appointed Storey Fire Protection District officials.

21. **RECESS TO RECONVENE AT THE STOREY COUNTY BOARD OF COUNTY COMMISSIONERS**

22. **DISCUSSION ONLY (No possible action):**

Discussion of road right-of-way modifications and process for potential modifications, including but not limited to, Italy Drive and East Sydney Drive, within the Tahoe Reno Industrial Center.

23. **DISCUSSION/FOR POSSIBLE ACTION:**

Planning File No. 2019-052. Consideration and Possible Action to approve Resolution 20-584 conditionally accepting the dedication of two parcels of land from Sparks Hotels LLC. The two parcels of land, created for right-of-way purposes, are shown on the map titled "EP Minerals, LLC and Sparks Hotels LLC, merger and re-subdivision of Parcel 2008-38 of ROS 110555 and Parcel 2007-144 of ROS 108433". These two parcels, identified as Parcel 2019-27 and 2019-28, will be dedicated to Storey County for future use in potential roadway improvements within the USA Parkway right-of-way, located within the Tahoe-Reno Industrial Center, McCarran area of Storey County, Nevada.

24. **DISCUSSION/FOR POSSIBLE ACTION:**

Approval of business license second readings:

A. **Elite Hardscapes LLC** - Contractor / 35 Eagle Claw Ct. ~ Reno, NV

B. **LA Rebuilds** - Home Business / 4680 Hanaupah Rd ~ Reno, NV

C. **Reno Heating & Air Inc.** - Contractor / 899 Marietta Way ~ Sparks, NV

D. **Silver State Heating and Air** - Contractor / 80 Coney Island Dr. ~ Sparks, NV

E. **United Technology Services Group Inc** - Home Business / 355 Mill St. ~ Virginia City, NV

25. **PUBLIC COMMENT (No Action)**

26. **ADJOURNMENT OF ALL ACTIVE AND RECESSED BOARDS ON THE AGENDA**

**NOTICE:**

- Anyone interested may request personal notice of the meetings.
- Agenda items must be received in writing by 12:00 noon on the Monday of the week preceding the regular meeting. For information call (775) 847-0969.
- Items may not necessarily be heard in the order that they appear.
- Public Comment will be allowed at the end of each meeting (this comment should be limited to matters not on the agenda). Public Comment will also be allowed during each item upon which action will be taken on the agenda (this comment should be limited to the item on the agenda). Time limits on Public Comment will be at the discretion of the Chairman of the Board. Please limit your comments to three minutes.
- Storey County recognizes the needs and civil rights of all persons regardless of race, color, religion, gender, disability, family status, or nation origin.

- In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

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- (1) mail: U.S. Department of Agriculture  
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1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

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**Notice to persons with disabilities:** Members of the public who are disabled and require special assistance or accommodations at the meeting are requested to notify the Commissioners' Office in writing at PO Box 176, Virginia City, Nevada 89440.

### CERTIFICATION OF POSTING

I, Vanessa Stephens, Clerk to the Board of Commissioners, do hereby certify that I posted, or caused to be posted, a copy of this agenda at the following locations on or before 07/01/2020; Virginia City Post Office at 132 S C St, Virginia City, NV, the Storey County Courthouse located at 26 S B St, Virginia City, NV, the Virginia City Fire Department located at 145 N C St, Virginia City, NV, the Virginia City Highlands Fire Department located at 2610 Cartwright Rd, VC Highlands, NV and Lockwood Fire Department located at 431 Canyon Way, Lockwood, NV.

By   
Vanessa Stephens Clerk-Treasurer



# Storey County Board of County Commissioners

## Agenda Action Report

**Meeting date:** 07/07/2020

**Estimate of time required:** 5 min.

**Agenda:** Consent  Regular agenda  Public hearing required

1. **Title:** Approval of minutes for May 19, 2020

2. **Recommended motion:** Approve minutes as submitted.

3. **Prepared by:** Vanessa Stephens

**Department:** Clerk & Treasurer

**Telephone:** 775 847-0969

4. **Staff summary:** Minutes are attached.

5. **Supporting materials:** Attached.

6. **Fiscal impact:** N/A

Funds Available:

Fund:

\_\_\_\_ Comptroller

7. **Legal review required:** N/A

\_\_\_\_ District Attorney

8. **Reviewed by:**

Department Head

Department Name: Clerk & Treasurer

\_\_\_\_ County Manager

Other agency review: \_\_\_\_\_

9. **Board action:**

Approved

Approved with Modifications

Denied

Continued

Agenda Item No. 4



# STOREY COUNTY BOARD OF COUNTY COMMISSIONERS MEETING

TUESDAY, MAY 19, 2020 10:00 A.M.

DISTRICT COURTROOM

26 SOUTH B STREET, VIRGINIA CITY, NEVADA

## MINUTES

MARSHALL MCBRIDE  
CHAIRMAN

ANNE LANGER  
DISTRICT ATTORNEY

JAY CARMONA  
VICE-CHAIRMAN

LANCE GILMAN  
COMMISSIONER

VANESSA STEPHENS  
CLERK-TREASURER

**ROLL CALL via zoom:** Chairman McBride, Vice Chairman Carmona, Commissioner Gilman, County Manager Austin Osborne, District Attorney Anne Langer, Clerk-Treasurer Vanessa Stephens, Sheriff Gerald Antinoro, Fire Chief Jeff Nevin, Tourism Director Deny Dotson, Interim Comptroller Jennifer McCain, HR/ Administrative Officer Jen Chapman, Emergency Management Director Joe Curtis, Community Relations Director Lara Mather, Labor Relations Manager Jeanne Greene, Senior Planner Kathy Canfield, Communications Director Dave Ballard

### **2. CALL TO ORDER REGULAR MEETING AT 10:00 A.M.**

Meeting was called to order by Chairman McBride at 10:00 A.M.

### **3. PLEDGE OF ALLEGIANCE**

Chairman McBride led the Pledge of Allegiance.

### **4. DISCUSSION/POSSIBLE ACTION:** Approval of Agenda for May 19, 2020.

County Manager Osborne asked to move items 7 and 8 after item 26.

Public Comment: None

**Motion:** I move to approve the Agenda for May 19, 2020, with the noted modifications, **Action:** Approve, **Moved by:** Vice Chairman Carmona, **Seconded by:** Commissioner Gilman, **Vote:** Motion carried by unanimous vote, (**Summary:** Yes=3)

### **5. DISCUSSION/POSSIBLE ACTION:** Approval of the Minutes for April 9, 2020.

Public Comment: None

**Motion:** I move to approve the Minutes for April 9, 2020, **Action:** Approve, **Moved by:** Vice Chairman Carmona, **Seconded by:** Commissioner Gilman, **Vote:** Motion carried by unanimous vote, (**Summary:** Yes=3)



**6. CONSENT AGENDA:**

- I. For possible action, approval of claims in the amount of \$1,180,411.14.
- II. For possible action, approval of business license first readings:
  - A. Bergelectric - Helix JV II - Contractor/3182 Lionshead Ave., Carlsbad, CA
- III. For possible action, approval of the update to Storey County Administrative Policies and Procedures 610 - Emergency Conditions/Disaster Leave, 503-Overtime Compensation.
- IV. For possible action, approval of Assessor's Recommended Corrections to the Unsecured Tax Roll

Public Comment: None

**Motion:** I move to approve today's Consent Agenda, **Action:** Approve, **Moved by:** Vice Chairman Carmona, **Seconded by:** Commissioner Gilman, **Vote:** Motion carried by unanimous vote, **(Summary:** Yes=3)

**9. DISCUSSION/POSSIBLE ACTION:** Approval of modification and extension of 2017-2020 Collective Bargaining Agreement between Storey County (employer) and Storey County Sheriff's Office Employees' Association of Police and Sheriff Officers (NAPSO).

County Manager Osborne said bargaining has been taking place between since February to renew the existing contract. A tentative agreement has been reached subject to approval by the County Commissioners and the Union Board. This is a three-year contract with a one-time 5% increase. Mr. Osborne reviewed additional changes to the contract. There are no changes to the health benefits plan. There are conditions regarding uniforms, catastrophic and family leave, as well as other elements.

Jennifer McCain said the fiscal change for the first year is about 3.8%. Other than the initial movement on the chart for each employee, it will be ordinary merit increases.

Public Comment: None

Mr. Osborne: Elko, Churchill, Humbolt, Douglas, Carson City, and Lyon counties were used as comparable counties.

**Motion:** In accordance with the recommendation by staff and tentative agreement between Storey County and the Storey County Sheriff's Office Employees, Nevada Association of Police and Sheriff Officers (NAPSO), I, Jay Carmona, motion to approve the successor 2020-2023 Collective Bargaining Agreement between the parties, **Action:** Approve, **Moved by:** Vice Chairman Carmona, **Seconded by:** Commissioner Gilman, **Vote:** Motion carried by unanimous vote, **(Summary:** Yes=3)

**10. DISCUSSION/POSSIBLE ACTION:** Regarding Resolution No. 20-570 Granting the Historic Fourth Ward School Museum, a non-profit entity, a sum not to exceed \$120,000.00 for the purpose of preserving the Historic Fourth Ward School, a County owned building and for the purpose of

preserving the Fourth Ward School Building and for promoting the history of the Comstock and Storey County.

Deputy District Attorney Keith Loomis said he prepared the forms, however Community Development Director Lara Mather suggested the amount.

Mr. Loomis explained why separate Resolutions are done for the non-profits rather than the way it was done in the past. NRS requires approval by Resolution, which (the County) has done that last two years.

Chair McBride said this “cleans up” budget items and provides more transparency.

Ms. Mather had nothing to add but can answer any questions. Each organization sends a letter justifying the amount being requested, how it will be used, and so forth.

Commissioner Gilman asked how (the numbers) compare to last year’s budget.

Ms. Mather: There is no increase for 4<sup>th</sup> Ward School.

Public Comment: None

**Motion:** I, Jay Carmona, move to approve Resolution No. 20-570 Granting the Historic Fourth Ward School Museum, a sum not to exceed \$120,000.00 for the purpose of preserving the Historic Fourth Ward School, a County owned building and supporting history, **Action:** Approve, **Moved by:** Vice Chairman Carmona, **Seconded by:** Commissioner Gilman, **Vote:** Motion carried by unanimous vote, **(Summary:** Yes=3)

**11. DISCUSSION/POSSIBLE ACTION:** Regarding Resolution No. 20-571 Granting the Community Chest, Inc. the sum of \$259,500.00 for specific purpose of funding health and human services programs.

Ms. Mather said there is a \$15,000 increase for this request. The great job Community Chest does is well known - the slight increase of \$15,000 speaks well for their due diligence.

Community Chest Director Erik Schoen: This is really three separate budgets. Community Health Nurse budget pays for Nevada Health Center providing the health clinic and telehealth - that budget remains the same. The Library budget is increased \$5,000. The higher increase is for the Community Center and other support services.

Commissioner Gilman thanked Mr. Schoen for being very active in all the communities during this Covid 19 situation. Being able to keep the budget within a \$15,000 increase is commendable.

Public Comment: None

Chair McBride thanked Community Chest. \$259,000+ is a lot of money. However, Storey County gets a “lot of bang for its buck”. If the County had to provide all the services the Community Chest does, it couldn’t be done for that amount. During the recession, Storey County had to close

the County Library – which cost the County over \$100,000 per year. With the help of Community Chest, everything was revived. It would cost the County twice as much to provide the services of Community Chest.

**Motion:** I, Jay Carmona, move to approve Resolution No. 20-571 Granting the Community Chest, Inc. the sum of \$259,500.00 for specific purpose of funding health and human services programs,  
**Action:** Approve, **Moved by:** Vice Chairman Carmona, **Seconded by:** Commissioner Gilman,  
**Vote:** Motion carried by unanimous vote, **(Summary:** Yes=3)

**12. DISCUSSION/POSSIBLE ACTION:** Regarding Resolution No. 20-572 granting the St. Mary's Art Center, a non-profit entity, a sum not to exceed \$100,000.00 for the purpose of preserving St. Mary's Art Center, a County-owned building and supporting arts and culture through education and cultural offerings.

Ms. Mather explained this request includes an increase of \$20,000. The increase to be used for the building itself. There are substantial plumbing and structural issues. A grant request has been submitted to SHPO – this will probably be in question based on the current economy.

Public Comment: None

Chair McBride said St. Mary's Art Center is a terrific non-profit with visitors coming from all over the world. They do a great job maintaining the old building – it takes a lot of work.

**Motion:** I, Jay Carmona, move to approve Resolution 20-572 granting the St. Mary's Art Center, a sum not to exceed \$100,000.00 for the purpose of preserving St. Mary's Art Center, a County-owned building and supporting arts and culture through education and cultural offerings.  
**Action:** Approve, **Moved by:** Vice Chairman Carmona, **Seconded by:** Commissioner Gilman,  
**Vote:** Motion carried by unanimous vote, **(Summary:** Yes=3)

**13. DISCUSSION/POSSIBLE ACTION:** Regarding Resolution No. 20-573 granting the Storey County Senior Citizens Center the sum of \$386,240.00 for the purpose of maintaining the Storey County Senior Center and for providing programs and services to seniors to promote independent and healthy lifestyles.

Ms. Mather: This is an increase of \$106,000 - for both the Virginia City and Lockwood Senior Centers. Requests for their services have increased dramatically during this event. They are doing an amazing job.

Senior Center Director Stacey York: Thank you for the increase in funds. Number have gone up at both locations – over 250% in Virginia City, and 100% in Lockwood.

Commissioner Gilman: Assumes there is also coverage for the Mark Twain program, and that there is an element of the corona virus in that a lot more services are being provided.

Ms. York: Virginia City services Virginia City Highlands, Virginia City, Gold Hill, and Mark Twain. Yes, the corona virus has caused an increase in the budget.

Chair McBride: This is un-precedented times – providing more services at the senior centers than ever utilized or anticipated in the past. They are doing a terrific job at all three locations.

Public Comment: None

**Motion:** I, Jay Carmona, move to approve, Resolution No. 20-573 granting the Storey County Senior Citizens Center the sum of \$386,240.00 for the purpose of maintaining the Storey County Senior Center and for providing programs and services to seniors to promote independent and healthy lifestyles, **Moved by:** Vice Chairman Carmona **Seconded by:** Commissioner Gilman, **Vote:** Motion carried by unanimous vote, **(Summary:** Yes=3)

**14. DISCUSSION/POSSIBLE ACTION:** Regarding Resolution No. 20-574 granting the Mark Twain Community Center a sum not to exceed \$25,000.00 for the purpose of preserving the Mark Twain Community Center and for community outreach and improvement.

Ms. Mather: No increase in the request for the Mark Twain Community Center. Stacey York works closely with them and provides food for their food pantry.

Commissioner Gilman said this funding was started last year- it is very helpful, especially right now.

Public Comment: None

**Motion:** I, Jay Carmona, move to approve Resolution No. 20-574 granting the Mark Twain Community Center a sum not to exceed \$25,000.00 for the purpose of preserving the Mark Twain Community Center and for community outreach and improvement, **Moved by:** Vice Chairman Carmona **Seconded by:** Commissioner Gilman, **Vote:** Motion carried by unanimous vote, **(Summary:** Yes=3)

**15. DISCUSSION/POSSIBLE ACTION:** Regarding Resolution No. 20-575 granting Liberty Engine Company No. 1 Inc. a sum not to exceed \$10,000.00 for the purpose of preserving the Comstock Fireman’s Museum and its historic contents.

Ms. Mather: No increase on this item.

Joe Curtis reviewed the history of the Comstock Fireman’s Museum which opened in 1979 and is maintained by the volunteer fire department. For years, they have thought about expanding onto adjacent property that the Museum owns. The funds go to the maintenance of the historic structure which is County-owned.

Chairman McBride commented the building was the first one in town to have a fire sprinkler system. County funds went to the installation of that system.

Commissioner Gilman asked Mr. Curtis if the improvement/expansion of the building is included in the new CIP.

Mr. Curtis does not think it's included. There's a lot of equipment in storage that they would like to put in there.

Mr. Gilman thinks this under-taking should be looked at.

Public Comment:

Lara Mather: As former Director of the Fourth Ward School, thank you to the County for supporting these historic buildings. They are very old - St. Mary's and Fourth Ward are big buildings taking a huge amount of funds to restore and keep up.

**Motion:** I, Jay Carmona, move to approve Resolution No. 20-575 granting Liberty Engine Company No. 1 Inc. a sum not to exceed \$10,000.00 for the purpose of preserving the Comstock Fireman's Museum and its historic contents, **Moved by:** Vice Chairman Carmona **Seconded by:** Commissioner Gilman, **Vote:** Motion carried by unanimous vote, **(Summary: Yes=3)**

**16. DISCUSSION/POSSIBLE ACTION:** Regarding Resolution No. 20-576 granting the Storey County Jeep Posse the sum of \$10,000.00 for the purpose of renovating the historic Ice House on Toll Road in Virginia City, Nevada and for providing assistance to sick and injured persons in the community in need of such financial assistance.

Vice Chairman Carmona recused himself from discussion and vote on this item as his daughter is receiving a scholarship from the Jeep Posse.

Mr. Loomis explained the amount for the Jeep Posse has not changed. Funds are used for renovation of the Ice House and to provide social services to members of the community including student scholarships.

Chair McBride: This is another County-owned building. It's called the Ice House - it sits next to the reservoir where, in early days, ice was cut out of the reservoir to be used by most of the businesses, and has been in this location over 50 years.

Mr. Osborne reviewed items being worked on including a walk-in refrigerator replacement, drainage improvements - there is water coming in the building, maybe from the Divide Reservoir or possibly area drainage. This could cost \$10,000 to \$30,000. In addition to scholarships, \$2,500 was provided to a student to go to Washington DC for a project, and \$1,000 each to two other students.

Public Comment:

**Nicole Barde, Virginia City Highlands resident:** The information Mr. Osborne provided about what the Jeep Posse is doing is not included in the packet. Is possible to have access to last year's audited financials to find out what was done with last year's money? Every other organizations receiving funds from the County have publicly available financials. The Posse's information wasn't in the packet so the public does not know what they do with that money.

Chairman McBride said she would have to ask the Jeep Posse for access to their financials. He has never seen a financial from the Jeep Posse and does not know if one has ever been submitted.

Ms. Barde: The County doesn't ask for financials or accountability from organizations our tax dollars are given to?

Mr. Loomis: The County has established that the Jeep Posse is a recognized, non-profit organization. To his knowledge, an audited financial statement has never been requested as to what was done with the money. He is not aware of any statute requiring that they have to provide that. It could be requested if the County wants to.

Mr. Osborne said he would be happy to reach out to the Jeep Posse asking if they would like to provide information regarding projects they have planned.

**Motion:** I move to approve Resolution No. 20-576, granting the Storey County Jeep Posse the sum of \$10,000 for the purpose of renovating the historic Ice House on Toll Road in Virginia City, Nevada and for providing financial assistance **Moved by:** Commissioner Gilman, **Seconded by:** Chairman McBride, **Vote:** Motion carried by unanimous vote, **(Summary:** Yes=2)

**17. DISCUSSION/POSSIBLE ACTION:** Consideration and possible approval of Bill No. 120, Ordinance 20-309, providing for whistleblower protections as required by AB 274 of the 2019 Legislative Session.

Mr. Loomis explained the last Legislative session requires the County to provide whistleblower protection equal to what is provided to State employees. This proposed ordinance does that. The ordinance also provides for a hearing officer in case where there appears to be retaliation against a whistleblower.

Public Comment: None

Mr. Loomis read the title: An ordinance enacting procedures to provide protection to officers and employees of Storey County against reprisals and retaliation for the disclosure of improper governmental actions providing other matters properly related thereto.

**Motion:** I, Jay Carmona, move to approve the first reading of Bill No. 120, Ordinance 20-309, establishing greater whistleblower protections, **Moved by:** Vice Chairman Carmona **Seconded by:** Commissioner Gilman, **Vote:** Motion carried by unanimous vote, **(Summary:** Yes=3)

**18. DISCUSSION/POSSIBLE ACTION:** Enter into Interlocal Agreement between Storey County and Storey County School District for the use and maintenance of Miner's Park Baseball Field, amendment to water meter at Virginia City High School, and termination of existing Land Plot Lease Agreement between the parties for use and maintenance of Miner's Park Baseball Field.

Mr. Osborne: The School District currently has a lease agreement from the County for use and maintenance of Miner's Park Baseball Field. The School District has reached out to the County to allow the School District to focus on education and other needs rather than the need to maintain the park. The Interlocal Agreement provides:

- Storey County School District will install security cameras throughout Miners Park, the swimming pool, and baseball field areas. The County and School District will have access to the cameras for security purposes.

- The County will take over maintenance of the adjacent baseball field – staff is already managing Miners Park.
- The County will take over irrigation of the park resulting in savings as the County already has staff there.
- The baseball field and Miners Park will be merged through these agreements.
- The School District will have first right of refusal for the baseball field up to 24 months ahead of time.
- The “Boosters” will have first right of refusal for the “snack shack” and will not be impacted by this agreement.
- An electronic scheduling system will be used. When the public wants to use the park, the available days can be seen allowing scheduling around School District needs.
- A commercial water meter at the High School will be moved and tied into the main building to be metered there.

Public Comment: None

Chairman McBride said this is a great idea, especially the calendar system. The School District has made great improvements to the baseball field. This will be a good relationship between the School District and the County.

**Motion:** In accordance with the recommendation by staff, I, Jay Carmona, move to approve the Interlocal Agreement between Storey County and Storey County School District for the use and maintenance of Miner’s Park Baseball Field, amendment to water meter at Virginia City High School, and termination of existing Land Plot Lease Agreement between the parties for use and maintenance of Miner’s Park Baseball Field, **Moved by:** Vice Chairman Carmona **Seconded** Commissioner Gilman, **Vote:** Motion carried by unanimous vote, **(Summary:** Yes=3)

**19. DISCUSSION/POSSIBLE ACTION:** Amendments to Interlocal Agreement between Storey County and the Nevada Commission for the Reconstruction of the V&T Railway (Railway) regarding fund creation and management, budgeting, accounting, processing, and related staffing practices and responsibilities to manage funds of the Railway by Storey County, and other properly related matters.

Mr. Osborne thanked Deny Dotson, Vanessa Stephens, Jen Chapman, and Keith Loomis for their involvement in this agreement. (The County) currently has an agreement with the Rail Commission to perform various accounting and budgeting services. Prior to the existing Board, the V&T Rail Commission reached out to the County asking for this service in order to keep good books and to focus attention on the success of the railroad. The amendments are for a staff person in the Comptroller’s Office to be paid for by the Railway for hours spent on railway accounting, etc. – up to two years. At that point, 50% of the Administrative Assistant II in the Comptroller’s Office, will be paid by the Railway regardless of County hours.

Commissioner Gilman: Is there fiscal impact amount attributed to this?

Mr. Osborne: There is. In the existing contract, (the County) provides \$125,000 for track maintenance – this number is increased to \$250,000.

Chair McBride: Does this includes the sharing of the person in the Comptroller's Office.

Ms. McCain: Believes the \$250,000 is what (the County) gives them for track maintenance. In turn, they will pay (the County) for administrative services. 50% of the Admin II salary is about \$38,000 a year. Given the current situation, we will keep track of hours and they will pay by the hour for the time being.

Commissioner Gilman: The County's commitment is \$250,000 per year - focused on track maintenance. Correct?

Chair McBride: It will come out of the V&T (1/4 cent) sales tax collection. It does not impact the County's general budget.

Mr. Osborne read the section referring to the agreement from 2010 regarding the refund of sales tax collected by the Commission where the County would annually contribute \$125,000, now \$250,000, from proceeds of the tax in the V&T Railway fund for the operation and maintenance of the railroad within Storey County.

Commissioner Gilman asked Chair McBride, who has been involved with the railway for years, if this is seen as a positive for the County.

Chair McBride said funds requested in turn for maintenance of the track are funds collected specifically on sales tax for rail projects. Under the MOU with the Railway Commission, if they have a shortfall, they can request Storey County for some of those funds for maintenance and operation costs. There will be a shortfall this year - the Railway most likely will not be able to operate due to the Covid 19 situation. There is no impact on (the County's) budget.

Mr. Osborne said this agreement is beneficial to both parties. It costs the County nothing as staff time is reimbursed per this agreement - currently on an hourly basis. There are adjustments due to Covid 19. When the train returns to normal operations, this contract will default to 50/50, - estimated to be the time an Admin II in the Comptroller's Office will be spending on this contract.

Chair McBride said we have a very professional staff running the railroad in the Comptroller's Office. The new accounting system will make it a lot smoother for the Railway Commission to track revenue and expenses as well.

Public Comment: None

**Motion:** In accordance with the recommendation by staff, I, Jay Carmona, motion to approve the amendments to the Interlocal Agreement between Storey County and the Nevada Commission for the Reconstruction of the V&T Railway regarding fund creation and management, budgeting, accounting, processing and related staffing practices and responsibilities to manage funds of the Railway by Storey County, and other properly related matters, **Moved by:** Vice Chairman Carmona, **Seconded by:** Commissioner Gilman, **Vote:** Motion carried by unanimous vote, **(Summary:** Yes=3)



**20. DISCUSSION/POSSIBLE ACTION:** Review and possible approval of the 2020-2021 Storey County Final Budget for submission to the Department of Taxation.

Comptroller McCain reiterated there are no major changes due to Covid19. When things level out, the County will be able to resume business as usual. During the current situation, Department Heads need to get approval before spending \$1,000.

Ms. McCain reviewed major changes in the budget, including:

- Decrease in the entire health insurance package. There was a budgeted increase of 12% for all departments, however the overall increase was 6 ½%.
- Increase for park and pool with the addition of the ballpark water meter.
- Correction to Public Works departments shared-employee percentages.
- New Sheriff's Union Employees contract necessitating changes to wages and benefits. There is also correction to the payroll calculation sheet. The total adjustment is \$243,000.
- Transfer to Pipers Opera House changed from \$80,000 to \$109,000.
- Additional \$80,000 to the Community Services budget:
  - \$25,000 for updates to Lockwood Community Center building and \$35,000 for a new vehicle.
  - Commissioner Gilman requested an additional \$20,000 for grants, if possible, to be given to seniors in need of trash service collection.

Mr. Osborne: The County has a new Franchise Agreement with Waste Management. Canyon GID also has a Waste Management Agreement. There is some legality going on between the two agreements about the County providing services in Lockwood when there is already an agreement in place. Waste Management has suggested re-opening the Canyon GID agreement. He is not in favor of this, nor are the residents in Lockwood - and they shouldn't have to. The County wants to provide senior and low-income discounts for Lockwood. The challenge is they pay into a "pool" which goes to the GID.

Chairman McBride suggested (the County) purchase "free dump day" vouchers for the residents.

Mr. Osborne: In addition to the normal senior discount, we could give the equivalent in "free dump" vouchers which the County will pay for. Another option may be an equivalent number of meals, or other service, provided at the Lockwood Senior Center. He is confident something will be worked out that is equivalent to the benefit received by the rest of the county.

Ms. McCain: With adjustments, General Fund expenses will increase by \$200,000 and will reduce the tentative ending-fund balance by 2%.

- Revenue has increased significantly in the capital project fund due to a transfer from the USDA fund for the Gold Hill sewer plant and the two water projects. This will affect the expenses in the capital project fund.
- Other on-going projects include the radio project, structural items and graveling the parking lot at the V&T Depot, the Highlands community center, and historic stairs on Taylor Street.
- The Justice Court project has been moved to the infrastructure fund. Waiting for approval from the District Attorney.

- The budget will include paving the parking lot at Lockwood Senior Center – requested by Commissioner Gilman. Estimated cost is \$35,000.
- 2020-21 CIP have been included in Capital Projects laying out capital projects for all funds.
- CIP's for future years are being worked on.
- 

Mr. Osborne: Included as part of the CIP - Cartwright Road in the Highlands is budgeted \$130,00 for shoulder maintenance and cape seal, or something like that. \$35,000 for Lousetown Road for patch work that has already begun. The Virginia City Highlands Community Center - a fully self-contained community center with all fire apparatus moved to separate building.

Ms. McCain reviewed other budgeted items including the Infrastructure Fund, the USDA Fund, the Roads budget, the Justice Court, the VC Rail Project fund. And, the Grant Fund needed work - which Ms. McCain, along with Lara Mather, have done.

VCTC and Pipers budgets have been the hardest hit as a result of the Covid pandemic. Revenues have been decreased by 43%; expenses by 27%. This difference will allow planning of future events even though attendance may be low - with a positive attitude that events can be held sooner than later. Mr. Dotson has decided to not fill a part-time position, reducing wages and benefits.

Vice Chairman Carmona said he appreciates the efforts by the Comptroller and County Manager who have been working hard on the budget. He is comfortable with where it is at.

Commissioner Gilman: Great job.

Public Comment: None

Chairman McBride thanked the whole team who worked on the budget. All department heads and elected officials did a terrific job. He reminded the taxpayers – a lot of items are put in the budgets, however if revenues fall short there are some capital improvement projects that could be delayed - as well as hiring freezes, no promotions, and such. We are going to be fiscally responsible not knowing what is in store going forward. If things are kept shut down, we will have to be very diligent.

**Motion:** I, Jay Carmona, move to approve the filing of 2020-21 Storey County Final Budget to the Department of Taxation, **Moved by:** Vice Chairman Carmona, **Seconded by:** Commissioner Gilman, **Vote:** Motion carried by unanimous vote, **(Summary: Yes=3)**

## **21. RECESS TO CONVENE AS THE STOREY COUNTY FIRE PROTECTION DISTRICT BOARD**

**22. DISCUSSION/POSSIBLE ACTION:** Discussion and possible approval of the 2020-2021 474 Fire District Final Budget for submission to the Department of Taxation.

Comptroller McCain said it has been agreed the Fire District will retain the original budget, with a few changes. The same processes will be implemented with a \$1,000 spending cap. This budget, as well as all others, will be watched closely each month.

The changes include up-dated revenue figures for ambulance subscriptions, accident recovery, and ground EM transport - totaling \$133,000.

With a correction, the actual Fire General Fund ending fund balance is estimated at \$151,000.

The only expense adjustment is retiree insurance added in the amount of \$36,800. Health insurance was reduced as the increase was budgeted at 12% but was actually 7%.

There were no changes to Emergency or Mutual Funds. The Capital Project Fund was reduced by \$50,000 - with re-fabricating an old ladder truck being held off.

Public Comment: None

**Motion:** I, Jay Carmona, move to approve the filing of 2020-2021 474 Fire District Final Budget for submission to the Department of Taxation, **Moved by:** Vice Chairman Carmona **Seconded by:** Commissioner Gilman, **Vote:** Motion carried by unanimous vote, **(Summary:** Yes= 3)

### **23. RECESS TO RECONVENE AS THE STOREY COUNTY WATER/SEWER BOARD**

**24. DISCUSSION/POSSIBLE ACTION:** Review and possible approval of the 2020-2021 Water/Sewer Final Budget for submission to the Department of Taxation.

Ms. McCain: Sewer Department - with the projected completion of the Gold Hill Sewer Project mid-year, budgeting the USDA loan payments is necessary beginning approximately February 2021, with a total of \$4,356 being transferred into the USDA fund for payment processing. There was also an increase in retiree insurance. An over-statement was found in health insurance - this has been corrected dropping the health insurance of \$41,844 to \$22,568.

Ms. McCain: All department heads were asked to process 3% and 10% reductions which will be kept as a supplemental budget to be referred to as long as we are in the current situation. This is a step to keep in line with essential spending only.

Mr. Osborne: Ms. McCain is right, all departments are a 3 to 5% budget cut. Having the money doesn't mean we're going to spend it. Department heads are receiving a letter stating anything over \$1,000 has to be approved by Ms. McCain; anything over \$2,500 by both Ms. McCain and myself. There will be a freeze on new hiring, with certain exceptions; a freeze on capital improvement spending, with exception of those projects already up and running. This will not affect "merits", current collective bargaining agreements, and there will be no layoffs. The letter supports Ms. Cain decision's slow down spending and let it go into 2021 fiscal year, and to have the supplementary budget with lower numbers to make sure we are okay next year.

Vice Chairman Carmona asked when, and how much, the increase will take effect for water/sewer customers.

Ms. McCain: Between 2 and 3%. She understands the increase will go into effect at the beginning of the fiscal year.

Public Comment: None

**Motion:** I, Jay Carmona, move to approve the filing of the 2020-2021 Water/Sewer Final Budget for submission to the Department of Taxation, **Action:** Approve, **Moved by:** Vice Chairman Carmona, **Seconded by:** Commissioner Gilman, **Vote:** Motion carried by unanimous vote, **(Summary:** Yes=3)

## 25. RECESS TO RECONVENE AS THE STOREY COUNTY BOARD OF COUNTY COMMISSIONERS

## 26. DISCUSSION/POSSIBLE ACTION: Approval of business license second readings:

Mr. Osborne: Community Development recommends approval of all licenses A through D.

- A. Dispatch Health – Professional/85 Kirkman Ave ~ Reno, NV
- B. Global Industrial Systems Inc. – Out of County/3403 Ridgecrest Dr. ~ Reno, NV
- C. GNOVA Ventures LLC – Out of County/3403 Ridgecrest Dr. ~ Reno, NV
- D. Mitchell Labs – Out of County/7707 Bequette Ave./Pico Rivera, CA

Public Comment: None

**Motion:** I, Commissioner Carmona, move to approve the second reading of Business Licenses A through D, **Moved by:** Vice Chairman Carmona, **Seconded by:** Commissioner Gilman, **Vote:** Motion carried by unanimous vote, **(Summary:** Yes=3)

## 7. DISCUSSION ONLY (No Action – No Public Comment): Committee/Staff Reports

### Erik Schoen, Community Chest Director:

- The Early Childhood Education has opened with enrollment at 50%. They are excited, but cautious, to be at this step. This begins the process of slowly re-opening other programs
- The week of June 1<sup>st</sup>, Nevada Health Center should re-open the clinic with in-person days on Mondays.
- The summer youth program will open the week of June 8<sup>th</sup> with 50% enrollment at 30. Additional protocol will be in place to limit spread of any Covid 19.

### Stacey York, Senior Center Director:

- They are receiving a grant for over \$51,000 which will allow the transportation program for Lockwood. In addition, the Senior Center will receive a \$25,000 Homemaker grant – for housecleaning for seniors.

### Deny Dotson, Tourism Director:

- Expects to see everyone for the “car cruise” to be held this Saturday at noon – a Memorial Day tribute.

### Joe Curtis, Emergency Management Director:

- There have been 145 Covid cases in the Quad County – 40 active; 102 recovered; 3 deaths. Storey County had one case which is now a recovery.
- 1,798 Covid tests have been done in the Quad County – all negative results except for one.
- The Quad County Emergency Operations Center is closing – shifting to Carson City Health & Human Services.

- We maintain contact with the EOC several times a week.
- All PPE provided by the State have been issued out. The County is now having to purchase its own protective equipment. The County is in pretty good shape with equipment.
- We're looking into putting hand sanitizers on C Street - 3 to a block for a total of 18. Maybe we could have dispensers made locally.

Chair McBride said he heard that medical facilities in the Las Vegas area were going to start testing for antibodies. He asked Mr. Curtis to let the Board know when they start testing in our area.

Mr. Curtis: Absolutely. Testing involving vulnerable populations is being looked at. He will let the Board know when this happens.

**Dave Ballard, Communications Director:**

- He is in the process of the radio project and moving forward with re-locating the Dispatch Center. Logistically the "old bank building" would be the best move. Some electrical work and a little modification is all that is needed. Hopefully, they will be up and running by August.

**Jennifer McCain, Comptroller** thanked everyone for their cooperation in the budget process.

**Kathy Canfield, Senior Planner:**

- The County has completed the FEMA CRS audit and has retained a Class 8 Community Rating. This means the County maintains a National Flood Insurance 10% discount for residents who have flood insurance. There is an audit every five years - the criteria is constantly changing.

Chair McBride asked if 8 was high on a 1 to 10 scale.

Ms. Canfield said 1 is the best - there is probably no one the country with that rating. A lot of work goes into obtaining programs that would have to be implemented - Storey County is not set up for a lot of what would be needed, including regulatory and public works programs - costly items. We are happy with the 8.

Vice Chairman Carmona asked if this information would be passed on to the Lockwood community.

Ms. Canfield said they will be notified. This should be done through insurance companies - and there should not be a change as the County retained the rating it already had. However, it is anticipated that insurance rates are going to change as FEMA is looking at different ways to calculate rates. This may affect rates in the future.

**County Manager Austin Osborne** reported on behalf of Jason Weirzbicki, Public Works Director:

- Public Works is 80% finished with road shoulder mowing throughout the County;
- With the opening of asphalt plants, road crews will be up and running throughout the County. The first street to be done in town will be Silver Street.
- It has been a wonderful experience working the Jennifer McCain, and her group, on the budget. It is appreciated.

- Waste Management is still under Covid 19 restrictions. Only 3 bags, or equivalent, can be accepted at the transfer station. Recycling is pretty much unlimited. There is no cost - they do not want to handle money. Free dump vouchers are being accepted.
- The green Waste Management dumpsters on C Street are temporary until Covid 19 is over.
- We are looking at a system to manage public record requests. A system where the requests could be consolidated to departments and insure compliance with NRS. Thank you to Jen Chapman for her hard work in keeping us compliant with these requests and for creating a program for the future.

**Vanessa Stephens, County Clerk:**

- Reminder: Get those ballots in the mail - there has been about a 15% return of ballots.
- There is no update on when DMV is going to open. There have been a lot of calls - it is up to the State.

**8. BOARD COMMENT (No Action - No Public Comment)**

**Commissioner Gilman:**

- As a relative newcomer of 20 years, he has watched 20 years of budgets - the budget put together this year is the most visionary, professional, well-thought out budget that he has seen. Including the comments from department heads, line item budgeting, fiscal responsibility, and watching (the County's) bottom line. Storey County is in better fiscal shape today than any other county in the State. It's clean, readable, and a lot of thought went into it. Thank you everyone immensely.

**Vice Chairman Carmona:** Echoes what Commissioner Gilman said.

**Chairman McBride:**


- The budget team did a terrific job - along with department heads and elected officials.
- Echoing Commissioner Gilman regarding the shutdown of the economy in Nevada - those who have a concern should write or call the Governor's office and ask him to be a little bit more visible and encourage him to open the State. Until last Friday, he hadn't been seen for 15 days. A lot of people are having difficult financial times - this will turn into a financial crisis.

**27. PUBLIC COMMENT (No Action) None**

**28. ADJOURNMENT OF ALL ACTIVE AND RECESSED BOARDS ON THE AGENDA**

The meeting was adjourned by the Chair at 12:10 PM

Respectfully submitted,

By:   
Vanessa Stephens Clerk-Treasurer



# Storey County Board of County Commissioners Agenda Action Report

Meeting date: 07/07/2020

Estimate of time required: 5 min.

Agenda: Consent [ ] Regular agenda [X] Public hearing required [ ]

1. **Title:** Approval of minutes for June 2, 2020

2. **Recommended motion:** Approve minutes as submitted.

3. **Prepared by:** Vanessa Stephens

Department: Clerk & Treasurer

Telephone: 775 847-0969

4. **Staff summary:** Minutes are attached.

5. **Supporting materials:** Attached.

6. **Fiscal impact:** N/A

Funds Available:

Fund:

\_\_\_\_ Comptroller

7. **Legal review required:** N/A

\_\_\_\_ District Attorney

8. **Reviewed by:**

Department Head

Department Name: Clerk & Treasurer

\_\_\_\_ County Manager

Other agency review: \_\_\_\_\_

9. **Board action:**

Approved

Approved with Modifications

Denied

Continued

Agenda Item No. 5



# STOREY COUNTY BOARD OF COUNTY COMMISSIONERS MEETING

TUESDAY, JUNE 2, 2020 10:00 A.M.

DISTRICT COURTROOM

26 SOUTH B STREET, VIRGINIA CITY, NEVADA

## MINUTES

MARSHALL MCBRIDE  
CHAIRMAN

ANNE LANGER  
DISTRICT ATTORNEY

JAY CARMONA  
VICE-CHAIRMAN

LANCE GILMAN  
COMMISSIONER

VANESSA STEPHENS  
CLERK-TREASURER

**ROLL CALL via zoom:** Chairman McBride, Vice Chairman Carmona, Commissioner Gilman, County Manager Austin Osborne, District Attorney Keith Loomis, Clerk-Treasurer Vanessa Stephens, Fire Chief Jeff Nevin, Project Manager Mike Northan, Water/Sewer Project Manager Mike Nevin, Community Chest Director Erik Schoen, Emergency Management Director Joe Curtis, Recorder Marney Hansen-Martinez, Administrative Officer Jen Chapman, Community Development Director Martin Azevedo, Public Works Director Jason Wiezrbicki, Planner Kathy Canfield, Comptroller Jennifer McCain, Tourism Director Deny Dotson, Sheriff Antinoro, Senior Center Director Stacy York

### **1. CALL TO ORDER REGULAR MEETING AT 10:00 A.M.**

Meeting was called to order by Chairman McBride at 10:00 A.M.

### **2. PLEDGE OF ALLEGIANCE**

Chairman McBride led the Pledge of Allegiance.

### **3. DISCUSSION/POSSIBLE ACTION:** Approval of Agenda for June 2, 2020.

County Manager Osborne requested item #10 be continued to June 16, 2020, and item #12 be removed from the agenda.

Public Comment: None

**Motion:** I move to approve the Agenda for June 2, 2020, with the changes requested, **Action:** Approve, **Moved by:** Vice Chairman Carmona, **Seconded by:** Commissioner Gilman, **Vote:** Motion carried by unanimous vote, **(Summary: Yes=3)**

### **4. DISCUSSION/POSSIBLE ACTION:** Approval of the Minutes for April 21, 2020.

Public Comment: None



**Motion:** I move to approve the Minutes for April 21, 2020, **Action:** Approve, **Moved by:** Vice Chairman Carmona, **Seconded by:** Commissioner Gilman, **Vote:** Motion carried by unanimous vote, **(Summary:** Yes=3)

## 5. CONSENT AGENDA:

I. For possible action, approval of claims in the amount of \$738,847.71

II. For possible action, approval of business license first readings:

- a. BLC Coating, LLC - Out of County/1220 E. Greg St. Ste. #2 ~ Sparks, NV
- b. Elite Roof Systems & Solutions LLC - Contractor/507 Summer St. ~ Fernley, NV
- c. Haws Corporation - Out of County/1455 Kleppe Lane ~ Sparks, NV
- d. Norman Ventures LLC - Contractor/401 Ryland St. Ste. 205 ~ Reno, NV
- e. Slimpickins Construction - Handyman/141 S. L St. ~ Virginia City, NV

III. For possible action, approval of the Storey County Treasurer's Affidavit of Mailing Past Due Notice for all Delinquent Parcels.

IV. For possible action, approval of first reading of a General Home Business License for Highland Arms, Internet Firearm Sales, applicants are: Calvin, Pamela and Jacob Wiley, 2538 Cartwright Rd., Reno, NV 89521.

Public Comment: None

**Motion:** I move to approve today's Consent Agenda, **Action:** Approve, **Moved by:** Vice Chairman Carmona, **Seconded by:** Commissioner Gilman, **Vote:** Motion carried by unanimous vote, **(Summary:** Yes=3)

## 6. DISCUSSION ONLY (No Action - No Public Comment): Committee/Staff Reports Sheriff Antinoro:

- Regarding the civil unrest in parts of the country, he has been contacted by several businesses with concern for the safety of their business. Problems are not anticipated, but they are watching what is going out throughout the state and the region. They will respond accordingly should problems arise.

### Project Manager Mike Northan:

- The "scope of work" on the depot building is being reorganized to comply with legal directives from the County's legal counsel and public wage laws. The project should be out to bid in two to three weeks - the two scopes will be structural repair and fire suppression system.
- The architectural work on the Divide Building is about 92% complete. Mechanical, electrical, plumbing design is 80%. This should be out to bid in about two weeks. Plans and specifications will be out approximately June 19<sup>th</sup>. Bid opening will be around July 14.
- Working on a contract for manufacture, delivery, and erection of a metal building for the Virginia City Highlands Community Center. Preparation and site work will be done in the meantime. Additionally, bids will be solicited for re-work of the existing building.

**Erik Schoen, Community Chest Director:**

- The medical clinic is now open on Mondays for “face to face” medical appointments. Appointments are required. Staff will meet people at the door. Phone 297-1267.
- The clinic is open to “tele-health” Tuesday thru Saturday.
- Early childhood education/daycare is full at 50% capacity – 10 students.
- The summer program will open next week and will be “capped” at 50% capacity.
- Community Chest has funds from the Eagles to provide utilities and other essentials to people who need help and find themselves short at this time. Funds not utilized will be given to the Senior Center.
- Community Resilience Forums are held on Mondays. This is a place for people to process emotions, thoughts, etc., in going through this experience.

**Jason Wiezrbicki, Public Work Director:**

- Mowing along the shoulders of roads is 85% complete.
- In a couple of weeks work will start on the Waste Management turn-around in Lockwood
- New playground equipment for Mark Twain park has arrived – installation will begin in the next two to three weeks.

**Mike Nevin:**

- The Gold Hill Wastewater project is on target for submittal of the 90% plan review sometime this month. USDA is working with SHPO on the National Park 106 requirements addressing a couple of concerns. There are requirements at the Federal and State levels for information to be handled directly – not by email.
- The NVEnergy permit at the Gold Hill site is in the process of being applied for. NVEnergy will need to determine what is needed to supply power to the site.
- Fluence, the contractor building the equipment, is on-target and has been excellent to work with.
- The Hillside Tank project: We are in contact with USDA rep Cheryl Couch. She indicated they are in communication with the National Park Service and they have responded to questions from NPS. We are waiting for final determination, however Cheryl did authorize (the County) to put the project to bid. That has been done. A pre-bid meeting for interested contractors will be held Tuesday, June 9<sup>th</sup>. Bid-opening date is June 23<sup>rd</sup>.

**Deny Dotson, VCTC Director:**

- Just about every business and attraction will be open this week. The train is hoping to open later this week, as well as a couple of mine tours.
- Unfortunately, a couple of more events have been lost. This is understandable and (the VCTC) stands behind those decisions.
- Comstock Classics Car Club and Cops & Classics have cancelled their events.
- VCTC is still trying to work out something for July 4<sup>th</sup>.
- Not the best news, but understandable and not unexpected.
- Working with Liquid Blue on a couple of events to fill where events have been cancelled. More details in a few weeks.

Commissioner Gilman thanked Mr. Dotson for doing a great job in a difficult time.

**Martin Azevedo, Community Development Director/Fire Marshal:**

- Last month Community Development issued: 17 construction documents; 28 permits; 6 new nuisances; with 109 inspections completed.
- Staff working remotely have been brought back to the office.
- Remote inspections are still being conducted. This is going well. They will go out to jobsites when needed.

**Joe Curtis, Emergency Management Director:**

- Reviewed current Covid cases in the Quad County area. Currently 48 active, with 144 recovered; 5 deaths. Storey County has had only 1 case, who is recovered.
- Community based testing was recently held in Virginia City and Lockwood. Planning is in progress for testing to continue in both locations. Mark Twain residents can come to Virginia City or to Dayton.
- There is a possibility that one of the testing sites in Storey County will continue for some months into the future.
- There is a little rise of cases in workplaces within the Quad County area. Department heads should be aware of mask and distancing factors within the workplace.
- As seen on weekends in Virginia City, people are not understanding the importance of the use of masks, maintaining distancing, and so forth.
- People who are ordered or required to stay and have tested positive, or have had documented exposure, seem to be following that. If people are not complying, information needs to be given to proper sources.
- We are moving forward with the project for placement of hand sanitation dispensers on C Street. June 15<sup>th</sup> has been set as a deadline for installation of dispensers.
- We have talked to the School District regarding graduation exercises - the ideas are innovative.
- In light of the violence and activities in the region and our proximity to Reno, we are closely monitoring activities state-wide and giving thought to various aspects of activity. We are concerned with the tourist aspect of Virginia City and the industrial aspect of TRI. Close contact is being kept with State EM, as well as with other resources.

**Jennifer McCain, Comptroller:**

- The final budget has been turned in to Taxation - we are waiting for approval. We have moved into the augment process.

**Fire Chief Jeff Nevin:**

- The vacant Battalion Chief position has been filled with Jim Morgan, recently a Captain with Lyon County Fire.
- Fuels projects have continued in the Highlands and Virginia City areas. Clean up of the fire break above town has been completed.
- Seasonal applications are still being sought. There is one position left to fill.
- Graduation is this week and the Fire Department has been asked to lead a couple of parades through town for the graduates. This will take place tomorrow afternoon and Saturday late morning.

**County Manager Austin Osborne:**

- A “webinar” will take place Wednesday, 3 PM, to meet with the Nevada SBA Director to discuss SBA loans and grants affected by Covid, as well as just to have a conversation with him. He is willing to spend time talking with Virginia City and Storey County merchants and businesses. This is an exclusive meeting for us. So far there are two RSVP’s – Mr. Osborne would like to see a higher number. This will be posted on the County facebook. This is a great opportunity – people in town will be asked questions about their experience and frustrations. This information will go back to the State office to try and make changes for people here.
- There is discussion in Lockwood regarding the County-approved easement on Peri Ranch Road. The County is in conversation with the Lockwood Community Corporation Board. He will attend the next Board meeting to explain the easement, that the community is protected, and that the County will enforce certain provisions of that easement to insure there is no traffic going through the community.

**County Clerk Vanessa Stephens:**

- Early voting is still going on. Ballots are being accepted from 8AM to 6PM. So far, turnout is over 25%.
- There is still no opening date for DMV.

**7. BOARD COMMENT (No Action – No Public Comment):**

**Vice Chairman Carmona:**

- Longtime Highlands resident, Marty Flatley, passed away.

**Chairman McBride:**

- Thank you to Joe Curtis and his staff for what he is doing for Storey County and working with the Quad-County Emergency Services. He gets out a daily report out on the status of the Quad-County numbers during this Covid situation.
- Governor Sisolak also sends out daily reports on a broader basis dealing with Covid.
- Looking at the graphs, Nevada has been on a “flat line” for almost two months.
- Testing has gone up. The Governor wants to test 2% of the State’s population (approximately 60,000) on a monthly basis. The more tests – the more positives, but also more negatives. Going forward, the numbers should look better.
- The Governor moved into Phase 2 last week. We’re looking forward to Phase 3 where restrictions should be lifted a little more – although we don’t think Phase 3 has been written yet.
- As restrictions are relaxed, we will see more people. Maybe Mr. Dotson can pull some “eleventh hour” events before the tourist season is over.
- Residents and County personnel are doing a really good job. Handwashing is a very big deal.

**8. DISCUSSION/POSSIBLE ACTION:** Consideration and possible action to accept easement for a waterline crossing a parcel of real property near the Divide bearing APN 001-041-10 from Hess Construction in return for waiving the fees for a commercial water and sewer hook-up for the property on which the easement has been granted.

Mike Nevin explained this waterline is crucial to Virginia City, Gold Hill, and Silver City. Mr. Nevin reviewed the history of this property regarding original construction of the waterline and that there was never an easement for the portion that crosses property owned by Hess Construction. Hess

Construction has agreed to the easement with the stipulation that the County provide commercial water and sewer hookup. The waterline most likely could not have been relocated without at least 10 times the cost of the water/sewer hookup provided to Hess Construction. The easement is 10' by approximately 180'.

Public Comment:

**Sam Toll, Gold Hill resident:** What's the value of a commercial water/sewer hookup?

Public Works Director Jason Weizrbicki: \$8,900.

Chairman McBride commented that a lot of deals made in the "old days" were verbal agreements, no contracts - with nothing recorded.

**Motion:** I, Jay Carmona, move to approve to accept the easement for a waterline across a parcel of real property bearing APN 001-041-10 from Hess Construction and waive the hook-up fees for a commercial water and sewer hookup to that property, and authorize the Chairman to sign, **Action:** Approve, **Moved by:** Vice Chairman Carmona, **Seconded by:** Commissioner Gilman,

Mr. Osborne reviewed an amendment to the map.

**Revised motion:**

**Motion:** I, Jay Carmona, move to approve to accept the easement for a waterline across a parcel of real property bearing APN 001-041-10 from Hess Construction and waive the hook-up fees for a commercial water and sewer hookup to that property, and authorize the Chairman to sign, with the noted amendment to the map, **Action:** Approve, **Moved by:** Vice Chairman Carmona, **Seconded by:** Commissioner Gilman, **Vote:** Motion carried by unanimous vote, **(Summary:** Yes=3)

**9. DISCUSSION/POSSIBLE ACTION:** Consideration and possible action to approve contract with Nevada Department of Health and Human Services, Division of Health Care Financing and Policy (DHCFP) and with the Nevada Department of Health and Human Services, Division of Welfare and Supportive Services (DWSS) regarding the administration of services determining the eligibility of applicants and the eligibility of medical services provided eligible applicants for Medicaid payments and addressing the County's portion of those payments.

Deputy District Attorney Keith Loomis reviewed this contract which basically provides that the State evaluate eligibility of persons applying for Medicaid benefits. The County is required to provide a partial match of the Federal funds for Medicaid payments, as stated in this contract.

Public Comment: None

Chairman McBride: The amount of this contract is \$42,622.61 for two years.

**Motion:** I, Jay Carmona, move to approve contract with Nevada Division of Health Care Financing and Policy and with the Nevada Division of Welfare and Supportive Services (DWSS) to provide Medicaid match services, and authorize the County Manager to sign, **Action:** Approve, **Moved by:** Vice Chairman Carmona, **Seconded by:** Commissioner Gilman, **Vote:** Motion carried by unanimous vote, **(Summary:** Yes=3)

**10. DISCUSSION/POSSIBLE ACTION:** Consideration and possible approval of Stipulation (Stipulation #4) between Storey County and the Tahoe-Reno Industrial Center LLC (TRI Center) addressing additional revenues to be included as project revenues that are available to retire outstanding vouchers issued by Storey County to TRI Center, providing for the retirement of vouchers in the amount of four million dollars by TRI Center in lieu of constructing a fire station and park, for the conveyance of real property (APN 005-041-65) to Storey County by TRI Center as a location for constructing a new fire station and other matters properly related thereto.

Continued to June 16, 2020

**11. DISCUSSION/POSSIBLE ACTION:** Move general "Public Comment" toward the beginning and end of each agenda of the Board of Storey County Commissioners until further notice.

Chairman McBride reviewed the background of "public comment" being at the end of meetings. Previously, questions were able to be answered during public comment - until members of the public, who met outside prior to meetings, would organize to inundate the Board with questions and criticism, looking for the "gotcha" moment - taking up a lot of time. There would be lot of other people and agencies present who would like to get through the agenda.

Explaining how public comment will be heard and asking that it not be argumentative or confrontational - public comment can once again be placed somewhere at the beginning, as well as the end, of the meeting. Public comment is for anyone to comment on anything that is not on the day's agenda. The Board takes comment on each "actionable" item at the time it is heard, limited to three minutes. For questions on the agenda, whichever department is responsible can be contacted prior to the meeting. Agendas are posted approximately a week before the scheduled meeting, and three days before special meetings - ample time for the public to review agendas. As long as everything is calm, we can go forward with this.

Commissioner Gilman commented that he sat through the difficult times. Members of the public have been asking for this opportunity. If it stays positive and it is constructive criticism - he is 100% in support.

Vice-Chairman Carmona said he whole-heartedly supports this. We all hope meetings go smoothly and believes this is an important move. He thanked Chair McBride for putting this on the agenda.

**Public Comment:**

**Sam Toll:** Is delighted the Commission has decided to take this step. He has asked for this to happen since he started attending meetings. This sends a message that the community and their input is welcome - critical or complimentary - for open, transparent communication.

**Clay Mitchell, Virginia City resident:** Thinks this is the right move. Thank you.

Chair McBride asked Deputy District Attorney Keith Loomis if it was appropriate for him to make the motion since it was his idea. Mr. Loomis answered that he can make the motion.

**Motion:** I, Marshall McBride, motion to move general "Public Comment" to the beginning of each agenda of the Board of Storey County Commissioners until further notice, **Moved by:** Chairman

McBride **Seconded by:** Commissioner Gilman, **Vote:** Motion carried by unanimous vote, **(Summary:** Yes=3)

**12. DISCUSSION/POSSIBLE ACTION:** Authorize the county manager to approve proposals from Sierra Builders and Pezzonella-Ferrari Consulting to complete the first phase of work to the V&T Freight Depot Building consisting of structural repairs to the roof on an hourly basis with a total number not to exceed \$108,025.00.

Removed from the agenda.

**13. DISCUSSION/FOR POSSIBLE ACTION:** Consideration and possible approval regarding Resolution No. 20-577 Storey County Hazardous Mitigation Plan.

Joe Curtis, Emergency Management Director, reviewed the background of the Hazardous Mitigation Plan required by the Federal Emergency Management Agency (FEMA). The plan includes what we would do to minimize the potential damage to the County that would cause significant loss of dollars to residents, businesses, etc. The plan is reviewed and updated every five years. The plan is very extensive and is prepared with the assistance of contractors who do this regularly. Public assistance is also part of the preparation.

Mr. Curtis listed potential situations including: drought, earthquake, epidemics, flooding, hazardous material events, severe weather, terrorism, wildland and catastrophic fires. Goals and objectives, and mitigation efforts are set up. Mitigation actions are prioritized and then implemented.

The 2020 Plan is complete and has been submitted to FEMA for approval. FEMA requested more interaction with the Carson River Subconservancy Water District. This has been done.

The Plan is presented to the Board for consideration and accepted.

Public Comment: None

**Motion:** I, Jay Carmona, move to approve Resolution No. 20-577 for the Storey County Hazardous Mitigation Plan update, **Moved by:** Vice Chairman Carmona **Seconded by:** Commissioner Gilman, **Vote:** Motion carried by unanimous vote, **(Summary:** Yes=3)

**14. DISCUSSION/POSSIBLE ACTION:** Consideration and possible approval regarding Amended Resolution No. 20-573 granting the Storey County Senior Center the sum of \$377,716.00 for the purpose of maintaining the Storey County Senior Center and for providing programs and services to seniors to promote independent and healthy lifestyles.

Keith Loomis explained this is an amended Resolution correcting an error in the amount in the previous Resolution.

Jennifer McCain, Comptroller, said the change is due to additions requested by Commissioner Gilman, and some confusion when the original Resolution was created regarding the entire budget and the actual amount requested. The new Resolution reflects the actual amount.

Commissioner Gilman said Stacy (York) and Beth (Kempf) are doing a wonderful job with the Senior Centers and with outreach, and we thank them very much.

Public Comment:

**Sam Toll:** Agrees with the Commissioner Gilman. It is very encouraging to see what is being done in Storey County. Is any of this amount going for capital improvements or is it for services?

Chairman McBride: This is in their budget. The documents were submitted two weeks ago.

**Motion:** I, Jay Carmona, move to approve amended Resolution No. 20-573 granting the Storey County Senior Center the sum of \$377,716.00 for the purpose of maintaining the Storey County Senior Center and for providing programs and services to seniors to promote independent and healthy lifestyles, **Moved by:** Vice Chairman Carmona **Seconded by:** Commissioner Gilman, **Vote:** Motion carried by unanimous vote, **(Summary: Yes=3)**

**15. DISCUSSION/POSSIBLE ACTION:** Consideration and Possible approval of Termination of Easement providing for termination of the non-exclusive easement provided by the Nevada Division of State Lands (State Lands) to Storey County for maintenance of the bridge where the USA Parkway crosses the Truckee River and conveying the easement back to State Lands. Long term maintenance of the bridge will be completed by NDOT.

Deputy District Attorney Loomis: In February, the County notified State Lands of termination of its interest in maintaining the referenced bridge – with NDOT taking over the maintenance. There is still an issue with NDOT taking over the maintenance. An amendment was sent to NDOT but it has not yet been returned. This will have to be done for NDOT to take over. State Lands has been in discussion with NDOT and are prepared to grant NDOT the easement to take over the bridge.

Chairman McBride commented that a lot of these people (NDOT) are working from home.

Commissioner Gilman wants assurance that if the Resolution passes, the County will get long-term maintenance of the bridge. If that doesn't happen, where does the liability fall?

Mr. Loomis: State Lands is going to accept termination of the easement – it will be their property again. They have indicated the easement will be granted to NDOT – NDOT will provide the amended agreement and take over the maintenance. We do not have that yet.

Commissioner Gilman: So it will be up to State Lands, not Storey County, to finalize the agreement.

Mr. Loomis: That's true. We do want to get the amended agreement back from NDOT for our purposes. Mr. Loomis said he supports approval.

Public Comment: None

**Motion:** I, Jay Carmona, motion to approve termination of the easement and authorize the Chairman to sign the termination of the easement conveying the bridge maintenance easement back to State Lands, **Action:** Approve, **Moved by:** Vice Chairman Carmona, **Seconded by:** Commissioner Gilman, **Vote:** Motion carried by unanimous vote, **(Summary: Yes=3)**



**16. DISCUSSION/POSSIBLE ACTION:** Consideration and possible approval of second reading of Bill No. 120, Ordinance 20-309, providing for whistleblower protections as required by AB 274 of the 2019 Legislative Session.

Mr. Loomis explained the 2019 Legislature passed AB 274 requiring all counties to adopt an ordinance protecting whistleblowers. This ordinance is intended to accomplish that.

Public Comment:

**Sam Toll** said he is encouraged the Board is adopting this and referred to an incident where an employee felt they had to leave after filing a whistleblower complaint. This type of protection is appropriate and could have prevented that person from leaving the community.

**Motion:** I, Jay Carmona, move to approve second reading of Bill No. 120, Ordinance 20-309, providing for whistleblower protections, **Action:** Approve, **Moved by:** Vice Chairman Carmona, **Seconded by:** Commissioner Gilman, **Vote:** Motion carried by unanimous vote, **(Summary:** Yes=3)

**17. DISCUSSION/POSSIBLE ACTION:** Consideration and possible approval of revised settlement agreement between International Investments, the Peri Trusts and Vanessa Stephens as Storey County Treasurer and Tax Receiver in Case No. 18 RP 00002 1E filed in the First Judicial District Court.

Mr. Loomis explained this settlement was originally approved in August 2019. In the interim, the Peri Trusts and International Investments changed the terms of the agreement as between themselves – with no impact on the County. In an excess of caution, he requests the Board re-approve the Agreement due to the change.

Public Comment: None

**Motion:** I, Jay Carmona, move to approve the terms of the revised settlement agreement between International Investments, LLC; the Peri Trusts; and Vanessa Stephens in her roll as Storey County Treasurer and Tax Receiver, and ratify the Chairman’s signature to the agreement, **Seconded by:** Commissioner Gilman, **Vote:** Motion carried by unanimous vote, **(Summary:** Yes=3)

**18. DISCUSSION/POSSIBLE ACTION:** Approval of business license second readings:  
a. Bergelectric-Helix JV II – Contractor/3182 Lionshead Ave ~ Carlsbad, CA

Public Comment: None

**Motion:** I, Commissioner Carmona, move to approve the second reading of Business License item A, **Moved by:** Vice Chairman Carmona, **Seconded by:** Commissioner Gilman, **Vote:** Motion carried by unanimous vote, **(Summary:** Yes=3)

**19. PUBLIC COMMENT (No Action)**

**Sam Toll:** The Ferrari Hill Climb is still on in September. They have been granted a temporary permit from Tourism. They are re-evaluating whether or not to have the car show. Again, he appreciates (the Board) moving public comment back to the beginning of the meeting.

Chair McBride: We look forward to the Governor's next directives and hope he will relax directives and move into Phase 3. Perhaps then we can meet back in the courtroom again.

**20. ADJOURNMENT OF ALL ACTIVE AND RECESSED BOARDS ON THE AGENDA**

The meeting was adjourned by the Chair at 11:25 AM

Respectfully submitted,

By: Vanessa Stephens  
Vanessa Stephens Clerk-Treasurer



# Storey County Board of County Commissioners Agenda Action Report

Meeting date: 07/07/2020

Estimate of time required: 0 min

Agenda: Consent  Regular agenda  Public hearing required

1. For possible action, approval of claims in the amount of \$1,378,980.16
2. **Recommended motion:** Approval of claims as submitted.
3. Prepared by: V Stephens

Department: Clerk/Treasurer

Telephone: 775 847-0969

4. Staff summary: Please find attached the claims

5. Supporting materials: Attached

6. Fiscal impact:

Funds Available: NA

Fund: NA

\_\_NA\_\_ Comptroller

7. Legal review required:

\_NA\_ District Attorney

8. Reviewed by:

Department Head

Department Name: Comptroller

\_\_\_ County Manager

Other agency review: \_\_\_\_\_

9. Board action:

Approved

Approved with Modifications

Denied

Continued

Agenda Item No. 6I



# Check Register

Packet: APPKT01976 - 2020-06-12 PR PR Payment SL

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
<b>Bank Code: AP Bank-AP Bank</b>						
405456	Public Employees Retirement	06/12/2020	EFT	0.00	87,660.56	10111
300003	AFLAC	06/12/2020	Regular	0.00	1,217.08	99583
300008	AFSCME Union	06/12/2020	Regular	0.00	596.15	99584
405610	California State Disbursement Unit	06/12/2020	Regular	0.00	291.69	99585
405519	Cigna Health and Life Insurance Con	06/12/2020	Regular	0.00	131,388.15	99586
	**Void**	06/12/2020	Regular	0.00	0.00	99587
300001	Colonial Life & Accident	06/12/2020	Regular	0.00	103.38	99588
404704	DVM INSURANCE AGENCY	06/12/2020	Regular	0.00	83.86	99589
405264	FIDELITY SEC LIFE INS CO	06/12/2020	Regular	0.00	1,367.54	99590
405263	KANSAS CITY LIFE INS CO	06/12/2020	Regular	0.00	783.59	99591
300011	Nevada State Treasurer	06/12/2020	Regular	0.00	4.00	99592
103233	PUBLIC EMPLOY RETIREMENT SYSTEM	06/12/2020	Regular	0.00	46.66	99593
300010	State Collection & Disbursement Un	06/12/2020	Regular	0.00	197.70	99594
300006	Storey Co Fire Fighters Assoc	06/12/2020	Regular	0.00	1,250.00	99595
404639	VOYA RETIREMENT INS	06/12/2020	Regular	0.00	8,237.50	99596
300005	Washington National Ins	06/12/2020	Regular	0.00	518.99	99597
300002	Western Insurance Specialties	06/12/2020	Regular	0.00	375.27	99598

**Bank Code AP Bank Summary**

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	31	15	0.00	146,461.56
Manual Checks	0	0	0.00	0.00
Voided Checks	0	1	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	3	1	0.00	87,660.56
	<b>34</b>	<b>17</b>	<b>0.00</b>	<b>234,122.12</b>

Approved by the Storey County Board of Commissioners:

_____	_____	_____
Chairman	Commissioner	Commissioner
_____	_____	_____
Comptroller		Date
_____	_____	_____
Treasurer		Date

### Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash Account	6/2020	234,122.12
			<u>234,122.12</u>



# Check Register

Packet: APPKT01977 - 2020-06-12 PERs 715 Payments SL

By Check Number

<b>Vendor Number</b>	<b>Vendor Name</b>	<b>Payment Date</b>	<b>Payment Type</b>	<b>Discount Amount</b>	<b>Payment Amount</b>	<b>Number</b>
Bank Code: AP Bank-AP Bank						
405456	Public Employees Retirement	06/12/2020	EFT	0.00	37,927.53	10112

**Bank Code AP Bank Summary**

<b>Payment Type</b>	<b>Payable Count</b>	<b>Payment Count</b>	<b>Discount</b>	<b>Payment</b>
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	2	1	0.00	37,927.53
	<b>2</b>	<b>1</b>	<b>0.00</b>	<b>37,927.53</b>

Approved by the Storey County Board of Commissioners:

_____	_____	_____
Chairman	Commissioner	Commissioner
_____	_____	_____
Comptroller		Date
_____	_____	_____
Treasurer		Date

### Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash Account	6/2020	37,927.53
			<u>37,927.53</u>



# Check Register

Packet: APPKT01970 - 2020-06-05 All Comskt Corr Ck replace  
99469 cw

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: AP Bank-AP Bank						
405020	ALL COMSTOCK LLC	06/05/2020	Regular	0.00	4,000.00	99582

**Bank Code AP Bank Summary**

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	1	1	0.00	4,000.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	<b>1</b>	<b>1</b>	<b>0.00</b>	<b>4,000.00</b>

Approved by the Storey County Board of Commissioners:

_____	_____	_____
Chairman	Commissioner	Commissioner
_____	_____	_____
Comptroller		Date
_____	_____	_____
Treasurer		Date



### Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash Account	6/2020	4,000.00
			<u>4,000.00</u>



Packet: PRPKT00733 - 2020-06-12 Payroll SL  
 Payroll Set: Storey County - 01

# Payroll Check Register Report Summary

Pay Period: 5/25/2020-6/7/2020

Type	Count	Amount
Regular Checks	6	7,252.93
Manual Checks	0	0.00
Reversals	0	0.00
Voided Checks	0	0.00
Direct Deposits	164	334,531.73
<b>Total</b>	<b>170</b>	<b>341,784.66</b>

Approved by the Storey County Board of Commissioners:

_____	_____	_____
Chairman	Commissioner	Commissioner
_____	_____	_____
Comptroller		Date
_____	_____	_____
Treasurer		Date



# Vendor History Report

By Vendor Name

Posting Date Range -  
Payment Date Range 06/12/2020 - 06/12/2020

Payable Number	Description	Units	Price	Post Date	1099 Account Number	Payment Number	Account Name	Payment Date	Amount	Shipping Dist Amount	Tax	Discount	Net	Payment
Vendor Set: 01 - Storey County Vendors														
405424 - Optum Bank, Member FDIC														
INV0011533	HSA Contributions	0.00	0.00	6/12/2020	001-29506-000	DFT0000536	Insurances	6/12/2020	10,837.67	8,222.67	0.00	0.00	10,937.67	10,937.67
	HSA Contributions				020-29506-000		Rds-Ins			390.00				
					090-29506-000		Wtr-Ins			45.01				
					130-29506-000		Swr-Ins			24.99				
					230-29506-000		VCTC-Ins			345.00				
					231-29506-000		Pipers-Ins			70.00				
					250-29506-000		Fire-Ins			1,740.00				
INV0011534	HSA Contributions			6/12/2020		DFT0000537	Insurances	6/12/2020	100.00	100.00	0.00	0.00	100.00	100.00
	HSA Contributions	0.00	0.00	100.00	001-29506-000									

Vendors: (1) Total 01 - Storey County Vendors: 10,937.67

Vendors: (1) Report Total: 10,937.67



# Check Register

Packet: APPKT02009 - 2020-06-19 AP Payments cw

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: AP Bank-AP Bank						
404126	3D CONCRETE INC	06/19/2020	Regular	0.00	990.00	99599
405497	610 Waltham Way, LLC	06/19/2020	Regular	0.00	75.24	99600
101589	AIRGAS NCN INC	06/19/2020	Regular	0.00	367.84	99601
400481	ALLISON, MACKENZIE, LTD	06/19/2020	Regular	0.00	925.00	99602
403795	ALPINE LOCK INC	06/19/2020	Regular	0.00	292.00	99603
100135	ALSCO INC	06/19/2020	Regular	0.00	635.02	99604
405835	Altitude Properties LLC	06/19/2020	Regular	0.00	105.52	99605
405917	Andres, Lance R	06/19/2020	Regular	0.00	400.00	99606
403651	ARC HEALTH AND WELLNESS	06/19/2020	Regular	0.00	1,493.00	99607
404647	ARDAGH METAL PKG USA INC	06/19/2020	Regular	0.00	172.69	99608
403619	AT&T TELECONFERENCE SERVI	06/19/2020	Regular	0.00	214.04	99609
404780	Backdraft OpCo LLC	06/19/2020	Regular	0.00	618.00	99610
405275	Belfore USA	06/19/2020	Regular	0.00	150.00	99611
403959	BENDER, DEBORAH	06/19/2020	Regular	0.00	30.00	99612
101605	BERRY ENTERPRISES	06/19/2020	Regular	0.00	1,910.00	99613
405862	Bills, Mary & Brian	06/19/2020	Regular	0.00	3.90	99614
405187	BOCHAT, CAROL	06/19/2020	Regular	0.00	34.65	99615
405186	BREITENBACH, WILLIAM	06/19/2020	Regular	0.00	9.96	99616
405444	Brunson, Whitney	06/19/2020	Regular	0.00	48.00	99617
405837	Burlison, Bryan A & Amanda V	06/19/2020	Regular	0.00	36.96	99618
403671	BURRELL, SCOTT LEWIS	06/19/2020	Regular	0.00	214.50	99619
405914	Calandri, Rebecca	06/19/2020	Regular	0.00	281.60	99620
99763	CANYON GENERAL IMPROVEMENT I	06/19/2020	Regular	0.00	723.84	99621
404500	CARSON DODGE CHRYSLER INC	06/19/2020	Regular	0.00	13.28	99622
404216	CARSON VALLEY OIL CO INC	06/19/2020	Regular	0.00	2,783.00	99623
99720	CASELLE INC	06/19/2020	Regular	0.00	202.00	99624
405235	CHARTWELL STAFFING SERV	06/19/2020	Regular	0.00	5,520.00	99625
405357	City of Carson	06/19/2020	Regular	0.00	470.55	99626
405134	CMC TIRE INC	06/19/2020	Regular	0.00	3,130.13	99627
404952	COBBEY, ROBIN	06/19/2020	Regular	0.00	36.38	99628
99652	COMSTOCK CHRONICLE (VC)	06/19/2020	Regular	0.00	697.50	99629
100660	COMSTOCK COMMUNITY TV INC	06/19/2020	Regular	0.00	92.00	99630
403887	COMSTOCK GOLD MILL LLC	06/19/2020	Regular	0.00	21.00	99631
405839	Comstock House LLC	06/19/2020	Regular	0.00	108.65	99632
405840	Conco Storage LLC	06/19/2020	Regular	0.00	129.40	99633
405595	Corbitt, Phillip	06/19/2020	Regular	0.00	150.00	99634
405898	Craig, William & Margaret	06/19/2020	Regular	0.00	21.81	99635
403547	CROP PRODUCTION SERV INC	06/19/2020	Regular	0.00	481.50	99636
405843	Desai Realty, LLC	06/19/2020	Regular	0.00	48.51	99637
405844	DFA, LLC	06/19/2020	Regular	0.00	77.04	99638
405648	Dianne S. Drinkwater PC	06/19/2020	Regular	0.00	812.50	99639
405880	Dick, Ronald L & JoAnn	06/19/2020	Regular	0.00	7.28	99640
405860	Dobner, Linda L	06/19/2020	Regular	0.00	8.40	99641
405778	Dobry, Stanley T.	06/19/2020	Regular	0.00	5,358.97	99642
405838	Dohoney, Chandra Rae & John Ala	06/19/2020	Regular	0.00	97.19	99643
405845	E P Minerals, LLC	06/19/2020	Regular	0.00	346.58	99644
405846	Eagle CPT, LLC	06/19/2020	Regular	0.00	430.06	99645
405847	East Sydney Partners, LLC	06/19/2020	Regular	0.00	129.44	99646
405848	Electric Avenue Hotel, LLC	06/19/2020	Regular	0.00	107.47	99647
404547	ELLIOTT AUTO SUPPLY INC	06/19/2020	Regular	0.00	799.64	99648
405849	EMM Properties, LLC	06/19/2020	Regular	0.00	132.58	99649
405850	ERG Aerospace Corporation	06/19/2020	Regular	0.00	1,845.61	99650
403835	EWING IRRIGATION PRODUCTS, INC	06/19/2020	Regular	0.00	561.01	99651
403216	FARR WEST ENGINEERING	06/19/2020	Regular	0.00	33,333.75	99652

Check Register

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
405890	Farrell, Timothy & Young, Tracy	06/19/2020	Regular	0.00	4.95	99653
403712	FAST GLASS INC	06/19/2020	Regular	0.00	175.00	99654
405841	Fast, Darrin S & Christine	06/19/2020	Regular	0.00	82.19	99655
404509	FASTENAL COMPANY	06/19/2020	Regular	0.00	20.48	99656
403975	FERRELLGAS LP	06/19/2020	Regular	0.00	847.10	99657
404117	FLEET HEATING & AIR INCOR	06/19/2020	Regular	0.00	2,076.91	99658
405851	Fulcrum Sierra Biofuels, LLC	06/19/2020	Regular	0.00	12,042.27	99659
405852	FWP, LLC	06/19/2020	Regular	0.00	18.48	99660
405858	Gardner, John S	06/19/2020	Regular	0.00	16.34	99661
405842	Gilbert, David & Tancy	06/19/2020	Regular	0.00	73.97	99662
404640	GLADDING, EDWARD A.	06/19/2020	Regular	0.00	7,006.50	99663
405347	Gonsalves & Santucci Inc	06/19/2020	Regular	0.00	13,904.85	99664
	**Void**	06/19/2020	Regular	0.00	0.00	99665
405473	GSA Services	06/19/2020	Regular	0.00	18.48	99666
404394	GTP INVESTMENTS LLC	06/19/2020	Regular	0.00	657.97	99667
405879	Haddix, Robert Paul	06/19/2020	Regular	0.00	21.97	99668
404778	HAT, LTD	06/19/2020	Regular	0.00	3,853.75	99669
103218	HD SUPPLY CONST SUPPLY LT	06/19/2020	Regular	0.00	922.61	99670
405913	Heavens Ark Enterprise LLC	06/19/2020	Regular	0.00	1,150.00	99671
403040	HENRY SCHEIN	06/19/2020	Regular	0.00	1,474.39	99672
405752	Hequet, Tom	06/19/2020	Regular	0.00	15.12	99673
100889	HOME DEPOT CREDIT SERVICE	06/19/2020	Regular	0.00	312.81	99674
405360	Huntington, Elizabeth L.	06/19/2020	Regular	0.00	80.00	99675
102564	HYDRAULIC INDUSTRIAL SERV	06/19/2020	Regular	0.00	181.63	99676
405854	Icon Reno Prop Owner Pool 3 NV	06/19/2020	Regular	0.00	207.12	99677
100978	INTERSTATE OIL CO	06/19/2020	Regular	0.00	1,655.03	99678
100885	IRON MOUNTAIN INFO MGT IN	06/19/2020	Regular	0.00	619.64	99679
403834	IT1 SOURCE LLC	06/19/2020	Regular	0.00	11,511.15	99680
405855	James Hardie Building Prod Inc	06/19/2020	Regular	0.00	1,282.38	99681
103317	JBP LLC	06/19/2020	Regular	0.00	59.66	99682
405799	Johnson Law Practic	06/19/2020	Regular	0.00	241.80	99683
405915	Johnson, Christopher David	06/19/2020	Regular	0.00	25.00	99684
405859	KTR NV 1 LLC	06/19/2020	Regular	0.00	1,644.88	99685
101040	L N CURTIS & SONS	06/19/2020	Regular	0.00	1,294.65	99686
405184	LAS VEGAS TACTICAL LLC.	06/19/2020	Regular	0.00	230.96	99687
405857	Leathley, Jeffrey Y & Mavis, Ttee	06/19/2020	Regular	0.00	41.58	99688
404091	LEWIS, DEBORAH PRINCE	06/19/2020	Regular	0.00	600.00	99689
404241	LEXIPOL LLC	06/19/2020	Regular	0.00	3,198.00	99690
405048	LINDSEY, DAVID	06/19/2020	Regular	0.00	60.21	99691
405092	LOCKWOOD COMMUNITY CORP	06/19/2020	Regular	0.00	15.87	99692
405548	Lumos & Associates, Inc	06/19/2020	Regular	0.00	2,275.00	99693
405899	Lyle, William T & Theresa	06/19/2020	Regular	0.00	32.20	99694
405077	MACKAY MANSION	06/19/2020	Regular	0.00	101.50	99695
405307	Mckechnie, Marla J.	06/19/2020	Regular	0.00	1,467.00	99696
405863	MDM Marketing, Inc.	06/19/2020	Regular	0.00	383.87	99697
405864	Menezes H & Young DL Trustees	06/19/2020	Regular	0.00	102.18	99698
405865	MEPT Usa Parkway Dist Ctr LLC	06/19/2020	Regular	0.00	5,576.32	99699
405866	Metrolynx Development	06/19/2020	Regular	0.00	212.32	99700
405884	Miller, Sheila K	06/19/2020	Regular	0.00	18.20	99701
403839	MORRIS, ROBERT T	06/19/2020	Regular	0.00	3,400.00	99702
405594	Mortimore	06/19/2020	Regular	0.00	350.00	99703
100471	MOUND HOUSE TRUE VALUE	06/19/2020	Regular	0.00	42.54	99704
405868	Nashold, Bryon L Jr./Zheng Yingz	06/19/2020	Regular	0.00	53.13	99705
405869	Nay, Lisa	06/19/2020	Regular	0.00	8.40	99706
405870	NBINV AP1, LLC	06/19/2020	Regular	0.00	161.55	99707
101228	NEV ADMIN BLDG & GROUNDS	06/19/2020	Regular	0.00	7,161.64	99708
101226	NEV COMPTROLLER	06/19/2020	Regular	0.00	4,080.00	99709
403317	NEV DEPT PUBLIC SAFETY	06/19/2020	Regular	0.00	362.25	99710
101335	NEV DEPT TAXATION	06/19/2020	Regular	0.00	43.86	99711
101265	NEV EMPLOYMENT SECURITY	06/19/2020	Regular	0.00	4,625.65	99712
101026	NEV LEGISLATIVE COUNSEL	06/19/2020	Regular	0.00	48.71	99713

Check Register

Packet: APPKT02009-2020-06-19 AP Payments cw

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
101241	NEV PUBLIC AGENCY INS PL	06/19/2020	Regular	0.00	6,448.00	99714
405098	NEVADA BROADCASTERS ASSC	06/19/2020	Regular	0.00	6,000.00	99715
405042	NICHOLS, JAMES	06/19/2020	Regular	0.00	69.78	99716
405760	Northern Nevada Chapter Int'l Code	06/19/2020	Regular	0.00	280.00	99717
404163	NORTON CONSULTING LLC	06/19/2020	Regular	0.00	235.00	99718
99806	OCCUPATIONAL HEALTH CENTE	06/19/2020	Regular	0.00	187.50	99719
402926	OFFSITE DATA DEPOT, LLC	06/19/2020	Regular	0.00	256.22	99720
103220	ON THE SIDE GRAPHICS & SIGNS, LL	06/19/2020	Regular	0.00	170.00	99721
404118	OPTUMINSIGHT INC	06/19/2020	Regular	0.00	191.25	99722
405127	O'REILLY AUTO ENTERPRISES LLC	06/19/2020	Regular	0.00	35.07	99723
404556	OUTFRONT MEDIA LLC	06/19/2020	Regular	0.00	655.97	99724
405051	P & F CONSULTING LLC	06/19/2020	Regular	0.00	3,210.00	99725
405087	PARKER, CHRISTOPHER W	06/19/2020	Regular	0.00	400.00	99726
405836	Perry, Arika Ane Ttee	06/19/2020	Regular	0.00	252.29	99727
405856	Perry, Janet C	06/19/2020	Regular	0.00	15.33	99728
405871	Petri, Ramona Ida	06/19/2020	Regular	0.00	30.05	99729
403895	PETRINI, ANGELO D	06/19/2020	Regular	0.00	17.50	99730
405256	PIPER'S OPERA HOUSE	06/19/2020	Regular	0.00	12.00	99731
101434	PITNEY BOWES INC	06/19/2020	Regular	0.00	90.00	99732
101434	PITNEY BOWES INC	06/19/2020	Regular	0.00	300.00	99733
103032	POWERPLAN	06/19/2020	Regular	0.00	790.39	99734
405873	PPG Architectural Finishes Inc	06/19/2020	Regular	0.00	166.62	99735
405874	Prologis	06/19/2020	Regular	0.00	260.50	99736
405875	Ptarmigan Properties, LLC	06/19/2020	Regular	0.00	33.50	99737
103221	PUBLIC EMPLY RETIREMENT RETIREI	06/19/2020	Regular	0.00	2,122.28	99738
103306	PURCHASE POWER	06/19/2020	Regular	0.00	1,900.00	99739
405876	Q & R LLC	06/19/2020	Regular	0.00	1,248.98	99740
405889	Rahme, Thomas L & Erin E	06/19/2020	Regular	0.00	33.88	99741
402937	RAY MORGAN CO INC (CA)	06/19/2020	Regular	0.00	21.10	99742
404863	REFUSE, INC	06/19/2020	Regular	0.00	395.13	99743
405878	RLC USA LLC	06/19/2020	Regular	0.00	933.86	99744
10026	RUPPCO INC	06/19/2020	Regular	0.00	155.53	99745
405881	Ryze Renewables Reno, LLC	06/19/2020	Regular	0.00	3,223.76	99746
405882	Saco Defense Systems	06/19/2020	Regular	0.00	18.82	99747
405883	Saco Defense Systems LLC	06/19/2020	Regular	0.00	256.49	99748
405861	Sandberg, Linda O, Trustee	06/19/2020	Regular	0.00	19.60	99749
103241	SBC GLOBAL SERVICES IN LD	06/19/2020	Regular	0.00	39.84	99750
101210	SBC GLOBAL SERVICES INC	06/19/2020	Regular	0.00	3,777.12	99751
405081	SHERMARK DISTRIBUTORS INC	06/19/2020	Regular	0.00	168.00	99752
404187	SHOAF, BRIAN ALLEN	06/19/2020	Regular	0.00	26.50	99753
102461	SIERRA CONTROL SYSTEMS	06/19/2020	Regular	0.00	1,372.57	99754
102462	SIERRA ENVIRONMENTAL MONITOR	06/19/2020	Regular	0.00	1,079.00	99755
403421	SIERRA PACIFIC POWER CO	06/19/2020	Regular	0.00	135.22	99756
405918	Simons Hall Johnston PC	06/19/2020	Regular	0.00	3,000.00	99757
405877	Slayden, Reid	06/19/2020	Regular	0.00	20.21	99758
403384	SMITHS FOOD & DRUG CENTER	06/19/2020	Regular	0.00	256.18	99759
404195	SOUTHERN GLAZERS WINE & S	06/19/2020	Regular	0.00	1,265.10	99760
101717	ST CO SCHOOL DISTRICT	06/19/2020	Regular	0.00	250.00	99761
101726	ST CO SENIOR CENTER(VC)	06/19/2020	Regular	0.00	3,015.10	99762
102441	ST CO SHERIFF	06/19/2020	Regular	0.00	301.50	99763
101710	ST CO TREASURER	06/19/2020	Regular	0.00	200.04	99764
405345	Stafford, Sherry	06/19/2020	Regular	0.00	7.00	99765
405475	Staples Contract & Commercial, Inc	06/19/2020	Regular	0.00	528.21	99766
101229	State of Nevada	06/19/2020	Regular	0.00	468.00	99767
403892	SUN PEAK ENTERPRISES	06/19/2020	Regular	0.00	446.00	99768
404675	SUPERIOR POOL PRODUCTS	06/19/2020	Regular	0.00	382.22	99769
405885	Supernap Reno, LLC	06/19/2020	Regular	0.00	12,016.08	99770
405244	SUTTON HAGUE LAW CORP	06/19/2020	Regular	0.00	3,517.50	99771
405886	Tahoe Reno Industrial Park, LLC	06/19/2020	Regular	0.00	656.59	99772
405887	Tahoe-Reno Ind. Center, LLC	06/19/2020	Regular	0.00	2,333.26	99773
405888	Tesla Motors, Inc	06/19/2020	Regular	0.00	990.74	99774

Check Register

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
404615	THE ANTOS AGENCY	06/19/2020	Regular	0.00	1,200.00	99775
404473	The DUBE' GROUP INC	06/19/2020	Regular	0.00	12,720.00	99776
404845	THOMAS PETROLEUM LLC	06/19/2020	Regular	0.00	381.49	99777
404030	TIJSSELING, DICK G	06/19/2020	Regular	0.00	120.00	99778
405867	Tobin, Michael J	06/19/2020	Regular	0.00	46.12	99779
403225	TRI GENERAL IMPROVEMENT	06/19/2020	Regular	0.00	515.29	99780
405892	Truckee-Tahoe Lumber Company	06/19/2020	Regular	0.00	2,082.31	99781
405112	TYLER TECHNOLOGIES, INC	06/19/2020	Regular	0.00	1,500.00	99782
405893	UMS Property LLC	06/19/2020	Regular	0.00	159.47	99783
102962	UNIFORMITY OF NEVADA LLC	06/19/2020	Regular	0.00	1,351.56	99784
405894	Union Brewery Safari Saloon LLC	06/19/2020	Regular	0.00	43.89	99785
101845	US POSTOFFICE (VC)	06/19/2020	Regular	0.00	76.00	99786
101845	US POSTOFFICE (VC)	06/19/2020	Regular	0.00	76.00	99787
101845	US POSTOFFICE (VC)	06/19/2020	Regular	0.00	120.00	99788
405872	Usera, Phillip C & Brittnei M	06/19/2020	Regular	0.00	9.10	99789
405735	VC Tours LLC	06/19/2020	Regular	0.00	197.00	99790
405895	Virginia City Investments, Inc	06/19/2020	Regular	0.00	10.23	99791
402820	WALKER & ASSOCIATES	06/19/2020	Regular	0.00	2,083.00	99792
405896	Wal-Mart Stores East LP	06/19/2020	Regular	0.00	2,009.70	99793
405897	Waltham Road Industrial LLC	06/19/2020	Regular	0.00	2,581.81	99794
103080	WATERS SEPTIC TANK SV DBA	06/19/2020	Regular	0.00	740.00	99795
405853	Weishaupt, Gary	06/19/2020	Regular	0.00	210.29	99796
103237	WESTERN ENVIRONMENTAL LAB	06/19/2020	Regular	0.00	101.50	99797
404295	WELLS ONE COMMERCIAL CARD	06/18/2020	Bank Draft	0.00	8,875.75	DFT0000542

Bank Code AP Bank Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	355	198	0.00	260,860.15
Manual Checks	0	0	0.00	0.00
Voided Checks	0	1	0.00	0.00
Bank Drafts	20	1	0.00	8,875.75
EFT's	0	0	0.00	0.00
	<b>375</b>	<b>200</b>	<b>0.00</b>	<b>269,735.90</b>

Approved by the Storey County Board of Commissioners:

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Comptroller

\_\_\_\_\_  
Date

\_\_\_\_\_  
Treasurer

\_\_\_\_\_  
Date

### Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash Account	6/2020	269,735.90
			<u>269,735.90</u>





# Check Register

Packet: APPKT02018 - 2020-06-26 PR Payment sl

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
<b>Bank Code: AP Bank-AP Bank</b>						
405456	Public Employees Retirement	06/26/2020	EFT	0.00	83,911.54	10113
404869	SCSO EMPLOYEES ASSOCIATIO	06/26/2020	EFT	0.00	502.00	10114
300003	AFLAC	06/26/2020	Regular	0.00	1,217.08	99798
300008	AFSCME Union	06/26/2020	Regular	0.00	596.15	99799
405610	California State Disbursement Unit	06/26/2020	Regular	0.00	291.69	99800
405519	Cigna Health and Life Insurance Con	06/26/2020	Regular	0.00	7,474.49	99801
300001	Colonial Life & Accident	06/26/2020	Regular	0.00	103.38	99802
404704	DVM INSURANCE AGENCY	06/26/2020	Regular	0.00	83.86	99803
405264	FIDELITY SEC LIFE INS CO	06/26/2020	Regular	0.00	70.60	99804
300011	Nevada State Treasurer	06/26/2020	Regular	0.00	4.00	99805
103233	PUBLIC EMPLOY RETIREMENT SYSTEM	06/26/2020	Regular	0.00	46.66	99806
300010	State Collection & Disbursement Un	06/26/2020	Regular	0.00	213.43	99807
300006	Storey Co Fire Fighters Assoc	06/26/2020	Regular	0.00	1,250.00	99808
404639	VOYA RETIREMENT INS	06/26/2020	Regular	0.00	8,237.50	99809
300005	Washington National Ins	06/26/2020	Regular	0.00	518.99	99810

**Bank Code AP Bank Summary**

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	23	13	0.00	20,107.83
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	4	2	0.00	84,413.54
	<b>27</b>	<b>15</b>	<b>0.00</b>	<b>104,521.37</b>

Approved by the Storey County Board of Commissioners:

_____	_____	_____
Chairman	Commissioner	Commissioner
_____	_____	_____
Comptroller		Date
_____	_____	_____
Treasurer		Date

### Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash Account	6/2020	104,521.37
			<u>104,521.37</u>



# Payroll Check Register Report Summary

Pay Period: 6/8/2020-6/21/2020

Packet: PRPKT00746 - 2020-06-26 Payroll sl  
Payroll Set: Storey County - 01

Type	Count	Amount
Regular Checks	8	3,961.56
Manual Checks	0	0.00
Reversals	0	0.00
Voided Checks	0	0.00
Direct Deposits	167	324,503.80
<b>Total</b>	<b>175</b>	<b>328,465.36</b>

Approved by the Storey County Board of Commissioners:

_____	_____	_____
Chairman	Commissioner	Commissioner
_____	_____	_____
Comptroller		Date
_____	_____	_____
Treasurer		Date



# Vendor History Report

## By Vendor Name

Posting Date Range -  
Payment Date Range 06/26/2020 - 06/26/2020

Payable Number	Description	Units	Price	Post Date	1099 Account Number	Payment Number	Payment Date	Account Name	Amount	Shipping Dist Amount	Tax	Discount	Net	Payment
INV0011791	HSA Contributions	0.00	0.00	6/26/2020	001-29506-000	DFT0000545	6/26/2020	Insurances	10,837.67	0.00	0.00	0.00	10,837.67	10,837.67
	HSA Contributions				020-29506-000			Rds-Ins	10,737.67	8,122.67	0.00	0.00	10,737.67	10,737.67
					090-29506-000			Wtr-Ins		390.00				
					130-29506-000			Swr-Ins		45.01				
					230-29506-000			VCTC-Ins		24.99				
					231-29506-000			Pipers-Ins		345.00				
					250-29506-000			Fire-Ins		70.00				
									1,740.00					
INV0011792	HSA Contributions			6/26/2020	DFT0000546		6/26/2020	Insurances	100.00	0.00	0.00	0.00	100.00	100.00
	HSA Contributions	0.00	0.00	100.00	001-29506-000				100.00				100.00	100.00

**Vendors: (1)**      **Total 01 - Storey County Vendors:**      **10,837.67**      **0.00**      **0.00**      **0.00**      **10,837.67**      **10,837.67**

**Vendors: (1)**      **Report Total:**      **10,837.67**      **0.00**      **0.00**      **0.00**      **10,837.67**      **10,837.67**



# Check Register

Packet: APPKT02019 - 2020-06-26 715 PERs PR Payment sl

By Check Number

<b>Vendor Number</b>	<b>Vendor Name</b>	<b>Payment Date</b>	<b>Payment Type</b>	<b>Discount Amount</b>	<b>Payment Amount</b>	<b>Number</b>
Bank Code: AP Bank-AP Bank						
405456	Public Employees Retirement	06/26/2020	EFT	0.00	36,647.88	10115

**Bank Code AP Bank Summary**

<b>Payment Type</b>	<b>Payable Count</b>	<b>Payment Count</b>	<b>Discount</b>	<b>Payment</b>
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	2	1	0.00	36,647.88
	<b>2</b>	<b>1</b>	<b>0.00</b>	<b>36,647.88</b>

Approved by the Storey County Board of Commissioners:

_____ Chairman	_____ Commissioner	_____ Commissioner
_____ Comptroller	_____ Date	
_____ Treasurer	_____ Date	

### Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash Account	6/2020	36,647.88
			<u>36,647.88</u>



# Storey County Board of County Commissioners Agenda Action Report

Meeting date: 07-07-2020

Estimate of time required: 0 - 5

Agenda: Consent  Regular agenda  Public hearing required

1. **Title:** Business License First Readings -- Approval

2. **Recommended motion:** None required (if approved as part of the Consent Agenda) I move to approve all first readings (if removed from consent agenda by request).

3. **Prepared by:** Ashley Mead

**Department:** Community Development

**Telephone:** 847-0966

4. **Staff summary:** First readings of submitted business license applications are normally approved on the consent agenda. The applications are then submitted at the next Commissioner's meeting for approval.

5. **Supporting materials:** See attached Agenda Letter

6. **Fiscal impact:**

Funds Available:

Fund:

\_\_\_ Comptroller

7. **Legal review required:**

\_\_\_ District Attorney

8. **Reviewed by:**

Department Head

Department Name: Community Development

  
\_\_\_ County Manager

Other agency review: \_\_\_\_\_

9. **Board action:**

Approved

Approved with Modifications

Denied

Continued

Agenda Item No. 6 II

# Storey County Community Development



110 Toll Road ~ Gold Hill Divide  
P O Box 526 ~ Virginia City NV 89440

(775) 847-0966 ~ Fax (775) 847-0935  
CommunityDevelopment@storeycounty.org

To: Vanessa Stephens, Clerk's office  
Austin Osborne, County Manager

**June 29, 2020**  
Via Email

Fr: Ashley Mead

Please add the following item(s) to the **July 7, 2020**

COMMISSIONERS Consent Agenda:

## LICENSING BOARD FIRST READINGS:

- A. Ashman Company Auctioneers & Appraisals** – Out of County / 1415 Oakland Blvd. Ste 200 ~ Walnut Creek, CA
- B. Aspen Engineering LLC** – Professional / 4600 Kietzke Ln, # 0-264 ~ Reno, NV
- C. Best Buy Stores LP** – Contractor / 7601 Penn Ave ~ S. Richfield, MN
- D. Drillrite LLC** – Contractor / 233 Springfield Pkwy ~ Spring Creek, NV
- E. Fly Right LLC** – Contractor / 822 Wyoming Avenue ~ Reno, NV
- F. Holistic 20/20** – Home Business / 326 Rue De La Janue ~ Sparks NV
- G. Hotwire Electric LLC** – Contractor / 310 W. Williams Ave. Ste B. ~ Fallon, NV
- H. Mercury Clean Up, LLC** – Mining / 2443 Fair Oaks Blvd., PMB 516 ~ Sacramento, CA
- I. Pinyon Mountain Studios** – Home Business / 21535 Dortort Dr. ~ Reno, NV
- J. Servpro of Lyon and Storey Counties** – Contractor / 193 Shady Lane ~ Stateline, NV
- K. Shcalo Group Corporation** – Out of County / 58555 Winnowing Cir. ~ N. South Lyon, MI
- L. Siddons Martin Emergency Group, LLC** – General / 3033 Waltham Way ~ McCarran, NV
- M. Cal-Sierra Technologies, Inc.** – Out of County / 39055 Hastings St. Ste. 103 ~ Fremont, CA
- N. CWX Architects Inc** – Out of County / 1680 Montclair Ave. Ste A ~ Reno, NV

Ec: Community Development  
Commissioner's Office

Planning Department  
Comptroller's Office

Sheriff's Office





# Storey County Board of County Commissioners Agenda Action Report

Meeting date: July 7, 2020

Estimate of time required: 0-5 mins

Agenda: Consent  Regular agenda  Public hearing required

1. **Title:** For Possible Action – Approval – Assessor’s Recommended Corrections to Unsecured Tax Roll

2. **Recommended motion:** Approval

3. **Prepared by:** Tobi Whitten

**Department:** Assessor’s Office

**Telephone:** 847-0961

4. **Staff summary:** Several corrections are required for unsecured tax bill amounts in the tax years 2014-15 thru 2019-20. Please see attached for explanations of corrections required.

5. **Supporting materials:** Please see attached corrections.

6. **Fiscal impact:** Unknown

Funds Available:

Fund:

\_\_\_\_ Comptroller

7. **Legal review required:**

\_\_\_\_ District Attorney

8. **Reviewed by:**

\_\_\_\_ Department Head

Department Name: Assessor’s Office

\_\_\_\_ County Manager

Other agency review: \_\_\_\_\_

9. **Board action:**

Approved

Approved with Modifications

Denied

Continued

Agenda Item No. **6 III**

# Jana Seddon

STOREY COUNTY ASSESSOR

STOREY COUNTY COURTHOUSE  
26 South B Street  
P.O. Box 494  
Virginia City, NV 89440

(775) 847-0961 Phone  
(775) 847-0904 Fax  
Assessor@StoreyCounty.org

June 29, 2020

Memo to: Storey County Commissioners

Re: **AD 000018 / CM 001647, BI Nutraceuticals**

The above referenced unsecured account was processed and billed for the 2016-17, 2017-18, 2018-19 and 2019-20 tax years based on the initial discoveries of a personal property audit performed by Tax Management Associates (TMA) for the four prior tax years. The taxpayer requested a post-audit review after providing additional information to the auditors. The post-audit review was completed by TMA on June 23, 2020 and resulted in changes to the initial discoveries. The corrected amounts should be as follows:

Tax Year	Account #	Original Assessed Value	Adjusted Assessed Value	Original Amount Billed	Adjusted Bill Amount	Original Penalty Billed	Adjusted Penalty Amount	Reason for Adjustment	Amount Paid	Refund Amount
2016-17	AD000018	57,921	21,923	\$ 2,004.47	\$ 758.69	\$ -	\$ -	Post-audit review	\$ -	\$ -
2017-18	AD000018	43,273	15,664	\$ 1,497.55	\$ 542.08	\$ -	\$ -	Post-audit review	\$ -	\$ -
2018-19	AD000018	834	834	\$ 28.86	\$ 28.86	\$ -	\$ -	Post-audit review	\$ -	\$ -
2019-20	AD000018	419	419	\$ 14.50	\$ 14.50	\$ -	\$ -	Post-audit review	\$ -	\$ -
TOTALS:		102,447	<b>38,840</b>	\$ 3,545.38	<b>\$ 1,344.14</b>	\$ -	\$ -			

Please approve these corrections and advise the Treasurer and/or Assessor to make the changes and issue an amended unsecured tax bill for the years indicated above. No refund is required as payment has not been received at this time.

Thank You,



Tobi Whitten  
Deputy Assessor  
Storey County Assessor's Office

# Jana Seddon

STOREY COUNTY ASSESSOR

STOREY COUNTY COURTHOUSE  
26 South B Street  
P.O. Box 494  
Virginia City, NV 89440

(775) 847-0961 Phone  
(775) 847-0904 Fax  
Assessor@StoreyCounty.org

June 16, 2020

Memo to: Storey County Commissioners

Re: **AD 000014 / CM 001014, Wal-Mart Stores East, LP**

The above referenced unsecured account was processed and billed for the 2016-17, 2017-18, and 2018-19 tax years based on the initial discoveries of a personal property audit performed by Tax Management Associates (TMA) for the four prior tax years. The taxpayer requested a post-audit review after providing additional information to the auditors. The post-audit review was completed by TMA on June 8, 2020 and resulted in changes to the initial discoveries. The corrected amounts should be as follows:

Tax Year	Account #	Original Assessed Value	Adjusted Assessed Value	Original Amount Billed	Adjusted Bill Amount	Original Penalty Billed	Adjusted Penalty Amount	Reason for Adjustment	Amount Paid	Refund Amount
2015-16	AD000014	465,085	-	\$ 16,095.20	\$ -	\$ 3,219.04	\$ -	Post-audit review	\$ -	\$ -
2016-17	AD000014	658,365	125,886	\$ 22,784.04	\$ 4,356.54	\$ 4,556.81	\$ -	Post-audit review	\$ -	\$ -
2017-18	AD000014	573,179	108,833	\$ 19,836.01	\$ 3,766.38	\$ 3,967.20	\$ -	Post-audit review	\$ -	\$ -
2018-19	AD000014	139,529	139,529	\$ 4,828.68	\$ 4,828.68	\$ 965.74	\$ -	Post-audit review	\$ -	\$ -
TOTALS:		1,836,158	<b>374,248</b>	\$ 63,543.92	<b>\$ 12,951.60</b>	\$ 12,708.79	\$ -			

Please approve these corrections and advise the Treasurer and/or Assessor to make the changes and issue an amended unsecured tax bill for the years indicated above. No refund is required as payment has not been received at this time.

Thank You,



Tobi Whitten  
Deputy Assessor  
Storey County Assessor's Office

**Jana Seddon**

STOREY COUNTY ASSESSOR

STOREY COUNTY COURTHOUSE  
26 South B Street  
P.O. Box 494  
Virginia City, NV 89440

(775) 847-0961 Phone  
(775) 847-0904 Fax  
Assessor@storeycounty.org

June 16, 2020

Memo to: Storey County Commissioners

Re: **CM 201168, Chep USA**

The above referenced unsecured account was processed and billed for the 2014-15 tax year based on the discoveries of a personal property audit performed by Tax Management Associates (TMA) for the four prior tax years. The taxpayer requested a post-audit review after providing additional information to the auditors. The post-audit review revealed that the assets in question had previously been reported under a different account number by Washoe County, after having been initially filed to the incorrect jurisdiction by the taxpayer's tax representatives. The corrected amounts should be as follows:

Tax Year	Account #	Original Assessed Value	Adjusted Assessed Value	Original Amount Billed	Adjusted Bill Amount	Original Penalty Billed	Adjusted Penalty Amount	Reason for Adjustment	Amount Paid	Refund Amount
2014-15	CM201168	197,639	-	\$ 6,839.69	\$ -	\$ 1,373.33	\$ -	Post-audit review	\$ -	\$ -
2015-16	CM201168	-	-	\$ -	\$ -	\$ -	\$ -	Post-audit review	\$ -	\$ -
2016-17	CM201168	-	-	\$ -	\$ -	\$ -	\$ -	Post-audit review	\$ -	\$ -
2017-18	CM201168	-	-	\$ -	\$ -	\$ -	\$ -	Post-audit review	\$ -	\$ -
<b>TOTALS:</b>		197,639	-	\$ 6,839.69	\$ -	\$ 1,373.33	\$ -			

Please approve this correction and advise the Treasurer and/or Assessor to make the changes and issue an amended unsecured tax bill for the years indicated above. No refund is required as payment was applied to account CM 001168.

Thank You,



Tobi Whitten  
Deputy Assessor  
Storey County Assessor's Office

# Jana Seddon

STOREY COUNTY ASSESSOR

STOREY COUNTY COURTHOUSE  
26 South B Street  
P.O. Box 494  
Virginia City, NV 89440

(775) 847-0961 Phone  
(775) 847-0904 Fax  
Assessor@storeycounty.org

June 29, 2020

Memo to: Storey County Commissioners

Re: MH 000111

The above referenced account was billed in error for the 2019-20 tax year. The mobile home associated to this account was removed from Storey County prior to the lien date for these tax years, as confirmed by a visual inspection completed by this office on 4/30/2019. In accordance with NRS 361.765, I am requesting the following changes be made:

<u>Tax Year</u>	<u>Account #</u>	<u>Original Assessed Value</u>	<u>Adjusted Assessed Value</u>	<u>Original Amount Billed</u>	<u>Adjusted Bill Amount</u>	<u>Original Penalty Billed</u>	<u>Adjusted Penalty Amount</u>	<u>Reason for Adjustment</u>	<u>Amount Paid</u>	<u>Refund Amount</u>
2019-20	MH000111	386	-	\$ 13.36	\$ -	\$ 2.68	\$ -	Mobile Removed Prior to Lien Date	\$ -	\$ -
2018-19	MH000111	2,184	-	\$ 73.21	\$ -	\$ 5.39	\$ -	Mobile Removed Prior to Lien Date	\$ -	\$ -
		-	-	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -
		-	-	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -
<b>TOTALS:</b>		2,570	-	\$ 86.57	\$ -	\$ 8.07	\$ -			

Please approve these corrections and advise the Treasurer and/or Assessor to make the changes and delete these tax bills. No refund will be necessary as payment has not been received at this time.

Thank You,



Tobi Whitten  
Deputy Assessor  
Storey County Assessor's Office



# Storey County Board of County Commissioners Agenda Action Report

Meeting date: 07-07-2020

Estimate of time required: 10 min

Agenda: Consent  Regular agenda  Public hearing required

1. **Title:** Discussion/Possible Action. Update to Storey County Administrative Policies and Procedures 1002 -Definitions; 507 – Scheduled Salary Step Advancement; Policy 504 – Rate of Pay; and Policy 313 – Casual Employment.

2. **Recommended motion:** Based on the recommendation by staff an in conformance with the Storey County Administrative Policies and Procedures, I (Commissioner) motion to approve the amendments to Storey County Administrative Policies and Procedures 1002 -Definitions, 507 – Scheduled Salary Step Advancement and Policy 504 – Rate of Pay & Policy 313 – Casual Employment.

3. **Prepared by:** Jen Chapman

**Department:** Administration/Human Resources

**Telephone:** (775) 847-0968

4. **Staff summary:** The purpose of the Storey County Administrative Policies and Procedures is to establish authority to implement and manage the personnel program on a consistent basis. These policies and procedures require that review and necessary updates occur every five years or otherwise as needed.

5. **Supporting materials:** Enclosure, Storey County Administrative Policies 1002, 507, 504 & 313.

6. **Fiscal impact:** None on local government  
Funds Available: Fund:

\_\_\_\_ Comptroller

7. **Legal review required:**

\_\_\_\_ District Attorney

8. **Reviewed by:**

\_\_\_\_ Department Head

Department Name: Commissioner's Office

 County Manager

Other agency review: \_\_\_\_\_

9. **Board action:**

Approved  
 Denied

Approved with Modifications  
 Continued

Agenda Item No. 6 IV

**STOREY COUNTY ADMINISTRATIVE  
POLICIES AND PROCEDURES**

**NUMBER** 1002  
**EFFECTIVE DATE:** 09/26/14  
**REVISED:** 12/06/16-10/17/17  
07/07/2020  
**AUTHORITY:** BOC  
**COUNTY MANAGER:** AO

**SUBJECT: Definition of Terms**

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## **1. Definition of Terms**

**1.1 POLICY:** The terms used in these policies shall have the meanings defined below:

**Alcohol:** The intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohol including methyl and isopropyl alcohol.

**Alcohol Use:** The drinking or swallowing of any beverage, liquid mixture, or preparation (including any medication) containing alcohol.

**Allocation:** The assignment of a single position to its proper classification on the basis of the duties performed and responsibility assigned.

**Administrative Leave:** Authorized leave for administrative purposes, such as for conducting an investigation which may be with or without pay, at the option of the employer.

**Adulterated Specimens:** A specimen is considered adulterated if it contains a substance that is not a normal constituent or contains an endogenous substance at a concentration that is not a normal physiological concentration.

**Anniversary Date:** The date on which the employee starts work as indicated in-writing in an offer of employment, is reclassified or promoted to a new job classification, or a less than part-time or regular part-time employee becomes a full-time employee. The date on which an employee is demoted to a lower pay range, reassigned, or transferred to alternative positions where their talents or skills maybe best utilized to their own or the organization's benefit, or where they are better able to perform the job in accordance with required standards, is not an Anniversary Date.

**Applicant:** A person, including a current employee, who is applying for any position with the employer. May also be referred to as the candidate.

**At-will:** Employment status wherein the employee may be terminated at any time, with or without cause. An employee in an at-will status has neither a property right nor an expectation of continued employment with the employer and is not covered by the provisions of the discipline, layoff, or dispute resolution sections of these personnel policies.

**Authentication:** For the purposes of FMLA, providing the health care provider with a copy of the medical certification and requesting verification that the information contained on the certification form was completed and/or authorized by the health care provider who signed the document; no additional medical information may be requested.

**Base Rate of Pay.** The amount of pay the employee is designated to receive within the pay range for the employee's classification, excluding pay such as overtime, bonuses, longevity, shift-differential, and incentives.

**Board:** The governing body of Storey County and/or the Storey County Fire Protection District.

**Casual Worker:** A person hired at the pleasure of the employer to work in an intermittent part-time position with less than an average of twenty (20) hours per week over a fiscal year period.

**Child:** (Son or daughter) For purposes of FMLA, a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing In Loco Parentis, who is either under age 18, or age 18 or older and "incapable of self-care because of a mental or physical disability."

**Clarification:** For purposes of FMLA, contacting the health care provider to understand the handwriting on the medical certification or to understand the meaning of a response.

**Class:** A group of like positions assigned to the same title and pay grade based on similar duties and responsibilities and minimum qualifications. Positions are allocated to the same class when they have a similar job title (e.g., a group of Administrative Assistant I positions), qualifications, pre-employment testing, and similar pay. For instance, five Administrative Assistant I positions in four different departments are all in the same class, "Administrative Assistant I".

**Classification:** The analysis, development, and placement of positions within the classification plan.

**Class Series:** Two or more classes which are similar as to the fundamental type of work, but which differ as to degree of responsibility and difficulty, and which have been arrayed in a progression of level of responsibility and complexity of duties. The series of Administrative Assistant I, II, and III is an example of a class series, while each position by itself is a class.

**Confidential Employee:** An employee occupying a position which by the nature of its duties has access to decisions of management affecting employee relations and has been designated confidential by the Personnel Director with concurrence of the County Manager. In addition, it includes any employee occupying the County Manager's Office and Human Resources. Confidential employees are not covered by this Agreement.

**Contraband:** Any item such as illegal drugs, drug paraphernalia, or other related items whose possession is prohibited by this policy. This term includes marijuana and related products deemed illegal by federal law.

**Conflicting Employment:** Outside employment that interferes with the employee's ability to perform his/her assigned job.

**Conviction:** A finding of guilt, including a plea of no contest or imposition of sentence or both, by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug or alcohol statutes.

**County:** Storey County or the Storey County Fire Protection District.

**Date of Hire/Hire Date:** The actual date an employee first renders paid service in a regular position.

**Day:** Calendar days unless work days are specified.



**Demotion:** Involuntary movement of an employee from one job classification to another job classification having a lower maximum base rate of pay, as a result of disciplinary action or not successfully completing the probationary period related to a recent promotion.

**Department Head/Department Manager:** An elected official who is directly responsible to the citizens of Storey County, or an appointed officer who is directly responsible to the County Manager or to the Board of Storey County Commissioners, or who is directly responsible to a board created by the Board of Storey County Commissioners, for the overall administration of an office or department of the employer Storey County.

**Diluted Specimens:** Diluted specimens have creatinine and specific gravity values that are lower than expected for human urine. The HHS has determined that specimens with creatinine levels greater than or equal to 2.0 mg/dL and have a specific gravity greater than 1.0010 but less than 1.0030 are dilute. Individuals with creatinine levels greater than or equal to 2.0 mg/dL but less than 5.0 mg/dL are required to be retested under direct observation.

**Disability-Related Inquiry:** A question (or series of questions) that is likely to elicit information about a disability.

**Discharge:** Termination, separation, dismissal, or removal from employment for cause.

**Discipline:** A suspension (generally without pay), involuntary demotion, reduction in pay, discharge, or written reprimand or verbal warning.

**Discrimination:** Employment decisions or actions which are inappropriately taken because of the applicant's or employee's race, color, religion, age, gender, sexual orientation, national origin, ancestry, veteran status, disability, or union activity.

**Dispute:** Unresolved work-related problems identified by an employee or group of employees pertaining to work-related issues. Disputes may not be related to disciplinary action.

**Domestic Partner:** Persons who are registered as domestic partners with the state of Nevada per Senate Bill 283 of the 2009 Nevada Legislation.

**Drug Test:** A urinalysis (urine) test that includes specimen collection and testing by a Department of Health and Human Services (DHHS)-certified laboratory. Both a screening test and a confirmation test must be used to establish a positive test result.

**Eligible List:** A list of names of persons who have satisfactorily completed an examination for a position and have qualified; also includes Reinstatement List (see below). A list of names of persons who have been laid off and are available for reinstatement.

**Employee:** A person employed in a budgeted position on a full- or part-time basis. For purposes of those sections of these policies covering discipline, layoff, and dispute resolution, the term employee **excludes** elected officials, department heads and casual workers.

**Regular Full-time Employee:** A person who has successfully completed an initial introductory period in a regular budgeted position and whose regular workweek consists of at least forty (40) hours.

**Regular Part-Time Employee:** A person who has successfully completed an initial introductory period in a regular budgeted position which requires at least twenty (20) average hours per week over a fiscal year period, but less than full-time employment.

**Introductory Employee:** A person who serves in an at-will status for a specified period of time during which s/he is evaluated by the employer to ensure that s/he has demonstrated fitness for a position by actually performing the duties of the position.

**Exempt Employee:** An employee who is exempt from the overtime provisions of the Fair Labor Standards Act. (Such determination is made on the basis of duties and responsibilities performed and the method of pay computation and rate of pay.)

**Non-Exempt Employee:** An employee who is subject to the overtime provisions of the Fair Labor Standards Act.

**Employer Premises:** All employer property and facilities, the surrounding grounds and parking lots, leased space, employer motor-driven equipment/vehicles, offices, desks, cabinets, closets, etc.

**Equal Employment Opportunity (EEO) Officer:** The staff member assigned the responsibility and authority to receive, investigate, and resolve complaints of alleged discrimination/harassment. This individual also has the responsibility to provide training to the employer and assure appropriate notices are posted.

**Essential Function:** A fundamental job duty of the position held or desired. A function is essential if the job exists to perform that function, a limited number of other employees are available to perform the function, or the function requires special skill or expertise.

**Examination/Test:** Any measure, combination of measures, or procedures used as a basis for any employment decision. Examinations include the full range of assessment techniques from traditional paper and pencil tests, performance tests, assessment centers, introductory periods, and evaluation of physical, educational, and work experience qualifications through informal interviews and scored application forms. Open examinations are open to all applicants, internal and external. Promotional examinations are open only to selected categories of employees of the employer.

**Full-Time:** Work which requires hours of work as established by the employer as full-time. A full-time employee is regularly scheduled to work a normal work week of forty (40) hours. Note: For the purpose of determining eligibility for benefits and layoff, collective bargaining agreements may provide alternate definitions of full-time.

**Grade:** The designation of a salary range for job classifications of same or similar worth.

**Illegal Drugs:** Any controlled substance or drug which is illegal to sell, possess, cultivate, transfer, use, purchase, or distribute. Illegal drugs include prescription drugs not legally obtained and/or prescription drugs not being used in the manner, combination, or quantity prescribed, or by the individual for whom prescribed. Illegal drugs also include marijuana and related products that are deemed illegal by federal law.

**Incomplete or Insufficient Certification:** For purposes of FMLA, a medical certification is considered incomplete if the employer receives a certification, but one or more of the applicable entries have not been completed. A medical certification is considered insufficient if the employer receives a complete certification, but the information provided is vague, ambiguous, or non-responsive.

**In Loco Parentis:** A relationship in which a person has put him/herself in the situation of a parent by assuming and discharging the obligations of a parent to a child, with whom he or she

has no legal or biological connection, including day-to-day responsibilities to care for or financially support a child.

**Invalid Specimens:** An invalid specimen is one that contains an unidentified adulterant, contains an unidentified interfering substance, has an abnormal physical characteristic, or has an endogenous substance at an abnormal concentration that prevents the laboratory from completing testing or obtaining a valid drug test result.

**Job Competencies:** The knowledge, skills, and abilities (KSAs) and other personal characteristics that work together to produce outstanding performance in a given area of responsibility.

**Job Description.** A written description of a job which includes information regarding the general nature of the work to be performed, specific responsibilities and duties, and the employee characteristics required to perform the job.

**Job Specifications:** The specific qualifications necessary to be able to perform the job.

**Key Employee:** A salaried FMLA-eligible employee who is among the highest paid 10 percent of all the employees employed by the employer within 75 miles of the employee's worksite.

**Layoff:** A separation from the employer's service because of a shortage of funds, lack of work, abolishment of a position, reorganization, or for other reasons not reflecting discredit on an employee and for reasons outside of the employee's control.

**Leave Without Pay:** Authorized leave in a non-paid status.

**Legal Drugs:** Prescription drugs and over-the-counter drugs that have been legally obtained and are being used in the manner, combination, and quantity for which they were prescribed or manufactured. This term does not include marijuana or related substances that are deemed illegal by federal law.

**Medical Examination:** A procedure or test usually given by a health care professional or in a medical setting that seeks information about an individual's physical or mental impairments or health.

**Next of Kin:** For purposes of FMLA, the nearest blood relative other than the covered servicemember's spouse, parent, son, or daughter, in the following order of priority: blood relatives who have been granted legal custody of the covered servicemember by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered servicemember has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of military caregiver leave under the FMLA. When no such designation is made, and there are multiple family members with the same level of relationship to the covered servicemember, all such family members shall be considered the covered servicemember's next of kin and may take FMLA leave to provide care to the covered servicemember, either consecutively or simultaneously. When such designation has been made, the designated individual shall be deemed to be the covered servicemember's only next of kin.

**Orientation Period:** A trial or working test period which is an integral part of the examination and selection process during which an employee serves in an at-will status and is required to demonstrate fitness for the position for which s/he was hired by actually performing the duties of the position. The employee in the orientation period may also be referred to as a Probationary Employee.

**Personnel Action:** Any action taken with reference to appointment, compensation, promotion, transfer, layoff, dismissal, or any other action affecting an employee's employment status.

**Position:** A group of duties and responsibilities requiring the ongoing services of one or more employees, which is listed in the authorized position list contained in the currently approved employer's budget or established by formal action by the County Manager.

**Positive Drug or Alcohol Test:** Any detectable level of drugs or its metabolite (in excess of trace amounts attributable to secondary exposure) in an employee's urine or blood. With respect to alcohol, a blood alcohol concentration of 0.02 or higher constitutes a positive test.

**Probationary Employee:** An employee who is undergoing a working evaluation period during which s/he is required to demonstrate his/her ability to carry out the duties of the position to which hired and during which s/he is employee "at-will" and may be laid-off or discharged from employment for any reason with or without cause.

**Promotion:** The movement of an employee from one position class to another position class having a higher maximum base rate of pay, usually as a result of some type of examination but not as a result of reallocation of a class.

**Rate of Pay:** An employee's salary or wages as shown in the employer's compensation plan.

**Reallocation:** A change of an entire class to a higher or lower pay grade.

**Reclassification:** The process of analyzing and redeveloping the duties, responsibilities, and minimum qualifications of an existing position and moving it to another class within the classification plan.

**Reasonable Accommodation:**

- a modification or adjustment to a job application process that enables a qualified applicant with a disability to be considered for the position such qualified applicant desires; or
- a modification or adjustment to the work environment, or to the manner or circumstances under which the position held or desired is customarily performed, that enable a qualified individual with a disability to perform the essential functions of that position; or
- a modification or adjustment that enables a covered employee, with a disability, to enjoy equal benefits and privileges of employment as are enjoyed by other similarly situated employees without disabilities.

**Reassignment:** Transferring individual employees to alternative position classes where their talents or skills may be best utilized to their own or the organization's benefit or where they are better able to perform the job in accordance with required standards.

**Reclassification:** The change of a position to a different job class which results from changes in duties and responsibilities.

**Reduction in Pay:** Disciplinary action by an employer moving an employee to a lower pay level in the same class and same pay grade.

**Regular Position:** An authorized position which appears in the authorized position list contained in the employer's budget documents or its amendments approved by the County Commissioners. (Normally a regular position consists of duties which must be performed at least twenty [20] hours per week on a regular, year-round basis.)

**Regular Rate of Pay.** The employee's base rate of pay plus other additional pay for which the employee's specific assignment may entitle him/her.

**Regularly Scheduled Shift.** The shift created by the department that is the same schedule for at least 30 days.

**Reinstatement:** The restoration of a laid-off employee or an employee rejected during a promotional introductory period to a position in a class in which the employee formerly served as a regular employee.

**Reinstatement List:** A list of names of persons who have been laid off and are available for reinstatement (rehire without examination).

**Reprimand:** A written notice to an employee stating specific performance and/or behavioral deficiencies and the improvements in behavior and/or performance which the employee must make, and that further disciplinary action will follow if the employee does not make the required improvements. (A performance evaluation form shall not be considered a reprimand.)

**Resignation:** A notice by an employee that s/he intends to separate from the employer's service. The employer may require that resignations be in writing.

**Salary Range:** The minimum and maximum salary set for each classification, grade, or level as designated by the position compensation plans. (Also see Grade.)

**Son or Daughter of a Covered Servicemember:** For purposes of FMLA, a biological, adopted, or foster child, stepchild, legal ward, or a child for whom the covered servicemember stood In Loco Parentis, and who is of any age.

**Son or Daughter on Covered Active Duty or Call to Covered Active Duty Status:** For purposes of FMLA, employee's biological, adopted, or foster child, stepchild, legal ward, or a child for whom the employee stood In Loco Parentis who is on covered active duty or call to covered active duty status, and who is of any age.

**Spouse:** A husband or wife as defined or recognized under State law for purposes of marriage.

**Step:** A specific rate of pay within the salary range established for a class. (Also see Rate of Pay.)

**Substance Abuse Professional (SAP):** A licensed physician, or a licensed or certified psychologist, social worker, employee assistance professional, or addiction counselor (certified by the National Association of Alcoholism and Drug Abuse Counselors Certification Commission) with knowledge of and clinical experience in the diagnosis and treatment of drug- and alcohol-related disorders.

**Substituted Specimens:** Substituted specimens have creatinine and specific gravity values that are so diminished or so divergent that they are not consistent with normal human urine. The HHS has determined that specimens with creatinine levels of less than 2.0 mg/dL are substituted.

**Supervisor:** An elected official or an employee who has been authorized to select, train, schedule, and evaluate the work of other employees, and to make decisions or effectively recommend actions related to the hiring, evaluation, and discipline of assigned employees. This person may also serve as the department head.

**Suspension:** The temporary separation from service, with or without pay, of an employee for disciplinary reasons or pending investigation of an employee's conduct.

**Temporary Employee:** A casual worker in a temporary position with a specified ending term date.

**Transfer:** A lateral change of an employee from one position to another position in the same class, such as an employee moving from one office to another office, but keeping the same position title.

**Warning:** Verbal notice or counseling of an employee specifying required changes in work performance or on-the-job behavior.

**Work Week:** 7 consecutive periods of 24 hours which may begin on any day and at any hour of the day.

**Work Day:** A period of 24 consecutive hours which begins when the employee begins work.

**RESPONSIBILITY FOR REVIEW:** The County Personnel Director and/or Administrative Officer will review this policy every 5 years or sooner as necessary.

**STOREY COUNTY ADMINISTRATIVE  
POLICIES AND PROCEDURES**

**NUMBER** 1002  
**EFFECTIVE DATE:** 09/26/14  
**REVISED:** 12/06/16-10/17/17  
07/07/2020  
**AUTHORITY:** BOC  
**COUNTY MANAGER:**     

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AOPAW

**SUBJECT: Definition of Terms**

## **1. Definition of Terms**

**1.1 POLICY:** The terms used in these policies shall have the meanings defined below:

**Alcohol:** The intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohol including methyl and isopropyl alcohol.

**Alcohol Use:** The drinking or swallowing of any beverage, liquid mixture, or preparation (including any medication) containing alcohol.

**Allocation:** The assignment of a single position to its proper classification on the basis of the duties performed and responsibility assigned.

**Administrative Leave:** Authorized leave for administrative purposes, such as for conducting an investigation which may be with or without pay, at the option of the employer.

**Adulterated Specimens:** A specimen is considered adulterated if it contains a substance that is not a normal constituent or contains an endogenous substance at a concentration that is not a normal physiological concentration.

**Anniversary Date:** The date on which the employee starts work as indicated in-writing in an offer of employment, is reclassified or promoted to a new job classification, or a less than part-time or regular part-time employee becomes a full-time employee. The date on which an employee is demoted to a lower pay range, reassigned, or transferred to alternative positions where their talents or skills maybe best utilized to their own or the organization's benefit, or where they are better able to perform the job in accordance with required standards, is not an Anniversary Date.

**Applicant:** A person, including a current employee, who is applying for any position with the employer. May also be referred to as the candidate.

**At-will:** Employment status wherein the employee may be terminated at any time, with or without cause. An employee in an at-will status has neither a property right nor an expectation of continued employment with the employer and is not covered by the provisions of the discipline, layoff, or dispute resolution sections of these personnel policies.

**Authentication:** For the purposes of FMLA, providing the health care provider with a copy of the medical certification and requesting verification that the information contained on the

certification form was completed and/or authorized by the health care provider who signed the document; no additional medical information may be requested.

**Base Rate of Pay.** The amount of pay the employee is designated to receive within the pay range for the employee's classification, excluding pay such as overtime, bonuses, longevity, shift-differential, and incentives.

**Board:** The governing body of Storey County and/or the Storey County Fire Protection District.

**Casual Worker:** A person hired at the pleasure of the employer to work in an intermittent part-time position with less than an average of twenty (20) hours per week over a fiscal year period.

**Child:** (Son or daughter) For purposes of FMLA, a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing In Loco Parentis, who is either under age 18, or age 18 or older and "incapable of self-care because of a mental or physical disability."

**Clarification:** For purposes of FMLA, contacting the health care provider to understand the handwriting on the medical certification or to understand the meaning of a response.

**Class:** A group of like positions assigned to the same title and pay grade based on similar duties and responsibilities and minimum qualifications. Positions are allocated to the same class when they have a similar job title (e.g., a group of Administrative Assistant I positions), qualifications, pre-employment testing, and similar pay. For instance, five Administrative Assistant I positions in four different departments are all in the same class, "Administrative Assistant I".

**Classification:** The analysis, development, and placement of positions within the classification plan.

**Class Series:** Two or more classes which are similar as to the fundamental type of work, but which differ as to degree of responsibility and difficulty, and which have been arrayed in a progression of level of responsibility and complexity of duties. The series of Administrative Assistant I, II, and III is an example of a class series, while each position by itself is a class.

**Confidential Employee:** An employee occupying a position which by the nature of its duties has access to decisions of management affecting employee relations and has been designated confidential by the Personnel Director with concurrence of the County Manager. In addition, it includes any employee occupying the County Manager's Office and Human Resources. Confidential employees are not covered by this Agreement.

**Contraband:** Any item such as illegal drugs, drug paraphernalia, or other related items whose possession is prohibited by this policy. This term includes marijuana and related products deemed illegal by federal law.

**Conflicting Employment:** Outside employment that interferes with the employee's ability to perform his/her assigned job.

**Conviction:** A finding of guilt, including a plea of no contest or imposition of sentence or both, by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug or alcohol statutes.

**County:** Storey County or the Storey County Fire Protection District.

**Date of Hire/Hire Date:** The actual date an employee first renders paid service in a regular position.

**Day:** Calendar days unless work days are specified.



**Demotion:** Involuntary movement of an employee from one job classification to another job classification having a lower maximum base rate of pay, as a result of disciplinary action or not successfully completing the probationary period related to a recent promotion.

**Department Head/Department Manager:** An elected official who is directly responsible to the citizens of Storey County, or an appointed officer who is directly responsible to the County Manager or to the Board of Storey County Commissioners, or who is directly responsible to a board created by the Board of Storey County Commissioners, for the overall administration of an office or department of the employer Storey County.

**Diluted Specimens:** Diluted specimens have creatinine and specific gravity values that are lower than expected for human urine. The HHS has determined that specimens with creatinine levels greater than or equal to 2.0 mg/dL and have a specific gravity greater than 1.0010 but less than 1.0030 are dilute. Individuals with creatinine levels greater than or equal to 2.0 mg/dL but less than 5.0 mg/dL are required to be retested under direct observation.

**Disability-Related Inquiry:** A question (or series of questions) that is likely to elicit information about a disability.

**Discharge:** Termination, separation, dismissal, or removal from employment for cause.

**Discipline:** A suspension (generally without pay), involuntary demotion, reduction in pay, discharge, or written reprimand or verbal warning.

**Discrimination:** Employment decisions or actions which are inappropriately taken because of the applicant's or employee's race, color, religion, age, gender, sexual orientation, national origin, ancestry, veteran status, disability, or union activity.

**Dispute:** Unresolved work-related problems identified by an employee or group of employees pertaining to work-related issues. Disputes may not be related to disciplinary action.

**Domestic Partner:** Persons who are registered as domestic partners with the state of Nevada per Senate Bill 283 of the 2009 Nevada Legislation.

**Drug Test:** A urinalysis (urine) test that includes specimen collection and testing by a Department of Health and Human Services (DHHS)-certified laboratory. Both a screening test and a confirmation test must be used to establish a positive test result.

**Eligible List:** A list of names of persons who have satisfactorily completed an examination for a position and have qualified; also includes Reinstatement List (see below). A list of names of persons who have been laid off and are available for reinstatement.

**Employee:** A person employed in a budgeted position on a full- or part-time basis. For purposes of those sections of these policies covering discipline, layoff, and dispute resolution, the term employee **excludes** elected officials, department heads and casual workers.

**Regular Full-time Employee:** A person who has successfully completed an initial introductory period in a regular budgeted position and whose regular workweek consists of at least forty (40) hours.

**Regular Part-Time Employee:** A person who has successfully completed an initial introductory period in a regular budgeted position which requires at least twenty (20) average hours per week over a fiscal year period, but less than full-time employment.

**Introductory Employee:** A person who serves in an at-will status for a specified period of time during which s/he is evaluated by the employer to ensure that s/he has demonstrated fitness for a position by actually performing the duties of the position.

**Exempt Employee:** An employee who is exempt from the overtime provisions of the Fair Labor Standards Act. (Such determination is made on the basis of duties and responsibilities performed and the method of pay computation and rate of pay.)

**Non-Exempt Employee:** An employee who is subject to the overtime provisions of the Fair Labor Standards Act.

**Employer Premises:** All employer property and facilities, the surrounding grounds and parking lots, leased space, employer motor-driven equipment/vehicles, offices, desks, cabinets, closets, etc.

**Equal Employment Opportunity (EEO) Officer:** The staff member assigned the responsibility and authority to receive, investigate, and resolve complaints of alleged discrimination/harassment. This individual also has the responsibility to provide training to the employer and assure appropriate notices are posted.

**Essential Function:** A fundamental job duty of the position held or desired. A function is essential if the job exists to perform that function, a limited number of other employees are available to perform the function, or the function requires special skill or expertise.

**Examination/Test:** Any measure, combination of measures, or procedures used as a basis for any employment decision. Examinations include the full range of assessment techniques from traditional paper and pencil tests, performance tests, assessment centers, introductory periods, and evaluation of physical, educational, and work experience qualifications through informal interviews and scored application forms. Open examinations are open to all applicants, internal and external. Promotional examinations are open only to selected categories of employees of the employer.

**Full-Time:** Work which requires hours of work as established by the employer as full-time. A full-time employee is regularly scheduled to work a normal work week of forty (40) hours. Note: For the purpose of determining eligibility for benefits and layoff, collective bargaining agreements may provide alternate definitions of full-time.

**Grade:** The designation of a salary range for job classifications of same or similar worth.

**Illegal Drugs:** Any controlled substance or drug which is illegal to sell, possess, cultivate, transfer, use, purchase, or distribute. Illegal drugs include prescription drugs not legally obtained and/or prescription drugs not being used in the manner, combination, or quantity prescribed, or by the individual for whom prescribed. Illegal drugs also include marijuana and related products that are deemed illegal by federal law.

**Incomplete or Insufficient Certification:** For purposes of FMLA, a medical certification is considered incomplete if the employer receives a certification, but one or more of the applicable entries have not been completed. A medical certification is considered insufficient if the employer receives a complete certification, but the information provided is vague, ambiguous, or non-responsive.

**In Loco Parentis:** A relationship in which a person has put him/herself in the situation of a parent by assuming and discharging the obligations of a parent to a child, with whom he or she

has no legal or biological connection, including day-to-day responsibilities to care for or financially support a child.

**Invalid Specimens:** An invalid specimen is one that contains an unidentified adulterant, contains an unidentified interfering substance, has an abnormal physical characteristic, or has an endogenous substance at an abnormal concentration that prevents the laboratory from completing testing or obtaining a valid drug test result.

**Job Competencies:** The knowledge, skills, and abilities (KSAs) and other personal characteristics that work together to produce outstanding performance in a given area of responsibility.

**Job Description.** A written description of a job which includes information regarding the general nature of the work to be performed, specific responsibilities and duties, and the employee characteristics required to perform the job.

**Job Specifications:** The specific qualifications necessary to be able to perform the job.

**Key Employee:** A salaried FMLA-eligible employee who is among the highest paid 10 percent of all the employees employed by the employer within 75 miles of the employee's worksite.

**Layoff:** A separation from the employer's service because of a shortage of funds, lack of work, abolishment of a position, reorganization, or for other reasons not reflecting discredit on an employee and for reasons outside of the employee's control.

**Leave Without Pay:** Authorized leave in a non-paid status.

**Legal Drugs:** Prescription drugs and over-the-counter drugs that have been legally obtained and are being used in the manner, combination, and quantity for which they were prescribed or manufactured. This term does not include marijuana or related substances that are deemed illegal by federal law.

**Medical Examination:** A procedure or test usually given by a health care professional or in a medical setting that seeks information about an individual's physical or mental impairments or health.

**Next of Kin:** For purposes of FMLA, the nearest blood relative other than the covered servicemember's spouse, parent, son, or daughter, in the following order of priority: blood relatives who have been granted legal custody of the covered servicemember by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered servicemember has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of military caregiver leave under the FMLA. When no such designation is made, and there are multiple family members with the same level of relationship to the covered servicemember, all such family members shall be considered the covered servicemember's next of kin and may take FMLA leave to provide care to the covered servicemember, either consecutively or simultaneously. When such designation has been made, the designated individual shall be deemed to be the covered servicemember's only next of kin.

**Orientation Period:** A trial or working test period which is an integral part of the examination and selection process during which an employee serves in an at-will status and is required to demonstrate fitness for the position for which s/he was hired by actually performing the duties of the position. The employee in the orientation period may also be referred to as a Probationary Employee.

**Personnel Action:** Any action taken with reference to appointment, compensation, promotion, transfer, layoff, dismissal, or any other action affecting an employee's employment status.

**Position:** A group of duties and responsibilities requiring the ongoing services of one or more employees, which is listed in the authorized position list contained in the currently approved employer's budget or established by formal action by the County Manager.

**Positive Drug or Alcohol Test:** Any detectable level of drugs or its metabolite (in excess of trace amounts attributable to secondary exposure) in an employee's urine or blood. With respect to alcohol, a blood alcohol concentration of 0.02 or higher constitutes a positive test.

**Probationary Employee:** An employee who is undergoing a working evaluation period during which s/he is required to demonstrate his/her ability to carry out the duties of the position to which hired and during which s/he is employee "at-will" and may be laid-off or discharged from employment for any reason with or without cause.

**Promotion:** The movement of an employee from one position class to another position class having a higher maximum base rate of pay, usually as a result of some type of examination but not as a result of reallocation of a class.

**Rate of Pay:** An employee's salary or wages as shown in the employer's compensation plan.

**Reallocation:** A change of an entire class to a higher or lower pay grade.

**Reclassification:** The process of analyzing and redeveloping the duties, responsibilities, and minimum qualifications of an existing position and moving it to another class within the classification plan.

**Reasonable Accommodation:**

- a modification or adjustment to a job application process that enables a qualified applicant with a disability to be considered for the position such qualified applicant desires; or
- a modification or adjustment to the work environment, or to the manner or circumstances under which the position held or desired is customarily performed, that enable a qualified individual with a disability to perform the essential functions of that position; or
- a modification or adjustment that enables a covered employee, with a disability, to enjoy equal benefits and privileges of employment as are enjoyed by other similarly situated employees without disabilities.

**Reassignment:** Transferring individual employees to alternative position classes where their talents or skills may be best utilized to their own or the organization's benefit or where they are better able to perform the job in accordance with required standards.

**Reclassification:** The change of a position to a different job class which results from changes in duties and responsibilities.

**Reduction in Pay:** Disciplinary action by an employer moving an employee to a lower pay level in the same class and same pay grade.

**Regular Position:** An authorized position which appears in the authorized position list contained in the employer's budget documents or its amendments approved by the County Commissioners. (Normally a regular position consists of duties which must be performed at least twenty [20] hours per week on a regular, year-round basis.)

**Regular Rate of Pay.** The employee's base rate of pay plus other additional pay for which the employee's specific assignment may entitle him/her.

**Regularly Scheduled Shift.** The shift created by the department that is the same schedule for at least 30 days.

**Reinstatement:** The restoration of a laid-off employee or an employee rejected during a promotional introductory period to a position in a class in which the employee formerly served as a regular employee.

**Reinstatement List:** A list of names of persons who have been laid off and are available for reinstatement (rehire without examination).

**Reprimand:** A written notice to an employee stating specific performance and/or behavioral deficiencies and the improvements in behavior and/or performance which the employee must make, and that further disciplinary action will follow if the employee does not make the required improvements. (A performance evaluation form shall not be considered a reprimand.)

**Resignation:** A notice by an employee that s/he intends to separate from the employer's service. The employer may require that resignations be in writing.

**Salary Range:** The minimum and maximum salary set for each classification, grade, or level as designated by the position compensation plans. (Also see Grade.)

**Son or Daughter of a Covered Servicemember:** For purposes of FMLA, a biological, adopted, or foster child, stepchild, legal ward, or a child for whom the covered servicemember stood In Loco Parentis, and who is of any age.

**Son or Daughter on Covered Active Duty or Call to Covered Active Duty Status:** For purposes of FMLA, employee's biological, adopted, or foster child, stepchild, legal ward, or a child for whom the employee stood In Loco Parentis who is on covered active duty or call to covered active duty status, and who is of any age.

**Spouse:** A husband or wife as defined or recognized under State law for purposes of marriage.

**Step:** A specific rate of pay within the salary range established for a class. (Also see Rate of Pay.)

**Substance Abuse Professional (SAP):** A licensed physician, or a licensed or certified psychologist, social worker, employee assistance professional, or addiction counselor (certified by the National Association of Alcoholism and Drug Abuse Counselors Certification Commission) with knowledge of and clinical experience in the diagnosis and treatment of drug- and alcohol-related disorders.

**Substituted Specimens:** Substituted specimens have creatinine and specific gravity values that are so diminished or so divergent that they are not consistent with normal human urine. The HHS has determined that specimens with creatinine levels of less than 2.0 mg/dL are substituted.

**Supervisor:** An elected official or an employee who has been authorized to select, train, schedule, and evaluate the work of other employees, and to make decisions or effectively recommend actions related to the hiring, evaluation, and discipline of assigned employees. This person may also serve as the department head.

**Suspension:** The temporary separation from service, with or without pay, of an employee for disciplinary reasons or pending investigation of an employee's conduct.

**Temporary Employee:** A casual worker in a temporary position with a specified ending term date.

**Transfer:** A lateral change of an employee from one position to another position in the same class, such as an employee moving from one office to another office, but keeping the same position title.

**Warning:** Verbal notice or counseling of an employee specifying required changes in work performance or on-the-job behavior.

**Work Week:** 7 consecutive periods of 24 hours which may begin on any day and at any hour of the day.

**Work Day:** A period of 24 consecutive hours which begins when the employee begins work.

**RESPONSIBILITY FOR REVIEW:** The County Personnel Director and/or Administrative Officer will review this policy every 5 years or sooner as necessary.

**STOREY COUNTY ADMINISTRATIVE  
POLICIES AND PROCEDURES**

**NUMBER** 507  
**EFFECTIVE DATE:** 11-10-08  
**REVISED:** 08-02-11/01-02-18  
07-07-2020  
**AUTHORITY:** BOC  
**COUNTY MANAGER:** AO

**SUBJECT: Scheduled Salary Step Advancement**

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**1. PURPOSE**

To establish a policy on scheduled salary step advancement and the withholding of advancement.

**2. POLICY**

**2.1 Step Advancement Authorized**

- a. An employee who is currently not paid at the top step of the salary range for his/her class is normally eligible for step advancement on his/her anniversary date. Raises in salary resulting from step advancements are based on longevity and satisfactory performance, and are not automatic. Step advancements may be granted only upon a finding by the department head or supervisor that the employee meets all of the performance requirements of the position and complies with all of the employer's rules, regulations, and policies. An employee who is determined to be eligible for step advancements shall move to the next highest step within the salary grade range.
- b. Salary step advancements are administered by the Manager, department head, or supervisor subject to the validation of the Personnel Director and/or Administrative Officer that there is adequate documentation that all requirements have been met. Peer evaluations shall not be considered in evaluating an employee's performance for purposes of this policy.
- c. The Board of County Commissioners has authority per NRS 245.045 and NRS 4.040 to establish the salaries of all appointed county and elected officers and employees by the enactment of a resolution.
- d. If a performance evaluation is not completed within 30 day of the of the employee's anniversary date it shall be considered a satisfactory performance evaluation and the Personnel Director/Administrative Office shall authorize a step advancement retroactive to the employee's anniversary date.

**2.2 Anniversary Date/Step Advancement**

- a. The date on which an employee becomes eligible for consideration for step advancement is known as the anniversary date. When approved in-writing, step advancements will become effective on the employee's anniversary date.
- b. A promotion and reclassification to a class with a higher salary range shall establish a new anniversary date.
- c. A demotion, reclassification to a class with a lower salary range, or lateral transfer shall not establish a new anniversary date.

- d. Casual employees (less than part-time) will be eligible for a step advancement once they have worked 1039 hours. When approved in writing, the step advancement will become effective when the employee has worked 1039 hours.

### **2.3 Withholding of Step Advancement**

- a. **Job Performance.** When the department head, supervisor, or County Manager has determined that the job performance of an employee is less than satisfactory or below expectations, the step advancement shall be withheld. The employee's performance shall be documented, in-writing, and state the reason(s) upon which the decision was based, and a prescribed remedy to improve the employee's performance and a copy of the documentation provided to the employee by the department head, supervisor, or County Manager.

The Personnel Director and/or Administrative Officer may approve step advancement at the beginning of any pay period upon finding that the employee now meets the qualifications for advancement, if within 90 days of the original anniversary date. The employee's anniversary date shall be adjusted to the date on which the step advancement is actually granted. If step advancement is not granted in the interim, the employee shall be considered for step advancement on the next anniversary date.

- b. **Unpaid Leave of Absence.** An employee's eligibility for consideration for step advancement shall be delayed by temporary layoffs or unpaid leaves of absence in excess of 15 working days during the 12 month period following the employee's last step advancement. The employee's anniversary date shall be adjusted by the total number of days on unpaid leave.

### **2.4 Flat Rate Salaries and Wages**

Certain job classifications may be assigned to flat rates of pay in the compensation plan. Employees in classifications assigned to a flat rate of pay are not eligible for step increases.

**RESPONSIBILITY FOR REVIEW:** The County Personnel Director and/or Administrative Officer will review this policy every 5 years or sooner as necessary.



**STOREY COUNTY ADMINISTRATIVE  
POLICIES AND PROCEDURES**

**NUMBER** \_\_\_\_\_**507**  
**EFFECTIVE DATE:** 11-10-08  
**REVISED:** 08-02-11/01-02-18  
07-07-2020  
**AUTHORITY:** BOC  
**COUNTY MANAGER:**

**AOPAT** \_\_\_\_\_

**SUBJECT: Scheduled Salary Step Advancement**

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**1. PURPOSE**

To establish a policy on scheduled salary step advancement and the withholding of advancement.

**2. POLICY**

**2.1 Step Advancement Authorized**

- a. An employee who is currently not paid at the top step of the salary range for his/her class is normally eligible for step advancement on his/her anniversary date. Raises in salary resulting from step advancements are based on longevity and satisfactory performance, and are not automatic. Step advancements may be granted only upon a finding by the department head or supervisor that the employee meets all of the performance requirements of the position and complies with all of the employer's rules, regulations, and policies. An employee who is determined to be eligible for step advancements shall move to the next highest step within the salary grade range.
- b. Salary step advancements are administered by the Manager, department head, or supervisor subject to the validation of the Personnel Director and/or Administrative Officer that there is adequate documentation that all requirements have been met. Peer evaluations shall not be considered in evaluating an employee's performance for purposes of this policy.
- c. The Board of County Commissioners has authority per NRS 245.045 and NRS 4.040 to establish the salaries of all appointed county and elected officers and employees by the enactment of a resolution.
- d. If a performance evaluation is not completed within 30 day of the of the employee's anniversary date it shall be considered a satisfactory performance evaluation and the Personnel Director/Administrative Office shall authorize a step advancement retroactive to the employee's anniversary date.

**2.2 Anniversary Date/Step Advancement**

- a. The date on which an employee becomes eligible for consideration for step advancement is known as the anniversary date. When approved in-writing, step advancements will become effective on the at the beginning of the pay period in which the employee's anniversary date occurs.
- b. A promotion and reclassification to a class with a higher salary range shall establish a new anniversary date.

c. A demotion, reclassification to a class with a lower salary range, or lateral transfer shall not establish a new anniversary date.

e.d. Casual employees (less than part-time) will be eligible for a step advancement once they have worked 1039 hours. When approved in writing, the step advancements will become effective when at the beginning of the pay period after the employee has worked ~~reached~~ 1039 hours.

### 2.3 Withholding of Step Advancement

- a. **Job Performance.** When the department head, supervisor, or County Manager has determined that the job performance of an employee is less than satisfactory or below expectations, the step advancement shall be withheld. The employee's performance shall be documented, in writing, and state the reason(s) upon which the decision was based, and a prescribed remedy to improve the employee's performance and a copy of the documentation provided to the employee by the department head, supervisor, or County Manager.

The Personnel Director and/or Administrative Officer may approve step advancement at the beginning of any pay period upon finding that the employee now meets the qualifications for advancement, if within 90 days of the original anniversary date. The employee's anniversary date shall be adjusted to the date on which the step advancement is actually granted. If step advancement is not granted in the interim, the employee shall be considered for step advancement on the next anniversary date.

- b. **Unpaid Leave of Absence.** An employee's eligibility for consideration for step advancement shall be delayed by temporary layoffs or unpaid leaves of absence in excess of 15 working days during the 12 month period following the employee's last step advancement. The employee's anniversary date shall be adjusted by the total number of days on unpaid leave.

### 2.4 Flat Rate Salaries and Wages

Certain job classifications may be assigned to flat rates of pay in the compensation plan. Employees in classifications assigned to a flat rate of pay are not eligible for step increases.

**RESPONSIBILITY FOR REVIEW:** The County Personnel Director and/or Administrative Officer will review this policy every 5 years or sooner as necessary.

**STOREY COUNTY ADMINISTRATIVE  
POLICIES AND PROCEDURES**

**NUMBER** 504  
**EFFECTIVE DATE:** 11-10-08  
**REVISED:** 01-02-18/07-07-2020  
**AUTHORITY:** BOC  
**COUNTY MANAGER:** AO

**SUBJECT: Rates of Pay**

1. **PURPOSE:** To establish a policy on rates of pay.

2. **POLICY:**

**2.1 Compensation Plan**

Each regular position will be assigned to a class and pay grade in the compensation plan. Assignment to a pay grade will be based on the relative level and complexity of the duties, responsibilities, and authority of the job. The Personnel Director and/or Administrative Officer shall determine the salary ranges based on these considerations:

- a. Rates paid by the employer for comparable work;
- b. Internal relationships of other job classes in the same or similar occupation;
- c. Rates paid by other employers for comparable work;
- d. Other financial commitments of the employer; and
- e. Funds available to the employer for salaries.

The Personnel Director and/or Administrative Officer may adjust the minimum and maximum for each salary range periodically as changes in any of the factors listed above occur or to recruit and retain qualified employees for each job.

**2.2 Hiring Rate of Pay**

The normal hiring rate is the first step of the pay range for the position's classification. The Personnel Director and/or Administrative Officer may authorize advanced step appointments in accordance with Section 2.3.

**2.3 Advanced Step Hire**

Fairness and equity in the administration of the compensation plan will be maintained when making advanced step hires. The Personnel Director and/or Administrative Officer may authorize advanced step appointments when all of the following circumstances exist:

- a. The applicant's qualifications indicate that s/he will perform at a level commensurate with the requested step;
- b. Based on the applicant's current or most recent salary, an advanced step hire is required for the applicant to accept the position (The employer will not consider salaries paid more than 12 months prior to the job offer.);
- c. Other applicants with similar qualifications not requiring an advanced level salary are unavailable; and
- d. Funds are available in the hiring department's budget to pay the higher rate.

## **2.4 Flat Rate Salaries**

Certain job classes may be assigned to flat rates of pay in the compensation plan. Employees in classes assigned to a flat rate of pay are not eligible for step increases.

## **2.5 Casual (Intermittent Part-Time) Worker Rate of Pay**

The employer will pay casual workers as appropriate for the type of work performed. Students receiving school credit for work may be paid at a rate established by the Personnel Director and/or Administrative Officer for student interns. The Personnel Director and/or Administrative Officer may adjust the rate of pay consistent with the procedures for merit rate of pay increases as provided in Policy 507.

## **2.6 Salary on Promotion, Transfer, Demotion, Reclassification, and Reallocation**

- a. Except as may otherwise be provided by a collective bargaining agreement, a regular employee who is promoted to a new classification will move to that step in the range for the new class which provides no less than 5 percent pay increase from the employee's current regular rate of pay, not to exceed the top step in the range for the new class. A promoted employee's salary shall not be less than the starting pay of the salary range for the new position. A promoted employee's adjusted pay shall be effective on the date so indicated in the offer letter and accepted by the employee .
- b. Reclassification to a class with a higher salary range is a promotion.
- c. Reallocation of an existing class:
  1. To a higher salary range is NOT a promotion. An employee in a class that is reallocated to a higher salary range shall be placed at a step closest to his/her current salary that does not provide a decrease.
  2. To a lower salary range shall be placed at the step closest to the employee's current salary that does not provide a decrease. If the employee's salary exceeds the top salary of the lower pay range. (refer to Y-Rate in section 2.7)

## **2.7 Y-Rate**

The employer may pay an employee, who is reduced to a lower class as a result of reclassification or reorganization not associated with layoff or discipline and not the result of employee action or request, at his/her current rate of pay which is above the top step of the range or between steps of the range. Similarly, an employee in a class which has its salary adjusted to a lower rate may also be paid at a rate of pay above the top step of the range. This rate shall be known as a "Y-Rate." At the discretion of the employer, assignment to such a rate of pay is available to employees who are fully qualified to perform the work of the lower paid class.

An employee who is at a Y-rate above the top step of the range for the new (lower) class shall continue to receive the Y-rate while employed in the new class until a change in the rate of pay for the employee's new class causes the top step of the new class to be equal to or greater than the employee's Y-rate.

An employee who is at a Y-rate which is between the steps of the range for the new (lower) class shall continue to receive the Y-rate until a change in the rate of pay for the employee causes the rate for the step in the range to which the employee is entitled to exceed his/her current rate of pay.

**RESPONSIBILITY FOR REVIEW:** The County Personnel Director and/or Administrative Officer will review this policy every 5 years or sooner as necessary.

**STOREY COUNTY ADMINISTRATIVE  
POLICIES AND PROCEDURES**

**NUMBER** \_\_\_\_\_ 504  
**EFFECTIVE DATE:** 11-10-08  
**REVISED:** \_\_\_\_\_ 01-/02-  
18/07-07-2020  
**AUTHORITY:** \_\_\_\_\_ BOC  
**COUNTY MANAGER:** \_\_\_\_\_

AOPAT

**SUBJECT: Rates of Pay**

1. **PURPOSE:** To establish a policy on rates of pay.

2. **POLICY:**

**2.1 Compensation Plan**

Each regular position will be assigned to a class and pay grade in the compensation plan. Assignment to a pay grade will be based on the relative level and complexity of the duties, responsibilities, and authority of the job. The Personnel Director and/or Administrative Officer shall determine the salary ranges based on these considerations:

- a. Rates paid by the employer for comparable work;
- b. Internal relationships of other job classes in the same or similar occupation;
- c. Rates paid by other employers for comparable work;
- d. Other financial commitments of the employer; and
- e. Funds available to the employer for salaries.

The Personnel Director and/or Administrative Officer may adjust the minimum and maximum for each salary range periodically as changes in any of the factors listed above occur or to recruit and retain qualified employees for each job.

**2.2 Hiring Rate of Pay**

The normal hiring rate is the first step of the pay range for the position's classification. The Personnel Director and/or Administrative Officer may authorize advanced step appointments in accordance with Section 2.3.

**2.3 Advanced Step Hire**

Fairness and equity in the administration of the compensation plan will be maintained when making advanced step hires. The Personnel Director and/or Administrative Officer may authorize advanced step appointments when all of the following circumstances exist:

- a. The applicant's qualifications indicate that s/he will perform at a level commensurate with the requested step;
- b. Based on the applicant's current or most recent salary, an advanced step hire is required for the applicant to accept the position (The employer will not consider salaries paid more than 12 months prior to the job offer.);
- c. Other applicants with similar qualifications not requiring an advanced level salary are unavailable; and

- d. Funds are available in the hiring department's budget to pay the higher rate.

#### **2.4 Flat Rate Salaries**

Certain job classes may be assigned to flat rates of pay in the compensation plan. Employees in classes assigned to a flat rate of pay are not eligible for step increases.

#### **2.5 Casual (Intermittent Part-Time) Worker Rate of Pay**

The employer will pay casual workers ~~at the rate of pay established for the same work when performed by regular employees, or~~ as appropriate for the type of work performed. Students receiving school credit for work may be paid at a rate established by the Personnel Director and/or Administrative Officer for student interns. The Personnel Director and/or Administrative Officer may adjust the rate of pay ~~annually~~ consistent with the procedures for merit rate of pay increases ~~as provided in Policy 507 for regular employees performing similar work.~~

#### **2.6 Salary on Promotion, Transfer, Demotion, Reclassification, and Reallocation**

- a. Except as may otherwise be provided by a collective bargaining agreement, a regular employee who is promoted to a new classification will move to that step in the range for the new class which provides no less than 5 percent pay increase from the employee's current regular rate of pay, not to exceed the top step in the range for the new class. A promoted employee's salary shall not be less than the starting pay of the salary range for the new position. A promoted employee's adjusted pay shall be effective on the date so indicated in the offer letter and accepted by the first day that the employee accepts the new position in writing.
- b. Reclassification to a class with a higher salary range is a promotion.
- c. Reallocation of an existing class:
  - 1. To a higher salary range is NOT a promotion. An employee in a class that is reallocated to a higher salary range shall be placed at a step closest to his/her current salary that does not provide a decrease.
  - 2. To a lower salary range shall be placed at the step closest to the employee's current salary that does not provide a decrease. If the employee's salary exceeds the top salary of the lower pay range. (refer to Y-Rate in section 2.7)

#### **2.7 Y-Rate**

The employer may pay an employee, who is reduced to a lower class as a result of reclassification or reorganization not associated with layoff or discipline and not the result of employee action or request, at his/her current rate of pay which is above the top step of the range or between steps of the range. Similarly, an employee in a class which has its salary adjusted to a lower rate may also be paid at a rate of pay above the top step of the range. This rate shall be known as a "Y-Rate." At the discretion of the employer, assignment to such a rate of pay is available to employees who are fully qualified to perform the work of the lower paid class.

An employee who is at a Y-rate above the top step of the range for the new (lower) class shall continue to receive the Y-rate while employed in the new class until a change in the rate of pay for the employee's new class causes the top step of the new class to be equal to or greater than the employee's Y-rate.

An employee who is at a Y-rate which is between the steps of the range for the new (lower) class shall continue to receive the Y-rate until a change in the rate of pay for the employee causes the

rate for the step in the range to which the employee is entitled to exceed his/her current rate of pay.

**RESPONSIBILITY FOR REVIEW:** The County Personnel Director and/or Administrative Officer will review this policy every 5 years or sooner as necessary.

**STOREY COUNTY ADMINISTRATIVE  
POLICIES AND PROCEDURES**

**NUMBER** 313  
**EFFECTIVE DATE:** 9-16-08  
**REVISED:** 08-04-15/10-17-17  
07-07-2020  
**AUTHORITY:** BOC  
**COUNTY MANAGER:** AO

**SUBJECT: Casual (Intermittent Part-Time) Employment**

---

**1. PURPOSE**

Because some of the employer's work is indefinite and/or irregular with regard to schedule and duration, the employer may need to employ casual workers at all levels of responsibility from time to time on an as-needed basis or to work for limited periods of time at the discretion of the employer.

**2. POLICY**

**2.1 Authorization to Hire Casual Workers**

In general, a casual worker may be hired for work which will require fewer than an annual average of 20 hours per week or fewer than 120 consecutive working days to complete, if the employer has appropriated sufficient funds in the budget to pay the worker. Work requiring more hours to complete will usually require the establishment of a regular position. The employer will not hire casual workers to avoid establishing a regular position when the work to be performed is ongoing. However, the employer may, from time to time, find that its best interests are served by assigning work to a casual worker for longer than 120 days or more than 20 hours per week.

**2.2 Duration of Casual Employment**

A casual worker has no right to or expectation of continued employment, or any property right regarding employment. A casual worker may be terminated at any time, with or without cause, with or without notice, and shall have no right to appeal except when the action is alleged to have violated the employer's policies regarding fair employment practices and/or prevention of illegal harassment, in which case the casual employee is expected to comply with policy 201 and/or 203.

**2.3 Employment into a Regular Position**

The employer may hire a casual worker into a regular position only after the candidate has been found to be qualified as a result of completing an authorized recruitment and selection process for that position. Promotions into vacancies which are posted internally only are limited to existing casual employees, not including reserves or volunteers, with at least 12 months of service in the county. Any qualified employee may apply for a position posted externally.

The employee's anniversary date will be determined according to the date of hire in the regular part-time or regular full-time position. No credit will be given toward completion



Policy 313

of a required probation period or toward the accrual of benefits for the time that the individual served as a casual employee.

**2.4 Rate of Pay**

The rate of pay for casual employees will be administered in accordance with Policy 504.

**RESPONSIBILITY FOR REVIEW:** The County Personnel Director and/or Administrative Officer will review this policy every 5 years or sooner as necessary.

Policy 313

**STOREY COUNTY ADMINISTRATIVE  
POLICIES AND PROCEDURES**

17

**NUMBER** 313  
**EFFECTIVE DATE:** 9-16-08  
**REVISED:** 08-04-15/10-17-

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07-07-2020

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**AUTHORITY:** BOC  
**COUNTY** **MANAGER:**

AOPAW

**SUBJECT: Casual (Intermittent Part-Time) Employment**

**1. PURPOSE**

Because some of the employer's work is indefinite and/or irregular with regard to schedule and duration, the employer may need to employ casual workers at all levels of responsibility from time to time on an as-needed basis or to work for limited periods of time at the discretion of the employer.

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Policy 313

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**2.4 Rate of Pay**

The rate of pay for casual employees will be administered in accordance with Policy 504.

**RESPONSIBILITY FOR REVIEW:** The County Personnel Director and/or Administrative Officer will review this policy every 5 years or sooner as necessary.



## Storey County Board of County Commissioners Agenda Action Report

**Meeting date:** 07/07/2020

**Estimate of time required:** 5-10 min.

**Agenda:** Consent  Regular agenda  Public hearing required

1. **Title:** Consideration and possible approval of Resolution 20-587 providing for the transfer of the County's 2020 Private Activity Bond Volume Cap to the Nevada Rural Housing Authority; and other matters related thereto.

2. **Recommended motion:** I (Commissioner) move to approve Resolution 20-587 providing for the transfer of the County's 2020 Private Activity Bond Volume Cap to the Nevada Rural Housing Authority.

3. **Prepared by:** Vanessa Stephens for Nevada Rural Housing Authority

**Department:** Clerk

**Telephone:**

4. **Staff summary:** Attached

5. **Supporting materials:** Attached, Resolution 20-587

6. **Fiscal impact:**

Funds Available:

Fund:

\_\_\_\_ Comptroller

7. **Legal review required:**

\_\_\_\_ District Attorney

8. **Reviewed by:**

\_\_\_\_ Department Head

Department Name: Commissioner's Office

\_\_\_\_ County Manager

Other agency review: \_\_\_\_\_

9. **Board action:**

Approved

Approved with Modifications

Denied

Continued

Agenda Item No. 10



June 26, 2020

Mr. Austin Osborne  
County Manager, Storey County  
P.O. Box 176  
Virginia City, NV 89440

Dear Mr. Osborne:

I would like to thank you for Storey County's partnership with the Nevada Rural Housing Authority (NRHA). Each year, your county has transferred its unused Private Activity Bond Cap (PABC) to NRHA, resulting in our continued success operating the award-winning, single-family housing program, Home At Last™ and helping to fulfill NRHA's mission to promote, provide and finance affordable housing opportunities for all rural Nevadans.

What does that mean? It means 9,000 families have achieved their dream of affordable homeownership. It means \$27.7 million in homeowner tax savings have been invested back into our Nevada communities. It means Storey County resident Antonio R. and his family of four were able to purchase their first home. Antonio and his family join the hundreds of other Nevada families who were able to achieve their dreams of homeownership in 2019 and proclaim, "We are Home At Last!"

Home At Last™ gives Nevadans a trusted path to responsible homeownership. We know homeownership isn't only about getting approved and moving in – it's also about building long-term success. That's why we have Home At Last University (HAL U for short) that offers comprehensive (and required) homebuyer education. It's also why we partner with the Trio lease-to-own program, which gives almost-ready borrowers a path that's right for them. Homeownership helps Nevadans plant roots and bolster our communities' pride throughout the Silver State.

The transfer of PABC does not obligate Storey County in any way. It simply gives us the financing tools to ensure we can successfully offer access to affordable homeownership programs – such as the Mortgage Credit Certificate (the "MCC"), which, in turn, support your community through single-family housing financing and tax credits to homeowners to reinvest in your local economy.

**Please accept this letter as our formal request to schedule this action (or consent) item for the next County Board of Commissioners meeting. To simplify the transfer, a draft resolution and corresponding transfer certificate is attached. Within five (5) days of approval, please email a copy of the signed resolution and transfer certificate to Diane@NVRural.org and mail the original documents to:**

**Attn: Carrie Foley  
Nevada Department of Business & Industry  
3300 W. Sahara Ave., Suite 425  
Las Vegas, NV 89102**

If you have any questions about the transfer, please consult your counsel or NRHA's bond counsel, Ryan Bowen at (312) 845-3277.

With Sincere Gratitude,

William L. Brewer  
Executive Director

Enclosures: 2  
Attachment 1: Resolution  
Attachment 2: Transfer Certificate



**RESOLUTION NO. \_\_\_\_\_**

RESOLUTION OF THE BOARD OF COMMISSIONERS OF STOREY COUNTY, NEVADA PROVIDING FOR THE TRANSFER OF THE COUNTY'S 2020 PRIVATE ACTIVITY BOND VOLUME CAP TO THE NEVADA RURAL HOUSING AUTHORITY; AND OTHER MATTERS RELATED THERETO

WHEREAS, pursuant to the provisions of Chapter 348A of the Nevada Revised Statutes ("NRS") and Chapter 348A of the Nevada Administrative Code ("NAC"), there has been allocated to Storey County, Nevada (the "County"), the amount of \$221,191.09 in tax-exempt private activity bond volume cap for year 2020 (the "2020 Bond Cap"); and

WHEREAS, the Nevada Rural Housing Authority (the "NRHA"), has requested that the County transfer its 2020 Bond Cap to the NRHA for the purpose of providing a means of financing the costs of single family residential housing that will provide decent, safe and sanitary dwellings at affordable prices for persons of low and moderate income ("Single Family Programs"); and

WHEREAS, the County is a local government as defined by NAC 348A.070; and

WHEREAS, Section 348A.180 of the NAC provides a procedure whereby the County may, by resolution, transfer to any other local government located within the same county, all or any portion of its 2020 Bond Cap; and

WHEREAS, pursuant to NRS 315.983(1)(a), the NRHA is an instrumentality, local government and political subdivision of the State of Nevada (the "State"); and

WHEREAS, the NRHA is located within the County, pursuant to NRS 315.963, which defines the NRHA's area of operation as "any area of the State which is not included within the corporate limits of a city or town having a population of 150,000 or more."

NOW, THEREFORE, the Board of Commissioners of the County does hereby find, resolve, determine and order as follows:

*Section 1. Recitals.* The recitals set forth herein above are true and correct in all respects.

*Section 2. Transfer of Private Activity Bond Volume Cap.* Pursuant to NAC 348A.180, the County hereby transfers its 2020 Bond Cap in the amount of \$221,191.09 to the NRHA for its Single Family Programs.

*Section 3. Use of 2020 Bond Cap.* The NRHA will use the 2020 Bond Cap for single family purposes in calendar year 2020 or carry forward any remaining amount according to the Internal Revenue Code of 1986, as amended, for such purposes.

*Section 4. Representative of County.* Pursuant to NAC 348A.180(1), the Director of the State of Nevada Department of Business and Industry (the "Director") may contact Austin Osborne, County Manager, Storey County, regarding this Resolution at (775) 847-0968 or by email at AOsborne@StoreyCounty.org or in writing at PO Box 176, Virginia City, Nevada 89440.

*Section 5. Additional Action.* The County Manager and Clerk of the County are hereby authorized and directed to take all actions as necessary to effectuate the transfer of the 2020 Bond Cap, and carry out the duties of the County hereunder, including the execution of all certificates pertaining to the transfer as required by NAC 348A.

*Section 6. Direction to the NRHA.* The NRHA shall notify the Director in writing as soon as practicable of the occurrence or nonoccurrence of any term or condition that would affect the disposition of the 2020 Bond Cap.

*Section 7. Representative of the NRHA.* Pursuant to NAC 348A.180(3), the Director may contact Diane Arvizo, Director of Homeownership Programs of the NRHA regarding this Resolution at (775) 886-7900 or by email at Diane@NVRural.Org or in writing at Nevada Rural Housing Authority, 3695 Desatoya Drive, Carson City, Nevada 89701.

*Section 8. Obligation of the County.* This Resolution is not to be construed as a pledge of the faith and credit of or by the County, or of any agency, instrumentality, or subdivision of the County. Nothing in this Resolution obligates or authorizes the County to issue bonds for any project or to grant approvals for a project or constitutes a representation that such bonds will be issued.

*Section 9. Enforceability.* If any section, paragraph, clause or provision of this Resolution shall for any reason be held to be invalid or unenforceable, the invalidity or unenforceability of such section, paragraph, clause or provision shall not affect any of the remaining provisions of this Resolution. This Resolution shall go into effect immediately upon its passage.

ADOPTED, SIGNED AND APPROVED this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

BOARD OF COUNTY COMMISSIONERS  
STOREY COUNTY, NEVADA

By \_\_\_\_\_  
Marshall McBride, Chair

ATTEST:

By \_\_\_\_\_  
Vanessa Stephens, County Clerk



**CERTIFICATE OF TRANSFER OF VOLUME CAP**

I, Vanessa Stephens, am the duly chosen and qualified County Clerk of Storey County, Nevada (the "*County*") and in the performance of my duties as County Clerk do hereby certify to the Office of Business Finance and Planning in accordance with Section 348A.260 of the Nevada Administrative Code ("*NAC*"), that the 2020 private activity bond volume cap allocated to the County in the amount of \$221,191.09 has been transferred as follows:

\$221,191.09 has been transferred pursuant to NAC 348A.180 from the County, a local government, located in the State of Nevada to the Nevada Rural Housing Authority, a local government, located within Storey County, for the purpose of providing a means of financing the costs of single family residential housing that will provide decent, safe and sanitary dwellings at affordable prices for persons of low and moderate income.

This certificate is being filed within five (5) days of the transfer being made in accordance with NAC 348.260.

STOREY COUNTY, NEVADA

By \_\_\_\_\_  
Vanessa Stephens, County Clerk

cc: Diane Arvizo, Nevada Rural Housing Authority



A Program of  
Nevada Rural  
Housing Authority  
HomeAtLastNV.org

# Home At Last™

A Program of the Nevada Rural Housing Authority

The Nevada Rural Housing Authority's mission is to promote, provide and finance affordable housing opportunities for all rural Nevadans.

Home At Last™ homeownership programs provide rural Nevadans with access to affordable homeownership opportunities, which is a key component to successful economic development throughout the state. We recognize the tremendous value in working with our local communities and your commitment to helping ensure every citizen has a home they can afford – it's part of what makes rural Nevada a great place to live!



## HOME AT LAST™ PROGRAM

(Since 2006 Launch)

**\$1.8 BILLION**  
Mortgages Provided

**9,000 FAMILIES ASSISTED**  
Mortgage Credit Certificates  
Down Payment Assistance

**\$52.1 MILLION**  
Down Payment Assistance Provided

**\$27.7 MILLION**  
Tax Savings to Homeowners  
Reinvested in Local Communities



**\$1.6 Million in Private Activity Bond Cap Transfers from the County to NRHA since 2006**



**\$224,000 in Federal Tax Savings to Homeowners in the County since 2006**



**\$562,350 in Down Payment Assistance to Homebuyers in the County since 2006**



**95 Home At Last™ Families Assisted in Storey County since 2006**

Home At Last™  
Impact  
Storey County

**\$18.7**  
Million in  
Loan Volume

This institution is an equal opportunity provider and employer.





A Program of  
**Nevada Rural  
 Housing Authority**  
 HomeAtLastNV.org

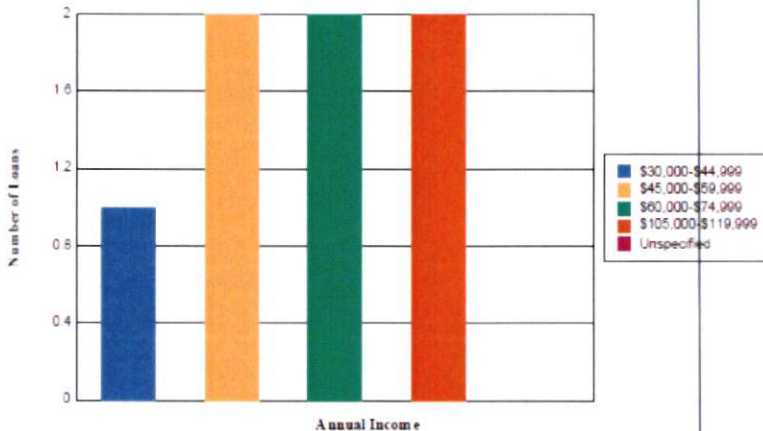
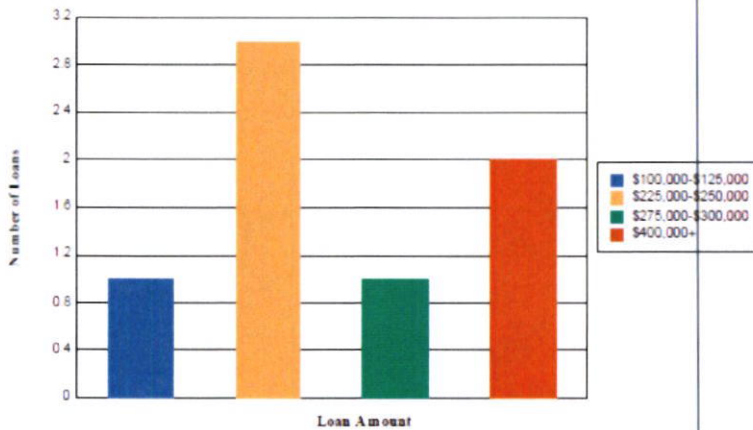
# Home At Last™ in Storey County

Pursuant to NRS 315 et. seq., NRHA operates under the oversight of a board of commissioners appointed by the Nevada Association of Counties and Nevada League of Cities and Municipalities and is defined as an instrumentality, local government and political subdivision of the State, exercising public and essential governmental functions. NRHA's area of operation is defined as communities with population below 150,000.

Community	Loan Volume Since 2006	Families Assisted Since 2006
Sparks (Storey Co.)	\$10,576,179	56
Reno (Storey Co.)	\$6,484,235	30
Virginia City	\$1,602,531	9
<b>Total</b>	<b>\$18,662,945</b>	<b>95</b>

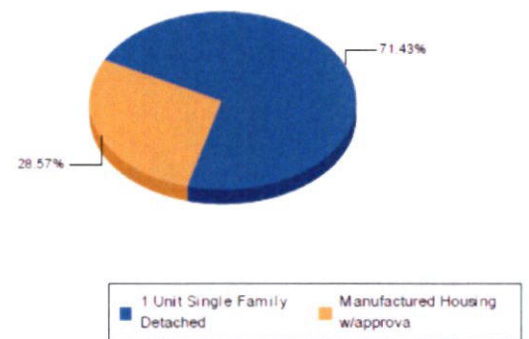
Home At Last™ Programs	Loan Volume Since 2006	Families Assisted Since 2006
Down Payment Assistance	\$16,000,549	81
Mortgage Credit Certificates	\$2,662,396	14
<b>Total</b>	<b>\$18,662,945</b>	<b>95</b>



**Average 2019 Credit Score in Storey County: 699**

**Average 2019 Loan Size in Storey County: \$274,796**

**Average 2019 Household Income in Storey County: \$71,722**





A Program of  
**Nevada Rural  
 Housing Authority**  
 HomeAtLastNV.org

# Home At Last™ University

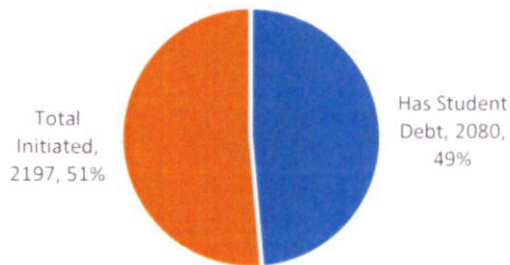
In 2019, NRHA launched another innovative solution to help further its mission – *Home At Last™ University* (HAL U for short), an online education platform for homebuyers, realtors and lenders. During the COVID-19 pandemic, with its 24/7 access, HAL U continued to prepare homebuyers, train realtors and support lenders. Now, NRHA is expanding HAL U to provide HUD required Housing Choice Voucher (Section 8) briefings to tenants who are unable to meet case workers in person.



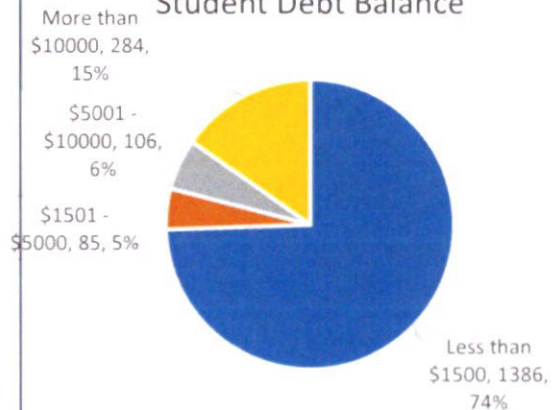
Enrollment & Graduation Rate by Month



Student Debt



Student Debt Balance



This institution is an equal opportunity provider and employer.



**RESOLUTION NO. 20-587**

RESOLUTION OF THE BOARD OF COMMISSIONERS OF STOREY COUNTY, NEVADA PROVIDING FOR THE TRANSFER OF THE COUNTY'S 2020 PRIVATE ACTIVITY BOND VOLUME CAP TO THE NEVADA RURAL HOUSING AUTHORITY; AND OTHER MATTERS RELATED THERETO

WHEREAS, pursuant to the provisions of Chapter 348A of the Nevada Revised Statutes ("NRS") and Chapter 348A of the Nevada Administrative Code ("NAC"), there has been allocated to Storey County, Nevada (the "County"), the amount of \$221,191.09 in tax-exempt private activity bond volume cap for year 2020 (the "2020 Bond Cap"); and

WHEREAS, the Nevada Rural Housing Authority (the "NRHA"), has requested that the County transfer its 2020 Bond Cap to the NRHA for the purpose of providing a means of financing the costs of single family residential housing that will provide decent, safe and sanitary dwellings at affordable prices for persons of low and moderate income ("Single Family Programs"); and

WHEREAS, the County is a local government as defined by NAC 348A.070; and

WHEREAS, Section 348A.180 of the NAC provides a procedure whereby the County may, by resolution, transfer to any other local government located within the same county, all or any portion of its 2020 Bond Cap; and

WHEREAS, pursuant to NRS 315.983(1)(a), the NRHA is an instrumentality, local government and political subdivision of the State of Nevada (the "State"); and

WHEREAS, the NRHA is located within the County, pursuant to NRS 315.963, which defines the NRHA's area of operation as "any area of the State which is not included within the corporate limits of a city or town having a population of 150,000 or more."

NOW, THEREFORE, the Board of Commissioners of the County does hereby find, resolve, determine and order as follows:

*Section 1. Recitals.* The recitals set forth herein above are true and correct in all respects.

*Section 2. Transfer of Private Activity Bond Volume Cap.* Pursuant to NAC 348A.180, the County hereby transfers its 2020 Bond Cap in the amount of \$221,191.09 to the NRHA for its Single Family Programs.

*Section 3. Use of 2020 Bond Cap.* The NRHA will use the 2020 Bond Cap for single family purposes in calendar year 2020 or carry forward any remaining amount according to the Internal Revenue Code of 1986, as amended, for such purposes.

*Section 4. Representative of County.* Pursuant to NAC 348A.180(1), the Director of the State of Nevada Department of Business and Industry (the “Director”) may contact Austin Osborne, County Manager, Storey County, regarding this Resolution at (775) 847-0968 or by email at AOsborne@StoreyCounty.org or in writing at PO Box 176, Virginia City, Nevada 89440.

*Section 5. Additional Action.* The County Manager and Clerk of the County are hereby authorized and directed to take all actions as necessary to effectuate the transfer of the 2020 Bond Cap, and carry out the duties of the County hereunder, including the execution of all certificates pertaining to the transfer as required by NAC 348A.

*Section 6. Direction to the NRHA.* The NRHA shall notify the Director in writing as soon as practicable of the occurrence or nonoccurrence of any term or condition that would affect the disposition of the 2020 Bond Cap.

*Section 7. Representative of the NRHA.* Pursuant to NAC 348A.180(3), the Director may contact Diane Arvizo, Director of Homeownership Programs of the NRHA regarding this Resolution at (775) 886-7900 or by email at Diane@NVRural.Org or in writing at Nevada Rural Housing Authority, 3695 Desatoya Drive, Carson City, Nevada 89701.

*Section 8. Obligation of the County.* This Resolution is not to be construed as a pledge of the faith and credit of or by the County, or of any agency, instrumentality, or subdivision of the County. Nothing in this Resolution obligates or authorizes the County to issue bonds for any project or to grant approvals for a project or constitutes a representation that such bonds will be issued.

*Section 9. Enforceability.* If any section, paragraph, clause or provision of this Resolution shall for any reason be held to be invalid or unenforceable, the invalidity or unenforceability of such section, paragraph, clause or provision shall not affect any of the remaining provisions of this Resolution. This Resolution shall go into effect immediately upon its passage.

ADOPTED, SIGNED AND APPROVED this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

BOARD OF COUNTY COMMISSIONERS  
STOREY COUNTY, NEVADA

By \_\_\_\_\_  
Marshall McBride, Chair

ATTEST:

By \_\_\_\_\_  
Vanessa Stephens, County Clerk

**CERTIFICATE OF TRANSFER OF VOLUME CAP**

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This certificate is being filed within five (5) days of the transfer being made in accordance with NAC 348.260.

STOREY COUNTY, NEVADA

By \_\_\_\_\_  
Vanessa Stephens, County Clerk

cc: Diane Arvizo, Nevada Rural Housing Authority





# Storey County Board of County Commissioners Agenda Action Report

Meeting date: July 7, 2019

Estimate of time required: 15 minutes

Agenda: Consent [ ] Regular agenda [ X ] Public hearing required [ ]

1. **Title: PUBLIC HEARING:** Public Hearing to consider comments on the proposed amendment of the lease to Divide Fitness Inc, whereby the initial term of the lease will be extended from two to three years and there will be an option to extend the lease for an additional two years as allowed by NRS 244.2833.

2. **Recommended motion:** No motion required

3. **Prepared by:** Keith Loomis

4. **Department:** District Attorney's Office

**Telephone:** 847-0964

5. **Staff summary:** At the meeting of June 16<sup>th</sup>, the Board of County Commissioners approved Resolution 20-278 setting a public hearing for July 7<sup>th</sup> to consider public comments about the proposed amendment of the lease with Divide Fitness, Inc.

6. **Supporting materials:** Amended Lease with Divide Fitness Inc.

7. **Fiscal impact:**

Funds Available: \_\_\_\_\_ Fund: \_\_\_\_\_ Comptroller

8. **Legal review required:**

District Attorney

8. **Reviewed by:**

\_\_\_\_ Department Head  
\_\_\_\_ County Manager

Department Name: \_\_\_\_\_  
Other agency review: \_\_\_\_\_

9. **Board action:**

Approved  Approved with Modifications  
 Denied  Continued

Agenda Item No. 11

## **AMENDED LEASE AGREEMENT**

THIS LEASE AGREEMENT ("Lease") is made and entered into by and between Divide Fitness Inc. a Nevada corporation ("Lessee"), and Storey County, a political subdivision of the State of Nevada ("Lessor") this 6th day of August, 2019 (its effective date).

### **BACKGROUND**

Divide Fitness Inc. conducts a membership gymnasium business in a portion of the building located at 800 South C Street in Virginia City, Nevada, pursuant to a lease it has with The Divide LLC which is the owner of the building. Storey County has recently purchased the building owned by The Divide LLC and proposes to use a portion of the building to house the Virginia City Justice's Court and staff, Storey County Communications and staff and Storey County IT and staff. That portion of the building presently occupied by Divide Fitness Inc., is not currently intended for use by Storey County and is therefore available for continued use as membership gym business. Inasmuch as the portion of the property used by Divide Fitness is approximately 5,590 square feet, the property may be leased by Storey County to Divide Fitness without having to be offered to the public and for less than fair market value pursuant to NRS 244.2833. Divide Fitness desires to continue to use that portion of the property as a membership gym business and Storey County is willing to lease that portion of the property used by Divide Fitness to it as a membership gym business.

NOW THEREFORE, the parties hereto in consideration of the mutual covenants, terms and conditions, do hereby agree as follows:

### **ARTICLE I LEASED PREMISES**

Section 1.01. Leased Premises. The term "Leased Premises" means a portion of the real property and improvement owned by LESSOR located at 800 South C Street, consisting of approximately 3,720 square feet on the first floor and an additional 1,876 square feet in a mezzanine area overlooking the first floor area

more particularly described in Exhibit A attached hereto and incorporated by reference herein.

Section 1.02. Demise of Leased Premises. LESSOR hereby leases to LESSEE, and LESSEE hereby leases from LESSOR, the Leased Premises, on the terms and conditions set forth in this Lease.

## **ARTICLE II TERM**

Section 2.01. Effective Date. The effective date of the Lease ("Effective Date") will be as set forth above under Lease Agreement.

Section 2.02. Term. The term of this Lease will be for a period of three years commencing on the Effective Date and ending three years from the Effective Date. Lessee shall have the option to extend the lease for an additional two years.

## **ARTICLE III RENTAL AND RELATED CHARGES**

Section 3.01. Rent. LESSEE shall pay to LESSOR as rent for the Leased Premises, the sum set of ONE THOUSAND FIVE HUNDRED DOLLARS (\$1,500.00) per month.

All rent and other sums payable to LESSOR under this Lease shall be paid to LESSOR at LESSOR's address for notices under this Lease or to such other person or at such other place as LESSOR may from time to time designate in writing.

## **ARTICLE IV USE OF LEASED PREMISES**

Section 4.01. Use of Leased Premises. LESSEE shall use the Leased

Premises as a membership fitness business which may be used by members up to 24 hours per day and seven days per week.

Section 4.02. Parking Lot and Maintenance. Lessee shall have the right to utilize available parking for Divide Fitness Inc., members and staff. Lessor shall provide parking lot maintenance including snow removal with the understanding that snow removal may be limited to a Monday through Friday basis due to County staff availability.

**ARTICLE V  
UTILITIES AND SERVICES**

Section 5.01. Utilities. LESSOR shall pay for water, gas, heat, light, and power, supplied to the premises and used by LESSEE.

Section 5.02. Interruption of Service. In no event shall LESSOR be liable for an interruption or failure in the supply of any utilities or services to the Leased Premises, not within the control of LESSOR.

**ARTICLE VI  
CONDITION AND MAINTENANCE OF LEASED PREMISES**

Section 6.01. Maintenance. LESSEE shall, at its sole cost and expense, keep and maintain the Leased Premises and all improvements thereon in good order, condition, and repair, ordinary wear and tear excepted.

Section 6.02. Hazardous Wastes. LESSEE agrees to comply with applicable federal, state and local law dealing with hazardous or toxic material during its tenancy. LESSEE's obligation to LESSOR, however, shall be limited to containing and disposing of such materials as a result of LESSEE's operations during its use and occupancy of the Leased Premises both before and after the Effective Date of this lease. LESSEE shall not be responsible to LESSOR for containment, cleanup, or disposal of hazardous or toxic waste existing on the property prior to LESSEE's use of Lease thereof or subsequent thereto if not resulting from LESSEE's operation. LESSOR will indemnify, defend and hold LESSEE harmless from claims made against it by Third parties for cleanup and

remediation costs. These indemnities are intended to operate as agreements pursuant to '107(e) of the comprehensive Environment of Responsive Compensation and Liability Act. LESSEE will indemnify, defend and hold LESSOR harmless from claims for and cost of remediation and cleanup resulting from LESSEE's operations.

Section 6.03. Governmental Regulations. LESSEE shall, at LESSEE's sole cost and expense, comply with all of the requirements of all federal, state, county, municipal and other applicable governmental authorities, now in force, or which may hereafter be in force, pertaining to the Leased Premises and shall faithfully observe in the use of the Leased Premises all statutes, laws, ordinances, rules and regulations, whether federal, state, county, or municipal.

## **ARTICLE VII LIABILITY FOR DAMAGE, TAXES AND ASSESSMENTS**

Section 7.01. Loss and Damage. LESSOR shall not be liable for any damage to property of LESSEE or others located on the Leased Premises or in any building, nor for the loss of or damage to any property of LESSEE or others by theft or otherwise. LESSOR shall not be liable for any injury or damage to persons or property resulting from any casualty or cause whatsoever, save and except for damage caused by LESSOR's negligence or intentional acts. LESSOR shall not be liable for any such damage caused by other persons on the Leased Premises, occupants of adjacent property, or the public. All property of LESSEE kept or stored on the Leased Premises shall be so kept or stored at the risk of LESSEE only, and LESSEE shall hold LESSOR harmless from and hereby waives any claims arising out of damage to the same or damage to LESSEE's business, including subrogation claims by LESSEE's insurance carrier, unless such damage shall be caused by the willful act or gross neglect of LESSOR.

Section 7.02. Taxes and Assessments. LESSEE will pay all personal property taxes levied and assessed against LESSEES personal property as well as the value of the lease as calculated and required by NRS 361.157; 361.227 and 361.2275.

**ARTICLE VIII  
INSURANCE**

Section 8.01. Comprehensive Liability Insurance. Throughout the term of this Lease, LESSEE shall, at its sole cost and expense, maintain in full force a policy or policies of comprehensive liability insurance, including property damage insurance written by one or more insurance companies licensed to do business in Nevada that will insure LESSEE against liability for injury to persons and property and for the death of any person occurring on or about the Leased premises. The liability under such insurance shall not be less than One Million Dollars (\$1,000,000.00) for any one person injured or killed, not less than One Million Dollars (\$1,000,000.00) for any one accident, and not less than One Million Dollars (\$1,000,000.00) for property damage sustained in any one occurrence. The insurance required under this Section may be furnished through general policies covering all of LESSEE's operations, wherever located. LESSEE shall provide LESSOR with certificates evidencing such policies.

Section 8.02. Worker's Compensation Insurance. LESSEE shall make adequate provision for accident or injury to LESSEE's employees and shall at all times during the Term and thereafter hold LESSOR harmless from all claims made by any person by reason of any injury, disability, or death of any employee of LESSEE resulting from LESSEE's operations.

**ARTICLE IX  
SURRENDER**

Section 9.01. Surrender of Leased Premises. At the termination of this Lease, or any renewal hereof, LESSEE shall surrender the Leased Premises in the same condition as the Leased Premises were on the Effective Date, reasonable wear and tear excepted.

## **ARTICLE X SUCCESSORS**

Section 10.01. Successors. This Lease shall bind and inure to the benefit of the parties and their respective successors, assigns, legatees, designees, legal representative, executors and administrators, but neither LESSEE nor LESSOR shall assign or delegate this Lease or any of their or its rights, interests or obligations hereunder without the prior written consent of the other party and any attempted or purported assignment or delegation without such consent shall be void. Nothing in this Lease shall be construed as prohibiting LESSEE from subleasing all or a portion of the Leased Premises to a third party. This Lease is not intended, nor shall it be construed, to confer any enforceable rights on any person who is not a party hereto.

Section 10.02. Transfer by LESSOR--Release. LESSOR, at any time and from time to time, may make an assignment of its interest in this Lease and, in the event of such assignment and the assumption by the assignee of the covenants and agreements to be performed by LESSOR herein, LESSOR and its successors and assigns (other than the assignee of this Lease) shall be released from and all liability hereunder.

## **ARTICLE XI MISCELLANEOUS**

Section 11.01. Amendments. No provision of this Lease may be changed, modified, waived, discharged, or terminated, except by a written instrument executed and delivered by the parties.

Section 11.02. Applicable Law; Jurisdiction. This Lease and all questions of validity, construction, interpretation, performance and enforcement of the terms and conditions of this Lease and any other obligation secured hereby shall be governed by the applicable statutory and common law of the State of Nevada and the parties agree that any proceedings with respect to the performance or enforcement of this Lease shall be brought in a court of competent jurisdiction

in the State of Nevada.

Section 11.03. Brokers. The parties acknowledge that neither party has retained a broker to assist in bringing about the transactions provided for hereunder. The parties agree to indemnify, defend and hold one another harmless from and against all claims for brokerage commissions and finder fees arising by reason of this Lease.

Section 11.04. Captions. The captions, titles, headings and Section numbers appearing in this Lease are for reference purposes only and shall in no way limit, define, or otherwise affect the construction of this Lease.

Section 11.05. Complete Agreement. Except instruments incorporated herein by reference and documents executed simultaneously herewith there are no written and/or oral agreements between LESSOR and LESSEE additional to or different from this Lease, and this Lease supersedes and cancels any and all previous negotiations, arrangements, agreements, letters and understandings between LESSOR (or its agents, or representative) and LESSEE with respect to the subject matter of this Lease. There are no representations between LESSOR and LESSEE other than those contained in this Lease, and all reliance with respect to any representation is solely upon the representations contained in this Lease. This Lease shall be construed in a fair and equitable manner and shall not be construed against the party by whom it was drafted.

Section 11.06. Counterparts. This Lease may be executed in any number of counterparts, or by different parties in different counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument, and in making proof hereof, it shall not be necessary to produce or account for more than one such counterpart.

Section 11.07. Force Majeure. Any covenants, conditions, provisions, or agreements on the part of Landlord to be performed shall not be deemed breached if Landlord is unable to furnish or perform the same by virtue of any cause whatsoever beyond Landlord's control, nor shall Tenant's rent be abated by reason of such inability on the part of Landlord.



Section 11.08. No Partnership. The parties expressly agree and acknowledge that LESSOR does not in any way or for any purpose become a principal or partner of LESSEE in the conduct of its business or a joint venturer or a member of a joint enterprise with LESSEE by reason of this Lease.

Section 11.09. Notices. All notices, requests, waivers, approvals, consents, demands and other communications hereunder shall be in writing and shall be deposited with the United States Postal Service, with all charges, fees and first-class postage prepaid, properly addressed as follows:

If to LESSEE: Jessica Fain  
P.O. Box 1128  
Virginia City, NV 89441

If to LESSOR Austin Osborne  
P. O. Box 176  
26 S. B Street  
Virginia City NV 89441

(signatures on next page)

IN WITNESS WHEREOF, the parties have executed this Lease as of the day and year first above written.

LESSOR  
STOREY COUNTY

LESSEE  
DIVIDE FITNESS INC.

\_\_\_\_\_  
By: Austin Osborne, County Manager

\_\_\_\_\_  
By: Jessica Fain, President



# Storey County Board of County Commissioners

## Agenda Action Report

Meeting date: July 7, 2020

Estimate of time required: 15 minutes

Agenda: Consent [ ] Regular agenda [ X ] Public hearing required [ ]

1. **Title: FOR POSSIBLE ACTION:** Consideration and possible approval of amendment to lease of county property at 800 South C Street with Divide Fitness, Inc. extending the term of the lease from two (2) to three (3) years and providing an option to extend the lease for an additional two years
2. **Recommended motion:** I \_\_\_\_\_ (Commissioner) move to approve the amended lease with Divide Fitness, Inc. by extending the original term of the lease to three years and by granting an option to extend the lease another two years and authorize the Chairman to sign.
3. **Prepared by:** Keith Loomis
4. **Department:** District Attorney's Office **Telephone:** 847-0964
5. **Staff summary:** See attached
6. **Supporting materials:** Amended Lease
7. **Fiscal impact:**  
Funds Available: \_\_\_\_\_ Fund: \_\_\_\_\_ Comptroller
8. **Legal review required:**  
 District Attorney
8. **Reviewed by:**  
\_\_\_\_ Department Head      Department Name:  
\_\_\_\_ County Manager      Other agency review: \_\_\_\_\_
9. **Board action:**  
 Approved       Approved with Modifications  
 Denied       Continued

Agenda Item No. 12

STAFF SUMMARY

Divide Fitness, Inc. has requested that its lease of 800 C be amended to extend the term of the lease. NRS 244.2833 authorizes a lease of less than 25,000 square feet of County property to be leased for a maximum term of three years with an option to extend for an additional two years. Section 2.02 of the Amended Lease reflects those amendments

## **AMENDED LEASE AGREEMENT**

THIS LEASE AGREEMENT ("Lease") is made and entered into by and between Divide Fitness Inc. a Nevada corporation ("Lessee"), and Storey County, a political subdivision of the State of Nevada ("Lessor") this 6th day of August, 2019 (its effective date).

### **BACKGROUND**

Divide Fitness Inc. conducts a membership gymnasium business in a portion of the building located at 800 South C Street in Virginia City, Nevada, pursuant to a lease it has with The Divide LLC which is the owner of the building. Storey County has recently purchased the building owned by The Divide LLC and proposes to use a portion of the building to house the Virginia City Justice's Court and staff, Storey County Communications and staff and Storey County IT and staff. That portion of the building presently occupied by Divide Fitness Inc., is not currently intended for use by Storey County and is therefore available for continued use as membership gym business. Inasmuch as the portion of the property used by Divide Fitness is approximately 5,590 square feet, the property may be leased by Storey County to Divide Fitness without having to be offered to the public and for less than fair market value pursuant to NRS 244.2833. Divide Fitness desires to continue to use that portion of the property as a membership gym business and Storey County is willing to lease that portion of the property used by Divide Fitness to it as a membership gym business.

NOW THEREFORE, the parties hereto in consideration of the mutual covenants, terms and conditions, do hereby agree as follows:

### **ARTICLE I LEASED PREMISES**

Section 1.01. Leased Premises. The term "Leased Premises" means a portion of the real property and improvement owned by LESSOR located at 800 South C Street, consisting of approximately 3,720 square feet on the first floor and an additional 1,876 square feet in a mezzanine area overlooking the first floor area

more particularly described in Exhibit A attached hereto and incorporated by reference herein.

Section 1.02. Demise of Leased Premises. LESSOR hereby leases to LESSEE, and LESSEE hereby leases from LESSOR, the Leased Premises, on the terms and conditions set forth in this Lease.

## **ARTICLE II TERM**

Section 2.01. Effective Date. The effective date of the Lease ("Effective Date") will be as set forth above under Lease Agreement.

Section 2.02. Term. The term of this Lease will be for a period of three years commencing on the Effective Date and ending three years from the Effective Date. Lessee shall have the option to extend the lease for an additional two years.

## **ARTICLE III RENTAL AND RELATED CHARGES**

Section 3.01. Rent. LESSEE shall pay to LESSOR as rent for the Leased Premises, the sum set of ONE THOUSAND FIVE HUNDRED DOLLARS (\$1,500.00) per month.

All rent and other sums payable to LESSOR under this Lease shall be paid to LESSOR at LESSOR's address for notices under this Lease or to such other person or at such other place as LESSOR may from time to time designate in writing.

## **ARTICLE IV USE OF LEASED PREMISES**

Section 4.01. Use of Leased Premises. LESSEE shall use the Leased

Premises as a membership fitness business which may be used by members up to 24 hours per day and seven days per week.

Section 4.02. Parking Lot and Maintenance. Lessee shall have the right to utilize available parking for Divide Fitness Inc., members and staff. Lessor shall provide parking lot maintenance including snow removal with the understanding that snow removal may be limited to a Monday through Friday basis due to County staff availability.

**ARTICLE V  
UTILITIES AND SERVICES**

Section 5.01. Utilities. LESSOR shall pay for water, gas, heat, light, and power, supplied to the premises and used by LESSEE.

Section 5.02. Interruption of Service. In no event shall LESSOR be liable for an interruption or failure in the supply of any utilities or services to the Leased Premises, not within the control of LESSOR.

**ARTICLE VI  
CONDITION AND MAINTENANCE OF LEASED PREMISES**

Section 6.01. Maintenance. LESSEE shall, at its sole cost and expense, keep and maintain the Leased Premises and all improvements thereon in good order, condition, and repair, ordinary wear and tear excepted.

Section 6.02. Hazardous Wastes. LESSEE agrees to comply with applicable federal, state and local law dealing with hazardous or toxic material during its tenancy. LESSEE's obligation to LESSOR, however, shall be limited to containing and disposing of such materials as a result of LESSEE's operations during its use and occupancy of the Leased Premises both before and after the Effective Date of this lease. LESSEE shall not be responsible to LESSOR for containment, cleanup, or disposal of hazardous or toxic waste existing on the property prior to LESSEE's use of Lease thereof or subsequent thereto if not resulting from LESSEE's operation. LESSOR will indemnify, defend and hold LESSEE harmless from claims made against it by Third parties for cleanup and

remediation costs. These indemnities are intended to operate as agreements pursuant to '107(e) of the comprehensive Environment of Responsive Compensation and Liability Act. LESSEE will indemnify, defend and hold LESSOR harmless from claims for and cost of remediation and cleanup resulting from LESSEE's operations.

Section 6.03. Governmental Regulations. LESSEE shall, at LESSEE's sole cost and expense, comply with all of the requirements of all federal, state, county, municipal and other applicable governmental authorities, now in force, or which may hereafter be in force, pertaining to the Leased Premises and shall faithfully observe in the use of the Leased Premises all statutes, laws, ordinances, rules and regulations, whether federal, state, county, or municipal.

## **ARTICLE VII LIABILITY FOR DAMAGE, TAXES AND ASSESSMENTS**

Section 7.01. Loss and Damage. LESSOR shall not be liable for any damage to property of LESSEE or others located on the Leased Premises or in any building, nor for the loss of or damage to any property of LESSEE or others by theft or otherwise. LESSOR shall not be liable for any injury or damage to persons or property resulting from any casualty or cause whatsoever, save and except for damage caused by LESSOR's negligence or intentional acts. LESSOR shall not be liable for any such damage caused by other persons on the Leased Premises, occupants of adjacent property, or the public. All property of LESSEE kept or stored on the Leased Premises shall be so kept or stored at the risk of LESSEE only, and LESSEE shall hold LESSOR harmless from and hereby waives any claims arising out of damage to the same or damage to LESSEE's business, including subrogation claims by LESSEE's insurance carrier, unless such damage shall be caused by the willful act or gross neglect of LESSOR.

Section 7.02. Taxes and Assessments. LESSEE will pay all personal property taxes levied and assessed against LESSEES personal property as well as the value of the lease as calculated and required by NRS 361.157; 361.227 and 361.2275.

## **ARTICLE VIII INSURANCE**

Section 8.01. Comprehensive Liability Insurance. Throughout the term of this Lease, LESSEE shall, at its sole cost and expense, maintain in full force a policy or policies of comprehensive liability insurance, including property damage insurance written by one or more insurance companies licensed to do business in Nevada that will insure LESSEE against liability for injury to persons and property and for the death of any person occurring on or about the Leased premises. The liability under such insurance shall not be less than One Million Dollars (\$1,000,000.00) for any one person injured or killed, not less than One Million Dollars (\$1,000,000.00) for any one accident, and not less than One Million Dollars (\$1,000,000.00) for property damage sustained in any one occurrence. The insurance required under this Section may be furnished through general policies covering all of LESSEE's operations, wherever located. LESSEE shall provide LESSOR with certificates evidencing such policies.

Section 8.02. Worker's Compensation Insurance. LESSEE shall make adequate provision for accident or injury to LESSEE's employees and shall at all times during the Term and thereafter hold LESSOR harmless from all claims made by any person by reason of any injury, disability, or death of any employee of LESSEE resulting from LESSEE's operations.

## **ARTICLE IX SURRENDER**

Section 9.01. Surrender of Leased Premises. At the termination of this Lease, or any renewal hereof, LESSEE shall surrender the Leased Premises in the same condition as the Leased Premises were on the Effective Date, reasonable wear and tear excepted.



**ARTICLE X  
SUCCESSORS**

Section 10.01. Successors. This Lease shall bind and inure to the benefit of the parties and their respective successors, assigns, legatees, designees, legal representative, executors and administrators, but neither LESSEE nor LESSOR shall assign or delegate this Lease or any of their or its rights, interests or obligations hereunder without the prior written consent of the other party and any attempted or purported assignment or delegation without such consent shall be void. Nothing in this Lease shall be construed as prohibiting LESSEE from subleasing all or a portion of the Leased Premises to a third party. This Lease is not intended, nor shall it be construed, to confer any enforceable rights on any person who is not a party hereto.

Section 10.02. Transfer by LESSOR--Release. LESSOR, at any time and from time to time, may make an assignment of its interest in this Lease and, in the event of such assignment and the assumption by the assignee of the covenants and agreements to be performed by LESSOR herein, LESSOR and its successors and assigns (other than the assignee of this Lease) shall be released from and all liability hereunder.

**ARTICLE XI  
MISCELLANEOUS**

Section 11.01. Amendments. No provision of this Lease may be changed, modified, waived, discharged, or terminated, except by a written instrument executed and delivered by the parties.

Section 11.02. Applicable Law; Jurisdiction. This Lease and all questions of validity, construction, interpretation, performance and enforcement of the terms and conditions of this Lease and any other obligation secured hereby shall be governed by the applicable statutory and common law of the State of Nevada and the parties agree that any proceedings with respect to the performance or enforcement of this Lease shall be brought in a court of competent jurisdiction

in the State of Nevada.

Section 11.03. Brokers. The parties acknowledge that neither party has retained a broker to assist in bringing about the transactions provided for hereunder. The parties agree to indemnify, defend and hold one another harmless from and against all claims for brokerage commissions and finder fees arising by reason of this Lease.

Section 11.04. Captions. The captions, titles, headings and Section numbers appearing in this Lease are for reference purposes only and shall in no way limit, define, or otherwise affect the construction of this Lease.

Section 11.05. Complete Agreement. Except instruments incorporated herein by reference and documents executed simultaneously herewith there are no written and/or oral agreements between LESSOR and LESSEE additional to or different from this Lease, and this Lease supersedes and cancels any and all previous negotiations, arrangements, agreements, letters and understandings between LESSOR (or its agents, or representative) and LESSEE with respect to the subject matter of this Lease. There are no representations between LESSOR and LESSEE other than those contained in this Lease, and all reliance with respect to any representation is solely upon the representations contained in this Lease. This Lease shall be construed in a fair and equitable manner and shall not be construed against the party by whom it was drafted.

Section 11.06. Counterparts. This Lease may be executed in any number of counterparts, or by different parties in different counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument, and in making proof hereof, it shall not be necessary to produce or account for more than one such counterpart.

Section 11.07. Force Majeure. Any covenants, conditions, provisions, or agreements on the part of Landlord to be performed shall not be deemed breached if Landlord is unable to furnish or perform the same by virtue of any cause whatsoever beyond Landlord's control, nor shall Tenant's rent be abated by reason of such inability on the part of Landlord.

Section 11.08. No Partnership. The parties expressly agree and acknowledge that LESSOR does not in any way or for any purpose become a principal or partner of LESSEE in the conduct of its business or a joint venturer or a member of a joint enterprise with LESSEE by reason of this Lease.

Section 11.09. Notices. All notices, requests, waivers, approvals, consents, demands and other communications hereunder shall be in writing and shall be deposited with the United States Postal Service, with all charges, fees and first-class postage prepaid, properly addressed as follows:

If to LESSEE:

Jessica Fain  
P.O. Box 1128  
Virginia City, NV 89441

If to LESSOR

Austin Osborne  
P. O. Box 176  
26 S. B Street  
Virginia City NV 89441

(signatures on next page)

IN WITNESS WHEREOF, the parties have executed this Lease as of the day and year first above written.

LESSOR  
STOREY COUNTY

LESSEE  
DIVIDE FITNESS INC.

\_\_\_\_\_  
By: Austin Osborne, County Manager

\_\_\_\_\_  
By: Jessica Fain, President



# Storey County Board of County Commissioners

## Agenda Action Report

Meeting date: July 7, 2020

Estimate of time required: 5 minutes

Agenda: Consent [ ] Regular agenda [X] Public hearing required [ ]

1. **Title: Consideration and possible approval of:** Transfer of Community Development funds in the 2019-2020 Storey County budget to accommodate permit refunds approved in Resolution #20-564 in the amount of \$71,586

2. **Recommended motion: I, (commissioner), motion to approve the transfer of \$71,586 in the 2019-2020 Storey County budget within Community Development to accommodate the permit refunds lined out in Resolution #20-564.**

3. **Prepared by:** Jennifer McCain

**Department:** Comptroller

**Telephone:** 775-847-1133

4. **Staff summary:** To accommodate Resolution 20-564, the 2019-2020 Community Development budget needed to be revised. This included a transfer between Community Development objects in the amount of \$71,586.

5. **Supporting materials:** Transfer details attached

6. **Fiscal impact:** No

Funds Available:

Fund:

ALL

\_\_\_ Comptroller

7. **Legal review required:**

\_\_\_ District Attorney

8. **Reviewed by:**

\_\_\_ Department Head

Department Name: Commissioner's Office

\_\_\_ County Manager

Other agency review: \_\_\_\_\_

9. **Board action:**

Approved

Approved with Modifications

Denied

Continued

Agenda Item No. 13

**NRS 354.598005 Procedures and requirements for augmenting or amending a budget**

- 1) If available resources (unanticipated or higher Beginning fund Balance) exceed those budgeted for:
  - a) Funds receiving ad valorem must PUBLISH a notice for 3 days and need a RESOLUTION
  - b) Funds not receiving ad valorem and enterprise funds just need a RESOLUTION, no publish
  
- 5) Appropriations may be TRANSFERRED between FUNCTIONS, FUNDS & CONTINGENCY accounts if the transfer does not increase the total appropriations
  - a) (comptroller) may transfer appropriations within any function
  - b) (comptroller) may transfer appropriations between functions and programs if:
    - 1) BOC is advised at next regular meeting
    - 2) ACTION is recorded in minutes
  - c) (comptroller) may recommend and BOC authorize TRANSFER of appropriations BETWEEN FUNDS or CONTINGENCY if:
    - 1) BOC announces at next regular meeting and sets EXACT AMOUNTS to be transferred and affected the accounts, functions and programs and funds affected
    - 2) BOX set forth the reasons
    - 3) Action is recorded in the minutes

**Transfers within a Department between Objects**

**Fund 001 General - Community Development (109)**

71,586	Contract Labor		001-109-51021-000
	Refunds	71,586	001-109-56530-000
<b>71,586</b>		<b>71,586</b>	



# Storey County Board of County Commissioners Agenda Action Report

Meeting date: 07/07/20

Estimate of time required: 30 min.

Agenda: Consent [ ] Regular agenda [x] Public hearing required [x]

1. **Title:** Discussion and possible action: Annual review and evaluation of the performance of Austin Osborne, County Manager for the time period of July 1, 2019 through June 30, 2020. The board may, without further notice, take administrative action against Austin Osborne, County Manager, if the board determines that such administrative action is warranted after considering the character, alleged misconduct, professional competence, or physical or mental health of Mr. Osborne. At the end of the annual performance evaluation, the board may modify existing goals and objectives of the county manager's job; determine whether or not to provide a merit increase, bonus, or other compensation adjustment; take adverse administrative action up to and including termination; or any other such action deemed warranted by the board.

2. **Recommended motion:** Take action as the board deems appropriate.

3. **Prepared by:** Jen Chapman (for Jeanne Greene)

**Department:** Human Resources

**Telephone:** 847-0968

4. **Staff summary:** In the board's deliberations, the character, competence, and performance of the county manager may be discussed and the board may consider the job description, job duties, and other matters connected to this agenda item. The county manager may be present at the meeting and may present evidence relating to his character, alleged misconduct, professional competence, or physical or mental health. At the end of the annual performance evaluation, the board may modify existing goals and objectives of the county manager's job; determine whether or not to provide a merit increase, bonus, or other compensation adjustment; take adverse administrative action up to and including termination; or any other such action deemed warranted by the board.

5. **Supporting materials:** Enclosed: (A) County Manager Board Evaluation Form; (B) County Manager Self-Evaluation Form; (C) Resolution 19-547 Appointed Salaries/Grades; (D) General Salary Grade & Step Chart; (E) County Manager Job Description; (F) Notice to County Manager of Evaluation.

6. **Fiscal impact:** None on local government.

Funds Available: Fund: \_\_\_\_\_ Comptroller

7. **Legal review required:** \_\_\_\_\_ District Attorney

8. **Reviewed by:**  
\_\_\_\_ Department Head Department Name:  
   County Manager Other agency review: \_\_\_\_\_

9. **Board action:**  
 Approved  Approved with Modifications  
 Denied  Continued

Agenda Item No. 14

<b>County Commissioner's Annual Evaluation of the Storey County Manager</b>		
<b>Date of Evaluation:</b> _____		
<b>County Manager Being Evaluated:</b> _____		
<b>Evaluator:</b> _____		
<b>Evaluation Period - From:</b> _____	<b>To:</b> _____	<b>(month/day/year)</b>

**A. County Manager job description essential function elements:**

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>• Develops goals and objectives</li> <li>• Motivates staff</li> <li>• Fosters team management</li> <li>• Administrates policies</li> <li>• Advises appropriate policies</li> <li>• Administers contracts</li> <li>• Evaluates staff</li> <li>• Administers the budget</li> <li>• Promotes economic development</li> </ul> | <ul style="list-style-type: none"> <li>• Resolves issues and complaints</li> <li>• Assist the board</li> <li>• Fosters team management</li> <li>• Oversees the budget</li> <li>• Serves as a public information officer</li> <li>• Investigates</li> <li>• Legislative representative</li> <li>• Lobbyist</li> <li>• Responds to emergencies</li> </ul> |
|--|---|

**B. Primary elements of the County Manager's duties being evaluated in accordance with job description:**

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>• Leadership</li> <li>• Organizational Management</li> <li>• Financial Management</li> <li>• Human Resources Development</li> <li>• Public Service</li> </ul> | <ul style="list-style-type: none"> <li>• Economic Development</li> <li>• Personal Character</li> <li>• Emergency Management</li> <li>• Code of Ethics ICMA</li> </ul> |
|--|---|

**C. Rating scale for each evaluation element. For each category, check which most closely applies.** The commissioners should discuss each element collaboratively and individually decide what rating to assign for that element. The commissioners should also review and consider the ratings in the County Manager's self-evaluation.

- **Distinguished:** The County Manager is so successful at this job criterion that special note should be made. This performance rank is in the top 10 percent.
- **Excellent:** Performance at this level is one of better performance in the organization, given the common standards and results. This is better than average performance.
- **Satisfactory:** Performance is at or above minimum standards. This level of performance is what one would expect from the most experience and competent manager.
- **Needs Improvement:** Performance is somewhat below what would be expected of an experienced and competent manager. However, there appears to be potential to improve the rating within a reasonable timeframe.
- **Unsatisfactory:** Performance is well below standards and there is serious question as to whether the person can improve to meet the minimum standard.

**1. Leadership**

- a. Motivates and encourages teamwork, innovation, and problem-solving
- b. Instills confidence and promotes initiative through support and encouragement
- c. Delegates authority appropriately
- d. Affective advocate of county programs
- e. Communicates clearly with board, staff, and departments
- f. Leads in accordance with policies and board directives
- g. Leads according to strategic goals, objectives, and policies
- h. Positive relationship with board
- i. Positive relationship with staff, departments, and elected offices
- j. Represents board's interest in local and regional issues and projects
- k. Positive relationship with residents, businesses, and public
- l. Takes ownership of error
- m. Builds inter-local relations (local, state, federal)

\_\_\_ *Distinguished*

\_\_\_ *Excellent*

\_\_\_ *Satisfactory*

\_\_\_ *Needs Improvement*

\_\_\_ *Unsatisfactory*

*Comments:*

*New or additional goals for the future:*



**2. Organizational Management**

- a. Implements and enforces board directives
- b. Follows organization policies and programs
- c. Responds timely to board requests
- d. Reports are accurate, comprehensive, concise, and persuasive
- e. Effective Public Information Officer (PIO)
- f. Understands, supports, and enforces policies
- g. Reviews policies and recommends improvements
- h. Efficient and effective
- i. Detail oriented and avoids errors
- j. Resolves problems
- k. Delivers product

\_\_\_ *Distinguished*

\_\_\_ *Excellent*

\_\_\_ *Satisfactory*

\_\_\_ *Needs Improvement*

\_\_\_ *Unsatisfactory*

*Comments:*

*New or additional goals for the future:*

**3. Financial Management**

- a. Directs preparation of balanced budget
- b. Provides service at levels consistent with board policies and directives
- c. Keeps board apprised of major financial issues
- d. Monitors budget expenditures to ensure funds are spent correctly
- e. Evaluates programs and services and makes appropriate adjustments
- f. Meets board policies, guidelines, and directives
- g. Exhibits responsible and appropriate expenditures
- h. Uses labor and resources efficiently
- i. Exhibits financial competency
- j. Anticipates and plans for future financial needs
- k. Utilizes federal and state grant and funding opportunities

\_\_\_ *Distinguished*

\_\_\_ *Excellent*

\_\_\_ *Satisfactory*

\_\_\_ *Needs Improvement*

\_\_\_ *Unsatisfactory*

*Comments:*

*New or additional goals for the future:*

**4. Human Resources Development**

- a. Ensures personnel policies conform to law
- b. Carries out personnel policies
- c. Professional manages the compensation and benefits plan
- d. Promotes training and professional development
- e. Maintains staffing according to organizational needs and budget limits
- f. Retains and recruits competent personnel
- g. Treats all employees fairly and equitably
- h. Promptly addresses disciplinary problems
- i. Takes appropriate corrective action
- j. Monitors and evaluates performance
- k. Evaluates and coaches consistently and fairly

\_\_\_ *Distinguished*

\_\_\_ *Excellent*

\_\_\_ *Satisfactory*

\_\_\_ *Needs Improvement*

\_\_\_ *Unsatisfactory*

*Comments:*

*New or additional goals for the future:*



**6. Economic Development**

- a. Builds private-public partnerships
- b. Fosters inter-jurisdictional cooperation
- c. Responds quickly to stakeholder needs
- d. Adapts to changing economic environment
- e. Knows county assets, strengths, weaknesses, and opportunities
- f. Builds positive image of county based on facts
- g. Demonstrates consistency and integrity

\_\_\_ *Distinguished*

\_\_\_ *Excellent*

\_\_\_ *Satisfactory*

\_\_\_ *Needs Improvement*

\_\_\_ *Unsatisfactory*

*Comments:*

*New or additional goals for the future:*

**7. Personal Character**

- a. Shows originality in approaching problems
- b. Takes rational, impersonal, and unbiased approach based on facts and qualified opinions
- c. Energetic and willing to spend time to do exceptional work
- d. Reaches quality decisions in timely fashion
- e. Honest and forthcoming in professional capacities
- f. Reputation in community for honesty and integrity
- g. Accepts constructive criticism and takes ownership for mistakes

\_\_\_ *Distinguished*

\_\_\_ *Excellent*

\_\_\_ *Satisfactory*

\_\_\_ *Needs Improvement*

\_\_\_ *Unsatisfactory*

*Comments:*

*New or additional goals for the future:*

**8. Emergency Management**

- a. Leads and manages effectively during crises
- b. Inter-jurisdictional cooperation
- c. Supports emergency management planning
- d. Maintains conformance with emergency management requirements

\_\_\_ *Distinguished*

\_\_\_ *Excellent*

\_\_\_ *Satisfactory*

\_\_\_ *Needs Improvement*

\_\_\_ *Unsatisfactory*

*Comments:*

*New or additional goals for the future:*

9. **ICMA Code of Ethics:** The County Manager has exhibited excellent conformance with the Code of Ethics of the International County Manager's Association ICMA

\_\_\_\_\_ *Conformed to the ICMA Code of Ethics*

\_\_\_\_\_ *Did not conform to one or more of the ICMA Code of Ethics (Circle which of the tenant(s) above with which conformance did not occur.)*

### **ICMA Code of Ethics**

**Tenet 1** – Be dedicated to the concepts of effective and democratic local government by responsible elected officials and believe that professional general management is essential to the achievement of this objective.

**Tenet 2** – Affirm the dignity and worth of the services rendered by government and maintain a constructive, creative, and practical attitude toward local government affairs and a deep sense of social responsibility as a trusted public servant

**Tenet 3** – Demonstrate by word and action the highest standards of ethical conduct and integrity in all public, professional, and personal relationships in order that the member may merit the trust and respect of the elected and appointed officials, employees, and the public.

**Tenet 4** – Recognize that the chief function of local government at all times is to serve the best interests of all people.

**Tenet 5** – Submit policy proposals to elected officials; provide them with facts and advice on matters of policy as a basis for making decisions and setting community goals; and uphold and implement local government policies adopted by elected officials.

**Tenet 6** – Recognize that elected representatives of the people are entitled to the credit for the establishment of local government policies; responsibility for policy execution rests with the members.

**Tenet 7** – Refrain from all political activities which undermine public confidence in professional administrators. Refrain from participation in the election of the members of the employing legislative body.

**Tenet 8** – Make it a duty continually to improve the member's professional ability and to develop the competence of associates in the use of management techniques.

**Tenet 9** – Keep the community informed on local government affairs; encourage communication between the citizens and all local government officers; emphasize friendly and courteous service to the public; and seek to improve the quality and image of public service.

**Tenet 10** – Resist any encroachment on professional responsibilities, believing the member should be free to carry out official policies without interference, and handle each problem without discrimination on the basis of principle and justice.

**Tenet 11** – Handle all matters of personnel on the basis of merit so that fairness and impartiality govern a member's decisions, pertaining to appointments, pay adjustments, promotions, and discipline.

**Tenet 12** – Public office is a public trust. A member shall not leverage his or her position for personal gain or benefit.



<b>County Manager's Self-Evaluation</b>		
<b>Annual Evaluation of the</b>		
<b>Storey County Manager</b>		
<b>Date of Evaluation:</b>		
<b>County Manager Being Evaluated:</b>		
<b>Self-Evaluator:</b>		
<b>Evaluation Period - From:</b>	<b>To:</b>	<b>(month/day/year)</b>

**A. County Manager job description essential function elements:**

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>• Develops goals and objectives</li> <li>• Motivates staff</li> <li>• Fosters team management</li> <li>• Administrates policies</li> <li>• Advises appropriate policies</li> <li>• Administers contracts</li> <li>• Evaluates staff</li> <li>• Administers the budget</li> <li>• Promotes economic development</li> </ul> | <ul style="list-style-type: none"> <li>• Resolves issues and complaints</li> <li>• Assist the board</li> <li>• Fosters team management</li> <li>• Oversees the budget</li> <li>• Serves as a public information officer</li> <li>• Investigates</li> <li>• Legislative representative</li> <li>• Lobbyist</li> <li>• Responds to emergencies</li> </ul> |
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|--|---|

**C. Rating scale for each evaluation element. For each category, check which most closely applies.** This self-evaluation will be considered by the board during its evaluation.

- **Distinguished:** The County Manager is so successful at this job criterion that special note should be made. This performance rank is in the top 10 percent.
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*Comments:*

*New or additional goals for the future:*

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*Comments:*

*New or additional goals for the future:*



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\_\_\_ *Excellent*

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\_\_\_ *Needs Improvement*

\_\_\_ *Unsatisfactory*

*Comments:*

*New or additional goals for the future:*

**5. Public Service**

- a. Positive impression by citizens
- b. Visible, approachable, accessible, and responsive
- c. Displays diplomacy when responding to others
- d. Displays positive public image of the county
- e. Outgoing to meet with citizens and communities
- f. Communicates with citizens
- g. Citizen and customer oriented
- h. Responds timely to citizen complaints

\_\_\_ *Distinguished*

\_\_\_ *Excellent*

\_\_\_ *Satisfactory*

\_\_\_ *Needs Improvement*

\_\_\_ *Unsatisfactory*

*Comments:*

*New or additional goals for the future:*

**6. Economic Development**

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*New or additional goals for the future:*



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**Tenet 12** – Public office is a public trust. A member shall not leverage his or her position for personal gain or benefit.

**RESOLUTION NO. 19-547**

A RESOLUTION SETTING SALARIES OF EMPLOYEES FIXED BY ORDINANCE OR RESOLUTION PER NRS 245.045 FOR APPOINTED OFFICIALS.

BE IT HEREBY RESOLVED BY THE STOREY COUNTY BOARD OF COUNTY COMMISSIONERS, STOREY COUNTY, NEVADA:

**WHEREAS**, for the purposes of NRS 245.045, the Storey County Board of County Commissioners has authority to establish the salaries of all appointed County employees by the enactment of a resolution.

**WHEREAS**, the salaries of all appointed county employees, except certain Sheriff's Office employees set by collective bargaining agreement, are consistently to be derived from a similar step and grade range salary system shown in the General Salary Schedule for regular employees of the county.

**WHEREAS**, the salary grade range of appointed employees shall be as follows for the 2019-2020 fiscal period:

Public Works Director	Grade 152
Assistant Public Works Director	Grade 144
Automotive/Equipment Manager	Grade 133
County Manager	Grade 157
Assistant County Manager	Grade 144
Fire Marshal	Grade 144
Building Official	Grade 144
Community Development Director	Grade 152
Chief Deputy District Attorney	Grade 153
Deputy District Attorney	Grade 152
Chief Deputy Sheriff	Grade 136
Communications Director	Grade 144
Information Technology Director	Grade 152
Comptroller	Grade 152
Assistant Comptroller	Grade 144
Senior Services Director	Grade 133
Management Analyst I to Comptroller	Grade 129
Management Analyst II to Comptroller	Grade 133
Management Analyst I to County Manager	Grade 129
Management Analyst II to County Manager	Grade 131
Management Analyst III to County Manager	Grade 133
Management Analyst I to Fire District	Grade 129
Administrative Officer/HR Director	Grade 144
Community Relations Coordinator	Grade 140
Senior Planner	Grade 140
Tourism Director	Grade 152
Tourism Marketing Manager	Grade 135

Bailiff/Director of Security	Grade 140
Event and Site Manager	Grade 124
Senior Center Site Manager	Grade 119

**WHEREAS**, the salary grade range of appointed employees shall be as follows for the 2018-2019 fiscal period, a salary grade range reflecting an amendment to prior action by Resolution 18-488 which will add Assistant Comptroller at grade 136 for this fiscal period only. Accordingly, that specific salary grade range of appointed employees shall be as follows for the 2018-2019 fiscal period:

Public Works Director	Grade 151
Assistant Public Works Director	Grade 137
Automotive/Equipment Specialist	Grade 133
County Manager	Grade 157
Assistant County Manager	Grade 152
Fire Marshal	Grade 144
Community Development Director	Grade 151
Chief Deputy District Attorney	Grade 152
Deputy District Attorney	Grade 151
Chief Deputy Sheriff	Grade 136
Communications Director	Grade 140
Information Technology Director	Grade 151
Network Administrator	Grade 130
Comptroller	Grade 151
Assistant Comptroller	Grade 136 (added per Resolution 19-547)
Management Analyst I to Comptroller	Grade 129
Management Analyst II to Comptroller	Grade 133
Management Analyst I to County Manager	Grade 129
Management Analyst II to County Manager	Grade 131
Management Analyst III to County Manager	Grade 133
Management Analyst I to Fire District	Grade 129
Administrative Officer/HR Director	Grade 151
Community Services Coordinator	Grade 133
Senior Planner	Grade 134
VCTC Director	Grade 151
Tourism Marketing Manager	Grade 135
Bailiff/Director of Security	Grade 140

**WHEREAS**, each employee who is capped in the ten-step General Salary Schedule shall receive a Cost of Living increase equal to fifty (50%) percent of any PERS increase for that year, if there is no PERS increase (every other year) each employee who is capped in the ten-step General Salary Schedule shall receive a two (2%) percent Cost of Living increase July 1<sup>st</sup>. Each employee who is not capped in the ten-step General Salary Schedule shall receive a Cost of Living increase equal to fifty (50%) percent of any PERS increase for that year, if there is no PERS increase (every other year) no Cost of Living increase will be granted.

**NOW**, THEREFORE BE IT RESOLVED BY THE STOREY COUNTY BOARD OF COUNTY COMMISSIONERS, by unanimous vote, to adopt

Resolution: 19-547

Resolution \_\_\_\_\_ providing for the setting of salaries for the appointed officials not represented by a bargaining unit.

This resolution shall be effective on the 1st, day of July, 2019.

PROPOSED AND ADOPTED this 2<sup>nd</sup> day of July, 2019.

THOSE VOTING AYE:

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THOSE VOTING NAY:

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STOREY COUNTY  
BOARD OF COUNTY COMMISSIONERS

\_\_\_\_\_  
Marshall McBride, Chairman

ATTEST:

\_\_\_\_\_  
CLERK TO THE BOARD

GENERAL SALARY SCHEDULE

Step and Grade (Appointed Exempt Employees)  
OFFICIAL 2019-2020

STEP	Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	
		2000 hours/w. (40-hour week)										
110		\$ 36,256.16	\$ 37,525.13	\$ 38,833.50	\$ 40,197.85	\$ 41,604.73	\$ 43,066.94	\$ 44,565.08	\$ 46,127.96	\$ 47,742.44	\$ 49,413.42	
111		\$ 37,462.56	\$ 38,963.25	\$ 39,807.46	\$ 41,202.72	\$ 42,544.89	\$ 43,947.45	\$ 45,427.45	\$ 46,884.21	\$ 48,419.95	\$ 49,948.75	
112		\$ 38,091.62	\$ 39,434.33	\$ 40,804.70	\$ 42,181.86	\$ 43,711.01	\$ 45,246.90	\$ 46,834.33	\$ 48,463.15	\$ 50,133.36	\$ 51,844.97	
113		\$ 39,043.92	\$ 40,480.46	\$ 41,824.62	\$ 43,388.69	\$ 44,803.80	\$ 46,371.93	\$ 47,994.96	\$ 49,674.77	\$ 51,413.36	\$ 53,211.86	
114		\$ 40,020.01	\$ 41,420.71	\$ 42,870.44	\$ 44,379.50	\$ 45,932.22	\$ 47,532.22	\$ 49,194.84	\$ 50,916.63	\$ 52,698.71	\$ 54,543.17	
115		\$ 41,020.11	\$ 42,456.13	\$ 43,942.50	\$ 45,480.38	\$ 47,071.98	\$ 48,715.50	\$ 50,424.69	\$ 52,189.55	\$ 54,016.16	\$ 55,906.75	
116		\$ 42,046.03	\$ 43,577.65	\$ 45,160.76	\$ 46,717.79	\$ 48,348.79	\$ 49,937.50	\$ 51,638.31	\$ 53,494.36	\$ 55,366.66	\$ 57,314.43	
117		\$ 43,097.18	\$ 44,605.58	\$ 46,166.77	\$ 47,783.61	\$ 49,455.00	\$ 51,185.93	\$ 52,971.43	\$ 54,811.64	\$ 56,702.43	\$ 58,639.03	
118		\$ 44,174.61	\$ 45,720.72	\$ 47,300.94	\$ 48,937.37	\$ 50,619.38	\$ 52,465.93	\$ 54,301.87	\$ 56,202.43	\$ 58,169.51	\$ 60,205.45	
119		\$ 45,278.98	\$ 46,863.75	\$ 48,503.98	\$ 50,201.62	\$ 51,944.67	\$ 53,777.23	\$ 55,654.43	\$ 57,607.51	\$ 59,623.77	\$ 61,710.61	
120		\$ 46,410.96	\$ 48,095.34	\$ 49,716.58	\$ 51,385.66	\$ 53,151.64	\$ 55,012.63	\$ 56,970.91	\$ 59,047.76	\$ 61,114.37	\$ 63,253.37	
121		\$ 47,571.32	\$ 49,236.22	\$ 50,959.46	\$ 52,743.67	\$ 54,589.07	\$ 56,495.63	\$ 58,472.18	\$ 60,523.82	\$ 62,642.21	\$ 64,834.69	
122		\$ 48,760.51	\$ 50,467.13	\$ 52,233.48	\$ 54,064.65	\$ 55,953.81	\$ 57,911.33	\$ 59,936.12	\$ 62,036.99	\$ 64,208.29	\$ 66,465.58	
123		\$ 49,979.52	\$ 51,728.10	\$ 53,533.31	\$ 55,411.39	\$ 57,352.65	\$ 59,385.93	\$ 61,437.53	\$ 63,587.91	\$ 65,813.46	\$ 68,116.96	
124		\$ 51,229.01	\$ 53,022.61	\$ 54,877.29	\$ 56,798.51	\$ 58,786.46	\$ 60,841.93	\$ 62,973.53	\$ 65,177.66	\$ 67,468.81	\$ 69,819.88	
125		\$ 52,509.73	\$ 54,347.57	\$ 56,249.73	\$ 58,218.47	\$ 60,266.11	\$ 62,365.09	\$ 64,443.86	\$ 66,607.04	\$ 68,845.28	\$ 71,205.27	
126		\$ 53,822.47	\$ 55,706.25	\$ 57,659.57	\$ 59,679.53	\$ 61,762.52	\$ 63,924.21	\$ 66,161.56	\$ 68,477.21	\$ 70,873.91	\$ 73,354.50	
127		\$ 55,168.63	\$ 57,096.52	\$ 59,097.36	\$ 61,167.79	\$ 63,306.53	\$ 65,512.31	\$ 67,815.60	\$ 70,189.15	\$ 72,645.77	\$ 75,138.37	
128		\$ 56,547.33	\$ 58,516.29	\$ 60,574.61	\$ 62,694.53	\$ 64,889.25	\$ 67,166.38	\$ 69,510.99	\$ 71,940.83	\$ 74,461.93	\$ 77,068.08	
129		\$ 57,960.33	\$ 59,989.56	\$ 62,089.39	\$ 64,261.31	\$ 66,511.50	\$ 68,835.40	\$ 71,248.78	\$ 73,742.48	\$ 76,333.47	\$ 78,994.79	
130		\$ 59,409.34	\$ 61,489.29	\$ 63,641.43	\$ 65,866.87	\$ 68,174.28	\$ 70,566.38	\$ 73,025.99	\$ 75,586.04	\$ 78,231.51	\$ 80,969.65	
131		\$ 60,895.19	\$ 63,026.52	\$ 65,232.45	\$ 67,515.98	\$ 69,878.63	\$ 72,324.38	\$ 74,857.73	\$ 77,475.85	\$ 80,187.33	\$ 82,993.89	
132		\$ 62,417.87	\$ 64,642.48	\$ 66,943.36	\$ 69,307.47	\$ 71,725.59	\$ 74,232.49	\$ 76,827.13	\$ 79,493.51	\$ 82,246.81	\$ 85,095.74	
133		\$ 63,978.00	\$ 66,237.33	\$ 68,534.63	\$ 70,893.55	\$ 73,416.23	\$ 75,985.79	\$ 78,644.11	\$ 81,397.84	\$ 84,246.81	\$ 87,195.45	
134		\$ 65,572.45	\$ 67,872.66	\$ 70,244.31	\$ 72,696.89	\$ 75,235.69	\$ 77,888.41	\$ 80,612.43	\$ 83,432.83	\$ 86,352.98	\$ 89,375.33	
135		\$ 67,216.89	\$ 69,569.46	\$ 72,004.41	\$ 74,524.57	\$ 77,131.91	\$ 79,829.53	\$ 82,626.78	\$ 85,518.64	\$ 88,511.61	\$ 91,609.72	
136		\$ 68,907.31	\$ 71,308.71	\$ 73,804.53	\$ 76,387.68	\$ 79,061.25	\$ 81,828.43	\$ 84,692.38	\$ 87,656.62	\$ 90,724.61	\$ 93,899.97	
137		\$ 70,640.75	\$ 73,091.64	\$ 75,640.64	\$ 78,297.36	\$ 81,037.79	\$ 83,874.11	\$ 86,806.70	\$ 89,848.04	\$ 92,992.71	\$ 96,247.47	
138		\$ 72,426.15	\$ 74,918.73	\$ 77,540.88	\$ 80,294.83	\$ 83,183.78	\$ 86,197.97	\$ 89,349.93	\$ 92,649.25	\$ 96,097.58	\$ 99,695.66	
139		\$ 74,264.85	\$ 76,751.10	\$ 79,479.41	\$ 82,361.39	\$ 85,400.33	\$ 88,604.24	\$ 91,904.45	\$ 95,399.62	\$ 99,094.45	\$ 102,930.01	
140		\$ 76,149.76	\$ 78,711.50	\$ 81,466.40	\$ 84,317.73	\$ 87,364.85	\$ 90,607.55	\$ 93,949.57	\$ 97,494.53	\$ 101,343.01	\$ 105,488.02	
141		\$ 77,980.89	\$ 80,679.28	\$ 83,508.05	\$ 86,483.66	\$ 89,610.56	\$ 92,891.33	\$ 96,331.67	\$ 99,937.43	\$ 103,646.57	\$ 107,539.20	
142		\$ 79,859.77	\$ 82,656.46	\$ 85,590.63	\$ 88,686.30	\$ 91,858.83	\$ 95,199.89	\$ 98,717.22	\$ 102,414.82	\$ 106,242.74	\$ 110,295.19	
143		\$ 81,897.37	\$ 84,783.67	\$ 87,740.40	\$ 90,800.57	\$ 93,974.01	\$ 97,264.23	\$ 100,697.63	\$ 104,296.26	\$ 108,043.06	\$ 111,917.57	
144		\$ 83,944.71	\$ 86,882.77	\$ 89,933.67	\$ 93,071.00	\$ 96,318.48	\$ 99,685.93	\$ 103,186.44	\$ 106,801.11	\$ 110,539.15	\$ 114,408.02	
145		\$ 86,043.31	\$ 89,054.63	\$ 92,171.75	\$ 95,397.76	\$ 98,736.63	\$ 102,192.47	\$ 105,769.20	\$ 109,471.11	\$ 113,302.61	\$ 117,258.21	
146		\$ 88,194.40	\$ 91,281.20	\$ 94,476.65	\$ 97,782.71	\$ 101,105.12	\$ 104,542.23	\$ 108,112.44	\$ 111,807.91	\$ 115,635.16	\$ 119,599.91	
147		\$ 90,399.76	\$ 93,563.33	\$ 96,837.94	\$ 100,237.37	\$ 103,155.28	\$ 106,265.98	\$ 109,512.77	\$ 112,913.16	\$ 116,498.54	\$ 120,204.91	
148		\$ 92,659.13	\$ 95,942.31	\$ 99,358.89	\$ 102,793.95	\$ 106,321.60	\$ 110,056.13	\$ 113,901.86	\$ 117,888.42	\$ 121,914.57	\$ 126,035.03	
149		\$ 94,975.73	\$ 98,299.68	\$ 101,740.37	\$ 105,300.28	\$ 108,986.83	\$ 112,802.37	\$ 116,746.42	\$ 120,835.65	\$ 124,964.89	\$ 129,433.17	
150		\$ 97,350.11	\$ 100,757.37	\$ 104,283.88	\$ 107,933.81	\$ 111,711.50	\$ 115,621.40	\$ 119,666.15	\$ 123,856.53	\$ 128,191.51	\$ 132,678.21	
151		\$ 99,783.87	\$ 103,276.31	\$ 106,890.98	\$ 110,631.17	\$ 114,504.29	\$ 118,511.94	\$ 122,655.86	\$ 126,952.95	\$ 131,396.21	\$ 135,995.18	
152		\$ 102,278.47	\$ 105,858.21	\$ 109,563.25	\$ 113,397.57	\$ 117,366.90	\$ 121,474.74	\$ 125,726.35	\$ 130,126.71	\$ 134,681.21	\$ 139,395.06	
153		\$ 104,825.43	\$ 108,504.67	\$ 112,301.33	\$ 116,232.51	\$ 120,300.09	\$ 124,511.60	\$ 128,866.51	\$ 133,379.94	\$ 138,068.24	\$ 142,939.93	
154		\$ 107,456.31	\$ 111,217.26	\$ 115,100.68	\$ 119,133.73	\$ 123,308.59	\$ 127,624.39	\$ 132,091.14	\$ 136,714.42	\$ 141,409.44	\$ 146,251.92	
155		\$ 110,142.72	\$ 113,957.72	\$ 117,967.64	\$ 122,117.20	\$ 126,431.30	\$ 130,815.00	\$ 135,393.33	\$ 140,132.36	\$ 145,036.91	\$ 150,113.22	
156		\$ 112,886.30	\$ 116,847.67	\$ 120,937.34	\$ 125,170.14	\$ 129,551.10	\$ 134,085.33	\$ 138,776.37	\$ 143,636.62	\$ 148,562.86	\$ 153,666.06	
157		\$ 115,718.70	\$ 119,768.85	\$ 123,960.76	\$ 128,299.39	\$ 132,788.87	\$ 137,437.51	\$ 142,247.81	\$ 147,226.56	\$ 152,379.48	\$ 157,712.71	

GENERAL SALARY SCHEDULE

Step and Grade (Appointed Exempt Employees)  
OFFICIAL 2019-2020

150	\$ 118,911.65	\$ 122,783.07	\$ 127,055.77	\$ 131,508.96	\$ 136,109.60	\$ 140,873.44	\$ 145,804.01	\$ 150,907.15	\$ 156,188.90	\$ 161,655.51
151	\$ 121,576.95	\$ 125,532.15	\$ 130,236.70	\$ 134,794.95	\$ 139,512.96	\$ 144,385.74	\$ 149,414.18	\$ 154,607.05	\$ 160,001.04	\$ 165,615.92
160	\$ 128,616.99	\$ 132,827.86	\$ 137,482.10	\$ 142,464.42	\$ 147,680.17	\$ 153,129.55	\$ 158,812.66	\$ 164,729.50	\$ 170,891.30	\$ 177,318.15
161	\$ 127,731.79	\$ 132,202.41	\$ 136,829.49	\$ 141,618.52	\$ 146,676.17	\$ 152,007.99	\$ 157,618.99	\$ 163,510.51	\$ 169,596.30	\$ 175,985.32
162	\$ 130,252.09	\$ 135,007.46	\$ 140,250.23	\$ 145,158.90	\$ 150,339.55	\$ 155,697.93	\$ 161,340.36	\$ 167,273.37	\$ 173,502.34	\$ 179,947.45
163	\$ 134,108.22	\$ 138,095.15	\$ 143,296.49	\$ 148,787.96	\$ 154,589.54	\$ 160,685.36	\$ 167,080.87	\$ 173,777.01	\$ 180,783.43	\$ 188,018.39
164	\$ 137,653.17	\$ 142,267.53	\$ 147,360.39	\$ 152,807.65	\$ 158,584.47	\$ 164,697.86	\$ 171,154.04	\$ 177,966.04	\$ 185,141.26	\$ 192,598.85
165	\$ 140,982.00	\$ 145,826.73	\$ 151,034.16	\$ 156,570.35	\$ 162,421.56	\$ 168,584.57	\$ 175,065.17	\$ 181,968.30	\$ 189,309.62	\$ 197,005.81

\*Note: There are no longer 35-hour employees working in Stuyvesant County. The column, however, is included for retroactive reference. All employees hired on or after 4/1/19 are pursuant to the 40-hour workweek schedule.

GENERAL SALARY SCHEDULE

Step and Grade (Appointed and Non-Represented)  
OFFICIAL 2019-2020

STEP	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
GRADE	2080 hours/yr. (40-hour week)									
110	\$ 36,256.16	\$ 37,525.13	\$ 38,838.50	\$ 40,197.85	\$ 41,604.78	\$ 43,060.94	\$ 44,568.08	\$ 46,127.96	\$ 47,742.44	\$ 49,413.42
111	\$ 37,162.56	\$ 38,463.25	\$ 39,809.46	\$ 41,202.79	\$ 42,644.89	\$ 44,137.46	\$ 45,682.27	\$ 47,281.15	\$ 48,935.99	\$ 50,648.75
112	\$ 38,091.62	\$ 39,424.83	\$ 40,804.70	\$ 42,232.86	\$ 43,711.01	\$ 45,240.90	\$ 46,824.33	\$ 48,463.18	\$ 50,159.39	\$ 51,914.97
113	\$ 39,043.92	\$ 40,410.46	\$ 41,824.82	\$ 43,288.69	\$ 44,803.80	\$ 46,374.95	\$ 47,994.95	\$ 49,674.77	\$ 51,413.39	\$ 53,212.86
114	\$ 40,020.01	\$ 41,420.71	\$ 42,870.44	\$ 44,370.90	\$ 45,933.88	\$ 47,531.22	\$ 49,194.81	\$ 50,916.63	\$ 52,698.71	\$ 54,543.17
115	\$ 41,020.51	\$ 42,456.23	\$ 43,942.20	\$ 45,480.18	\$ 47,071.98	\$ 48,719.50	\$ 50,424.69	\$ 52,189.55	\$ 54,016.18	\$ 55,906.75
116	\$ 42,046.03	\$ 43,517.65	\$ 45,040.76	\$ 46,617.19	\$ 48,248.79	\$ 49,937.50	\$ 51,685.31	\$ 53,494.30	\$ 55,366.60	\$ 57,304.43
117	\$ 43,097.18	\$ 44,605.58	\$ 46,166.77	\$ 47,782.61	\$ 49,455.00	\$ 51,185.93	\$ 52,977.43	\$ 54,831.64	\$ 56,750.75	\$ 58,737.03
118	\$ 44,174.61	\$ 45,720.72	\$ 47,320.94	\$ 48,977.17	\$ 50,691.38	\$ 52,465.57	\$ 54,301.87	\$ 56,202.43	\$ 58,169.52	\$ 60,205.45
119	\$ 45,278.98	\$ 46,863.75	\$ 48,503.98	\$ 50,201.62	\$ 51,958.67	\$ 53,777.23	\$ 55,659.43	\$ 57,607.51	\$ 59,623.77	\$ 61,710.61
120	\$ 46,410.96	\$ 48,035.34	\$ 49,716.58	\$ 51,456.66	\$ 53,257.64	\$ 55,121.66	\$ 57,050.92	\$ 59,047.70	\$ 61,114.37	\$ 63,253.37
121	\$ 47,571.22	\$ 49,236.22	\$ 50,959.48	\$ 52,743.07	\$ 54,589.07	\$ 56,499.69	\$ 58,477.18	\$ 60,523.88	\$ 62,642.22	\$ 64,834.69
122	\$ 48,760.51	\$ 50,467.13	\$ 52,233.48	\$ 54,061.65	\$ 55,953.81	\$ 57,912.20	\$ 59,939.12	\$ 62,036.99	\$ 64,208.29	\$ 66,455.58
123	\$ 49,979.52	\$ 51,728.80	\$ 53,539.31	\$ 55,413.19	\$ 57,352.65	\$ 59,359.99	\$ 61,437.59	\$ 63,587.91	\$ 65,813.48	\$ 68,116.96
124	\$ 51,229.01	\$ 53,022.02	\$ 54,877.79	\$ 56,798.51	\$ 58,786.46	\$ 60,843.99	\$ 62,973.53	\$ 65,177.60	\$ 67,458.82	\$ 69,819.88
125	\$ 52,509.73	\$ 54,347.57	\$ 56,249.73	\$ 58,218.47	\$ 60,256.12	\$ 62,365.08	\$ 64,547.86	\$ 66,807.04	\$ 69,145.28	\$ 71,565.37
126	\$ 53,822.47	\$ 55,706.25	\$ 57,655.97	\$ 59,673.93	\$ 61,762.52	\$ 63,924.21	\$ 66,161.56	\$ 68,477.21	\$ 70,873.91	\$ 73,354.50
127	\$ 55,168.03	\$ 57,098.92	\$ 59,097.38	\$ 61,165.79	\$ 63,306.59	\$ 65,522.32	\$ 67,815.60	\$ 70,189.15	\$ 72,645.77	\$ 75,188.37
128	\$ 56,547.23	\$ 58,526.39	\$ 60,574.81	\$ 62,694.93	\$ 64,889.25	\$ 67,160.38	\$ 69,510.99	\$ 71,943.87	\$ 74,461.91	\$ 77,068.08
129	\$ 57,960.93	\$ 59,989.56	\$ 62,089.19	\$ 64,442.52	\$ 66,511.50	\$ 68,839.40	\$ 71,248.78	\$ 73,742.48	\$ 76,233.47	\$ 78,994.79
130	\$ 59,409.94	\$ 61,489.29	\$ 63,641.42	\$ 65,868.87	\$ 68,174.28	\$ 70,560.38	\$ 73,029.99	\$ 75,586.04	\$ 78,231.55	\$ 80,969.65
131	\$ 60,895.19	\$ 63,026.52	\$ 65,232.45	\$ 67,515.58	\$ 69,878.63	\$ 72,324.38	\$ 74,855.73	\$ 77,475.69	\$ 80,187.33	\$ 82,993.89
132	\$ 62,417.57	\$ 64,602.18	\$ 66,853.26	\$ 69,203.47	\$ 71,625.59	\$ 74,132.49	\$ 76,727.13	\$ 79,412.57	\$ 82,192.01	\$ 85,068.74
133	\$ 63,978.00	\$ 66,217.23	\$ 68,533.55	\$ 70,933.55	\$ 73,416.23	\$ 75,985.30	\$ 78,645.30	\$ 81,397.88	\$ 84,246.81	\$ 87,195.45
134	\$ 65,577.45	\$ 67,872.66	\$ 70,248.21	\$ 72,706.89	\$ 75,251.63	\$ 77,885.44	\$ 80,611.43	\$ 83,432.83	\$ 86,352.98	\$ 89,375.33
135	\$ 67,216.89	\$ 69,569.48	\$ 72,004.41	\$ 74,524.57	\$ 77,132.93	\$ 79,832.58	\$ 82,626.72	\$ 85,518.66	\$ 88,511.81	\$ 91,609.72
136	\$ 68,897.31	\$ 71,308.72	\$ 73,804.53	\$ 76,387.68	\$ 79,061.25	\$ 81,828.40	\$ 84,692.39	\$ 87,656.62	\$ 90,724.61	\$ 93,899.97
137	\$ 70,619.75	\$ 73,091.44	\$ 75,649.64	\$ 78,297.38	\$ 81,037.79	\$ 83,874.11	\$ 86,809.70	\$ 89,848.04	\$ 92,992.72	\$ 96,247.47
138	\$ 72,385.25	\$ 74,918.73	\$ 77,540.88	\$ 80,254.82	\$ 83,063.73	\$ 85,970.97	\$ 88,979.95	\$ 92,094.25	\$ 95,317.55	\$ 98,653.66
139	\$ 74,194.88	\$ 76,791.70	\$ 79,479.41	\$ 82,261.19	\$ 85,140.33	\$ 88,120.24	\$ 91,204.45	\$ 94,396.61	\$ 97,700.49	\$ 101,120.01
140	\$ 76,049.76	\$ 78,711.50	\$ 81,466.40	\$ 84,317.73	\$ 87,268.85	\$ 90,323.26	\$ 93,484.57	\$ 96,756.53	\$ 100,143.01	\$ 103,648.02
141	\$ 77,950.99	\$ 80,679.28	\$ 83,503.05	\$ 86,425.66	\$ 89,450.56	\$ 92,581.33	\$ 95,821.67	\$ 99,175.43	\$ 102,646.57	\$ 106,239.20
142	\$ 79,899.77	\$ 82,696.26	\$ 85,590.63	\$ 88,586.30	\$ 91,686.83	\$ 94,893.86	\$ 98,217.22	\$ 101,654.82	\$ 105,212.74	\$ 108,895.19
143	\$ 81,897.27	\$ 84,763.67	\$ 87,730.40	\$ 90,800.97	\$ 93,979.00	\$ 97,268.26	\$ 100,672.65	\$ 104,196.20	\$ 107,843.06	\$ 111,617.57
144	\$ 83,944.71	\$ 86,882.77	\$ 89,923.67	\$ 93,071.00	\$ 96,328.48	\$ 99,699.98	\$ 103,189.48	\$ 106,801.11	\$ 110,539.15	\$ 114,408.02
145	\$ 86,043.31	\$ 89,054.83	\$ 92,171.75	\$ 95,397.76	\$ 98,736.68	\$ 102,192.47	\$ 105,769.20	\$ 109,471.12	\$ 113,302.61	\$ 117,268.21
146	\$ 88,194.40	\$ 91,212.28	\$ 94,476.05	\$ 97,782.71	\$ 101,205.10	\$ 104,747.28	\$ 108,413.44	\$ 112,207.91	\$ 116,135.18	\$ 120,199.91
147	\$ 90,399.26	\$ 93,563.23	\$ 96,837.94	\$ 100,227.27	\$ 103,735.23	\$ 107,365.96	\$ 111,123.77	\$ 115,013.10	\$ 119,038.56	\$ 123,204.91
148	\$ 92,659.23	\$ 95,902.31	\$ 99,258.89	\$ 102,732.95	\$ 106,328.60	\$ 110,050.10	\$ 113,901.86	\$ 117,888.42	\$ 122,014.52	\$ 126,285.03
149	\$ 94,975.73	\$ 98,299.88	\$ 101,740.37	\$ 105,301.28	\$ 108,986.83	\$ 112,801.37	\$ 116,749.42	\$ 120,835.65	\$ 125,064.89	\$ 129,442.17
150	\$ 97,350.11	\$ 100,757.37	\$ 104,283.88	\$ 107,933.81	\$ 111,711.50	\$ 115,621.40	\$ 119,668.15	\$ 123,856.53	\$ 128,191.51	\$ 132,678.21
151	\$ 99,783.87	\$ 103,276.31	\$ 106,890.98	\$ 110,632.17	\$ 114,504.29	\$ 118,511.94	\$ 122,659.86	\$ 126,952.95	\$ 131,396.31	\$ 135,995.18
152	\$ 102,278.47	\$ 105,858.21	\$ 109,563.25	\$ 113,397.97	\$ 117,366.90	\$ 121,474.74	\$ 125,726.35	\$ 130,126.77	\$ 134,681.21	\$ 139,395.05
153	\$ 104,835.43	\$ 108,504.67	\$ 112,302.33	\$ 116,232.91	\$ 120,301.07	\$ 124,511.60	\$ 128,869.51	\$ 133,379.94	\$ 138,048.24	\$ 142,879.93
154	\$ 107,456.31	\$ 111,217.28	\$ 115,109.88	\$ 119,138.73	\$ 123,308.59	\$ 127,624.39	\$ 132,091.24	\$ 136,714.43	\$ 141,499.44	\$ 146,451.92
155	\$ 110,142.72	\$ 113,997.72	\$ 117,987.64	\$ 122,117.20	\$ 126,391.30	\$ 130,815.00	\$ 135,393.53	\$ 140,132.30	\$ 145,036.93	\$ 150,113.22
156	\$ 112,896.30	\$ 116,847.67	\$ 120,937.34	\$ 125,170.14	\$ 129,551.10	\$ 134,085.39	\$ 138,778.37	\$ 143,635.62	\$ 148,662.86	\$ 153,866.06
157	\$ 115,718.70	\$ 119,768.85	\$ 123,960.76	\$ 128,299.39	\$ 132,789.87	\$ 137,437.51	\$ 142,247.82	\$ 147,226.50	\$ 152,379.43	\$ 157,712.71



GENERAL SALARY SCHEDULE

Step and Grade (Appointed and Non-Represented)  
OFFICIAL 2019-2020

158	\$ 118,611.66	\$ 122,763.07	\$ 127,059.77	\$ 131,506.86	\$ 136,109.60	\$ 140,873.44	\$ 145,804.01	\$ 150,907.15	\$ 156,188.90	\$ 161,655.51
159	\$ 121,576.96	\$ 125,832.15	\$ 130,236.28	\$ 134,794.55	\$ 139,512.36	\$ 144,395.29	\$ 149,449.13	\$ 154,679.85	\$ 160,093.64	\$ 165,696.92
160	\$ 124,616.39	\$ 128,977.96	\$ 133,492.19	\$ 138,164.42	\$ 143,000.17	\$ 148,005.18	\$ 153,185.36	\$ 158,546.85	\$ 164,095.99	\$ 169,839.35
161	\$ 127,731.79	\$ 132,202.41	\$ 136,829.49	\$ 141,618.52	\$ 146,575.17	\$ 151,705.30	\$ 157,014.99	\$ 162,510.51	\$ 168,198.38	\$ 174,085.32
162	\$ 130,925.09	\$ 135,507.46	\$ 140,250.22	\$ 145,158.98	\$ 150,239.55	\$ 155,497.93	\$ 160,940.36	\$ 166,873.27	\$ 172,403.34	\$ 178,437.45
163	\$ 134,198.22	\$ 138,895.15	\$ 143,756.49	\$ 148,787.96	\$ 153,995.54	\$ 159,385.38	\$ 164,963.87	\$ 170,737.61	\$ 176,713.43	\$ 182,898.39
164	\$ 137,553.17	\$ 142,367.53	\$ 147,350.39	\$ 152,507.65	\$ 157,845.42	\$ 163,370.01	\$ 169,087.96	\$ 175,006.04	\$ 181,131.25	\$ 187,470.85
165	\$ 140,992.00	\$ 145,926.72	\$ 151,034.16	\$ 156,320.35	\$ 161,791.56	\$ 167,454.27	\$ 173,315.17	\$ 179,381.20	\$ 185,659.54	\$ 192,157.62

\*Note: There are no longer 35-hour employees working in Storey County. The column, however, is included for retroactive reference. All employees henceforth are pursuant to the 40-hour workweek schedule.

## Storey County Job Description

### County Manager

**Class Title:** County Manager  
**Reports to:** Board of Storey County Commissioners  
**FLSA Status:** Exempt  
**Represented Status:** Non-Represented  
**Created:** March 2007  
**Last Revised:** 02-20-2018  
02-04-2020

**1. Job summary.** The county manager is the county's chief administrative officer and reports to the Storey County Board of County Commissioners (board). The board considers and sets policy and the county manager is tasked with implementing these policies. Without limiting the specific duties and responsibilities that the county manager may be assigned by the board, the broad activity areas for measured achievement are:

- A. Executive leadership and development of goals for the county
- B. Managerial and organizational effectiveness
- C. Financial planning and preparation of the budget
- D. Human resource development
- E. Public service and communication
- F. Economic development in the county
- G. Emergency management
- H. Any job duties listed here or set by the board

**2. Distinguishing characteristics:** The county manager is responsible for the leadership, supervision, and management of county staff, and management of county resources consistent with the administrative and policy direction of the board. An employee in this position is unclassified and "at-will," serving at the pleasure of the board.

**3. Evaluation of job performance.** The county manager will be given a yearly evaluation by the board on the county manager's annual anniversary. The board may evaluate the county manager at other times as deemed appropriate. The board may consider an increase in salary, including a merit increase consistent with the amount given unclassified personnel and a possible performance based bonus. The administrative officer and/or personnel director (director) is responsible for placing the review on the board's agenda, providing any required legal notice, and providing material for the agenda packet including salary comparisons and any material requested by the board. In accordance with Storey County personnel policy, if a performance evaluation is not completed within 30 days of the employee's anniversary date it shall be considered a satisfactory performance evaluation and the personnel director/administrative officer shall authorize a step advancement retroactive to the employee's anniversary date.

**4. Examples of duties:** The county manager's duties are authorized by action by the board. The duties listed below are examples of the work typically performed by an employee in this position that are authorized by the board. The board may take action to include or eliminate other duties for the county manager.

A. Assist the board in the development of overall goals of the county; provide leadership and direction in the development of short- and long-range plans for achieving overall goals; work with the board and others to develop community and economic development plans.

B. Develop, evaluate, and implement administrative policies based on federal and state law and regulations, and the organizational goals and objectives of the board. Recommends policy changes where appropriate to the board for approval. Informs the board of operational problems.

C. Facilitate team management approach for decision making; promote opportunities for employee involvement in collaborative and participatory problem solving; select, direct, develop, and evaluate management personnel and other staff; administers discipline for inadequate performance or improper behavior.

D. Subject to the limitations of law and board direction; is designated the authorized representative to be responsible for the development, award and proper administration of all purchases and contracts made pursuant to the local government purchasing law, negotiates and supervises county contractual agreements, and after approval of the contract by the board, administers the agreements and if authorized by the board, enforces agreements.

E. Oversee the development of the annual county budget in conjunction with the comptroller for approval by the board; monitor expenditures to ensure compliance with budgets; account for variances between projected and actual expenditures, initiate remedial action, and reports significant variances to the board.

F. Administer the preparation of board meeting agendas; attend board meetings; makes oral and written presentations to the board of county commissioners and to other public and private groups; provide information to the news media and the public regarding County operations; represent the County with other government agencies and in meetings with the public.

G. Analyze proposed legislation and administrative regulations for their impact on County operations; review and makes recommendations to the board regarding legislative activities; participate in the lobbying process by presenting oral and written testimony to appropriate bodies.

H. Receive, investigate, and resolve complaints and concerns regarding County programs, services, employees, and facilities; act as liaison with cities, counties, regional, state, and federal agencies on a broad range of matters.

I. Engage with the county economic development team, transfer knowledge attracting and enhancing private enterprise and building public-private relationships.

J. May respond to call out in emergencies, other than during normal working hours, as needed. For example, may respond to and actively participate in all hazard Incident Command Systems.

#### **QUALIFICATIONS FOR EMPLOYMENT:**

##### **Knowledge and Ability:**

**The county manager must have knowledge of:** public administration and public finance principles and methods; organizational principles and relationships, principles of strategic planning; Nevada public finance laws, regulations and practices; conflict resolution techniques; principles and practices of supervision and employee development.

**The county manager must have the ability to:** synthesize large volumes of data, interpret and evaluate; exercise initiative, ingenuity, independent analysis and judgment in solving difficult and complex administrative, managerial and technical problems; understand and interpret complex regulations, laws and policies; demonstrate executive leadership and management skills; supervise effectively; establish and maintain effective community relations; make effective oral and written presentations; advocate effectively for the benefit of the county's interest; gain and maintain the confidence and cooperation of elected and appointed officials and the public.

#### **5. Licensing, education, and other requirements.**

A county manager must have:

- Any combination of training, education, and experience that would provide the required knowledge and abilities. A typical way to gain the required knowledge and ability is:
  - Bachelor's Degree or equivalent from an accredited college or university with coursework in public or business administration, management, accounting, economics, or a similar field. Other education may be considered based on other qualifications and experience.
  - Master's Degree or higher with such major or significant coursework may be preferred.
  - At least 5 years of increasingly responsible professional experience in management, human resources, or administrative capacity that includes experience in supervision and/or personnel management in an open political environment.
  - Professional certifications, such as ICMA Credentialed Manager, applicable to the position may be preferred.
- Must possess a valid Nevada Class C Driver License.
- Ability to pass a criminal background investigation.

#### **6. Physical demands.**


The requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

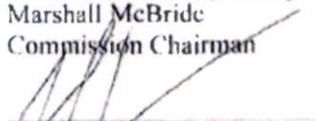
- **Physical Requirements.** Strength, dexterity, coordination, and vision to use keyboard and video display terminal for prolonged periods. Strength and stamina to bend, stoop, sit, and stand for long periods of time. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of files, stacks of paper or reports, references, and other materials. Some reaching for items above and below desk level. Some reaching, bending, squatting, and stooping to access files and records is necessary. The


manual dexterity and cognitive ability to operate a personal computer using word processing and databases. The ability to communicate via telephone. Light lifting (up to 50 pounds) is occasionally required. In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

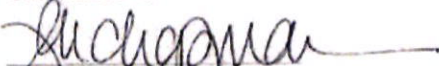
- **Working Environment.** Work is typically performed indoors in an office environment where a portion of work is performed at a desk and on a computer. Work is typically performed independently with reporting directly to the board of county commissioners as appropriate. Position may occasionally be required to travel by motor vehicle to on- and off-site locations. Environment is generally clean with limited exposure to conditions such as dust, fumes, noise, or odors. Frequent interruptions to planned work activity by telephone calls, office visitors, and response to unplanned events.

Effective this 4th day of February, 2020.

  
Marshall McBride  
Commission Chairman

  
Jay Cappona  
Commission Vice-Chairman

  
Lance Gilman  
Commissioner

  
Jen Chapman  
Human Resources Director

**CERTIFIED COPY**

The document to which this certificate is attached is a full, true, and correct copy of the original on file and of record in this office.

Date 02-05-2020  
Storey County Clerk and Ex-Officio Clerk of the First  
Judicial District of the State of Nevada.

By Karen Stephens, Deputy  
in and for Storey County



**STOREY COUNTY HUMAN RESOURCES**  
HEALTH AND HUMAN SERVICES

Jen Chapman  
Administrative Officer/Human Resources Director  
26 So "B" Street, PO Box 176, Virginia City, NV 89440  
Phone (775) 847-0968 – Fax (775) 847-0949

June 17, 2020

Austin Osborne  
26 South "B" Street  
Virginia City, NV 89440

Via: In-person hand-delivery

**Re:** Notice of meeting of the Storey County Board of County Commissioners to conduct an annual performance evaluation of the County Manager, which may consider his character, alleged misconduct, professional competence, or physical or mental health on July 7, 2020 at or about 10:00 a.m. The meeting will be held via Zoom.com.

Mr. Osborne:

You are hereby provided notice pursuant to Nevada Revised Statute (NRS) 241.031 through 241.034 that the Board of County Commissioners will consider the following agenda item at the board's meeting on July 7, 2020, at or about 10:00 a.m.:

*Discussion and possible action: Annual review and evaluation of the performance of Austin Osborne, County Manager. The board may, without further notice, take administrative action against Austin Osborne, County Manager, if the board determines that such administrative action is warranted after considering the character, alleged misconduct, professional competence, or physical or mental health of Mr. Osborne.*


In the board's deliberations, your character, competence, and performance as county manager may be discussed and the board may consider your job description, job duties, and other matters connected to this agenda item. You are welcome to be present at the meeting and you may present evidence relating to your character, alleged misconduct, professional competence, or physical or mental health. You may choose to be represented by an attorney or other representative.

You are also hereby provided a County Manager's Self-Evaluation form. You are welcome, but not required, to complete this self-evaluation and share it with the board during the evaluation process.

At the end of the annual performance evaluation, the board has the right to make changes to the existing goals and objectives of your job, the right to determine whether or not to provide a merit

increase, bonus, or other compensation adjustment, the right to take adverse administrative action up to and including termination, or any other such action deemed warranted by the board.

Sincerely,

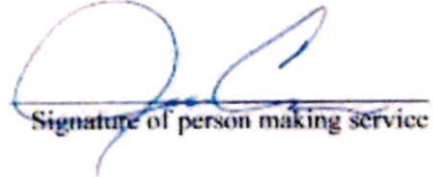
  
Jeanne Greene  
Contract Labor Manager

Cc.: Board of Storey County Commissioners

Enc.: County Manager's Self-Evaluation form

**Proof of Service**

I, Jeanne Greene hereby swear to affirm under penalty of perjury, that in accordance with NRS 241.033, I served this Notice of Meeting of the Storey County Board of County Commissioners by personally serving it to Austin Osborne on this 17<sup>th</sup> day of June, 2020.

  
Signature of person making service



# Storey County Board of County Commissioners Agenda Action Report

**Meeting date:** 07/07/2020

**Estimate of time required:** 5-10 min.

**Agenda:** Consent [ ] Regular agenda [ x ] Public hearing required [ ]

1. **Title:** Consideration and possible approval of Resolution No. 20-583 setting the tax rate levy for 2020-2021.

2. **Recommended motion:** I (Commissioner) move to approve Resolution 20-583 setting the tax rate levy for 2020-2021.

3. **Prepared by:** Vanessa Stephens

**Department:** Clerk-Treasurer

**Telephone:** 847-0969

4. **Staff summary:** Annual approval of the tax rate levied against real and personal property within Storey County.

5. **Supporting materials:** Attached, Resolution 20-583

6. **Fiscal impact:**

Funds Available: \_\_\_\_\_ Fund: \_\_\_\_\_ Comptroller

7. **Legal review required:**

\_\_\_\_\_ District Attorney

8. **Reviewed by:**

\_\_\_\_\_ Department Head

Department Name: Commissioner's Office

\_\_\_\_\_ County Manager

Other agency review: \_\_\_\_\_

9. **Board action:**

Approved

Approved with Modifications

Denied

Continued

Agenda Item No. 15



**RESOLUTION NO. 20-583**

TAX RATE LEVY

WHEREAS the Board of Commissioners in and for the County of Storey, State of Nevada did hold a public hearing on the 2020-2021 tentative budget for Storey County and,

WHEREAS the resources, expenditures and required tax rates were reviewed and approved at the public hearing and,

WHEREAS the approved resources, expenditures and tax rate were submitted in the 2020-2021 final budget for the County of Storey, State of Nevada,

NOW, THEREFORE, IT IS HEREBY RESOLVED that the Board of Commissioners in and for the County of Storey, State of Nevada in accordance with NRS 364.460, intends to levy the following tax rates following certification by the Nevada Tax Commission.

GENERAL	1.7719
CAPITAL ACQUISITION	.0500
INDIGENT MEDICAL	.0100
INDIGENT ACCIDENT	.0150
FIRE DISTRICT	.5446
YOUTH SERVICE	.0045
<b>TOTAL COUNTY</b>	<b>2.396</b>

*REFERENCE ONLY*

SCHOOL OPERATING	.7500
SCHOOL DEBT	.1447
STATE	.1700
<b>TOTAL TAX RATE</b>	<b>3.4607</b>

Passed and Adopted this 7<sup>th</sup> day of July 2020, by the Board of County Commissioners consisting of three members.

---

Marshall McBride, Storey County Chairman

ATTEST: \_\_\_\_\_

Vanessa Stephens, Clerk



# Storey County Board of County Commissioners Agenda Action Report

Meeting date: 07/07/2020

Estimate of time required: 15 min.

Agenda: Consent [ ] Regular agenda [x] Public hearing required [x]

1. **Title:** Discussion and possible action: Approval of Tyler InCode modules to existing contract to add modules permitting, licensing, parks and recreation and MobileEyes as part of the remote workforce development due to COVID-19.

2. **Recommended motion:** I (Commissioner) move to approve the modification of the existing Tyler InCode contract to add modules permitting, licensing, parks and recreation and MobileEyes as part of the remote workforce development due to COVID-19.

3. **Prepared by:** Jen Chapman

**Department:** Administration

**Telephone:** 847-0968

4. **Staff summary:** COVID-19 has impacted County operations in unforeseeable ways. In order to continue operations under the state of emergency, telecommuting has become a necessity for a number of reasons. Responding to this need, Storey County Administration and Emergency Management have been collaborating with departments to increase a departments ability to telecommute or reduce risk of COVID-19 due to technological improvements or changes. This proposal adds on to our existing Tyler InCode contract and adds remote workforce development for Community Development and adds a Park and Recreation module for Public Works to allow for online pool and park scheduling.

5. **Supporting materials:** Enclosed software quotes and informational flyers.

6. **Fiscal impact:** None on local government.

Funds Available: yes

Fund:

CARES ACT

\_\_\_ Comptroller

7. **Legal review required:**

\_\_\_ District Attorney

8. **Reviewed by:**

\_\_\_ Department Head

Department Name:

\_\_\_@\_\_\_ County Manager

Other agency review: \_\_\_\_\_

9. **Board action:**

Approved

Approved with Modifications

Denied

Continued

Agenda Item No. 16



**Sales Quotation For**  
 Storey County  
 26 South B StDrawer D  
 Virginia City , NV 89440  
 Phone: +1 (775) 847-0969

Quoted By: Lukas DeBolt  
 Quote Expiration: 12/27/2020  
 Quote Name: Storey County- LGD- Parks and Rec  
 Quote Number: 2020-112448  
 Quote Description: Parks and Recreation

**Tyler Software and Related Services**

Description	License	Impl Hours	Impl Cost	Data Conversion	Module Total	Maintenance
<b>Tyler Parks and Recreation</b>						
Tyler Parks and Recreation	\$5,720	0	\$0	\$0	\$5,720	\$1,430
	\$5,720		\$0	\$0	\$5,720	\$1,430
<b>Sub-Total:</b>	<b>\$5,720</b>	<b>0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$5,720</b>	<b>\$1,430</b>

**Other Services**

Description	Quantity	Unit Price	Extended Price	Maintenance
Tyler Parks and Recreation Implementation	80	\$159	\$12,720	\$0
<b>TOTAL:</b>			<b>\$12,720</b>	<b>\$0</b>

**Summary**

Total Tyler Software	\$5,720	<b>One Time Fees</b>	\$1,430
Total Tyler Services	\$12,720	<b>Recurring Fees</b>	\$0
Total Third Party Hardware, Software and Services	\$0		\$0
<b>Summary Total</b>	<b>\$18,440</b>		<b>\$1,430</b>
<b>Contract Total</b>	<b>\$19,870</b>		

## Comments

Client agrees that items in this sales quotation are, upon Client's signature or approval of same, hereby added to the existing agreement (" Agreement") between the parties and subject to its terms. Additionally, payment for said items, as applicable but subject to any listed assumptions herein, shall conform to the following terms:

- License fees for Tyler and third party software are invoiced upon the earlier of (i) deliver of the license key or (ii) when Tyler makes such software available for download by the Client;
  - Fees for hardware are invoiced upon delivery;
  - Fees for year one of hardware maintenance are invoiced upon delivery of the hardware;
  - Annual Maintenance and Support fees, SaaS fees, Hosting fees, and Subscription fees are first payable when Tyler makes the software available for download by the Client (for Maintenance) or on the first day of the month following the date this quotation was signed (for SaaS, Hosting, and Subscription), and any such fees are prorated to align with the applicable term under the Agreement, with renewals invoiced annually thereafter in accord with the Agreement.
  - Fees for services included in this sales quotation shall be invoiced as indicated below.
    - Implementation and other professional services fees shall be invoiced as delivered.
    - Fixed-fee Business Process Consulting services shall be invoiced 50% upon delivery of the Best Practice Recommendations, by module, and 50% upon delivery of custom desktop procedures, by module.
    - Fixed-fee conversions are invoiced 50% upon initial delivery of the converted data, by conversion option, and 50% upon Client acceptance to load the converted data into Live/Production environment, by conversion option. Where conversions are quoted as estimated, Tyler will invoice Client the actual services delivered on a time and materials basis.
    - Except as otherwise provided, other fixed price services are invoiced upon complete delivery of the service. For the avoidance of doubt, where "Project Planning Services" are provided, payment shall be invoiced upon delivery of the Implementation Planning document. Dedicated Project Management services, if any, will be invoiced monthly in arrears, beginning on the first day of the month immediately following initiation of project planning.
    - If Client has purchased any change management services, those services will be invoiced in accordance with the Agreement.
    - Notwithstanding anything to the contrary stated above, the following payment terms shall apply to services fees specifically for migrations: Tyler will invoice Client 50% of any Migration Fees listed above upon Client approval of the product suite migration schedule. The remaining 50%, by line item, will be billed upon the go-live of the applicable product suite. Tyler will invoice Client for any Project Management Fees listed above upon the go-live of the first product suite.
    - Expenses associated with onsite services are invoiced as incurred.
- Travel Expenses will be billed as incurred according to Tyler's standard business travel policy.



**Sales Quotation For**  
 Storey County  
 26 South B StDrawer D  
 Virginia City , NV 89440  
 Phone: +1 (775) 847-0969

Quoted By: Lukas DeBolt  
 Quote Expiration: 11/23/2020  
 Quote Name: Storey County- LGD- Licensing and Permitting data conversion  
 Quote Number: 2020-110448  
 Quote Description: Data Conversion

Summary	One Time Fees	Recurring Fees
Total Tyler Services	\$10,080	\$0
Total Third Party Hardware, Software and Services	\$0	\$0
<b>Summary Total</b>	<b>\$10,080</b>	<b>\$0</b>
<b>Contract Total</b>	<b>\$10,080</b>	

**Detailed Breakdown of Conversions (Included in contract total)**

Description	Hours	Unit Price	Programming Fee	Extended Price
<b>Customer Relationship Management Suite</b>				
Business License - Master	8	\$130	\$4,000	\$5,040
Building Project -Master	8	\$130	\$4,000	\$5,040
<b>Total:</b>				<b>\$10,080</b>

## Comments

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**Sales Quotation For**

Storey County  
 26 South B StDrawer D  
 Virginia City , NV 89440  
 Phone: +1 (775) 847-0969

Quoted By: Lukas DeBolt  
 Quote Expiration: 11/4/2020  
 Quote Name: Storey County- LGD- ICD Licensing  
 Quote Number: 2020-109375  
 Quote Description: Incode Community Development

**Tyler Software and Related Services - Annual**

Description	Impl. Hours	Impl. Cost	Data Conversion	Annual Fee
<b>Community Development</b>				
Permitting Online Component	0	\$0	\$0	\$900
Licensing Online Component	0	\$0	\$0	\$900
Code Enforcement Online Component	0	\$0	\$0	\$900
Permitting	40	\$5,200	\$0	\$4,000
Code Enforcement	24	\$3,120	\$0	\$4,000
License	32	\$4,160	\$0	\$3,500
<i>Sub-Total:</i>				\$12,480
<b>TOTAL:</b>				<b>\$12,480</b>

**Summary**

Total Tyler Annual	\$0	<b>Recurring Fees</b>	\$14,200
Total Tyler Services	\$12,480		\$0
Total Third Party Hardware, Software and Services	\$0		\$0
<b>Summary Total</b>	<b>\$12,480</b>		<b>\$14,200</b>
<b>Contract Total</b>	<b>\$26,680</b>		

## Comments

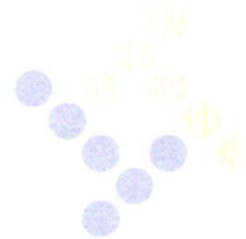
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  - Expenses associated with onsite services are invoiced as incurred.
- Travel Expenses will be billed as incurred according to Tyler's standard business travel policy.
- Permitting Online displays project status, projects for payment, and schedule/re-schedule inspections. It has security -SSL (Secure socket Layer), payment processing (credit card), and the payment packet is created to be imported to the Permitting System. Note that the customer pays \$1.25 fee per transaction for payment on-line.



## Comments

- Licensing Online displays license status, license for payment, has Security-SSL (Secure Socket Layer) and payment processing via credit card. Payment packet is created to be imported to Licensing System. Customer pays \$1.25 fee per transaction for payment on-line.
- Code Enforcement Online creates code enforcement complaints online, allows viewing of complaints (open, closed), and has Security-SSL (Secure Socket Layer).

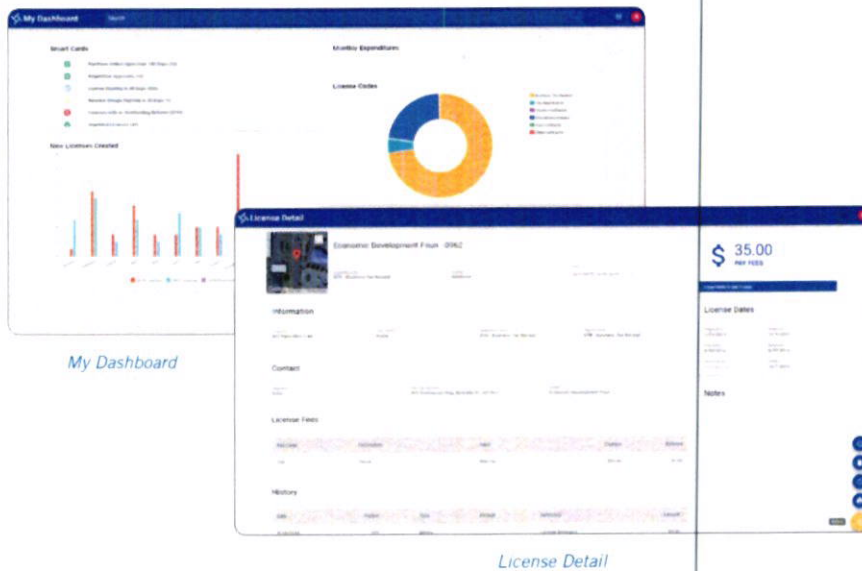


## Incode Licenses

Tyler Technologies' Incode Licenses™ module automates the issuing and tracking of various licenses handled by agencies. It provides flexible searching for easy information retrieval and allows multiple license types to be defined. Additional flexibility allows for user-defined data attributes per license type, allowing your organization to handle miscellaneous registrations, as well as licenses, and flat fee and parameter-driven fee calculations.

This module interfaces with Tyler's Incode Contact and Property Management™, Incode Permits™, and Incode Code Enforcement™ modules, while integration with Incode Financial Management™ applications allows for easy payment processing, refund transfers, and seamless updates to the general ledger.

## Automate and Simplify Licensing Processes



## Highlights of Incode Licenses

- HTML5 technology allows the module to be accessed from any device
- Integrates fully with Incode® software
- Role-based dashboards streamline workflow
- Provides real-time information with automated data sync
- Simplifies reporting
- Actively alerts users to items requiring their attention (i.e., expiring licenses, licenses with an outstanding balance, requisition approvals, etc.)

For more information, visit  
[www.tylertech.com](http://www.tylertech.com)  
 or email [info@tylertech.com](mailto:info@tylertech.com)

*continued on reverse*

For more information, visit [www.tylertech.com](http://www.tylertech.com)

Empowering people who serve the public™



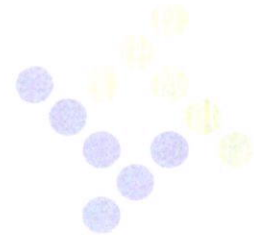
The features and functionality available in Incode Licenses help automate and streamline your organization's licensing processes, from creation and renewal to reporting.

- Mass renew licenses
- Easily view location information with Google Maps™ integration
- Simplify census and council reporting with role-based dashboards
- Search by license number, name, status, type, secondary contact information, user-defined data, and more
- View in-depth details of a property, including violations, permits, utilities, liens, and contact notes
- Empower code enforcement officers with licensed property details at their fingertips

Ask your Tyler representative about Incode Licenses to see how you can streamline your organization's licensing processes.

**Contact us today for more information:**

800.646.2633 | [incodesales@tylertech.com](mailto:incodesales@tylertech.com) | [www.tylertech.com](http://www.tylertech.com)



## Incode Permits

Tyler Technologies' Incode Permits™ module streamlines and tracks the permit management process from initial permit submission and document storage to inspection and permit approval. This module interfaces with Tyler's Incode Contact and Property Management™, Incode Licenses™, and Incode Code Enforcement™ modules, while integration with Incode Financial Management™ applications allows for easy payment processing, refund transfers, and seamless updates to the general ledger.

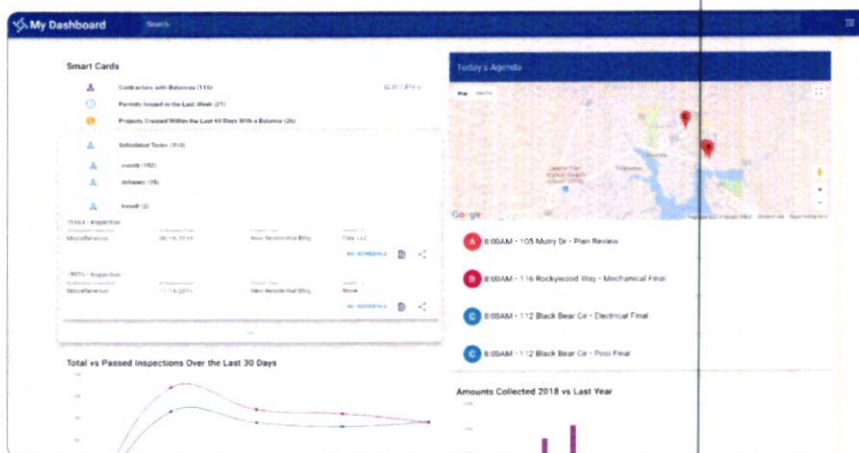
## Improve Office Efficiency

This offering from Tyler increases office efficiency by automating processes, reducing foot traffic and paperwork, and putting more power into the hands of citizens and contractors.

- Electronically store plan documents
- Accept permit submissions and online payments
- Schedule inspections through a web portal
- Pull council reports with ease
- View important information at a glance with interactive charts and graphs

## Highlights of Incode Permits

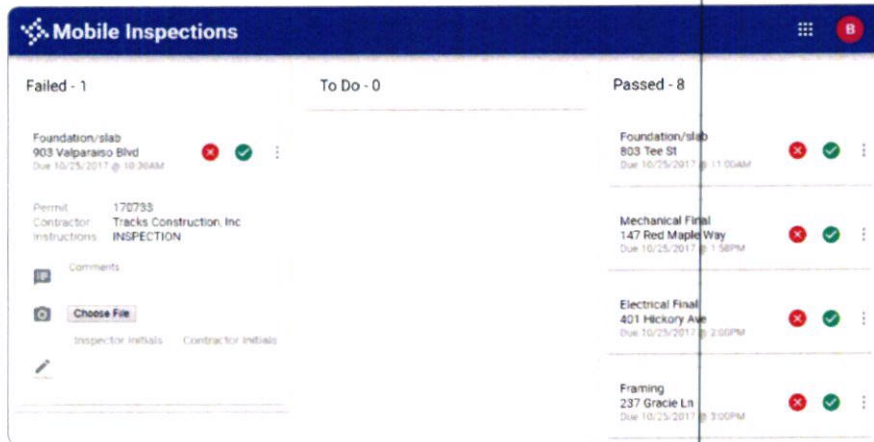
- HTML5 technology allows the module to be accessed from any device
- Integrates fully with Incode® software
- Provides real-time information with automated data sync
- Reduces inspector travel to and from the office
- Decreases inspection completion time
- Streamlines workflow between the office and field
- Actively alerts users to items requiring their attention (i.e., projects with outstanding balances, permits issued, inspector assignments, etc.)



My Dashboard

For more information, visit  
[www.tylertech.com](http://www.tylertech.com)  
or email [info@tylertech.com](mailto:info@tylertech.com)

## Boost Field Productivity



*Mobile Inspections*

The features and functionality available in Incode Permits gives inspectors the power to complete their assignments from the field, keeping everyone updated in real time without having to return to the back office.

- Snap and attach inspection photos
- Dictate and store inspection notes
- Record contractor signatures
- Map and route inspections with Google Maps™ integration

Ask your Tyler representative about Incode Permits to see how you can streamline your organization's permit management process.

### Contact us today for more information:

800.646.2633 | [incodesales@tylertech.com](mailto:incodesales@tylertech.com) | [www.tylertech.com](http://www.tylertech.com)



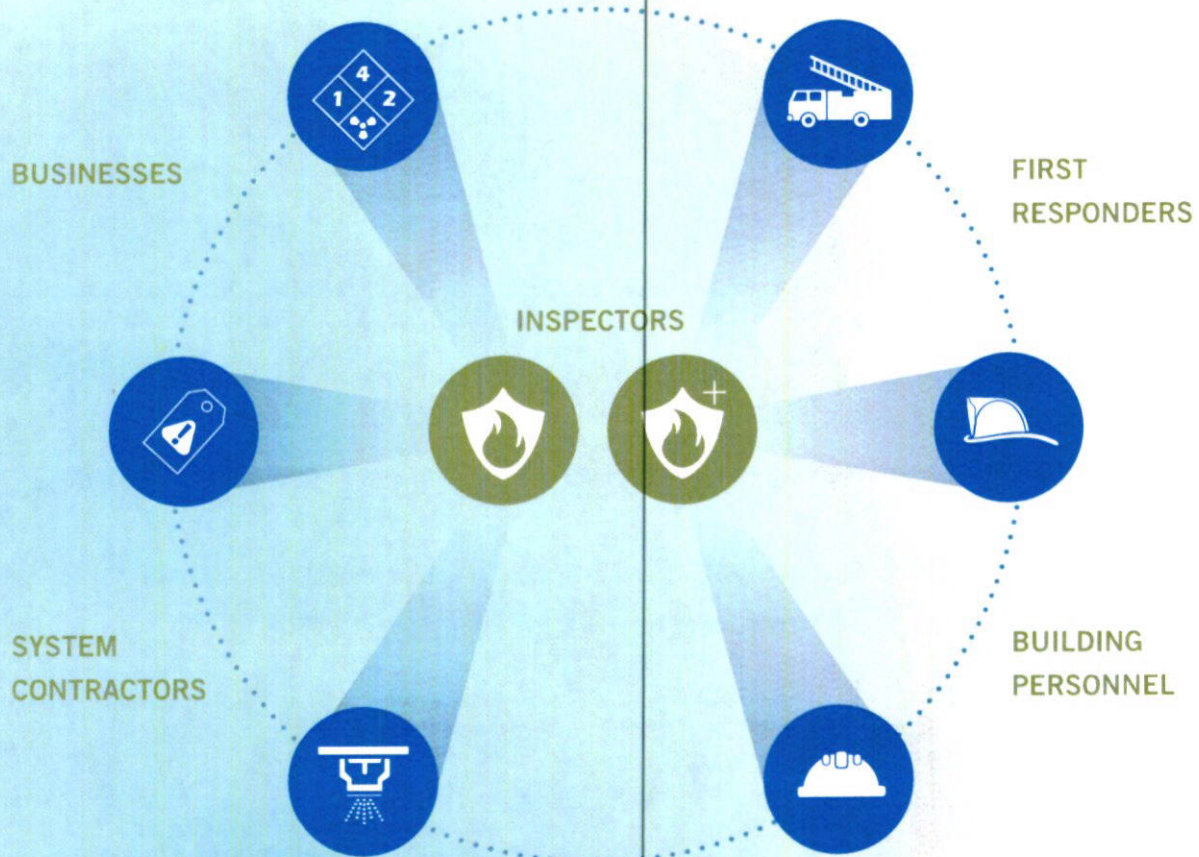
## Mobile Inspection and Pre-Plan Software

Empowering people who serve the public™



# Complete More Inspections Save Time | Eliminate Paper

FULLY INTEGRATED | CLOUD-BASED | MOBILE



ENCRYPTED SECURE SOFTWARE

OFF-SITE DATA STORAGE

U.S.-BASED SUPPORT

THIRD-PARTY INTEGRATION RMS, CAD, FINANCE, AND OTHERS

## Engine Companies & First Responders

### COMPANY INSPECTOR

Perform pre-plan surveys and engine company inspections with any mobile device. Electronic pre-plans automatically flow through MobileEyes® Responder to first responders.

### RESPONDER

Integrate with CAD or directly deliver and display electronic pre-plan and hazmat information to first responder and mutual aid partner mobile data terminals (MDTs) and smartphones.

## Fire Marshals & Life Safety Inspectors

### INSPECTOR

Complete 40 percent more inspections onsite while eliminating paper and redundant data entry with custom checklists, onboard published and custom code sets, signature capture and handwriting recognition, and simple inspection scheduling.

### INSPECTOR PLUS

Enjoy all the power of MobileEyes Inspector plus custom invoicing and payment management reporting and tracking.

### BUILDING INSPECTOR

Manage inspections associated with new construction projects, eliminating time and paper, and enabling remote applications and approvals through the MobileEyes Permit Portal.

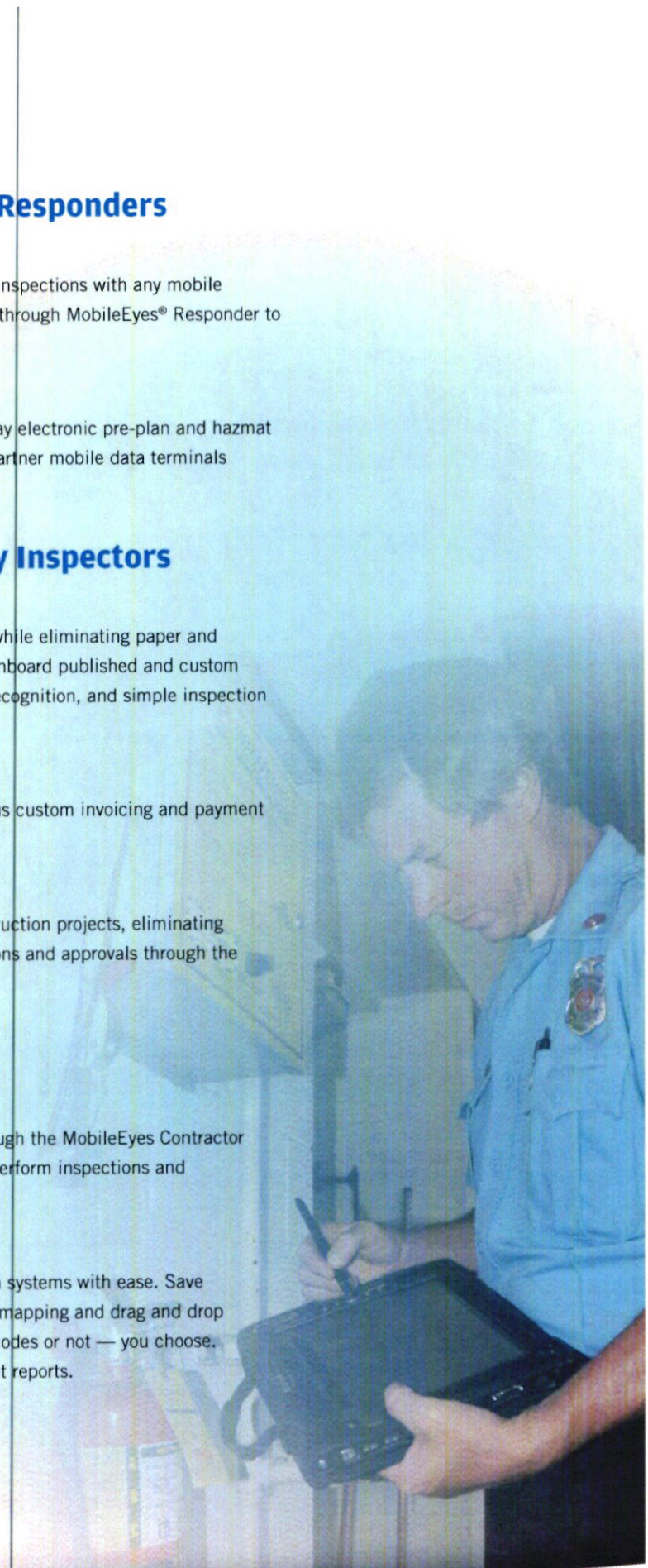
## System Contractors

### CONTRACTOR PORTAL

Submit system compliance reports to AHJ through the MobileEyes Contractor Portal or use MobileEyes System Inspector to perform inspections and automatically submit reports to AHJs.

### SYSTEM INSPECTOR

Schedule, inspect, and test sprinkler and alarm systems with ease. Save time with advanced scheduling tools that have mapping and drag and drop functionalities and smartphone views. Use barcodes or not — you choose. Produce NFPA- and joint commission-compliant reports.







## About Tyler Technologies, Inc.

Tyler Technologies (NYSE: TYL) is the largest and most established provider of integrated software and technology services focused on the public sector. Tyler's end-to-end solutions empower local, state, and federal government entities to operate more efficiently and connect more transparently with their constituents and with each other. By connecting data and processes across disparate systems, Tyler's solutions are transforming how clients gain actionable insights that solve problems in their communities. Tyler has more than 21,000 successful installations across 10,000 sites, with clients in all 50 states, Canada, the Caribbean, Australia, and other international locations. A financially strong company, Tyler has achieved double-digit revenue growth every quarter since 2012. It was also named to Forbes' "Best Midsize Employers" list in 2018 and recognized twice on its "Most Innovative Growth Companies" list. More information about Tyler Technologies, headquartered in Plano, Texas, can be found at [tylertech.com](http://tylertech.com).



**Empowering people who serve the public®**





Date: 12/5/2020  
 Quote Expiration: 12/5/2020  
 Quote Name: Storey County Mobile Eyes  
 Quote Number: 2020-31349  
 Quote Description: Storey CO NV Fire and Building

**Sales Quotation For**  
 Storey County  
 26 South B StDrawer D  
 Virginia City , NV 89440  
 Phone: +1 (775) 847-0969

**Annual/SaaS**

Description	Quantity	Fee	Discount	Annual
MobileEyes Inspector (5)	1	\$10,140	\$300	\$9,840
MobileEyes MISC Subscription Fee Interfase with Emergency Reporting	1	\$1,608	\$300	\$1,308
MobileEyes New Construction Inspector (3)	1	\$1,764	\$300	\$1,464
MobileEyes Onboard Codes - ICC	1	\$910	\$300	\$610
<b>TOTAL:</b>				<b>\$13,222</b>

**Services**

Description	Quantity	Unit Price	Discount	Total
MobileEyes Contractor Portal Setup and Training	1	\$499	\$0	\$499
MobileEyes Setup and Configuration Services	1	\$4,625	\$0	\$4,625
MobileEyes Training Services - Inspector/Plus	1	\$2,960	\$0	\$2,960
MobileEyes Training Services - New Construction	1	\$2,960	\$0	\$2,960
<b>TOTAL:</b>				<b>\$11,044</b>

**Summary**

Total Tyler Software  
 Total Annual Fees  
 Total Tyler Services  
 Total Other Costs

One Time Fees	Recurring Fees
\$0	\$0
\$1,044	\$13,222
\$0	

**Summary**

Total Third Party Hardware, Software and Services  
Travel and Living Expenses  
**Summary Total**

**One Time Fees**  
\$0  
\$0  
**\$11,044**

**Recurring Fees**  
\$0  
**\$13,222**

*Subject  
to  
Approval*

## Assumptions

Personal Computers must meet the minimum hardware requirements for New World products. Microsoft Windows 7/8.1/10 32/64 bit or later is required for all client machines. Windows Server 2012/2016 and SQL Server 2012/2014/2016 are required for the Application and Database Server(s).

New World product requires Microsoft Windows Server 2012/2016 and SQL Server 2012/2016, including required Client Access Licenses (CALs) for applicable Microsoft products. Servers must meet minimum hardware requirements provided by Tyler. The supported Microsoft operating system and SQL versions are specific to Tyler's release versions.

New World product requires Microsoft Excel or Windows Search 4.0 for document searching functionality. Microsoft Word is required on the application server for report formatting.

Tyler recommends a 100/1000MB (GB) Ethernet network for the local area network. Wide area network requirements vary based on system configuration, Tyler will provide further consultation for this environment.

Does not include servers, workstations, or any required third-party hardware or software unless specified in this Investment Summary. Client is responsible for any third-party support.

Licensed Software, and third-party software embedded therein, if any, will be delivered in a machine readable form to Client via an agreed upon network connection. Any taxes or fees imposed are the responsibility of the purchaser and will be remitted when imposed.

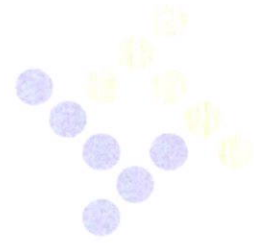
Tyler's GIS implementation services are to assist the Client in preparing the required GIS data for use with the Licensed New World Software. Depending upon the Licensed Software the Client at a minimum will be required to provide an accurate street centerline layer and the appropriate polygon layers needed for Unit Recommendations and Run Cards in an industry standard Esri file format (Personal Geodatabase, File Geodatabase, Shape Files). Client is responsible for having clearly defined boundaries for Police Beats, EMS Districts and Fire Quadrants. If necessary Tyler will assist Client in creating the necessary polygon layers (Police Beats, EMS Districts and Fire Quadrants) for Unit Recommendations and Run Cards. Tyler is not responsible for the accuracy of or any ongoing maintenance of the GIS data used within the Licensed New World Software.

Client is responsible for any ongoing annual maintenance on third-party products, and is advised to contact the third-party vendor to ensure understanding of and compliance with all maintenance requirements.

All Tyler Clients are required to use Esri's ArcGIS Suite to maintain GIS data. All maintenance, training and ongoing support of this product will be contracted with and conducted by Esri. Maintenance for Esri's ArcGIS suite of products that are used for maintaining Client's GIS data will be contracted by Client separately with Esri.

When Custom interface is included, Custom interface will be operational with existing third-party software. Any subsequent changes to third-party applications may require additional services.

When State/NCIC is included, Client is responsible for obtaining the necessary State approval and any non-Tyler hardware and software. Includes state-specific standard forms developed by Tyler. Additional forms can be provided for an additional fee.



## Centralize Your Parks and Recreation Programming, Facilities and Administration

Tyler Parks & Rec™ supports the management of parks and recreation programs — enabling them to operate more efficiently, expand program offerings, increase enrollment, while protecting program revenues. With this solution, you can streamline registration, memberships, fee processing and facility scheduling while expanding citizen services.

### Improve Oversight

With a single point of entry, Tyler Parks & Rec provides a 360-degree view of all activities, events and program information. The administrative portal is easy to use, minimizes repetitive administrative work and allows you to focus on programming for your citizens.

- **Build a strong membership** — Offer multi-tiered membership types with specific benefits, facility access, number of visits, or time period
- **Monitor programs** — View real-time program registrations to anticipate resources and equipment needs
- **Visualize the market** — Use the GIS heat map to see where your members live and which areas need additional outreach
- **Integrate financials** — Seamless integration with Tyler ERP streamlines the collection process, eliminates redundant data entry, and shares the approved collection batch electronically with finance
- **Reduce IT burden** — Optional cloud-based service minimizes up-front investment in hardware and software, as well as on-site IT support staff

### Streamline Routine Activities

Tyler Parks & Rec allows personnel to work more efficiently:

- Issue membership cards by scanning card to associate with a contact
- Customize your portal with built-in Rich Text Editor; add logos, photos and special events that represent your community
- Automatically reserve a facility for single or multiple sessions within the class creation interface
- Define class enrollment by residency, membership status, class size limits or other user-defined criteria
- Ability to save popular classes and programs in the portal for future use
- Track class registrations, memberships and team rosters, and manage wait lists in real time
- Post permission forms, equipment lists, waiver forms or other documents for easy download
- Generate SSRS reports of classes, memberships, team rosters, instructor reports, location details and more

## Features

- Integration with Tyler financials including cashiering, accounts payable, general billing and general ledger
- Secure login portal for online registration, facility rentals, payment processing and more
- Integrated management of fees, expenses and reimbursements
- PCI Compliant Merchant Account Services integration
- Membership options by type, time period, class type, session and related permissions

For more information, visit

[www.tylertech.com](http://www.tylertech.com)

or email [info@tylertech.com](mailto:info@tylertech.com)

*Continued on reverse*

# Tyler Parks & Rec – Recreation Management Application

## Facilities Management

Tyler Parks & Rec simplifies the management of your facilities:

- Online facilities calendar provides at-a-glance availability and allows citizens to reserve facilities
- Class creation automatically reserves a facility
- User-defined fields can be exposed during registration to capture required customer information

## Finance Management

Tyler Parks & Rec streamlines your business functions:

- Generate automatic fee calculations for full range of programs, courses, facilities and equipment
- Centralize expenses and reimbursements
- Utilize role-based security to restrict user access to certain features
- Process payments securely online or using our point-of-sale option, Tyler Cashiering, featuring a PCI Compliant Merchant Account Service interface
- Achieve seamless integration with Tyler financials, including capturing revenues through Tyler Cashiering, instructor payments through Accounts Payable, invoicing through General Billing and workflow-enabled General Ledger posting

## Improved Citizen Service

Tyler Parks & Rec offers many conveniences for your citizens:

- Membership cards — Print cards with photo and barcode. Scan card with in/out validation to facilities and classes
- Easy access to information — Citizen portal features activity promotions, a facility calendar and special announcements, such as field closings and weather cancellations
- Online registration — With a secure log-in, citizens can create an account, register for classes, reserve facilities, download waivers and permission forms, and submit payment online
- Remote access — The HTML5 user interface is browser-agnostic and can be accessed with many different devices such as smartphones and tablets



# Storey County Board of County Commissioners Agenda Action Report

Meeting date: July 7, 2020

Estimate of time required: 15 minutes

Agenda: Consent [ ] Regular agenda [ X ] Public hearing required [ ]

1. **Title: FOR POSSIBLE ACTION:** Consideration and possible approval of the grant of an easement to TRI GID for the construction of the effluent pipeline from TMWRF to TRI Center along a portion of Canyon Way near Lockwood

2. **Recommended motion:** I \_\_\_\_\_ (Commissioner) move to grant an easement for the construction, maintenance and repair of the effluent pipeline.

3. **Prepared by:** Keith Loomis

4. **Department:** District Attorney's Office

**Telephone:** 847-0964

5. **Staff summary:** See attached.

6. **Supporting materials:** Proposed easement

7. **Fiscal impact:**

Funds Available:

Fund:

\_\_\_\_ Comptroller

8. **Legal review required:**

X  District Attorney

8. **Reviewed by:**

\_\_\_\_ Department Head  
\_\_\_\_ County Manager

Department Name:  
Other agency review: \_\_\_\_\_

9. **Board action:**

Approved  
 Denied

Approved with Modifications  
 Continued

## STAFF SUMMARY

NRS 277.53 authorizes a county to convey property to another public entity free of charge if the property conveyed is to be used for a public purpose. Here the easement being conveyed is to the TRI GID a public agency. The easement will be used to convey effluent water to the TRI GID facility in the TRI Center where it will be distributed to customers of the GID. This would appear to satisfy the public purpose requirement.

The route of the effluent pipeline has been changed as a result of the settlement of an eminent domain action with the Menezes family. In order to facilitate the settlement, TRIGID needs to obtain an easement to install and maintain the pipeline along a portion of Canyon Way owned by Storey County. Storey County obtained the roadway from Storey County Properties by a quitclaim deed of dedication executed in 1991. Doc #68169. That deed provided some restrictions and reversion and revestment rights in Storey County Properties LLC ( LLC) centered around the obligation of the County to maintain the roadway. The dedication was accepted by the Board of County Commissioners in 1996. Doc #78164. The current easement deed is joined by the LLC in section 14 to clarify that the LLC granted all of its right title and interest in the roadway to Storey County and waives any restrictions set out in its original dedication as well as any right to seek reversion or revestment of the dedicated roadway. The LLC also joins in the grant of the easement to TRI GID as well as to the temporary construction easement.

It is worthy of note that Canyon Way road has been in existence for decades and was once identified as State Route 45. It appears to have been a part of the Lousetown and/or Long Valley Roads. Consequently it may not have been the LLC's property to grant. In any event, however, the current easement deed disclaims any right on the part of the LLC to recover the roadway from the County.



**A.P.N: 004-131-11**

After Recordation Return To:  
TRI General Improvement District  
1705 Peru Drive, Suite 104  
McCarran, NV 89437

**GRANT OF EASEMENT FOR  
PIPELINE FACILITIES**

THIS INDENTURE, made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2020, by and between STOREY COUNTY, a political subdivision of the State of Nevada, whose address is P.O. Box 176, Virginia City, NV 89440 (hereinafter referred to as "Grantor"), and TRI GENERAL IMPROVEMENT DISTRICT, a political subdivision of the State of Nevada, established pursuant to N.R.S. Chapter 318, whose address is 1705 Peru Drive, Suite 104, McCarran, NV 89437 (hereinafter referred to as "Grantee"), with the joinder of STOREY COUNTY PROPERTIES LIMITED LIABILITY COMPANY ("SCP"), a Nevada limited liability company, in order to consent and agree to the provisions of Section 14 hereof.

**RECITALS:**

1. Grantor owns the real property located in the County of Storey, State of Nevada, more particularly described as Assessor's Parcel Number 004-131-11 (the "Grantor's Property");
2. Grantee intends to construct a pipeline for the transportation of water from Sparks to McCarran, Nevada;
3. Grantor desires to grant an easement to Grantee over a portion of Grantor's Property, for the purposes of and on the terms and conditions set forth herein.

NOW THEREFORE, for and in consideration of the sum of Ten Dollars (\$10.00), in hand paid by Grantee, and other good and valuable consideration, receipt of which is hereby acknowledged, the parties agree as follows:

**GRANT OF EASEMENT**

1. Grant of Permanent Easement. Grantor hereby grants to Grantee, its successors, assigns, agents, and licensees a permanent and nonexclusive easement and right of way to construct, alter, maintain, inspect, repair, reconstruct, and operate non-

potable water system facilities, together with the appropriate markers, conduits, pipes, valve boxes, meters, fixtures, storage tanks, and any other facilities or appurtenances deemed necessary or convenient by Grantee (hereinafter called "Water Facilities") over, across, upon, under, and through that portion of the Grantor's Property more fully described on **Exhibit "A"** and shown on **Exhibit "B"** attached hereto and made a part hereof (the "Right-of Way").

2. Grant Of Permanent Slope and Drainage Easements. Grantor hereby grants to Grantee, its successors, assigns, agents and licensees, a permanent and nonexclusive easement for the purpose of providing and maintaining 1) lateral support and 2) proper drainage grade (including without limitation, to cut and fill as necessary) as determined by Grantee for road, shoulder and attendant access, road improvements and construction as depicted on **Exhibit "B."** Grantee, its successors, contractors or assigns and their agents and employees shall have the full right to enter at all times to survey, construct, repair, remove, replace, reconstruct, inspect and maintain a suitable slope or grade which will provide the above-mentioned lateral support and proper drainage grade for the Water Facilities. Grantor retains the right to use said property for any and all purposes which will not interfere with Grantee's full use or the rights acquired herein.

3. Grant of Temporary Construction Easement. During the period of construction of the pipeline as described in this Grant of Easement, the easement shall include an additional thirty feet on the south of the permanent easement, thus constituting the temporary construction easement described and depicted on **Exhibit "B"**, attached hereto and made a part hereof (the "Temporary Easement"). The Temporary Easement will expire upon the filing of a Notice of Completion of Construction by Grantee or three (3) years from the date of this Grant, whichever is earlier.

4. Access. Grantee and its servants, agents, employees and contractors shall have the right of ingress and egress to the Right-Of-Way and any adjoining public roads and/or rights of way on foot and/or with aircraft, vehicles, supplies, machinery and equipment in connection with or incidental to the exercise of rights herein granted with the construction, installation, repair, maintenance, inspection, operation and replacement of the Water Facilities. In case of required repair work with the Water Facilities, Grantee shall have a temporary repair access easement in a 50' (fifty foot) radius from the site of the issue to perform any and all necessary repair work. Grantee shall reasonably remediate any damage done to the surrounding property as a direct result of such repair work.

5. Compensation for Damages. Grantee will compensate Grantor for all reasonable amounts incurred by Grantor for damages suffered by Grantor to any drainage system, crops, pasture, trees, water wells, artesian springs, livestock, buildings, fences, culverts bridges, improvements or equipment on the lands of Grantor as a result of the construction, maintenance, inspection, operation and/or replacement of the Water Facilities.

6. Indemnification. Grantee shall indemnify Grantor from all liabilities, damages, claims, suits and actions and all costs and taxes arising from such actions as a result of the operation of Grantee upon Grantor's Property other than liabilities, damages, claims, suits and actions resulting for the negligence or willful misconduct of Grantor.

Grantee will maintain a general liability insurance policy in commercially reasonable amounts, but in no event providing coverage of less than One Million Dollars (\$1,000,000.00) per occurrence or claim. Grantee will cause Grantor to be listed as an additional insured on such liability policy and Grantee shall, upon the request of Grantor, from time to time provide Grantor with Certificates of Insurance evidencing such coverage.

7. Use of Right-of-Way by Grantor. Grantor shall not, without Grantee's prior written consent, plant trees, build, construct, install, erect or permit to be built, constructed, installed, or erected within the Right-of-Way any well, foundation, building, structure, landfill, dump or mounds of any material whatsoever, or any other structure, installation or improvement which would impair Grantee's rights hereunder. Subject to the foregoing and provided there is no interference with the rights granted herein, Grantor shall have the right to the use and enjoyment of the Right-of-Way. At any time after the Water Facilities have been constructed, Grantee shall have the right without being liable for damages or being required to compensate Grantor, to trim and cut down and to clear away any and all trees, bushes, fences or remove obstructions or otherwise maintain the visibility along and the integrity of the Right-of-Way and clear other hazards to Grantee's facilities which interfere with the exercise of Grantee's rights hereunder.

8. Relocation. The Grantee understands that the Grantor, or its successors or assigns, may, from time to time in the future, require that the herein described easement, or some part thereof, be relocated in order to accommodate mining and/or development of the real property that is burdened by such easement, or by some part thereof. The Grantee, for itself and for its successors and assigns, agrees that it shall, if requested to do so by the Grantor, or by the Grantor's successors or assigns, permit the Grantor, or its successors or assigns, to relocate the Water Facilities and said easement, or part thereof, provided (i) that the proposed relocation does not degrade the operation efficiencies of the Water Facilities to be relocated, or degrade the access to the Water Facilities by the Grantee for maintenance, repair, or reconstruction; and (ii) that the Grantor, or its successors or assigns, pay all costs of said relocation; and (iii) that the Grantor, or its successors or assigns, grants Grantee a replacement easement (which replacement easement shall be a perpetual and unencumbered easement in substantially the same form and content as this document) for the herein easement, or part thereof, so related; and (iv) the relocation of the Water Facilities be built and be operational before the existing Water Facilities are abandoned; and (v) there be no interruption to Grantee's operations caused by such relocation. At such time as the herein described easement, or part thereof, is relocated pursuant hereto, the Grantee, or successors or assigns, shall

vacate and release the herein described easement, or part thereof, which has been replaced by the herein provided for relocated easement.

9. Notice of Location. Grantee may at any time further define the location of the Right-of-Way by recording at the County Recorder's office a "Notice of Location" referring to this instrument and setting forth a legal description of the location of the Water Facilities and or the Right-of-Way.

10. Property in the Pipeline System. The Water Facilities shall at all times remain the property of Grantee, notwithstanding the fact that it may be annexed or fixed to the real property and may, at any time, be removed, repaired, enlarged or replaced, in whole or in part by Grantee.

11. Taxes. Grantee shall pay any personal property taxes levied against the property which results from the construction of Grantee's facilities. Grantor shall remain liable and pay all real property taxes levied against the property. If a tax is levied against Grantee's improvements as a part of the real property tax, Grantee shall pay such portion of the tax; provided, however that such increase in tax can be specifically identified as resulting from the construction of Grantee's facilities, and not a general increase in property value.

12. Notices. All notices required or permitted to be given hereunder shall be in writing and sent by first class mail to the applicable address set forth above (or to such other address as either party may, from time to time, designate in writing). Any notice sent shall be deemed to have been validly and effectively given on the fifth (5<sup>th</sup>) business day following the date on which it was sent.

13. Entire Agreement. This Grant constitutes the entire agreement between Grantor and Grantee pertaining to the subject matter contained herein, and supersedes all prior and contemporaneous agreements, understandings, negotiations and discussions between the parties, whether oral or written.

14. Consent and Waiver of SCP. Grantor acquired title to the Right-of-Way from SCP by that certain Quitclaim Deed of Dedication ("Dedication Deed") on September 10, 1991 recorded as Document No. 068169 in the office of the Recorder of Storey County, Nevada. The Dedication Deed contains the following restrictions, reservations and exceptions:

This Dedication of Real Property is made on the express condition that Grantee accepts the obligation to maintain and keep open the roadway located on the Real Property in a reasonable and safe condition and pay for all costs and expenses necessary for the repair, maintenance and improvement of said roadway. If any portion of the dedicated Real Property shall cease to be used as a public roadway or maintained in a reasonable and safe condition, then all right, title, and interest in and to the Real

Property and the improvements located thereon shall revert to and revest in Grantor, or its successors and assigns, as fully and completely as if this Deed had never been executed.

SCP executes this instrument to agree and consent to the provisions hereof, to wit:

- (a) Grantor holds fee simple title to the Right-of-Way, subject to the restrictions and reservations of the Dedication Deed stated above in this Section 14;
- (b) Grantor has not violated the restrictions of the Dedication Deed stated above; and there are no grounds currently for a reversion or revestment to SCP;
- (c) SCP waives and releases Grantor from the restrictions, and the reversionary and revestment rights of SCP in the Dedication Deed stated above as to the Right-of-Way, Temporary Easement, and the grant of easement contained herein, and consents to the grant of easement contained herein; and
- (d) no subsequent reversion or revestment shall affect the validity, lien and charge of this grant of easement.

THIS GRANT OF EASEMENT and the terms contained herein shall run with the land and shall be binding upon and shall inure to the benefit of Grantor and Grantee and the successors, agents and assigns of Grantor and Grantee, and all rights herein granted may be assigned in whole or in part. It is understood that this Grant cannot be amended in any way except in a writing, signed by both parties.

*(Signatures On Next Page)*

IN WITNESS WHEREOF, Grantor and Grantee have caused these presents duly to be executed the day and year first above written.

Grantee:

TRI General Improvement District, a political subdivision of the State of Nevada

By: \_\_\_\_\_  
Kris Thompson, President

Grantor:

The County of Storey, a political subdivision of the State of Nevada

By: \_\_\_\_\_  
Marshall McBride, Chairman of the Board of County Commissioners.

Agreed And Consented To As To Section 14:

Storey County Properties Limited Liability Company, a Nevada limited liability company

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

STATE OF NEVADA                    )  
  ) ss.  
COUNTY OF \_\_\_\_\_ )

This instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 2020, by Kris Thompson as President of TRI General Improvement District.

\_\_\_\_\_  
Notary Public

STATE OF NEVADA                    )  
  ) ss.  
COUNTY OF \_\_\_\_\_ )

This instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 2020, by Marshall McBride as Chairman of the Board of County Commissioners of The County of Storey, a political subdivision of the State of Nevada.

\_\_\_\_\_  
Notary Public

STATE OF NEVADA                    )  
  ) ss.  
COUNTY OF \_\_\_\_\_ )

This instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 2020, by \_\_\_\_\_ as \_\_\_\_\_ of Storey County Properties Limited Liability Company.

\_\_\_\_\_  
Notary Public

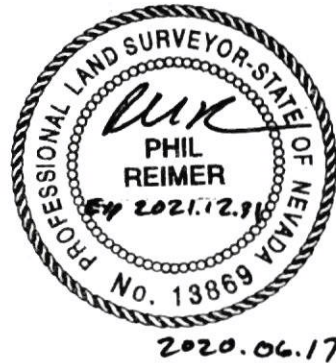
**EXHIBIT A  
LEGAL DESCRIPTION  
CANYON WAY**

That portion of Section 20, Township 19 North, Range 21 East, Mount Diablo Base Meridian, in the County of Storey, State of Nevada, described in the Quitclaim Deed of Dedication for 60 foot wide Public Roadway for Canyon Way, according to the document to Storey County, recorded September 10, 1991 and filed as Document Number 68169 in the Office of the Recorder for said County, more particularly described as follows;

The northerly 2105 feet of said 60-foot-wide Public Roadway for Canyon Way, as measured along the centerline of said Public Roadway for Canyon Way.

Containing 126,279 square feet or 2.90 acres, more or less.

Phil Reimer, P.L.S.,  
Nevada Certificate No. 13869

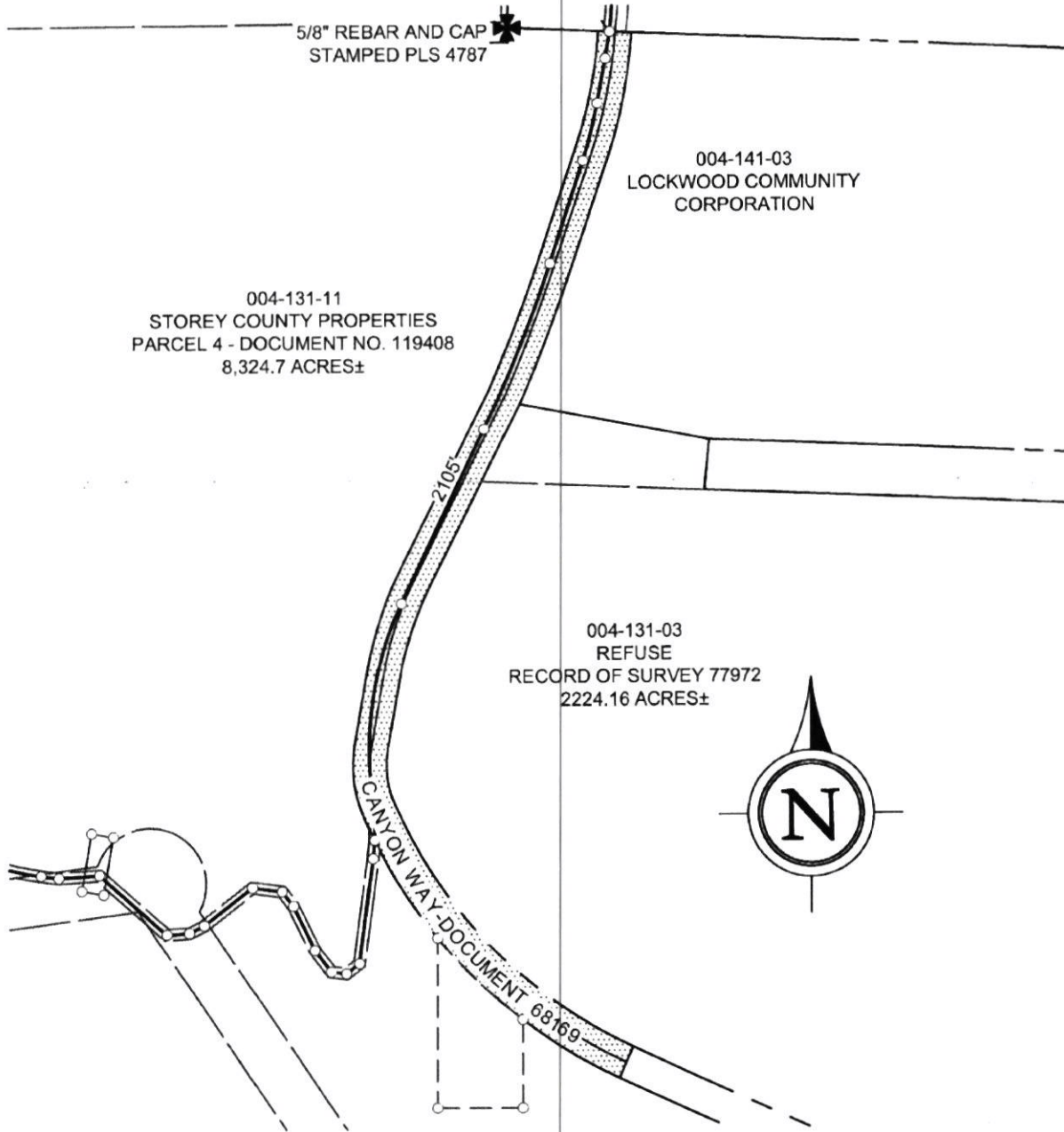




# STOREY COUNTY - CANYON WAY

SECTION 20

TOWNSHIP 19 NORTH, RANGE 21 EAST, MOUNT DIABLO BASE AND MERIDIAN



**FARR WEST**  
ENGINEERING

5510 LONGLEY LANE  
RENO, NEVADA 89511  
PHONE: (775) 851-4788  
FAX: (775) 851-0766

**EXHIBIT B**  
PLAT TO ACCOMPANY  
LEGAL DESCRIPTION

SCALE 1"= 300'

JOB NO. 1512  
SHEET 1 OF 1



# Storey County Board of County Commissioners Agenda Action Report

Meeting date: 07/07/2020

Estimate of time required: 15 min.

Agenda: Consent [ ] Regular agenda [x] Public hearing required [ ]

1. **Title:** Discussion/Possible Action. Resolution No. 20-585, a resolution setting grade and salary range of employees fixed by ordinance or resolution per NRS 245.045 for appointed Storey County officials for the 2020-2021 fiscal year and superseding prior year action by resolution for appointed Storey County employees Resolution 20-567 and 19-547 by clarifying language and removing unbudgeted position titles of Assistant County Manager, Assistant Comptroller and adding budgeted position titles of Fire Marshal/Community Development Director, Dispatch Manager, Information Technology officer, HR Director, and HR Generalist.

2. **Recommended motion.** I [commissioner] move to approve Resolution No. 20-585, a resolution setting grade and salary range of employees fixed by ordinance or resolution per NRS 245.045 for appointed Storey County officials and employees for the 2020-2021 fiscal year and superseding prior year action by resolution for appointed Storey County employees Resolution 20-567 and 19-547 by clarifying language and removing unbudgeted position titles of Assistant County Manager, Assistant Comptroller and adding budgeted position titles of Fire Marshal/Community Development Director, Dispatch Manager, Information Technology officer, HR Director, and HR Generalist.

3. **Prepared by:** Jen Chapman

**Department:** Human Resources

**Telephone:** 775.847.0968

4. **Staff summary:** NRS 245.045 states that the board has authority to fix the salaries of all appointive officers and employees by the enactment of ordinances or the adoption of resolutions. The proposed resolution conforms to the NRS requirement and the board approved final budget for the 2020-2021 fiscal year.

5. **Supporting materials:** Draft Resolution No. \_\_\_\_\_

6. **Fiscal impact:**

Funds Available:        yes        Fund: per department budget   yes   Comptroller

7. **Legal review required:**

  yes   District Attorney

8. **Reviewed by:**

\_\_\_\_ Department Head

Department Name: Commissioner's Office

  Q   County Manager

Other agency review: \_\_\_\_\_

9. **Board action:**

Approved

Approved with Modifications

Denied

Continued

**RESOLUTION NO. 20-585**

A RESOLUTION SETTING SALARIES OF EMPLOYEES FIXED BY ORDINANCE OR RESOLUTION PER NRS 245.045 FOR APPOINTED OFFICIALS. THIS RESOLUTION SUPERCEDES AND REPLACES RESOLUTIONS 20-567 AND 19-547.

BE IT HEREBY RESOLVED BY THE STOREY COUNTY BOARD OF COUNTY COMMISSIONERS, STOREY COUNTY, NEVADA:

**WHEREAS**, for the purposes of NRS 245.045, the Storey County Board of County Commissioners has authority to establish the salaries of all appointed and non-represented County employees by the enactment of a resolution.

**WHEREAS**, the salaries of all appointed officials and non-represented county employees, except certain Sheriff's Office employees set by collective bargaining agreement, are consistently to be derived from a similar step and grade range salary system shown in the General Salary Schedule (Attachment A) for appointed officials and non-represented employees of the county.

**WHEREAS**, the salary grade range of appointed officials and non-represented employees shall be as follows for the 2020-2021 fiscal period:

<b>Position</b>	<b>Salary Grade</b>
Public Works Director *	Grade 152
Assistant Public Works Director	Grade 144
Automotive/Equipment Manager	Grade 133
County Manager**	Grade 157
<del>Assistant County Manager</del>	<del>Grade 144</del>
Fire Marshal	Grade 144
Building Official	Grade 144
Community Development Director*	Grade 152
<i>Fire Marshal/Community Development Director*</i>	<i>Grade 152</i>
Chief Deputy District Attorney	Grade 153
Deputy District Attorney	Grade 152
Chief Deputy Sheriff	Grade 136
Communications Director*	Grade 144
<i>Dispatch Manager*</i>	<i>Grade 140</i>
Information Technology Director*	Grade 152
<i>Information Technology Officer</i>	<i>Grade 140</i>
Comptroller*	Grade 152
<del>Assistant Comptroller</del>	<del>Grade 144</del>
Senior Services Director*	Grade 133
Management Analyst I	Grade 129
Management Analyst II	Grade 131
Management Analyst III	Grade 133
<i>HR Director*</i>	<i>Grade 144</i>
Administrative Officer	Grade 144
<i>HR Generalist</i>	<i>Grade 124</i>
Community Relations Coordinator	Grade 140
Senior Planner	Grade 140

Tourism Director*	Grade 152
Tourism Marketing Manager	Grade 135
Corrections Officer	Grade 117
Bailiff/Court Services Officer	Grade 124
Bailiff/Director of Security	Grade 140
Event and Site Manager	Grade 124
Senior Center Site Manager	Grade 119

\*Department Director

\*\* County Manager

**WHEREAS**, the salary grade and step range of casual intermittent part-time positions in the General Salary Schedule (Attachment A) shall be as follows for the 2020-2021 fiscal period:

IPT Administrative Assistant I	Grade 110
IPT Administrative Assistant II	Grade 116
IPT Facilities Maintenance Worker	Grade 110
IPT Tourism Assistant	Grade 110
IPT Visitor Liaison	Grade 110
IPT Lifeguard	Grade 97
IPT Pool Supervisor	Grade 105
IPT Park Maintenance Worker	Grade 105
IPT Road Worker	Grade 110
IPT Pool/Park Manager	Grade 118
IPT Maintenance Worker/Heavy Equipment Operator	Grade 118

**WHEREAS**, each employee who is capped in the ten-step General Salary Schedule shall receive a Cost of Living increase equal to fifty (50%) percent of any PERS increase for that year, if there is no PERS increase (every other year) each employee who is capped in the ten-step General Salary Schedule shall receive a two (2%) percent Cost of Living increase July 1. Each employee who is not capped in the ten-step General Salary Schedule shall receive a Cost of Living increase equal to fifty (50%) percent of any PERS increase for that year, if there is no PERS increase (every other year) no Cost of Living increase will be granted.

**WHEREAS**, the flat-rate salaries for the positions below shall be set by the Storey County Board of Commissioners as follows:

Emergency Management Director	\$21,678
Government Affairs Director	\$30,000 (salary split 50/50 with SCSD)
Justice of the Peace	\$71,361

**WHEREAS**, salaries are set by the Nevada Legislature and County Commissioners for elected positions as follows:

Assessor	\$71,361
Commissioners	\$30,806.31
Clerk/Treasurer	\$71,361
District Attorney	\$122,678
Recorder	\$71,361
Sheriff	\$96,937

**NOW, THEREFORE BE IT RESOLVED BY THE STOREY COUNTY BOARD OF COUNTY COMMISSIONERS, by unanimous vote, to adopt Resolution \_\_\_\_\_ providing for the setting of salaries for the appointed officials and non-represented employees.**

This resolution shall be effective on the 1st day of July, 2020.

PROPOSED AND ADOPTED this 7<sup>th</sup> day of July, 2020.

THOSE VOTING AYE:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

THOSE VOTING NAY:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

STOREY COUNTY  
BOARD OF COUNTY COMMISSIONERS

\_\_\_\_\_  
Marshall McBride, Chairman

ATTEST:

\_\_\_\_\_  
CLERK TO THE BOARD

Resolution No. \_\_\_\_\_

Resolution No. \_\_\_\_\_

**STOREY COUNTY  
GENERAL SALARY SCHEDULE  
Step and Grade (Appointed Official and Non-Represented)  
2020-2021**

STEP GRADE	Step									
	1 2080 hours/yr. (40-hour week)	2	3	4	5	6	7	8	9	10
97	\$ 26,083.20	\$ 26,996.11	\$ 27,940.98	\$ 28,918.91	\$ 29,931.07	\$ 30,978.66	\$ 32,062.91	\$ 33,185.11	\$ 34,346.59	\$ 35,548.72
98	\$ 26,748.80	\$ 27,685.01	\$ 28,653.98	\$ 29,656.87	\$ 30,694.86	\$ 31,769.18	\$ 32,881.10	\$ 34,031.94	\$ 35,223.06	\$ 36,455.87
99	\$ 27,435.20	\$ 28,395.43	\$ 29,389.27	\$ 30,417.90	\$ 31,482.52	\$ 32,584.41	\$ 33,724.87	\$ 34,905.24	\$ 36,126.92	\$ 37,391.36
100	\$ 28,142.40	\$ 29,127.38	\$ 30,146.84	\$ 31,201.98	\$ 32,294.05	\$ 33,424.34	\$ 34,594.20	\$ 35,804.99	\$ 37,058.17	\$ 38,355.20
101	\$ 28,870.40	\$ 29,880.86	\$ 30,926.69	\$ 32,009.13	\$ 33,129.45	\$ 34,288.98	\$ 35,489.09	\$ 36,731.21	\$ 38,016.80	\$ 39,347.39
102	\$ 29,619.20	\$ 30,655.87	\$ 31,728.83	\$ 32,839.34	\$ 33,988.71	\$ 35,178.32	\$ 36,409.56	\$ 37,683.89	\$ 39,002.83	\$ 40,367.93
103	\$ 30,388.80	\$ 31,452.41	\$ 32,553.24	\$ 33,692.61	\$ 34,871.85	\$ 36,092.36	\$ 37,355.59	\$ 38,663.04	\$ 40,016.25	\$ 41,416.82
104	\$ 31,158.40	\$ 32,248.94	\$ 33,377.66	\$ 34,545.88	\$ 35,754.98	\$ 37,006.40	\$ 38,301.63	\$ 39,642.19	\$ 41,029.66	\$ 42,465.70
105	\$ 31,948.80	\$ 33,067.01	\$ 34,224.35	\$ 35,422.21	\$ 36,661.98	\$ 37,945.15	\$ 39,273.23	\$ 40,647.80	\$ 42,070.47	\$ 43,542.93
106	\$ 32,760.00	\$ 33,906.60	\$ 35,093.33	\$ 36,321.60	\$ 37,592.85	\$ 38,908.60	\$ 40,270.40	\$ 41,679.87	\$ 43,138.66	\$ 44,648.52
107	\$ 33,592.00	\$ 34,767.72	\$ 35,984.59	\$ 37,244.05	\$ 38,547.59	\$ 39,896.76	\$ 41,293.14	\$ 42,738.40	\$ 44,234.25	\$ 45,782.45
108	\$ 34,444.80	\$ 35,650.37	\$ 36,898.13	\$ 38,189.57	\$ 39,526.20	\$ 40,909.62	\$ 42,341.45	\$ 43,823.40	\$ 45,357.22	\$ 46,944.73
109	\$ 35,339.20	\$ 36,576.07	\$ 37,856.23	\$ 39,181.20	\$ 40,552.54	\$ 41,971.88	\$ 43,440.90	\$ 44,961.33	\$ 46,534.98	\$ 48,163.70
110	\$ 36,256.16	\$ 37,525.13	\$ 38,838.50	\$ 40,197.85	\$ 41,604.78	\$ 43,060.94	\$ 44,568.08	\$ 46,127.96	\$ 47,742.44	\$ 49,413.42
111	\$ 37,162.56	\$ 38,463.25	\$ 39,809.46	\$ 41,202.79	\$ 42,644.89	\$ 44,137.46	\$ 45,682.27	\$ 47,281.15	\$ 48,935.99	\$ 50,648.75
112	\$ 38,091.62	\$ 39,424.83	\$ 40,804.70	\$ 42,232.86	\$ 43,711.01	\$ 45,240.90	\$ 46,824.33	\$ 48,463.18	\$ 50,159.39	\$ 51,914.97
113	\$ 39,043.92	\$ 40,410.46	\$ 41,824.82	\$ 43,288.69	\$ 44,803.80	\$ 46,371.93	\$ 47,994.95	\$ 49,674.77	\$ 51,413.39	\$ 53,212.86
114	\$ 40,020.01	\$ 41,420.71	\$ 42,870.44	\$ 44,370.90	\$ 45,923.88	\$ 47,531.22	\$ 49,194.81	\$ 50,916.63	\$ 52,698.71	\$ 54,543.17
115	\$ 41,020.51	\$ 42,456.23	\$ 43,942.20	\$ 45,480.18	\$ 47,071.98	\$ 48,719.50	\$ 50,474.69	\$ 52,189.55	\$ 54,016.18	\$ 55,906.75
116	\$ 42,046.03	\$ 43,517.65	\$ 45,040.76	\$ 46,617.19	\$ 48,248.79	\$ 49,937.50	\$ 51,685.31	\$ 53,494.30	\$ 55,366.60	\$ 57,304.43
117	\$ 43,097.18	\$ 44,605.58	\$ 46,166.77	\$ 47,782.61	\$ 49,455.00	\$ 51,185.93	\$ 52,977.43	\$ 54,831.64	\$ 56,750.75	\$ 58,737.03
118	\$ 44,174.61	\$ 45,720.72	\$ 47,320.94	\$ 48,971.17	\$ 50,691.38	\$ 52,465.57	\$ 54,301.87	\$ 56,202.43	\$ 58,169.52	\$ 60,205.45
119	\$ 45,278.98	\$ 46,863.75	\$ 48,503.98	\$ 50,201.62	\$ 51,958.67	\$ 53,777.23	\$ 55,659.43	\$ 57,607.51	\$ 59,623.77	\$ 61,710.61
120	\$ 46,410.96	\$ 48,035.34	\$ 49,716.58	\$ 51,456.66	\$ 53,257.64	\$ 55,121.66	\$ 57,050.92	\$ 59,047.70	\$ 61,114.37	\$ 63,253.37
121	\$ 47,571.22	\$ 49,236.22	\$ 50,959.48	\$ 52,743.07	\$ 54,589.07	\$ 56,499.69	\$ 58,477.18	\$ 60,523.88	\$ 62,642.22	\$ 64,834.69
122	\$ 48,760.51	\$ 50,467.13	\$ 52,233.48	\$ 54,061.65	\$ 55,953.81	\$ 57,912.20	\$ 59,939.12	\$ 62,036.99	\$ 64,208.29	\$ 66,455.58
123	\$ 49,979.52	\$ 51,728.80	\$ 53,539.31	\$ 55,413.19	\$ 57,352.65	\$ 59,359.99	\$ 61,437.59	\$ 63,587.91	\$ 65,813.48	\$ 68,116.96
124	\$ 51,229.01	\$ 53,022.02	\$ 54,877.79	\$ 56,798.51	\$ 58,786.46	\$ 60,843.99	\$ 62,973.53	\$ 65,177.60	\$ 67,458.82	\$ 69,819.88
125	\$ 52,509.73	\$ 54,347.57	\$ 56,249.73	\$ 58,218.47	\$ 60,256.12	\$ 62,365.08	\$ 64,547.86	\$ 66,807.04	\$ 69,145.28	\$ 71,565.37
126	\$ 53,822.47	\$ 55,706.25	\$ 57,655.97	\$ 59,673.93	\$ 61,762.52	\$ 63,924.21	\$ 66,161.56	\$ 68,477.21	\$ 70,873.91	\$ 73,354.50
127	\$ 55,168.03	\$ 57,098.92	\$ 59,097.38	\$ 61,165.79	\$ 63,306.59	\$ 65,522.32	\$ 67,815.60	\$ 70,189.15	\$ 72,645.77	\$ 75,188.37
128	\$ 56,547.23	\$ 58,526.39	\$ 60,574.81	\$ 62,694.93	\$ 64,889.25	\$ 67,160.38	\$ 69,510.99	\$ 71,943.87	\$ 74,461.91	\$ 77,068.08
129	\$ 57,960.93	\$ 59,989.56	\$ 62,089.19	\$ 64,262.31	\$ 66,511.50	\$ 68,839.40	\$ 71,248.78	\$ 73,742.48	\$ 76,323.47	\$ 78,994.79
130	\$ 59,409.94	\$ 61,489.29	\$ 63,641.42	\$ 65,868.87	\$ 68,174.28	\$ 70,560.38	\$ 73,029.99	\$ 75,586.04	\$ 78,231.55	\$ 80,969.65
131	\$ 60,895.19	\$ 63,026.52	\$ 65,232.45	\$ 67,515.58	\$ 69,878.63	\$ 72,324.38	\$ 74,855.73	\$ 77,475.69	\$ 80,187.33	\$ 82,993.89
132	\$ 62,417.57	\$ 64,602.18	\$ 66,863.26	\$ 69,203.47	\$ 71,625.59	\$ 74,132.49	\$ 76,727.13	\$ 79,412.57	\$ 82,192.01	\$ 85,068.74
133	\$ 63,978.00	\$ 66,217.23	\$ 68,534.83	\$ 70,933.55	\$ 73,416.23	\$ 75,985.79	\$ 78,645.30	\$ 81,397.88	\$ 84,246.81	\$ 87,195.45
134	\$ 65,577.45	\$ 67,872.66	\$ 70,248.21	\$ 72,706.89	\$ 75,251.63	\$ 77,885.44	\$ 80,611.43	\$ 83,432.83	\$ 86,352.98	\$ 89,375.33
135	\$ 67,216.89	\$ 69,569.48	\$ 72,004.41	\$ 74,524.57	\$ 77,132.93	\$ 79,832.58	\$ 82,626.72	\$ 85,518.66	\$ 88,511.81	\$ 91,609.72
136	\$ 68,897.31	\$ 71,308.72	\$ 73,804.53	\$ 76,387.68	\$ 79,061.25	\$ 81,828.40	\$ 84,692.39	\$ 87,656.62	\$ 90,724.61	\$ 93,899.97
137	\$ 70,619.75	\$ 73,091.44	\$ 75,649.64	\$ 78,297.38	\$ 81,037.79	\$ 83,874.11	\$ 86,809.70	\$ 89,848.04	\$ 92,992.72	\$ 96,247.47
138	\$ 72,385.25	\$ 74,918.73	\$ 77,540.88	\$ 80,254.82	\$ 83,063.73	\$ 85,970.97	\$ 88,979.95	\$ 92,094.25	\$ 95,317.55	\$ 98,653.66
139	\$ 74,194.88	\$ 76,791.70	\$ 79,479.41	\$ 82,261.19	\$ 85,140.33	\$ 88,120.24	\$ 91,204.45	\$ 94,396.61	\$ 97,700.49	\$ 101,120.01

STOREY COUNTY  
GENERAL SALARY SCHEDULE  
Step and Grade (Appointed Official and Non-Represented)  
2020-2021

140	\$ 76,049.76	\$ 78,711.50	\$ 81,466.40	\$ 84,317.73	\$ 87,268.85	\$ 90,323.26	\$ 93,484.57	\$ 96,756.53	\$ 100,143.01	\$ 103,648.02
141	\$ 77,950.99	\$ 80,679.28	\$ 83,503.05	\$ 86,425.66	\$ 89,450.56	\$ 92,581.33	\$ 95,821.67	\$ 99,175.43	\$ 102,646.57	\$ 106,239.20
142	\$ 79,899.77	\$ 82,696.26	\$ 85,590.63	\$ 88,586.30	\$ 91,686.83	\$ 94,895.86	\$ 98,217.22	\$ 101,654.82	\$ 105,212.74	\$ 108,895.19
143	\$ 81,897.27	\$ 84,763.67	\$ 87,730.40	\$ 90,800.97	\$ 93,979.00	\$ 97,268.26	\$ 100,672.65	\$ 104,196.20	\$ 107,843.06	\$ 111,617.57
144	\$ 83,944.71	\$ 86,882.77	\$ 89,923.67	\$ 93,071.00	\$ 96,328.48	\$ 99,699.98	\$ 103,189.48	\$ 106,801.11	\$ 110,539.15	\$ 114,408.02
145	\$ 86,043.31	\$ 89,054.83	\$ 92,171.75	\$ 95,397.76	\$ 98,736.68	\$ 102,192.47	\$ 105,769.20	\$ 109,471.12	\$ 113,302.61	\$ 117,268.21
146	\$ 88,194.40	\$ 91,281.20	\$ 94,476.05	\$ 97,782.71	\$ 101,205.10	\$ 104,747.28	\$ 108,413.44	\$ 112,207.91	\$ 116,135.18	\$ 120,199.91
147	\$ 90,399.26	\$ 93,563.23	\$ 96,837.94	\$ 100,227.27	\$ 103,735.23	\$ 107,365.96	\$ 111,123.77	\$ 115,013.10	\$ 119,038.56	\$ 123,204.91
148	\$ 92,659.23	\$ 95,902.31	\$ 99,258.89	\$ 102,732.95	\$ 106,328.60	\$ 110,050.10	\$ 113,901.86	\$ 117,888.42	\$ 122,014.52	\$ 126,285.03
149	\$ 94,975.73	\$ 98,299.88	\$ 101,740.37	\$ 105,301.28	\$ 108,986.83	\$ 112,801.37	\$ 116,749.42	\$ 120,835.65	\$ 125,064.89	\$ 129,442.17
150	\$ 97,350.11	\$ 100,757.37	\$ 104,283.88	\$ 107,933.81	\$ 111,711.50	\$ 115,621.40	\$ 119,668.15	\$ 123,856.53	\$ 128,191.51	\$ 132,678.21
151	\$ 99,783.87	\$ 103,276.31	\$ 106,890.98	\$ 110,632.17	\$ 114,504.29	\$ 118,511.94	\$ 122,659.86	\$ 126,952.95	\$ 131,396.31	\$ 135,995.18
152	\$ 102,278.47	\$ 105,858.21	\$ 109,563.25	\$ 113,397.97	\$ 117,366.90	\$ 121,474.74	\$ 125,726.35	\$ 130,126.77	\$ 134,681.21	\$ 139,395.05
153	\$ 104,835.43	\$ 108,504.67	\$ 112,302.33	\$ 116,232.91	\$ 120,301.07	\$ 124,511.60	\$ 128,869.51	\$ 133,379.94	\$ 138,048.24	\$ 142,879.93
154	\$ 107,456.31	\$ 111,217.28	\$ 115,109.88	\$ 119,138.73	\$ 123,308.59	\$ 127,624.39	\$ 132,091.24	\$ 136,714.43	\$ 141,499.44	\$ 146,451.92
155	\$ 110,142.72	\$ 113,997.72	\$ 117,987.64	\$ 122,117.20	\$ 126,391.30	\$ 130,815.00	\$ 135,393.53	\$ 140,132.30	\$ 145,036.93	\$ 150,113.22
156	\$ 112,896.30	\$ 116,847.67	\$ 120,937.34	\$ 125,170.14	\$ 129,551.10	\$ 134,085.39	\$ 138,778.37	\$ 143,635.62	\$ 148,662.86	\$ 153,866.06
157	\$ 115,718.70	\$ 119,768.85	\$ 123,960.76	\$ 128,299.39	\$ 132,789.87	\$ 137,437.51	\$ 142,247.82	\$ 147,226.50	\$ 152,379.43	\$ 157,712.71
158	\$ 118,611.66	\$ 122,763.07	\$ 127,059.77	\$ 131,506.86	\$ 136,109.60	\$ 140,873.44	\$ 145,804.01	\$ 150,907.15	\$ 156,188.90	\$ 161,655.51
159	\$ 121,576.96	\$ 125,832.15	\$ 130,236.28	\$ 134,794.55	\$ 139,512.36	\$ 144,395.29	\$ 149,449.13	\$ 154,679.85	\$ 160,093.64	\$ 165,696.92
160	\$ 124,616.39	\$ 128,977.96	\$ 133,492.19	\$ 138,164.42	\$ 143,000.17	\$ 148,005.18	\$ 153,185.36	\$ 158,546.85	\$ 164,095.99	\$ 169,839.35
161	\$ 127,731.79	\$ 132,202.41	\$ 136,829.49	\$ 141,618.52	\$ 146,575.17	\$ 151,705.30	\$ 157,014.99	\$ 162,510.51	\$ 168,198.38	\$ 174,085.32
162	\$ 130,925.09	\$ 135,507.46	\$ 140,250.22	\$ 145,158.98	\$ 150,239.55	\$ 155,497.93	\$ 160,940.36	\$ 166,573.27	\$ 172,403.34	\$ 178,437.45
163	\$ 134,198.22	\$ 138,895.15	\$ 143,756.49	\$ 148,787.96	\$ 153,995.54	\$ 159,385.38	\$ 164,963.87	\$ 170,737.61	\$ 176,713.43	\$ 182,898.39
164	\$ 137,553.17	\$ 142,367.53	\$ 147,350.39	\$ 152,507.65	\$ 157,845.42	\$ 163,370.01	\$ 169,087.96	\$ 175,006.04	\$ 181,131.25	\$ 187,470.85
165	\$ 140,992.00	\$ 145,926.72	\$ 151,034.16	\$ 156,320.35	\$ 161,791.56	\$ 167,454.27	\$ 173,315.17	\$ 179,381.20	\$ 185,659.54	\$ 192,157.62

\*Note: There are no longer 35-hour employees working in Storey County. The column, however, is included for retroactive reference. All employees henceforth are pursuant to the 40-hour workweek schedule.





# Storey County Board of Fire Commissioners Agenda Action Report

Meeting date: 07/07/2020

Estimate of time required: 15 min.

Agenda: Consent [ ] Regular agenda [x] Public hearing required [ ]

1. **Title:** Discussion/Possible Action. Resolution No. 20-586, a resolution setting grade and salary range of employees fixed by ordinance or resolution per NRS 474.470 for appointed Storey Fire District officials.

2. **Recommended motion.** I [commissioner] move to approve Resolution No. 20-586, a resolution setting grade and salary range of employees fixed by ordinance or resolution per NRS 474.470 for appointed Storey Fire District officials.

3. **Prepared by:** Jen Chapman

**Department:** Human Resources

**Telephone:** 775.847.0968

4. **Staff summary:** NRS 474.470 states that the board has authority to fix the salaries of all appointive officers and employees by the enactment of ordinances or the adoption of resolutions. The proposed resolution conforms to the NRS requirement and the board approved final budget for the 2020-2021 fiscal year.

5. **Supporting materials:** Draft Resolution No. \_\_\_\_\_.

6. **Fiscal impact:**

Funds Available: yes Fund: per department budget yes Comptroller

7. **Legal review required:**

\_\_\_\_\_ District Attorney

8. **Reviewed by:**

\_\_\_\_\_ Department Head

Department Name: Commissioner's Office

   County Manager

Other agency review: \_\_\_\_\_

9. **Board action:**

[ ] Approved  
[ ] Denied

[ ] Approved with Modifications  
[ ] Continued

Agenda Item No. 20

**RESOLUTION NO.** 20-586

A RESOLUTION SETTING SALARIES OF EMPLOYEES FIXED BY ORDINANCE OR RESOLUTION PER NRS 474.470 FOR APPOINTED OFFICIALS.

BE IT HEREBY RESOLVED BY THE STOREY COUNTY BOARD OF FIRE COMMISSIONERS, STOREY COUNTY, NEVADA:

**WHEREAS**, for the purposes of NRS 474.470, the Storey County Board of Fire Commissioners has authority to establish the salaries of all appointed and non-represented Fire District employees by the enactment of a resolution or other action.

**WHEREAS**, the salaries of all Fire District appointed officials and non-represented employees, except certain Fire District employees set by collective bargaining agreement, are consistently to be derived from a similar step and grade range salary system shown in the General Salary Schedule (Attachment A).

**WHEREAS**, the grade range of appointed Fire District officials and non-represented employees shall be as follows:

Fire Chief	Grade 153
Battalion Chief	Grade 148
IPT Administrative Assistant II	Grade 116
IPT Wildland Firefighter	Grade 103
IPT Firefighter EMT	Grade 108
IPT Lead Seasonal Firefighter	Grade 113
IPT Dozer Operator	Grade 113

**WHEREAS**, each employee who is capped in the ten-step General Salary Schedule shall receive a Cost of Living increase equal to fifty (50%) percent of any PERS increase for that year, if there is no PERS increase (every other year) each employee who is capped in the ten-step General Salary Schedule shall receive a two (2%) percent Cost of Living increase July 1<sup>st</sup>. Each employee who is not capped in the ten-step General Salary Schedule shall receive a Cost of Living increase equal to fifty (50%) percent of any PERS increase for that year, if there is no PERS increase (every other year) no Cost of Living increase will be granted.

**NOW**, THEREFORE BE IT RESOLVED BY THE STOREY COUNTY BOARD OF FIRE COMMISSIONERS, by unanimous vote, to adopt Resolution \_\_\_\_\_ providing for the setting of salaries for the appointed officials not represented by a bargaining unit.

This resolution shall be effective on the 1st, day of July, 2020.

PROPOSED AND ADOPTED this 7th day of July, 2020.

THOSE VOTING AYE: \_\_\_\_\_

Resolution No. \_\_\_\_\_

THOSE VOTING NAY:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

STOREY COUNTY  
BOARD OF FIRE COMMISSIONERS

\_\_\_\_\_  
Marshall McBride, Chairman

ATTEST:

\_\_\_\_\_  
CLERK TO THE FIRE BOARD

Resolution No. \_\_\_\_\_

**STOREY COUNTY FIRE PROTECTION DISTRICT  
GENERAL SALARY SCHEDULE  
Step and Grade (Appointed Official and Non-Represented)  
2020-2021**

STEP	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
GRADE	2080 hours/yr. (40-hour week)									
97	\$ 26,083.20	\$ 26,996.11	\$ 27,940.98	\$ 28,918.91	\$ 29,931.07	\$ 30,978.66	\$ 32,062.91	\$ 33,185.11	\$ 34,346.59	\$ 35,548.72
98	\$ 26,748.80	\$ 27,685.01	\$ 28,653.98	\$ 29,656.87	\$ 30,694.86	\$ 31,769.18	\$ 32,881.10	\$ 34,031.94	\$ 35,223.06	\$ 36,455.87
99	\$ 27,435.20	\$ 28,395.43	\$ 29,389.27	\$ 30,417.90	\$ 31,482.52	\$ 32,584.41	\$ 33,724.87	\$ 34,905.24	\$ 36,126.92	\$ 37,391.36
100	\$ 28,142.40	\$ 29,127.38	\$ 30,146.84	\$ 31,201.98	\$ 32,294.05	\$ 33,424.34	\$ 34,594.20	\$ 35,804.99	\$ 37,058.17	\$ 38,355.20
101	\$ 28,870.40	\$ 29,880.86	\$ 30,926.69	\$ 32,009.13	\$ 33,129.45	\$ 34,288.98	\$ 35,489.09	\$ 36,731.21	\$ 38,016.80	\$ 39,347.39
102	\$ 29,619.20	\$ 30,655.87	\$ 31,728.83	\$ 32,839.34	\$ 33,988.71	\$ 35,178.32	\$ 36,409.56	\$ 37,683.89	\$ 39,002.83	\$ 40,367.93
103	\$ 30,388.80	\$ 31,452.41	\$ 32,553.24	\$ 33,692.61	\$ 34,871.85	\$ 36,092.36	\$ 37,355.59	\$ 38,663.04	\$ 40,016.25	\$ 41,416.82
104	\$ 31,158.40	\$ 32,248.94	\$ 33,377.66	\$ 34,545.88	\$ 35,754.98	\$ 37,006.40	\$ 38,301.63	\$ 39,642.19	\$ 41,029.66	\$ 42,465.70
105	\$ 31,948.80	\$ 33,067.01	\$ 34,224.35	\$ 35,422.21	\$ 36,661.98	\$ 37,945.15	\$ 39,273.23	\$ 40,647.80	\$ 42,070.47	\$ 43,542.93
106	\$ 32,760.00	\$ 33,906.60	\$ 35,093.33	\$ 36,321.60	\$ 37,592.85	\$ 38,908.60	\$ 40,270.40	\$ 41,679.87	\$ 43,138.66	\$ 44,648.52
107	\$ 33,592.00	\$ 34,767.72	\$ 35,984.59	\$ 37,244.05	\$ 38,547.59	\$ 39,896.76	\$ 41,293.14	\$ 42,738.40	\$ 44,234.25	\$ 45,782.45
108	\$ 34,444.80	\$ 35,650.37	\$ 36,898.13	\$ 38,189.57	\$ 39,526.20	\$ 40,909.62	\$ 42,341.45	\$ 43,823.40	\$ 45,357.22	\$ 46,944.73
109	\$ 35,339.20	\$ 36,576.07	\$ 37,856.23	\$ 39,181.20	\$ 40,552.54	\$ 41,971.88	\$ 43,440.90	\$ 44,961.33	\$ 46,534.98	\$ 48,163.70
110	\$ 36,256.16	\$ 37,525.13	\$ 38,838.50	\$ 40,197.85	\$ 41,604.78	\$ 43,060.94	\$ 44,568.08	\$ 46,127.96	\$ 47,742.44	\$ 49,413.42
111	\$ 37,162.56	\$ 38,463.25	\$ 39,809.46	\$ 41,202.79	\$ 42,644.89	\$ 44,137.46	\$ 45,682.27	\$ 47,281.15	\$ 48,935.99	\$ 50,648.75
112	\$ 38,091.62	\$ 39,424.83	\$ 40,804.70	\$ 42,232.86	\$ 43,711.01	\$ 45,240.90	\$ 46,824.33	\$ 48,463.18	\$ 50,159.39	\$ 51,914.97
113	\$ 39,043.92	\$ 40,410.46	\$ 41,824.82	\$ 43,288.69	\$ 44,803.80	\$ 46,371.93	\$ 47,994.95	\$ 49,674.77	\$ 51,413.39	\$ 53,212.86
114	\$ 40,020.01	\$ 41,420.71	\$ 42,870.44	\$ 44,370.90	\$ 45,923.88	\$ 47,531.22	\$ 49,194.81	\$ 50,916.63	\$ 52,698.71	\$ 54,543.17
115	\$ 41,020.51	\$ 42,456.23	\$ 43,942.20	\$ 45,480.18	\$ 47,071.98	\$ 48,719.50	\$ 50,424.69	\$ 52,189.55	\$ 54,016.18	\$ 55,906.75
116	\$ 42,046.03	\$ 43,517.65	\$ 45,040.76	\$ 46,617.19	\$ 48,248.79	\$ 49,937.50	\$ 51,685.31	\$ 53,494.30	\$ 55,366.60	\$ 57,304.43
117	\$ 43,097.18	\$ 44,605.58	\$ 46,166.77	\$ 47,782.61	\$ 49,455.00	\$ 51,185.93	\$ 52,977.43	\$ 54,831.64	\$ 56,750.75	\$ 58,737.03
118	\$ 44,174.61	\$ 45,720.72	\$ 47,320.94	\$ 48,977.17	\$ 50,691.38	\$ 52,465.57	\$ 54,301.87	\$ 56,202.43	\$ 58,169.52	\$ 60,205.45
119	\$ 45,278.98	\$ 46,863.75	\$ 48,503.98	\$ 50,201.62	\$ 51,958.67	\$ 53,777.23	\$ 55,659.43	\$ 57,607.51	\$ 59,623.77	\$ 61,710.61
120	\$ 46,410.96	\$ 48,035.34	\$ 49,716.58	\$ 51,456.66	\$ 53,257.64	\$ 55,121.66	\$ 57,050.92	\$ 59,047.70	\$ 61,114.37	\$ 63,253.37
121	\$ 47,571.22	\$ 49,236.22	\$ 50,959.48	\$ 52,743.07	\$ 54,589.07	\$ 56,499.69	\$ 58,477.18	\$ 60,523.88	\$ 62,642.22	\$ 64,834.69
122	\$ 48,760.51	\$ 50,467.13	\$ 52,233.48	\$ 54,061.65	\$ 55,953.81	\$ 57,912.20	\$ 59,939.12	\$ 62,036.99	\$ 64,208.29	\$ 66,455.58
123	\$ 49,979.52	\$ 51,728.80	\$ 53,539.31	\$ 55,413.19	\$ 57,352.65	\$ 59,359.99	\$ 61,437.59	\$ 63,587.91	\$ 65,813.48	\$ 68,116.96
124	\$ 51,229.01	\$ 53,022.02	\$ 54,877.79	\$ 56,798.51	\$ 58,786.46	\$ 60,843.99	\$ 62,973.53	\$ 65,177.60	\$ 67,458.82	\$ 69,819.88
125	\$ 52,509.73	\$ 54,347.57	\$ 56,249.73	\$ 58,218.47	\$ 60,256.12	\$ 62,365.08	\$ 64,547.86	\$ 66,807.04	\$ 69,145.28	\$ 71,565.37
126	\$ 53,822.47	\$ 55,706.25	\$ 57,655.97	\$ 59,673.93	\$ 61,762.52	\$ 63,924.21	\$ 66,161.56	\$ 68,477.21	\$ 70,873.91	\$ 73,354.50
127	\$ 55,168.03	\$ 57,098.92	\$ 59,097.38	\$ 61,165.79	\$ 63,306.59	\$ 65,522.32	\$ 67,815.60	\$ 70,189.15	\$ 72,645.77	\$ 75,188.37
128	\$ 56,547.23	\$ 58,526.39	\$ 60,574.81	\$ 62,694.93	\$ 64,889.25	\$ 67,160.38	\$ 69,510.99	\$ 71,943.87	\$ 74,461.91	\$ 77,068.08
129	\$ 57,960.93	\$ 59,989.56	\$ 62,089.19	\$ 64,262.31	\$ 66,511.50	\$ 68,839.40	\$ 71,248.78	\$ 73,742.48	\$ 76,323.47	\$ 78,994.79
130	\$ 59,409.94	\$ 61,489.29	\$ 63,641.42	\$ 65,868.87	\$ 68,174.28	\$ 70,560.38	\$ 73,029.99	\$ 75,586.04	\$ 78,231.55	\$ 80,969.65
131	\$ 60,895.19	\$ 63,026.52	\$ 65,232.45	\$ 67,515.58	\$ 69,878.63	\$ 72,324.38	\$ 74,855.73	\$ 77,475.69	\$ 80,187.33	\$ 82,993.89
132	\$ 62,417.57	\$ 64,602.18	\$ 66,863.26	\$ 69,203.47	\$ 71,625.59	\$ 74,132.49	\$ 76,727.13	\$ 79,412.57	\$ 82,192.01	\$ 85,068.74
133	\$ 63,978.00	\$ 66,217.23	\$ 68,534.83	\$ 70,933.55	\$ 73,416.23	\$ 75,985.79	\$ 78,645.30	\$ 81,397.88	\$ 84,246.81	\$ 87,195.45
134	\$ 65,577.45	\$ 67,872.66	\$ 70,248.21	\$ 72,706.89	\$ 75,251.63	\$ 77,885.44	\$ 80,611.43	\$ 83,432.83	\$ 86,352.98	\$ 89,375.33
135	\$ 67,216.89	\$ 69,569.48	\$ 72,004.41	\$ 74,524.57	\$ 77,132.93	\$ 79,832.58	\$ 82,626.72	\$ 85,518.66	\$ 88,511.81	\$ 91,609.72
136	\$ 68,897.31	\$ 71,308.72	\$ 73,804.53	\$ 76,387.68	\$ 79,061.25	\$ 81,828.40	\$ 84,692.39	\$ 87,656.62	\$ 90,724.61	\$ 93,899.97
137	\$ 70,619.75	\$ 73,091.44	\$ 75,649.64	\$ 78,297.38	\$ 81,037.79	\$ 83,874.11	\$ 86,809.70	\$ 89,848.04	\$ 92,992.72	\$ 96,247.47
138	\$ 72,385.25	\$ 74,918.73	\$ 77,540.88	\$ 80,254.82	\$ 83,063.73	\$ 85,970.97	\$ 88,979.95	\$ 92,094.25	\$ 95,317.55	\$ 98,653.66
139	\$ 74,194.88	\$ 76,791.70	\$ 79,479.41	\$ 82,261.19	\$ 85,140.33	\$ 88,120.24	\$ 91,204.45	\$ 94,396.61	\$ 97,700.49	\$ 101,120.01

**STOREY COUNTY FIRE PROTECTION DISTRICT  
GENERAL SALARY SCHEDULE  
Step and Grade (Appointed Official and Non-Represented)  
2020-2021**

140	\$ 76,049.76	\$ 78,711.50	\$ 81,466.40	\$ 84,317.73	\$ 87,268.85	\$ 90,323.26	\$ 93,484.57	\$ 96,756.53	\$ 100,143.01	\$ 103,648.02
141	\$ 77,950.99	\$ 80,679.28	\$ 83,503.05	\$ 86,425.66	\$ 89,450.56	\$ 92,581.33	\$ 95,821.67	\$ 99,175.43	\$ 102,646.57	\$ 106,239.20
142	\$ 79,899.77	\$ 82,696.26	\$ 85,590.63	\$ 88,586.30	\$ 91,586.83	\$ 94,695.86	\$ 97,821.22	\$ 101,054.82	\$ 104,302.74	\$ 107,675.19
143	\$ 81,897.27	\$ 84,763.67	\$ 87,730.40	\$ 90,690.97	\$ 93,749.00	\$ 96,828.26	\$ 100,026.26	\$ 103,344.26	\$ 106,783.06	\$ 110,347.57
144	\$ 83,944.71	\$ 86,882.77	\$ 89,923.67	\$ 93,071.00	\$ 96,328.48	\$ 99,699.98	\$ 103,189.48	\$ 106,801.11	\$ 110,539.15	\$ 114,408.02
145	\$ 86,043.31	\$ 89,054.83	\$ 92,171.75	\$ 95,397.76	\$ 98,736.68	\$ 102,192.47	\$ 105,769.20	\$ 109,471.12	\$ 113,302.61	\$ 117,268.21
146	\$ 88,194.40	\$ 91,281.20	\$ 94,476.05	\$ 97,782.71	\$ 101,205.10	\$ 104,747.28	\$ 108,413.44	\$ 112,207.91	\$ 116,135.18	\$ 120,199.91
147	\$ 90,399.26	\$ 93,563.23	\$ 96,837.94	\$ 100,227.27	\$ 103,735.23	\$ 107,365.96	\$ 111,123.77	\$ 115,013.10	\$ 119,038.56	\$ 123,204.91
148	\$ 92,659.23	\$ 95,902.31	\$ 99,258.89	\$ 102,732.95	\$ 106,328.60	\$ 110,050.10	\$ 113,901.86	\$ 117,888.42	\$ 122,014.52	\$ 126,285.03
149	\$ 94,975.73	\$ 98,299.88	\$ 101,740.37	\$ 105,301.28	\$ 108,986.83	\$ 112,801.37	\$ 116,749.42	\$ 120,835.65	\$ 125,064.89	\$ 129,442.17
150	\$ 97,350.11	\$ 100,757.37	\$ 104,283.88	\$ 107,933.81	\$ 111,711.50	\$ 115,621.40	\$ 119,668.15	\$ 123,856.53	\$ 128,191.51	\$ 132,678.21
151	\$ 99,783.87	\$ 103,276.31	\$ 106,890.98	\$ 110,632.17	\$ 114,504.29	\$ 118,511.94	\$ 122,659.86	\$ 126,952.95	\$ 131,396.31	\$ 135,995.18
152	\$ 102,278.47	\$ 105,858.21	\$ 109,563.25	\$ 113,397.97	\$ 117,366.90	\$ 121,474.74	\$ 125,726.35	\$ 130,126.77	\$ 134,681.21	\$ 139,395.05
153	\$ 104,835.43	\$ 108,504.67	\$ 112,302.33	\$ 116,232.91	\$ 120,301.07	\$ 124,511.60	\$ 128,869.51	\$ 133,379.94	\$ 138,048.24	\$ 142,879.93
154	\$ 107,456.31	\$ 111,217.28	\$ 115,109.88	\$ 119,138.73	\$ 123,308.59	\$ 127,624.39	\$ 132,091.24	\$ 136,714.43	\$ 141,499.44	\$ 146,451.92
155	\$ 110,142.72	\$ 113,997.72	\$ 117,987.64	\$ 122,117.20	\$ 126,391.30	\$ 130,815.00	\$ 135,393.53	\$ 140,132.30	\$ 145,036.93	\$ 150,113.22
156	\$ 112,896.30	\$ 116,847.67	\$ 120,937.34	\$ 125,170.14	\$ 129,551.10	\$ 134,085.39	\$ 138,778.37	\$ 143,635.62	\$ 148,662.86	\$ 153,866.06
157	\$ 115,718.70	\$ 119,768.85	\$ 123,960.76	\$ 128,299.39	\$ 132,789.87	\$ 137,437.51	\$ 142,247.82	\$ 147,226.50	\$ 152,379.43	\$ 157,712.71
158	\$ 118,611.66	\$ 122,763.07	\$ 127,059.77	\$ 131,506.86	\$ 136,109.60	\$ 140,873.44	\$ 145,804.01	\$ 150,907.15	\$ 156,188.90	\$ 161,655.51
159	\$ 121,576.96	\$ 125,832.15	\$ 130,236.28	\$ 134,794.55	\$ 139,512.36	\$ 144,395.29	\$ 149,449.13	\$ 154,679.85	\$ 160,093.64	\$ 165,696.92
160	\$ 124,616.39	\$ 128,977.96	\$ 133,492.19	\$ 138,164.42	\$ 143,000.17	\$ 148,005.18	\$ 153,185.36	\$ 158,546.85	\$ 164,095.99	\$ 169,839.35
161	\$ 127,731.79	\$ 132,002.41	\$ 136,829.49	\$ 141,618.52	\$ 146,575.17	\$ 151,705.30	\$ 157,014.99	\$ 162,510.51	\$ 168,198.38	\$ 174,085.32
162	\$ 130,925.09	\$ 135,507.46	\$ 140,250.22	\$ 145,158.98	\$ 150,239.55	\$ 155,497.93	\$ 160,940.36	\$ 166,573.77	\$ 172,403.34	\$ 178,437.45
163	\$ 134,198.22	\$ 138,895.15	\$ 143,756.49	\$ 148,787.96	\$ 153,995.54	\$ 159,385.38	\$ 164,963.87	\$ 170,737.61	\$ 176,713.43	\$ 182,898.39
164	\$ 137,553.17	\$ 142,367.53	\$ 147,350.39	\$ 152,507.65	\$ 157,845.42	\$ 163,370.01	\$ 169,087.96	\$ 175,006.04	\$ 181,131.25	\$ 187,470.85
165	\$ 140,992.00	\$ 145,926.72	\$ 151,034.16	\$ 156,320.35	\$ 161,791.56	\$ 167,454.27	\$ 173,315.17	\$ 179,381.20	\$ 185,659.54	\$ 192,157.62

\*Note: There are no longer 35-hour employees working in Storey County. The column, however, is included for retroactive reference. All employees henceforth are pursuant to the 40-hour workweek schedule.



# Storey County Board of County Commissioners Agenda Action Report

Meeting date: July 7, 2020

Estimate of time required: 15 min.

Agenda: Consent [ ] Regular agenda [x] Public hearing required [x]

1. **Title: Discussion Only/No Possible Action:** Discussion of road right-of-way modifications and process for potential modifications, including but not limited to, Italy Drive and East Sydney Drive, within the Tahoe Reno Industrial Center.

2. **Prepared by:** Kathy Canfield, Senior Planner

3. **Department:** Planning

**Telephone:** 775.847.1144

4. **Staff summary:** See enclosed Staff Report

5. **Supporting materials:** See enclosed Staff Report

6. **Fiscal impact:** None on local government.

Funds Available:

Fund:

\_\_\_\_\_ Comptroller

7. **Legal review required:** \_\_\_\_\_ District Attorney

8. **Reviewed by:**

\_\_\_\_\_ Department Head

\_\_\_\_\_ Department Name: Planning

\_\_\_\_\_ County Manager

\_\_\_\_\_ Other agency review: \_\_\_\_\_

9. **Board action:** Discussion only/no possible action

Staff Report  
Tahoe Reno Industrial Center Roadways

County staff have been working with the Tahoe Reno Industrial (TRI) Center master developer to address some roadways within the center. As development has increased in the park, certain roadways have been identified as needing additional improvements to function in a more orderly manner.

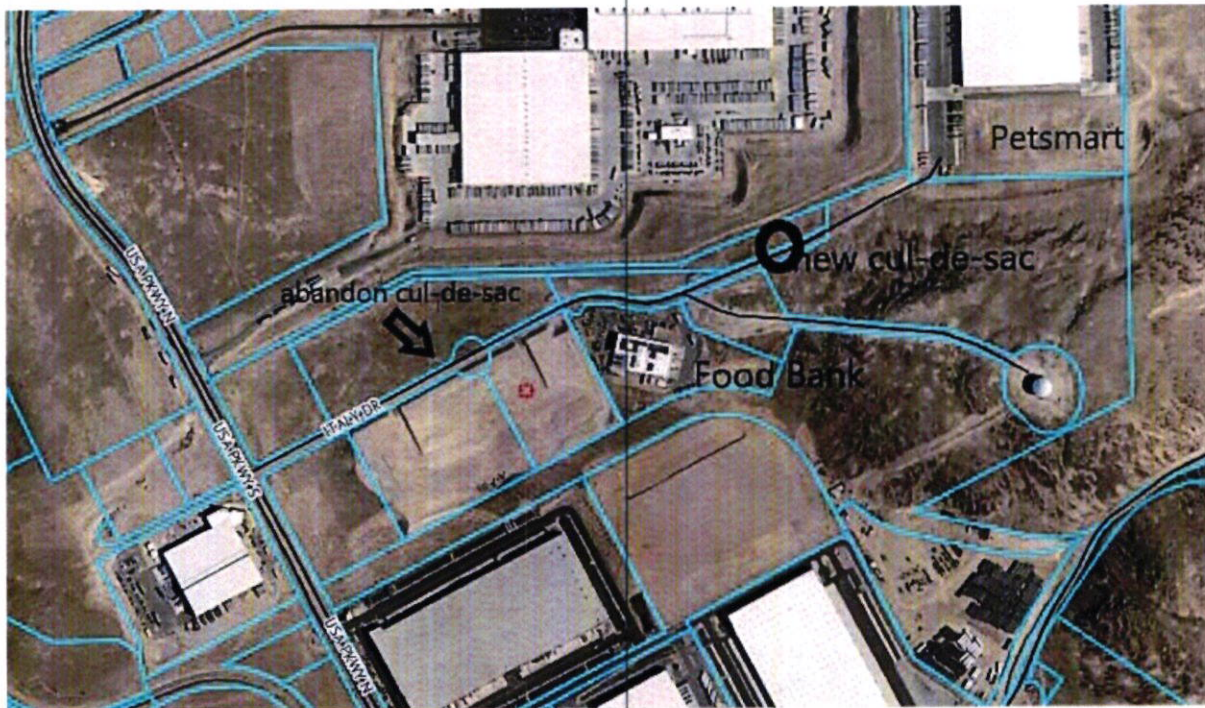
Many of the issues that have been identified with roadways have to do with roadways terminating at a private property location without an adequate turn-around or cul-de-sac. Roadways were constructed and dedicated, with the anticipation the roadway would be further developed as these areas of the center were developed. What appears to have happened is the parcel development pattern has changed somewhat and where roadways were once thought to be extended, that no longer matches the parcel development pattern.

This staff report is to highlight some of the future improvements that are anticipated to occur and provide an overall review of steps required to alter the existing conditions to achieve a more functional roadway system.

**Italy Drive:**

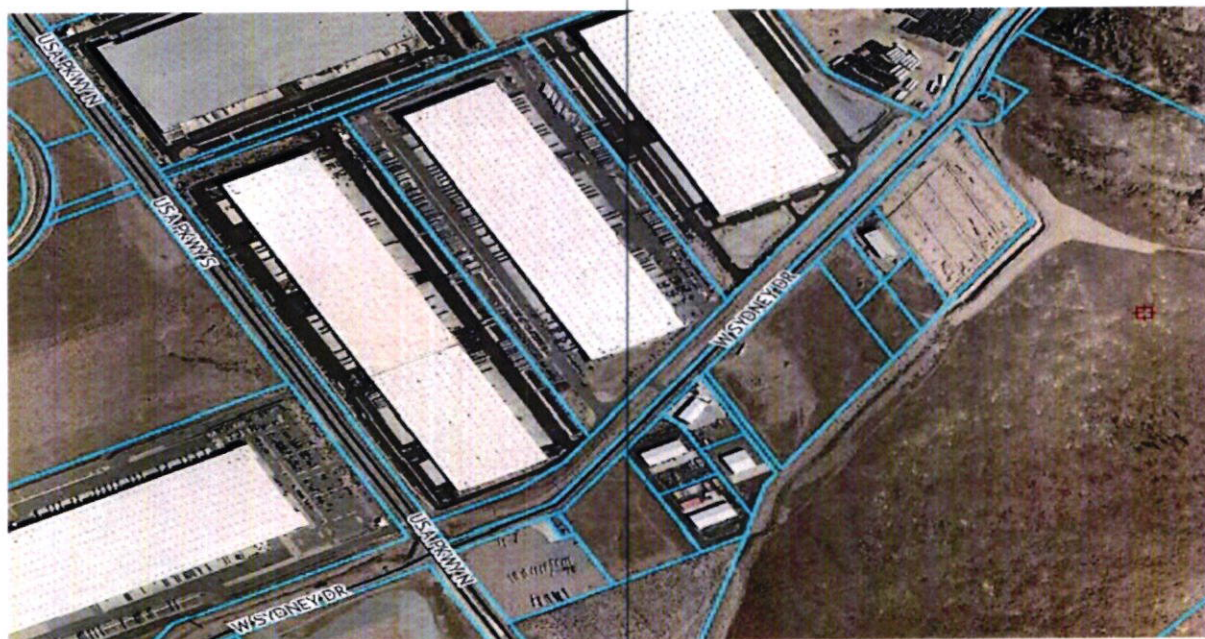
Italy Drive is a constructed roadway that was dedicated to the County in 2009. The dedicated roadway portion begins at USA Parkway and extends east to a cul-de-sac (which was not constructed). The roadway continues east from the cul-de-sac location and is TRI Center private property. The roadway serves the Northern Nevada Food Bank and is also access to a TRIGID water tank and some communication towers. There is a dirt accessway that has the potential to serve as a back entrance to the Petsmart property.

The cul-de-sac portion of the roadway was never constructed, and is located in spot that no longer makes sense to develop because of the parcel development pattern. Staff have been working with the property owners along the Italy Drive unbuilt cul-de-sac portion, along with the TRI Center, to abandon the cul-de-sac, retain the 60-foot linear roadway width through the cul-de-sac, and provide for a new cul-de-sac at the far east end of Italy Drive serving the remaining properties. The new termination and private property roadway will be built to County standards and then dedicated to the County. The dirt accessway from the end of the new cul-de-sac location to the Petsmart property will remain private and will not be dedicated to the County.



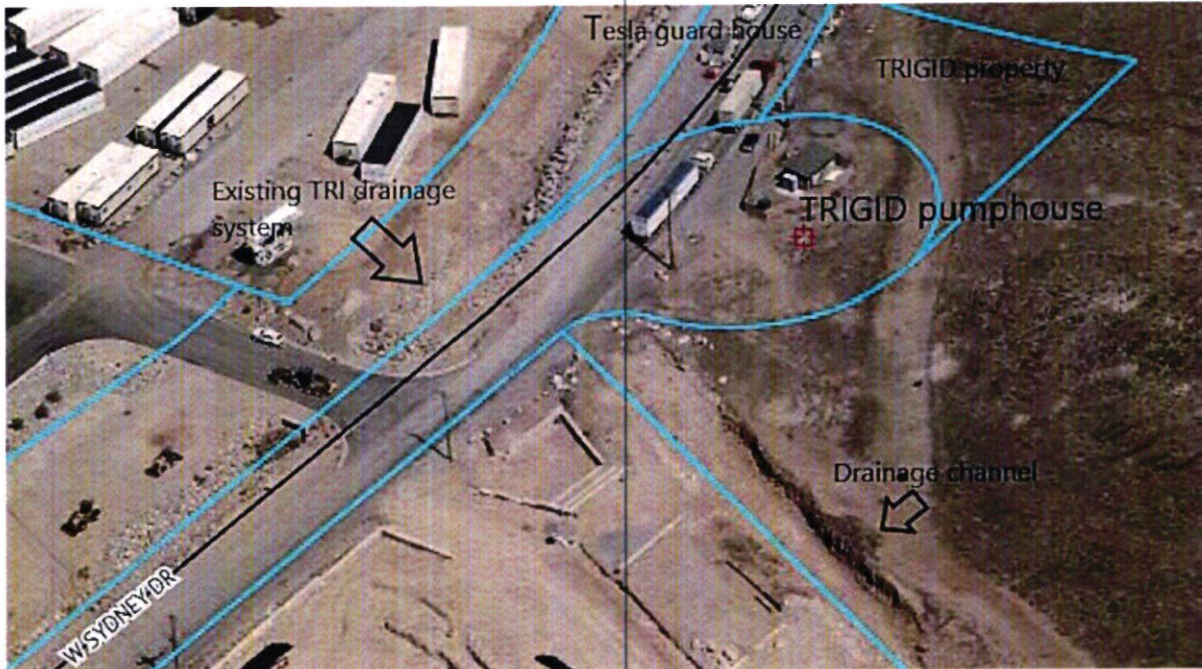
**East Sydney Drive:**

East Sydney Drive is a constructed roadway that was dedicated to the County in 2007. The roadway begins at USA Parkway and extends east to where it terminates at Tesla owned property. Tesla uses this roadway as a truck and secondary access to their property and there are numerous other properties utilizing this roadway, including large warehousing buildings.





The issues with this roadway occur at the terminus with the Tesla property. There is a cul-de-sac which was dedicated but not constructed. Vehicles which follow this roadway in error must turn around utilizing private property driveways. TRIGID has a pumphouse which appears to be located within the cul-de-sac right-of-way and not on their own adjacent parcel. There is a large drainage ditch which follows the rear of the properties on the south side of Sydney Drive which is funneled to the terminus area with no way to access the existing TRI Center drainage system on the north side of the road. There have been flooding issues in the past at this location, making this portion of the road inaccessible during and after flood events.



#### **Roadways in TRI Center Dedication Process:**

Roadways in the TRI Center are first constructed on private property by the master developer. The roadway segments are parceled into their own lots, and then once reviewed and approved by the County, each lot containing a roadway segment may be dedicated to the County by the master developer. The County can decide to accept the dedication, and if it does, the parcel then becomes public right-of-way. County staff inspect the roadway segments to ensure the construction is consistent with County standards prior to recommending acceptance of any proposed dedication.

Because of the way these roadway segments are created, in order for the master developer to make corrections to the roadways, the public right-of-way needs to be returned to parcels of land for the roadway segments needing modifications. Parcel lines can be re-configured and then the roadway segment parcels can be re-dedicated to the County.

It is anticipated for both the Italy and Sydney Drives modifications, the process to follow will be:

- Roadway right-of-way segments will be relinquished back to the TRI Center from the County
- Improvements to roadways and necessary drainage facilities will be constructed by the TRI Center (this step may occur prior to relinquishment if improvements are on private property)
- County staff will inspect improvements for consistency with County standards
- Boundary line adjustments and/or parcel maps will be proposed to document the new configurations of parcels and roadways, including a new roadway configuration parcel which would be identified to go to Storey County
- Storey County acceptance of new roadway parcel.

Whenever feasible, the above relinquishments, boundary line adjustments/parcel maps and rededication are anticipated to occur concurrently, with everything in place and documents recorded one right after the other.

The TRI Center roadway payback process would remain in place and be consistent with the Development Agreement.



# Storey County Board of County Commissioners

## Agenda Action Report

**Meeting date: July 7, 2020**  
min.

**Estimate of time required: 5**

**Agenda:** Consent [ ] Regular agenda [x] Public hearing required [x]

1. **Title: Discussion/Possible Action:** Planning File No. 2019-052. Consideration and Possible Action to approve Resolution 20-584 conditionally accepting the dedication of two parcels of land from Sparks Hotels LLC. The two parcels of land, created for right-of-way purposes, are shown on the map titled "EP Minerals, LLC and Sparks Hotels LLC, merger and resubdivision of Parcel 2008-38 of ROS 110555 and Parcel 2007-144 of ROS 108433". These two parcels, identified as Parcel 2019-27 and 2019-28, will be dedicated to Storey County for future use in potential roadway improvements within the USA Parkway right-of-way, located within the Tahoe-Reno Industrial Center, McCarran area of Storey County, Nevada.

2. **Recommended motion:** In accordance with the recommendation by staff, I [commissioner] move to approve Resolution 20-584 accepting the proposed dedication of two parcels of land to Storey County, created for right-of-way purposes as shown on the map titled "EP Minerals, LLC and Sparks Hotels LLC, merger and resubdivision of Parcel 2008-38 of ROS 110555 and Parcel 2007-144 of ROS 108433", identified as Parcel 2019-27 and 2019-28 conditioned upon Greenlake Real Estate Fund LLC and Greenlake Real Estate Finance LLC removing their liens upon the two parcels being dedicated.

3. **Prepared by:** Keith Loomis

4. **Department:** Planning

**Telephone:** 775.847.1144

5. **Staff summary:** See attached summary

6.

6. **Supporting materials:** See attached Resolution 20-584, deed from Sparks Hotels LLC and map of proposed parcels

7. **Fiscal impact:** None on local government.

Funds Available:                      Fund:    \_\_\_ Comptroller

8. **Legal review required:**                      \_\_\_ District Attorney

9. **Reviewed by:**  
     \_\_\_ Department Head                      Department Name: Planning  
     \_\_\_ County Manager                      Other agency review: \_\_\_\_\_

10. **Board action:**  
     [ ]      Approved                      [ ]      Approved with Modifications  
     [ ]      Denied                              [ ]      Continued

### **STAFF SUMMARY**

Sparks Hotels, along with Storey County and the Nevada Department of Transportation (NDOT) have been in discussions regarding the widening of USA Parkway to facilitate potential future development between Electric Avenue and I-80. As part of that discussion, it was determined additional right-of-way width was needed. Storey County owns the underlying land associated with USA Parkway and NDOT has an easement to provide for all the functions of the roadway. This dedication is occurring at this time due to the desire to construct a hotel at the corner of USA Parkway and Electric Avenue and to preserve land for future roadway improvements. NDOT and Storey County will amend the roadway easement to include the dedicated parcels at such time the roadway improvements are proposed. Greenlake Real Estate Fund LLC and Greenlake Real Estate Finance LLC are beneficiaries of deeds of trust executed by Sparks Hotels which presently encumbers the entirety of the parcel owned by Sparks Hotels, including the two parcels being parceled out of the larger property for dedication to the County. The Greenlake entities are in favor of the dedications and will remove their existing deeds of trust and replace them with deeds of trust which will encumber the remaining property owned by Sparks Hotels but not the parcels being dedicated to the County.

**RESOLUTION 20-584**

**A Resolution of the Board of County  
Commissioners of Storey County, Nevada  
conditionally accepting a deed to two parcels of  
land in TRI Center from Sparks Hotels LLC.**

WHEREAS, Sparks Hotels LLC desires to dedicate two parcels of land to Storey County for the purpose of providing roadway improvements to benefit a remaining parcel of land retained by Sparks Hotels LLC said two parcels are further described as;

**PARCEL 2019-27**

All that certain real property situated within portions of the West One-half (1/2) of Section Thirty-five (35), Township Twenty (20) North, Range Twenty-Two (22) East, Mount Diablo Meridian, Storey County, Nevada, being a portion of Parcel 2007-144 as shown on that "Record of Survey for Tahoe-Reno Industrial Center", recorded in the office of the Storey County Recorder, February 14, 2008, as Document No. 108433, Official Records of Storey County, Nevada, more particularly described as follows:

**Beginning** at the northwest corner of said Parcel 2007-144, being on the easterly line of USA Parkway as described in Document No. 121152, thence along the north line of said Parcel S 56°05'25" E, 15.10 feet;

Thence, leaving said north line of Parcel 2007-144, S 40°35'06" W, 52.11 feet;

Thence, along a tangent curve to the left, having a radius of 1325.00 feet, a central angle of 28°07'46", and an arc length of 650.51 feet;

Thence, along a non-tangent curve to the left, from a tangent which bears S 12°37'16" W, having a radius of 46.50 feet, a central angle of 95°27'44", and an arc length of 77.48 feet, to the northerly line of Electric Avenue, formerly known as Portofino Drive, dedicated and shown on said Doc. No. 110555;

Thence, along said northerly line of Electric Avenue, along a non-tangent curve to the right, from a tangent which bears N 83°01'05" W, having a radius of 60.00 feet, a central angle of 96°04'07", and an arc length of 100.60 feet, to said easterly line of USA Parkway;

Thence, along said easterly line of USA Parkway, along a compound curve to the right, having a radius of 1340.00 feet, a central angle of 27°32'04", and an arc length of 643.96 feet;

Thence, continuing along said easterly line, N 40°35'06" E, 50.36 feet, to the **Point of Beginning**.

CONTAINING: 10,973 square feet of land, more or less.

**PARCEL 2019-28**

All that certain real property situated within a portion of the Northwest One-quarter (1/4) of Section Thirty-five (35), Township Twenty (20) North, Range Twenty-Two (22) East,

Mount Diablo Meridian, Storey County, Nevada, being a portion of Parcel 2008-38 as shown on that "Dedication Map for EP Minerals, LLC", recorded in the office of the Storey County Recorder, January 22, 2009, as Document No. 110555, Official Records of Storey County, Nevada, more particularly described as follows:

**Beginning** at the northwest corner of said Parcel 2008-38, being on the easterly line of USA Parkway as described in Document No. 121152, thence along the north line of said Parcel, S 87°50'10" E, 17.29 feet;

Thence, leaving said north line of Parcel 2008-38, S 41°14'43" W, 1175.20 feet, to said easterly line of USA Parkway;

Thence, along said easterly line of USA Parkway, N 40°35'06" E, 1164.38 feet, to the **Point of Beginning**.

CONTAINING: 7,884 square feet of land, more or less; and,

WHEREAS, the two parcels of land proposed to be conveyed to Storey County are presently encumbered by deeds of trust for the benefit of Greenlake Real Estate Fund LLC (Document 130949 in the official records of the Storey County Recorder's Office) and for the benefit of Greenlake Real Estate Finance LLC (Document No. 131461 in the official records of the Storey County Recorder's Office); and,

WHEREAS, it is a condition of acceptance of the deed from Sparks Hotels LLC that the liens of these deeds of trust be removed from the parcels being conveyed.

NOW THEREFORE IS IT HEREBY RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF STOREY COUNTY;

That the deed executed by Sparks Hotels LLC, conveying the above-described parcels of land is accepted conditioned upon the removal of the liens of the above-described deeds of trust from the land being conveyed.

**(Signatures on following page)**

**ADOPTED** this \_\_\_\_ day of \_\_\_\_\_, 2020

**BOARD OF COUNTY COMMISSIONERS OF STOREY COUNTY**

By: \_\_\_\_\_  
MARSHALL McBRIDE, Chairman

ATTEST:

\_\_\_\_\_  
VANESSA STEPHENS  
Storey County Clerk/Treasurer

When Recorded, Return To:  
County of Storey, a political subdivision  
of the State of Nevada  
P.O. Box 176  
Virginia City, NV 89440

APN: portions of 004-093-25 & 005-041-38

THE UNDERSIGNED HEREBY AFFIRMS  
THAT THIS DOCUMENT DOES NOT  
CONTAIN A SOCIAL SECURITY NUMBER

**GRANT, BARGAIN AND SALE DEED**

SPARKS HOTELS, LLC, A NEVADA LIMITED LIABILITY COMPANY, Grantor, is the owner of real property described in the attached Exhibit A which it desires to convey to the County of Storey, a political subdivision of the State of Nevada, Grantee.

**WITNESSETH**

Grantor, for good and valuable consideration, receipt of which is hereby acknowledged does hereby grant, bargain, sell and convey to Grantee its successors and assigns all of its right title and interest in that real property situate in the County of Storey, State of Nevada more particularly described in EXHIBIT "A", attached hereto and made a part hereof, together with all and singular the tenements, hereditaments and appurtenances thereunto belonging or in anywise appertaining thereto.

IN WITNESS WHEREOF, the Grantor has executed this deed the day and year last written below.



**GRANTOR:**

**SPARKS HOTELS, LLC**  
A Nevada Limited Liability Company

\_\_\_\_\_  
By: \_\_\_\_\_, as Managing Member \_\_\_\_\_

STATE OF NEVADA     )  
  )ss  
COUNTY OF WASHOE    )

This instrument was acknowledged before me on this \_\_\_\_ day of \_\_\_\_\_, 2020, by  
\_\_\_\_\_ as managing member of Sparks Hotels LLC

Witness my hand and official seal.

\_\_\_\_\_  
NOTARY PUBLIC

**EXHIBIT "A"**

**PARCEL 2019-27**

All that certain real property situated within portions of the West One-half (1/2) of Section Thirty-five (35), Township Twenty (20) North, Range Twenty-Two (22) East, Mount Diablo Meridian, Storey County, Nevada, being a portion of Parcel 2007-144 as shown on that "Record of Survey for Tahoe-Reno Industrial Center", recorded in the office of the Storey County Recorder, February 14, 2008, as Document No. 108433, Official Records of Storey County, Nevada, more particularly described as follows:

**Beginning** at the northwest corner of said Parcel 2007-144, being on the easterly line of USA Parkway as described in Document No. 121152, thence along the north line of said Parcel S 56°05'25" E, 15.10 feet;

Thence, leaving said north line of Parcel 2007-144, S 40°35'06" W, 52.11 feet;

Thence, along a tangent curve to the left, having a radius of 1325.00 feet, a central angle of 28°07'46", and an arc length of 650.51 feet;

Thence, along a non-tangent curve to the left, from a tangent which bears S 12°37'16" W, having a radius of 46.50 feet, a central angle of 95°27'44", and an arc length of 77.48 feet, to the northerly line of Electric Avenue, formerly known as Portofino Drive, dedicated and shown on said Doc. No. 110555;

Thence, along said northerly line of Electric Avenue, along a non-tangent curve to the right, from a tangent which bears N 83°01'05" W, having a radius of 60.00 feet, a central angle of 96°04'07", and an arc length of 100.60 feet, to said easterly line of USA Parkway;

Thence, along said easterly line of USA Parkway, along a compound curve to the right, having a radius of 1340.00 feet, a central angle of 27°32'04", and an arc length of 643.96 feet;

Thence, continuing along said easterly line, N 40°35'06" E, 50.36 feet, to the **Point of Beginning**.

CONTAINING: 10,973 square feet of land, more or less.

**PARCEL 2019-28**

All that certain real property situated within a portion of the Northwest One-quarter (1/4) of Section Thirty-five (35), Township Twenty (20) North, Range Twenty-Two (22) East,

**EXHIBIT "A" (cont.)**

Mount Diablo Meridian, Storey County, Nevada, being a portion of Parcel 2008-38 as shown on that "Dedication Map for EP Minerals, LLC", recorded in the office of the Storey County Recorder, January 22, 2009, as Document No. 110555, Official Records of Storey County, Nevada, more particularly described as follows:

**Beginning** at the northwest corner of said Parcel 2008-38, being on the easterly line of USA Parkway as described in Document No. 121152, thence along the north line of said Parcel, S 87°50'10" E, 17.29 feet;

Thence, leaving said north line of Parcel 2008-38, S 41°14'43" W, 1175.20 feet, to said easterly line of USA Parkway;

Thence, along said easterly line of USA Parkway, N 40°35'06" E, 1164.38 feet, to the **Point of Beginning**.

CONTAINING: 7,884 square feet of land, more or less.

BASIS OF BEARINGS: Nevada State Plane coordinated system, West Zone (NAD 83/94).

James D. Bailey, Jr.  
PLS 18368

PREPARED BY THE FIRM OF  
**MERIDIAN SURVEYING & MAPPING, INC.**  
8725 Technology Way, Suite C2  
Reno, NV, 89521

# RECORD OF SURVEY FOR E P MINERALS LLC AND SPARKS HOTELS, LLC

## OWNERS CERTIFICATE

THIS IS TO CERTIFY THAT THE UNDERSIGNED, E P MINERALS, LLC, A NEVADA LIMITED LIABILITY COMPANY, AND SPARKS HOTELS, LLC, A NEVADA LIMITED LIABILITY COMPANY, ARE THE OWNERS OF THOSE PORTIONS OF LAND REPRESENTED ON THIS PLAT AND HAVE CONSENTED TO THE PREPARATION AND RECORDATION OF THIS PLAT, AND AGREE TO THE FOLLOWING:

1. TO EXECUTE THE REQUIRED DOCUMENTS CREATING ANY EASEMENT THAT IS SHOWN HEREON;
2. TO EXECUTE THE REQUIRED DOCUMENTS ABANDONING ANY EXISTING EASEMENTS PURSUANT TO THE PROVISIONS OF N.R.S. 278.010 TO 278.030;
3. THAT ALL PROPERTY TAXES FOR THE SUBJECT PARCEL HAVE BEEN PAID FOR THE FISCAL YEAR;
4. THAT ANY LENDER WITH AN IMPOUND ACCOUNT FOR THE PAYMENT OF TAXES HAS BEEN NOTIFIED OF THIS PLAT ON THE TRANSFER OF THE LAND.

SPARKS HOTELS, LLC  
A NEVADA LIMITED LIABILITY COMPANY

BY: \_\_\_\_\_  
AS: \_\_\_\_\_

E P MINERALS, LLC  
A NEVADA LIMITED LIABILITY COMPANY

BY: \_\_\_\_\_  
AS: \_\_\_\_\_

## NOTARYS CERTIFICATE

STATE OF NEVADA  
COUNTY OF WASHOE

THIS INSTRUMENT WAS ACKNOWLEDGED BEFORE ME ON \_\_\_\_\_, 2020, BY \_\_\_\_\_

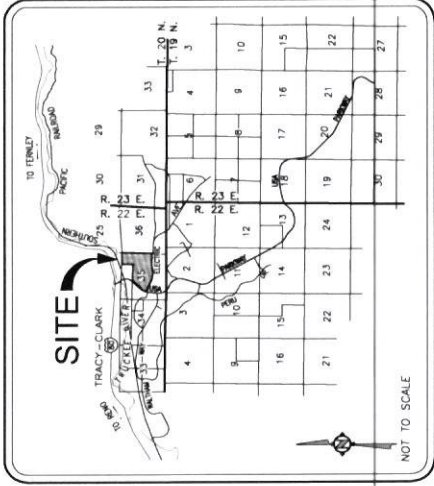
NOTARY PUBLIC

## NOTARYS CERTIFICATE

STATE OF NEVADA  
COUNTY OF WASHOE

THIS INSTRUMENT WAS ACKNOWLEDGED BEFORE ME ON \_\_\_\_\_, 2020, BY \_\_\_\_\_

NOTARY PUBLIC



VICINITY MAP

## WAIVER OF PARCEL MAP REQUIREMENT

THIS MAP IS NOT IN CONFLICT WITH CHAPTER 278.010 THROUGH 278.030 OF THE NEVADA REVISED STATUTES, CHAPTER 278.010 THROUGH 278.030 OF THE NEVADA REVISED STATUTES, CHAPTER 278.464(5) AND IN ACCORDANCE WITH MEMORANDUM OF DEVELOPMENT AGREEMENT WITH STOREY COUNTY COMMISSION RECORDED THE 8TH DAY OF FEBRUARY, 2000, BOOK 133, PAGES 635 THROUGH 643 IN THE OFFICIAL RECORDS OF STOREY COUNTY, NEVADA.

## SURVEYORS CERTIFICATE

I, JAMES D. BAILEY, JR., A PROFESSIONAL LAND SURVEYOR LICENSED IN THE STATE OF NEVADA, HEREBY CERTIFY THAT:

1. THIS PLAT REPRESENTS THE RESULTS OF A FIELD SURVEY PERFORMED UNDER MY DIRECT SUPERVISION AT THE INSTANCE OF SPARKS HOTELS, LLC, A NEVADA LIMITED LIABILITY COMPANY.
2. THE LANDS SURVEYED LIE WITHIN PORTIONS OF SECTION 33, T. 20 N., R. 22 E., AND THE SURVEY WAS COMPLETED ON \_\_\_\_\_.
3. THIS PLAT COMPLES WITH THE APPLICABLE STATUTES OF THIS STATE AND ANY LOCAL ORDINANCES IN EFFECT ON THE DATE THAT THE SURVEY WAS COMPLETED, AND THE SURVEY WAS CONDUCTED IN ACCORDANCE WITH CHAPTER 615 OF THE NEVADA ADMINISTRATIVE CODE.
4. THE MONUMENTS DEPICTED ON THE PLAT ARE OF THE CHARACTER SHOWN, OCCUPY THE POSITIONS INDICATED AND ARE OF SUFFICIENT NUMBER AND DURABILITY.

\_\_\_\_\_ JAMES D. BAILEY, JR. P.L.S. 18368

## BASIS OF BEARINGS

NEVADA STATE PLANE COORDINATE SYSTEM, WEST ZONE GRID, NAD 83, BEARING OBSERVED FROM NGS STATION N339 AND STATION X146 (BEARING N88°20'45"E).

THE COORDINATES SHOWN ON THIS MAP ARE GRID-BASED, DERIVED FROM A GRID-TO-GROUND FACTOR OF 1.000354928. TO OBTAIN GRID VALUES, DIVIDE THE COORDINATES SHOWN BY THE ABOVE-MENTIONED FACTOR.

## REFERENCES

1. RECORD OF SURVEY FOR WASHOE INDUSTRIAL CENTER, LLC, FILE NO. 109433, OFFICIAL RECORDS OF STOREY COUNTY, NEVADA.
2. RECORD OF SURVEY FOR TAYLOR-RENO INDUSTRIAL CENTER, LLC, FILE NO. 110555, OFFICIAL RECORDS OF STOREY COUNTY, NEVADA.

TOTAL PARCELS: 4  
TOTAL AREA = 243.41± ACRES  
APN: 004-093-25 & 005-041-38

## COUNTY RECORDER'S CERTIFICATE

FILE NO. \_\_\_\_\_  
FILED FOR RECORD AT THE REQUEST OF \_\_\_\_\_

ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2020, AT \_\_\_\_\_ MINUTES PAST \_\_\_\_\_ O'CLOCK, \_\_\_\_\_ M \_\_\_\_\_

COUNTY RECORDER \_\_\_\_\_

BY: \_\_\_\_\_ DEPUTY \_\_\_\_\_

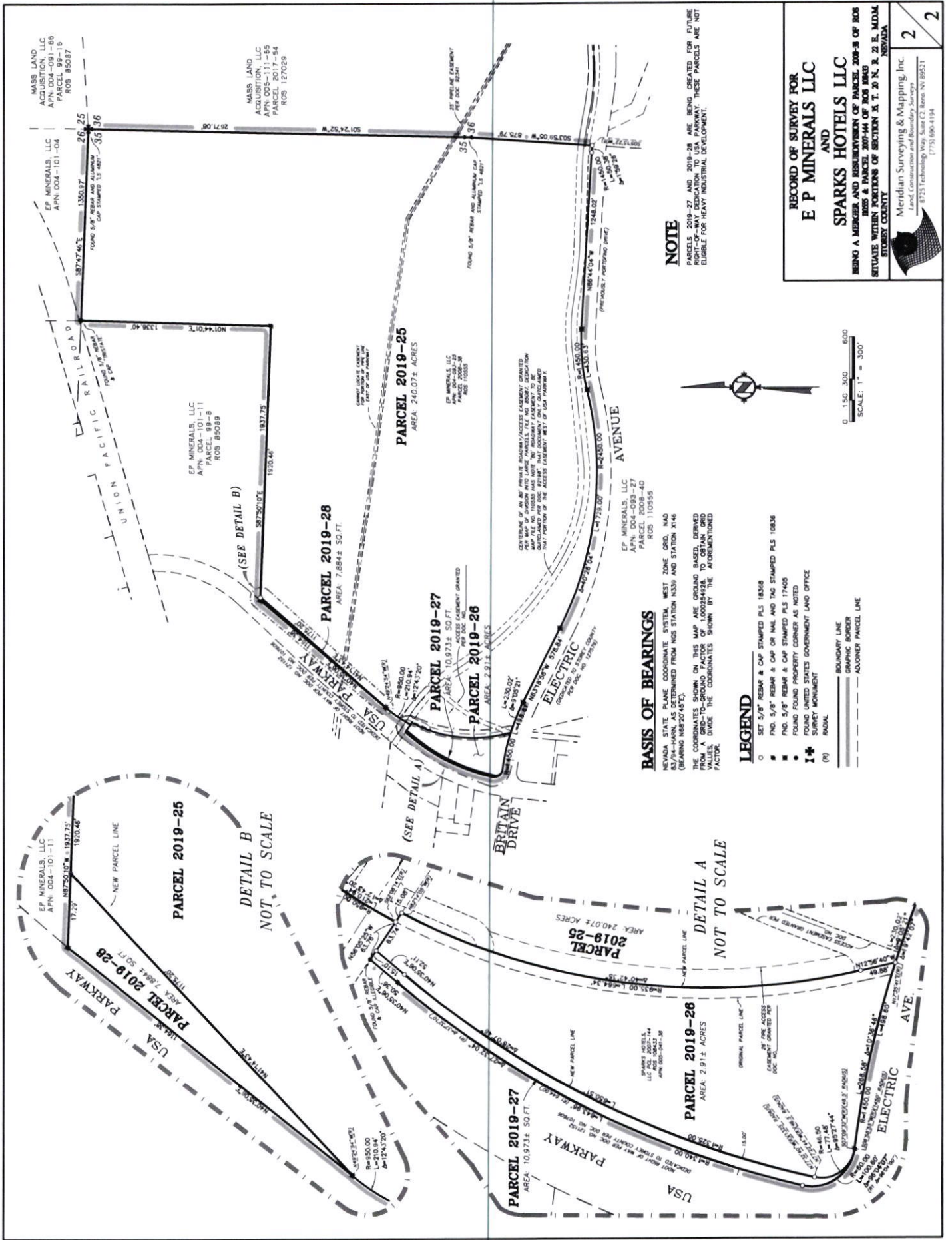
FEE: \_\_\_\_\_

**RECORD OF SURVEY FOR  
E P MINERALS LLC  
AND  
SPARKS HOTELS LLC**

**BEING A MERGER AND REBUNDLING OF PARCEL 2009-38 OF BOB THOMAS & PARCEL 2007-44 OF BOB THOMAS SITUATE WITHIN PORTIONS OF SECTION 33, T. 20 N., R. 22 E., M.D.M. STOREY COUNTY NEVADA**



Meridian Surveying & Mapping, Inc.  
Land, Construction and Boundary Surveys  
8725 Technology Way, Suite C3 Reno, NV 89521  
(775) 690-1194



**NOTE**  
 PARCELS 2019-27 AND 2019-28 ARE BEING CREATED FOR FUTURE RIGHT-OF-WAY DEDICATION TO USA PARKWAY. THESE PARCELS ARE NOT ELIGIBLE FOR HEAVY INDUSTRIAL DEVELOPMENT.

**BASIS OF BEARINGS**  
 NEVADA STATE PLANE COORDINATE SYSTEM, NAD 83, NAD 83/79-HARN, AS DETERMINED FROM NGS STATION N339 AND STATION X146 (BEARING N89°20'45"E).  
 THE COORDINATES SHOWN ON THIS MAP ARE GROUND BASED, DERIVED FROM A SURVEY OF THE PARCELS TO BE BOUNDARIED TO OBTAIN GRID VALUES. A GRID TO GROUND FACTOR OF 1.00025418 IS TO BE APPLIED TO GRID VALUES. THE COORDINATES SHOWN BY THE 14 ORDINATIONS FACTOR.

- LEGEND**
- SET 5/8" REBAR & CAP STAMPED PLS 18X38
  - FND. 5/8" REBAR & CAP OR NAL AND TAG STAMPED PLS 108X38
  - FND. 5/8" REBAR & CAP STAMPED PLS 17X63
  - FOUND PROPERTY CORNER AS NOTED
  - ◆ FOUND UNITED STATES GOVERNMENT LAND OFFICE SURVEY MONUMENT
  - (P) RAILROAD
  - BOUNDARY LINE
  - GRAPHIC BORDER
  - ADJOINER PARCEL LINE



0 150 300 600  
 SCALE: 1" = 300'

**RECORD OF SURVEY FOR**  
**E P MINERALS LLC**  
**AND**  
**SPARKS HOTELS LLC**  
 BEING A MERGER AND REBUNDLING OF PARCELS 2009-28 OF BOB THOMAS & PARCEL 2007-44 OF BOB THOMAS  
 SITUATE WITHIN PORTIONS OF SECTION 31, T. 20 N., R. 2 E., NDM, STOREY COUNTY, NEVADA

Meridian Surveying & Mapping, Inc.  
 Land, Construction and Boundary Surveys  
 8725 Technology Way, Suite C2, Reno, NV 89521  
 (775) 690-1194

2



# Storey County Board of County Commissioners Agenda Action Report

Meeting date: 07-07-2020

Estimate of time required: 0 - 5

Agenda: Consent [ ] Regular agenda [X] Public hearing required [ ]

1. **Title:** Business License Second Readings -- Approval

2. **Recommended motion:** Approval

3. **Prepared by:** Ashley Mead

**Department:** Community Development

**Telephone:** 847-0966

4. **Staff summary:** Second readings of submitted business license applications are normally approved unless, for various reasons, requested to be continued to the next meeting. A follow-up letter noting those to be continued or approved will be submitted prior to the Commission Meeting. The business licenses are then printed and mailed to the new business license holder.

5. **Supporting materials:** See attached Agenda Letter

6. **Fiscal impact:**

Funds Available: Fund: \_\_\_\_\_ Comptroller

7. **Legal review required:**

\_\_\_\_\_ District Attorney

8. **Reviewed by:**

Department Head  
*Ashley Mead*  
\_\_\_\_\_ County Manager

Department Name: Community Development

Other agency review: \_\_\_\_\_

9. **Board action:**

- Approved
- Denied
- Approved with Modifications
- Continued

Agenda Item No. 24

# Storey County Community Development



110 Toll Road ~ Gold Hill Divide  
P O Box 526 ~ Virginia City NV 89440

(775) 847-0966 ~ Fax (775) 847-0935  
CommunityDevelopment@storeycounty.org

To: Vanessa Stephens, Clerk's office  
Austin Osborne, County Manager

**June 29, 2020**  
Via Email

Fr: Ashley Mead

Please add the following item(s) to the **July 7, 2020**

COMMISSIONERS Consent Agenda:

## **LICENSING BOARD SECOND READINGS:**

- A. Elite Hardscapes LLC** – Contractor / 35 Eagle Claw Ct. ~ Reno, NV
- B. LA Rebuilds** – Home Business / 4680 Hanaupah Rd ~ Reno, NV
- C. Reno Heating & Air Inc.** – Contractor / 899 Marietta Way ~ Sparks, NV
- D. Silver State Heating and Air** – Contractor / 80 Coney Island Dr. ~ Sparks, NV
- E. United Technology Services Group Inc** – Home Business / 355 Mill St. ~ Virginia City, NV

Ec: Community Development  
Commissioner's Office

Planning Department  
Comptroller's Office

Sheriff's Office