

**BOARD OF COUNTY COMMISSIONERS  
WASHOE COUNTY, NEVADA**

TUESDAY

10:00 A.M.

JULY 27, 2010

PRESENT:

**David Humke, Chairman\***  
**Bonnie Weber, Vice Chairperson**  
**Bob Larkin, Commissioner**  
**Kitty Jung, Commissioner**  
**John Breternitz, Commissioner**

**Amy Harvey, County Clerk**  
**Katy Simon, County Manager**  
**Melanie Foster, Legal Counsel**

The Washoe County Board of Commissioners convened at 10:09 a.m. in regular session in the Commission Chambers of the Washoe County Administration Complex, 1001 East Ninth Street, Reno, Nevada. Following the Pledge of Allegiance to the flag of our Country, the Clerk called the roll and the Board conducted the following business:

It was noted that Chairman Humke would participate later in the meeting via telephone.

County Manager Katy Simon stated: "The Chairman and the Board of County Commissioners intend that their proceedings should demonstrate the highest levels of decorum, civic responsibility, efficiency and mutual respect between citizens and their government. The Board respects the right of citizens to present differing opinions and views, even criticism, but our democracy cannot function effectively in an environment of personal attacks, slander, threats of violence, and willful disruption. To that end, the Nevada Open Meeting Law provides the authority for the Chair of a public body to maintain the decorum and to declare a recess if needed to remove any person who is disrupting the meeting, and notice is hereby provided of the intent of this body to preserve the decorum and remove anyone who disrupts the proceedings."

**10-684      AGENDA ITEM 3 – EXCELLENCE IN PUBLIC SERVICE**

**Agenda Subject:** "Presentation of Excellence in Public Service Certificates honoring Washoe County employees who have completed essential employee development courses."

Katy Simon, County Manager, recognized the following employees for successful completion of the Excellence in Public Service Certificate Programs administered by the Human Resources Department:

**Essentials of Management Development**

Gary Beekman, Geographic Information Systems Coordinator  
Ralph Caldwell, Sergeant  
Paul Eckert, Support Analyst

**Essentials of Personal Effectiveness**

Kristen Palmer, Account Clerk  
Theresa Rudderham, Office Assistant II

**10-685      AGENDA ITEM 4 – PUBLIC COMMENT**

**Agenda Subject: “Public Comment. Comment heard under this item will be limited to two minutes per person and may pertain to matters both on and off the Commission agenda. The Commission will also hear public comment during individual action items, with comment limited to two minutes per person. Comments are to be made to the Commission as a whole.”**

Ronald Fisk stated his objections concerning the reduced hours of operation for the Marriage Bureau of the County Clerk’s Office. He read from a prepared statement that was placed on file with the Clerk.

John Pannell Jr. voiced his concern about the two minute time limit for public speakers.

Sally Miller commented that she owned a 600+ acre ranch near the Pyramid Lake Indian Reservation. She was concerned because the County had changed policies about the division of large parcels and, if her ranch would be divided, it would be to 40-acre parcels. Ms. Miller also expressed concern about the gaming and business profits that the Tribe was demanding.

Garth Elliott discussed the recent budget reductions affecting the closing of some parks, the reduction in Library hours and changes to various senior services.

Sam Dehne stated his dissention regarding the recent Primary Election.

Fred Crosby said it was recently discovered that his property near Sutcliff, Nevada had been rezoned, and after speaking to the zoning department he still had no answers as to why the property went from open-zoning to rural 40-acres, which devalued the property. He hoped the County Commission could help with the communication and a solution.

10-686

**AGENDA ITEM 5 – ANNOUNCEMENTS**

**Agenda Subject:** “Commissioners’/Manager’s Announcements, Requests for Information, Topics for Future Agendas and Statements Relating to Items Not on the Agenda. (No discussion among Commissioners will take place on this item.)”

Katy Simon, County Manager, stated Agenda Item 40 would be continued to the August 10, 2010 County Commission meeting. However, the public hearing would be opened and public comment would be taken.

Commissioner Larkin requested the County Manager investigate the claims made by Fred Crosby concerning the change in rezoning for the Sutcliff area and the juxtaposition of the Tribe, then report those findings to the Board. He announced that the Women’s Soaring Pilots Association held their annual week-long seminar at Air Sailing in Warm Springs. Commissioner Larkin stated it was an impressive event.

Vice Chairperson Weber requested an agenda item to discuss the recent changes in the reduction of hours for the Marriage Bureau of the County Clerk’s Office. She reported on the National Association of Counties (NACo) Conference that had just ended. Vice Chairperson Weber said the economic impact for the region was approximately \$3.9 million. She remarked planning for the Conference began in 2004 when it was awarded to the region based on the hard work from former Commissioner Pete Sferrazza. Vice Chairperson Weber thanked the many volunteers and staff for the excellent service given to visiting county officials.

Commissioner Jung updated the Board on the Regional Jobs Creation Task Force. She said the Task Force met for the second time and she noted there had been a larger attendance. Commissioner Jung said the Task Force reviewed potential legislative changes that may take place to jumpstart the region’s economy. She said the Task Force also reviewed other obstacles encountered by the unemployed.

Commissioner Breternitz announced that an Economic Summit and an Environmental Summit would be held August 16 and 17, 2010 in Lake Tahoe. He said the relationship between the economy and the environment in that area were closely connected and he invited the other Board members to attend those events. He commended staff for providing laminated copies to the Board of the County’s strategic objectives and outcomes.

10-687

**AGENDA ITEM 8 - APPEARANCE**

**Agenda Subject:** “Appearance: Tom Fitzgerald, Chief Executive Officer, Nevadaworks. Update on Nevadaworks (requested by Commissioner Weber).”

Tom Fitzgerald, Chief Executive Officer, Nevadaworks, explained Nevadaworks was a local workforce investment board that covered 13 counties of northern Nevada and received federal workforce training funds from the U.S. Department

of Labor. He commented opportunities now existed in the community for affordable housing and remarked there was a highly underutilized, highly skilled workforce available for incoming companies. Mr. Fitzgerald said in the last two fiscal years Nevadaworks had distributed over \$10 million worth of training funds to the County through community service agencies that helped individuals upgrade their job skills.

Mr. Fitzgerald indicated Nevadaworks launched a webpage entitled "*It's About Jobs*" designed for users to enter a resume and search current jobs listed in Washoe County as well as the other 12 counties served by Nevadaworks. He remarked currently there were 2,500 jobs posted on that site. He stated Nevadaworks was working with employers to spread the information listed on that website enabling employers to review the posted resumes and personally contact the individual. Mr. Fitzgerald believed the workforce in Washoe County was now at a turn-around point. He emphasized as civic leaders and community members this was the opportunity to come together and ensure that the next downturn would not affect the region as the current downturn had. Mr. Fitzgerald said Nevadaworks would continue to follow the federal guidelines to help the most people in the area.

Vice Chairperson Weber thanked Mr. Fitzgerald for updating the Board on such a worthwhile organization and suggested the updates occur more frequently to remind the Board and citizens about this exceptional resource. She requested information and/or a link to Nevadaworks be placed on the Washoe County website.

Commissioner Larkin inquired on the types of jobs located on the *It's About Jobs* website. He asked if an analysis had been conducted for jobseekers retooling themselves as to which occupations may be the most profitable or certain trends that may be beneficial. Mr. Fitzgerald replied Nevadaworks was an administrative agency, but training providers were reviewing information. He noted at the moment the healthcare field had many available opportunities. He said there were also many jobs occurring in the Information Technology (IT) field that required some technical training. Commissioner Larkin asked where citizens could receive IT training locally. Mr. Fitzgerald remarked Nevadaworks would post a link on their website for all the training resources in the area for specific jobs. He indicated the website address was [www.nevadaworks.com](http://www.nevadaworks.com)

There was no action taken or public comment on this item.

## **CONSENT AGENDA**

### **10-688      AGENDA ITEM 6A**

**Agenda Subject: "Approve minutes for the Board of County Commissioners' Meeting of March 23, 2010."**

There was no public comment on this item.

On motion by Commissioner Breternitz, seconded by Commissioner Larkin, which motion duly carried with Chairman Humke absent, it was ordered that Agenda Item 6A be approved.

**10-689            AGENDA ITEM 6B**

**Agenda Subject: “Cancel August 17, 2010 County Commission Meeting.”**

There was no public comment on this item.

On motion by Commissioner Breternitz, seconded by Commissioner Larkin, which motion duly carried with Chairman Humke absent, it was ordered that Agenda Item 6B be approved.

**10-690            AGENDA ITEM 6C - ASSESSOR**

**Agenda Subject: “Approve roll change requests, pursuant to NRS 361.768 and NRS 361.765, for errors discovered for the 2006/2007, 2007/2008, 2008/2009, 2009/2010 secured and unsecured tax rolls; and if approved, authorize Chairman to execute Order for same and direct the Washoe County Treasurer to correct the errors [cumulative amount of decrease \$3,558.55]. (Parcels are in various Commission districts as outlined.)”**

There was no public comment on this item.

On motion by Commissioner Breternitz, seconded by Commissioner Larkin, which motion duly carried with Chairman Humke absent, it was ordered that Agenda Item 6C be approved, authorized, executed and directed.

**10-691            AGENDA ITEM 6D – DISTRICT ATTORNEY**

**Agenda Subject: “Approve payments [\$14,210.63] to vendors for assistance of 61 victims of sexual assault; and if approved, authorize Comptroller to process same. NRS 217.310 requires payment by Washoe County of total initial medical care of victims, regardless of cost, and of follow-up treatment costs of up to \$1,000 for victims, victim’s spouses and other eligible persons. (All Commission Districts.)”**

There was no public comment on this item.

On motion by Commissioner Breternitz, seconded by Commissioner Larkin, which motion duly carried with Chairman Humke absent, it was ordered that Agenda Item 6D be approved and authorized.

**10-692            AGENDA ITEM 6E - LIBRARY**

**Agenda Subject:** “Approve reduction in full time equivalent from a 40-hour a week to a 21-hour a week part time, fully benefited Library Assistant II position (position control number 1998) [approximately \$28,000 in salary and benefit savings for Fiscal Year 2011]; and if approved, direct Finance to make necessary adjustments. (All Commission Districts.)”

There was no public comment on this item.

On motion by Commissioner Breternitz, seconded by Commissioner Larkin, which motion duly carried with Chairman Humke absent, it was ordered that Agenda Item 6E be approved and directed.

**10-693            AGENDA ITEM 6F – PUBLIC WORKS/ANIMAL SERVICES**

**Agenda Subject:** “Accept monetary donations [2,644.50] to Washoe County Regional Animal Services for the period April 1, 2010-June 30, 2010 to be used for the humane care and treatment of sick and/or injured, stray or abandoned animals received; and if accepted, authorize Finance to make appropriate budget adjustments; and, express appreciation for these thoughtful contributions. (All Commission Districts.)”

On behalf of the Board, Commissioner Jung thanked the various donors for their generous donations.

There was no public comment on this item.

On motion by Commissioner Breternitz, seconded by Commissioner Larkin, which motion duly carried with Chairman Humke absent, it was ordered that Agenda Item 6F be accepted and authorized.

**10-694            AGENDA ITEM 6G(1) – COMMUNITY RELATIONS**

**Agenda Subject:** “Accept donations [Nevada Mining Association \$20,000, Charter Communications \$3,000, Hometown Health \$15,000, IGT \$10,000, NV Energy \$12,500 (2nd payment), Prison Health \$5,000, Ridgeline \$2,000, Ruby Pipeline \$10,000, Newmont Mining \$10,000, John Swendseid & Stern \$500, Wal-Mart \$500, MACTEC \$750, Renown \$2,500, HDR Engineering \$250 and Lifestyle Homes, Inc. \$1,500 - for a total of \$93,500] in sponsorship funds for the National Association of Counties 2010 Conference; and if accepted, direct Finance to deposit the funds into the existing restricted NACo conference account #IN20049 within the Community Relations budget to be used for expenses related to the 2010 NACo Conference. (All Commission Districts.)”

On behalf of the Board, Commissioner Jung thanked the Nevada Mining Association, Charter Communications, Hometown Health, IGT, NV Energy, Prison Health, Ridgeline, Ruby Pipeline, Newmont Mining, Swendseid and Stern, Wal-Mart, MACTEC, Renown, HDR Engineering and Lifestyle Homes Inc. for their generous donations.

There was no public comment on this item.

On motion by Commissioner Breternitz, seconded by Commissioner Larkin, which motion duly carried with Chairman Humke absent, it was ordered that Agenda Item 6G(1) be accepted and directed.

**10-695      AGENDA ITEM 6G(2) – EQUIPMENT SERVICES DIVISION  
BUDGET/FIRE SERVICES – MANAGEMENT SERVICES**

**Agenda Subject: “Approve a Cooperative Agreement between Washoe County and the Pyramid Lake Paiute Tribe for the provision of Fire and Emergency Medical Services to the privately held areas of Sutcliffe to include provision of Fleet Maintenance to the Tribe’s Public Safety Fleet; and if approved, authorize Chairman to sign the Cooperative Agreement and direct Finance to make necessary changes to the Equipment Services Division Budget. (Commission District 4.)”**

There was no public comment on this item.

On motion by Commissioner Breternitz, seconded by Commissioner Larkin, which motion duly carried with Chairman Humke absent, it was ordered that Agenda Item 6G(2) be approved, authorized, executed and directed. The Agreement for same is attached hereto and made a part of the minutes thereof.

**10-696      AGENDA ITEM 6G(3) – GRANTS COORDINATOR/EMERGENCY  
MANAGEMENT**

**Agenda Subject: “Accept 2010 State Emergency Response Commission Hazardous Materials Emergency Preparedness Grant [\$29,533 - no match required]; and if accepted, direct Finance to make appropriate budget adjustments. (All Commission Districts.)”**

There was no public comment on this item.

On motion by Commissioner Breternitz, seconded by Commissioner Larkin, which motion duly carried with Chairman Humke absent, it was ordered that Agenda Item 6G(3) be accepted and directed.

**10-697            AGENDA ITEM 6G(4) – INTERNAL AUDIT**

**Agenda Subject: “Acknowledge receipt of Internal Audit Division’s Annual Report for Fiscal Year 2009/10. (All Commissioner Districts.)”**

There was no public comment on this item.

On motion by Commissioner Breternitz, seconded by Commissioner Larkin, which motion duly carried with Chairman Humke absent, it was ordered that Agenda Item 6G(4) be acknowledged.

**10-698            AGENDA ITEM 6G(5) – INTERNAL AUDIT**

**Agenda Subject: “Acknowledge receipt of Wadsworth Justice Court Minimum Accounting Standards Follow-Up Audit Report. (All Commission Districts.)”**

There was no public comment on this item.

On motion by Commissioner Breternitz, seconded by Commissioner Larkin, which motion duly carried with Chairman Humke absent, it was ordered that Agenda Item 6G(5) be acknowledged.

**10-699            AGENDA ITEM 6H(1) – SENIOR SERVICES**

**Agenda Subject: “Authorize purchase of refreshments for Department of Senior Services’ sponsored public meetings and events [not to exceed \$3,000] for Fiscal Year 2010/11. (All Commission Districts.)”**

There was no public comment on this item.

On motion by Commissioner Breternitz, seconded by Commissioner Larkin, which motion duly carried with Chairman Humke absent, it was ordered that Agenda Item 6H(1) be authorized.

**10-700            AGENDA ITEM 6H(2) – SENIOR SERVICES**

**Agenda Subject: “Accept cash donations [\$2,956.13] for the period June 1, 2010 through June 30, 2010 to be used to serve the senior population in the community; and if accepted, authorize Finance to make appropriate budget adjustments. (All Commission Districts.)”**

On behalf of the Board, Commissioner Jung thanked the various donors for their generous donations.

There was no public comment on this item.



On motion by Commissioner Breternitz, seconded by Commissioner Larkin, which motion duly carried with Chairman Humke absent, it was ordered that Agenda Item 6H(2) be accepted and authorized.

**10-701            AGENDA ITEM 6I(1) - SHERIFF**

**Agenda Subject: “Authorize per diem and travel expense for non-County employee (course instructor Zoë Smith, Forensic Quality Assurance Specialist with the Texas Department of Public Safety) [approximately \$900] for training of the Quality Assurance Section of the Forensic Science Division on August 12 and 13, 2010. (All Commission Districts.)”**

There was no public comment on this item.

On motion by Commissioner Breternitz, seconded by Commissioner Larkin, which motion duly carried with Chairman Humke absent, it was ordered that Agenda Item 6I(1) be authorized.

**10-702            AGENDA ITEM 6I(2) - SHERIFF**

**Agenda Subject: Approve Memorandum of Understanding between Washoe and Douglas Counties (Nevada) and Alpine and Calaveras Counties (California) agreeing to negotiate in good faith to enter into an Interlocal Cooperative Agreement to establish the Tahoe Regional Interoperability Partnership Authority, a joint powers authority, that will obtain and administer grant funding, acquire equipment and coordinate efforts for the purpose of developing a regional interoperable and multiagency public safety communications system; and if approved, authorize Chairman to execute the Memorandum of Understanding. (All Commission Districts.)”**

There was no public comment on this item.

On motion by Commissioner Breternitz, seconded by Commissioner Larkin, which motion duly carried with Chairman Humke absent, it was ordered that Agenda Item 6I(2) be approved, authorized and executed.

**10-703            AGENDA ITEM 6I(3) - SHERIFF**

**Agenda Subject: “Accept sub-grant award [\$40,000 - no County match required] through the Office of Criminal Justice Assistance for costs relating to the purchase of two K-9’s (one dual purpose explosive detection and one dual purpose narcotics detection) for Washoe County Sheriff’s Office, including all related training, travel, and equipment, as well as a KATS statistical data collection system. (All Commission Districts.)”**

There was no public comment on this item.

On motion by Commissioner Breternitz, seconded by Commissioner Larkin, which motion duly carried with Chairman Humke absent, it was ordered that Agenda Item 6I(3) be accepted.

**10:51 a.m.** The Board convened as the Board of Fire Commissioners for the Truckee Meadows Fire Protection District (TMFPD).

**11:29 a.m.** The Board adjourned as the TMFPD Board of Fire Commissioners and reconvened as the Board of County Commissioners.

**10-704      AGENDA ITEM 9 - APPEARANCE**

**Agenda Subject:** “Appearance: Doug Martin, District Manager Nevada Tahoe Conservation District. Introduction of video “Total Maximum Daily Load and Best Management Practices”

Doug Martin, District Manager Nevada Tahoe Conservation District, stated the District was a subdivision of State government with many partners in the community. He remarked a strong partner was the Washoe County Public Works Department and he commended their staff for their professionalism and knowledge. Mr. Martin explained the Total Maximum Daily Loading (TMDL) was established because there had been a loss of clarity in Lake Tahoe. He stated the TMDL was associated with the loss in clarity because of loading occurring with very fine sediment. Mr. Martin presented a video entitled “*Total Maximum Daily Load and Best Management Practices*” that would be available on the Washoe County website.

Commissioner Jung thanked Mr. Martin for an informative presentation and noted the same values needed to be brought forward to the Truckee Meadows.

There was no action taken or public comment on this item.

**BLOCK VOTE**

The following agenda items were consolidated and voted on in a block vote: Agenda Items 10, 12, 13, 14, 15, 19, 20, 21, 22, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35 and 36.

**10-705      AGENDA ITEM 10 - SHERIFF**

**Agenda Subject:** “Recommendation to accept direct-grant award [\$70,000 - no County match required] from the Justice Assistance Grant Program and approve sole source purchase for costs relating to the purchase and installation of 12 Datalux in-car computers for Washoe County Sheriff’s Office Patrol vehicles; and if all approved, authorize Finance to make budget adjustments. (All Commission Districts.)”

There was no public comment on this item.

On motion by Commissioner Larkin, seconded by Commissioner Jung, which motion duly carried with Chairman Humke absent, it was ordered that Agenda Item 10 be accepted, approved and authorized.

**10-706            AGENDA ITEM 12 – COMMUNITY DEVELOPMENT**

**Agenda Subject: “Recommendation to approve payment of the annual interlocal agreement fees [\$278,440 - General Fund] for Washoe County’s participation in the Truckee Meadows Regional Planning Agency to cover Fiscal Year July 1, 2010 to June 30, 2011. (All Commission Districts.)”**

There was no public comment on this item.

On motion by Commissioner Larkin, seconded by Commissioner Jung, which motion duly carried with Chairman Humke absent, it was ordered that Agenda Item 12 be approved.

**10-707            AGENDA ITEM 13 – PUBLIC WORKS**

**Agenda Subject: “Recommendation to approve Interlocal Traffic Signal Maintenance Agreement between the City of Reno and Washoe County for maintenance of the County’s traffic signals for Fiscal Year 2010/11 [\$86,800] with automatic renewal options through Fiscal Year 2015/16; and if approved, authorize the Chairman to execute the Interlocal Agreement. (All Commission Districts.)”**

There was no public comment on this item.

On motion by Commissioner Larkin, seconded by Commissioner Jung, which motion duly carried with Chairman Humke absent, it was ordered that Agenda Item 13 be approved, authorized and executed. The Agreement for same is attached hereto and made a part of the minutes thereof.

**10-708            AGENDA ITEM 14 – PUBLIC WORKS**

**Agenda Subject: “Recommendation to award bid for the Second Judicial District Court Department 15 Tenant Improvement Project to the lowest responsive and responsible bidder (staff recommends K7 Construction) [\$887,000 - funding source - District Court restricted funds]; and if approved, authorize the Chairman to execute the contract documents. (Commission District 3.)”**

There was no public comment on this item.

On motion by Commissioner Larkin, seconded by Commissioner Jung, which motion duly carried with Chairman Humke absent, it was ordered that Agenda Item 14 be awarded, approved, authorized and executed.

**10-709            AGENDA ITEM 15 – GRANTS COORDINATOR/EMERGENCY MANAGEMENT**

**Agenda Subject: “Recommendation to accept a 2007 State of Nevada, Regional Public Safety Interoperable Communications Grant [\$188,161.28 - no County match required] for a Regional Communication Response Team Training and Exercise Program. (All Commission Districts.)”**

There was no public comment on this item.

On motion by Commissioner Larkin, seconded by Commissioner Jung, which motion duly carried with Chairman Humke absent, it was ordered that Agenda Item 15 be accepted.

**10-710            AGENDA ITEM 19 – DISTRICT COURT**

**Agenda Subject: “Recommendation to approve the Professional Services Agreements for Family Drug/Alcohol Rehabilitation Services for Family Drug Court between the Second Judicial District Court, Washoe County and Bristlecone Family Resources [\$61,181] and between the Second Judicial District Court, Washoe County and Step 2 [\$61,181] (both Agreements for the period retroactive July 1, 2010 to June 30, 2011); and if approved, authorize Chairman to execute Agreements. (All Commission Districts.)”**

There was no public comment on this item.

On motion by Commissioner Larkin, seconded by Commissioner Jung, which motion duly carried with Chairman Humke absent, it was ordered that Agenda Item 19 be approved, authorized and executed.

**10-711            AGENDA ITEM 20 – DISTRICT COURT**

**Agenda Subject: “Recommendation to approve the Professional Services Agreement for Drug Testing Services for Adult Drug Court and Diversion Court between the Second Judicial District Court, Washoe County and Case Management Services of Nevada [\$149,850 plus actual cost of tests administered - total Agreement not to exceed \$242,279], for the period retroactive July 1, 2010 to June 30, 2011; and if approved, authorize Chairman to execute Agreement. (All Commission Districts.)”**

There was no public comment on this item.

On motion by Commissioner Larkin, seconded by Commissioner Jung, which motion duly carried with Chairman Humke absent, it was ordered that Agenda Item 20 be approved, authorized and executed.

**10-712            AGENDA ITEM 21 – DISTRICT COURT**

**Agenda Subject: “Recommendation to approve the Professional Services Agreement for Life Skills Services for Adult Drug Court and Diversion Court between the Second Judicial District Court, Washoe County and Case Management Services of Nevada [\$125,263], for the period retroactive July 1, 2010 to June 30, 2011; and if approved, authorize Chairman to execute Agreement. (All Commission Districts.)”**

There was no public comment on this item.

On motion by Commissioner Larkin, seconded by Commissioner Jung, which motion duly carried with Chairman Humke absent, it was ordered that Agenda Item 21 be approved, authorized and executed.

**10-713            AGENDA ITEM 22 – DISTRICT COURT**

**Agenda Subject: “Recommendation to approve the Professional Services Agreement for Drug/Alcohol Rehabilitation Services Washoe County Adult Drug Court between the Second Judicial District Court, Washoe County and Bristlecone Family Resources [\$472,320] for the period retroactive July 1, 2010 to June 30, 2011; and if approved, authorize Chairman to execute Agreement. (All Commission Districts.)”**

There was no public comment on this item.

On motion by Commissioner Larkin, seconded by Commissioner Jung, which motion duly carried with Chairman Humke absent, it was ordered that Agenda Item 22 be approved, authorized and executed.

**10-714            AGENDA ITEM 24 – HUMAN RESOURCES/LABOR RELATIONS**

**Agenda Subject: “Recommendation to approve the Collective Bargaining Agreements with the Washoe County Employees Association for the Non-Supervisory and Supervisory bargaining units for the period July 1, 2010 through June 30, 2011, providing labor cost reductions effective beginning July 19, 2010 (the labor cost reductions will include wage reductions equal to 3.44% for the Non-Supervisory unit and 3.34% for the Supervisory unit and/or health benefit cost share equal to \$82.58 per pay period for the Non-Supervisory unit and \$110.70 per pay period for the Supervisory unit) in an amount sufficient to reduce labor costs by an estimated \$1,515,333 for Non-Supervisory Employees and an estimated \$777,669 for Supervisory Employees for the fiscal year - the total savings from the labor cost reductions is estimated at \$2,293,002, and specified method for the reduction for each bargaining unit will be provided at the July 27, 2010 Commission Meeting; and**

**if approved, authorize Chairman to execute the modified Collective Bargaining Agreements upon receipt. (All Commission Districts.)”**

Katy Simon, County Manager, explained that agenda items 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35 and 36 were voluntary labor concession agreements. She said appreciation and gratitude was extended to the Labor Associations for their agreements and concessions.

Ms. Simon noted when the items were written for the agenda they were based upon the vote of the employee associations. She indicated a wage decrease equal to 3.44 percent for the Washoe County Employee Association (WCEA) Non-Supervisory Unit and 3.34 percent for the WCEA Supervisory Unit was being adopted in agenda item 24.

Ms. Simon indicated the terms and concessions reached for the agreement with WCEA related to the period July 1, 2010 through June 30, 2011. She explained in establishing the three-part balanced plan for the budget balancing, the Board requested that employment be maximized; service levels be maintained; and, labor cost concessions be achieved to balance the budget. She said reductions were taken from departmental operations, reserves, some redirected revenues and labor cost reductions. Ms. Simon explained each bargaining unit and association was tasked with providing a target percentage of reductions equal to their proportion of the total personnel cost for the entire County. Based on specifics, their profile was calculated then shared with the employee associations who had been given a target to achieve. Further in the agreement it was noted there would be no lay-offs for WCEA Non-Supervisory and Supervisory Units or general fund positions through June 30, 2011 if that was for the purpose of maintaining positions covered by labor agreements that did not meet the requested concessions. She explained when a merit salary adjustment was delayed, either through an administrative or clerical error, the adjustment would be made effective from the date it was due. Ms. Simon added a new feature affected employees hired post 1997 through June 30, 2010. Those employees would retain a post employee benefit plan contribution with Medicare becoming the primary insurance and Washoe County becoming the secondary insurance. She emphasized post June 30, 2010 new hires would not receive retiree medical healthcare contributions from the County.

Ms. Simon commented the voluntary salary reductions totaled \$3.8 million. She thanked everyone who was involved in achieving those results.

Ms. Simon remarked the overall goal was \$5.365 million in labor cost concessions. She noted there were still associations in negotiations but felt confident the remaining groups would contribute. Commissioner Larkin asked which associations had not reached an agreement. Ms. Simon replied the associations that remained were the Deputies Association, the Supervising Deputies Association, the District Attorney’s Investigators and the Reno Justice Court.

Commissioner Jung thanked the negotiating team, the union members, elected officials, non-represented employees and the County Manager for coming through for the County. She said this demonstrated to the taxpayers that everyone was experiencing the current economic situation. Commissioner Jung commended all employees for demonstrating a true brotherhood and sisterhood.

There was no public comment on this item.

On motion by Commissioner Larkin, seconded by Commissioner Jung, which motion duly carried with Chairman Humke absent, it was ordered that Agenda Item 24 be approved, authorized and executed.

**10-715            AGENDA ITEM 25 – HUMAN RESOURCES**

**Agenda Subject: “Recommendation to approve modifications to the April 13, 2010 Board Agenda Item which provided for a wage reduction of 3.7% for the Board of County Commissioners for Fiscal Year 2010/11 and for health benefit cost share of \$25 per pay period effective July 1, 2010 to now provide for a wage reduction of 2.5% for the Board of County Commissioners for Fiscal Year 2010/11 effective July 19, 2010 through June 30, 2011 and to continue health benefit cost share of \$25 per pay period for Fiscal Year 2010/11 [savings from the 2.5% wage reduction by the Board of County Commissioners is estimated at \$12,425]. (All Commission Districts.)”**

There was no public comment on this item.

On motion by Commissioner Larkin, seconded by Commissioner Jung, which motion duly carried with Chairman Humke absent, it was ordered that Agenda Item 25 be approved.

**10-716            AGENDA ITEM 26 – HUMAN RESOURCES**

**Agenda Subject: “Recommendation to acknowledge and accept modification to the May 25, 2010 Board Agenda Item that acknowledged and accepted the offer by the Washoe County Elected Officials to voluntarily contribute 3.7% of their respective salaries, plus an additional \$25 per pay period, all paid as a health benefit cost share - to now provide that the Washoe County Elected Officials to include the District Attorney, Sheriff, Clerk, Assessor, Recorder, Public Administrator and Treasurer pay a health benefit cost share to achieve cost reductions equal to 2.84% of total personnel costs for Fiscal Year 2010/11 effective beginning July 19, 2010 through June 30, 2011 [estimated savings from these contributions is \$32,323]. (All Commission Districts.)”**

There was no public comment on this item.

On motion by Commissioner Larkin, seconded by Commissioner Jung, which motion duly carried with Chairman Humke absent, it was ordered that Agenda Item 26 be acknowledged and accepted.

**10-717            AGENDA ITEM 27 – HUMAN RESOURCES**

**Agenda Subject:** “Recommendation to approve modifications to the April 27, 2010 Board Agenda Item which provided for a 3.7% salary reduction and sharing the employee cost of health insurance by paying \$25 per pay period for Fiscal Year 2010/11 effective July 1, 2010 for the County Manager, Assistant County Managers, appointed Department Heads and non-represented Division Managers to provide effective July 19, 2010 through June 30, 2011, for the County Manager, Assistant County Managers, appointed Department Heads and non-represented Division Managers to take a salary reduction of 2.68% and continue the \$25 per pay period health benefit cost share for the remaining portion of the fiscal year; and, approve Deputy District Attorneys (V) to pay \$225.00 per pay period and Chief Deputy Sheriffs to pay \$37.81 per pay period, both toward health benefit cost share for the remaining portion of the fiscal year [savings from the salary reduction and sharing the cost of health insurance is estimated at \$182,161--additionally, the Chief Deputy Sheriffs have removed special pays for Physical Fitness Pay, Uniform Allowance and Safety Allowance effective July 19, 2010 through June 30, 2011]. (All Commission Districts.)

There was no public comment on this item.

On motion by Commissioner Larkin, seconded by Commissioner Jung, which motion duly carried with Chairman Humke absent, it was ordered that Agenda Item 27 be approved.

**10-718            AGENDA ITEM 28 – HUMAN RESOURCES**

**Agenda Subject:** “Recommendation to approve either wage reductions of 3.34% or health benefit cost share of \$110.70 per pay period per employee sufficient to reduce labor costs by an estimated \$83,847.00 for Confidential Employees for the Fiscal Year 2010/11. (All Commission Districts.)”

There was no public comment on this item.

On motion by Commissioner Larkin, seconded by Commissioner Jung, which motion duly carried with Chairman Humke absent, it was ordered that Agenda Item 28 be approved.



**10-719**            **AGENDA ITEM 29 – HUMAN RESOURCES/LABOR RELATIONS  
CONSULTANT**

**Agenda Subject:** “Recommendation to approve the Collective Bargaining Agreements with the Washoe County Nurses Association for the Non-Supervisory and Supervisory bargaining units for the period July 1, 2010 through June 30, 2011, providing labor cost reductions effective beginning July 19, 2010 (the labor cost reductions will include health benefit cost share equal to \$81.81 per pay period for the Non-Supervisory unit and \$109.36 per pay period for the Supervisory unit) in an amount sufficient to reduce labor costs by an estimated \$44,996.00 for Non-Supervisory Employees and an estimated \$10,936.00 for Supervisory Employees for the fiscal year - the total savings from the labor cost reductions is estimated at \$55,932.00; and if approved, authorize Chairman to execute the modified Collective Bargaining Agreements upon receipt. (All Commission Districts.)

There was no public comment on this item.

On motion by Commissioner Larkin, seconded by Commissioner Jung, which motion duly carried with Chairman Humke absent, it was ordered that Agenda Item 29 be approved, authorized and executed.

**10-720**            **AGENDA ITEM 30 – HUMAN RESOURCES/LABOR RELATIONS  
CONSULTANT**

**Agenda Subject:** “Recommendation to approve the Collective Bargaining Agreement with the Washoe County Public Attorney’s Association for the period July 1, 2010 through June 30, 2011, providing labor cost reductions effective beginning July 19, 2010 (the labor cost reductions will include health benefit cost share equal to \$162.36 per pay period in an amount sufficient to reduce labor costs by an estimated \$308,475.00 for the fiscal year); and if approved, authorize Chairman to execute the modified Collective Bargaining Agreement upon receipt. (All Commission Districts.)”

There was no public comment on this item.

On motion by Commissioner Larkin, seconded by Commissioner Jung, which motion duly carried with Chairman Humke absent, it was ordered that Agenda Item 30 be approved, authorized and executed.

**10-721**            **AGENDA ITEM 31 – HUMAN RESOURCES/LABOR RELATIONS  
CONSULTANT**

**Agenda Subject:** “Recommendation to approve providing labor cost reductions for non-represented Attorneys in the District Attorney’s Office effective beginning July 19, 2010 through June 30, 2011 as health benefit cost share equal to \$162.36 per pay

period [savings from sharing the cost of health insurance is estimated at \$69,003. (All Commission Districts.)”

There was no public comment on this item.

On motion by Commissioner Larkin, seconded by Commissioner Jung, which motion duly carried with Chairman Humke absent, it was ordered that Agenda Item 31 be approved.

**10-722            AGENDA ITEM 32 – INCLINE CONSTABLE**

**Agenda Subject: “Recommendation to approve the base salary compensation for constable and non-constable services provided by the Washoe County Incline Constable, effective July 1, 2010 through June 30, 2011 and accept the offer to voluntarily pay \$83.77 per pay period as a health benefit cost share yielding \$2,178 in savings. (All Commission Districts.)”**

There was no public comment on this item.

On motion by Commissioner Larkin, seconded by Commissioner Jung, which motion duly carried with Chairman Humke absent, it was ordered that Agenda Item 32 be approved.

**10-723            AGENDA ITEM 33 – DISTRICT COURT**

**Agenda Subject: “Recommendation to accept 3.20% wage reduction for Fiscal Year 2010/11 for all District Court and Law Library employees effective retroactively to July 19, 2010 through June 30, 2011 (pay period #16) [saving from the 3.20% reduction is estimated to be \$372,358]. (All Commission Districts.)”**

There was no public comment on this item.

On motion by Commissioner Larkin, seconded by Commissioner Jung, which motion duly carried with Chairman Humke absent, it was ordered that Agenda Item 33 be accepted.

**10-724            AGENDA ITEM 34 – INCLINE JUSTICE COURT**

**Agenda Subject: “Recommendation to approve 3.2% wage reduction for Incline Justice Court employees and a health benefit cost share for the elected Justice of the Peace equivalent to 2.84% of wage and health benefit cost share effective retroactively to July 19, 2010 through June 30, 2011 (pay period # 16) [combined annual savings from the 3.2% reduction and 2.84% cost share is estimated at \$9,334]. (Commission District 1.)”**

There was no public comment on this item.

On motion by Commissioner Larkin, seconded by Commissioner Jung, which motion duly carried with Chairman Humke absent, it was ordered that Agenda Item 34 be approved.

**10-725            AGENDA ITEM 35 – SPARKS JUSTICE COURT**

**Agenda Subject: “Recommendation to approve 3.2% wage reduction for all Sparks Justice Court employees and health benefit cost share for elected Justices of the Peace equivalent to 2.84% of their individual wage and benefit costs effective retroactively to July 19, 2010 through June 30, 2011 (pay period # 16) [combined savings from the 3.2% reduction and 2.84% cost share is estimated at \$57,251. (Commission Districts 3, 4 and 5.)”**

There was no public comment on this item.

On motion by Commissioner Larkin, seconded by Commissioner Jung, which motion duly carried with Chairman Humke absent, it was ordered that Agenda Item 35 be approved.

**10-726            AGENDA ITEM 36 – WADSWORTH JUSTICE COURT**

**Agenda Subject: “Recommendation to approve 3.2% wage reduction for Wadsworth Justice Court employees and health benefit cost share for the elected Justice of the Peace equivalent to 2.84% of wage and health benefit cost share effective retroactively to July 19, 2010 through June 30, 2011 (pay period #16) [combined annual savings from the 3.2% reduction and 2.84% cost share is estimated at \$6,730. (Commission Districts 3, 4 and 5.)”**

There was no public comment on this item.

On motion by Commissioner Larkin, seconded by Commissioner Jung, which motion duly carried with Chairman Humke absent, it was ordered that Agenda Item 36 be approved.

**10-727            AGENDA ITEM 11 - SHERIFF**

**Agenda Subject: “Recommendation to award Request for Proposal No. 2708-10 for Detention Facility Medical Services-Sheriff's Office Personnel from Prison Health Services, Inc., on behalf of the Washoe County Sheriff Office, agreement shall cover a three-year period, with Washoe County having an additional option of two 2-year extensions based upon prior performance, negotiations of service delivery and costs for subsequent extensions [contract value for year one \$5,090,685; year two \$5,320,759; and, year three \$5,576,194 - with the new contract a cost savings of approximately \$450,000 per a year will be met]; and if awarded, authorize Purchasing and Contracts Manager to execute an agreement for Detention Facility**

**Medical Services on behalf of the Washoe County Sheriff's Office. (All Commission Districts.)**

**\*12:24 p.m.** Chairman Humke joined the meeting via telephone.

Commissioner Larkin said the numbers outlined in the staff report for contract years one, two and three and the matrix did not match. Assistant Sheriff Lisa Haney explained on page 2 of the matrix a Best and Final Price was located under Option three that justified the amounts. Commissioner Larkin asked how the savings were calculated. Assistant Sheriff Haney replied the amount for the three years was averaged, which fulfilled the Board's request that all contracts be renegotiated.

Commissioner Breternitz stated \$14,000 was being spent per day and inquired what was occurring for that amount. Assistant Sheriff Haney explained the Sheriff's Office was a 24/7 operation, which meant that care was continuously provided in the facility. She stated everyone brought into the facility was evaluated and assessed to see whether they could be accepted into the facility or sent to a hospital for medical assistance. Commissioner Breternitz asked how many staff members were present per shift.

Gale Singletary, Health Services Administrator, explained staff would consist of: two nurses in the intake area, a Registered Nurse (RN) and two Licensed Practical Nurses (LPN's) in the infirmary, a LPN located in the outer housing area, a Psychiatric Nurse available during the day to assess mental health needs, a Medical Director provided 20 hours of service, a full-time Physician's Assistant (PA), a full-time Psychiatrist, a History and Physical Nurse for the secondary and more thorough evaluation, a Social Worker, medical records clerks and a Phlebotomist for blood draws. Commissioner Larkin inquired if those individuals were locally employed. Ms. Singletary indicated a majority of them lived in the Reno-Sparks vicinity.

There was no public comment on this item.

On motion by Commissioner Larkin, seconded by Commissioner Breternitz, which motion duly carried, it was ordered that Agenda Item 11 be awarded, authorized and executed.

**12:36 p.m.** The Board recessed.

**1:13 p.m.** The Board reconvened with Chairman Humke absent.

**10-728 AGENDA ITEM 17 – MANAGER/FINANCE**

**Agenda Subject: "Recommendation to acknowledge update regarding the status of the Recovery Zone Bond Program which includes Economic Development Bonds (RZEDB's) and Facility Bonds (RZFB's). (All Commission Districts.)"**

John Berkich, Assistant County Manager, indicated as part of the American Recovery and Reinvestment Act two types of bonds were authorized, the Economic Development Bonds and the Facility Bonds. He said Washoe County was allocated approximately \$40 million in Economic Development Bonds and about \$60 million in Recovery Zone Bonds. To date the Recovery Zone Bonds had been issued to the Washoe County School District in the amount of \$25 million and \$10 million had been issued to the Regional Transportation Commission (RTC). He said a balance remained of about \$4.2 million that the County retained; however, that amount could be allocated and used as part of a future RTC Bond.

Mr. Berkich remarked there was potential to create 1,000 construction jobs through the use of the Bonds and matched with other funding. He said in April 2010 the City of Reno and Washoe County allocated \$120 million to seven different projects to use the Recovery Zone Facility Bond allocation. Mr. Berkich commented five of the projects that were awarded the allocations withdrew. He said staff was currently working with the remaining projects which were; the Material Recovery Facility, the IMG Energy Gasification Plant, the Freight House District Phase 3 and the Solar Project at the Reno International Airport. He said the two projects that the County allocated \$60 million to had been combined into one project, which was the Material Recovery Facility and the Gasification project. Mr. Berkich indicated it was expected these bonds would progress through the due diligence process with the applicants and then staff would return to the Board during an August Commission meeting for approval of a Notice of Resolution. He said the last date to issue Bonds was December 31, 2010.

Commissioner Breternitz remarked he was disappointed that some companies withdrew. He said the staff report noted there was no time to do anything and asked if that was an accurate statement. Mr. Berkich believed that was an accurate statement. He said because of the tight time schedule and the December deadline there would not be adequate time for the application process. Commissioner Breternitz wondered if there were modifications available to shorten elements of the timeframe.

Commissioner Jung inquired if there had been discussions with the federal government to extend the December 31, 2010 deadline. Mr. Berkich replied staff was checking the status of a possible extension and would return to the Board with that update.

**1:22 p.m.** Chairman Humke returned to the meeting via telephone.

Commissioner Jung asked if a backup plan should be implemented in anticipation of the deadline being extended. Mr. Berkich said that could be completed. He said the allocation had been appropriated to the County for the two projects. He reiterated the remaining \$4.2 million from the Economic Development Bonds was unappropriated and may be part of a secondary RTC issuance.

Vice Chairperson Weber agreed that a backup plan should be in place since the goal was to have citizens working. She requested this be a recurring agenda item to update the Board on the Bonds.

Commissioner Breternitz asked if anything could be done today in regard to the \$4.2 million.

Melanie Foster, Legal Counsel, explained the Board was only agendized to accept the report. Commissioner Breternitz commented he would prefer that agendas be worded so the Board could take action. Katy Simon, County Manager, explained there was no project to bring forward to the Board. She noted agenda items were always made as specific as necessary for the law, but also allow the Board to take action that was right for taking.

There was no public comment on this item.

On motion by Vice Chairperson Weber, seconded by Commissioner Larkin, which motion duly carried, it was ordered that Agenda Item 17 be acknowledged.

**10-729      AGENDA ITEM 16 – REGISTRAR OF VOTERS**

**Agenda Subject: “Recommendation to discuss and possibly approve appointments to the Ballot Arguments Committees for Ballot Questions WC #1 (2010 Local Government Revenue Consent Advisory Question) and WC #2 (City of Reno-Washoe County Consolidation Advisory Ballot Question) for the November 2, 2010 General Election. (All Commission Districts.)”**

Dan Burk, Registrar of Voters, explained when a Board placed an item on a ballot, there was a requirement to appoint individuals to two separate Argument Committees who either support or oppose those ballot questions.

**1:29 p.m.**      Chairman Humke temporarily left the meeting.

Mr. Burk indicated applications from individuals who had shown an interest to be a part of the committee were attached to the staff report. He said because of the limited response in Washoe County, staff reached out to residents of the Las Vegas area since this exact question would be on the ballot in Clark County. He said per statute the Board could appoint no fewer than one individual and no more than three individuals.

**1:31 p.m.**      Chairman Humke returned to the meeting via telephone.

Vice Chairperson Weber disclosed that her husband Mike Weber had submitted his name for a possible appointment on the WC-2 Advisory Question. Melanie Foster, Legal Counsel, indicated that Vice Chairperson Weber should abstain from voting on the appointments for the WC-2 Advisory Question.

There was no public comment on this item.

Following discussion, on motion by Commissioner Larkin, seconded by Commissioner Breternitz, which motion duly carried, it was ordered that Rand Tanner, Carole Vilaro and Michael Holloway be appointed to the Pro Argument Committee for the WC-1 Advisory Question and Alex Dixon be appointed to the Con Argument Committee for the WC-1 Advisory Question for the November 2, 2010 General Election.

On motion by Commissioner Breternitz, seconded by Commissioner Jung, which motion duly carried with Vice Chairperson Weber abstaining, it was ordered that Rand Tanner, Daryl Drake and Frank Partlow be appointed to the Pro Argument Committee for the WC-2 Advisory Question and LJ Leovic, James Clark and Mike Weber be appointed to the Con Argument Committee for the WC-2 Advisory Question for the November 2, 2010 General Election.

**10-730            AGENDA ITEM 18 – WASHOE COUNTY GREEN TEAM**

**Agenda Subject: “Recommendation to adopt Greenhouse Gas Emissions Inventory; Milestone 1 of the International Council for Local Environmental Initiatives “Local Governments for Sustainability” Program and direct the Green Team to move forward with Step 2 (Setting a Reduction Target). (All Commission Districts.)”**

Bill Whitney, Washoe County Green Team, stated the Green Team had completed the Greenhouse Gas (GHG) Emissions Inventory, which was Milestone 1 of a 5 step process that was part of the *International Council for Local Environmental Initiatives* (ICLEI) “Local Governments for Sustainability” program. He said the role of the Green Team was to lead, manage and implement best practices and programs in the County for creating a sustainable community. Mr. Whitney said in partnering with ICLEI the County had committed to the 5 step milestone process to address the climate change and work toward sustainability. He noted the recommendation was for the Board to adopt the Greenhouse Gas Emissions Inventory report and give direction to the Green Team to move forward with Step 2, which was setting a reduction target for the County.

Commissioner Larkin said Milestones 2 and 3 relied heavily on the revised Washoe County Strategic Energy policy currently in development. He asked for an explanation with the Strategic Energy policy that was under development and the establishment of the Emissions Reduction Plan. Mr. Whitney replied the report established the baseline or the inventory, and then work would begin on the Emissions Reduction Target. He noted there was a draft for review amongst the Green Team entitled “Energy and Sustainability Strategy” that would be a large piece of Milestone 2 for reaching the reduction target. Mr. Whitney stated as part of Step 2, staff would return to the Board to discuss goals for the County.

Commissioner Larkin stated the inventory established the baseline and he asked how much did the County want to reduce. He felt the energy policy discussion needed to be formulated first before the reduction target. Dave Childs, Assistant County

Manager, replied during a previous County Commission meeting the Board requested an energy strategy be completed before reduction targets would be brought to the Board. He explained the steps were parallel and were being worked on simultaneously. Commissioner Larkin clarified the discussion on the energy policy would precede any target assessment and was necessary to establish a target reduction. He asked what would be the proper way to authorize moving forward. Mr. Childs suggested directing staff to proceed with the strategy and Milestone 2 of the ICLEI approach. He said the energy strategy would come before the Board during the month of September.

There was no public comment on this item.

On motion by Commissioner Larkin, seconded by Commissioner Jung, which motion duly carried, it was ordered that Agenda Item 18 be adopted and the Green Team be authorized to move forward with the Strategic Energy policy concurrent with the move toward Step 2 (Setting a Reduction Target.)

**10-731            AGENDA ITEM 23 - MANAGER**

**Agenda Subject: “Recommendation to adopt the Washoe County Capital Improvements Plan for Fiscal Years 2011/2015 - projects will return to the Board of County Commissioners for separate action prior to implementation. (All Commission Districts.)**

Dave Childs, Assistant County Manager, stated this was the final draft of the Capital Improvement Plan (CIP) for Fiscal Years 2011 through 2015 and was the same draft brought before the Board on May 11, 2010 with the exception of two changes. He remarked the two changes were a project relative to a contaminated site clean-up and a project on a drainage ditch that was potentially grant funded. He said staff attempted to use the available resources in the CIP to complete some key items such as infrastructure maintenance in the areas of roads, buildings and technology.

Commissioner Jung said previously the Board directed staff to include Building Automation Upgrades and asked if those had been completed. Mr. Childs replied there were Public Works line items within the CIP list that included the Administrative Complex Electrical System Upgrade; Buildings Infrastructure Preservations and Courts/Reno Library – HVAC; and, Energy Upgrades and Energy Efficient Projects.

Vice Chairperson Weber requested the Districts be distinguished in future reports to determine where the CIP projects were happening.

Commissioner Jung remarked it was important to affect the local economy with the CIP and take advantage of the lower bid rates because of competition being so fierce. She said even in this economy, there would still be \$58.5 million worth of CIP's in the County, which was a tremendous economic incentive and also created jobs.



Vice Chairperson Weber said the Public Works-Lemmon Valley Bike Path Repair had been an on-going issue for that community and felt that needed to be brought forward. Mr. Childs said it was the hope of staff to attempt to fund that particular project this year.

There was no public comment on this item.

On motion by Commissioner Larkin, seconded by Commissioner Jung, which motion duly carried, it was ordered that Agenda Item 23 be accepted.

**10-732      AGENDA ITEM 37**

**Agenda Subject: “Discussion and possible action with regard to the County Commissioners serving on various boards/commissions.”**

Commissioner Larkin inquired on the evaluation form that had been previously requested from the Board. Katy Simon, County Manager, stated that had yet to be completed, but noted staff would begin implementation of the evaluation form.

In regard to the County Commissioners serving on various boards and commissions, the Board made no changes.

There was no action taken or public comment on this item.

**10-733      AGENDA ITEM 38**

**Agenda Subject: “Discussion and possible action with regard to the Rules and Procedures for the Washoe County Board of Commissioners pertaining to the 2010 Washoe County Board of Commissioners.”**

The Board made no changes to the Rules and Procedures for the Board of County Commissioners.

There was no action taken or public comment on this item.

**10-734      AGENDA ITEM 39 – GOVERNMENT AFFAIRS**

**Agenda Subject: “Discussion and possible direction to staff regarding legislative interim committees, studies and reports of the Nevada Legislature, including but not limited to the Legislative Review of Nevada's Revenue Structure, the Legislative Interim Study on Powers Delegated to Local Governments, the Legislative requirement that certain local governmental entities submit a report to the Legislature concerning the consolidation or reorganization of certain functions, and such other legislative committees, studies, reports and possible bill draft requests as may be deemed by the Chair or the Board to be of critical significance to Washoe County. (All Commission Districts.)”**

Katy Simon, County Manager, stated during the month of August the Board would receive an update and list concerning the Bill Draft Requests (BDR's) for the next Legislative session. She indicated there would be a standing item on agendas from now on concerning federal legislation and federal issues that may be of importance to the County.

Commissioner Jung remarked that she attended the Nevada Association of Counties (NACO) Board meeting during the National Association of Counties (NACo) Conference. She noted the five BDR's adopted by the NACO Board were:

1. Establish an alternative funding mechanism for indigent defense;
2. Authorize counties to establish fees for service, i.e. recording fees based on the administrative costs in a public hearing;
3. Set renewable energy tax abatements established in AB 522 as a maximum to be negotiated with counties and expand county approval for geothermal energy property tax abatements to all renewable for all taxes;
4. Authorize counties to pay the \$3,000 deductible for indigent accident fund reimbursements directly to NACO for administrative costs and distribution to hospitals as approved by the Board governing the indigent medical fund and amend the requirement that NACO must submit 10 nominees to the Governor for appointment to the Board; and,
5. Remove the sunset on the legislation approved during the most recent special session that allowed the County to establish office hours for certain county offices.

There was no action taken or public comment on this item.

**10-735      AGENDA ITEM 44**

**Agenda Subject: "Reports/updates from County Commission members concerning various boards/commissions they may be a member of or liaison to (these may include, but not be limited to, Regional Transportation Commission, Reno-Sparks Convention & Visitors Authority, Debt Management Commission, District Board of Health, Truckee Meadows Water Authority, Organizational Effectiveness Committee, Investment Committee, Citizen Advisory Boards)."**

Vice Chairperson Weber asked Kurt Latipow, Fire Services Coordinator, to inform the public about several important meetings. Mr. Latipow said the annual Red Rock Volunteer Firefighters fundraising barbeque was scheduled for July 31, 2010 and the "Living with Fire" program would be presented to the community of Red Rock. He said Red Rock was considered a high hazard area that had been targeted to focus

attention regarding transitioning that area to a fire adaptive community concept. He said there were also stimulus funds available for that area concerning hazardous fuels reduction. In addition, and consistent with the direction from the Sierra Fire Protection District Board of Commissioners, the first in a series of community forums would be held July 31, 2010 in the Commission Chambers focusing on soliciting input and recommendations from the community on the staffing challenges for the new Arrowcreek Station.

Vice Chairperson Weber remarked she attended the Volunteer Fire Departments Chiefs meeting and noted that was a good opportunity to hear about those departments. Mr. Latipow indicated an Emergency Medical Technician (EMT) class was hosted and 35 of the volunteer firefighters successfully completed the first several phases of that class. He said they would now proceed to the national registry class.

Commissioner Jung said the District Board of Health met and discussed the proposed Bear Ordinance which should be adopted by the end of October 2010. She stated she also requested there be a compost ordinance in place behind the Bear Ordinance. Commissioner Jung said the District Board of Health asked that intergovernmental requests to be tracked the Board. She also commented that during the District Health meeting it was discussed that the District Board of Health would begin focusing on customer service rather than just policy.

Chairman Humke disclosed that he had a conversation with Dr. Denis Humphreys, Chairman of the District Health Board, consistent with the statements from Commissioner Jung. He said he attended a meeting with the Commission of Aging and noted other meetings occurred with several agencies to discuss certain health and human services that alluded to the idea there would be a bifurcated system for child protective services with such things as elder protective services. Chairman Humke commented that he spoke during the National Association of Counties (NACo) Conference concerning the Juvenile Detention Alternatives initiative and felt the NACo Conference was a tremendous experience.

Commissioner Breternitz recalled the presentation conducted concerning the clarity in Lake Tahoe. He said there was potentially a downside since there were costs associated with further implementation of the Total Maximum Daily Loading (TMDL.) He said counties would have to bear a certain degree of the costs of implementation for additional TMDL standards and requested a summary on how that would work.

**2:21 p.m.** The Board recessed.

**6:01 p.m.** The Board reconvened with Chairman Humke absent.

## **PUBLIC HEARINGS**

### **10-736            AGENDA ITEM 40 - SHERIFF**

**Agenda Subject:** “Second reading and adoption of an Ordinance amending the Washoe County Code Chapter 54 concerning Alarm Registration and False Alarms to require registration of alarm systems, to waive the registration fee in certain circumstances, and to modify the fee schedule by resolution and appendix rather than by amending the Ordinance (Bill No. 1626). (All Commission Districts.)”

Katy Simon, County Manager, stated this item would be continued to the August 10, 2010 County Commission meeting. She explained that the public hearing would be opened and public comment would be taken.

Vice Chairperson Weber opened the public hearing by calling on anyone wishing to speak for or against adoption of said Ordinance.

The public hearing remained open until the August 10, 2010 County Commission meeting.

On motion by Commissioner Jung, seconded by Commissioner Larkin, which motion duly carried with Chairman Humke absent, it was ordered to continue Agenda Item 40 to the August 10, 2010 County Commission meeting.

### **10-737            AGENDA ITEM 41 – COMMUNITY DEVELOPMENT**

**Agenda Subject:** “Second reading and adoption of an Ordinance pursuant to Nevada Revised Statutes 278.0201 through 278.0207 approving Amendment of Conditions Case Number AC10-006, to amend Development Agreement Case Number DA08-006, regarding Feather River. The proposed amendment of conditions will extend the duration of the Development Agreement for one year from the date of signing by the Chairman of the Washoe County Commission (Bill No. 1629); and if adopted, authorize Chairman to execute Amended and Restated Agreement between the County of Washoe and Feather River Land Co., LLC. (Commission District 4.)”

Vice Chairperson Weber opened the public hearing by calling on anyone wishing to speak for or against adoption of said Ordinance. There being no response, the hearing was closed.

Amy Harvey, County Clerk, read the title for Ordinance No. 1448, Bill No. 1629.

On motion by Commissioner Larkin, seconded by Commissioner Breternitz, which motion duly carried with Chairman Humke absent, it was ordered that Ordinance No. 1448, Bill No. 1629, entitled, "AN ORDINANCE PURSUANT TO

NEVADA REVISED STATUTES 278.0201 THROUGH 278.0207 APPROVING AMENDMENT OF CONDITIONS CASE NUMBER AC10-006, TO AMEND DEVELOPMENT AGREEMENT CASE NUMBER DA08-006, REGARDING FEATHER RIVER. THE PROPOSED AMENDMENT OF CONDITIONS WILL EXTEND THE DURATION OF THE DEVELOPMENT AGREEMENT FOR ONE YEAR FROM THE DATE OF SIGNING BY THE CHAIRMAN OF THE WASHOE COUNTY COMMISSION," be approved, adopted and published in accordance with NRS 244.100.

**10-738            AGENDA ITEM 42 – WATER RESOURCES**

**Agenda Subject:** “Second reading and adoption of an Ordinance amending the Washoe County Code by adding a new section designated as Chapter 40.335 through 40.348 and titled “Water and Sanitary Sewer Financial Assistance Program” authorizing the use of gifts, grants, monies and loans to assist property owners to pay fees and on-site costs associated with conversion from private water and sewer systems to Washoe County public water and sewer systems; and providing other matters properly relating thereto (Bill No. 1630) (All Commission Districts.) *To be heard before agenda item #43.*”

Vice Chairperson Weber opened the public hearing by calling on anyone wishing to speak for or against adoption of said Ordinance. There being no response, the hearing was closed.

Amy Harvey, County Clerk, read the title for Ordinance No. 1449, Bill No. 1630.

On motion by Commissioner Larkin, seconded by Commissioner Breternitz, which motion duly carried with Chairman Humke absent, it was ordered that Ordinance No. 1449, Bill No. 1630, entitled, "AN ORDINANCE AMENDING THE WASHOE COUNTY CODE BY ADDING A NEW SECTION DESIGNATED AS CHAPTER 40.335 THROUGH 40.348 AND TITLED “WATER AND SANITARY SEWER FINANCIAL ASSISTANCE PROGRAM” AUTHORIZING THE USE OF GIFTS, GRANTS, MONIES AND LOANS TO ASSIST PROPERTY OWNERS TO PAY FEES AND ON-SITE COSTS ASSOCIATED WITH CONVERSION FROM PRIVATE WATER AND SEWER SYSTEMS TO WASHOE COUNTY PUBLIC WATER AND SEWER SYSTEMS; AND PROVIDING OTHER MATTERS PROPERLY RELATING THERETO," be approved, adopted and published in accordance with NRS 244.100.

**10-739            AGENDA ITEM 43 – WATER RESOURCES**

**Agenda Subject:** “Discussion and possible approval of policies and procedures related to implementing the Washoe County Water and Sanitary Sewer Financial Assistance Program. (All Commission Districts.) *To be heard after agenda item #42.*”

Rosemary Menard, Water Resources Director, said the key to creating policies and procedures was to recognize that public funds would be loaned and the appropriate due diligence was needed to be maintained, with respect to the high standards of professionalism and ethics. She said as noted in the staff report the policies and procedures were written for internal controls. Ms. Menard noted there would be a number of processes available for citizens to learn and understand the requirements. She said this was a solid first draft with the notion as time progressed there may be some changes needed to the program.

Commissioner Larkin stated the document looked complete and thorough. He asked if the program was based on a review of any national programs. Ms. Menard replied there was a program in Henderson, Nevada that had operated for a number of years. She said those policies and procedures appeared to be high level, but staff felt the policies needed to be clear for citizens to clearly understand what was being requested and/or needed. Commissioner Larkin said the Loan Committee Review and the composition of the Loan Committee Review also looked complete and he suspected once loans arrived there would be a learning curve. Ms. Menard stated that was correct.

Commissioner Larkin asked if there would be an appeal process discussed with the Loan Committee. Ms. Menard replied an appeal process had not been included, but stated the eligibility requirements were black and white; either the title was clean or not. She explained the eligibility requirements provided a reasonable position to recover the funds in the event of default. Commissioner Larkin said subsection 5 stated if an applicant's information was determined incomplete or inadequate to support making a decision, the Loan Committee would identify the deficiencies. He said it appeared there would be another opportunity for that individual to resubmit. Ms. Menard stated that was correct. She said the provision stated if the application was resubmitted in a reasonable time it would fall under the original fee.

There was no public comment on this item.

On motion by Commissioner Breternitz, seconded by Commissioner Larkin, which motion duly carried with Chairman Humke absent, it was ordered that Agenda Item 43 be approved.

**10-740            AGENDA ITEM 45**

**Agenda Subject: "Possible Closed Session for the purpose of discussing negotiations with Employee Organizations per NRS 288.220."**

There was no closed session scheduled.

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**6:15 p.m.** There being no further business to discuss, on motion by Commissioner Jung, seconded by Commissioner Breternitz with Chairman Humke absent, the meeting was adjourned.

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**BONNIE WEBER**, Vice Chairperson  
Washoe County Commission

**ATTEST:**

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**AMY HARVEY**, County Clerk and  
Clerk of the Board of County Commissioners

*Minutes Prepared by:  
Stacy Gonzales, Deputy County Clerk*

**COOPERATIVE AGREEMENT BETWEEN WASHOE COUNTY  
AND THE PYRAMID LAKE PAIUTE TRIBE FOR  
PROVISION OF FIRE & MEDICAL SERVICES**

This Cooperative Agreement (“Agreement”) is made and entered into by and between Washoe County, a political subdivision of the State of Nevada (hereinafter “County”), and the Pyramid Lake Paiute Tribe Of Nevada, a sovereign, federally recognized Indian Tribe (hereinafter “the Tribe”).

WHEREAS, County is authorized by NRS 277.180 to enter into interlocal and cooperative agreements with other public agencies for the joint and cooperative use of fire-fighting resources for the protection of property and the prevention and suppression of fire;

WHEREAS, the Tribe, as a sovereign, federally recognized Indian Tribe, governed by a Tribal Council established pursuant to Article III, section 1 of the Tribe’s Constitution and the Bylaws of the Pyramid Lake Paiute Tribe, is authorized to and does provide fire protection and medical first response services to its members, and further is authorized to enter into related contracts and agreements with other public agencies;

WHEREAS, County has previously provided fire suppression response to privately owned land located on or near the Tribe’s reservation at the Sutcliffe area, but the number of those privately owned parcels has now dropped to a total of seven, identified on Exhibit A hereto, with the balance of land ownership in the area vested in the Tribe;

WHEREAS, the Tribe is responsible for and fully capable of providing structural fire suppression and emergency medical service response on Tribe reservation lands; and

WHEREAS, County desires to have the Tribe provide fire suppression and emergency medical response to the privately owned parcels at the Sutcliffe area, and the Tribe is ready, willing and able to do so; and

WHEREAS, the Tribe desires to have County provide maintenance and repair services to the Tribe fleet of Public Safety Equipment.

NOW THEREFORE, it is agreed between the parties as follows:

1. **FIRE PROTECTION AND EMERGENCY MEDICAL SERVICES.** On the effective date of this Agreement, the Tribe agrees to provide all structural fire suppression as well as first response medical services to the parcels described in Exhibit “A,” attached hereto and incorporated herein by this reference. The quality and level of those services shall be consistent with the Tribe’s current service standards and at a minimum no less than those standards practiced in the industry under similar circumstances.
2. **MAINTENANCE AND REPAIRS OF TRIBE PUBLIC SAFETY FLEET.** On the effective date of this Agreement the County agrees to perform vehicle/equipment maintenance and repair on Tribe fire apparatus upon receipt of a duly authorized Tribe purchase order and



detailed request. Upon such receipt, County, through its Equipment Services Division, shall inspect the vehicle/equipment for which the maintenance or repair is requested and provide the Tribe a written quote for the estimated costs for repairs. Upon receipt and approval of the written quote, which will provide a breakdown of parts and labor, the Tribe will either provide the parts identified in the quote or authorize a representative of Equipment Services to use existing accounts with parts vendors to purchase the identified parts. County shall complete the authorized maintenance or repair. Upon completion of said work, County's Fire Suppression Program shall cause an invoice to be delivered to the Tribe for the quoted cost of said work. Invoices shall be due and payable by the Tribe no later than 30 days from issuance.

3. **EFFECTIVE DATE AND TERM OF AGREEMENT.** This Agreement is effective August 1, 2010, or upon the date of last signature hereto, whichever is later. The term of this Agreement shall be 3 years and shall be deemed automatically renewed, subject to the review described next, for successive 3 year terms effective on July 1 of the applicable fiscal year, until terminated pursuant to this Agreement. However, the parties agree to report to their respective governing bodies, at least 60 days prior to expiration of the applicable 3 year term, concerning the effectiveness of this Agreement.

4. **COMPENSATION.** In consideration of the Tribe's consent to provide the services described in this Agreement, the parties agree that County will compensate the Tribe as follows:

Cash. On the effective date of this Agreement, and annually upon the anniversary of the effective date of this Agreement, County shall deliver to the Tribe the cash sum of \$1,500.00 for the purpose of offsetting some of the service costs. At the end of each term of this Agreement, the parties shall reevaluate the amount of the cash payment for the offsetting of the cost of services.

5. **TERMINATION.** This Agreement may be terminated by either party without cause upon delivery to the other party, at least 120 days prior to effective termination, of a written notice of termination.

6. **EMPLOYMENT STATUS.** The Tribe shall, during the entire term of this Agreement, be construed to be an independent contractor and nothing in this Agreement is intended nor shall be construed to create an employer-employee relationship between employees of any of the parties hereto. Except as expressly provided in this Agreement, the Tribe shall be responsible for management of and costs associated with the Tribe's employees and agents.

7. **LIABILITY OF PARTICIPATING AGENCIES**

A. To the extent limited in accordance with NRS 41.0305 to NRS 41.039, as well as applicable Tribe and federal law, each party hereto agrees to indemnify, hold harmless and defend the other participating agencies, their officers, employees and agents from and against all liability, claims, actions, damages, losses, and expenses, including but not limited to reasonable attorneys' fees and costs, arising out of any alleged negligent or willful act or omissions of a party, its officers, employees and agents arising out of the

performance of this Agreement. Each party may assert all available defenses, including but not limited to the defense of sovereign immunity as appropriate in all cases. Each party's obligation for actions sounding in tort is limited in accordance with the provisions of NRS 41.035.

B. Each party is responsible for its respective employment matters, and the other party shall have no obligations with respect to, the following:

1. Withholding income taxes, FICA or any other taxes or fees
2. Industrial insurance
3. Participation in any group insurance plans available to employees
4. Participation or contribution by either the employing agency or the participating agencies to the Public Employees Retirement System or any equivalent Tribe or federal system
5. Accumulation of vacation leave or sick leave
6. Unemployment compensation coverage provided by the participating agencies

C. To the extent limited in accordance with NRS 41.0305 to NRS 41.039, as well as applicable Tribe and federal law, the parties hereto shall indemnify and hold the other harmless from liability for damages, costs, penalties, liabilities, and expenses arising or incurred because of, incident to, or otherwise with respect to any such taxes or fees. The employing agency's employees, agents, or representatives shall not be considered employees, agents or representatives of other participating agencies. Each agency will assert the defense of sovereign immunity as appropriate in all cases. Each agency's obligation for actions sounding in tort is limited in accordance with the provisions of NRS 41.035.

8. **NOTICE.** All notices or other communications required or permitted to be given under this Agreement shall be in writing and shall be deemed to have been duly given if delivered personally in hand, by telephonic facsimile with simultaneous regular mail, or mailed certified mail, return receipt requested, postage prepaid on the date posted, and addressed to the other party as follows:

To the Tribe: Tribal Chairman  
Pyramid Lake Paiute Tribe  
P. O. Box 256  
Nixon, NV 89424

To the County: Washoe County  
Office of the County Manager  
Attn: Fire Services Coordinator  
P.O. Box 11130  
Reno NV. 89520

9. **ASSIGNMENT.** Neither party shall assign, transfer or delegate any rights, obligations or duties under this Agreement without the prior written consent of the other party.

10. **ENTIRE AGREEMENT & SEVERABILITY.** This Agreement contains all of the commitments and agreements of the parties on the subject matter of this Agreement. Oral and written commitments not contained herein shall be of no force or effect to alter any term of this Agreement. In the event any one or more of the terms, sentences, paragraphs, or provisions contained herein shall for any reason be held invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other terms, sentences, paragraphs or provisions, and this Agreement shall be construed as if such invalid, illegal, or unenforceable provision had never been contained herein.

IN WITNESS THEREOF, the parties hereto have approved this Agreement and have caused this Agreement to be executed by their respective officers on the date next to the signatures.

**WASHOE COUNTY**

**PYRAMID LAKE  
PAIUTE TRIBE**

Dated this 27<sup>th</sup> day of July, 2010

Dated this 6<sup>th</sup> day of July, 2010

By: Bonnie Heber  
for David Humke, Chair  
Board of Commissioners

By: Mervin Wright  
Mervin Wright, Chair  
Tribal Council

ATTEST:

Amy Hawley  
Amy Hawley, Clerk

ATTEST:

**INTERLOCAL TRAFFIC SIGNAL MAINTENANCE AGREEMENT  
BETWEEN CITY OF RENO AND WASHOE COUNTY**

THIS INTERLOCAL TRAFFIC SIGNAL MAINTENANCE AGREEMENT made and entered into this \_\_\_ day of \_\_\_\_\_, 20 \_\_\_, by and between the CITY OF RENO, a municipal corporation, hereinafter called the CITY, and WASHOE COUNTY, a political subdivision organized and existing under and by virtue of the laws of the State of Nevada, hereinafter called the COUNTY;

WITNESSETH:

WHEREAS, NRS 277.180 provides that any one or more public agencies may contract with any one or more other public agencies to perform any governmental service, activity or undertaking which any of the public agencies entering into the contract is authorized by law to perform; and

WHEREAS: the City and the County are each a "public agency" in accordance with NRS 277.100; and

WHEREAS, it is the COUNTY'S desire to have the CITY provide traffic signal maintenance service for Washoe County traffic signals; and

WHEREAS, the CITY has the equipment and personnel to provide said traffic signal maintenance;

NOW, THEREFORE, the CITY and the COUNTY, in consideration of the mutual covenants hereinafter set forth agree as follows:

The CITY agrees:

1. To provide 'REGULAR SIGNAL MAINTENANCE SERVICE' as determined in Exhibit A and in accordance with the Maintenance Management System Guidelines during normal working hours and to provide 'ADDITIONAL TRAFFIC SIGNAL SERVICES' during normal working hours and overtime hours to include, but are not limited to items listed in Exhibit A. The Washoe County traffic signals are listed in Exhibit B; signals may be added or deleted by written notification to the Reno Director of Public Works.
2. To annually, on or about July 1<sup>st</sup> of each year, provide the COUNTY with a flat-rate bill intended to cover all 'REGULAR SIGNAL MAINTENANCE SERVICE' occurring during normal working hours according to the fee schedule (Exhibit C)
3. To quarterly, on or about the tenth day of each quarter, provide the COUNTY with a quarterly bill intended to cover all 'ADDITIONAL TRAFFIC SIGNAL SERVICES' for work provided during normal working hours and overtime hours according to the fee schedule (Exhibit C).
4. To annually, on or about February 1<sup>st</sup> of each year, adjust the fee schedule (Exhibit C) per City's actual operating cost increases for wages, benefits, equipment, fuel etc.

6. That all communications/notices required pursuant to the Agreement shall be given as hereinafter provided, unless written notice of a new designee is sent certified or registered mail, to the other party, as follows:

COUNTY: Dan St. John, P.E.  
Public Works Director  
1001 E. Ninth Street  
Reno, Nevada 89512  
(775) 328-2040

RENO: John Flansberg, P.E.  
Public Works Director  
City of Reno  
P.O. Box 1900  
Reno, Nevada 89505  
(775) 334-2350

7. This Agreement contains the entire agreement of the parties with respect to the matters addressed herein. This Agreement may not be amended, nor may any of the terms, covenants, representations, warranties or conditions hereof be waived, except by a written instrument executed by the party against which such amendment is to be charged.
8. The only parties who may enforce this Agreement and any of the rights under this Agreement are the parties hereto

In Witness Whereof, the Parties have executed this Agreement as of the date and year appearing herein.

CITY OF RENO

COUNTY OF WASHOE

\_\_\_\_\_  
Robert A. Cashell, Mayor

*Bonnie Heber for*  
\_\_\_\_\_  
David E. Humke, Chairman  
Board of County Commissioners

ATTEST:

\_\_\_\_\_  
Reno City Clerk

ATTEST:

*Amy Harvey*  
\_\_\_\_\_  
County Clerk

Approved as to Form

\_\_\_\_\_  
Deputy City Attorney

## **EXHIBIT A**

### **MAINTENANCE MANAGEMENT SYSTEM GUIDELINES**

#### **REGULAR TRAFFIC SIGNAL MAINTENANCE SERVICES**

PM TRAFFIC SIGNALS

CABINET/GROUND PM

SAFETY/CONFLICT MONITORS

GENERAL SIGNAL MAINTENANCE

ILLUMINATED STREET NAME SIGN MAINTENANCE

#### **ADDITIONAL TRAFFIC SIGNAL SERVICES INCLUDE BUT NOT LIMITED TO THE FOLLOWING**

SIGNAL RESPONSE

CABINET REHABILITATION/CONSTRUCTION

NEW SIGNAL INSPECTION

STREET LIGHT MAINTENANCE

# ACTIVITY GUIDELINE

## MAINTENANCE MANAGEMENT SYSTEM

City of Reno  
Management Unit : 0000122 - SIGNALS

|                      |                    |             |            |
|----------------------|--------------------|-------------|------------|
| <b>WORK ACTIVITY</b> | <b>PM T.SIGNAL</b> | <b>CODE</b> | <b>201</b> |
|----------------------|--------------------|-------------|------------|

**DESCRIPTION OF WORK**

Inspection and repair of overhead traffic signals following a preventative maintenance check list. Work may include repair or replacement of damaged or defective signal head components, cleaning of all reflectors and lenses, touch-up painting signal heads, inspection of poles, mast arms and associated hardware and relamping signal heads as necessary.

| <b>PLANNING CRITERIA</b> | 07/01 | 08/01 | 09/01 | 10/01 | 11/01 | 12/01 | 01/01 | 02/01 | 03/01 | 04/01 | 05/01 | 06/01 |
|--------------------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
|                          | 07/31 | 08/31 | 09/30 | 10/31 | 11/30 | 12/31 | 01/31 | 02/29 | 03/31 | 04/30 | 05/31 | 06/30 |
|                          | 8     | 8     | 9     | 9     | 9     | 9     | 9     | 8     | 9     | 8     | 7     | 8     |

Performed annually - following check list. - may be affected by weather.

| <b>RESOURCE REQUIREMENTS</b>  | <b>WORK METHOD</b> | <b>CHECK POINTS</b> |              |      |                  |            |            |      |                  |            |         |        |      |        |               |        |              |        |            |        |           |        |   |  |
|---|--------------------|---------------------|--------------|------|------------------|------------|------------|------|------------------|------------|---------|--------|------|--------|---------------|--------|--------------|--------|------------|--------|-----------|--------|---|--|
| <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border-bottom: 1px solid black;"><b>Personnel</b></td> <td style="border-bottom: 1px solid black; text-align: right;"><b>Qty</b></td> </tr> <tr> <td>TRF SIG MECH</td> <td style="text-align: right;">1.25</td> </tr> <tr> <td style="border-bottom: 1px solid black;"><b>Equipment</b></td> <td style="border-bottom: 1px solid black; text-align: right;"><b>Qty</b></td> </tr> <tr> <td>BOOM TRUCK</td> <td style="text-align: right;">1.00</td> </tr> <tr> <td style="border-bottom: 1px solid black;"><b>Materials</b></td> <td style="border-bottom: 1px solid black; text-align: right;"><b>Qty</b></td> </tr> <tr> <td>3S LENS</td> <td style="text-align: right;">1.0 EA</td> </tr> <tr> <td>RAGS</td> <td style="text-align: right;">2.0 PO</td> </tr> <tr> <td>HAND HOLE CVR</td> <td style="text-align: right;">0.1 EA</td> </tr> <tr> <td>PULL BX LD 5</td> <td style="text-align: right;">1.0 EA</td> </tr> <tr> <td>PULL BOX 5</td> <td style="text-align: right;">1.0 EA</td> </tr> <tr> <td>BACKPLATE</td> <td style="text-align: right;">1.0 EA</td> </tr> </table> | <b>Personnel</b>   | <b>Qty</b>          | TRF SIG MECH | 1.25 | <b>Equipment</b> | <b>Qty</b> | BOOM TRUCK | 1.00 | <b>Materials</b> | <b>Qty</b> | 3S LENS | 1.0 EA | RAGS | 2.0 PO | HAND HOLE CVR | 0.1 EA | PULL BX LD 5 | 1.0 EA | PULL BOX 5 | 1.0 EA | BACKPLATE | 1.0 EA | <p><b>PRE-DEPARTURE</b></p> <ol style="list-style-type: none"> <li>1. Ready supplies, equipment and perform CDL inspection check.</li> </ol> <p><b>AT WORK SITE</b></p> <ol style="list-style-type: none"> <li>2. Perform visual inspection. Record findings</li> <li>3. Set up work zones, signs and cones.</li> <li>4. Carry out maintenance and repair as per check list.</li> <li>5. Clean up - vacate site.</li> </ol> <p><b>END OF SHIFT</b></p> <ol style="list-style-type: none"> <li>6. Document work and signal guideline checklist (see attached)</li> </ol> | <ul style="list-style-type: none"> <li>- Observe traffic flow</li> <li>- Appropriate personal protective equipment (PPE)</li> <li>- Follow current NV Work Zone Traffic Control Handbook and MUTCD</li> <li>- Move work zone signs/cones.</li> </ul> <p style="margin-top: 20px;">- Complete records</p> |
| <b>Personnel</b>  | <b>Qty</b>         |                     |              |      |                  |            |            |      |                  |            |         |        |      |        |               |        |              |        |            |        |           |        |   |  |
| TRF SIG MECH  | 1.25               |                     |              |      |                  |            |            |      |                  |            |         |        |      |        |               |        |              |        |            |        |           |        |   |  |
| <b>Equipment</b>  | <b>Qty</b>         |                     |              |      |                  |            |            |      |                  |            |         |        |      |        |               |        |              |        |            |        |           |        |   |  |
| BOOM TRUCK  | 1.00               |                     |              |      |                  |            |            |      |                  |            |         |        |      |        |               |        |              |        |            |        |           |        |   |  |
| <b>Materials</b>  | <b>Qty</b>         |                     |              |      |                  |            |            |      |                  |            |         |        |      |        |               |        |              |        |            |        |           |        |   |  |
| 3S LENS   | 1.0 EA             |                     |              |      |                  |            |            |      |                  |            |         |        |      |        |               |        |              |        |            |        |           |        |   |  |
| RAGS  | 2.0 PO             |                     |              |      |                  |            |            |      |                  |            |         |        |      |        |               |        |              |        |            |        |           |        |   |  |
| HAND HOLE CVR   | 0.1 EA             |                     |              |      |                  |            |            |      |                  |            |         |        |      |        |               |        |              |        |            |        |           |        |   |  |
| PULL BX LD 5  | 1.0 EA             |                     |              |      |                  |            |            |      |                  |            |         |        |      |        |               |        |              |        |            |        |           |        |   |  |
| PULL BOX 5  | 1.0 EA             |                     |              |      |                  |            |            |      |                  |            |         |        |      |        |               |        |              |        |            |        |           |        |   |  |
| BACKPLATE   | 1.0 EA             |                     |              |      |                  |            |            |      |                  |            |         |        |      |        |               |        |              |        |            |        |           |        |   |  |

| <b>FEATURE INVENTORY ITEM</b>   | <b>EFFECTIVE</b> | <b>SUPERCEDES</b> |
|---------------------------------|------------------|-------------------|
| 227.00 SIGNALS                  |                  |                   |
| <b>AVERAGE DAILY PRODUCTION</b> | <b>APPROVAL</b>  |                   |
| 1.50 INTSECT                    |                  |                   |

**ACTIVITY GUIDELINE**  
**MAINTENANCE MANAGEMENT SYSTEM**

City of Reno  
 Management Unit : 0000122 - SIGNALS

|                       |                   |              |            |
|-----------------------|-------------------|--------------|------------|
| <b>WORK ACTIVITY:</b> | <b>CABINET PM</b> | <b>CODE:</b> | <b>202</b> |
|-----------------------|-------------------|--------------|------------|

**DESCRIPTION OF WORK**

Preventative maintenance for traffic signal cabinet. This includes cleaning of cabinet and its components, checking operation of signal and its components, and making repair as necessary. A detailed check list is followed to allow all components to be properly inspected and maintained.

|                           |       |       |       |       |       |       |       |       |       |       |       |       |
|---------------------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| <b>PLANNING CRITERIA:</b> | 07/01 | 08/01 | 09/01 | 10/01 | 11/01 | 12/01 | 01/01 | 02/01 | 03/01 | 04/01 | 05/01 | 06/01 |
|                           | 07/31 | 08/31 | 09/30 | 10/31 | 11/30 | 12/31 | 01/31 | 02/29 | 03/31 | 04/30 | 05/31 | 06/30 |
|                           | 8     | 8     | 9     | 8     | 8     | 10    | 8     | 8     | 9     | 8     | 8     | 8     |

Perform semi-annually following checklist and includes one operational observation check to be conducted with at least four months between PM and operational check.. May be affected by weather.

|                               |                     |                     |
|-------------------------------|---------------------|---------------------|
| <b>RESOURCE REQUIREMENTS:</b> | <b>WORK METHOD:</b> | <b>CHECKPOINTS:</b> |
|-------------------------------|---------------------|---------------------|

|                      |        |            |
|----------------------|--------|------------|
| <u>Personnel</u>     |        | <u>Qty</u> |
| TRF SIG TECH         |        | 0.85       |
| <u>Equipment</u>     |        | <u>Qty</u> |
| PICKUP/UTILITY TRUCK |        | 1.00       |
| SHOP VAC             |        | 1.00       |
| <u>Materials</u>     |        | <u>Qty</u> |
| RAGS                 | 2.0 PO |            |
| WIRE                 | 1.0 FO |            |
| CLEANING MTL         | 1.0 CA |            |
| MIS NUTS&BOLT        | 5.0 EA |            |
| AIR FILTER           | 1.0 EA |            |
| HAND HOLE CVR        | 1.0 EA |            |
| FLASHER-REG          | 1.0 EA |            |

- PRE-DEPARTURE**  
 1. Ready equipment and perform CDL inspection check.
- AT WORK SITE**  
 2. Perform visual inspection, record findings per check list.  
 3. Set up work zone.  
 4. Carry out maintenance and repair as per check list.  
 5. Clean up and vacate site.
- END OF SHIFT**  
 6. Document work.  
 7. Refuel Vehicles.

- Observe operation and traffic flow
- Follow current NV Work Zone Traffic Control Handbook and MUTCD
- Follow Checklist
- Appropriate PPE
- Move work zone signs/cones
- Complete records

|                                  |                  |                   |
|----------------------------------|------------------|-------------------|
| <b>FEATURE INVENTORY ITEM:</b>   | <b>EFFECTIVE</b> | <b>SUPERCEDES</b> |
| 227.00 SIGNALS                   |                  |                   |
| <b>AVERAGE DAILY PRODUCTION:</b> | <b>APPROVAL</b>  |                   |
| 6.00 CABINETS                    |                  |                   |



# ACTIVITY GUIDELINE

## MAINTENANCE MANAGEMENT SYSTEM

City of Reno  
Management Unit : 0000122 - SIGNALS

|                      |                       |             |     |
|----------------------|-----------------------|-------------|-----|
| <b>WORK ACTIVITY</b> | <b>SAFETY MONITOR</b> | <b>CODE</b> | 203 |
|----------------------|-----------------------|-------------|-----|

**DESCRIPTION OF WORK**

Remove existing malfunction management unit from cabinet, exchange with a tested unit.  
Return removed unit to signal shop test bench and verify correct operation on test equipment.  
Download and document test results. Accomplishments include both the test (1) and the replacement (1).

| <b>PLANNING CRITERIA</b> | 07/01 | 08/01 | 09/01 | 10/01 | 11/01 | 12/01 | 01/01 | 02/01 | 03/01 | 04/01 | 05/01 | 06/01 |
|--------------------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
|                          | 07/31 | 08/31 | 09/30 | 10/31 | 11/30 | 12/31 | 01/31 | 02/29 | 03/31 | 04/30 | 05/31 | 06/30 |
|                          | 10    | 10    | 9     | 8     | 8     | 7     | 7     | 7     | 8     | 8     | 9     | 9     |

ITMS and ITE guidelines require MMUs be tested and results documented at least once a year.  
Accomplishment count = both test (1) and replacement (1) for a total of 2.

| <b>RESOURCE REQUIREMENTS</b>  | <b>WORK METHOD</b>   | <b>CHECKPOINTS</b>                                     |
|---|--|--|
| <p><u>Personnel</u>                      <u>Qty</u></p> <p>TRF SIG TECH                      0.85</p> <hr/> <p><u>Equipment</u>                      <u>Qty</u></p> <p>PICKUP/UTILITY TRUCK                      1.00</p> <hr/> <p><u>Materials</u>                      <u>Qty</u></p> <p>FLICIT MONITOR                      0.3 EA</p> | <p><b>PRE-DEPARTURE</b></p> <p>1. Stock truck with supplies and tested units .</p> <p><b>AT WORK SITE</b></p> <p>2. Place signal on flash</p> <p>3. Remove existing unit</p> <p>4. Exchange program card.</p> <p>5. Ensure copy of test inserted on document pocket</p> <p>6. Return to operation, observe correct operation.</p> <p>7. Set time in monitor and verify correct program card</p> <p>8. Clear existing fault log</p> <p><b>END OF SHIFT</b></p> <p>9. Document work.</p> | <p>- Appropriate PPE</p> <p>- Observe traffic flow</p> |

| <b>FEATURE INVENTORY ITEM</b>   | <b>EFFECTIVE</b> | <b>SUPERCEDES</b> |
|---------------------------------|------------------|-------------------|
| 227.00 MONITORS                 |                  |                   |
| <b>AVERAGE DAILY PRODUCTION</b> | <b>APPROVAL</b>  |                   |
| 14.00 MONITORS                  |                  |                   |

# ACTIVITY GUIDELINE

## MAINTENANCE MANAGEMENT SYSTEM

City of Reno  
Management Unit : 0000122 - SIGNALS

|                      |                       |             |     |
|----------------------|-----------------------|-------------|-----|
| <b>WORK ACTIVITY</b> | <b>SCH FLSH MAINT</b> | <b>CODE</b> | 205 |
|----------------------|-----------------------|-------------|-----|

**DESCRIPTION OF WORK**

All work associated with the timing of school flasher signals (as supplied on list by School District) -- setting operation days & times, programming "off" days (school holidays), changing clock batteries, checking signal alignment and testing operation to insure proper timing of signals and control of vehicle speed in school zones.

| PLANNING CRITERIA | 07/01 | 08/01 | 09/01 | 10/01 | 11/01 | 12/01 | 01/01 | 02/01 | 03/01 | 04/01 | 05/01 | 06/01 |
|-------------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
|                   | 07/31 | 08/31 | 09/30 | 10/31 | 11/30 | 12/31 | 01/31 | 02/29 | 03/31 | 04/30 | 05/31 | 06/30 |
|                   | 22    | 32    | 0     | 0     | 0     | 0     | 0     | 0     | 0     | 0     | 20    | 26    |

Performed twice a year prior to school terms ,or as required due to schedule changes or signal malfunctions.

| RESOURCE REQUIREMENTS | WORK METHOD | CHECK POINTS |
|-----------------------|-------------|--------------|
|-----------------------|-------------|--------------|

|  |   |  |
|--|---|--|
| <p><b>Personnel</b>                      <b>Qty</b></p> <p>TRF SIG MECH                      1.25</p> <hr/> <p><b>Equipment</b>                      <b>Qty</b></p> <p>BOOM TRUCK                      0.50</p> <p>PICKUP/UTILITY TRUCK              0.50</p> <hr/> <p><b>Materials</b>                      <b>Qty</b></p> <p>9V BATTERIES                      7.0 EA</p> <p>GLASS LENS                      7.0 EA</p> <p>RAGS                      1.0 PO</p> <p>SIGNAL BULBS                      17.0 EA</p> <p>WINDOW CLEANR (TRAI)              1.0 GA</p> <p>USA PAINT                      2.0 EA</p> <p>REFLECTOR                      3.0 EA</p> | <p><b>PRE-DEPARTURE</b></p> <p>1. Ready equipment and perform CDL inspection check.</p> <p>2. Determine route</p> <p><b>AT WORK SITE</b></p> <p>3. Remove battery - kill power.</p> <p>4. Install new battery.</p> <p>5. Reset clock and programs.</p> <p>6. Set current time, day, month and year.</p> <p>7. Set on/off holiday schedule.</p> <p>8. Review program.</p> <p>9. Test override.</p> <p>10. Set to normal.</p> <p>11. Cleaning, bulb change</p> <p><b>END OF SHIFT</b></p> <p>12. Document work.</p> | <p>- Produce schedule list for different zones</p> <p>- Check for available AC power</p> <p>- Check fuse</p> <p>- Traffic Control.</p> <p>- Appropriate PPE.</p> <p>- Check operation of flasher and lights.</p> |
|--|---|--|

| FEATURE INVENTORY ITEM   | EFFECTIVE | SUPERCEDES |
|--------------------------|-----------|------------|
| 43.00 LOCATION!          |           |            |
| AVERAGE DAILY PRODUCTION | APPROVAL  |            |
| 1.30 LOCATION!           |           |            |

# ACTIVITY GUIDELINE

## MAINTENANCE MANAGEMENT SYSTEM

City of Reno  
Management Unit : 0000122 - SIGNALS

|                      |                     |             |     |
|----------------------|---------------------|-------------|-----|
| <b>WORK ACTIVITY</b> | <b>INTERC CABLE</b> | <b>CODE</b> | 206 |
|----------------------|---------------------|-------------|-----|

**DESCRIPTION OF WORK**

All work associated with maintaining communications on City owned interconnect cables between City Hall Traffic Signal Control computer and 150 traffic signals. Additionally, work includes maintenance and communications over 8 leased telephone/data lines to 30 traffic signals. Includes testing, diagnosis, replacement of cable and verify operation of wireless communication.

|                          |       |       |       |       |       |       |       |       |       |       |       |       |
|--------------------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| <b>PLANNING CRITERIA</b> | 07/01 | 08/01 | 09/01 | 10/01 | 11/01 | 12/01 | 01/01 | 02/01 | 03/01 | 04/01 | 05/01 | 06/01 |
|                          | 07/31 | 08/31 | 09/30 | 10/31 | 11/30 | 12/31 | 01/31 | 02/29 | 03/31 | 04/30 | 05/31 | 06/30 |
|                          | 7     | 7     | 7     | 7     | 7     | 12    | 12    | 8     | 8     | 8     | 9     | 8     |

Communications problems are reported and logged by the computer system. City has 3 cables, 25 pair, 18 pair and 12 pair branching throughout the City.

| RESOURCE REQUIREMENTS  | WORK METHOD  | CHECK POINTS   |
|--|--|--|
| <p><b>Personnel Qty</b></p> <p>TRF SIG MECH 1.50</p> <p>TRF SIG TECH 0.50</p> <hr/> <p><b>Equipment Qty</b></p> <p>PLOOM TRUCK 0.05</p> <p>CUP/UTILITY TRUCK 0.95</p> <hr/> <p><b>Materials Qty</b></p> <p>CABLE 100.0 FO</p> <p>SPLICE KIT 5.0 EA</p> <p>TAPE 2.0 RO</p> <p>TERMINAL LUGS 10.0 EA</p> | <p><b>Pre-Departure</b></p> <ol style="list-style-type: none"> <li>1. Ready equipment and perform CDL inspection as required</li> <li>2. Determine shop/field fault.</li> <li>3. Signal/no signal/hum.</li> <li>4. Connect signal generator to line.</li> <li>5. Load equipment.</li> </ol> <p><b>AT WORK SITE</b></p> <ol style="list-style-type: none"> <li>6. Track signal along route.</li> <li>7. Check signal at destination.</li> <li>8. Trace line back to source. Break as required to determine fault direction.</li> <li>9. Find fault.</li> <li>10. Repair as required/resplice/ replace cable/find spot where contractor dug up and change pair.</li> </ol> <p><b>END OF SHIFT</b></p> <ol style="list-style-type: none"> <li>12. Document work.</li> </ol> | <ul style="list-style-type: none"> <li>- Traffic Control</li> <li>- Appropriate PPE</li> <li>- Copy of interconnect cable wire plan</li> <li>- Load test equipment and materials</li> <br/> <li>- Hook up shop test equipment</li> <li>- Determine repair/replacement complete/clean signal</li> <br/> <li>- Return to shop</li> <li>- Put intersections back on line</li> <li>- Complete records</li> </ul> |

|                                 |                  |                   |
|---------------------------------|------------------|-------------------|
| <b>FEATURE INVENTORY ITEM</b>   | <b>EFFECTIVE</b> | <b>SUPERCEDES</b> |
| 50.00 CBL MILE                  |                  |                   |
| <b>AVERAGE DAILY PRODUCTION</b> | <b>APPROVAL</b>  |                   |
| 12.00 LABOR HR                  |                  |                   |

# ACTIVITY GUIDELINE

## MAINTENANCE MANAGEMENT SYSTEM

City of Reno  
Management Unit : 0000122 - SIGNALS

|                      |                             |             |            |
|----------------------|-----------------------------|-------------|------------|
| <b>WORK ACTIVITY</b> | <b>VMS 330 SYSTEM MAINT</b> | <b>CODE</b> | <b>208</b> |
|----------------------|-----------------------------|-------------|------------|

**DESCRIPTION OF WORK**

Enter or modify system parameters as directed by traffic engineering. Check daily for system problems and traffic signal malfunctions reported by the system. Monitor system for proper operation. Generate monthly operation log report. Generate system reports as required. Reload system software when required, backup system parameters monthly. Troubleshoot system failures. Check ITMS.

|                          |       |       |       |       |       |       |       |       |       |       |       |       |
|--------------------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| <b>PLANNING CRITERIA</b> | 07/01 | 08/01 | 09/01 | 10/01 | 11/01 | 12/01 | 01/01 | 02/01 | 03/01 | 04/01 | 05/01 | 06/01 |
|                          | 07/31 | 08/31 | 09/30 | 10/31 | 11/30 | 12/31 | 01/31 | 02/29 | 03/31 | 04/30 | 05/31 | 06/30 |
|                          | 8     | 8     | 9     | 7     | 8     | 9     | 8     | 8     | 9     | 9     | 8     | 9     |

This work is performed routinely on a daily basis.

|                              |                    |                    |
|------------------------------|--------------------|--------------------|
| <b>RESOURCE REQUIREMENTS</b> | <b>WORK METHOD</b> | <b>CHECKPOINTS</b> |
|------------------------------|--------------------|--------------------|

|  |   |  |
|--|---|--|
| <p><b>Personnel</b><br/>TRF SIG TECH</p> <p style="text-align: right;"><b>Qty</b><br/>0.85</p> | <ol style="list-style-type: none"> <li>1. Check system operation by access with monitor or keyboard.</li> <li>2. Check system alarms and print reports.</li> <li>3. Enter timing and data for signals with keyboard or monitor.</li> <li>4. Use tape drive and floppy discs as required to back up system.</li> <li>5. Change out system components as required, repair, exchange or send for repair of failed components. □ - Consult system manuals.</li> </ol> | <ul style="list-style-type: none"> <li>- Check help files.</li> <li>- Monitor system reports and displays.</li> <li>- Monitor system alarms.</li> <li>- Communicate with Engineer</li> </ul> |
|--|---|--|

|                                 |                  |                   |
|---------------------------------|------------------|-------------------|
| <b>FEATURE INVENTORY ITEM</b>   | <b>EFFECTIVE</b> | <b>SUPERCEDES</b> |
| 181.00 SIGNALS                  |                  |                   |
| <b>AVERAGE DAILY PRODUCTION</b> | <b>APPROVAL</b>  |                   |
| 8.00 LABOR HR                   |                  |                   |

# ACTIVITY GUIDELINE

## MAINTENANCE MANAGEMENT SYSTEM

City of Reno  
Management Unit : 0000122 - SIGNALS

|                      |                          |             |     |
|----------------------|--------------------------|-------------|-----|
| <b>WORK ACTIVITY</b> | <b>PED SIGNAL REPAIR</b> | <b>CODE</b> | 240 |
|----------------------|--------------------------|-------------|-----|

**DESCRIPTION OF WORK**

All work required to maintain, repair, modify and/or replace malfunctioning pedestrian signals, indications and buttons to insure that pedestrian movement is safely controlled and coordinated.

|                          |       |       |       |       |       |       |       |       |       |       |       |       |
|--------------------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| <b>PLANNING CRITERIA</b> | 07/01 | 08/01 | 09/01 | 10/01 | 11/01 | 12/01 | 01/01 | 02/01 | 03/01 | 04/01 | 05/01 | 06/01 |
|                          | 07/31 | 08/31 | 09/30 | 10/31 | 11/30 | 12/31 | 01/31 | 02/29 | 03/31 | 04/30 | 05/31 | 06/30 |
|                          | 8     | 8     | 9     | 8     | 9     | 9     | 7     | 8     | 10    | 10    | 7     | 7     |

Performed as required in response to service requests and/or as needed

| RESOURCE REQUIREMENTS   | WORK METHOD  | CHECK POINTS |              |      |     |      |                |        |       |        |        |        |           |        |      |        |            |        |             |        |  |   |
|---|--------------|--------------|--------------|------|-----|------|----------------|--------|-------|--------|--------|--------|-----------|--------|------|--------|------------|--------|-------------|--------|--|---|
| <p><b>Personnel</b></p> <table style="width: 100%;"> <tr><td>TRF SIG MECH</td><td style="text-align: right;">1.25</td></tr> <tr><td>TRF SIG TECH</td><td style="text-align: right;">0.20</td></tr> </table> <hr/> <p><b>Equipment</b></p> <table style="width: 100%;"> <tr><td>VAN</td><td style="text-align: right;">1.00</td></tr> </table> <hr/> <p><b>Materials</b></p> <table style="width: 100%;"> <tr><td>NS CONVERT KIT</td><td style="text-align: right;">4.0 EA</td></tr> <tr><td>FUSES</td><td style="text-align: right;">1.0 EA</td></tr> <tr><td>MODULE</td><td style="text-align: right;">7.0 EA</td></tr> <tr><td>LUBRICANT</td><td style="text-align: right;">1.0 CA</td></tr> <tr><td>WIRE</td><td style="text-align: right;">4.0 FO</td></tr> <tr><td>PED BUTTON</td><td style="text-align: right;">0.3 EA</td></tr> <tr><td>PED DIR SIG</td><td style="text-align: right;">0.3 EA</td></tr> </table> | TRF SIG MECH | 1.25         | TRF SIG TECH | 0.20 | VAN | 1.00 | NS CONVERT KIT | 4.0 EA | FUSES | 1.0 EA | MODULE | 7.0 EA | LUBRICANT | 1.0 CA | WIRE | 4.0 FO | PED BUTTON | 0.3 EA | PED DIR SIG | 0.3 EA | <p><b>PRE-DEPARTURE</b></p> <ol style="list-style-type: none"> <li>1. Ready equipment and perform CDL inspection</li> <li>2. Receive request</li> <li>3. Proceed to intersection.</li> </ol> <p><b>AT WORK SITE</b></p> <ol style="list-style-type: none"> <li>4. Determine which head has problem.</li> <li>5. Replace or repair module, install conversion kit or repair button.</li> <li>6. Check sign plates, egg crates, visors &amp; alignment.</li> <li>7. Check operation.</li> </ol> <p><b>END OF SHIFT</b></p> <ol style="list-style-type: none"> <li>8. Document work.</li> </ol> | <ul style="list-style-type: none"> <li>- Traffic Control</li> <li>- Appropriate PPE</li> <li>- Check for voltage</li> <li>- Check buttons</li> <li>- Check fuses and wiring</li> <li>- Check signal components</li> </ul> |
| TRF SIG MECH  | 1.25         |              |              |      |     |      |                |        |       |        |        |        |           |        |      |        |            |        |             |        |  |   |
| TRF SIG TECH  | 0.20         |              |              |      |     |      |                |        |       |        |        |        |           |        |      |        |            |        |             |        |  |   |
| VAN   | 1.00         |              |              |      |     |      |                |        |       |        |        |        |           |        |      |        |            |        |             |        |  |   |
| NS CONVERT KIT  | 4.0 EA       |              |              |      |     |      |                |        |       |        |        |        |           |        |      |        |            |        |             |        |  |   |
| FUSES   | 1.0 EA       |              |              |      |     |      |                |        |       |        |        |        |           |        |      |        |            |        |             |        |  |   |
| MODULE  | 7.0 EA       |              |              |      |     |      |                |        |       |        |        |        |           |        |      |        |            |        |             |        |  |   |
| LUBRICANT   | 1.0 CA       |              |              |      |     |      |                |        |       |        |        |        |           |        |      |        |            |        |             |        |  |   |
| WIRE  | 4.0 FO       |              |              |      |     |      |                |        |       |        |        |        |           |        |      |        |            |        |             |        |  |   |
| PED BUTTON  | 0.3 EA       |              |              |      |     |      |                |        |       |        |        |        |           |        |      |        |            |        |             |        |  |   |
| PED DIR SIG   | 0.3 EA       |              |              |      |     |      |                |        |       |        |        |        |           |        |      |        |            |        |             |        |  |   |

|                                 |                  |                   |
|---------------------------------|------------------|-------------------|
| <b>FEATURE INVENTORY ITEM</b>   | <b>EFFECTIVE</b> | <b>SUPERCEDES</b> |
| 1758 4816.00 EACH               |                  |                   |
| <b>AVERAGE DAILY PRODUCTION</b> | <b>APPROVAL</b>  |                   |
| 7.00 PED SIGNA                  |                  |                   |

# ACTIVITY GUIDELINE

## MAINTENANCE MANAGEMENT SYSTEM

City of Reno  
Management Unit : 0000122 - SIGNALS

|                       |                     |              |            |
|-----------------------|---------------------|--------------|------------|
| <b>WORK ACTIVITY:</b> | <b>BENCH REPAIR</b> | <b>CODE:</b> | <b>241</b> |
|-----------------------|---------------------|--------------|------------|

### DESCRIPTION OF WORK

All work required to troubleshoot and repair faulty electronic traffic signal components, such as; signal controllers, safety monitors; opticom detectors, vehicle detectors, modems, power supplies and other related components.  
Also includes equipment testing, new evaluation and repair.

|                          |       |       |       |       |       |       |       |       |       |       |       |       |
|--------------------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| <b>PLANNING CRITERIA</b> | 07/01 | 08/01 | 09/01 | 10/01 | 11/01 | 12/01 | 01/01 | 02/01 | 03/01 | 04/01 | 05/01 | 06/01 |
|                          | 07/31 | 08/31 | 09/30 | 10/31 | 11/30 | 12/31 | 01/31 | 02/29 | 03/31 | 04/30 | 05/31 | 06/30 |
|                          | 10    | 10    | 8     | 9     | 8     | 7     | 7     | 7     | 8     | 8     | 9     | 9     |

Performed as required.

| <b>RESOURCE REQUIREMENTS</b> | <b>WORK METHOD</b> | <b>CHECK POINTS</b> |
|------------------------------|--------------------|---------------------|
|------------------------------|--------------------|---------------------|

|  |                  |            |              |      |  |  |
|--|------------------|------------|--------------|------|--|--|
| <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;"><u>Personnel</u></td> <td style="text-align: center;"><u>Qty</u></td> </tr> <tr> <td>TRF SIG TECH</td> <td style="text-align: center;">0.85</td> </tr> </table> | <u>Personnel</u> | <u>Qty</u> | TRF SIG TECH | 0.85 | <p>AT BENCH</p> <ol style="list-style-type: none"> <li>1. Determine problem/trouble type.</li> <li>2. Troubleshoot.</li> <li>3. Make repairs.</li> <li>4. Run equipment for extended period.</li> <li>5. Sign off/log in computer - if applicable.</li> <li>6. Return warranty items for repair.</li> <li>7. Document work.</li> </ol> | <ul style="list-style-type: none"> <li>- ID tag</li> <li>- Manufacturer's manuals schematics</li> <li>- Determine operating correctly</li> <li>- Check under temp extremes</li> <li>- Sign off</li> <li>- Return to stock</li> </ul> |
| <u>Personnel</u>   | <u>Qty</u>       |            |              |      |  |  |
| TRF SIG TECH   | 0.85             |            |              |      |  |  |

|                                 |                  |                   |
|---------------------------------|------------------|-------------------|
| <b>FEATURE INVENTORY ITEM</b>   | <b>EFFECTIVE</b> | <b>SUPERCEDES</b> |
| 227.00 EACH                     |                  |                   |
| <b>AVERAGE DAILY PRODUCTION</b> | <b>APPROVAL</b>  |                   |
| 9.00 LABOR HR                   |                  |                   |

# ACTIVITY GUIDELINE MAINTENANCE MANAGEMENT SYSTEM

City of Reno  
Management Unit : 0000122 - SIGNALS

|                            |                             |             |            |
|----------------------------|-----------------------------|-------------|------------|
| <b>WORK ACTIVITY</b>       | <b>LOOP/DETECTION MAINT</b> | <b>CODE</b> | <b>242</b> |
| <b>DESCRIPTION OF WORK</b> |                             |             |            |

All work required to diagnose maintain and/or repair traffic detector loop malfunctions. Activity is performed to insure proper detection loop operation and safely control traffic movement at intersections.

|                          |       |       |       |       |       |       |       |       |       |       |       |       |
|--------------------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| <b>PLANNING CRITERIA</b> | 07/01 | 08/01 | 09/01 | 10/01 | 11/01 | 12/01 | 01/01 | 02/01 | 03/01 | 04/01 | 05/01 | 06/01 |
|                          | 07/31 | 08/31 | 09/30 | 10/31 | 11/30 | 12/31 | 01/31 | 02/29 | 03/31 | 04/30 | 05/31 | 06/30 |
|                          | 8     | 8     | 9     | 8     | 8     | 9     | 8     | 8     | 9     | 8     | 8     | 9     |

Performed as required in response to service requests or as needed.

| RESOURCE REQUIREMENTS  | WORK METHOD   | CHECKPOINTS  |
|--|---|--|
| <p><b>Personnel</b>                      <b>Qty</b></p> <p>TRF SIG MECH                      1.50</p> <p>TRF SIG TECH                      0.40</p> <hr/> <p><b>Equipment</b>                      <b>Qty</b></p> <p>PICKUP/UTILITY TRUCK              1.00</p> <hr/> <p><b>Materials</b>                      <b>Qty</b></p> <p>AMPLIFIER                      0.1 EA</p> <p>CABLE                      4.0 FO</p> <p>NUTS/LUGS                      10.0 EA</p> <p>SEALING PACS                      2.0 EA</p> <p>WIRE NUTS                      5.0 EA</p> | <p><b>PRE-DEPARTURE</b></p> <p>1. Ready equipment and perform CDL inspection</p> <p>2. Travel to work site.</p> <p><b>AT WORK SITE</b></p> <p>3. Determine if there is a detector problem.</p> <p>4. Test amplifier and controller cabinet or field problem.</p> <p>5. Remove loop lead and test.</p> <p>6. Test loop lead in.</p> <p>7. Check splices.</p> <p>8. Re-hook good loops and adjust timing.</p> <p>9. Reset Amp.</p> <p><b>END OF SHIFT</b></p> <p>10. Document work.</p> | <p>- Traffic Control</p> <p>- Appropriate PPE</p> <p>- Check connections</p> <p>- Check ground or open</p> <p>- Check street condition for signs of damage or failure</p> <p>- Observe operation</p> |

|                                 |                  |                   |
|---------------------------------|------------------|-------------------|
| <b>FEATURE INVENTORY ITEM</b>   | <b>EFFECTIVE</b> | <b>SUPERCEDES</b> |
| 6210.00 LOOPS                   |                  |                   |
| <b>AVERAGE DAILY PRODUCTION</b> | <b>APPROVAL</b>  |                   |
| 9.00 LABOR HR                   |                  |                   |

# ACTIVITY GUIDELINE

## MAINTENANCE MANAGEMENT SYSTEM

City of Reno  
Management Unit : 0000122 - SIGNALS

|                            |                             |             |            |
|----------------------------|-----------------------------|-------------|------------|
| <b>WORK ACTIVITY</b>       | <b>VIDEO MICR DETECTORS</b> | <b>CODE</b> | <b>243</b> |
| <b>DESCRIPTION OF WORK</b> |                             |             |            |

All work required to diagnose, maintain and/or repair video/microwave detectors. Activity is performed to ensure safe operation and safety control traffic movement at intersections.

|                          |       |       |       |       |       |       |       |       |       |       |       |       |
|--------------------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| <b>PLANNING CRITERIA</b> | 07/01 | 08/01 | 09/01 | 10/01 | 11/01 | 12/01 | 01/01 | 02/01 | 03/01 | 04/01 | 05/01 | 06/01 |
|                          | 07/31 | 08/31 | 09/30 | 10/31 | 11/30 | 12/31 | 01/31 | 02/29 | 03/31 | 04/30 | 05/31 | 06/30 |
|                          | 9     | 9     | 9     | 8     | 8     | 8     | 6     | 6     | 10    | 9     | 9     | 9     |

Performed as required in response to service requests or as needed.

| <b>RESOURCE REQUIREMENTS</b>   | <b>WORK METHOD</b>  | <b>CHECK POINTS</b>   |
|--|---|---|
| <p><b>Personnel Qty</b></p> <p>TRF SIG MECH 1.75</p> <p>TRF SIG TECH 0.40</p> <hr/> <p><b>Equipment Qty</b></p> <p>ROOM TRUCK 1.00</p> <p>IPRESSOR 1.00</p> <p>CONCRETE SAW 1.00</p> <p>PICKUP/UTILITY TRUCK 1.50</p> <hr/> <p><b>Materials Qty</b></p> <p>LOOP WIRE 500.0 FO</p> <p>SEALANT (LOOPS) 24.0 PO</p> | <p><b>PRE-DEPARTURE</b></p> <p>1. Ready equipment and perform CDL inspection</p> <p>2. Travel to work stie</p> <p><b>AT WORK SITE</b></p> <p>3. Connect lap top as required.</p> <p>4. Connect video monitor as required.</p> <p>5. Analyze problem and observe operation</p> <p>6. Check programming</p> <p>7. Change as needed.</p> <p><b>END OF SHIFT</b></p> <p>8. Document work.</p> | <p>- Traffic Control</p> <p>- Appropriate PPE</p> <p>- Check connections</p> <p>- Observe operation</p> |

|                                 |                  |                   |
|---------------------------------|------------------|-------------------|
| <b>FEATURE INVENTORY ITEM</b>   | <b>EFFECTIVE</b> | <b>SUPERCEDES</b> |
| 39.00 INTSECT                   |                  |                   |
| <b>AVERAGE DAILY PRODUCTION</b> | <b>APPROVAL</b>  |                   |
| 10.00 LABOR HR                  |                  |                   |



# ACTIVITY GUIDELINE

## MAINTENANCE MANAGEMENT SYSTEM

City of Reno  
Management Unit : 0000122 - SIGNALS

|                      |                    |             |            |
|----------------------|--------------------|-------------|------------|
| <i>WORK ACTIVITY</i> | <b>LED REPLACE</b> | <i>CODE</i> | <b>245</b> |
|----------------------|--------------------|-------------|------------|

*DESCRIPTION OF WORK*

All work required to replace LEDs as needed.

|                          |       |       |       |       |       |       |       |       |       |       |       |       |
|--------------------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| <i>PLANNING CRITERIA</i> | 07/01 | 08/01 | 09/01 | 10/01 | 11/01 | 12/01 | 01/01 | 02/01 | 03/01 | 04/01 | 05/01 | 06/01 |
|                          | 07/31 | 08/31 | 09/30 | 10/31 | 11/30 | 12/31 | 01/31 | 02/29 | 03/31 | 04/30 | 05/31 | 06/30 |
|                          | 7     | 8     | 9     | 10    | 9     | 9     | 8     | 8     | 9     | 8     | 8     | 7     |

Performed as needed.

| <i>RESOURCE REQUIREMENTS</i> | <i>WORK METHOD</i> | <i>CHECK POINTS</i> |
|------------------------------|--------------------|---------------------|
|------------------------------|--------------------|---------------------|

| <i>RESOURCE REQUIREMENTS</i>   | <i>WORK METHOD</i> | <i>CHECK POINTS</i> |              |      |                  |            |            |      |                  |            |             |         |  |   |
|--|--------------------|---------------------|--------------|------|------------------|------------|------------|------|------------------|------------|-------------|---------|--|---|
| <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border-bottom: 1px solid black;"><i>Personnel</i></td> <td style="border-bottom: 1px solid black; text-align: right;"><i>Qty</i></td> </tr> <tr> <td>TRF SIG MECH</td> <td style="text-align: right;">1.25</td> </tr> <tr> <td style="border-bottom: 1px solid black;"><i>Equipment</i></td> <td style="border-bottom: 1px solid black; text-align: right;"><i>Qty</i></td> </tr> <tr> <td>BOOM TRUCK</td> <td style="text-align: right;">1.00</td> </tr> <tr> <td style="border-bottom: 1px solid black;"><i>Materials</i></td> <td style="border-bottom: 1px solid black; text-align: right;"><i>Qty</i></td> </tr> <tr> <td>.L LAMP LED</td> <td style="text-align: right;">11.0 EA</td> </tr> </table> | <i>Personnel</i>   | <i>Qty</i>          | TRF SIG MECH | 1.25 | <i>Equipment</i> | <i>Qty</i> | BOOM TRUCK | 1.00 | <i>Materials</i> | <i>Qty</i> | .L LAMP LED | 11.0 EA | <p><b>PRE-DEPARTURE</b></p> <ol style="list-style-type: none"> <li>1. Ready and perform CDL inspection check.</li> <li>2. Pick up boom truck,</li> <li>3. Load LEDs</li> </ol> <p><b>AT WORK SITE</b></p> <ol style="list-style-type: none"> <li>4. Replace LED</li> </ol> <p><b>END OF SHIFT</b></p> <ol style="list-style-type: none"> <li>5. Document work</li> </ol> | <ul style="list-style-type: none"> <li>- Appropriate PPE</li> <li>- Follow current NV Work Zone Traffic Control Handbook and MUTCD</li> <li>- Check head alignment and tightness.</li> <li>- Check backplate for looseness</li> </ul> |
| <i>Personnel</i>   | <i>Qty</i>         |                     |              |      |                  |            |            |      |                  |            |             |         |  |   |
| TRF SIG MECH   | 1.25               |                     |              |      |                  |            |            |      |                  |            |             |         |  |   |
| <i>Equipment</i>   | <i>Qty</i>         |                     |              |      |                  |            |            |      |                  |            |             |         |  |   |
| BOOM TRUCK   | 1.00               |                     |              |      |                  |            |            |      |                  |            |             |         |  |   |
| <i>Materials</i>   | <i>Qty</i>         |                     |              |      |                  |            |            |      |                  |            |             |         |  |   |
| .L LAMP LED  | 11.0 EA            |                     |              |      |                  |            |            |      |                  |            |             |         |  |   |

|                                 |                  |                   |
|---------------------------------|------------------|-------------------|
| <i>FEATURE INVENTORY ITEM</i>   | <i>EFFECTIVE</i> | <i>SUPERCEDES</i> |
| 3000.00 EACH                    |                  |                   |
| <i>AVERAGE DAILY PRODUCTION</i> | <i>APPROVAL</i>  |                   |
| 15.00 LEDS                      |                  |                   |

# ACTIVITY GUIDELINE

## MAINTENANCE MANAGEMENT SYSTEM

City of Reno  
Management Unit : 0000122 - SIGNALS

|                      |                           |             |     |
|----------------------|---------------------------|-------------|-----|
| <i>WORK ACTIVITY</i> | <b>SIGNAL HEAD REPAIR</b> | <i>CODE</i> | 247 |
|----------------------|---------------------------|-------------|-----|

*DESCRIPTION OF WORK*

All work required to change lenses, visors, back plates, sockets, internal wires, alignment, frame to assure proper operation of traffic signal.

|                          |       |       |       |       |       |       |       |       |       |       |       |       |
|--------------------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| <i>PLANNING CRITERIA</i> | 07/01 | 08/01 | 09/01 | 10/01 | 11/01 | 12/01 | 01/01 | 02/01 | 03/01 | 04/01 | 05/01 | 06/01 |
|                          | 07/31 | 08/31 | 09/30 | 10/31 | 11/30 | 12/31 | 01/31 | 02/29 | 03/31 | 04/30 | 05/31 | 06/30 |
|                          | 8     | 8     | 9     | 8     | 8     | 9     | 7     | 8     | 9     | 8     | 8     | 10    |

Work is performed as needed.

| <i>RESOURCE REQUIREMENTS</i>   | <i>WORK METHOD</i>   | <i>CHECK POINTS</i>  |
|--|--|--|
| <p><u>Personnel</u>                      <u>Qty</u></p> <p>TRF SIG MECH                      1.75</p> <hr/> <p><u>Equipment</u>                      <u>Qty</u></p> <p>BOOM TRUCK                      0.75</p> <p>PICKUP/UTILITY TRUCK                      0.25</p> <hr/> <p><u>Materials</u>                      <u>Qty</u></p> <p>DOG HOUSE SIGNAL HE                      2.0 EA</p> | <p>PRE-DEPARTURE</p> <p>1. Pick up boom truck and perform CDL inspection</p> <p>AT WORK SITE</p> <p>2. Set up work zone</p> <p>3. Perform repair as needed.</p> <p>END OF SHIFT</p> <p>4. Document work.</p> | <p>- Appropriate PPE</p> <p>- Follow current NV Work Zone Traffic Control Handbook and MUTCD</p> |

|                                 |                  |                   |
|---------------------------------|------------------|-------------------|
| <i>FEATURE INVENTORY ITEM</i>   | <i>EFFECTIVE</i> | <i>SUPERCEDES</i> |
| 3000.00 SIGNAL HD               |                  |                   |
| <i>AVERAGE DAILY PRODUCTION</i> | <i>APPROVAL</i>  |                   |
| 5.00 SIGNAL HD                  |                  |                   |

# ACTIVITY GUIDELINE

## MAINTENANCE MANAGEMENT SYSTEM

City of Reno  
Management Unit : 0000122 - SIGNALS

|                      |                                  |             |     |
|----------------------|----------------------------------|-------------|-----|
| <b>WORK ACTIVITY</b> | <b>ILLUM STR NAME SIGN MAINT</b> | <b>CODE</b> | 252 |
|----------------------|----------------------------------|-------------|-----|

### DESCRIPTION OF WORK

Maintenance and repair of illuminated street signs. Work may include replacement of bulbs, ballasts, fuses, wiring, missing or damaged name panels and checking sign mounting hardware. This effort insures proper direction to motorists and pedestrians.

| <b>PLANNING CRITERIA</b> | 07/01 | 08/01 | 09/01 | 10/01 | 11/01 | 12/01 | 01/01 | 02/01 | 03/01 | 04/01 | 05/01 | 06/01 |
|--------------------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
|                          | 07/31 | 08/31 | 09/30 | 10/31 | 11/30 | 12/31 | 01/31 | 02/29 | 03/31 | 04/30 | 05/31 | 06/30 |
|                          | 8     | 8     | 9     | 8     | 8     | 9     | 8     | 8     | 9     | 8     | 8     | 9     |

Performed in response to service requests or as reported in quarterly street light survey and every 36 months per local standards.

| <b>RESOURCE REQUIREMENTS</b> | <b>WORK METHOD</b> | <b>CHECK POINTS</b> |
|------------------------------|--------------------|---------------------|
|------------------------------|--------------------|---------------------|

|   |                  |            |              |      |              |      |                  |            |            |      |                  |            |            |        |          |         |       |        |              |        |         |        |      |        |   |   |
|---|------------------|------------|--------------|------|--------------|------|------------------|------------|------------|------|------------------|------------|------------|--------|----------|---------|-------|--------|--------------|--------|---------|--------|------|--------|---|---|
| <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border-bottom: 1px solid black;"><u>Personnel</u></td> <td style="border-bottom: 1px solid black; text-align: right;"><u>Qty</u></td> </tr> <tr> <td>TRF SIG MECH</td> <td style="text-align: right;">1.25</td> </tr> <tr> <td>TRF SIG TECH</td> <td style="text-align: right;">0.20</td> </tr> <tr> <td style="border-bottom: 1px solid black;"><u>Equipment</u></td> <td style="border-bottom: 1px solid black; text-align: right;"><u>Qty</u></td> </tr> <tr> <td>BOOM TRUCK</td> <td style="text-align: right;">1.00</td> </tr> <tr> <td style="border-bottom: 1px solid black;"><u>Materials</u></td> <td style="border-bottom: 1px solid black; text-align: right;"><u>Qty</u></td> </tr> <tr> <td>SL BALLAST</td> <td style="text-align: right;">2.0 EA</td> </tr> <tr> <td>FL BULBS</td> <td style="text-align: right;">14.0 EA</td> </tr> <tr> <td>FUSES</td> <td style="text-align: right;">4.0 EA</td> </tr> <tr> <td>SEALING PACS</td> <td style="text-align: right;">4.0 EA</td> </tr> <tr> <td>SOCKETS</td> <td style="text-align: right;">2.0 EA</td> </tr> <tr> <td>TAPE</td> <td style="text-align: right;">1.0 RO</td> </tr> </table> | <u>Personnel</u> | <u>Qty</u> | TRF SIG MECH | 1.25 | TRF SIG TECH | 0.20 | <u>Equipment</u> | <u>Qty</u> | BOOM TRUCK | 1.00 | <u>Materials</u> | <u>Qty</u> | SL BALLAST | 2.0 EA | FL BULBS | 14.0 EA | FUSES | 4.0 EA | SEALING PACS | 4.0 EA | SOCKETS | 2.0 EA | TAPE | 1.0 RO | <p><b>PRE-DEPARTURE</b></p> <ol style="list-style-type: none"> <li>1. Pick up boom truck and perform CDL inspection check.</li> <li>2. Load materials.</li> <li>3. Check quarterly list &amp; establish route.</li> <li>4. Proceed to work location.</li> </ol> <p><b>AT WORK SITE</b></p> <ol style="list-style-type: none"> <li>5. Setup work zone as needed.</li> <li>6. Turn on override or cover photo control.</li> <li>7. Replace bulbs.</li> <li>8. Check panel thumb screws.</li> <li>9. Check mounting and hardware.</li> <li>10. Uncover photo control.</li> </ol> <p><b>END OF SHIFT</b></p> <ol style="list-style-type: none"> <li>11. Document work.</li> </ol> | <ul style="list-style-type: none"> <li>- Set up route</li> <li>- Appropriate PPE</li> <li>- Follow current NV Work Zone Traffic Control Handbook and MUTCD</li> <li>- Check for incoming voltage</li> <li>- Check fuses</li> <li>- Trouble shoot sockets and ballasts</li> <li>- Replace or repair as needed</li> </ul> |
| <u>Personnel</u>  | <u>Qty</u>       |            |              |      |              |      |                  |            |            |      |                  |            |            |        |          |         |       |        |              |        |         |        |      |        |   |   |
| TRF SIG MECH  | 1.25             |            |              |      |              |      |                  |            |            |      |                  |            |            |        |          |         |       |        |              |        |         |        |      |        |   |   |
| TRF SIG TECH  | 0.20             |            |              |      |              |      |                  |            |            |      |                  |            |            |        |          |         |       |        |              |        |         |        |      |        |   |   |
| <u>Equipment</u>  | <u>Qty</u>       |            |              |      |              |      |                  |            |            |      |                  |            |            |        |          |         |       |        |              |        |         |        |      |        |   |   |
| BOOM TRUCK  | 1.00             |            |              |      |              |      |                  |            |            |      |                  |            |            |        |          |         |       |        |              |        |         |        |      |        |   |   |
| <u>Materials</u>  | <u>Qty</u>       |            |              |      |              |      |                  |            |            |      |                  |            |            |        |          |         |       |        |              |        |         |        |      |        |   |   |
| SL BALLAST  | 2.0 EA           |            |              |      |              |      |                  |            |            |      |                  |            |            |        |          |         |       |        |              |        |         |        |      |        |   |   |
| FL BULBS  | 14.0 EA          |            |              |      |              |      |                  |            |            |      |                  |            |            |        |          |         |       |        |              |        |         |        |      |        |   |   |
| FUSES   | 4.0 EA           |            |              |      |              |      |                  |            |            |      |                  |            |            |        |          |         |       |        |              |        |         |        |      |        |   |   |
| SEALING PACS  | 4.0 EA           |            |              |      |              |      |                  |            |            |      |                  |            |            |        |          |         |       |        |              |        |         |        |      |        |   |   |
| SOCKETS   | 2.0 EA           |            |              |      |              |      |                  |            |            |      |                  |            |            |        |          |         |       |        |              |        |         |        |      |        |   |   |
| TAPE  | 1.0 RO           |            |              |      |              |      |                  |            |            |      |                  |            |            |        |          |         |       |        |              |        |         |        |      |        |   |   |

|                               |                  |                   |
|-------------------------------|------------------|-------------------|
| <b>FEATURE INVENTORY ITEM</b> | <b>EFFECTIVE</b> | <b>SUPERCEDES</b> |
|-------------------------------|------------------|-------------------|

|                                 |                 |
|---------------------------------|-----------------|
| <b>AVERAGE DAILY PRODUCTION</b> | <b>APPROVAL</b> |
|---------------------------------|-----------------|

|            |  |
|------------|--|
| 7.00 SIGNS |  |
|------------|--|

# ACTIVITY GUIDELINE

## MAINTENANCE MANAGEMENT SYSTEM

City of Reno  
Management Unit : 0000122 - SIGNALS

|                      |                           |             |            |
|----------------------|---------------------------|-------------|------------|
| <b>WORK ACTIVITY</b> | <b>ILLUM STREET SIGNS</b> | <b>CODE</b> | <b>253</b> |
|----------------------|---------------------------|-------------|------------|

### DESCRIPTION OF WORK

Maintenance and repair of illuminated street signs. Work may include replacement of bulbs, ballasts, fuses, wiring, missing or damaged name panels and checking sign mounting hardware. This effort insures proper direction to motorists and pedestrians.

| <b>PLANNING CRITERIA</b> | 07/01 | 08/01 | 09/01 | 10/01 | 11/01 | 12/01 | 01/01 | 02/01 | 03/01 | 04/01 | 05/01 | 06/01 |
|--------------------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
|                          | 07/31 | 08/31 | 09/30 | 10/31 | 11/30 | 12/31 | 01/31 | 02/29 | 03/31 | 04/30 | 05/31 | 06/30 |
|                          | 10    | 10    | 9     | 8     | 8     | 7     | 7     | 7     | 8     | 8     | 9     | 9     |

Performed in response to service requests or as reported in street light quarterly survey. Signs include one way arrows and No left turn signs.

| <b>RESOURCE REQUIREMENTS</b> | <b>WORK METHOD</b> | <b>CHECK POINTS</b> |
|------------------------------|--------------------|---------------------|
|------------------------------|--------------------|---------------------|

|   |                  |            |              |      |              |      |                  |            |            |      |                  |            |         |        |               |         |            |        |   |  |
|---|------------------|------------|--------------|------|--------------|------|------------------|------------|------------|------|------------------|------------|---------|--------|---------------|---------|------------|--------|---|--|
| <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border-bottom: 1px solid black;"><b>Personnel</b></td> <td style="border-bottom: 1px solid black; text-align: right;"><b>Qty</b></td> </tr> <tr> <td>TRF SIG MECH</td> <td style="text-align: right;">1.00</td> </tr> <tr> <td>TRF SIG TECH</td> <td style="text-align: right;">0.40</td> </tr> <tr> <td style="border-bottom: 1px solid black;"><b>Equipment</b></td> <td style="border-bottom: 1px solid black; text-align: right;"><b>Qty</b></td> </tr> <tr> <td>BOOM TRUCK</td> <td style="text-align: right;">1.00</td> </tr> <tr> <td style="border-bottom: 1px solid black;"><b>Materials</b></td> <td style="border-bottom: 1px solid black; text-align: right;"><b>Qty</b></td> </tr> <tr> <td>BALLAST</td> <td style="text-align: right;">1.0 EA</td> </tr> <tr> <td>FLOURES TUBES</td> <td style="text-align: right;">20.0 EA</td> </tr> <tr> <td>PHOTOCELLS</td> <td style="text-align: right;">2.0 EA</td> </tr> </table> | <b>Personnel</b> | <b>Qty</b> | TRF SIG MECH | 1.00 | TRF SIG TECH | 0.40 | <b>Equipment</b> | <b>Qty</b> | BOOM TRUCK | 1.00 | <b>Materials</b> | <b>Qty</b> | BALLAST | 1.0 EA | FLOURES TUBES | 20.0 EA | PHOTOCELLS | 2.0 EA | <p><b>PRE-DEPARTURE</b></p> <ol style="list-style-type: none"> <li>1. Pick up boom truck and perform CDL inspection check.</li> <li>2. Load materials.</li> <li>3. Check requests &amp; establish route.</li> <li>4. Proceed to work location.</li> </ol> <p><b>AT WORK SITE</b></p> <ol style="list-style-type: none"> <li>5. Setup work zone as needed.</li> <li>6. Turn on override or cover photo control.</li> <li>7. Replace bulbs.</li> <li>8. Check panel thumb screws.</li> <li>9. Check mounting and secureness of hardware.</li> <li>10. Uncover photo control.</li> </ol> <p><b>END OF SHIFT</b></p> <ol style="list-style-type: none"> <li>11. Document work.</li> </ol> | <ul style="list-style-type: none"> <li>- Set up route</li> <li>- Appropriate PPE</li> <li>- Follow current NV Work Zone Traffic Control Handbook and MUTCD</li> <li>- Check for incoming voltage.</li> <li>- Check fuses</li> <li>- Trouble shoot sockets and ballasts</li> <li>- Replace or repair as needed</li> </ul> |
| <b>Personnel</b>  | <b>Qty</b>       |            |              |      |              |      |                  |            |            |      |                  |            |         |        |               |         |            |        |   |  |
| TRF SIG MECH  | 1.00             |            |              |      |              |      |                  |            |            |      |                  |            |         |        |               |         |            |        |   |  |
| TRF SIG TECH  | 0.40             |            |              |      |              |      |                  |            |            |      |                  |            |         |        |               |         |            |        |   |  |
| <b>Equipment</b>  | <b>Qty</b>       |            |              |      |              |      |                  |            |            |      |                  |            |         |        |               |         |            |        |   |  |
| BOOM TRUCK  | 1.00             |            |              |      |              |      |                  |            |            |      |                  |            |         |        |               |         |            |        |   |  |
| <b>Materials</b>  | <b>Qty</b>       |            |              |      |              |      |                  |            |            |      |                  |            |         |        |               |         |            |        |   |  |
| BALLAST   | 1.0 EA           |            |              |      |              |      |                  |            |            |      |                  |            |         |        |               |         |            |        |   |  |
| FLOURES TUBES   | 20.0 EA          |            |              |      |              |      |                  |            |            |      |                  |            |         |        |               |         |            |        |   |  |
| PHOTOCELLS  | 2.0 EA           |            |              |      |              |      |                  |            |            |      |                  |            |         |        |               |         |            |        |   |  |

| <b>FEATURE INVENTORY ITEM</b>   | <b>EFFECTIVE</b> | <b>SUPERCEDES</b> |
|---------------------------------|------------------|-------------------|
| 100.00 SIGNS                    |                  |                   |
| <b>AVERAGE DAILY PRODUCTION</b> | <b>APPROVAL</b>  |                   |
| 4.00 SIGNS                      |                  |                   |

## **EXHIBIT B**

### **WASHOE COUNTY TRAFFIC SIGNALS**

#### **LOCATION**

1. Arrowcreek/Zolezzi
2. Mt. Rose/Galena Fire Station
3. Mt. Rose/Thomas Creek
4. Mt. Rose/Wedge Pkwy
5. Pyramid/Golden View
6. S.R. 28/Country Club
7. S.R. 28/Crystal Bay
8. S.R. 28/Northwood/Southwood
9. S.R. 28 Village
10. Sun Valley/1<sup>st</sup>
11. Sun Valley/2<sup>nd</sup>
12. Sun Valley/4<sup>th</sup>
13. Sun Valley/5<sup>th</sup>
14. Sun Valley/7<sup>th</sup>
15. Sun Valley/Dandini
16. Wedge Parkway/Golden Gate

# EXHIBIT C

## FEE SCHEDULE

|  |             |
|--|-------------|
| City of Reno's signal maintenance expenses per intersection .....                      | \$4,950.00  |
| Number of Washoe County Traffic Signals.....   | 16          |
| Regular signal maintenance services annual fee.....                                    | \$79,200.00 |
| Hourly rate for Additional Traffic Signal Services<br>during normal working hours..... | \$88.15     |
| Hourly rate for Additional Traffic Signal Services<br>during overtime hours.....       | \$108.15    |