

**CITY OF NORTH LAS VEGAS  
SPECIAL CITY COUNCIL MEETING MINUTES**

July 2, 2008

Website - <http://www.cityofnorthlasvegas.com>

**CALL TO ORDER**

4:30 P.M., Council Chambers, 2200 Civic Center Drive, North Las Vegas, Nevada

**ROLL CALL**

**COUNCIL PRESENT**

Mayor Michael L. Montandon  
Mayor Pro Tempore William E. Robinson  
Councilwoman Stephanie S. Smith  
Councilwoman Shari Buck  
Councilman Robert L. Eliason

**STAFF PRESENT**

City Manager Gregory E. Rose  
Assistant City Manager Maryann Ustick  
City Attorney Carrie Torrence  
City Clerk Karen L. Storms  
Communications Director Brenda Fischer  
Economic Development Director Mike Majewski  
Finance Director Phil Stoeckinger  
Fire Chief Al Gillespie  
General Services Director Eric Dabney  
Human Resources Director Joyce Lira  
Library Director Kathy Pennell  
Parks and Recreation Director Mike Henley  
Public Works Director Dr. Qiong Liu  
Utilities Director David Bereskin  
Senior Assistant to the City Manager Kenny Young  
Parks and Recreation Manager Jim Stritchko  
Assistant City Clerk Anita Sheldon

## **VERIFICATION**

Karen L. Storms, CMC  
City Clerk

## **BUSINESS**

### **1. PRESENTATION, DISCUSSION AND/OR ACTION REGARDING THE ATHLETIC FIELD ALLOCATION POLICY.**

Parks and Recreation Manager Jim Stritchko reported there were problems with the allocation and maintenance of athletic fields in the City due to the increased use of facilities. The City needed to create a policy for management and assignment of fields. The City's goals were to provide facilities that were clean, safe and playable. They also needed to grant the maximum number of requests by creating a priority list. Fields would be allocated by establishing a set amount of practice and game usage per team. Some organizations could be required to modify their programs and no one could request specific fields. A schedule would be created for maintenance, and fields could be unavailable at times due to necessary maintenance.

A priority list for use of the fields was established. City-run programs, events and maintenance had first priority. The Clark County School District was next in priority due to the Open Doors/Open Schools Community Access Agreement. The agreement gave the City and the School District first rights to each other's facilities. North Las Vegas youth organizations were next and were prioritized based on the percentage of residents' participation. The next allocation was for North Las Vegas adult organizations, also prioritized based on the percentage of residents' participation. Next in priority were commercial uses, such as major sporting events, national events, tournaments and camps. Regional sports leagues and tournaments were next, based on the percentage of City residents. Again, youth activities had priority over adult activities. Non-profit organizations with 501 C-3 status were next. The prioritizations applied to programs that lasted numerous weeks. Programs that did not last numerous weeks were considered rentals and were scheduled when there was availability. The Parks and Recreation Advisory Board had approved the priority list.

In addition, organizations had to declare a primary season, either spring or fall, so the fields had a chance to rest. Once all the organizations' primary seasons were accommodated, secondary seasons would be scheduled if space was available.

The recommendation was for Council to approve the policy. If approved, the policy would go into effect at the allocation meetings in January 2009 for the spring season.

Councilwoman Buck asked whether the School District allowed the City of North Las Vegas to use its fields. Manager Stritchko replied they did allow it but the School District's fields were typically not well-maintained. The School District typically used City fields which were next to schools. However, the School District did not allow outside organizations to maintain their fields, although the City maintained a small number of them. The School District fields were usable, mainly for practice fields if not for actual playing fields. The School District fields were not lighted, so could not be used for night games. The exception was the football teams, which did use the School District fields. Councilwoman Buck confirmed with City Attorney Carie Torrence the City was not responsible if someone got hurt on School District fields.

Mayor Pro Tempore Robinson confirmed youth teams had first preference, and felt the City should accommodate all requests without closing fields. Mayor Montandon said all fields had to be shut down for short periods of time for regular maintenance. Councilwoman Smith liked the fact City teams and youth teams had preference and thought the schedule would be more organized.

Councilman Eliason asked for clarification as to why the City allowed the School District to have first choice. Manager Stritchko explained there was an agreement whereby the City and the School District granted each other first rights of refusal. This agreement applied to all local municipalities. Furthermore, the only City resources the School District used were the pools.

ACTION: POLICY ADOPTED

MOTION: Councilwoman Smith

SECOND: Mayor Pro Tempore Robinson

AYES: Mayor Montandon, Mayor Pro Tempore Robinson, Councilmembers Smith, Buck and Eliason

NAYS: None

ABSTAIN: None

**2. DISCUSSION AND/OR DIRECTION REGARDING THE SELECTION PROCESS FOR THE CONSTRUCTION MANAGER AT RISK FOR THE NEW CITY HALL PROJECT.**

City Manager Rose explained Staff wanted to be sure Council was comfortable with the selection process for the Construction Manager at Risk for the new City Hall before they made a recommendation. Public Works Director Dr. Qiong Liu stated it was a two-phase qualification-based selection process. The first phase was to rank the top companies for further consideration based on specific qualification and experience criteria per Nevada

Revised Statutes (NRS) guidelines. The second phase was the submittal of final proposals and interviews. The final proposal consisted of the following components: details of the service provided during the preconstruction phase, and detailed cost proposals were provided during the construction phase. The final proposal weighed equally in the scoring process as the first phase. Dr. Liu stated a selection panel had been appointed by Council in February 2008, composed of both of the Assistant City Managers, the Directors of Utilities, Finance and Public Works, Engineering and Planning Managers, and an outside member from the City of Henderson.

Dr. Liu explained the phase one criteria for ranking bidders. The three requirements in phase one were pass or fail: the companies could not have been found liable for breach of contract; could not have been disqualified from being awarded a contract in the past; and had to be licensed in Nevada.

The criteria for selecting the top three firms in phase two of the ranking were defined by the NRS. The weight of each criteria was based on industry standards, except for the 5% local bidder preference awarded to companies in Nevada. Mayor Montandon questioned why only 5% was awarded for the ability to obtain bonding and insurance. He felt that should be in the pass or fail category in phase one. Even though NRS awarded 5% for it and assigned it to phase two, Mayor Montandon felt the City should have its own pass or fail criteria for the ability to obtain insurance and bonding. Regarding the local bidder's preference, Mayor Montandon maintained that many businesses that operated in Nevada were actually based out of state. He felt the bidder preference should be for companies based in Nevada. Councilwoman Smith agreed. City Manager Rose stated the Legislation defining the bidder preference needed to be addressed in order to change the criteria. Councilwoman Smith asked if the City could apply more stringent criteria than the State. Mayor Montandon said that was possible, but it gave the impression of subjectivity.

Dr. Liu explained the criteria for phase two, which included the final proposal, the evaluation and the interview to determine a company's qualification. Included were experience, past performance and the proposal for managing the project during both the preconstruction and construction phases.

Dr. Liu summarized the progress to date. She stated the SOQ was posted for three weeks at four different places in late March. Seven submittals were received, reviewed and ranked by the selection panel. Of the top three firms, two had offices in Las Vegas. Mayor Montandon asked to see the results from the remainder of the bidders, because although two of the top three firms met the requirements for local bidder preferences, none were based in Nevada. Dr. Liu explained the final proposals were due and interviews were scheduled for the end of the month.

City Manager Rose asked for direction as to what changes Council wished to implement in the selection process, within NRS guidelines. The Mayor and Council expressed they

wished to keep new jobs and profits within the City when possible. City Manager Rose suggested they interview the highest number of firms allowable, and during the interviews the firms had to prove to Council's satisfaction they were indeed local firms. Mayor Montandon stated they wanted to hire the best-qualified companies, and it was important not to delay the progress of the project. However, if the margin of difference in the scoring between a Nevada based company and an company outside the state was very close, they would like the option to consider the local firms as well. Dr. Liu was directed to bring five proposals for consideration instead of three, so that the local companies could at least be reviewed and considered.

City Attorney Torrence clarified state law limited local bidder preference to 5%. City Attorney Torrence stated she had to review whether or not the other bidders met the qualifications of phase one in order for them to be assessed in phase two, and whether or not the deadline for advancing projects to phase two had passed. Councilwoman Buck agreed it was better to award projects to local businesses, however, quality of work was more important. Mayor Montandon agreed, he wanted the option to review all bidders to see how closely their scores compared in all areas.

**ACTION: STAFF DIRECTED TO BRING BACK TO COUNCIL TO DISCUSS THE PROCESS SPECIFICALLY FOR THE NEVADA BIDDER PREFERENCE REQUIREMENTS**

**3. DISCUSSION, DIRECTION AND/OR ACTION REGARDING STAFFING PATTERN AMENDMENTS.**

City Manager Rose stated at Council's direction, staffing pattern changes were not included in the budget and were presented separately.

Human Resources Director Joyce Lira explained the process of how staffing pattern changes were initiated. It was a process that sometimes took many months. A Department Director requested a job study on a position or positions. Human Resources and the City Manager approved the request before a job study was conducted. The requesting Department wrote a justification, and the employee filled out a detailed position questionnaire. Human Resources reviewed factors such as knowledge, skills and abilities, as well as external data, before making a recommendation as to whether the job should change. The City Manager then approved the request and it was brought before Council. Basic title changes reflected the duties of a position that had changed. When new positions and classifications were created, the market was researched for determinations on pay ranges and titles. There were upgrades, downgrades and reclassifications. Some of the positions were affected by collective bargaining agreements which had provisions that required out of class pay in certain circumstances.

Director Lira asked Council to consider whether staffing pattern changes with no financial impact, such as title changes, had to go before Council each time.

Director Lira reviewed the requested staffing pattern amendments. In the Public Works Department there was a request for a title change from Parks Maintenance Worker to Senior Office Assistant. The position had no fiscal impact and was in reference to a Parks maintenance worker who was injured and returned to duty in the Public Works office.

The next request was for a classification of a Graphic Artist to a Graphics Operations Supervisor. Director Lira City said the salary for the position was under market about 6 ½% compared to local comparisons. In addition, the job had expanded and the Graphic Artist now supervised the print shop and the other employees in the department, and would assist the Communications Director, who had taken on the additional responsibilities of General Services.

The next item replaced a vacant Management Analyst position with a new Assistant Director of General Services classification. A market study showed the maximum salary for the position was \$120,000. The position provided the technical expertise for General Services, Fleet and Building Departments, as well as helping with the City's succession plan. City Manager Rose explained the Communications Director had taken on the responsibilities of the General Services Director and the two positions were merged into one. The deletion of the General Services Director position resulted in a significant savings to the City. However, in order for the operation to run effectively, an Assistant Director was needed to oversee daily operations. The net result was elimination of a Director and a Management Analyst. The current Management Analyst was upgraded to Assistant Director with increased responsibilities.

Director Lira stated the next request was for reclassification of an Emergency Management Coordinator to an Emergency Management Officer, working out of the City Manager's Office in more of a leadership role. The position was comparable to other positions within the state with centralized emergency management. The position was responsible for a wide range of functions and would represent the City in emergency planning and situations.

Mayor Pro Tempore Robinson asked how many of the positions were union positions. Director Lira stated all the positions so far, except the Assistant Director of General Services and Emergency Management Officer, were union positions. Mayor Pro Tempore Robinson stated he supported Library, Police and Fire staff, but he felt the addition of other positions was not economically sound.

Director Lira described a new classification entitled Crime and Intelligence Analyst, which was funded by a grant for two years and had no fiscal impact. Amendment of a Translator/Interpreter to a Crime Prevention Specialist was a cost saving change. The position would work with Police Department outreach programs to improve Police-community relations and help improve crime prevention.

An upgrade of the Police Communications Manager position was necessary due to the increased scope of work and the position was currently under market.

Two Associate Librarians were needed for the new Library and were already funded by Aliante Library Operational Funds.

For the Fire Department, reclassification of six Firefighters to three Fire Engineers and three Fire Captains was recommended to reduce the significant amount of overtime.

In the Utilities Department, most of the positions were staffing pattern changes and were funded under the Enterprise Fund. Addition of a Utilities Support Specialist was recommended, as was the upgrade of a vacant Water Reclamation Plant Superintendent position to a Water Reclamation Facility Administrator, which was an entry level Assistant Director position. Director Lira explained there were several pay levels within the Director category. A Meter Mechanic position was obsolete and was reclassified to a Field Customer Service Supervisor.

Director Lira stated there had been many changes in the Finance Department. Some of the divisions within the Finance Department were consolidating, including Purchasing and Risk Management. The Director of Finance was reclassified to Chief Financial Officer/Director of Finance to encompass the broader scope and additional responsibilities of the position.

A Senior Utilities Financial Analyst was reclassified to Utilities Financial Manager. The position analyzed all water and wastewater increases and assumed the processing of bills and bill payments, which had been done by outside vendors. The current position was 30% below market.

Two part time Business License Enforcement Officer positions were reclassified to one full-time position, which provided stability and improved customer service.

A Senior Buyer who was performing Assistant Purchasing functions was reclassified as such and the responsibilities were increased.

The Business License Manager was reclassified to a higher pay scale due to the additional responsibilities that were added to the position, which was also below market.

All of the costs of the reclassifications in the Finance Department were negated due to the elimination of a vacant Receptionist position.

Councilwoman Smith said she saw the need for many of the positions, but had reservations about the Water Reclamation Facility Administrator, as the salary was significant. She felt more discussion was needed regarding the reclassification of the Finance Director to Chief Financial Officer. She saw it as a policy change and felt it was treating one Department Director differently than the others.

Director Lira explained the salary for the Water Reclamation Facility Administrator was above market rate because it required a highly specialized skill set and technical expertise. Utilities Director David Bereskin explained construction of the wastewater treatment plan was scheduled for September. The position needed to be filled as soon as possible so the Administrator was familiar with the construction, operation, mechanics and design of the facility. The pricing arrangements had to be developed. Director Bereskin stated it was a key position that needed to be filled as soon as possible. Councilman Eliason asked why the position paid more than similar positions in Clark County. Director Bereskin replied Clark County had several layers of individuals performing the duties this one person was to cover. That was why they needed to hire a highly skilled, experienced person.

Councilman Eliason asked if Council could vote on each staffing pattern change separately.

Regarding the reclassification of Finance Director to Chief Financial Officer, City Manager Rose explained it was important a job title reflected the responsibilities an individual performed, and that an individual was properly compensated based on market factors that reflected their level of responsibility. The City needed to be competitive in the market in order to attract and retain good people. Councilwoman Smith asked why this Department Director was being considered separately from the other Department Directors. City Manager Rose explained significant responsibility had been added to the position. Councilwoman Smith emphasized she had great respect for the Finance Director, and her reservations were not regarding the individual, but rather the policy of singling out a Department Director and assigning that position a higher level than other Department Directors. City Manager Rose explained all Department Directors had salary caps, however, they were not compared to each other, they were compared to market value of the individual positions. Councilwoman Smith felt it was an equity issue and wanted to have further discussion. She wondered if the position should be changed to an appointed position.

Mayor Pro Tempore Robinson reiterated he only supported Police, Fire and Library positions, based on the economy. He did not agree with paying a Finance Director almost \$10,000 more than the City of Henderson paid, as Henderson had about 30,000 more residents than the City of North Las Vegas.

Councilwoman Buck asked if Council could vote on the Police, Fire and Library positions since Council agreed on those positions. She requested the other positions be brought back to Council for discussion and consideration. Director Lira asked if Council wanted to hear positions with no fiscal impact again at the next meeting. Councilwoman Buck stated she would vote on positions with no fiscal impact and those that were only title changes along with the Police Fire and Library positions.

**ACTION: STAFFING PATTERN AMENDMENTS APPROVED AS FOLLOWS:**

TRANSFER ONE (1) PARKS MAINTENANCE WORKER TMN-14 AND INCUMBENT FROM PARKS AND RECREATION, MAINTENANCE DIVISION TO PUBLIC WORKS, CONSTRUCTION SERVICES DIVISION AND RECLASSIFY POSITION TO SENIOR OFFICE ASSISTANT TMN-14.

CREATE A NEW CLASSIFICATION ENTITLED CRIME AND INTELLIGENCE ANALYST CTE-20. GRANT FUNDED POSITION FOR 24 MONTHS.

RECLASSIFY ONE (1) TRANSLATOR/INTERPRETER TMN-18 TO ONE (1) CRIME PREVENTION SPECIALIST TMN-17

UPGRADE ONE (1) POLICE COMMUNICATIONS MANAGER TME-21 TO TME-23.

ADD TWO (2) ASSOCIATE LIBRARIAN TMN-18 FUNDED BY ALIANTE LIBRARY OPERATIONAL FUNDS.

RECLASSIFY SIX (6) FIREFIGHTERS FFN-49 TO THREE (3) FIRE ENGINEERS FFN-52 AND THREE (3) FIRE CAPTAINS FFN-56. ESTIMATED FISCAL IMPACT: FY 2008/09 \$110,139.

CHANGE TITLE OF METER SERVICE TECHNICIAN TRAINEE/METER SERVICE TECHNICIAN TMN-13/16 TO FIELD CUSTOMER SERVICE REPRESENTATIVE TRAINEE/FIELD CUSTOMER SERVICE REPRESENTATIVE TMN-3/16. NO FISCAL IMPACT.

CHANGE TITLE OF SENIOR METER SERVICE TECHNICIAN TMN-18 TO SENIOR FIELD CUSTOMER SERVICE REPRESENTATIVE TMN-18. NO FISCAL IMPACT.

MOTION: Councilwoman Buck  
SECOND: Mayor Pro Tempore Robinson  
AYES: Mayor Montandon, Mayor Pro Tempore Robinson, Councilmembers Smith, Buck and Eliason  
NAYS: None  
ABSTAIN: None

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### **PUBLIC FORUM**

There was no public participation.

**ADJOURNMENT**

**ACTION:** THE MEETING ADJOURNED AT 5:43 P.M.

**MOTION:** Mayor Montandon

**SECOND:** Mayor Pro Tempore Robinson

**AYES:** Mayor Montandon, Mayor Pro Tempore Robinson, Councilmembers Smith,  
Buck and Eliason

**NAYS:** None

**ABSTAIN:** None

**APPROVED: August 20, 2008**

/s/ Michael L. Montandon  
Mayor Michael L. Montandon

**ATTEST:**

/s/ Karen L. Storms  
Karen L. Storms, CMC  
City Clerk