

MINUTES
LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES' MEETING
LAS VEGAS, NEVADA
March 10, 2016
(approved May 19, 2016)

The Board of Trustees of the Las Vegas-Clark County Library District met in regular session in the Whitney Library, Las Vegas, Nevada, at 6:00 p.m., Thursday, March 10, 2016.

Present: Board: M. Saunders, Chair R. Ence
Y. Yturralde (via telephone) S. Bilbray-Axelrod
K. Crear R. Wadley-Munier
M. Francis Drake J. Melendrez (via telephone)

Counsel: G. Welt

Absent: S. Moulton – excused
F. Ortiz - excused

Staff: Dr. Ronald R. Heezen, Executive Director
Numerous Staff

Guests:

M. Saunders, Chair, called the meeting to order at 6:00 p.m.

Roll Call and Pledge of Allegiance (Item I.) All members listed above represent a quorum. Trustees Yturralde and Melendrez attended via telephone. Trustee Melendrez called in at 6:01 p.m. Trustees Moulton and Ortiz had excused absences. Appendix A.
Trustee Crear led attendees in the Pledge of Allegiance.

Public Comment (Item II.) None.

Agenda (Item III.) Trustee Bilbray-Axelrod moved to approve the Agenda as proposed. There was no opposition and the motion carried.

Approval of Proposed Minutes Regular Session, February 11, 2016. (Item IV.A.) Trustee Wadley-Munier moved to approve the Minutes of the Board of Trustees Meeting held February 11, 2016. There was no opposition and the motion carried.

Chair's Report (Item V.) No report.

Library Reports (Item VI.) Trustee Bilbray-Axelrod moved to accept Reports VI.A.1-3. There was no opposition and the reports were accepted.

Executive Director's Report (Item VI.A.) Executive Director Dr. Heezen announced that the District has received a large bequest. Since 1985, the District has been the secondary beneficiary of the Harold Widmeyer Trust. The District has been notified that the primary beneficiary is now deceased. The trust is now terminated and the balance of \$2.9 million will go to the District. Staff is currently in talks with the lawyers for the Trust regarding how and

when the funds will be distributed. Heezen said staff will bring forward at a future meeting a proposal for the use of this endowment money.

Dr. Heezen welcomed Trustees to the Whitney Library Concert Hall, which has just reopened to the public as of several weeks ago for the first time since it was closed during the recession. In addition, the Windmill Auditorium has been opened to the public for the first time since the building opened. He thanked Community Engagement Director Matt McNally and the Programming and Venues staff for their work in making sure these facilities opened. Heezen is confident the patrons of both facilities (and branch staff) are happy to have them available.

Dr. Heezen next reported that staff have concluded interviews for the Branding and Marketing position. A decision should be made in the next week or so and then the District should be able to extend an offer. He plans to announce the successful candidate at the next meeting.

Dr. Heezen said that a new Programming and Venues Manager will start on Monday, March 14. Staff have posted the Youth Services Coordinator position and that will close on March 23.

In the Corporate Challenge, Dr. Heezen is pleased to announce that the District took first place in the Executive Relay. Team members were Sufa Anderson, Carlotta Dickerson, Tam Anderson, and Anthony Weitz. He congratulated them for their win and thanked them for representing the District.

Dr. Heezen then reminded Trustees that Nevada's Big Give is taking place all day until midnight. He urged those in attendance to go to https://nvbiggive.razoo.com/giving_events/nv16/home and donate to the Las Vegas-Clark County Library District Foundation and support the District.

Dr. Heezen then handed out the Food for Thought brochures. This program runs April 1-30 at all District branches. Last year the program ran for two weeks and the District collected over 35,000 pounds of food that was donated to Three Square. Patrons with fines can clear them, and at the same time, help those in need. Every item donated will equal \$2 worth of fines.

Next, Dr. Heezen reported that he, along with Trustees Saunders and Melendrez, as well as Development and Planning Director Danielle Milam and Community Engagement Director Matt McNally, attended the *Be Engaged Business and Education Summit*, sponsored by the Las Vegas Metro Chamber of Commerce. It was a well-put together event. While the library district did not get much attention, Heezen hopes to change that in the future.

Dr. Heezen attended the City Council meeting on March 2 to participate in the Public Hearing on the land transfer for the preferred East Las Vegas Library property. The City Council voted unanimously to approve the transfer. The District is waiting for the final signatures from the Department of Housing and Urban Development in order to conclude the transaction.

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In two weeks, Dr. Heezen will be meeting with Mesquite Mayor Litman, Trustee Ence and other members of the Mesquite City Council to discuss the schematic design of the proposed Mesquite Library. The District will not receive the title to the land on which the new library will sit until the Mesquite City Council is satisfied by what the District is planning to do on that property. Once the city is satisfied, they will deed the land to the District.

The Urban Libraries Council's most recent Leadership Brief, "Building Connected Communities" is at each Trustee's seat. It is a good review of what is happening in libraries across the country to serve patrons.

Dr. Heezen said that staff will be asking Trustees to contact their congressional representatives to encourage them to continue to fund the Institute of Museum and Library Services (IMLS), the institution that funds the LSTA grants the District receives. IMLS has been slated for elimination in this year's federal budget proposed by the Congressional leadership. Ms. Milam is working on a draft letter to send out and will let you know so you may use it in your conversations. After a question from Trustee Bilbray-Axelrod, Milam discussed the committees that were reviewing the bill and advised Trustees of what the letter will contain.

Trustee Crear asked about plans for press coverage of the Food for Thought program. She thought it would be a good program for the morning news programs. Public Relations Manager Karen Bramwell said she has sent out press releases and alerts but has not heard back from the media at this point. She will continue to work on promoting the event.

**Library Operations,
Security Reports
and Monthly
Statistics
(Item VI.A.1.a.)**

No questions.

**Branding and
Marketing Report
and Electronic
Resources Statistics
(Item VI.A.2.a.)**

No questions.

**Community
Engagement Report
(Item VI.A.2.b.)**

No questions.

**Development and
Planning Report
(Item VI.A.2.c.)**

No questions.

**Information
Technology Report
(Item VI.A.2.d.)**

No questions.

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Financial Services Report (Item VI.A.3.a.)

No questions.

General Services Report (Item VI.A.3.b.)

No questions.

Human Resources Report (Item VI.A.3.c.)

Trustee Bilbray-Axelrod said she was pleased to hear how quickly employees donated the 500 required hours to the Catastrophic Leave Donation program so that it can be initiated. She felt that this action showed how District employees are compassionate and caring towards their fellow employees.

Unfinished Business (Item VII.)

None.

Discussion and possible Board action regarding authorization to appoint the auditor, Piercy Bowler Taylor & Kern, for auditing services for the fiscal year ending June 30, 2016. (Item VIII.A.)

Deputy Director/CFO Fred James explained that Nevada Revised Statutes (NRS 354.624) require the Board of Trustees to designate its auditor or firm no later than three months before the close of the fiscal year for which the audit is to be made. In March 2013, the Board approved Piercy Bowler Taylor & Kern as the District's auditors. The Request for Proposal called for an initial appointment for auditing services for the year ending June 30, 2013, with four one-year renewal options. This is the third of the four options to renew.

Mr. James said that staff wishes to appoint Piercy Bowler Taylor & Kern to audit the District's financial statements for the year ending June 30, 2016. Piercy Bowler Taylor & Kern's fees for the fiscal year ending June 30, 2016, are \$39,100 for audits and GFOA assistance and \$3,600 for any required Federal Financial Assistance Audit reports and procedures. This is an increase of 5%. The fees for the fiscal year ended June 30, 2015 were \$36,600 for audits and GFOA assistance and \$3,600 for required Federal Financial Assistance Audit reports and procedures. He reminded Trustees that PBTk had frozen their fees for two to three years during the recession and felt comfortable with the increase.

Trustee Wadley-Munier moved to authorize staff to appoint Piercy Bowler Taylor & Kern for auditing services for the fiscal year ending June 30, 2016.

Discussion and possible Board action regarding proposed changes to the District's Purchasing Policy. (Item VIII.B.)

Mr. James reminded Trustees that at the July 9, 2015 Board meeting, Board Chair Michael Saunders asked for a review of the *Purchasing Policy* and designated the Board as a Committee of the Whole with Trustee Ortiz as Chair, to complete this task.

Following the Board of Trustees' meeting on August 13, 2015, staff completed a review of the District's current *Purchasing Policy* which was originally adopted on November 15, 2001, and revised and adopted on June 14, 2007. The District's policy is based on the Nevada Revised Statutes (NRS) sections 332 and 338. It was explained during the August meeting that new amendments were made to these two

sections during the 2015 Legislative Session. The amendments were not expected to be codified until October 2015.

Before this time, no other changes had been made to the policy. The first significant change as a result of the 2015 Legislative session increased the number of informal bids to at least three or more for expenditures totaling between \$50,000 and \$100,000 for public works projects. During this same Legislative session, NRS 332.201 titled 'Emerging Small Businesses' (ESB) was passed which has been incorporated into the District's *Purchasing Policy*.

It should be noted that NRS 231.1407 and 332.201 require reporting statistics regarding the number of ESBs from which the District solicited bids. This report is to be generated every six months and submitted to the State of Nevada Office of Economic Development.

It should also be noted that the Regional Business Development Advisory Council (RBDAC) requires that the District submits annual statistics regarding the number of contracts awarded to minority- and women-owned contractors.

Attached is a copy of the proposed changes (Exhibit B), along with the presentation that explains the District's purchasing process (Exhibit C).

Trustee Wadley-Munier asked to confirm that the \$50,000 limit remained the same as the last time Trustees reviewed the *Policy*. Mr. James said no changes had been made.

Trustee Crear commented that she thought Trustees had asked staff to look at what other entities in the area are using as their limits. She also said that she thought the Purchasing Policy Committee would review these items prior to the full Board discussing the issue.

Trustee Crear asked if there was a staff member who would be monitoring ESB compliance. Mr. James said that there is a Purchasing Specialist on the General Services staff who would be responsible for implementation, follow-up, and documentation of compliance efforts.

Trustee Crear also asked about goals for the program. Mr. James said that he wants to make sure that staff is reaching companies that the legislation is targeting with information on District's procedures to allow them the chance to participate. As always, the District will be looking for companies which are best able to serve the District's needs.

Trustee Bilbray-Axelrod echoed Trustee Crear's concerns about the lack of information on what other public entities use for their monetary limits.

Chair Saunders asked for the following changes (which are reflected in Exhibit B):

Page 2 – 4), Change #2 and #3 to section 2 and section 3

Page 3 – 4)b., Add "and/or email" after Fax and before "Invitations to Bid"

Page 3 – Emerging Small Businesses Section, check font and format to match rest of document.

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Trustees discussed tabling the item until the Purchasing Policy Committee could meet. Trustees understood that the changes to the *Policy* required by Legislative action must take place.

Trustee Wadley-Munier moved to authorize staff to adopt the proposed revisions to the District's *Purchasing Policy* with the additions proposed by Chair Saunders. All Trustees except Trustee Crear voted to approve, Trustee Crear voted to oppose. The motion carried.

Trustee Crear explained that she opposed the motion due to the lack of Committee action on reviewing the policy and review of the Board approval amount. Crear asked that staff provide information about what other area public entities use as the limit for Board approval and what information is found in Nevada statutes about the limits to staff authority that require Board approval. She asked that the Purchasing Policy Committee meet and discuss changes to the approval amounts that she, Trustee Bilbray-Axelrod, and several others had discussed at earlier meetings.

Mr. James said he would work with the Executive Assistant and Trustee Ortiz to schedule a meeting for the Purchasing Policy Committee.

**Announcements
(Item IX.)**

The Finance and Audit Committee Meeting will take place on Thursday, April 14, 2016 at 4:30 p.m. at the West Las Vegas Library.

The next Board Meeting will be held Thursday, April 14, 2016 in the West Las Vegas Library at 6:00 p.m.

The Executive Assistant will work with Mr. James and Trustee Ortiz to schedule a Purchasing Policy Committee Meeting.

**Public Comment
(Item X.)**

None.

**Executive Session
(Item XII.)**

Removed from Agenda.

**Adjournment
(Item XII.)**

Chair Saunders adjourned the meeting at 6:58 p.m.

Respectfully submitted,

Ydoleena Yturralde, Secretary

2016 ATTENDANCE

2016		January 14 Regular Board Mtg	February 11 Regular Board Mtg	March 10 Regular Board Mtg									
Bilbray-Axelrod	Shannon	A-E	P	P									
Crear	Keiba	A-E	A-E	P									
Drake	Marilyn	P	P	P									
Ence	Randy	P	P	P									
Melendrez	Jose	P	P	P									
Moulton	Sheila	P	P	A-E									
Ortiz	Felipe	P	P	A-E									
Saunders	Michael	A-E	P	P									
Wadley-Munier	Robin	P	A-E	P									
Yturralde	Ydoleena	P	P	P									

attended Committee meeting but not a member

- A-E Excused Absence
- A-U Unexcused Absence

as of March 10, 2016



Purchasing Policy

The Board of Trustees of the Library District deems it desirable that a policy relating to the purchase of services and commodities be implemented and adhered to by the staff and administrators of the Library District. The purpose of this Policy is to promote full, open and inclusionary competition in all procurement and purchasing activities in compliance with Nevada Revised Statutes sections 332 and 338.

Authorization Limits of Expenditures

- 1) All purchases that do not exceed \$25,000 may be made without formal or informal bid procedures.
- 2) The District shall advertise all contracts for which the estimated annual amount required to perform the contract exceeds \$50,000. The District may enter into a contract of any nature without advertising if the estimated amount required to perform the contract is \$50,000 or less.

If the estimated amount required to perform the contract is more than \$25,000 but not more than \$50,000, requests for bids must be submitted to two or more persons capable of performing the contract, if available- **(one must be from a disadvantaged and/or emerging small business)**. The purchase shall be made from the bidder submitting the lowest responsible and responsive bid in response to the bid request. ~~The Business Office-Financial Services~~ shall maintain a permanent record of all requests for bids and all bids received in compliance with Nevada Revised Statutes sections 332.039, 1c which states "...the governing body or its authorized representative shall maintain a record of all requests for bids and all bids received for at least 7 years after the date of execution of the contract."

This section does not prohibit the District from advertising for or requesting bids regardless of the estimated amount to perform the contract.

- 3) All purchases more than \$50,000 shall be made in compliance with N.R.S. section 332 and/or section 338 ET.SEQ.

- 4) All bids received subject to Section 2 & Section 3 above shall be maintained by ~~the Business Office Financial Services~~ as required by law.
- 5) Contracts for repairs and new construction that falls under the general category of Public Works shall be executed in compliance with N.R.S. section 338.
- 6) Repairs, alterations or new construction that is for an amount over \$25,000 but less than \$100,000 shall be bid as follows:
 - a. ~~No more than~~ At least three contractors shall be solicited ~~to provide prices on such amount of work. (one must be from a disadvantaged and/or emerging small business).~~
 - b. Any bid received that has not been solicited must be accepted for consideration with the bids that were solicited.
 - c. If only one bidder responds to the solicitation, two more solicitations shall be made until at least two bids are received.
 - d. Bids shall be awarded in the same manner as formal bids.

Items and Services Requiring Formal Bids

- 1) Items that are exempt under the provision of N.R.S. sections 332 and 338 are not required to bid. The Board of Trustees may from time to time require books and library materials to be bid to insure that the best possible prices are obtained for the Library District.
- 2) All purchases or procurements \$50,000 or more that are exempt from the bidding process shall be brought before the Board of Trustees for approval.
- 3) Book purchases that exceed \$50,000 are exempt from paragraph 2 above and do not require Board approval.
- 4) When it is evident or appears likely that a purchase of similar items or services when added together will exceed \$50,000 during any fiscal year, formal bids are required.
- 5) Upon the recommendation of the Executive Director, or his/her designee, the Board of Trustees may approve contract extensions as contained in the original bid beyond the initial contract period, as specified in the original contract.

The District is authorized to join on other contracts of other governmental agencies of the State of Nevada or the State itself, when such contracts for goods or services are to the benefit of the Library District.

- a. All such contract usage shall be brought before the Board of Trustees for its approval **in accordance with the guidelines established above.**
- b. Contract usage by the Library District may extend beyond the contract life with the original contracting entity as contained in the original contract with the written mutual agreement of District and the vendor, as specified in the original contract.

- 6) Copies of all such contracts shall be maintained by ~~the Business Office Financial Services~~.

Minority and Women Owned Business Enterprises

- 1) It is the policy of the District that its procurement process includes a good faith effort to utilize minority and women owned enterprises for District purchases. No percentages are implied by this policy. Equity and fairness shall be utilized in seeking minority and women vendors.
- 2) Goods and services that are subject to the formal bidding process must include language that prohibits any form of discrimination.
- 3) Prime vendors, or contractors when subcontractors are involved, must seek bids from minority and women owned enterprises and submit proof of that effort at the time of submission of the bid or in the case of construction contracts, within two (2) hours of the bid opening. Vendors or contracts that fail to comply with this bid requirement may be rejected as non-responsive.
- 4) To encourage participation by minority and women-owned businesses, the District will do the following:
 - a. Publish ~~quarterly~~ **monthly** information related to the District's purchasing process in several community-based minority and/or women owned newspapers.
 - b. Fax and/or email "Invitations to Bid" to community-based minority Chambers of Commerce.
 - ~~c. Utilize the City of Las Vegas' Minority, Women, and Disabled Veteran Business Directory and Clark County's Business Utilization Directory.~~
 - ~~d. Submit "Invitation to Bid" to the "Fax on Demand" system available through Clark County's Purchasing and Contracts Division.~~

Emerging Small Businesses

Per NRS 231.1407 Office of Economic Development and 332.201 Emerging Small Businesses:

The District shall encourage:

- 1) The award of local purchasing contracts and contracts for public works to local emerging small businesses; and
- 2) Establish goals for the awarding of local purchasing contracts and contracts for public works to local emerging small businesses.

Purchasing Procedures

- 1) The District's ~~Business Office Financial Services~~ office shall promulgate procedures necessary to carry out this policy.
- 2) Exceptions to Purchasing Policies
When the public health, welfare, or safety is in jeopardy as determined by the Executive Director or his/her designee, purchases for services and supplies are

authorized as appropriate and necessary to cure that emergency. The nature of any such emergency shall be documented in writing by the person so making that determination and reported to the Executive Director or his/her designee. A complete report shall be submitted to the Board of Trustees at the meeting following the emergency purchase or service.

DRAFT

PURCHASING POLICY REVIEW

Fred James
Deputy Director/CFO

Purchasing Policy Outline

- Authorization Limits of Expenditures
 - Services and Supplies
 - Public Works
- Items and Services Requiring Formal Bids
- Minority- and Women-Owned Business Enterprises
- Emerging Small Businesses
- Purchasing Procedures

Authorization Limits of Expenditures

Two Types

- Services and Supplies (NRS 332) include:
 - Office and Operating Supplies:
 - Paper, paper clips, staples, small equipment, & book materials
 - Work-related travel – Mileage, hotel accommodations, airline tickets
 - Equipment Maintenance & Repairs:
 - Copier, scanners, printers, & faxes
 - Software Licenses and Maintenance
 - Kronos, MIP, III
 - Professional and Legal services
- Public Works (NRS 338) means any project for new construction, repair or renovation financed in whole or in part from public money

Items and Services Requiring Formal Bids

– For:

– Services & Supplies

- Under \$25K requires **no** formal or informal bid
- Between \$25K and under \$50K requires an informal bid
- One must be from a disadvantaged and/or emerging small business
- \$50k and over requires a formal bid with Board approval

– Public Works

- Under \$25K requires **no** formal or informal bid
- Between \$25K and under \$100K requires an informal bid
- One must be from a disadvantaged and/or emerging small business
- \$100k and over requires a formal bid with Board approval

Items and Services Requiring Formal Bids

Continued

- Requirements for:
 - Informal bids for
 - **Services & Supplies** requires soliciting at least 2 or more bid requests, if possible (one must be from a disadvantaged and/or emerging small business)
 - **Public Works** requires soliciting at least 3 or more bid requests (one must be from a disadvantaged and/or emerging small business)
 - Formal bids require bids to be advertised in the local paper for both Services & Supplies and Public Works expenditures

Items and Services Exempt from Formal Bidding

- Sole source
- Personal and professional services contracts
- Purchases of library books and materials
- Computer software and equipment
- Insurance
- Emergency contracts

Minority and Women Owned Business Enterprises

- Good Faith effort to utilize
- Purchases subject to formal bidding must include language that prohibits any form of discrimination
- Vendors with Subs must seek bids from minority- and women-owned businesses
- To encourage participation by minority- and women-owned businesses
 - Publish monthly information in community based newspapers
 - Las Vegas Black Image Magazine (Las Vegas Sentinel Voice no longer doing business)
 - El Mundo
 - El Tiempo
 - Fax “Invitation to Bid” to minority and women’s Chambers
 - Urban Chamber
 - Latin Chamber
 - Asian Chamber
 - Women’s Chamber

Advertisements for Opportunities

The Las Vegas-Clark County Library District buys millions of dollars worth of goods and services from local vendors each year.

For bid opportunities, visit our website at www.lvcclld.org. For general information on purchasing and contracts, call 702-507-6205.

Financial Services

7060 W. Windmill Lane

Las Vegas, NV 89113

Phone: 702-507-6205

Emerging Small Businesses

NRS 332.201 Emerging Small Businesses

NRS 332.201 Duty of governing body of certain counties to report to Office of Economic Development concerning local emerging small businesses.

1. The governing body in a county whose population is 100,000 or more shall submit a report every 6 months to the Office. The report must include, without limitation, for the period since the last report:

- (a) The number of local emerging small businesses **solicited** to submit a bid or proposal;
- (b) The number of local emerging small businesses that **submitted** a bid or proposal;
- (c) The number of local purchasing contracts that were **awarded** to local emerging small businesses;
- (d) The total number of **dollars' worth** of local purchasing contracts that were awarded to local emerging small businesses.

2. The report must be submitted within 90 days after:

- (a) The end of each fiscal year; and
- (b) The end of each calendar year.

3. As used in this section:

- (a) "Local emerging small business" has the meaning ascribed to it in [NRS 231.1402](#).
- (b) "Local purchasing contract" means a contract awarded pursuant to the provisions of this chapter for which the estimated cost is \$50,000 or less. The term does not include a contract for which a procurement card is used.
- (c) "Office" means the Office of Economic Development.
- (d) "Procurement card" means a charge card issued to a governing body or its authorized representative for the purpose of purchasing goods and services pursuant to the provisions of this chapter.

(Added to NRS by [2013, 3689](#))

NRS 231.1407

Office of Economic Development: Duties

- **NRS 231.1407 Office of Economic Development: Duties.**
- 1. The Office shall establish goals for:
 - (a) The submission of bids or proposals by local emerging small businesses for state purchasing contracts and for the awarding of those contracts to local emerging small businesses; and
 - (b) The submission of bids or proposals by local emerging small businesses for contracts for public works of this State for which the estimated cost is less than \$100,000 and for the awarding of those contracts to local emerging small businesses.
- **2. The Office shall encourage:**
 - **(a) Local governments to award local purchasing contracts and contracts for public works of the local government to local emerging small businesses;**
 - **(b) Local governments to establish goals for the awarding of local purchasing contracts and contracts for public works of the local government to local emerging small businesses; and**
 - (c) Each local government in a county whose population is less than 100,000 to submit reports to the Office that are similar in nature and frequency to the reports required pursuant to [NRS 332.201](#).
- 3. The Office, in cooperation with the Office of the Governor, shall establish an annual recognition program for the state agencies that meet the goals established pursuant to subsection 1.
- (Added to NRS by [2013, 3693](#))

ESB Certification Requirements

- **NRS 231.1405 Requirements for certification.**
- **1. To be eligible for certification as a local emerging small business, a business must:**
- (a) Be in existence, operational and operated for a profit;
- (b) Maintain its principal place of business in this State;
- (c) Be in compliance with all applicable licensing and registration requirements in this State;
- (d) Not be a subsidiary or parent company belonging to a group of firms that are owned or controlled by the same persons if, in the aggregate, the group of firms does not qualify pursuant to subsection 2 or 3 for designation as a tier 1 firm or a tier 2 firm; and
- (e) Qualify pursuant to subsection 2 or 3 for designation as a tier 1 firm or a tier 2 firm.

- **2. To be designated a tier 1 firm, a business must not employ more than 20 full-time or full-time equivalent employees and:**
- (a) If the business is involved in providing construction services, the average annual gross receipts for the business must not exceed \$1.7 million for the 3 years immediately preceding the date of application for certification as a local emerging small business; or
- (b) If the business is involved in the sale of goods or in providing services other than construction services, the average annual gross receipts for the business must not exceed \$700,000 for the 3 years immediately preceding the date of application for certification as a local emerging small business.

- **3. To be designated a tier 2 firm, a business must not employ more than 30 full-time or full-time equivalent employees and:**
- (a) If the business is involved in providing construction services, the average annual gross receipts for the business must not exceed \$3.5 million for the 3 years immediately preceding the date of application for certification as a local emerging small business; or
- (b) If the business is involved in the sale of goods or in providing services other than construction services, the average annual gross receipts for the business must not exceed \$1.3 million for the 3 years immediately preceding the date of application for certification as a local emerging small business.

- (Added to NRS by [2013, 3692](#))

Purchasing Procedures

- Financial Services Department shall promote procedures to support this policy
- Exception to Purchasing policies-Emergency expenditures

Procedures for Expending District Funds

