

**AGENDA**  
**CITY OF FALLON – CITY COUNCIL**  
**55 West Williams Avenue**  
**Fallon, Nevada**  
**September 20, 2021 – 9:00 a.m.**

The Honorable City Council will meet in a regularly scheduled meeting on September 20, 2021 at 9:00 a.m. in the City Council Chambers, 55 West Williams Avenue, Fallon, Nevada.

Items on the agenda may be taken out of order. The Council may combine two or more agenda items for consideration. The Council may remove an item from the agenda or delay discussion relating to an item on the agenda at any time. Unless otherwise allowed by the City Council, public comments by an individual will be limited to three minutes.

1. Pledge of Allegiance to the Flag.
2. Certification of Compliance with Posting Requirements.
3. Public Comments: General in nature, not relative to any agenda items.  
No action may be taken on a matter raised under this item until the matter has been specifically included on an agenda as an item upon which action will be taken. **(For discussion only)**
4. Approval of Warrants: **(For possible action)**
  - A) Accounts Payable
  - B) Payroll
  - C) Customer Deposit
5. Consideration and possible approval of an application by Ellen Woo for a retail liquor license for Fallon International Market, LLC to be located at 257 S. Maine Street. **(For possible action)**
6. Consideration and possible approval of an application by James Sutton for a drinking establishment liquor license for The Alley to be located at 1555 South Taylor Street. **(For possible action)**
7. Consideration and possible approval of an application by James Sutton for a cabaret license for The Alley to be located at 1555 South Taylor Street. **(For possible action)**
8. Consideration and possible approval of contract with Oasis Online to provide the City with Information System Management Services in the base amount of \$109,992 (One Hundred Nine Thousand Nine Hundred Ninety-Two Dollars) and additional hourly fees as may become necessary pursuant to the terms of the contract. **(For possible action)**
9. Fallon Police Department Monthly Report for August 2021 **(For discussion only)**
10. Public Comments **(For discussion only)**
11. Council and Staff Reports **(For discussion only)**

12. Executive Session (closed):

Discuss Litigation Matters **(For discussion only)** (NRS 241 et.seq.)  
Negotiations with Operating Engineers Local Union No. 3 **(For discussion only)**  
Negotiations with Fallon Peace Officers Association **(For discussion only)**

This agenda has been posted on or before 9:00 a.m. on September 15, 2021 at City Hall, District Court Building, Churchill County Office Complex, Churchill County Public Library and posted to the City's website (<https://fallonnevada.gov>) and the State of Nevada public notice website (<https://notice.nv.gov/>). Members of the public may request the supporting material for this meeting by contacting Elsie M. Lee, Deputy City Clerk, City Clerk's Office, City Hall, 55 West Williams Avenue, Fallon, Nevada, (775) 423-5104. The supporting material for this meeting is also available to the public on the City's website (<https://fallonnevada.gov>) and the State of Nevada public notice website (<https://notice.nv.gov/>).

  
Elsie M. Lee

**NOTICE TO PERSONS WITH DISABILITIES:** Reasonable effort will be made to assist and accommodate physically handicapped persons desiring to attend the meeting. Please call the City Clerk's Office at 423-5104 in advance so that arrangements may be conveniently made.

September 20, 2021

## Agenda Item 5

Consideration and possible approval of an application by Ellen Woo for a retail liquor license for Fallon International Market, LLC to be located at 257 S. Maine Street. **(For possible action)**

**CITY OF FALLON  
REQUEST FOR COUNCIL ACTION**

Agenda Item No. 5

DATE SUBMITTED: September 13, 2021

AGENDA DATE REQUESTED: September 20, 2021

TO: The Honorable City Council

FROM: Elsie Lee, Deputy City Clerk

SUBJECT TITLE: Consideration and possible approval of an application by Ellen Woo for a retail liquor license for Fallon International Market, LLC to be located at 257 S. Maine Street. (For possible action)

TYPE OF ACTION REQUESTED: (Check One)

- |  |                                    |
|--|------------------------------------|
| <input type="checkbox"/> Resolution                      | <input type="checkbox"/> Ordinance |
| <input checked="" type="checkbox"/> Formal Action/Motion | <input type="checkbox"/> Other     |

RECOMMENDED COUNCIL ACTION: Motion to approve application and to issue a retail liquor license to Ellen Woo for Fallon International Market, LLC to be located at 257 S. Maine Street.

DISCUSSION: Ellen Woo, managing member of Fallon International Market, LLC., has made an application for a retail liquor license for Fallon International Market, LLC. to be located at 257 S. Maine Street. A retail liquor license is a privileged license that allows the licensee to sell alcoholic beverages from a fixed and definite place of business for consumption off of the premises only.

The application has been reviewed by Captain Kris Alexander, City Engineer Derek Zimney, Deputy City Clerk Elsie Lee and Deputy City Attorney Trent deBraga and has been recommended for approval.

FISCAL IMPACT: Annual drinking establishment and retail liquor license fee revenue.

FUNDING SOURCE: N/A.

PREPARED BY: Elsie Lee, Deputy City Clerk

TO BE PRESENTED TO THE COUNCIL BY: Elsie Lee, Deputy City Clerk





## CITY OF FALLON CLERK'S OFFICE

55 West Williams Avenue, Fallon, Nevada 89406

Phone: (775) 423-5104

Fax: (775) 423-8874

If Yes, list the business(es) you have owned or managed.

Begin/End	Name	Address	City	State	Zip
5/2004 - present	Fortune star Cuisine	6340 Mae Anne Ave #2	Reno	NV	89523
5/2008 - present	168 Asian market	3090 S. Virginia St	Reno	NV	89502

Have you ever been issued a business or a liquor license?  Yes  No

If Yes, when? \_\_\_\_\_ What Agency? \_\_\_\_\_

Have you ever had a business or liquor license revoked?  Yes  No

If Yes, when? \_\_\_\_\_ What Agency? \_\_\_\_\_

Have you ever been denied a business or liquor license?  Yes  No

If Yes, when? \_\_\_\_\_ What Agency? \_\_\_\_\_

Have you received any specialized training for serving alcoholic beverages?  Yes  No

If Yes, explain: \_\_\_\_\_

Have you ever been arrested?  Yes  No

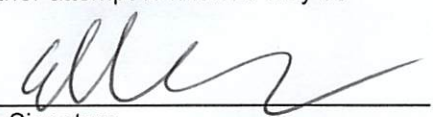
If Yes, provide the following information:

Date	Charge	Arresting Agency	Disposition

List five (5) references not related to you with daytime phone numbers:

Name	Phone	Relationship
Scott Kuhn	775-342-8189	Friend
John Mak <i>brother-in-law</i>	415-812-9358	Friend
Emily Kuhn	775-342-8109	Friend
Ferried Keno	775-351-5454	Co-worked.
Sun Chen	415-812-9357	Friend

- I declare under penalty of perjury that the foregoing is true and correct:
1. That I have received and read a copy of Chapter 5.08 of the Fallon Municipal Code – Alcoholic Beverage Sales;
  2. That upon approval of a Liquor License, I will conduct the business and business establishment in accordance with the provisions of the laws of the State of Nevada, the United States, and the ordinances of the City of Fallon applicable to the conduct of business; and
  3. That the above information is true and correct to the best of my knowledge and belief and that such declaration is made with the full knowledge that any failure to disclose, misstatement, or other attempt to mislead may be considered sufficient cause for denial of a business license.

  
 \_\_\_\_\_  
 Applicant's Signature



# CITY OF FALLON CLERK'S OFFICE

55 West Williams Avenue, Fallon, Nevada 89406

Phone: (775) 423-5104

Fax: (775) 423-8874

## AUTHORIZATION AND RELEASE

I, Woo, Ellen, authorize the Fallon Police Department to perform a background check and to release the results of said investigation, which may include information of a confidential or privileged nature, to the City Council in public documents and/or discussion at a public meeting.

*Ellen Woo*  
Applicant's Signature

OFFICIAL USE ONLY	
10 Print Card _____	Spillman Entry _____
Photo _____	<u><i>[Signature]</i></u> #2005 Recommended by Chief of Police or Designee
Local records _____	
NCJIS _____	Not Recommended by Chief of Police or Designee
Municipal Code _____	
Fee \$ _____	
REVIEWED BY:	
City of Fallon Engineering/Building Department _____	Date: <u>9/13/21</u>
City of Fallon Chief of Police _____	Date: <u>9/13/21</u>
City of Fallon/Churchill County Fire Dept. _____	Date: <u>9-13-21</u>
City of Fallon Attorney's Office _____	Date: <u>9-13-21</u>

OFFICIAL USE ONLY:		
Account No. _____	License No. _____	Payment Received By: _____

# FALLON POLICE DEPARTMENT

55 West Williams Avenue  
Fallon, Nevada 89406-2941  
(775) 423-2111  
(Fax) 423-6527

Kevin Gehman  
Chief of Police

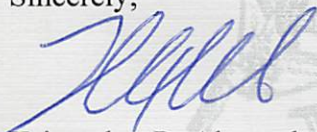
September 8, 2021

This letter certifies that Mrs. Ellen Woo, Fallon International Market, 257 S. Maine Street, Fallon, NV 89406, has completed and passed her background check for a liquor license.

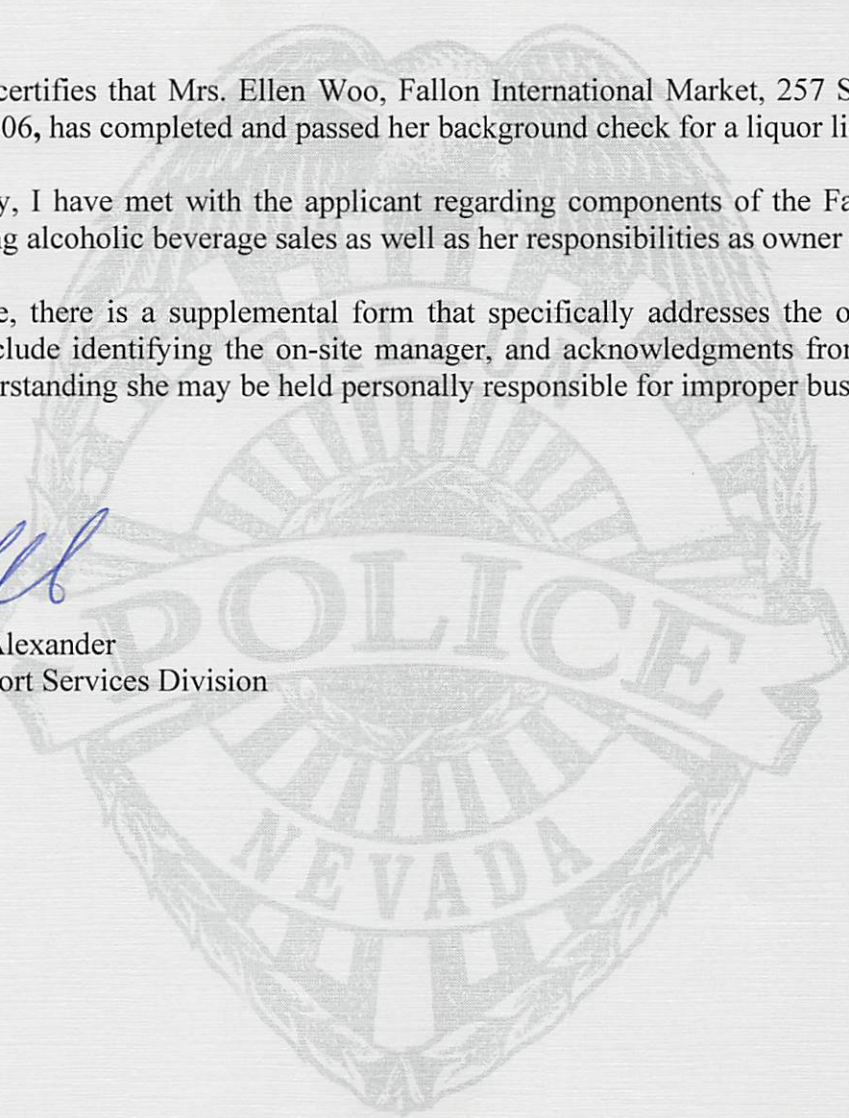
Additionally, I have met with the applicant regarding components of the Fallon Municipal Code concerning alcoholic beverage sales as well as her responsibilities as owner of the business.

Furthermore, there is a supplemental form that specifically addresses the operation of the business, to include identifying the on-site manager, and acknowledgments from the applicant indicating understanding she may be held personally responsible for improper business practices.

Sincerely,



Kristopher R. Alexander  
Captain – Support Services Division





# Liquor License Application Interview Supplement

APPLICANT Ellen Woo

DATE 09/08/2021

BUSINESS NAME – Fallon International Market, 257 S Maine Street, Fallon , NV  
89406

I (will) be the on-site supervisor.

If not, the on-site supervisor will be

myself & Jun Yi Wang

I understand that if the on-site supervisor changes, I am responsible to  
notify the City Clerk's Office. Initials EW

I acknowledge that as the license holder, I am personally responsible for what is  
sold at the store. Initials EW

I further acknowledge that as the license holder, I am responsible for alcohol sales  
from the business and may be held personally responsible for alcohol sales that  
violate any law or ordinance. Initials EW

I have received, read and understand the Liquor and Business License  
requirements within the Fallon Municipal Code and agree to abide by those  
requirements. Initials EW



SOUTH MAINE STREET

CASHIER/SAMPLING AREA

ENTRANCE/EXIT

SHELVING

FREEZER

BEER/WINE FRIDGE

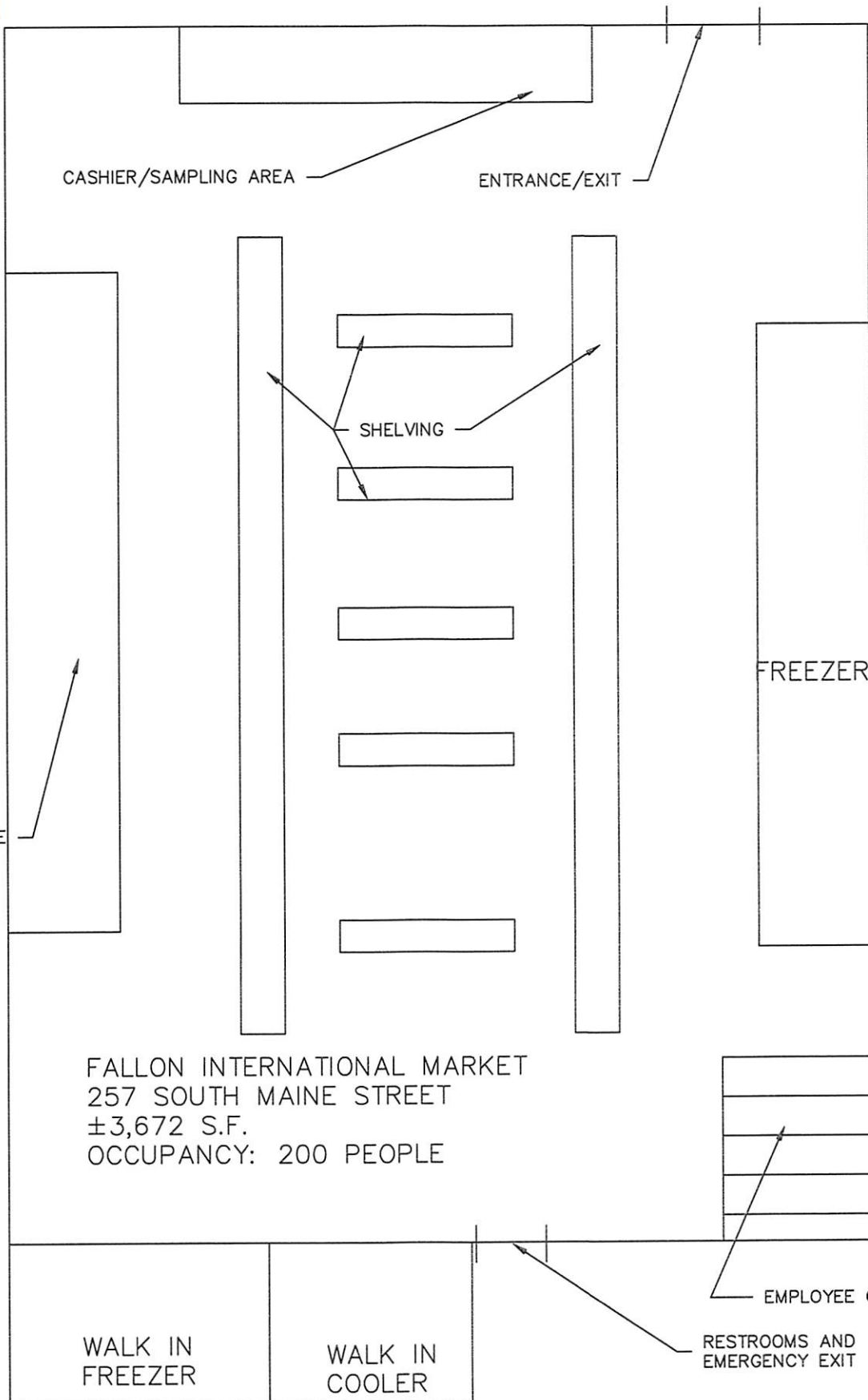
FALLON INTERNATIONAL MARKET  
257 SOUTH MAINE STREET  
±3,672 S.F.  
OCCUPANCY: 200 PEOPLE

EMPLOYEE ONLY STAIRS

RESTROOMS AND  
EMERGENCY EXIT

WALK IN  
FREEZER

WALK IN  
COOLER



September 20, 2021

## Agenda Item 6

Consideration and possible approval of an application by James Sutton for a drinking establishment liquor license for The Alley to be located at 1555 South Taylor Street. **(For possible action)**

**CITY OF FALLON  
REQUEST FOR COUNCIL ACTION**

Agenda Item No.   6  

DATE SUBMITTED: September 13, 2021

AGENDA DATE REQUESTED: September 20, 2021

TO: The Honorable City Council

FROM: Elsie Lee, Deputy City Clerk

SUBJECT TITLE: Consideration and possible approval of an application by James Sutton for a drinking establishment liquor license for The Alley to be located at 1555 South Taylor Street. (For possible action)

TYPE OF ACTION REQUESTED: (Check One)

- |  |                                    |
|--|------------------------------------|
| <input type="checkbox"/> Resolution                      | <input type="checkbox"/> Ordinance |
| <input checked="" type="checkbox"/> Formal Action/Motion | <input type="checkbox"/> Other     |

RECOMMENDED COUNCIL ACTION: Motion to approve application and to issue a drinking establishment liquor license to James Sutton for The Alley to be located at 1555 South Taylor Street.

DISCUSSION: James Sutton, owner of The Alley, has made an application for a drinking establishment liquor license for The Alley to be located at 1555 South Taylor Street. A drinking establishment liquor license is a privileged license that allows the licensee to sell alcoholic beverages from a fixed and definite place of business for consumption upon the premises only.

The application has been reviewed by Captain Kris Alexander, City Engineer Derek Zimney, Deputy City Clerk Elsie Lee and Deputy City Attorney Trent deBraga and has been recommended for approval.

FISCAL IMPACT: Annual drinking establishment and drinking establishment liquor license fee revenue.

FUNDING SOURCE: N/A.

PREPARED BY: Elsie Lee, Deputy City Clerk

TO BE PRESENTED TO THE COUNCIL BY: Elsie Lee, Deputy City Clerk



# CITY OF FALLON CLERK'S OFFICE

55 West Williams Avenue, Fallon, Nevada 89406  
Phone: (775) 423-5104  
Fax: (775) 423-8874



## LIQUOR LICENSE APPLICATION

Application Type:  New  Owner Change  Manager Change  Location Change

Applicant Name: SUTTON JAMES A Application Date: 8/24/21  
Last First MI

Title: operator/owner Phone: 360-244-1085

Date of Birth: 9/13/1953 Driver's License Number: 150609833Z  
State: NEVADA

List all addresses in which you have resided at for the past five (5) years.

Begin/End	Physical Address	City	State	Zip
08/2020 - Present	550 N. Sherman st	Fallon	NV	89406
07/2015/8/202	843 MISSION DR.	HENDERSON	NV	89002

Business Entity Type:  Sole Proprietor  Partnership  Limited Liability Company  DBA  
 Corporation  Association  Other: \_\_\_\_\_

Business Name: THE ALLEY

Business Owner(s):

Name	Address	Title
JAMES A SUTTON	550 N. Sherman st Fallon, NV 89406	

Business Address: 1555 S. Taylor st.  
City State Zip

Provide a brief description of the portion to be occupied by the establishment for which the license is sought:

LOUNGE AREA

Is the premises to be licensed leased by the applicant?  Yes  No

Name of the owner of the premises: William Harrington

Name of the owner's authorized agent, if any: None

What type of license for which the application is made:  Retail (Off Premises)  Drinking Establishment (On Premises)

Have you owned or managed any other business?  Yes  No



# CITY OF FALLON CLERK'S OFFICE

55 West Williams Avenue, Fallon, Nevada 89406

Phone: (775) 423-5104

Fax: (775) 423-8874

If Yes, list the business(es) you have owned or managed.					
Begin/End	Name	Address	City	State	Zip
Sept 95-2012	PENNSOLA APPLIANCE	13804 SANDRIDGE RD	LONG BEACH	WA	98626
July 08-2012	SEAVIEW LANDSCAPE	4904 PACIFIC WAY	SEAVIEW	WA	98633

Have you ever been issued a business or a liquor license?  Yes  No  
 If Yes, when? sept, 1995 What Agency? City of Long Beach, WA

Have you ever had a business or liquor license revoked?  Yes  No  
 If Yes, when? \_\_\_\_\_ What Agency? \_\_\_\_\_

Have you ever been denied a business or liquor license?  Yes  No  
 If Yes, when? \_\_\_\_\_ What Agency? \_\_\_\_\_

Have you received any specialized training for serving alcoholic beverages?  Yes  No

If Yes, explain: \_\_\_\_\_

Have you ever been arrested?  Yes  No

If Yes, provide the following information:

Date	Charge	Arresting Agency	Disposition

List five (5) references not related to you with daytime phone numbers:

Name	Phone	Relationship
KOWELL LARKEN	360-751-7707	BUS OWNER / Retired
ROGER CLAWSON	208-901-0275	Friend
HOLLY THOMPSON D.O.N	218-214-2802	Friend / worker
KOISTY MURAZ	702-596-3194	Friend / worker
TAMARA MCKEY	360-957-0144	Friend

I declare under penalty of perjury that the foregoing is true and correct:

- That I have received and read a copy of Chapter 5.08 of the Fallon Municipal Code – Alcoholic Beverage Sales;
- That upon approval of a Liquor License, I will conduct the business and business establishment in accordance with the provisions of the laws of the State of Nevada, the United States, and the ordinances of the City of Fallon applicable to the conduct of business; and
- That the above information is true and correct to the best of my knowledge and belief and that such declaration is made with the full knowledge that any failure to disclose, misstatement, or other attempt to mislead may be considered sufficient cause for denial of a business license.

  
 Applicant's Signature



# CITY OF FALLON CLERK'S OFFICE

55 West Williams Avenue, Fallon, Nevada 89406

Phone: (775) 423-5104

Fax: (775) 423-8874

## AUTHORIZATION AND RELEASE

I, JAMES A. SUTTON, authorize the Fallon Police Department to perform a background check and to release the results of said investigation, which may include information of a confidential or privileged nature, to the City Council in public documents and/or discussion at a public meeting.

JAMES A. SUTTON  
Applicant's Signature

OFFICIAL USE ONLY		
10 Print Card _____	Spillman Entry _____	<u>Roll # 2025</u> Recommended by Chief of Police or Designee
Photo _____		
Local records _____		Not Recommended by Chief of Police or Designee
NCJIS _____		
Municipal Code _____		
Fee \$ _____		
REVIEWED BY:		
City of Fallon Engineering/Building Department _____	<u>[Signature]</u>	Date: <u>9/14/21</u>
City of Fallon Chief of Police _____	<u>[Signature]</u>	Date: <u>9/15/21</u>
City of Fallon/Churchill County Fire Dept. _____	<u>[Signature]</u>	Date: <u>9-14-21</u>
City of Fallon Attorney's Office _____	<u>[Signature]</u>	Date: <u>9-14-21</u>

OFFICIAL USE ONLY:		
Account No. _____	License No. _____	Payment Received By: _____

# FALLON POLICE DEPARTMENT

55 West Williams Avenue  
Fallon, Nevada 89406-2941  
(775) 423-2111  
(Fax) 423-6527

Kevin Gehman  
Chief of Police

September 3, 2021

This letter certifies that Mr. James Sutton, The Alley, located at 1555 South Taylor Street Fallon, NV 89406, has completed and passed his background check for a liquor license.

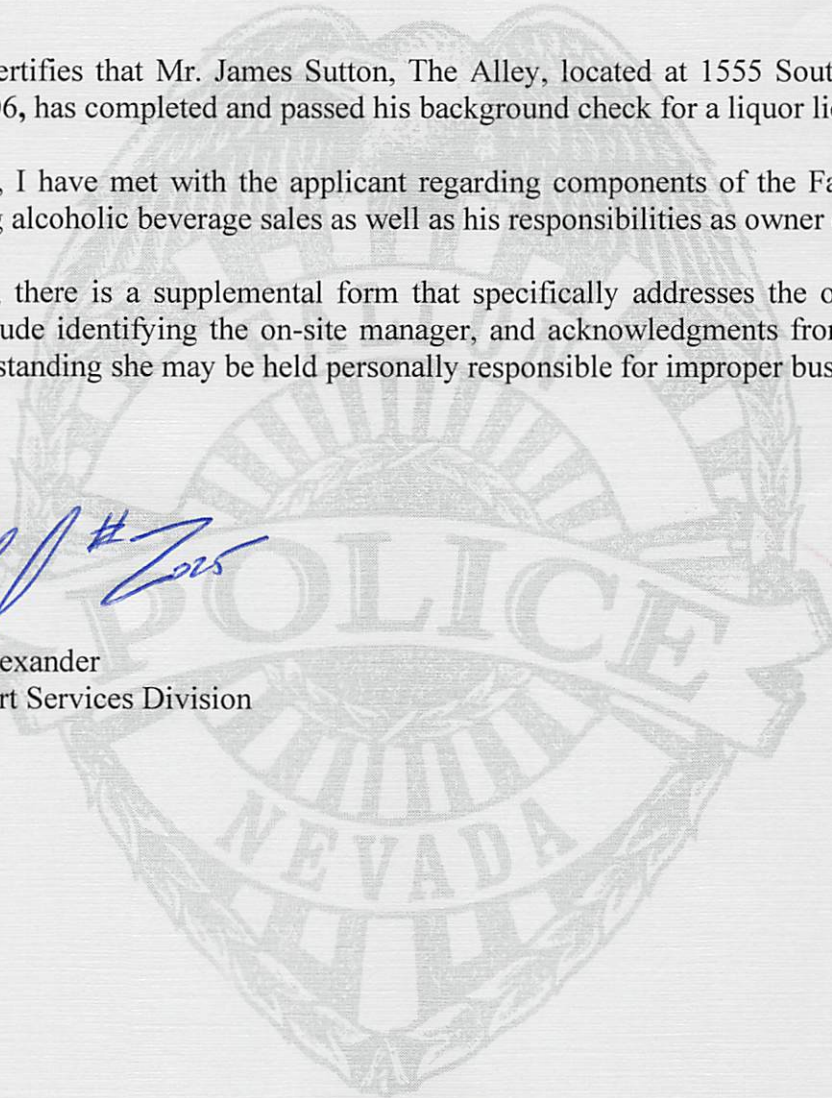
Additionally, I have met with the applicant regarding components of the Fallon Municipal Code concerning alcoholic beverage sales as well as his responsibilities as owner of the business.

Furthermore, there is a supplemental form that specifically addresses the operation of the business, to include identifying the on-site manager, and acknowledgments from the applicant indicating understanding she may be held personally responsible for improper business practices.

Sincerely,

A handwritten signature in blue ink, appearing to read "K. Alexander", with a date "# 9/3/21" written next to it.

Kristopher R. Alexander  
Captain – Support Services Division





# Liquor License Application Interview Supplement

APPLICANT James Sutton

DATE 09/02/2021

BUSINESS NAME – The Alley, 1555 South Taylor Street, Fallon Nevada 89406

I (will) (will not) be the on-site supervisor.

If not, the on-site supervisor will be self

I understand that if the on-site supervisor changes, I am responsible to notify the City Clerk's Office. Initials J.S.

I acknowledge that as the license holder, I am personally responsible for what is sold at the store. Initials J.S.

I further acknowledge that as the license holder, I am responsible for alcohol sales from the business and may be held personally responsible for alcohol sales that violate any law or ordinance. Initials J.S.

I have received, read and understand the Liquor and Business License requirements within the Fallon Municipal Code and agree to abide by those requirements. Initials J.S.

**CITY OF FALLON  
REQUEST FOR COUNCIL ACTION**

Agenda Item No. 7

DATE SUBMITTED: September 13, 2021

AGENDA DATE REQUESTED: September 20, 2021

TO: The Honorable City Council

FROM: Elsie Lee, Deputy City Clerk

SUBJECT TITLE: Consideration of application by James Sutton for a cabaret license for The Alley, to be located at 1555 South Taylor Street. (For possible action)

TYPE OF ACTION REQUESTED: (Check One)

- |  |                                    |
|--|------------------------------------|
| <input type="checkbox"/> Resolution                      | <input type="checkbox"/> Ordinance |
| <input checked="" type="checkbox"/> Formal Action/Motion | <input type="checkbox"/> Other     |

RECOMMENDED COUNCIL ACTION: Motion to approve application and to issue a cabaret license to James Sutton for The Alley, to be located at 1555 South Taylor Street.

DISCUSSION: James Sutton, owner of The Alley has made application for a cabaret license for The Alley, to be located at 1555 South Taylor Street. A cabaret license is a privileged license that allows the licensee to provide live entertainment or dancing at the establishment.

The application has been reviewed by Captain Kris Alexander, Deputy City Clerk Elsie Lee, City Engineer Derek Zimney, and Deputy City Attorney Trent deBraga and has been recommended for approval.

FISCAL IMPACT: Annual cabaret license fee revenue.

FUNDING SOURCE: N/A.

PREPARED BY: Elsie Lee, Deputy City Clerk

TO BE PRESENTED TO THE COUNCIL BY: Elsie Lee, Deputy City Clerk

September 20, 2021

## Agenda Item 7

Consideration and possible approval of an application by James Sutton for a cabaret license for The Alley to be located at 1555 South Taylor Street. **(For possible action)**

Incorporated 1908



# CITY OF FALLON CLERK'S OFFICE

55 West Williams Avenue, Fallon, Nevada 89406

Phone: (775) 423-5104

Fax: (775) 423-8874



## CABARET LICENSE APPLICATION

Application Type:  New  Owner Change  Manager Change  Location Change

Application Duration:  Annual (Per calendar year - \$400 annual fee)  Temporary (Not to exceed 48 hours - \$200 fee)

Name: SUTTON JAMES A Application Date: 8/24/21  
Last First MI

Title: OWNER Phone: 360-244-1085

Business Entity Type:  Sole Proprietor  Partnership  Limited Liability Company  DBA  
 Corporation  Association  Other: \_\_\_\_\_

Business Name: THE ALLEY

Business Owner(s): Name	Title
<u>JAMES A. SUTTON</u>	

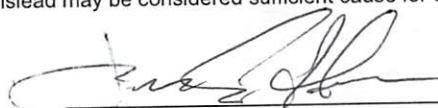
Business Location: 1555 S. TAYLOR ST FALLON NV 89406  
City State Zip

Room Description (Attach Floorplan): Attached

Description of live entertainment (i.e. DJ, karaoke, live band, etc.): DJ, KARAOKE, LIVE BAND, COMEDY

I declare under penalty of perjury that the foregoing is true and correct:

- That no person not named in the application shall be directly or indirectly interested in the business to be conducted under such license;
- That each and every person designated in this application is of legal age and a citizen or lawful resident of the United States;
- That the general public shall have access to the premises during all hours in which business is conducted;
- That the building specifications of said premises are attached hereto and made a part of this application.
- That I have received and read a copy of Chapter 5.12 of the Fallon Municipal Code – Cabarets and Drinking Establishments;
- That upon approval of a Cabaret License, I will conduct the business and business establishment in accordance with the provisions of the laws of the State of Nevada, the United States, and the ordinances of the City of Fallon applicable to the conduct of business; and
- That the above information is true and correct to the best of my knowledge and belief and that such declaration is made with the full knowledge that any failure to disclose, misstatement, or other attempt to mislead may be considered sufficient cause for denial of a business license.

  
 Applicant

OFFICIAL USE ONLY – REVIEWED BY	
City of Fallon Engineering/Building Department	<u>[Signature]</u> <u>9-7</u>
City of Fallon Chief of Police	<u>[Signature]</u>
City of Fallon/Churchill County Fire Dept.	<u>[Signature]</u>
City of Fallon Attorney's Office	<u>[Signature]</u>
Date:	<u>9/14/21</u>
Date:	<u>9/15/21</u>
Date:	<u>9-14-21</u>
Date:	<u>9-14-21</u>

OFFICIAL USE ONLY:		
Account No.	License No.	Payment Received By:

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TABLE

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POOL  
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POOL  
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POOL  
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ENTRANCE/EXIT  
OUTSIDE

STORAGE

STAGE AREA

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TABLE  
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ENTRANCE/EXIT  
BOWLING ALLEY

OASIS BOWLING ALLEY BAR  
1555 SOUTH TAYLOR  
±1,844 S.F.  
OCCUPANCY: 95 PEOPLE

BAR

BAR

ENTRANCE/EXIT  
BOWLING ALLEY  
RESTROOMS

BAR BACK  
ENTRANCE/EXIT



September 20, 2021

## Agenda Item 8

Consideration and possible approval of contract with Oasis Online to provide the City with Information System Management Services in the base amount of \$109,992 (One Hundred Nine Thousand Nine Hundred Ninety-Two Dollars) and additional hourly fees as may become necessary pursuant to the terms of the contract.  
**(For Possible Action)**

**CITY OF FALLON  
REQUEST FOR COUNCIL ACTION**

Agenda Item No. 8

DATE SUBMITTED: September 13, 2021

AGENDA DATE REQUESTED: September 20, 2021

TO: The Honorable City Council

FROM: Sean Richardson, City Clerk-Treasurer

**SUBJECT TITLE:** Consideration and possible approval of contract with Oasis Online to provide the City with Information System Management Services in the base amount of \$109,992 (One Hundred Nine Thousand Nine Hundred Ninety-Two Dollars) and additional hourly fees as may become necessary pursuant to the terms of the contract. (For Possible Action)

**TYPE OF ACTION REQUESTED:** (Check One)

- |  |  |
|--|--|
| <input type="checkbox"/> Resolution                      | <input type="checkbox"/> Ordinance                   |
| <input checked="" type="checkbox"/> Formal Action/Motion | <input type="checkbox"/> Other – Review & Discussion |

**RECOMMENDED COUNCIL ACTION:** Motion to approve the contract with Oasis Online to provide the City with Information System Management Services in the base amount of \$109,992 (One Hundred Nine Thousand Nine Hundred Ninety-Two Dollars) and additional hourly fees as may become necessary pursuant to the terms of the contract.

**DISCUSSION:** The City's Information System has been managed and monitored by City staff along with various vendors. Due to the increased complexity and workload, efficiency would be greatly improved under the guidance of Oasis Online.

Cyber threats have become a huge risk over the years. To further reduce and minimize the risks, City staff believes it is a necessity to have a team of IS professionals to assist us. Oasis Online has years of experience in this business with various local governments and school districts.

**PREPARED BY:** Sean Richardson, City Clerk-Treasurer



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September 8, 2021

Ken Tedford  
Mayor, City of Fallon  
55 W. Williams Ave  
Fallon, NV 89406

Dear Mayor Tedford,

I would like to thank you for the opportunity to bid IT services for City of Fallon. We are always excited to work with folks in our hometown. I have attached a copy of the contract and the history of Oasis Online

We have been able to tour the City facilities and have a few items we would recommend we implement immediately.

- Backup Solution for the City files
- Purchase a new server and update server operating systems/vmware
- New firewalls throughout the city (especially water) as the current ones are out of service contract.
- Setup Active Directory across the city, and adjust permissions to files/folders

If you would like for us to attend the upcoming City Council meeting please don't hesitate to let me know and we can be there to answer any questions that may come up.

We sincerely appreciate the opportunity to serve the City of Fallon look forward to helping implement the improvements we discussed.

Best personal regards,

A handwritten signature in black ink that reads "Dan Slentz".

Dan Slentz  
President  
Oasis Online



## TECHNOLOGY SERVICES AGREEMENT

**THIS AGREEMENT**, made and entered on \_\_\_/\_\_\_/2021 between City of Fallon, hereinafter referred to as "City", and Oasis Online, hereinafter referred to as "Contractor". The City and Oasis Online are collectively referred to as the "Parties"

### WITNESSETH

**WHEREAS**, the City is, by law, given reasonable and necessary powers to attain the ends for which the City was established and to promote the welfare of the community, and

**WHEREAS**, the Contractor represents that it possesses the necessary qualifications and experience to render and perform such services of value to the City.

**NOW THEREFORE**, the Parties hereto agree as follows:

#### **ARTICLE I**                      **PERIOD OF PERFORMANCE**

This agreement shall be effective from \_\_\_\_\_ through \_\_\_\_\_, with a (1) year extension option in accordance with the provisions of this Agreement. The term of this Agreement may be modified for purposes of continuing or completing work underway upon mutual written agreement of the parties.

#### **ARTICLE II**                      **SCOPE OF WORK**

1. The City hereby agrees to engage the Contractor to provide the City with Information Systems Management Services (the "Services") which includes but is not limited to:

- Network Management
  - Server Installation/Configuration
  - Firewall Installation and Maintenance
  - Bandwidth Monitoring
  - Network Troubleshooting
  - Evaluating and Recommending Hardware
  - User Account Creation and Management
  
- Software/Hardware Monitoring and Update
  - Diagnostics
  - Backup Solutions

- Imaging Solutions
    - Filtering Solutions
  - Cybersecurity Training/Assessment
  - Liaison Between Third Party Vendors and the City.
  - Software Installations e.g.
    - Windows Server
    - Various Linux Distributions
    - Remediation Software
    - Office Productivity Software
    - Remote Management
  - Personnel/Business Management
    - Employ and supervise all technology personnel
    - Research and approve all technology purchases to ensure network compatibility
    - Assist with the technology budget
    - Serve as technology liaison to Administration, City Council, and Staff
    - Chair Tech Committee (if requested)
  - Help Desk
    - Manage Help Desk operations
    - Meet with Technicians daily to prioritize Help Tickets and projects
    - Manage Day to Day PC repairs, printers, software installations and upgrades, imaging computers, login problems, etc.
    - Provide Tech support to end users (All City Staff)
2. The Services will also include any other tasks which the Parties may agree upon in writing. The Contractor hereby agrees to provide such Services to the City.
3. These Services will extend to all City departments with the following exceptions
- The City Police Department (“PD”) has its own IT specialist. The Contractor is available to assist the PD as needed. Additional assistance to the PD will be billed at the hourly rate of \$125.00/hr.

4. The Contractor shall provide personnel to perform duties as described in Article II, Scope of Work.

### **ARTICLE III    COST AND PAYMENT**

- A. For and in consideration of the Services which are made the subject of this Agreement, and subject to Article II, subsection 3, the City shall pay to the Contractor the sum not to exceed \$109,992.00 (One Hundred Nine Thousand Nine Hundred Ninety Two Dollars) annually.
- B. If Services are needed during non-normal working hours or Contractor Holidays (as set forth below) the City will be billed at one and a half times the normal hourly rate or \$187.50 per hour.
  - Normal working hours for the Contractor are Monday – Friday, 7:00 am – 5:00 pm.
  - Contractor Holidays - all federal holidays including Nevada Day.
- C. Travel
  - Mileage - If travel exceeds a 30-mile radius from Fallon the then current GSA rate will be assessed with no hourly technician travel rate.
- D. Payment schedule: Payments shall be made monthly upon the receipt and approval of a completed monthly invoice. All processing of invoices and payments will be according to City accounting procedures and timelines. Monthly invoices in the amount of \$9,166.00 will be submitted to the City by the Contractor on the 10<sup>th</sup> of every month. Invoices for the month's services will be due and payable by the 10<sup>th</sup> of the following month.
- E. CPI Increase: The pricing set forth in Article III, Section A, shall increase on or about July 1st of each year by a percentage equal to the seasonally-adjusted CPI Increase. The "CPI Increase" is the percentage by which the Consumer Price Index ("CPI") for May of the current year exceeds the CPI for May of the prior year. The term "CPI" shall mean the United States Department of Labor, Bureau of Labor Statistics, Washington, D.C. — Consumer Price Index for All Urban Customers seasonally adjusted U.S. city average: All items as periodically published, or if such CPI shall be discontinued, then any other comparable or similar index as shall be periodically published by the United States Department of Labor or any other Department or Division of the United States Government. The CPI Increase will be applied after considering, and adjusting for, any changes in account characteristics or Services during the intervening period as well as projected changes in such characteristics and/or Services upon mutual agreement of the parties.
- F. This contract will be reviewed, by the Parties, on or before August 31, 2022 to assess the needs of the City and/or Contractor. Considerations may include:

- Scope of work
- Increased or decreased workload
- Costs

If both Parties agree, the contract may be extended for one (1) additional year, through August 31, 2023.

**ARTICLE IV**                    **CONFIDENTIALITY**

- A. "Confidential information" refers to any data or information relating to the business of the City which would reasonably be considered to be proprietary to the City including, but not limited to, accounting records, business processes, and City records and that which is not generally known in the industry of the City and where the release of that Confidential Information could reasonably be expected to cause harm to the City.
- B. The Contractor agrees that they will not disclose, divulge, reveal, report or use, for any purpose, any confidential information which the Contractor has obtained, except as authorized by the City or as required by law. The obligations of confidentiality will apply during the term of this Agreement and will survive indefinitely upon termination of this Agreement.
- C. All written and oral information and material disclosed or provided by the City to the Contractor under this Agreement is Confidential Information regardless of whether it was provided before or after the date of this Agreement or how it was provided to the Contractor.

**ARTICLE V**                    **GENERAL PROVISIONS**

The City and Contractor further agree that:

- A. **Direction.** The services are to be conducted under the general direction of the City Clerk/Treasurer, or the designated representative of the City.
- B. **Jurisdiction.** This agreement shall be construed and interpreted according to the laws of the State of Nevada, and any recourse to judicial action shall be in a court of competent jurisdiction in the County of Churchill, State of Nevada, and to the exclusion of all other jurisdictions.
- C. **Entire Agreement.** This agreement constitutes the entire agreement and understanding between the Parties and supersedes any and all other agreements, communications, understandings, promises, stipulations, arrangements, where any of the same are either oral or in writing, or express or implied, between the Parties hereto with respect to the subject matter herein. No change or modification of the Agreement shall be valid or binding unless in writing and signed by Contractor and a duly authorized representative of the City.

- D. **Liability Claims.** Contractor agrees to fully exonerate, indemnify, and save and hold the City, its agents or employees, harmless from and against all claims or actions, and all expenses or actions based upon or arising out of damage or injury (including death) to persons or property caused by or sustained in connection with the performance of the Agreement by the Contractor or its agents or employees.
- E. **Workman's Compensation.** By the nature of these services, the Contractor is required to provide Workman's Compensation Insurance to its employees as required by law and shall furnish proof of such coverage to the City.
- F. **Assignment.** Contractor shall neither assign, transfer nor delegate any rights, obligations or duties under this Agreement without prior written consent of the City.
- G. **Document Inspection.** The books, records, documents, and accounting procedures and practices of Contractor relevant to this Agreement shall be subject to inspection, examination, and audit by the City and local and state agencies having jurisdictional authority.
- H. **Legal Relationship.** The City and Contractor acknowledge and agree that the Contractor is an Independent Contractor and not an employee, partner, or joint venture of the City and this Agreement creates no legal relationship between the City and the Contractor other than that of Independent Contractor. No acts of or agreements entered into by that Independent Contractor shall be binding upon the City unless expressly authorized in writing by the City. Contractor shall not hold itself out to be an employee of the City, and the Contractor will not be treated as an employee of the City. If the City provides its employees with any fringe benefits, including, but not limited to, any group insurance coverage, participation in any pension and/or profit sharing plans trusts, vacation pay, disability pay, death benefits, and bonuses, the Contractor shall not be entitled to receive any of them.
- I. **Copyright and Publication.** The term "materials" as used herein denotes writings, sound recordings, films, pictorial reproduction, drawings, or other graphic representations, computer programs, and work of similar nature produced or specified to be delivered under this Agreement. The Contractor agrees that it will not establish any claims to statutory copyright or assert any right at common law or equity in any of the materials delivered to the City that is called for in Article II of this Agreement. Permission to reference any of the materials produced under this Agreement must be granted in writing by the City.
- J. **Reimbursement of Expenses.** The Contractor will be reimbursed from time to time for reasonable and necessary expenses incurred by the Contractor in connection with providing the Services. All expenses must be pre-approved by the City in writing.
- K. **Notices.** All notices required or permitted by law or by the terms of this Agreement shall be in writing and shall be considered (1) given upon personal service of a copy to the Party (2) 48 hours after mailing such notice by certified or registered mail, postage

prepaid, receipt for delivery requested, addressed to the Party and properly deposited in the United States mail.

- L. **Termination.** This Agreement may be terminated by either party, with or without cause, at any time upon service of a 90-day written notice of termination to the other party.
- M. **Attorney's Fees.** If either party brings an action or proceeding, to enforce, protect or establish any right or remedy under the terms of this Agreement, the prevailing party shall be entitled to recover reasonable attorney's fees and court costs.
- N. **Suspension and Debarment.** By signing this contract, I certify that I have never been suspended or debarred from providing services to be paid from any Federal or State funds.

***AUTHORIZATION***

***IN WITNESS WHEREOF***, the parties hereto have hereunto set their hands in duplicated originals on \_\_\_\_\_.

**OASIS ONLINE**

BY: \_\_\_\_\_  
Daniel G. Slentz, Date  
President

**CITY OF FALLON**

BY: \_\_\_\_\_  
Ken Tedford, Date  
Mayor, City of Fallon

Check should be made payable to: Oasis Online

Address: 375 W. Williams Ave.  
Fallon, NV 89406  
FID#: 88-0436226

Budget Code(s):



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### **History:**

Oasis Online was established in 1997 as an Internet Service Provider. With an attitude of “customer comes first” and “you have someone in the business you can trust,” the Internet Service grew to approximately 2000 users and continues to offer Internet services. The company was incorporated in Nevada as a Sub S Corporation in May of 1999 and continues that status in good standing.

In 2002 our consulting division began working with Churchill County School District providing high-level Technology Support. In 2004, in answer to an RFP, we took the role of total management of the District’s Technology Department from Help Desk support through Network Engineering and Design. Two years later, we began adding other entities to our cohort of IT management and support.

- **Churchill County School District**
- **Mineral County School District**
- **Lander County School District**
- **Pershing County School District**
- **Esmeralda County School District**
- **Storey County School District**

Today, 18 years later, we continue our Technology management relationship with Churchill County School District, Lander County School District, Esmeralda County School District, and Storey County School District and are on call for high-level network support with Mineral County School District. We have also added Esmeralda County Offices, the City of Elko, Lyon County School District to our growing family of customers.

We have qualified, licensed staff, very experienced in Help Desk services, troubleshooting, installations, imaging, software licensing, etc. Some of our certifications include...

- **Microsoft Certified Professionals**
- **CompTIA certified**
  - **A+**
  - **Network +**
  - **Security +**
  - **Project +**
- **CIW Certified**
  - **Professional**
  - **Database Design Specialist**

- **Web Design Specialist**
- **JavaScript Specialist**
- **Novell Silver Partners**
- **Dell Certified Technicians.**

Our staff turnover is minimal with most of our employees being with the company for over 6 years.

As indicated above, Oasis Online has over 18 years of experience, specifically in enterprise networking and support. Our responsibilities include everything from printer jams and local desktop troubleshooting to server installation, firewall configuration, and network management and design as a whole.

We are experienced in evaluating and recommending software and hardware, installing and maintaining backup software, and filtering and imaging solutions. Under our care we now service over 400 servers, and 26,000 devices including everything from desktops, laptops, and chromebooks, Ipods, Ipads, Android tablets and cell phones to Smart Boards, Promethean Boards, printers, scanners, credit card terminals, elmos etc.

We are also extremely familiar with supporting facilities systems within the network environment such as **HVAC, VoIP, Intercom, Point of Sales, and Camera systems**, etc. We work very well and have established excellent relationships with outside vendors to ensure your systems are running at peak performance.

We are very experienced in wireless deployments having established and maintained a wireless solution for users in our Internet Division since 1999 and currently provide wireless AP installations and management throughout the customers we now serve. We also design and install Point to Point wireless connectivity between remote buildings.

We are familiar with several operating systems, including Novell Netware, Linux, and Windows. We are also very comfortable with installation, maintenance, troubleshooting, and teaching various productivity software.

We are knowledgeable and experienced in the use of secure, remote management software and provide Help Desk support through our website at <http://www.oasis-consulting.net>

**Our leadership has 26 years of experience** in business management, personnel management and project management. We have been working within government organizations for many years having served on State Standards Committee, State Ed Tech Directors Committee, Revisions Committee for the Nevada State Technology Plan and the Revisions Committee for the Nevada State Standards.

We are a very solvent, reliable corporation with a **reputation of well-trained employees providing excellent service with a positive attitude.** For many years, we have provided a survey distributed at the close of a help ticket. This provides a method for our customers to



provide feedback as to their support experience. The following chart shows the results of all survey responses combined:



Oasis Online uses a **unique model** when approached for outsourcing of Technology. We are considered a Tier 4 provider. We have “boots on the ground” in the locations we serve. We have technicians who work daily in the sites which sets us apart from your average consultant who sends a technician when the problems arise. We are there to resolve your issues as quickly as possible and get you back online with minimal interruptions.

Daniel Slentz, Owner/CEO/Network Engineer has been involved with corporate networks for over 28 years and holds a bachelor’s degree in information technology. He is highly experienced in network design and troubleshooting and began his career in the early 1990’s while serving in the United States Navy.

Please visit our website at:

[www.oasis-consulting.net](http://www.oasis-consulting.net) or email Dan Slentz at [dan@oasis-consulting.net](mailto:dan@oasis-consulting.net) for additional information

September 20, 2021

Agenda Item 9

Fallon Police Department Monthly Report for  
August 2021 **(For discussion only)**

FALLON

Incorporated 1908

CITY OF FALLON  
REQUEST FOR COUNCIL ACTION  
AGENDA ITEM NO. 9

DATE SUBMITTED: 09/10/21

AGENDA DATE REQUESTED: 9/20/21

TO: Mayor and Council

FROM: Kevin Gehman, Chief of Police

SUBJECT: Fallon Police Department Monthly Report for August 2021

TYPE OF ACTION REQUESTED: (Check One)

Resolution

Ordinance

Formal Action/Motion

Other (Specify) Review Only

RECOMMENDED COUNCIL ACTION: For review only

DISCUSSION/ANALYSIS: (Attachment, if necessary)

FISCAL IMPACT: None

FUNDING SOURCE:

EXPLANATION OF IMPACT:

ALTERNATIVES:

Prepared By: Beverly A. Swirczek

Date     /     /    

Reviewed By: Chief Kevin Gehman

Date 9 / 8 / 21

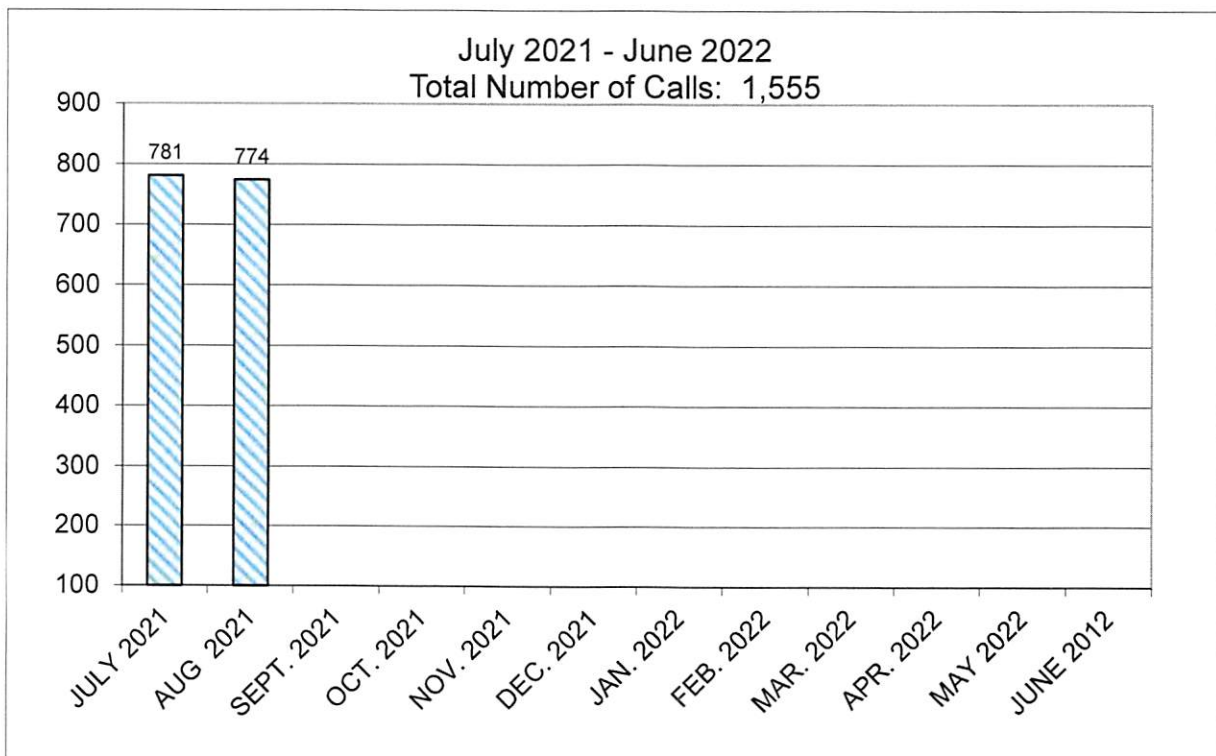
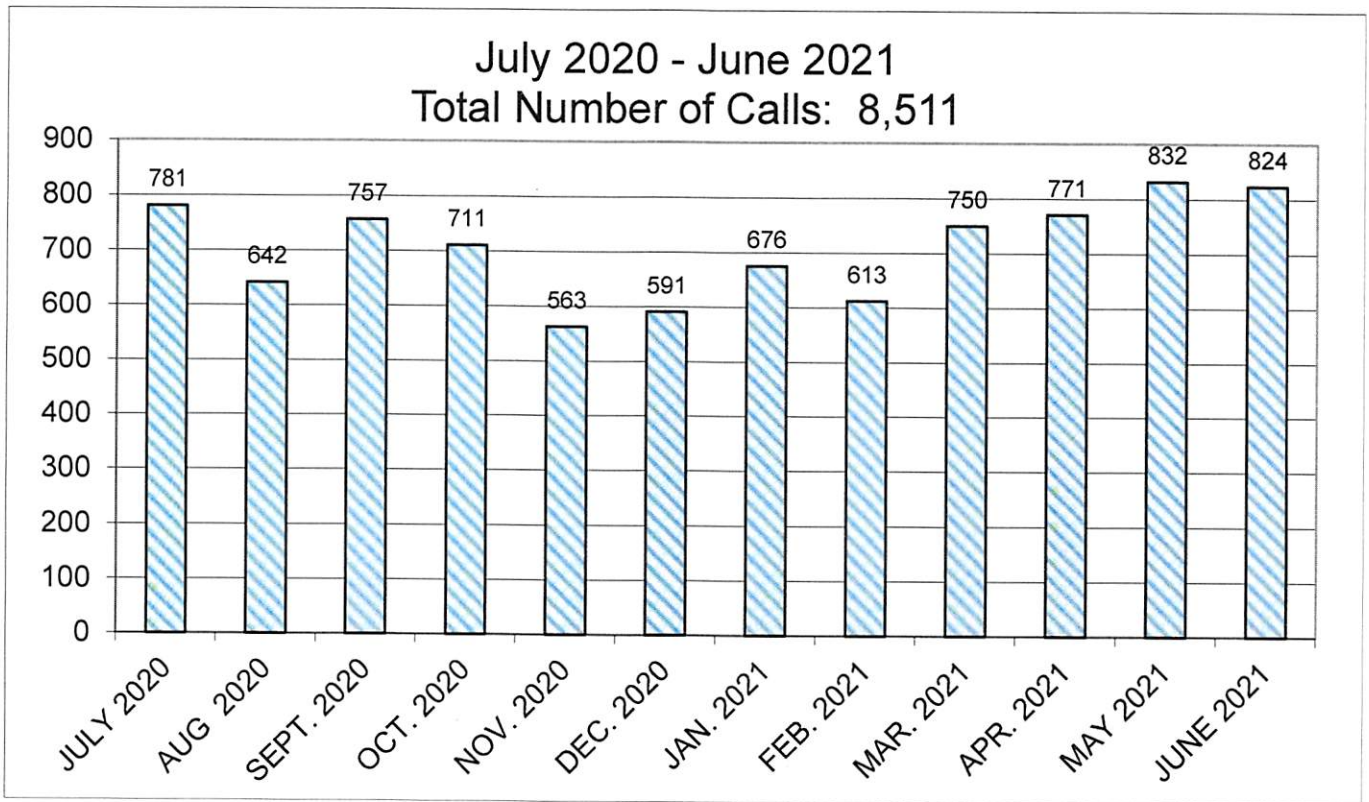
Presented by Kevin Gehman

# MONTHLY ACTIVITY REPORT

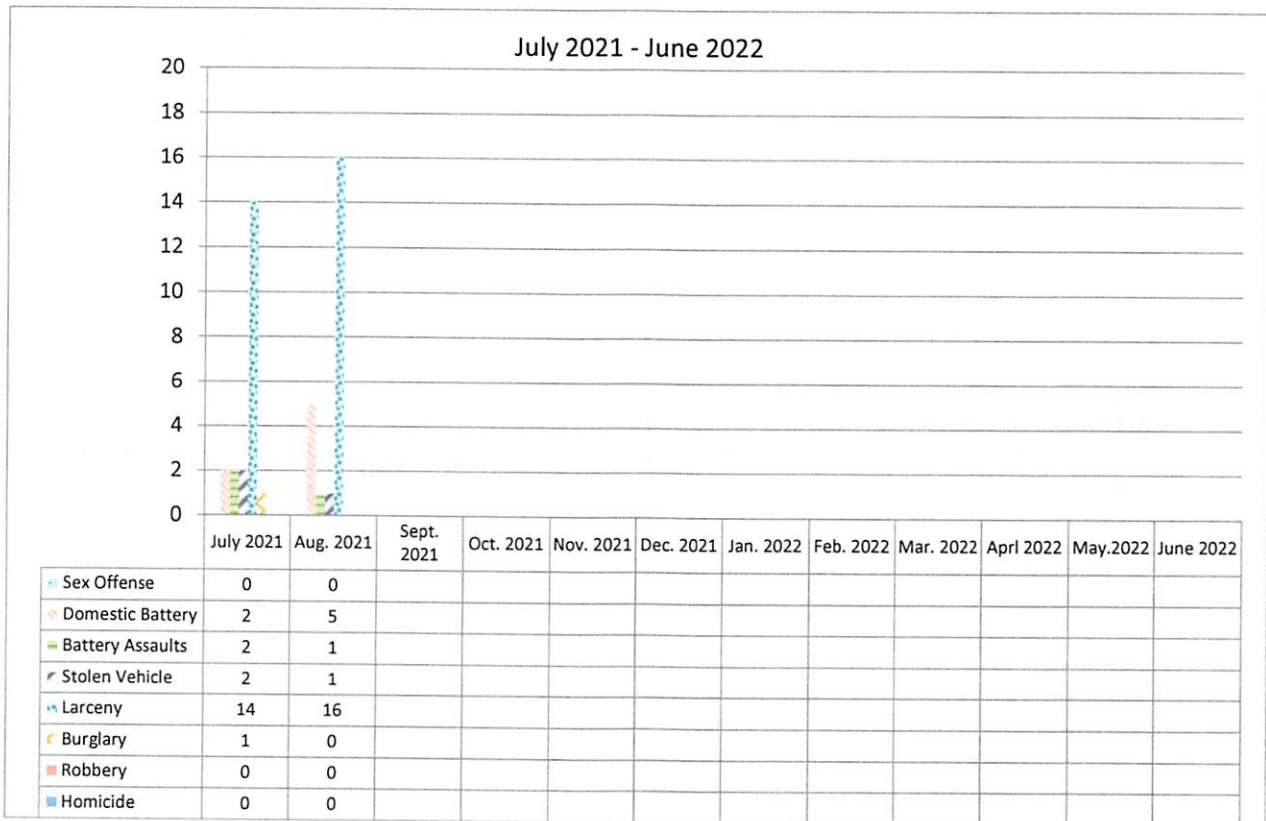
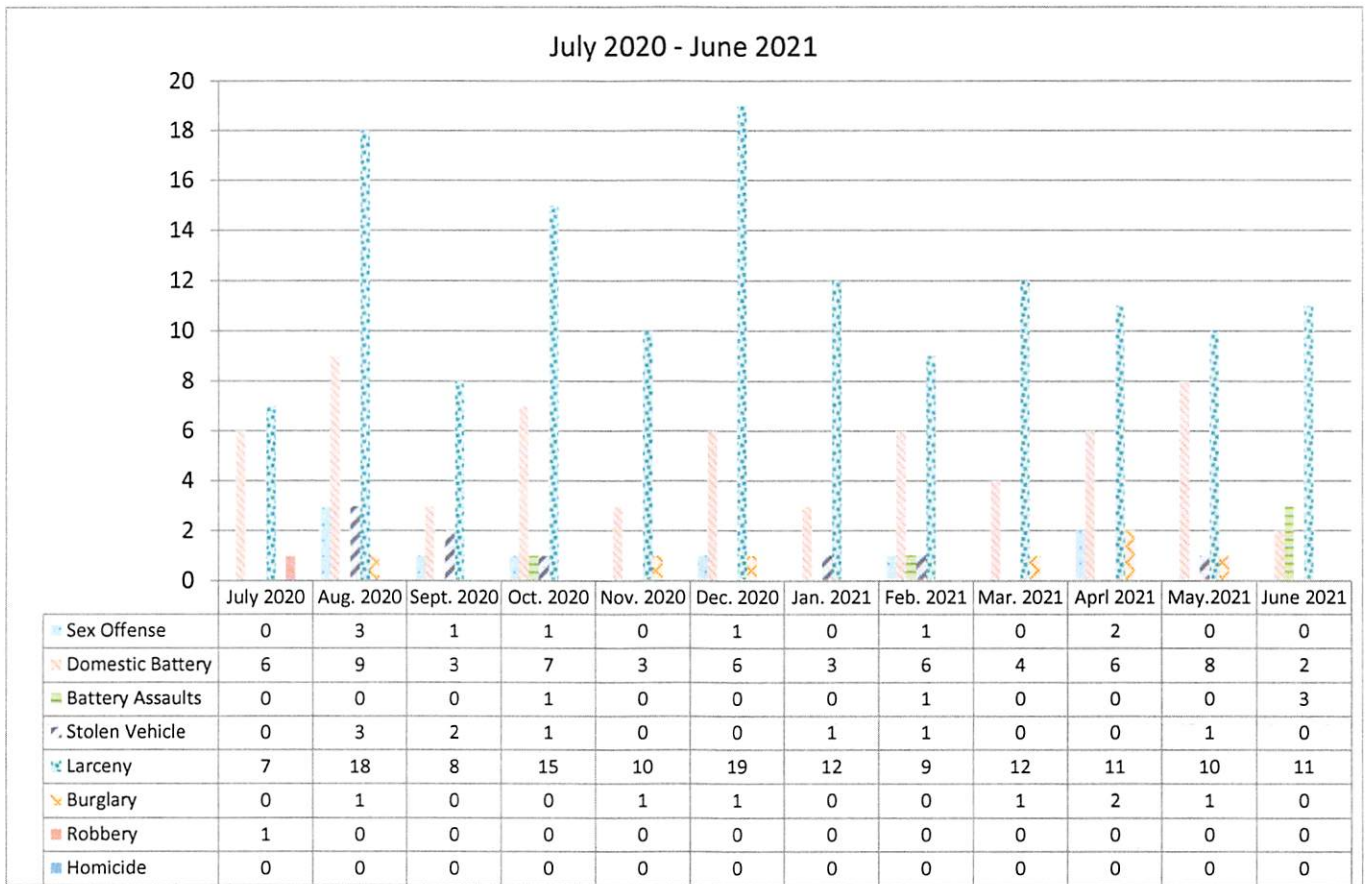


AUGUST 2021

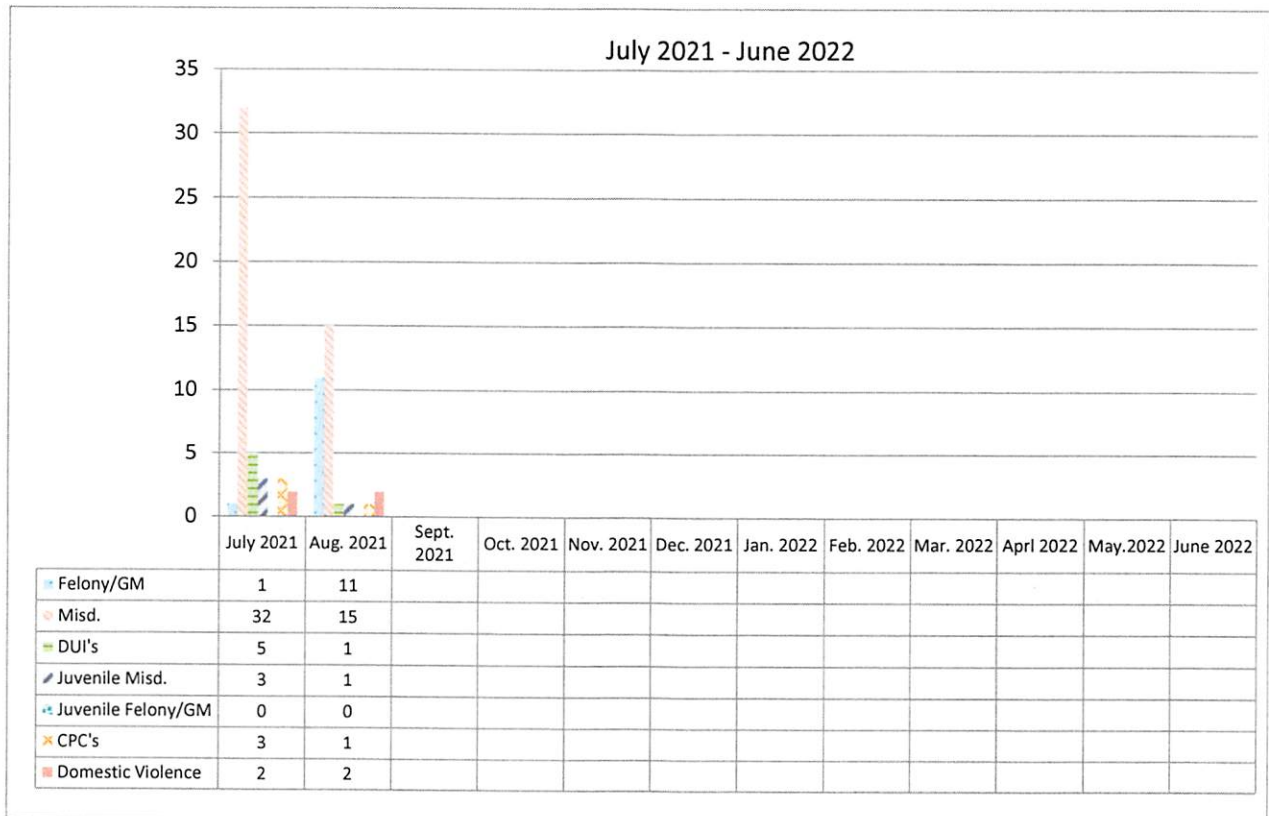
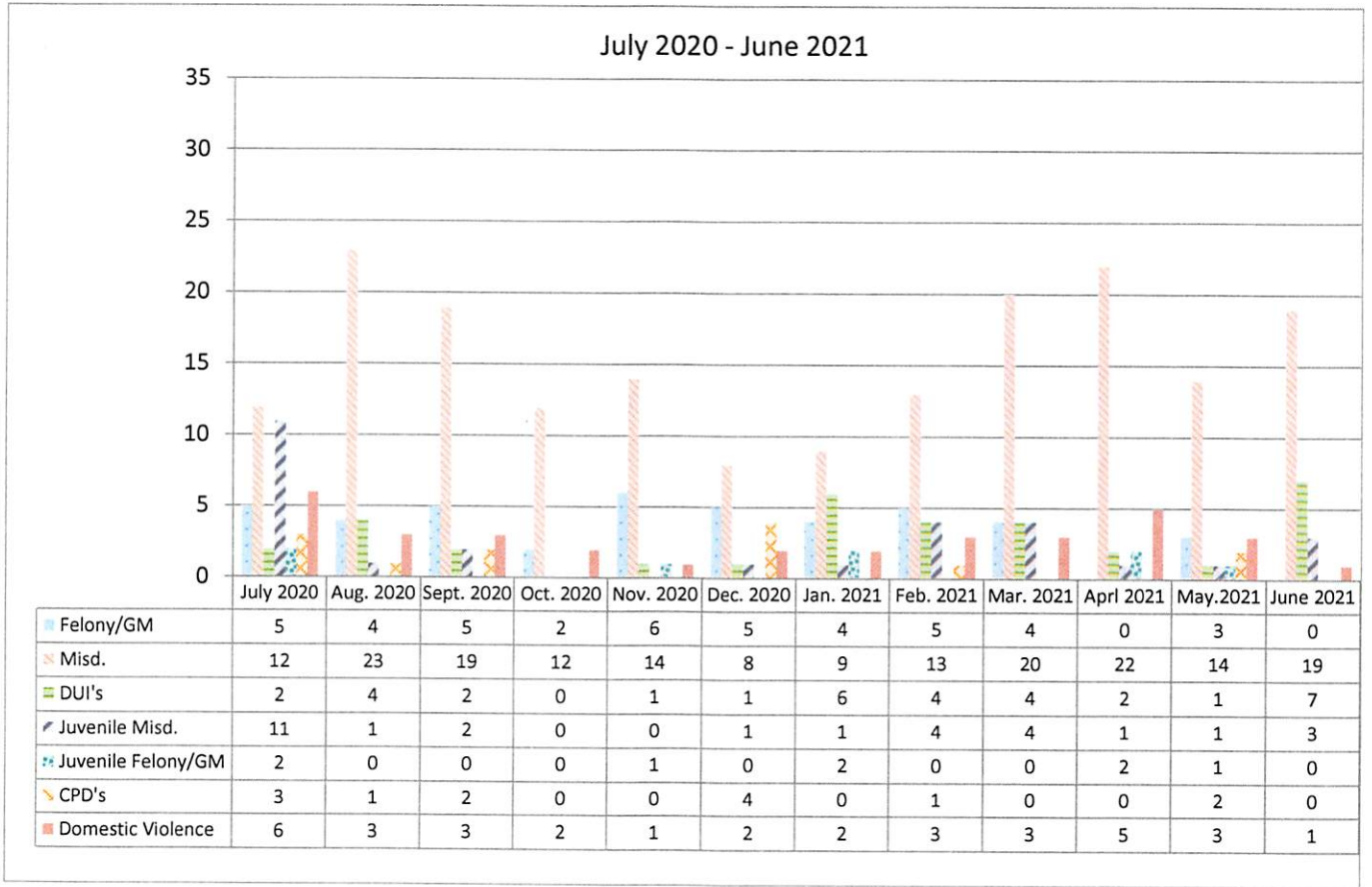
## Calls for Service / Total Incidents Reported



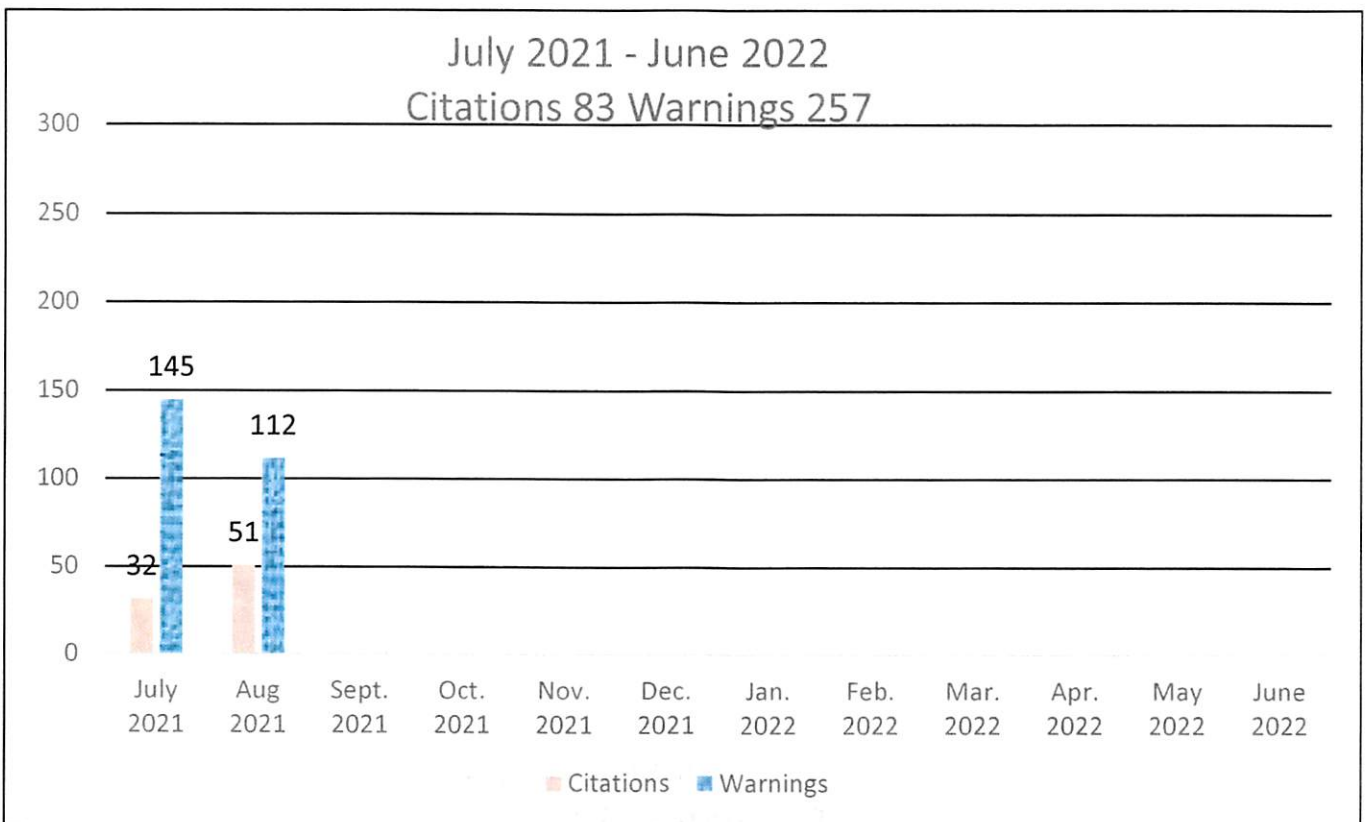
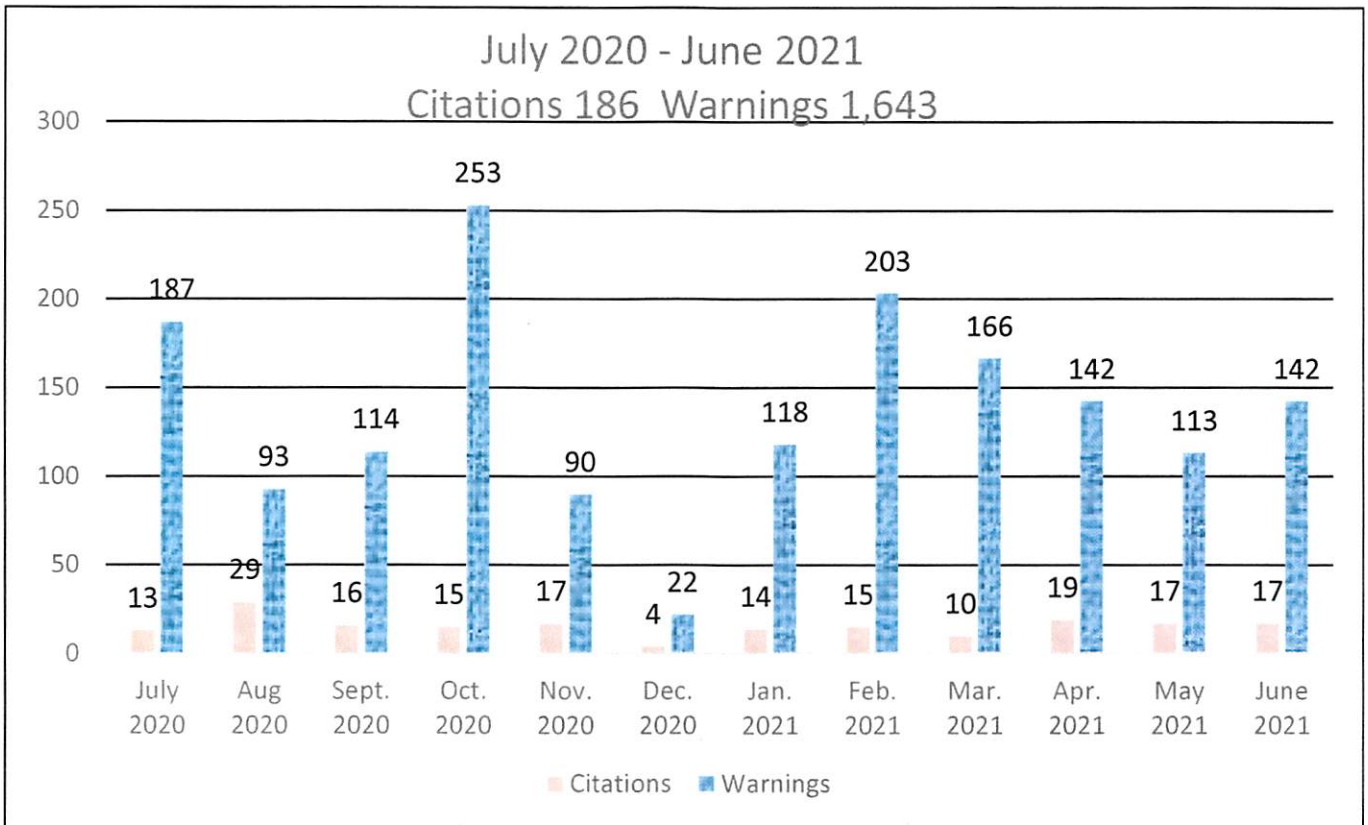
# Crime Summary



# Arrest Summary

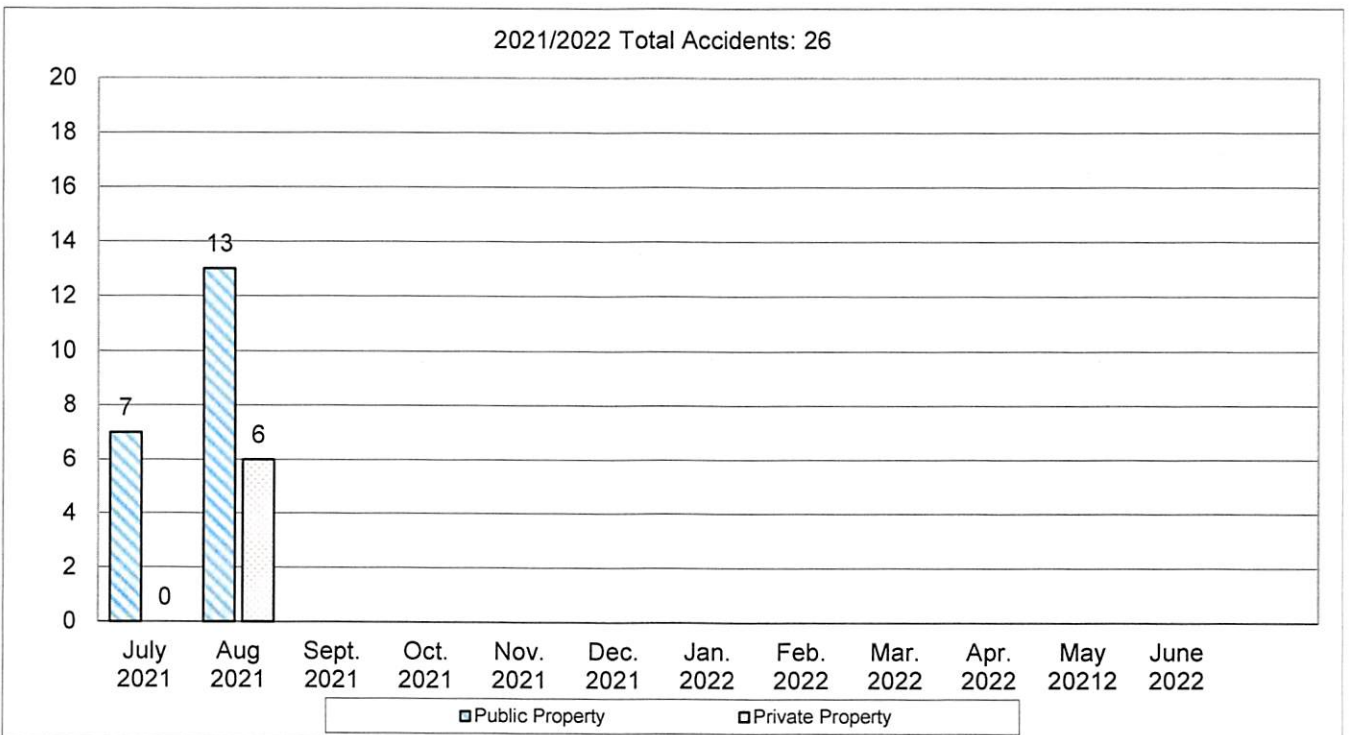
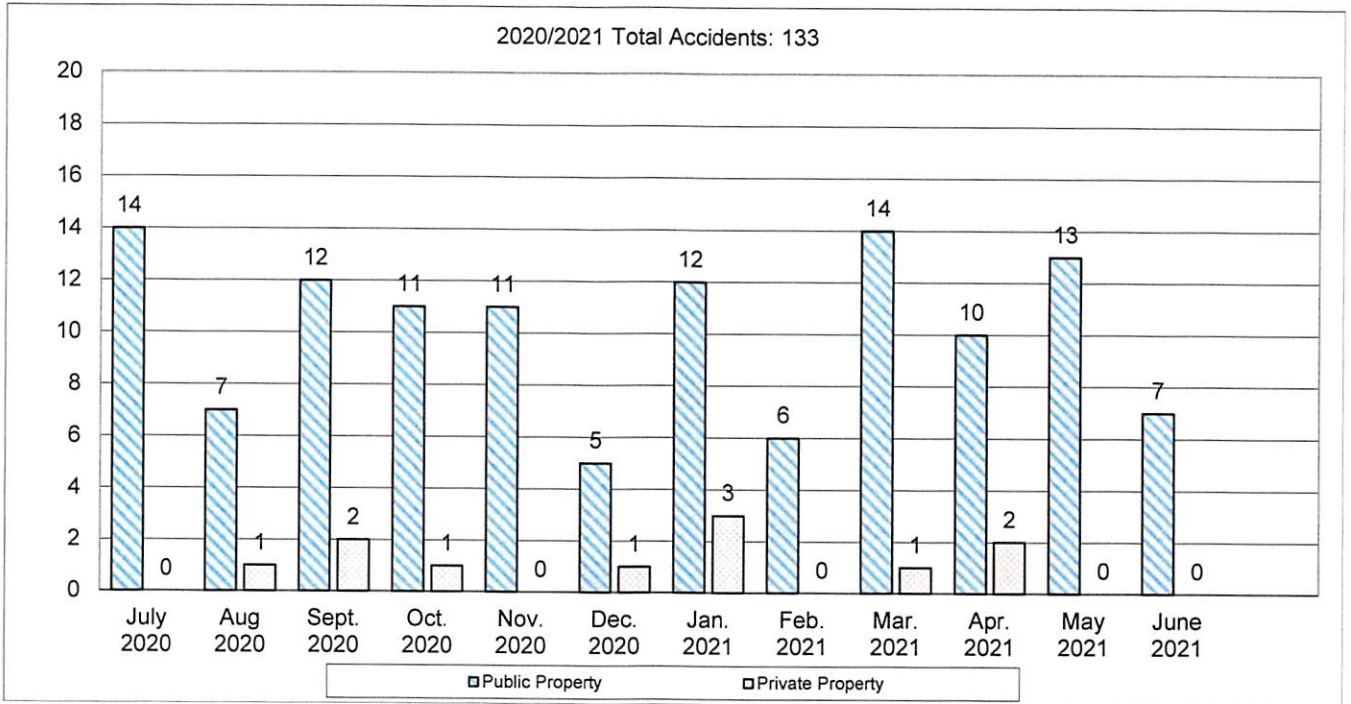


## Moving Citations Traffic Warnings

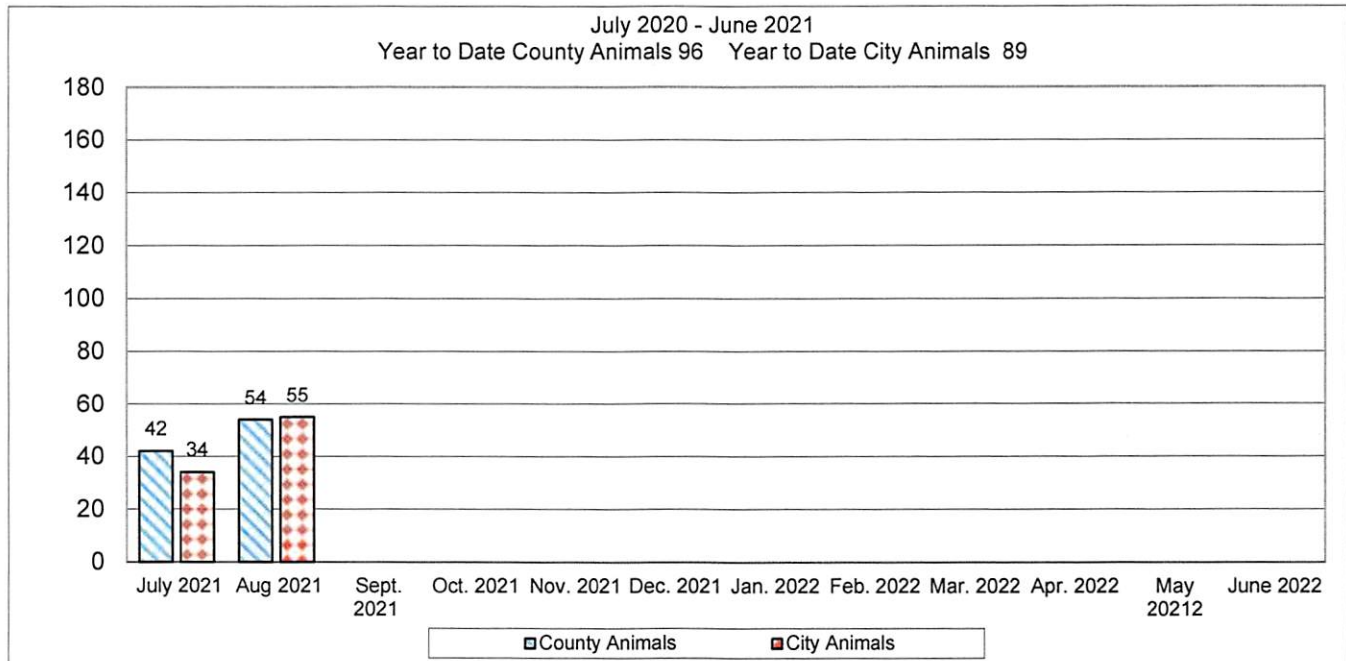
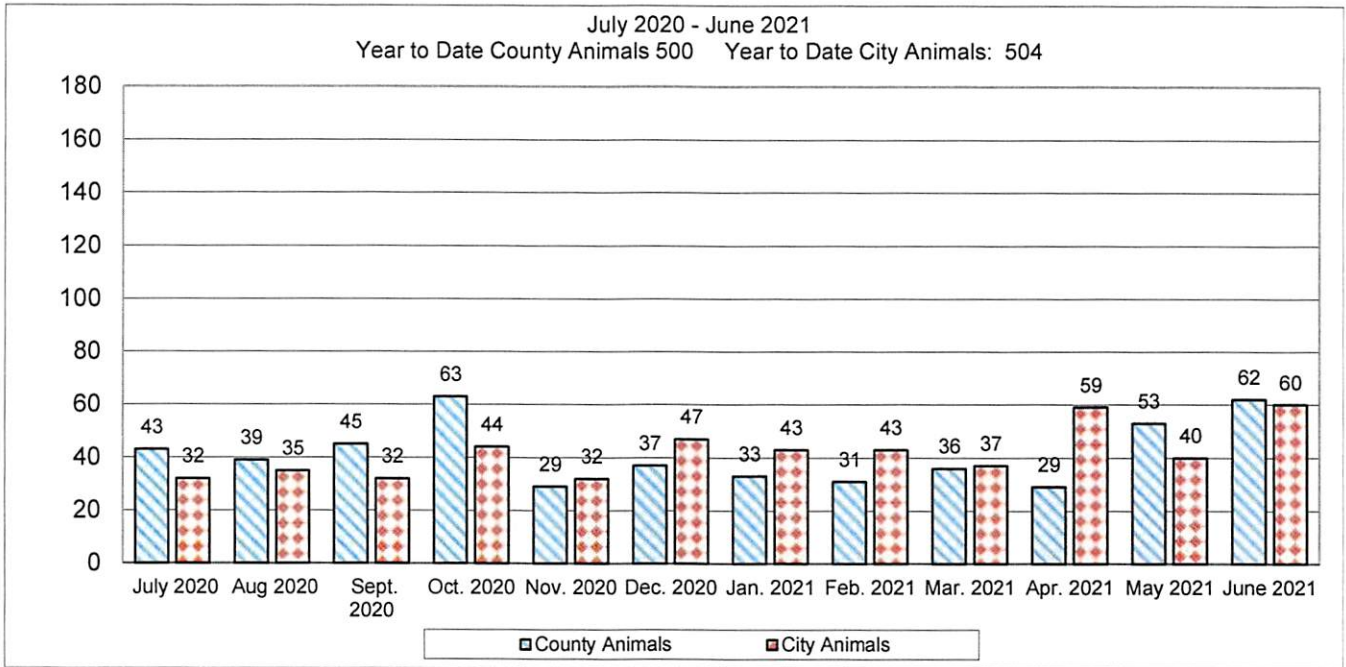




# Traffic Accidents



# Animal Shelter Service



**Fallon Police Department**  
**Citizen Survey Results**  
**August 2021**

When you contacted the Police Department, how satisfied were you with the ability of the dispatcher or employee that assisted you?

VERY SATISFIED	SATISFIED	DISSATISFIED	NO OPINION
9	1		0

Where you satisfied with the courtesy and concern shown by the dispatcher or employee?

VERY SATISFIED	SATISFIED	DISSATISFIED	NO OPINION
10	1		

Are you satisfied with the Police Department's response time?

VERY SATISFIED	SATISFIED	DISSATISFIED	NO OPINION
10	1		

Regarding your most recent contact, please rate the Officer in the following areas:

Officer name (s) Officer(s) Atchison and Groom

Dispatcher (s) \_\_\_\_\_

	VERY SATISFIED	SATISFIED	DISSATISFIED	NO OPINION
Concern	7	2		1
Courtesy	7	1		1
Knowledge	7	1		1
Problem Solving Ability	7	1		
Professional Conduct	7	1		1

Overall, how satisfied are you with the Fallon Police Department?

VERY SATISFIED	SATISFIED	DISSATISFIED	NO OPINION
10			

**Fallon Police Department**

**August 2021**

**Citizen Survey Comments**

I called to help get my son's head out of a toilet seat insert. The officer that came was very professional and helpful. I am sure if I had walked into a house I would have died laughing. We greatly appreciated the help!

We were on vacation in Oklahoma when I was alerted to a motion detection by security service. I was contacted within just a few minutes from a very polite employee informing me that officers were dispatched, and all is well. EXCELLENT SERVICE! Awesome response time!

We had an incident in front of my business and could not be more satisfied with the response time, courtesy and professionalism displayed by Officer Atchison. This behavior makes me believe that if I were truly in need of an officer's immediate help, I could trust that they would be there in a moments notice. Way to go Fallon PD. Thank you!

People go way to fast on Center and Bailey Street. Pleas patrol more often if possible.

Just keep doing what you guys are doing. I am very happy the way the police officers come right away. Thanks for the Fallon Police for doing a good service.

Dispatcher was very courteous and sounded concerned. Can't remember her name. I did not have contact with the officer, but he took care of the issue very quickly for us. Thank you for all you do!

**Fallon Police Department  
Activities / Special Events  
August 2021**

**ASSISTANCE**

During the months of August there was no assistance needed.

**INDOCTRINATION**

During the month of August, we were unable to conduct indoctrination training at NAS Fallon.

**VOLUNTEERS IN POLICE SERVICES**

August 2021 the Fallon Police VIPS volunteered eighty-six (86) hours to the agency. These duties included admin, patrolling, and helping hands visits.

**OTHER PUBLIC RELATIONS**

On August 14<sup>th</sup> Sergeant John Riley and Officer William Cruz conducted special detail at the Pennington Life Center for the Fallon Community Day. They were approximately 450 school children that were given school supplies.